Village of SKOKIE

Police Department
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Memorandum
Police Department

To: All Personnel

From: Jesse Barnes
Chief of Police

Date: March 1st, 2026

Subject: Preface to Policy and Procedure Manual

The Skokie Police Department exists to serve and safeguard the community. We understand that our authority comes from the trust and confidence we build with those we serve. Our actions are guided by the values of life, partnership, excellence and respect, which shape our approach to law enforcement and our interactions with everyone we encounter.

The Skokie Police Department Policy and Procedure Manual has been created to assist all employees and to establish criteria for the consistent and professional delivery of police services. All sworn and non-sworn personnel are required to review and follow these guidelines. Employees are encouraged to suggest changes that align with the Department's values or enhance operational effectiveness.

Any conflicting orders or portions thereof regarding the subjects addressed in this manual are superseded and rendered void.

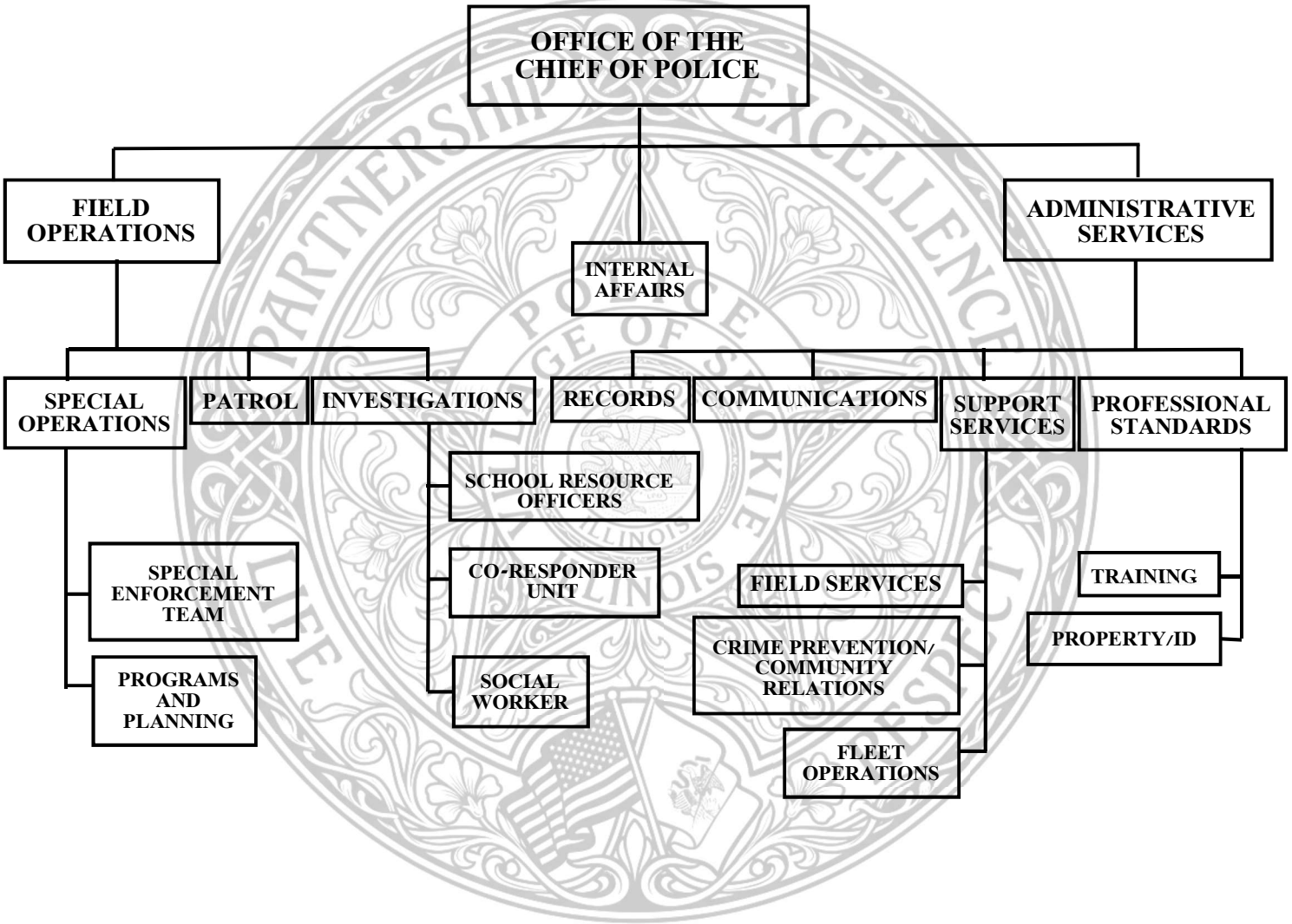
Recognizing that it's impossible to create policies for every possible situation, the Department provides training to enhance the skills, knowledge, and judgment of its personnel. Employees are given some discretion to respond appropriately to the varied situations they encounter. While many directives in this manual serve as guidelines that allow for professional judgement, every employee remains accountable for their actions and decisions. Any unjustified deviation from Department policy or misuse of authority is unacceptable.

Skokie Police Department employees receive guidance from various sources, including this Manual, the Police Department Rules & Regulations Manual, Training Bulletins, and other written and verbal directives. This guidance considers the interests of the community, the Department, and the employees whose work gives it purpose. Overall, this Manual sets a standard for police services, ensuring they are delivered with professionalism, respect, and fairness to all individuals.

NOTICE:

These General Orders are for Departmental use only. These General Orders should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of a Skokie Police Department General Order may form the basis for Departmental administrative sanctions. Violations of the law form the basis for civil and/or criminal sanction(s) in a recognized judicial setting.

SKOKIE POLICE DEPARTMENT
FUNCTIONAL
ORGANIZATIONAL CHART

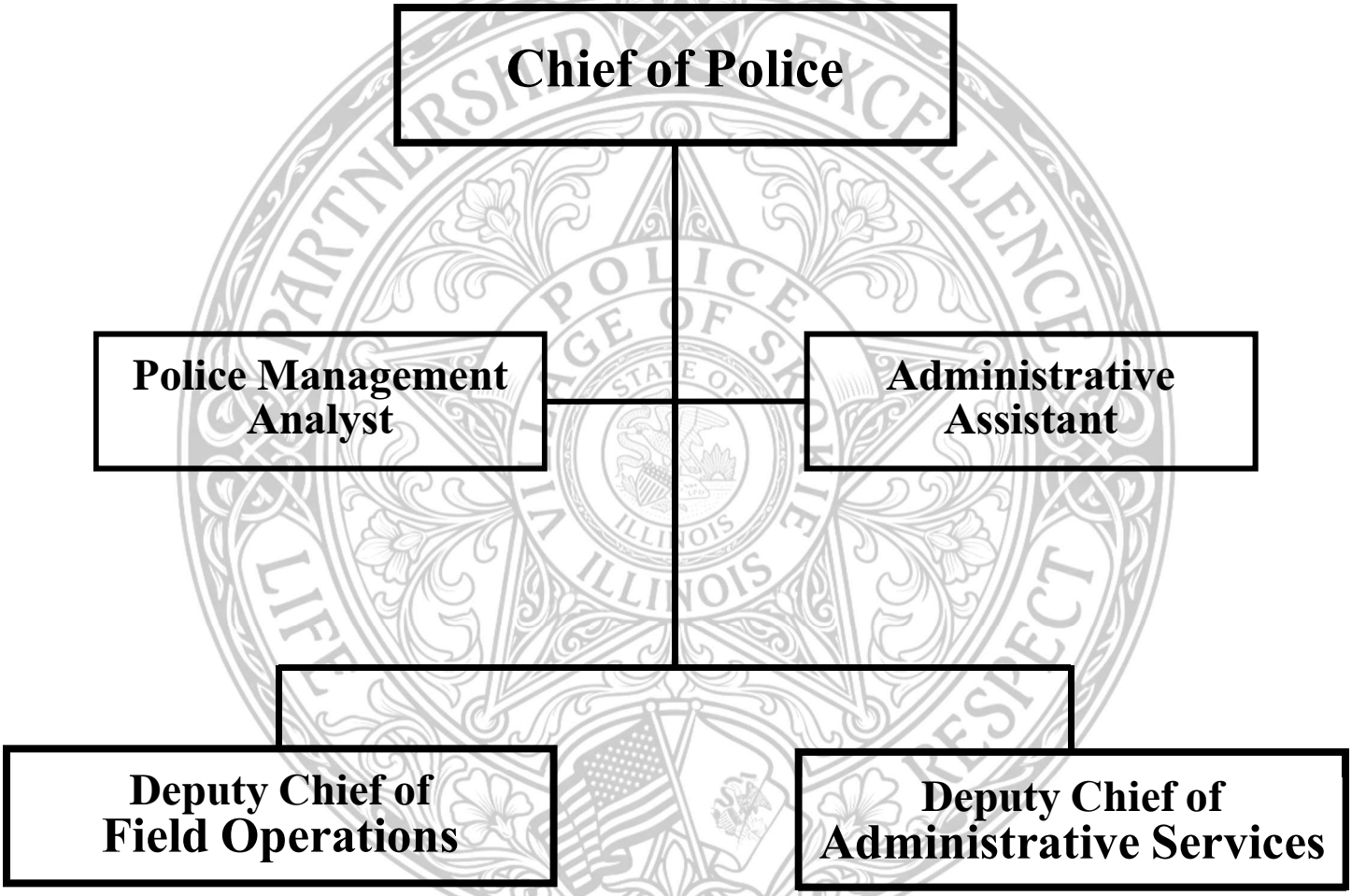


Updated 03/01/2026

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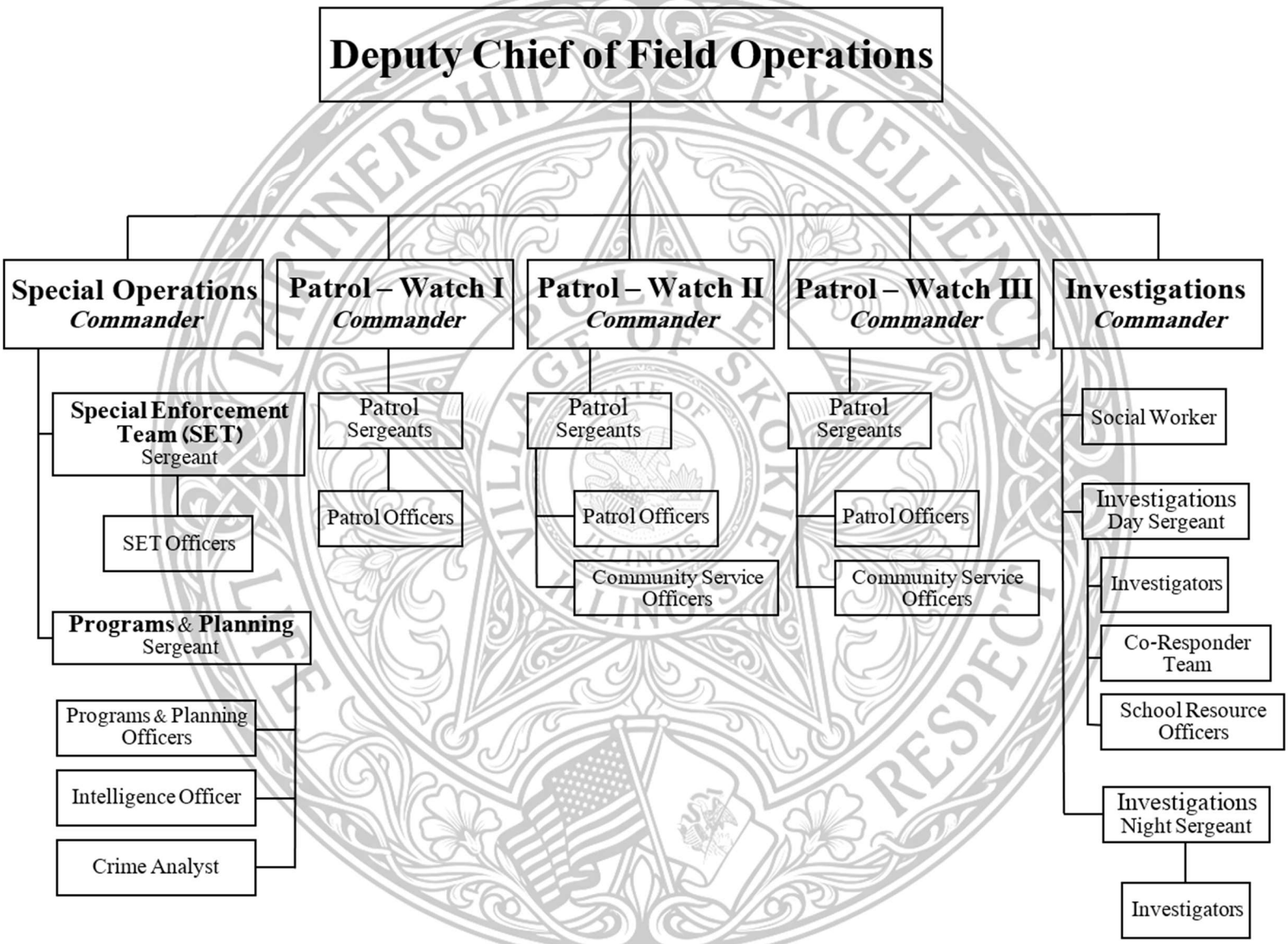
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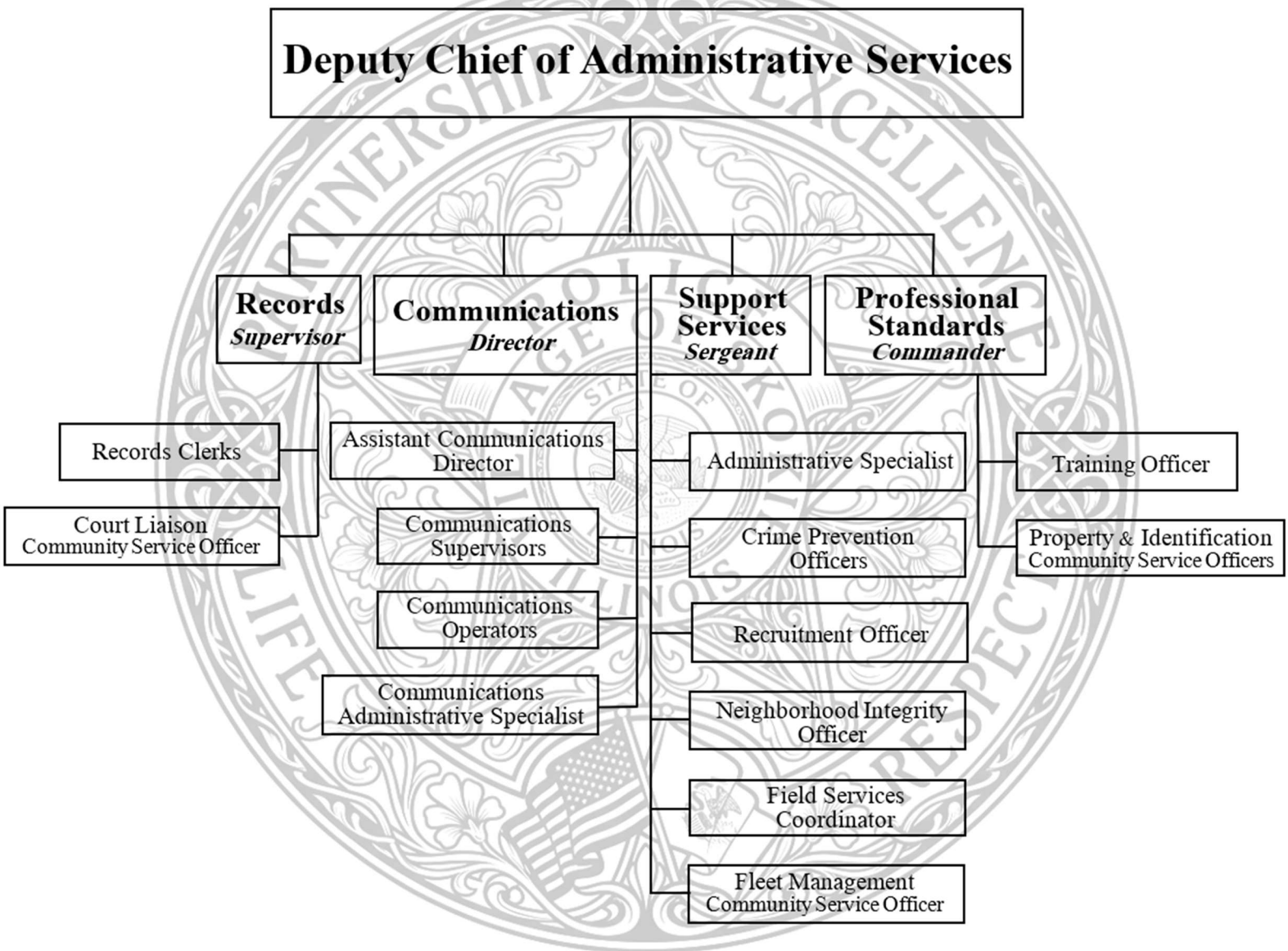
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SKOKIE POLICE DEPARTMENT
FIELD OPERATIONS
ORGANIZATIONAL CHART



Updated 03/01/2026

SKOKIE POLICE DEPARTMENT
ADMINISTRATIVE SERVICES
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Updated 03/01/2026

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SKOKIE POLICE DEPARTMENT

DEPARTMENT ORGANIZATION

General Order:	A-00	**Replaces:** General Order:	A-00
Effective Date:	01 April 2023	Effective Date:	01 June 2020

Indexed As: Department Organization

POLICY:

The Department shall publish and make available to all personnel an organizational chart that graphically displays the organization, functions and lines of authority of the Department. This chart shall be reviewed annually by the Chief of Police and updated when necessary.

PROCEDURE:

I. Office of the Chief of Police

A. The Skokie Police Department is organized into Field Operations and Administrative Services. These components are assisted and coordinated by the Office of the Chief of Police.

B. The Chief of Police is the executive officer of the Department and is responsible for:

1. Planning, staffing, directing, coordinating and controlling all Department functions and activities.

2. Ensuring the continued, efficient and effective operation of the Department.

3. Maintenance of positive relations with the citizens of Skokie, Village government, and other agencies and organizations.

4. The successful accomplishment of the Department mission.

C. The Office of the Chief of Police is staffed by the following personnel:

1. The Deputy Chief of Field Operations is responsible for managing the operations of the Patrol, Investigations and Special Operations.

2. The Deputy Chief of Administrative Services is responsible for managing the operations of the Communications Division, Records Unit, Support Services, and Office of Professional Standards. The Deputy Chief of Administrative Services is also the liaison to the Village's Management Information Systems Department.

3. The Police Management Analyst is responsible for coordinating and directing the Department's budget, accreditation, grant management, annual report and special projects.

4. The Administrative Assistant is the Department's Personnel Officer and is also responsible for providing staff support to the Chief and Deputy Chiefs.

II. Field Operations

Field Operations is comprised of the Patrol Division, the Investigations Division, and Special Operations.

A. Patrol Division

1. The Patrol Division is comprised of three Watches. Each Watch is managed by a Commander and assisted by Sergeants.

2. The Patrol Division is collectively responsible for the following Department functions:

a) Life safety
b) Deter, detect, prevent criminal activity
c) Traffic safety
d) Preliminary incident investigations
e) Traffic crash investigations
f) Evidence collection
g) Animal Control

B. Special Operations

1. Special Operations, which consists of a Programs and Planning Unit and a Special Enforcement Team, is led by a Commander. The Programs and Planning Unit is responsible for the planning, coordination and implementation of the specialty programs within Field Operations. These programs include, but are not limited to:

   a. The Evidence Technician Program
   b. Bicycle Unit
   c. Field Training Officer Program
   d. Special Events
   e. Body Worn Camera Program
   f. Drone Program
   g. Traffic Grants
   h. Truck Enforcement
   i. Squad Car Video Requests
   j. Automated Red-Light Running Program and
   k. Range/Weapons

   In addition, the Unit also researches and reviews current and future policies, equipment and programs, and oversees the Department's Crime Analyst and Intelligence Officers.

2. The Special Enforcement Team is responsible for identifying and responding to emerging and existing crime patterns, with an emphasis on gang, drug and vice-related offenses. Both the Programs and Planning Unit and the Special Enforcement Team are supervised by Sergeants.

C. Investigations Division

1. The Investigations Division is managed by a Commander and is responsible for investigating and following up on offenses committed in order to apprehend, process and assist in the prosecution of criminal offenders.

2. Two Sergeants directly supervise the activities of all Investigators, as well as the School Resource Officers and Department Social Worker, and Co-Responders.

3. The Division is collectively responsible for the following functions:

   a. Adult investigations
   b. Juvenile investigations
   c. Organized crime investigations
   d. School Resource Officer Program
   e. Victim-witness assistance

f. Co-Responder Program

III. Administrative Services

Administrative Services is comprised of four elements: The Communications Division, Records Unit, Support Services, and Office of Professional Standards, which are the direct responsibilities of the Deputy Chief of Administrative Services. The Deputy Chief of Administrative Services will also serve as the liaison to the Village's Management Information Systems Department.

A. Communications Division

1. The Communications Division maintains police and fire communications to ensure the safety of personnel operating in hazardous situations and to provide swift, courteous response to citizens seeking aid or information. This Division serves as the public safety answering point for all emergency services in Skokie and Lincolnwood, including police and fire radio and telephone communication, security alarms, and LEADS/NCIC operation.

2. This Division is supervised by a non-sworn Communications Director, who reports directly to the Deputy Chief of Administrative Services.

B. Records Unit

1. The Records Unit securely maintains all police records and provides criminal and statistical information to governmental agencies as required, and to the media and the public as permitted by law. The Records Unit is also responsible for the Report Review and Court Liaison functions.

2. This Unit is managed by a non-sworn Records Supervisor.

3. The Records Supervisor reports directly to the Deputy Chief of Administrative Services.

C. Support Services Division

1. Crime Prevention/Community Relations Unit

a. The Crime Prevention/Community Relations Unit is responsible for preventive services programs, school liaison and school safety program, Officer Friendly program and community education. The Unit is also responsible for coordination of off-duty

details, media relations, recruiting, and community relations.

b. Supervision of the Crime Prevention/Community Relations Unit is the responsibility of the Support Services Supervisor.

c. The Support Services Supervisor reports directly to the Deputy Chief of Administrative Services.

2. Field Services Unit

a. The Field Services Unit is responsible for purchasing and facility management.

b. This Unit is staffed by a Community Service Officer.

c. The Field Services Community Service Officer reports to the Support Services Supervisor.

3. Fleet Management

a. The role of Fleet Management is to provide support in maintaining the readiness of all police vehicles and other equipment.

b. This position is staffed by a Community Service Officer.

c. The Fleet Management Community Service Officer reports to the Support Services Supervisor.

4. Crossing Guard Program

a. The Crossing guards facilitate safe passage of students walking through our Village on routes designated by local school districts. Guards are contracted through a third-party vendor.

b. The program is coordinated by the Support Services Supervisor.

5. Support Services Administrative Specialist

a. The Support Services Administrative Specialist is responsible for all daily accounting tasks and general reception duties.

b. The Support Services Administrative Specialist reports to the Support Services Supervisor.

D. Professional Standards

1. Training Unit

a. The Training Unit is responsible for recruit, in-service and specialized training functions. In addition, this Unit coordinates the Department's career development program

b. This Unit is directed by the Professional Standards Commander, who reports to the Deputy Chief of Administrative Services.

2. Identification Section

a. The Identification Section is responsible for all property custody, maintenance of fingerprint and photograph records fingerprint services for residents and associated tasks as assigned.

b. The Section is directed by the Professional Standards Commander who reports to the Deputy Chief of Administrative Services.

3. Internal Affairs

a. The Internal Affairs function is responsible for overseeing all formal investigations within the Police Department. Internal Affairs is also responsible for overseeing the Department’s complaint and commendation policies.

b. This function is directed by the Professional Standards Commander who reports directly to the Chief of Police for all internal investigation matters.

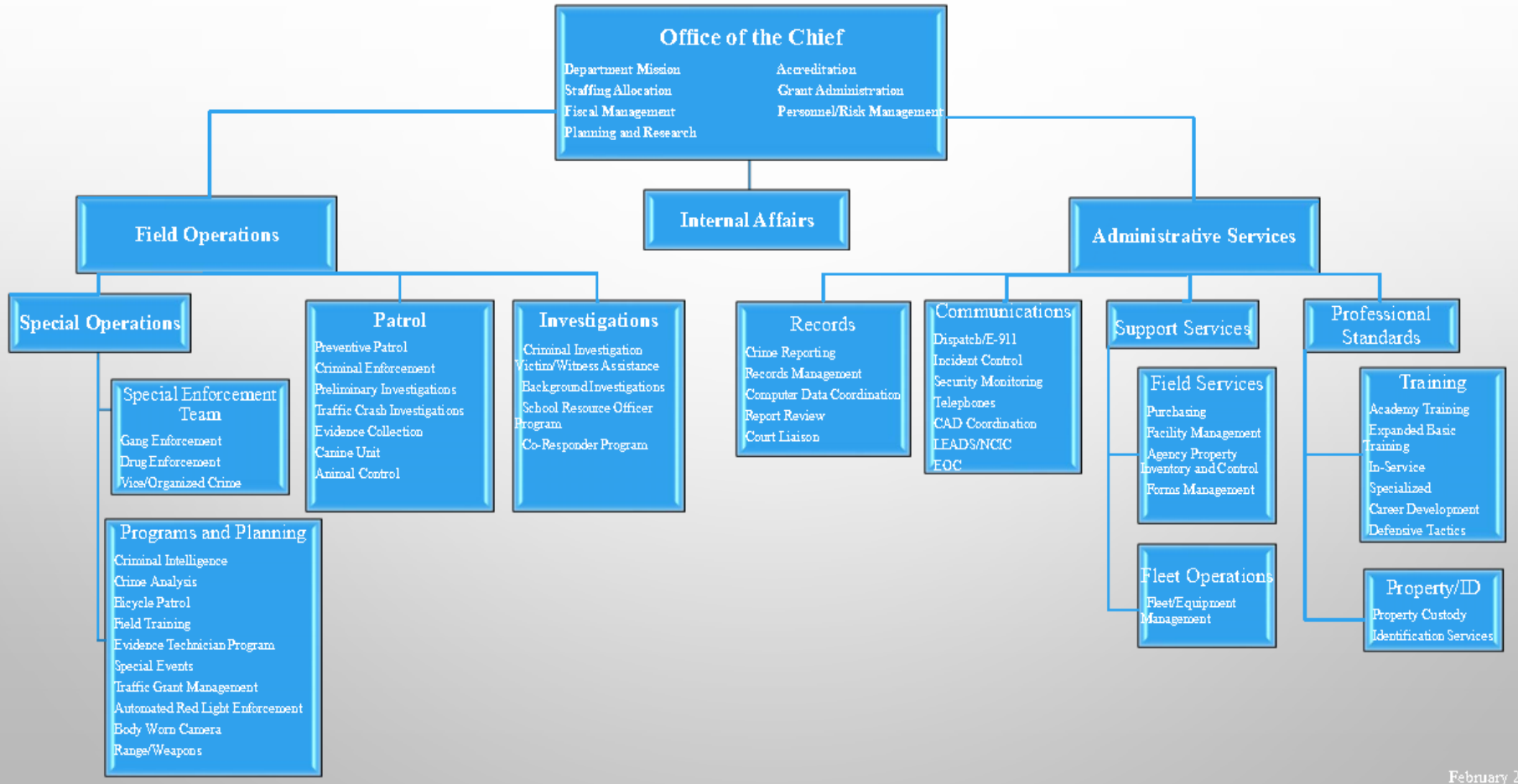
E. Management Information Systems

1. Management Information Systems is responsible for the planning, implementation, maintenance and ongoing administration of the Police Department’s information management systems.

2. The Public Safety Management Information Specialist reports to the Director of MIS; however, he will be responsible for coordinating

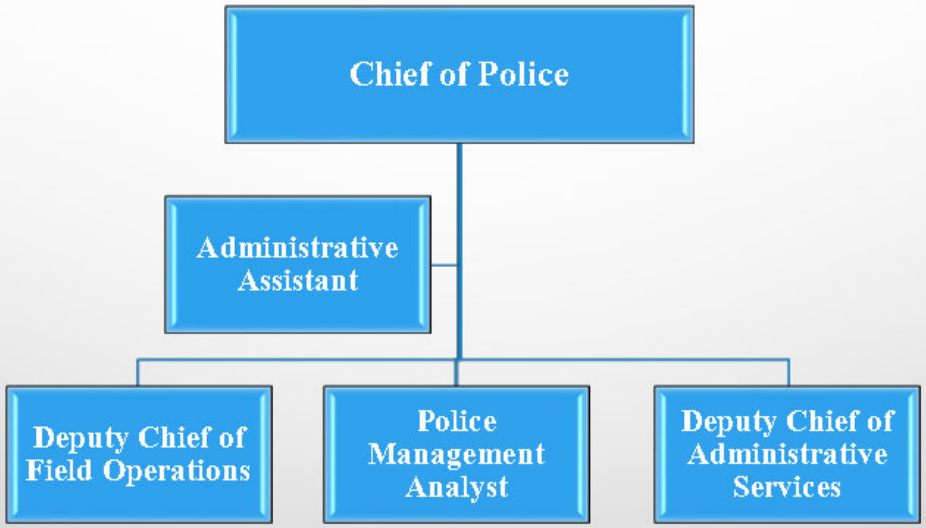
all projects and activities with the Deputy Chief of Administrative Services.

SKOKIE POLICE DEPARTMENT
FUNCTIONAL ORGANIZATIONAL CHART



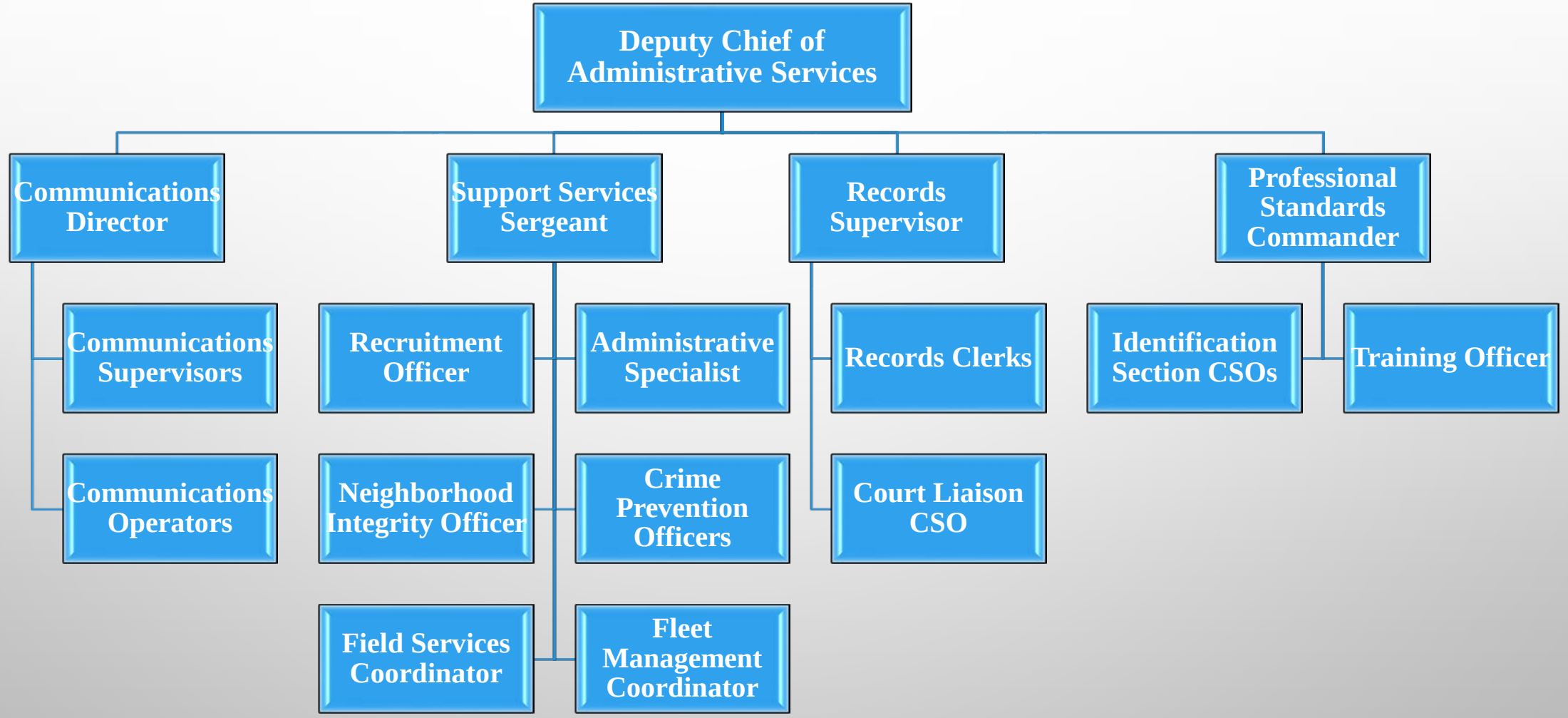
February 2023

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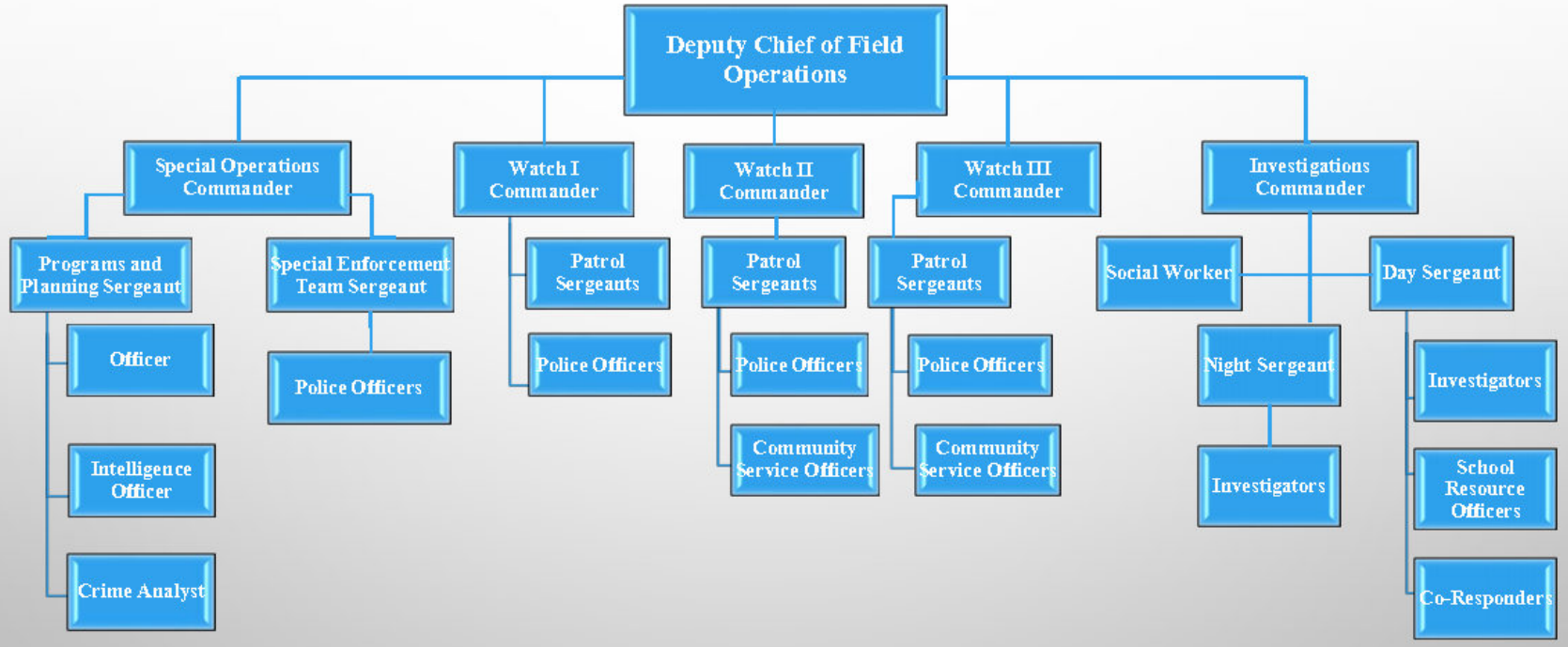
February 2023

SKOKIE POLICE DEPARTMENT
ADMINISTRATIVE SERVICES
FUNCTIONAL ORGANIZATIONAL CHART



February 2023

SKOKIE POLICE DEPARTMENT
FIELD OPERATIONS
FUNCTIONAL ORGANIZATIONAL CHART



SKOKIE POLICE DEPARTMENT

POLICY AND PROCEDURE MANUAL

General Order:	A-1	**Replaces:** General Order:	A-1
Effective Date:	01 January 2022	Effective Date:	01 Dec. 2018
Indexed As:	Policy and Procedure Manual General Order Manual		

POLICY:

The Department shall maintain a manual of general orders in both digital and hard-copy formats which represents the guiding policies and procedures of the organization. In an effort to provide transparency, a digital copy will also be accessible via the Skokie Police Department website and on Skokie.org.

PROCEDURE:

I. Composition of Policy and Procedure Manual

A. Index System

An extensive cross-indexing system enables rapid access to any general order or subject matter in the manual by the reader.

1. Alphabetical index by general order title.

2. Alphabetical index by topic.

B. Sections of Policy and Procedure Manual

1. To further expedite the location of specific policies or topics, both the electronic and hard-copy manuals are divided into four general sections, letter coded as follows:

a) Administration - A
b) Personnel and Training - P
c) Support Services - S
d) Field Operations - F

2. Although not specifically related, policies contained within a given section of the manual are

grouped on the basis of overall operational impact or perspective.

3. Department organizational charts are also included in both the electronic and hard-copy manuals.

II. Format of General Orders

The format of Department General Orders is determined by the Chief of Police.

A. The upper right-hand corner of each page contains a lettered section code (A, P, S or F) followed by a consecutive number to denote the proper location of the order within each section of the manual (example: A-1, A-2, A-3, etc.). Each page of a general order is sequentially numbered. The page number appears immediately after the lettered section code and order number (example: A-1.1, A-1.2, A-1.3, etc.).

B. The title of each general order is centered and underlined at the top of page one of the order. The title of the general order shall also appear immediately below the section code and page number.

C. Below the title in the upper left-hand corner of the first page of the order is the general order number which is listed by letter code and numerical sequence (example: A-6, P-10, F-33, etc.).

D. Immediately below the general order number is the effective date of the order.

E. Immediately below the effective date is the "Indexed As" section which identifies the subject by which a given general order will be listed in the alphabetical topic index.

F. Contained in the upper right-hand corner below the title of the general order is a section which identifies the **version of the** policy this general order replaces.

G. All supplementary materials identified within a general order as an "Appendix" will follow immediately at the end of the order.

III. Review of General Orders

A. All new or revised Police Department general orders and Police Department Rules and Regulations shall be subject to a thorough review process prior to dissemination to ensure accuracy, completeness, and

consistency with both existing agency directives and applicable law.

B. The Department shall implement procedures to encourage review and comment by appropriate personnel in all areas and levels within the Department.

C. Adequate time will be allowed for the review of general orders in order to facilitate the feedback process.

D. All issued general orders will be reviewed periodically by the Chief of Police or his designee to determine whether they should be cancelled, revised or continued in their present form. This shall not preclude the review or revision of general orders by the Chief of Police or his designee on an as needed basis.

IV. Distribution and Maintenance of the Policy and Procedure Manual

A. During their initial orientation period, each new employee shall be provided instructions for accessing the Department's electronic Policy and Procedure Manual which is maintained on the Department's Intranet. They shall also be advised of the location of hard-copy general order manuals maintained within the Police facility.

B. The electronic Policy and Procedure Manual will be accessible on all Police Department desktop computers, laptops, tablets, and mobile data computers.

C. Hard-copies of the Policy and Procedure Manual will be maintained at strategic locations throughout the Police facility, as directed by the Chief of Police.

D. Maintenance of the electronic Policy and Procedure Manual, Police Department Rules and Regulations, and Police Department Duty Assignments will be the responsibility of the Office of the Chief.

V. Distribution of General Orders

A. A memorandum briefly describing new general orders or changes to existing general orders shall be distributed to all Department personnel via PowerDMS. Employees shall subsequently acknowledge receipt, review and understanding of Department general orders through their electronic signatures.

B. It is the supervisor's responsibility to provide appropriate instruction to all subordinates regarding new and modified orders that have been distributed.

C. It is the responsibility of the Deputy Chiefs to ensure that each of their respective subordinates acknowledge receipt of distributed policies and complete tests (as applicable) in a timely fashion.

VI. Issuance of New Indices and Periodic Inspections

New manual indices will be prepared and distributed by the Office of the Chief on an as-needed basis.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.18.03

SKOKIE POLICE DEPARTMENT

DEPARTMENT MISSION, VALUES, GOALS AND ETHICS

General Order: A-2
Effective Date: 01 April 2025

Replaces:
General Order: A-2 and A-26
Effective Date: 01 May 2023

Indexed As:
Department Goals
Department Mission
Department Values
Ethics
Mission Statement
Program Objectives

POLICY:

The Skokie Police Department accepts and upholds the responsibility of guardian for all that reside, work, visit or travel through the Village. This responsibility extends equally and equitably to everyone regardless of their race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status. We further acknowledge and embrace that our authority is entirely dependent upon the level of support the people we serve give us and that we are all equal partners in our pursuit for public safety. This policy is the center and benchmark for our culture and will guide us always in what we do and how we do it.

Mission Statement

The mission of the Skokie Police Department is to prevent crime, protect life and property, enforce the law, and preserve order, while protecting the rights of all people and doing so with the highest of ethical and professional standards.

Values Statement

Our organizational values set the standards and expectations of how we go about our work in accomplishing our mission. Our values are the base on which our organizational culture is built and how we as an organization want to be defined.

- **Life** – We value the life of every person and consider life to be of the foremost importance. We believe in de-escalation, the use of discretion and doing what is right for everyone involved. We believe that in some

circumstances, doing nothing, or doing something at a later time, can be the best solution.

- **Partnership** - Our authority is only as strong as our relationship with the community we serve. It is our priority, in everything that we do, to seek and attain positive partnerships and relationships with every segment of the community, to collaboratively educate, address, and resolve issues pertaining to public safety.

- **Excellence** – Being good is not good enough! We have high expectations of ourselves and our Department and will never jeopardize our integrity or our intent. We will always search for ways to improve ourselves and the work that we do. We will continue to support diversity in the Department and are committed to being the positive model for others to follow.

- **Respect** – We will always treat everyone with whom we interact with the upmost dignity, professionalism, and respect. We reject discrimination against anyone in any form. We uphold the tenets of procedural justice – Fairness, Voice, Transparency, and Impartiality.

In addition to our values, we also adopt and hold ourselves accountable to the highest degree of ethical standards. We commit to the Law Enforcement Code of Ethics and Standard of Conduct as regulated and outlined in our Department Rules.

PROCEDURE:

I. Administration

A. Department goals should be directed toward those areas of Police service that are within the practical abilities of the Department and directly in support of the Department mission and values outlined above.

B. Department objectives support individual goals and should be expressed in quantifiable terms which can be used as a measure against which Department performance can be determined.

II. Responsibilities

A. The Chief of Police establishes annual goals for the Department. Each Division subsequently establishes objectives to enable the achievement of the Department goals.

1. Care should be taken to assure that specific component objectives are consistent with those established for the Department as a whole.

2. Objectives established for Department components should be determined following consultation with respective Deputy Chiefs.

B. Deputy Chiefs, in turn, are encouraged to seek input from all subordinate personnel to ensure relevancy and to facilitate both contribution and commitment to meeting set objectives.

III. Distribution

A. The Chief of Police will electronically distribute the goals for the agency to all personnel on an annual basis, and also make them available via the Police Department intranet.

B. The Deputy Chiefs will electronically distribute specific written objectives supporting the goals annually to all organizational components under their command.

IV. Written Evaluation

The Deputy Chiefs are to submit a written evaluation to the Chief of Police at both the midpoint and end of each fiscal year identifying the progress made to date toward the attainment of Department and divisional objectives as well as recommendations to modify said objectives for the future.

V. Training

A. New Employee Training

The Training Officer will be responsible for ensuring that all Probationary Police Officers are provided instruction on this policy and standards of conduct as part of their expanded basic training. Similarly, the Training Officer will be responsible for ensuring that new civilian employees are provided training on this policy and standards of conduct as part of their initial orientation.

B. Refresher Training

The Training Officer will be responsible for ensuring that training on this policy and standards of conduct is provided to all Skokie Police Department personnel at least every two years. Training may consist of:

1. classroom and/or scenario-based training,

2. roll-call training,
3. training bulletins,
4. computer-based training, and/or
5. video-based training.

VI. Responsibility

Responsibility for conduct and compliance with this policy, in both letter and spirit, is a personal responsibility. All personnel will be held individually accountable for their conduct.

SKOKIE POLICE DEPARTMENT

POLICE AUTHORITY

General Order: A-3
Effective Date: 01 October 2024

Replaces:
General Order: A-3
Effective Date: 01 Nov. 2022

Indexed As:
Limits to Authority
Limits to Discretion
Police Authority
Police Discretion

POLICY:

Department members, whether on duty or off duty, are expected to conduct themselves in accordance with statutory limits, guidelines of this manual, supervisors' directions and in such a manner as would reflect favorable upon themselves, this Department, and the law enforcement profession.

Due to differing circumstances of jurisdiction, duty status and responsibility to take necessary police action, the following guidelines are established for the use of police authority and discretion.

PROCEDURE:

I. On-Duty Authority and Responsibility

A. Within the Village Limits

While on duty inside the Village limits, Police Officers have the full authority and powers of arrest granted Peace Officers by Illinois State Statute. With consideration of the situation at hand, Officers are expected to take all steps necessary to protect life and property, and to enforce the ordinances of the Village of Skokie, Illinois statutes, and the laws of the United States.

B. Within the Police District

The police district is defined by Illinois State Statute as the territory which is embraced within the corporate limits of adjoining municipalities within any county. The Skokie Police District includes Wilmette, Evanston, Lincolnwood, Chicago, Niles, Morton Grove, Glenview and Forest Preserve District of Cook County.

While on duty within the police district, Officers have full authority and powers of arrest granted Peace Officers by Illinois State Statute in any part of the district.

C. Outside the Police District - Within State

While on duty outside the police district, Officers have authority in the following circumstances:

1. If the Officer is engaged in the investigation of criminal activity that occurred in the Officer's primary jurisdiction and the temporary questioning or arrest relates to, arises from, or is conducted pursuant to that investigation.

2. If the Officer, while on duty as a Peace Officer, becomes personally aware of the immediate commission of a felony or misdemeanor violation of the laws of this state.

3. If the Officer, while on duty as a Peace 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 of the Officer's primary jurisdiction. This provision applies to individual requests from one Officer to another as well as Mutual Aid through established systems (NIPAS, ILEAS, etc.)

D. Out-of-State Authority and Responsibility

Peace Officer powers of Skokie Police Officers do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit. Officers who are outside the boundaries of this state on extradition or other matters of direct concern to the Village are not to exercise police powers. Officers have the same authority as citizens of that state to protect themselves and others.

II. Off-Duty Authority and Responsibility

A. Under Illinois law, off-duty Officers within the police district have the same Peace Officer authority granted on-duty Officers. However, off-duty Officers who are not acting on matters of direct concern to the Village of Skokie are to give first consideration to causing the appropriate action to be taken by responsible on-duty law enforcement personnel. Such Officers should then act only after consideration of the tactical situation and of their possible liability and that of the Village of Skokie.

B. Officers off duty and outside of the police district are limited to the authority granted all citizens of the state for arrests and use of force, as detailed within 725ILCS 5/107-3, Arrest by Private Person, and 720 ILCS 5/7-6, Private Person's Use of Force in Making an Arrest.

C. The carrying of firearms is regulated by Department weapon policies which take precedence over state and federal law. See Department General Order A-16, Firearms.

D. Officers must report to the Chief of Police via the chain of command any incident in which they are off duty and exercise their police powers/authority. (See Skokie Police Department Rules and Regulations 380.04.)

III. Discretion

A. General Guidelines

1. Officers are expected to use discretion in their authority in compliance with law, public safety, in furtherance of Department goals and objectives, and in compliance with the Police Code of Ethics.

2. When confronted with situations involving non-serious criminal conduct (i.e., traffic and ordinance violations, etc.), Officers should examine possible alternatives to arrest and confinement.

B. Specific Responsibilities

1. Officer enforcement action/discretion may be regulated by specific policies or supervisory directions.

2. The severity of enforcement action or Officer inaction must not be influenced by malice, vengeance, or prejudice based upon race, sex, ethnic background, religious belief, or political affiliation.

3. Enforcement action must not be more severe than can be reasonably and objectively justified to further Department goals and objectives.

4. Enforcement action or contact may not be extended unnecessarily for the purpose of delaying the release or inhibiting the free movement of any person.

SKOKIE POLICE DEPARTMENT

MANAGEMENT REPORTS AND MEETINGS

General Order: A-4
Effective Date: 01 April 2022

Replaces:
General Order: A-4
Effective Date: 01 Dec. 2018

Indexed As:
Annual Report
Management Reports
Meetings
Reports

POLICY:

To ensure an efficient and accurate flow of management information within the Police Department and Village government, it is important to require a minimum amount of meetings and reports and to establish guidelines and procedures that ensure information is transferred effectively and in a timely fashion, as well as to keep open and utilize available channels of communication.

PROCEDURE:

I. Reports

Written reports permit the formal exchange of information between various operating components of the Police Department, as well as between the Department and both the Village government and the general public.

A. Daily Reports

Daily Bulletins shall be prepared and maintained by the Desk Officer.

1. Daily Bulletins shall contain a synopsis of criminal activity, recent arrests and outstanding warrants, special watches and general information relevant to oncoming Patrol and Communications personnel.

2. Daily Bulletins shall be utilized for daily briefings by Patrol, Investigations, Communications and the Office of the Chief of Police.

3. Daily Bulletins shall be distributed to all Police personnel via email and can be accessed via the watch summary database.

B. Monthly Reports

1. The Administrative Services Comparative Summary, prepared at the direction of the Deputy Chief of Administrative Services, is a summary of all criminal, traffic and service activity reported to or handled by the Police Department. This report is forwarded to Village Officials, Deputy Chiefs, Commanders, supervisors and the Chief. It is also available electronically to select staff.

2. Divisional reports are specific to the operational needs and activities of the Divisions. It is the responsibility of the respective Deputy Chiefs to ensure their completion and timely submission. Division reports include, but are not limited to:

   a) Workload and activity
   b) Special operations and accomplishments
   c) Personnel, budget and recommendations
   d) Interdivisional and interdepartmental concerns

C. Annual Reports

The Annual Report is a comprehensive summary of Police Department activity on a calendar-year basis. It is an analysis and comparison of yearly activity of all operational and administrative components of the Department.

1. The Assistant to the Chief is responsible for collecting the necessary information, preparing the report and ensuring its timely dissemination.

2. The Annual Report is distributed to Village Officials, the Village Manager's Office, Village Department Heads, the Skokie Public Library, and the local media. Internally, the Annual Report is made available to all personnel in hard copy and via the Police Department intranet.

II. Meetings

The primary purpose of any meeting is to exchange information. Further, meetings provide a forum to present ideas, discuss problems and evaluate programs and performance.

To ensure that lines of communication are maintained and utilized throughout the organizational structure, the following meetings shall be conducted at the indicated frequency. It is understood that on occasion situations may arise that preclude the possibility of a scheduled meeting and allowances will be made.

A. Command Staff Meetings - Weekly or as determined by the Chief of Police

1. Chief of Police
2. Deputy Chiefs
3. Assistant to the Chief
4. Commanders
5. Communications Director
6. Records Supervisor
7. Support Services Supervisor

B. Full-Supervisory-Staff Meeting

At least annually, the Chief of Police will meet with all supervisors collectively or with all supervisors within individual work units.

C. Divisional Meetings

1. Deputy Chiefs should meet regularly with their subordinate supervisors and personnel as appropriate to meet the needs of the Division.

2. At a minimum, Deputy Chiefs should meet formally with their supervisors at least every four months.

3. Supervisors of various units should have meetings with their personnel as often as necessary and appropriate for effective operations.

D. Meeting formats are discretionary and are generally structured in a manner that is appropriate to the personnel involved. However, they should encourage active participation and provide feedback to those involved. When directed, typed minutes of each meeting shall be provided to those in attendance.

SKOKIE POLICE DEPARTMENT

FISCAL MANAGEMENT

General Order: A-5

Effective Date: 01 December 2023

Replaces:
General Order: A-5
Effective Date: 18 Sep. 2023

Indexed As:
Budget
Fiscal Management
Petty Cash

POLICY:

In order to ensure the effective and efficient utilization of resources in all Department operations, the Chief of Police will involve personnel from each major component of the organization in the budget development and monitoring process.

PROCEDURE:

I. Fiscal Authority and Responsibility

A. The Skokie Police Department is responsible to the Village Manager for the proper administration and operation of law enforcement activities. The Chief of Police is charged with the authority and responsibility for internal Department administration, including fiscal management, in accordance with Chapter 2, Skokie Village Code of Ordinances.

B. Primary authority and responsibility for Village fiscal management, accounting, and budget execution are assigned by the Village Manager to the Director of Finance. The Director of Finance develops and promulgates general procedures for accounting and budget control.

C. Budget transfer requests are subject to review and approval by the Village Manager and the Director of Finance. Requests for supplemental or emergency appropriations are subject to review and approval by the Village Board of Trustees.

D. As directed by the Village Manager, the Chief of Police is responsible for:

1. Compliance with general fiscal procedures and controls established by the Director of Finance.

2. Preparation of required documents and internal records related to expenditures.

3. Maintenance of internal accounts of expenditures and fund balances for control and analysis purposes.

4. Development, coordination and submission of an annual budget request in accordance with Village requirements.

II. Budget Development

A. Primary responsibility for coordination and control of the budget development process is assigned by the Chief of Police to the Management Analyst.

B. The Management Analyst is responsible for maintaining a budget development file containing data on future programs and other operational issues which may impact on, or should be considered in, forthcoming budget processes.

C. The Management Analyst will coordinate all budget development activities with the Deputy Chiefs in order to ensure the involvement and input of all operational components of the Department. Budget proposals submitted by unit and program directors should facilitate the achievement of unit and Department goals and objectives.

D. All budget requests and accompanying justification prepared by Department personnel will be reviewed by the Chief of Police, appropriate Deputy Chief and the Management Analyst in order to assess substantial and relative priority.

E. The Chief of Police retains final approval authority regarding all budget requests prior to submission of the budget to the Village Manager.

F. The Management Analyst is responsible for coordinating the preparation of all draft and final budget documents as may be required by the Village Manager.

G. The Chief of Police, Management Analyst and Deputy Chiefs shall prepare for and participate in all budget hearings, as required.

III. Budget Control and Analysis

A. Primary responsibility for monitoring the day-to-day, non-cash fiscal activities of the Department is delegated by the Chief of Police to the Deputy Chief of Administrative Services or his designee.

B. The Support Services Supervisor is responsible for:

1. Reviewing and approving all non-cash expenditure requests from Department personnel to ensure such requests for equipment supplies and contracts are consistent with budget authorizations, are prepared accurately and completely on Department and Village approved forms and include specifications for items requiring standardized purchases.

2. Executing all approved expenditure requests through either purchase orders or Village of Skokie Check Requests.

3. Monitoring beginning monthly balances, monthly expenditures, encumbrances, and unencumbered fund balances.

4. Rectifying any and all budgetary discrepancies.

5. Requesting all fund transfers as may be required in accordance with established Village procedures.

6. Requesting supplemental or emergency appropriations in accordance with established Village procedures.

C. The Administrative Assistant is responsible for monitoring the number and type of position vacancies within the Department to ensure that personnel transactions are consistent with budget authorizations.

D. The Support Services Supervisor is responsible for conducting an ongoing review and analysis of the entire budget and for reporting significant issues to the Office of the Chief on a monthly basis.

IV. Cash Management

The Skokie Police Department maintains two cash-related funds: The general petty cash fund and the Investigative Fund.

A. Petty Cash Fund

The Department's general petty cash fund is managed by the Administrative Assistant. In the absence of the Administrative Assistant, requests for reimbursement may be received and funds may be disbursed by the Administrative Specialist assigned to the Support Services via Village check request.

1. The Administrative Assistant will perform an audit on the fund and all petty cash expenditures are reconciled at least quarterly and entered into the

accounts payable module of the BS&A accounting system. The Chief of Police must review and approve the entries prior to the review, approval and reimbursement of the account by the Finance Department.

2. Personnel requesting petty cash reimbursement are required to provide expense descriptions and itemized receipts to the Administrative Assistant before disbursement of the funds. These records are retained by the Administrative Assistant for two years in accordance with the records disposal certificate schedule and are available for inspection by supervisory staff.

3. All petty cash expenditures and reimbursements are maintained on a budget ledger prepared by the Administrative Assistant. The budget ledger report shall be available on a digital document for review by all supervisors (sworn and civilian) and management team members.

4. It shall be the practice of the Police Department to limit reimbursement from the petty cash fund to 50 dollars. All reimbursements or advances in excess of 50 dollars will be achieved by Village check request and disbursed by the Administrative Specialist assigned to the Support Services.

B. Investigative Fund

Procedures specific to the Investigative Fund are delineated in Department General Order F-10, Investigative Fund.

C. Cash Receipts

Records Unit personnel and staff assigned as the Desk Officer are authorized to accept cash for proscribed purposes including, but not necessarily limited to, copies of police reports, permit and registration fees, and false alarm fines.

Sworn supervisors and Desk Officers are authorized to accept cash for the payment of fees or the posting of bond for the release of a vehicle impounded pursuant to Village Ordinances.

1. All instances in which cash is tendered by the public shall be documented utilizing the appropriate receipt and/or form. A copy of the receipt and/or form will then be provided to the citizen.

2. When cash is received for a purpose as delineated above, the receipt or form documenting the

transaction is attached to the payment, immediately placed into a cash transmittal bag and deposited into the locked bond box.

3. It shall be the responsibility of the Records Supervisor or their designee to ensure that monies received for purposes other than bond will be counted, reconciled against the corresponding receipts and forms, and forwarded to the Finance Department.

4. Reconciliation and transmittal of funds shall occur at least twice weekly, and more often as deemed necessary.

V. Accounting and Auditing

A. Official accounts of all Police Department fiscal activity are maintained and reported by the Director of Finance.

B. Official Police Department expenditures are audited by the Director of Finance and a qualified outside audit agency as specified in Chapter 3, Skokie Village Code of Ordinances.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.15.01, ADM.15.02, ADM.15.03

SKOKIE POLICE DEPARTMENT

WRITTEN DIRECTIVES

General Order: A-6 **Replaces:** General Order: A-6
Effective Date: 01 February 2024 Effective Date: 01 March 2020

Indexed As: Bulletins
Communications Operating Procedures
General Orders
Inter-office Communications
Memorandum
Personnel Orders
Rules and Regulations
Special Orders
Tactical Intervention Unit Operating Procedures
Written Directives

POLICY:

Department personnel are responsible for knowing, understanding and carrying out all provisions of all Department directives issued to them. The Department shall institute procedures to ensure that all personnel are informed of new, revised or cancelled directives. When appropriate, training will accompany the issuance of new or revised directives. This order shall establish definitions, format and authority for the preparation and issuance of Department written directives.

PROCEDURE:

I. Definition and Issuing Authority

Written directives are statements of Department policy, procedures, rules and/or regulations. They may include, but are not limited to, the following:

A. General Orders

1. Orders directed to employees of the Department concerning organizational structure, policy and operational and administrative procedures.

2. The Chief of Police is responsible for issuing, rescinding and approving all General Orders of the Department. At the direction of the Chief of Police, the Management Analyst may develop or revise General Orders.

B. Special Orders

1. Orders affecting a specific segment or unit of the Department or statements of policy or procedure regarding a specific circumstance or event that is generally temporary or changing in nature.

2. The Chief of Police is solely responsible for issuing, rescinding and approving all Special Orders of the Department.

C. Communications Operating Procedures

1. Written guidance concerning the policies, procedures, rules and regulations of the Communications Center which are directed to Communications personnel only.

2. The Chief of Police is responsible for issuing, rescinding, and approving Communications Operating Procedures. At the direction of the Chief of Police, the Communications Director may develop or revise Communications Operating Procedures.

D. Tactical Intervention Unit Operating Procedures

1. Written guidance concerning the policies, procedures, rules and regulations of the Tactical Intervention Unit which are directed to Tactical Intervention Unit team members only.

2. The Chief of Police is responsible for issuing, rescinding, and approving Tactical Intervention Unit Procedures. At the direction of the Chief of Police, the Tactical Intervention Unit Commander may develop or revise Tactical Intervention Unit Procedures.

E. Personnel Orders

1. Orders implementing or explaining changes in personnel status, such appointments, transfers, promotions, resignation/retirements, change in assignments etc.

2. The Chief of Police is solely responsible for issuing, rescinding and approving all Personnel Orders of the Department.

F. Department Rules and Regulations

1. Written statements directed to all employees concerning supervisory responsibility and authority, the Department's code of conduct and disciplinary procedures.

2. The Chief of Police is solely responsible for issuing, rescinding and approving all Department Rules and Regulations.

G. Fire and Police Commission Rules and Regulations

1. Written statements directed to all sworn personnel concerning recruitment, selection, promotion, employment and disciplinary procedures.

2. The Board of Fire and Police Commissioners is solely responsible for issuing, rescinding and approving all Fire and Police Commission Rules and Regulations.

H. Bulletins

1. Written directives containing information of general interest to the Department or to specific units of the Department. Bulletins are generally used to inform, clarify or inquire.

2. The Chief of Police is responsible for issuing, rescinding and approving all Bulletins. However, the Chief of Police may delegate the authority to issue, rescind or approve Bulletins to other employees of the Department. For example, the Chief may delegate authority to issue Training Bulletins to the Training Director or the authority to issue Crime Analysis Bulletins to the Crime Analyst, or the Intelligence briefings to the Intelligence Unit.

I. Inter-office Communication or Memorandum

1. A written directive generally used to inform, clarify, or inquire.

2. All employees are authorized to generate Memorandum as deemed necessary.

3. When issued by a supervisor to direct compliance, a Memorandum carries the full force of supervisory authority.

II. General Guidelines for the Preparation of Written Directives

A. The Department shall maintain procedures to encourage review and comment on new or revised written directives by Department personnel, including those directly affected by the directive. New and revised Police Department General Orders and Rules and Regulations will be reviewed prior to distribution to ensure accuracy, completeness, and consistency with both existing agency directives and applicable law.

B. A standardized format will be utilized in the preparation of all written directives.

C. Written directives will be stated in clear and concise terms.

D. Whenever applicable, all written directives shall include notations as to other documents which are related.

E. Any directive which amends, rescinds or supersedes another written directive shall include a notation citing the former directive.

F. To the greatest extent possible, written directives will coincide with established policies and procedures, except as may be deemed necessary by the Chief of Police to modify existing policies or procedures.

G. Written directives shall remain in force until otherwise directly rescinded or amended by the issuing authority.

III. Format and Indexing of Written Directives

A. General Orders

1. General Orders shall follow the format detailed in Department General Order A-1, Policy and Procedure Manual.

2. Each General Order shall be indexed in alphabetical order by title, as well as in alphabetical order by major topics directly related to that order.

3. General Orders will be letter coded (Administration - A, Personnel and Training - P, Support Services - S or Field Operations - F) and numbered sequentially (Example: A-1, A-2, A-3, etc.) for ease of location and reference.

4. General Order number and section code shall be assigned by the Chief of Police or their designee during order preparation.

B. Special Orders

1. Special Orders shall be prepared and issued in a standardized format by the Chief of Police.

2. The title "Special Order" shall be centered and underlined at the top of page one of the orders.

3. Numbering shall consist of the last two digits of the calendar year followed by a sequential number for each order issued during the year. (Example: 24-1, 24-2, 24-3, etc.)

C. Communications Operating Procedures

1. Format of Communications Operating Procedures

a) The upper right-hand corner of each page contains a lettered section code (A, G, P, F, V) followed by a consecutive number to denote the proper location of the procedure within each section of the manual. (Example: G-1, G-2, G-3, etc.) Each page of a procedure is sequentially numbered. The page number appears immediately after the lettered section code and procedure number. (Example: G-1.1, G-1.2, G-1.3, etc.)

b) The title of each procedure is centered and underlined at the top of page one of each procedure.

c) The effective date of the procedure is listed below and to the left of the title.

2. Index System

a) Communications Operating Procedures are maintained in the Communications Procedure Manual and are indexed in alphabetical order by procedure title.

b) To further expedite the location of specific procedures or topics, the manual is divided into five general sections that are letter coded as follows:

(1) Administration - A
(2) General Procedures - G
(3) Police Dispatching - P
(4) Fire Dispatching - F
(5) Resource Index - V

c) Although not specifically related, procedures within each section of the manual are grouped on the basis of overall operational impact or perspective.

D. Tactical Intervention Unit (TIU) Operating Procedures

1. The pages of the TIU Standard Operating Procedures manual will be numbered and include a table of contents for case of reference.

2. Appendices will be identified and appropriately titled.

E. Personnel Orders

1. Personnel Orders shall be prepared and issued in a standardized format by the Chief of Police.

2. The title "Personnel Order" shall be centered and underlined at the top of page one of the orders.

3. Numbering shall consist of the last two digits of the calendar year followed by a sequential number for each order issued during the year. (Example: 24-1, 24-2, 24-3, etc.)

F. Department Rules and Regulations

1. Format of Department Rules and Regulations

The Chief of Police shall determine the format of the Rules and Regulations.

a) The chapter number and title are centered at the top of the page at the beginning of each chapter.

b) The left-hand margin of each page contains the subchapter and subsection numbers in ascending order.

c) The specific topic to be covered in each subchapter and subsection is underlined and precedes the narrative.

2. Index System

The Department Rules and Regulations Manual is indexed as follows:

a) Chapter I (number series beginning with 100) contains definitions of terms utilized in the manual.

b) Chapter II (number series beginning with 200) outlines command and supervisory responsibilities and authority.

c) Chapter III (number series beginning with 300) contains the code of conduct for all Department personnel.

d) Chapter IV (number series beginning with 400) contains the guidelines for Department disciplinary practices.

G. Fire and Police Commission Rules and Regulations

1. Format of Fire and Police Commission Rules and Regulations

The format of the Rules and Regulations shall be determined by the Board of Fire and Police Commissioners.

a) The chapter number and title are centered and underlined at the beginning of each chapter.

b) The left-hand margin of each page contains the subchapter and subsection numbers in ascending order.

c) The specific topic to be addressed in each subchapter or subsection is underlined and precedes the narrative.

2. Index System

The Fire and Police Commission Rules and Regulations Manual is indexed as follows:

a) Chapter I (number series beginning with 100) contains definitions of terms utilized in the manual.

b) Chapter II (number series beginning with 200) outlines the administrative practices of the Commission.

c) Chapter III (number series beginning with 300) contains the guidelines for original appointment to the Fire and Police Departments.

d) Chapter IV (number series beginning with 400) contains the guidelines for promotional appointments to the Fire and Police Departments.

e) Chapter V (number series beginning with 500) outlines general employment policies.

f) Chapter VI (number series beginning with 600) contains guidelines for removal, suspension, demotion and discharge of sworn personnel.

H. Bulletins

1. Bulletin headings shall indicate the subject area to be covered.

2. The body of each bulletin shall be configured to best convey the information presented. This may vary from a narrative format for training bulletins, to tabular, graphical or topographical data for crime analysis bulletins, to illustrations for suspect description bulletins. Since the primary objective of a bulletin is to impart or gain information, the only rule of content and format is that it be of maximum clarity and simplicity.

3. Numbering for each bulletin issued in a major subject area (e.g., training, crime analysis, traffic enforcement, etc.) shall consist of the last two digits of the calendar year followed by a sequential number for each order issued during the year. (Example: 24-1, 24-2, 24-3, etc.)

I. Inter-office Communication or Memorandum

1. The standard inter-office communication form shall be utilized by personnel issuing a written directive of this nature.

2. A written memorandum shall be prepared in the standard Department format indicating to, from, date and subject.

IV. Distribution, Maintenance and Inspection

A. Distribution

All personnel shall acknowledge receipt and review of written directives by placing their signature on the accompanying distribution sheet.

1. General Orders: Distributed to all Department personnel.

2. Special Orders: Distributed as directed by the Chief of Police.

3. Communications Operating Procedures: Distributed to all Communications Division personnel.

4. Personnel Orders: Distributed as directed by the Chief of Police.

5. Department Rules and Regulations: Distributed to all Department personnel.

6. Fire and Police Commission Rules and Regulations: Distributed to all sworn members of the Department.

7. Bulletins: Distributed as directed by the Chief of Police or other designated issuing authority.

8. Inter-office Communication or Memorandum: Distributed as directed by the Chief of Police or other issuing authority.

B. Maintenance

1. Proper maintenance of hard-copy General Orders within the Policy and Procedure Manual is the responsibility of specifically assigned Department personnel. This includes continually updating the manual with new, revised or rescinded General Orders. Maintenance of the electronic Policy and Procedure Manual is the responsibility of the Office of the Chief.

2. Proper maintenance of hard-copy Rules and Regulations within the Police Department Rules and Regulations Manual is the responsibility of

specifically assigned personnel. This includes continually updating the manual with new, revised or rescinded Rules and Regulations. Maintenance of the electronic Police Department Rules and Regulations Manual is the responsibility of the Office of the Chief.

3. Proper maintenance of hard-copy Rules and Regulations within the Fire and Police Commission Rules and Regulations Manual is the responsibility of specifically assigned Department personnel. This includes continually updating the manual with new, revised or rescinded Rules and Regulations. Maintenance of the electronic Fire and Police Commission Rules and Regulations is the responsibility of the secretary to the Board of Fire and Police Commissioners.

4. New manual indices will be developed and distributed by the Office of the Chief as necessary.

C. Inspection

1. The Office of the Chief may conduct periodic inspections of manuals to ensure proper maintenance by personnel.

2. The Chief and the respective Deputy Chiefs shall be notified of any discrepancies.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

PER.08.01

SKOKIE POLICE DEPARTMENT

PLANNING AND RESEARCH

General Order:	A-7	**Replaces:** General Order:	A-7
Effective Date:	01 December 2021	Effective Date:	01 May 2018
Indexed As:	Budget Planning and Research		

POLICY:

The Skokie Police Department recognizes that proactive planning and research will greatly facilitate the achievement of Department goals and objectives, maximize the provision of police services and enable the Department to identify and respond effectively to problem situations.

PROCEDURE:

The planning and research functions of the Department are ongoing and are carried out on two levels within the organization.

I. Departmental Oversight and Long-range Planning

A. The primary responsibility for all long-range planning and research activities resides with the Assistant to the Chief of Police. The Assistant to the Chief is also responsible for providing liaison between the Office of the Chief and all Department units responsible for day to day planning and analytical activities.

B. The Assistant to the Chief is responsible for coordinating with all components of the Department in the preparation and execution of the budget.

C. The Assistant to the Chief is responsible for maintaining liaison with other components of the criminal justice community and for participation in local, state and national law enforcement planning associations, as necessary.

D. The Assistant to the Chief shall inform the Chief of Police of all issues of significance both within and outside the Department which may impact on operations or planning.

E. The Assistant to the Chief, at the direction of the Chief, is responsible for coordinating the development, revision and dissemination of Department policies and procedures.

F. The Assistant to the Chief shall generally oversee Department-wide grants. Grants with a more specific purpose or focus shall be administered by unit and program supervisors, as directed by the Chief of Police. In any case, the responsibility for day-to-day administrative and programmatic requirements of each grant rests with the individual units designated.

G. The Assistant to the Chief shall prepare an annual report highlighting Department activities and achievements, as well as prepare other reports, studies or analyses as directed by the Chief of Police. These reports shall be disseminated to all affected organizational components.

II. Short-Term Planning and Analysis

A. The Programs and Planning Unit is responsible for the performance of all planning and analysis functions necessary to support the various organizational components of Field Operations.

B. The Support Services Supervisor is responsible for analyzing and coordinating day-to-day non-cash fiscal activities in order to ensure the appropriate expenditure of Department funds.

C. At the direction of the Deputy Chief of Administrative Services, the Records Section is responsible for maintaining Department records and reports including traffic, incident, arrest, etc. These records are utilized by several Departmental units in various planning and reporting processes.

D. Several additional strategic and operational planning functions, such as police disaster planning, tactical intervention, computer usage and security, etc., are carried out by various Department personnel at the direction of one or both of the Deputy Chiefs or the Chief of Police.

SKOKIE POLICE DEPARTMENT

CRIMINAL JUSTICE SYSTEM LIAISON

General Order:	A-8	**Replaces:** General Order: A-8	
Effective Date:	01 March 2024	Effective Date: 01 Mar. 2020	
Indexed As:	Criminal Justice Liaison Liaison Public Safety Liaison		

POLICY:

It is the policy of the Police Department to develop liaison and maintain an effective working relationship with other law enforcement, criminal justice, traffic safety, and related peripheral support agencies.

PROCEDURE:

I. The Department's liaison within the criminal justice and traffic safety communities is primarily accomplished by establishing and maintaining an open dialogue with the other elements through active participation in established local, regional, state and national forums or organizations.

A. Joint Meetings of Criminal Justice and Public Safety Agencies

The Chief of Police or his designated representatives attend regularly scheduled meetings of criminal justice and public safety agencies. These meetings enable participants to discuss matters of mutual concern, review policies and procedures, and to plan for events of a multi-jurisdictional nature. Those meetings regularly attended may include, but are not limited to the following:

1. Cook County State's Attorney's meeting.
2. Juvenile Officer's Association meeting.
3. Law Enforcement Agencies Data System annual meeting.
4. National Auto Theft Bureau annual meeting.
5. North Regional Telecommunications Network (NORCOM) Board of Directors meeting.
6. North Shore Detective's monthly meeting.
7. North Suburban Police Chief's Association monthly

meeting.
8. North Shore Affiliation of Chiefs of Police
9. Northern Illinois Police Alarm Systems (NIPAS) annual meeting.
10. Second Court District of Cook County - Presiding Judge's meetings.
11. Village of Skokie Public Safety Commission monthly meeting.
12. NORTAF monthly meetings
13. Terrorism Liaison Officer Committee (TLOC) quarterly meeting.
14. Public Safety Consortium

B. As-Needed Meetings

On an as-needed basis, meetings of criminal justice, public safety, or related support agencies may be scheduled to review a particular incident, to debrief after an emergency situation, to plan for a major public event (mass demonstration, labor strike, appearance of a prominent elected official, etc.), or to review proposed policies and procedures that will affect interrelated elements or agencies.

C. Police - Fire Meetings

On an as-needed basis, the Chief of Police and Fire Chief, or their designees, will meet to discuss mutual problems and concerns about the operation of the combined Communications Center, joint policies and procedures for mutual response to fires, medical emergency or disaster calls, and review and debrief regarding major emergencies.

D. Professional Association Memberships

Another method of liaison within the criminal justice and public safety communities is through membership and participation in various state, regional, and national professional organizations. Appendix A is a list of professional organizations in which Department personnel hold memberships.

1. Within budgetary constraints, the Department may assume the membership dues for Department personnel joining pertinent professional associations.

2. Department personnel who are members are encouraged to attend the regular meetings and to participate actively in the organization.

3. Depending upon the factors of meeting time, location and work requirements, Department

personnel may be allowed to attend meetings on duty. Personnel must receive prior approval from their supervisor.

4. Department personnel are expected to share the information and knowledge gained from their professional membership and meeting attendance. The methods of advising the Department of important information include memoranda, reports, training bulletins or roll call training.

5. Membership in a professional association often entitles Department members to receive journals, periodicals or newsletters. Whenever information in these materials may be of value to the Department, that information should be forwarded to the Training Officer for review and possible dissemination.

II. Referrals to Other Agencies

A. In the course of performing their duties, Department personnel often encounter people in need of assistance best provided by another criminal justice, social service or support agency.

B. Personnel will refer such persons or cases to the agency which has authority by jurisdiction, statutory authority, or is best suited to meet the needs of the person(s) and their situation.

C. Appendix B provides a listing of criminal justice and support agencies for such referrals. Additional references for a wide range of community resources can be found in the Skokie Resource Guide which is available at Village Hall.

APPENDIX A

PROFESSIONAL ORGANIZATIONS

1. Association of Police Social Workers
2. Association of Public Communications Officers
3. Association of Records Management
4. Explorers Advisory Registry
5. FBI National Academy Alumni Association
6. Greater Cook County Council of Police Chiefs
7. Illinois Association of Chiefs of Police
8. Illinois Association of Public Communications Officers
9. Illinois Crime Free Housing Association
10. Illinois Crime Prevention Association
11. Illinois Evidence Technicians Association
12. Illinois Police Accreditation Coalition (I-PAC)
13. International Association of Asian Crime Investigators
14. International Association of Chiefs of Police
15. International Association of Crime Prevention
16. International Association of Identification
17. International Association of Law Enforcement Planners
18. International Association of Police Planners
19. International Personnel Management Association
20. Juvenile Officers Association
21. Kiwanis International
22. National Animal Control Association
23. National Association of Social Workers
24. National Emergency Number Association
25. National Organization for Victim Assistance
26. National Safety Council
27. North East Multi Regional Training
28. North Shore Affiliation of Chiefs of Police
29. North Suburban Police Chief's Association
30. N.U.C.P.S. Alumni Association
31. Police Executive Research Forum (PERF)
32. Professionals Against Confidence Crime
33. Rotary International
34. SPI Alumni Association
35. FBI National Academy Association
36. Illinois Truck Enforcement Association

APPENDIX B

LAW ENFORCEMENT AGENCIES

Federal

FBI - Chicago	312-421-6700
U.S. Secret Service	312-353-5431
U.S. Postal Inspector	877-876-2455
U.S. Department of Immigration	312-353-7334
Drug Enforcement Administration	312-353-7875
EPA (Environmental Protection Agency)	312-353-2000

State

Illinois State Police	312-283-2400
Secretary of State	312-793-1010

County

Cook County Sheriff's Police-Skokie Courthouse	847-470-7558
Cook County Sheriff's Office	
Child Support Enforcement	312-580-3160
Criminal Court, 26th & California	312-890-7100
Civil Warrants	847-865-4915
Evictions	312-603-3365
Summons	312-443-4922
Cook County Forest Preserve Rangers	800-870-3666
Audie Home (Juvenile Detention)	312-433-7102
Cook County Jail (Adult)	708-865-4790

Local Police Agencies (Adjoining Municipalities)

Chicago Police Department	312-744-4000
Evanston Police Department	847-866-5000
Glenview Police Department	847-729-5000
Lincolnwood Police Department	847-673-1540
Morton Grove Police Department	847-470-5208
Niles Police Department	847-588-6500
Wilmette Police Department	847-256-1200

Court

Circuit Court of Cook County District #2	847-470-7250
State's Attorney	847-470-7300
Public Defender	847-470-7400
Adult Probation	847-470-7370
Juvenile Probation	847-470-7340
Legal Aid	847-475-3703
Social Services	847-470-7355

SOCIAL SERVICE AGENCIES

Alcoholism
Alcoholics Anonymous.....312-346-1475 (24 Hr.)
Alanon/Alateen.....312-409-4058
North Shore Alanon, AA+Adult Children of Alcoholics. 847-328-9830
St. Francis Hospital Outpatient
Alcoholism Education & Treatment.....847-316-2038

Child Abuse
Child Abuse Hot Line.....800-252-2873 (24 Hr.)
IL Dept. of Children & Family Services.....847-948-6700
Metropolitan Family Service.....847-425-7500
Parental Stress Line.....800-632-8188

CONSUMER PROTECTION

Better Business Bureau of Metro Chicago.....312-832-0500
Village of Skokie Consumer Affairs Comm.....673-0500(Ext. 4407)
Consumer Product Safety Commission.....800-638-2772
Consumer Protection Div. IL Atty. Gen.....312-814-3000
Federal Trade Commission.....312-960-5633
Food and Drug Administration.....312-353-5863
IL Commerce Commission.....312-814-2850
IL Dept. of Financial Institutions.....312-814-2000
Cook County State's Attorney Consumer Fraud Div.....312-345-2400
U.S. Postal Service - Mail Fraud.....312-876-2455
U.S. Consumer Product Safety Commission.....312-353-8260

CRISIS INTERVENTION

Drug Abuse
Crisis Intervention Service - Evanston Hosp. 847-570-2500/570-3100
Peer Services Outpatient Treatment.....847-492-1778
Illinois Poison Control Center.....800-942-5969 (24 Hr.)

VICTIM ADVOCACY

Domestic Violence (Shelters/Aid)
YMCA Shelter Crisis Line.....847-864-8445/877-718-1868
Lifespan.....847-824-0382
A Safe Place - Waukegan.....847-249-4450
Elder Abuse Hot Line.....866-800-1409(M-F)

Sexual Assault
Zacharias Center.....847-872-7799
Northwest Center Against Sexual Assault 888-802-8890

AID FOR UNHOUSED COMMUNITY

Niles Township Respite Center in St. Paul Lutheran Church 847-868-2758 (M-F) by appointment only.

MENTAL HEALTH

Evanston Hosp. Crisis Intervention Service..... 847-570-2500
Jewish Child and Family Services..... 888-275-5237
Lutheran General Hospital - Outpatient..... 847-824-5180
Suicide Prevention..... 988
Tough Love..... 800-926-KIDS
Turning Point Behavioral Health Care Ctr. ..847-933-0051 (24 Hr.)

SENIOR CITIZEN SERVICES

Elder Abuse Hot Line..... 866-800-1409 (M-F)
Village of Skokie Office of Human Services..... 847-933-8208
Offers: Financial Assistance
Lending Closet (Canes, Walkers, Wheelchairs)
Senior Medicare Options
RTA Senior Citizen Card
American Association of Retired Persons..... 888-687-2277
NorthShore Senior..... 847-784-6000
Housing Authority of Cook County..... 847-679-2995/755-1700 Emg.
(9238 Gross Point Road)
Niles Township General Assistance Program..... 847-673-9300
Turning Point Behavioral Health Care Ctr. 847-933-0051(24 Hr.)
Skokie Health Department..... 847-933-8208

YOUTH SERVICES

National Runaway Hot Line ..... 800-786-2929 (24 Hr.) or
..... 773-880-9860(24 Hr.)
Turning Point Behavioral Health Care Ctr. 847-933-0051(24 Hr.)

SKOKIE POLICE DEPARTMENT

COMMUNITY RELATIONS

General Order: A-9
Effective Date: 01 March 2023

Replaces:
General Order: A-9
Effective Date: 01 Dec. 2020

Indexed As:
Community Education
Community Involvement
Community Liaison
Community Relations

POLICY:

The Skokie Police Department is committed to building and maintaining strong community ties. The Department recognizes that frequent and positive interaction with the public will benefit both the Department and the community. The participation of Department personnel in meetings and other community activities enables the Department to respond effectively to specific community concerns and enhances overall crime prevention efforts.

PROCEDURE:

I. Responsibility

A. The responsibility for achieving the Department's community relations objectives is shared by all personnel.

B. Successful community relations efforts are based on a coordinated effort that requires the participation, enthusiasm and skills of all Department personnel.

C. The Support Services Supervisor is responsible for the supervision of the Crime Prevention/Community Relations Unit.

II. Goals and Objectives

To achieve and maintain effective community relations within the Village of Skokie, the following goals and objectives will be pursued:

A. Liaison

Establishing liaison with existing formal and informal community or civic organizations and groups, such as:

1. Senior citizens' organizations
2. Neighborhood Watch groups
3. Business groups
4 Skokie Park District
5. Niles Township organizations and schools
6. Skokie Public Safety Commission
7. Skokie Public Library

B. Program

The Department's community relations program is intended to:

1. Educate and inform citizens and promote Skokie Police Department and Village of Skokie programs.

2. Promote public awareness and support of Department goals, objectives and programs, including:

   a) Crime Prevention seminars
   b) Beat meetings
   c) Bicycle safety awareness
   d) Traffic safety education
   e) Citizen Police Academies
   f) Meetings and liaison with civic organizations and community groups

3. Develop and maintain good public relations by encouraging all personnel to present a positive, professional, and helpful image to the public.

4. Enhance the Department's crime prevention and community relations programs through information exchange.

5. Assist in the development and implementation of community involvement policies for the Department.

6. Develop and implement problem and community oriented policing initiatives in conjunction with other Department components.

7. Develop and implement new community initiatives and programs in collaboration with other Village departments, and with local, State and federal agencies.

C. Publicity

The community shall be kept informed as to significant Department objectives, activities and successes, as well as community issues, by means of the following:

1. NEWSKOKIE (Village newsletter)
2. Media releases
3. Social Media
4. Neighborhood Watch groups (Neighborhood Watch Bulletins, Crime Alerts)
5. Annual reports
6. Community Relations programs and meetings as delineated in Section II, paragraph B above.
7. Village of Skokie website
8. Skokie Police Website

D. Community Input

1. Comments, suggestions, and concerns received from the community by any Department member or employee will be conveyed to the appropriate Deputy Chief, the Support Services Supervisor, and other appropriate personnel via the chain of command. These comments and concerns shall be documented in the respective unit supervisor's monthly activity report.

2. Input from the public shall be obtained by many means, including:

   a) Citizen complaints
   b) Citizen surveys
   c) Community meetings and events
   d) Informal interviews of complainants by Patrol Officers
   e) Social media

3. Community input may provide direction or perspective to facilitate the development or modification of Department policies, procedures, and training programs.

E. Community Activities

The Department shall assist in the organization of meetings and facilitate the establishment of community groups as needed, and/or participate in meetings and other community activities which are likely to foster awareness, understanding and support, such as:

1. Skokie Chamber of Commerce
2. School presentations

3. Neighborhood Watch
4. Police Explorer Post
5. Youth Drug Awareness Program
6. Village Open House events
7. National Night Out
8. Rotary Club
9. Kiwanis
10. Backlot Bash

F. Surveys

1. The Crime Prevention/Community Relations Unit shall conduct, or ensure that the Department participates in, an ongoing survey of citizen attitudes and opinions with respect to:

   a) Overall Department performance
   b) Overall competence of Department personnel
   c) Citizen's perceptions of Officers' attitude and behavior toward citizens
   d) Community concern over safety and security within the Village of Skokie
   e) Recommendations and suggestions for improvements

2. The survey data may be collected via Survey Monkey, the Police Department's Facebook page, the Village of Skokie Citizens Survey, and any other survey instrument, as practical.

3. Police Department survey instrument(s) shall be developed and coordinated by the Crime Prevention/Community Relations Unit.

4. The Support Services Supervisor shall ensure that a written analysis of the results is prepared and forwarded to the Chief of Police at least annually.

5. Results of the surveys conducted by the Department may also be forwarded to the Village Manager and the Village Board of Trustees.

III. Reports

A. All Watch Commanders shall include in their monthly report to the Chief of Police via the chain of command community concerns and issues that have been brought to their attention. The report shall include, as applicable:

1. A description of current concerns voiced by the public.

2. A statement of progress made toward addressing previously identified concerns and problems.

3. A description of all meetings and/or community activities in which the Officers participated and any significant outcome.

B. In the monthly report, the Support Services Supervisor shall provide a detailed summary of all community concerns brought to the Unit’s attention and referred to another Departmental component for follow up.

IV. Evaluation

A. The Deputy Chief of Administrative Services shall ensure that all community relations programs and related Department policies are reviewed annually to verify that the various programs still speak effectively to community concerns and needs.

B. The review shall be documented in writing and forwarded to the Chief of Police.

SKOKIE POLICE DEPARTMENT

MEDIA RELATIONS

General Order: A-10
Effective Date: 01 November 2022

Replaces:
General Order: A-10
Effective Date: 01 Oct. 2022

Indexed As:
Media Relations
News Releases
Press Releases
Public Information

POLICY:

The Skokie Police Department recognizes that crime and the Department's efforts to combat it are matters of continuing interest and concern to the community. The Police Department believes in a well-informed public and endeavors to provide the media with timely and accurate information regarding Department activities. Accurate and timely media coverage assists residents in recognizing the need in forming a partnership with the police.

PROCEDURE:

I. Responsibility

A. It will generally be the responsibility of the Support Services Supervisor (or designee) to control the release of information to the media and the public. This responsibility includes, but is not limited to:

1. Assisting media personnel in covering routine news stories and at the scenes of incidents.

2. Preparing and disseminating agency media releases.

3. Arranging for and assisting at media conferences.

4. Coordinating and authorizing the release of information about victims, witnesses, and suspects.

5. Assisting in crisis situations within the agency.

6. Being available for on-call responses to media.

7. Coordinating the authorization and subsequent release of information concerning confidential agency investigations and operations.

8. Facilitating web-based alerts, as appropriate, on SMART 911, www.Skokie.org, NIXLE, Ring "Neighbors" app, and social media.

B. The Support Services Supervisor or Public Information Officer (PIO) will handle the coordination of all media releases Monday through Friday. When neither the Support Services Supervisor nor PIO is available, media releases may be handled through Deputy Chiefs, Watch Commanders, field supervisors, or the Village Marketing and Communications Director, as appropriate.

C. To eliminate confusion and misinformation, copies of all media releases released by other than the Support Services Supervisor will be forwarded to the Support Services Supervisor as soon as practical.

II. Information Restrictions

A. The release of any information shall be in accordance with State statutes and the Freedom of Information Act.

B. The identity or residence of material witnesses and cooperating individuals, or specific information from their oral or written statements which could reasonably be used to identify them, will not be released without prior approval of the State's Attorney's Office.

C. Information which may be released will be limited to the following:

1. The name, age, residence, and photo of the accused, once charged.

2. If the accused has not been apprehended, and there is a warrant for his arrest, any information necessary to aid in their apprehension or to warn the public of any danger they may present.

3. A request for assistance in obtaining information.

4. The basic facts and elements of the offense, time and place of arrest, resistance, pursuit and use of weapons.

5. A brief and objective description of the incident.

6. The nature, substance or text of the charge.

7. The scheduling or result of any step in the judicial proceedings.

D. In those instances where it is deemed necessary to withhold information, the reasons should be carefully

explained to the media in an attempt to enhance their understanding and cooperation.

III. Procedural Guidelines

A. To facilitate access to information regarding current activities handled by the Police Department, copies of reports will be available via the Freedom of Information Act (FOIA) process. Press releases, the Official Public Safety Bulletin, and recent arrest information will be available via Skokie Police Department social media sites and the Village of Skokie website.

1. Media inquiries shall be referred to the Support Services Supervisor (or designee), appropriate Deputy Chief, or supervisor.

2. Investigations Division supervisors shall keep the Support Services Supervisor informed as to the status of all major ongoing investigations.

3. The Support Services Supervisor shall coordinate the release of investigation-related information with the Investigations Division Commander.

B. Media release information may be provided over the telephone with prior approval from any of the following: Office of the Chief of Police, the Support Services Supervisor, Deputy Chief, Watch Commander, Investigations Commander or the Department PIO.

C. Generally, all media releases will be made at the police facility. In the case of major fires, natural disasters, major crime scenes, etc., the Department will make every effort to allow media access for photographs and television within the limitations of public safety, civil rights restrictions, and crime scene integrity.

1. Unless circumstances dictate other actions, media requests for information at such scenes should be directed to designated personnel at the police facility.

2. In the case of announced major events or major ongoing investigations, the Department will designate a specific on-scene area for the media. The Support Services Supervisor or other individual designated by the Office of the Chief of Police will be available at the on-scene area to answer questions and release statements.

D. When necessitated by specific events or circumstances, formal written press releases will be issued by the

Office of the Chief of Police or the Support Services Supervisor. Written press releases will be posted to Skokie Police Department social media sites and/or forwarded to local media. However, depending on the type of incident, social media postings may be used in lieu of formal written press releases.

IV. Multiple Agency Incidents Requiring Mutual Effort

A. Information involving the Skokie Police Department may be released according to guidelines set forth in this order, unless such release would affect other agencies in the performance of their duties.

B. Information requests that affect other agencies should be directed to that particular agency. This requirement should not be used to avoid or defeat media access to information that is within the purview of the Skokie Police Department.

V. Policy Development

A. Requests for procedure or policy changes concerning the media will be directed to the Support Services Supervisor.

B. It will be the responsibility of the Support Services Supervisor to review such requests and act accordingly. The overriding principle is to maintain a good rapport with the media and develop a fair and viable working relationship.

SKOKIE POLICE DEPARTMENT

STUDENT INTERNSHIP PROGRAM

General Order:	A-11	**Replaces:** General Order:	A-11
Effective Date:	01 November 2023	Effective Date:	01 June 2021

Indexed As: Student Internship Program

PURPOSE:

To afford students the opportunity to observe and participate in the various functions of the Department so that they may compare, analyze, and gain appreciation for the many functions of a professional law enforcement agency and its inter-relationships with other components of the criminal justice system.

PROCEDURE:
The Skokie Police Department will cooperate with educational institutions to provide an unpaid supervised internship experience for students. Participation shall be open to high school and college/university students pursuing an interest in a criminal justice related field.

I. Program Objectives

The objectives of the Department's Student Internship Program shall include, but not be limited to:

A. Providing the intern with an introduction to a professional law enforcement agency and allowing them to develop an understanding of the inter-relationship between all components of the criminal justice system.

B. Allowing the intern to experience and develop an understanding of the various management and supervisory styles that exist within a law enforcement agency.

C. Allowing the intern to experience and develop an understanding of the communications, decision-making,

and problem-solving mechanisms that are utilized within the Department.

D. Providing an opportunity for the intern to correlate theory with practice within the law enforcement setting, utilizing the philosophy and methods obtained from various training and skill development courses.

E. Allowing the intern to develop interviewing, counseling, and report writing skills.

II. Internship Coordinator Responsibilities

The Deputy Chief of the Administrative Services or their designee shall serve as the Department's Internship Coordinator, and shall have the following responsibilities:

A. Serve as the primary liaison between the Department and the class coordinator from the sponsoring institution.

B. Ensure that all written documents required by this Order are completed prior to the start date of the internship.

C. Orient the intern as to the Department's expectations of appropriate dress, policies pertaining to confidentiality of records, and any other types of significant behaviors appropriate to the internship experience.

D. Develop a formal or informal training program to familiarize the student intern with the functions and operations of the Department and allow the student intern sufficient exposure to other components of the criminal justice system.

E. Coordinate the assignment of the intern to Department Bureaus and Sections.

F. Ensure that supervisors provide adequate supervision of the intern while assigned to individual Bureaus and Sections.

G. Allow the intern to become sufficiently involved with the clients served by the Department and participate

in home visits, conferences, interviews, training sessions, etc.

H. Familiarize the student with the various community resources and professional services used by staff members.

I. Review and evaluate all reports completed by the intern prior to submission to the intern's educational institution (ensuring they are accurate and do not contain confidential information).

J. Complete all evaluations regarding intern performance, or other forms as requested by the sponsoring educational institution.

III. Application Process

A. As a matter of policy, the Department shall not consider any individual for an internship unless the request is initiated by telephone, or in writing, from the educational institution which will be sponsoring the student.

B. No more than two high school and two college students shall be allowed to participate in the Student Internship Program at any one time.

C. A student who is applying to participate in an internship with the Department shall be required to submit a formal written resume containing the following information:

1. Name and date of birth.

2. Home address and telephone number.

3. School address and telephone number.

4. List of all schools attended and dates of attendance.

5. Degrees or certificates obtained, if any.

6. Employment experience including start and end dates.

7. Extra-curricular activities (organizations, offices held, and years of participation).

8. The names and telephone numbers of three (3) responsible adults (no relatives) who have known the applicant for at least two (2) years.

D. Upon receipt of an internship applicant's resume, the Deputy Chief of the Administrative Services or their designee shall schedule a face-to-face interview.

The purpose of the interview shall include, but not be limited to:

1. Determining the applicant's training needs.

2. Determining the applicant's interest in law enforcement.

3. Assessing the applicant's capabilities for performing under the circumstances of the internship assignment.

4. Reviewing all forms and documents from the educational institution required to be completed by a Department representative.

5. Obtaining fingerprints and all other biographical information necessary to conduct a cursory background investigation needed to determine suitability as an intern.

IV. Applicant Acceptance

A. The Deputy Chief of the Administrative Services or their designee shall make the final determination as to the acceptance of an applicant for the Department's Student Internship Program.

B. A written letter of acceptance shall be mailed to the educational institution and the applicant specifying the agreed upon duration of the internship, and the starting and ending dates of the program.

C. Accepted applicants shall be required to provide written certification of coverage under a medical insurance policy.

D. The student shall complete and sign both the Skokie Police Department Participant Liability Waiver and Hold Harmless Agreement (Appendix A) for college and (Appendix B) for high school and the Student Internship Program Participation Waiver (Appendix C) and submit them to the Internship Coordinator prior to commencing the internship.

V. Internship Rules of Conduct

A. All students participating in the Department's Student Internship Program shall comply with all Village and Department rules and regulations.

B. The Deputy Chief of the Administrative Services and/or the Internship Coordinator shall have the authority to terminate the internship of a student at any time for violation of any of the rules governing the program.

C. The following rules of conduct shall apply to all students participating in the Department's Student Internship Program:

1. During the course of Department business, interns shall act as interested observers, unless otherwise instructed by Department personnel.

2. Any official information learned while serving as an intern shall be considered confidential and shall not be divulged to any person not affiliated with the Department.

3. Interns shall not represent themselves as a Police Officer, or as a member of the Skokie Police Department.

4. Interns shall not take it upon themselves to conduct separate investigations of any official matters while on duty, or after duty hours, unless specifically instructed to do so by the Internship Coordinator.

5. The carrying of a firearm or any other weapon while participating in the Student Internship Program is strictly prohibited.

6. Interns shall dress in appropriate attire for the assignment they are performing. Generally, attire appropriate for a business office is acceptable.

7. Interns are prohibited from posting on social media regarding their activities with the Skokie Police Department during their tenure as a student intern.

APPENDIX A

Village of Skokie
Participant Liability Waiver and Hold Harmless Agreement
Police College Intern Program

Please read this form carefully and be aware that by registering for and participating in this program, you will be waiving your rights to all claims for injuries you might sustain arising out of this program and you will be required to indemnify, hold harmless and defend the Village of Skokie for any claims arising out of participation in the Police Internship Program.

Program Details: To participate in the Skokie Police Department Internship Program, the student must be attending an accredited college or university, be a student in good standing and be enrolled in a Criminal Justice Program or a program related to the Criminal Justice field. Students will accompany and observe members of the Skokie Police Department in the performance of their official police duties.

Risk of Injury: "As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury, including but not limited to those associated with the operation of the Patrol car under adverse and stressful driving conditions, public hostility, verbal and physical abuse and that by law, citizens are expected and under penalty of law, may be required to aid a police officer in making an arrest or in preventing the commission of a crime, resulting in heart attacks, strokes, heat stress, broken bones and torn muscles or ligaments and I agree to assume the risk of injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities associated with this program."

Waiver of Injury Claims: "I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities with this program."

Release from Liability: "I do hereby fully release and discharge the Village of Skokie and its officers, agents and employees from any and all claim from injuries, including death, damage or loss which I may have or which may occur on account of participation in the program."

Liability Coverage: I further state that before I begin my student internship with the Village of Skokie, I shall provide a certificate of liability insurance from my college's general liability insurance policy in an amount not less than $1,000,000 naming myself and the Village of Skokie as additional insureds and that I/my college shall be responsible for and shall defend, indemnify, and hold harmless the Village of Skokie

Indemnity and Defense: "I further agree to indemnify, hold harmless and defend the Village of Skokie and its officers, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities of the program."

In the event of any emergency, I authorized the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.

The undersigned further acknowledges that he/she will in all cases be under control of the police officer/employee and:

A. At all times, the intern will wear an identification badge that will identify the person as a Skokie Police Department Intern;
B. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment that the Intern is given;
C. Interns are prohibited from carrying any type of weapon whether that weapon is offensive or defensive in nature. Any intern found to be in possession of any weapon will be immediately terminated from the program;
D. Interns will not use department weapons unless specifically so ordered in emergency situations;
E. While on patrol, interns will remain in the car unless specifically ordered to leave it;
F. Interns will not divulge to any person not affiliated with the Skokie Police Department, any official information learned while participating in the Internship Program;
G. Interns will not use department radio equipment unless ordered to do so in emergency situations;
H. In some cases, rather than expose a participant to a hazardous situation, the intern may be dropped off at a safe place, to be picked up again later;
I. Interns will not, under any circumstances, undertake any type of investigation of any official matter, unless specifically instructed to do so by the Chief of Police or his designee and then only under the direct supervision of a sworn officer appointed by the Chief of Police

I have read and fully understand and agree to the above stated conditions of participation in the Police Internship Program.

Name of Participant _____ Participant's Signature _____

Date _____ Program Coordinator _____

Village of Skokie
Participant Liability Waiver and Hold Harmless Agreement
Police High School Intern Program

Please read this form carefully and be aware that by registering for and participating in this program, you will be waiving your rights to all claims for injuries you might sustain arising out of this program and you will be required to indemnify, hold harmless and defend the Village of Skokie for any claims arising out of participation in the Police Internship Program.

Program Details:	To participate in the Skokie Police Department Internship Program, the student must be a student in good standing and be enrolled in a high school class that permits participation in this internship program. Students will accompany and observe members of the Skokie Police Department in the performance of their official police duties.
Risk of Injury:	"As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury, including but not limited to those associated with the operation of the Patrol car under adverse and stressful driving conditions, public hostility, verbal and physical abuse and that by law, citizens are expected and under penalty of law, may be required to aid a police officer in making an arrest or in preventing the commission of a crime, resulting in heart attacks, strokes, heat stress, broken bones and torn muscles or ligaments and I agree to assume the risk of injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities associated with this program."
Waiver of Injury Claims:	"I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities with this program."
Release from Liability:	"I do hereby fully release and discharge the Village of Skokie and its officers, agents and employees from any and all claim from injuries, including death, damage or loss which I may have or which may occur on account of participation in the program."
Liability Coverage:	I further state that before I begin my student internship with the Village of Skokie, I shall provide a certificate of liability insurance from my school's commercial general liability insurance naming myself and the Village of Skokie, a Municipal Corporation, as additional insureds with minimum combined single limits of one million dollars ($1,000,000). Lastly, I/my high school shall be responsible for and shall defend, indemnify, and hold harmless the Village of Skokie, its elected and appointed officials, employees and volunteers and others working on behalf of the Village of Skokie, from and against any and all claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities, by reason of personal injury, including bodily injury or death and/or property damage with respect to any third party claim(s) to the extent that any such injury, loss or damage is caused by my negligence.

In the event of any emergency, I authorized the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered.

The undersigned further acknowledges that he/she will in all cases be under control of the police officer/employee and:

A. At all times, the intern will wear an identification badge that will identify the person as a Skokie Police Department Intern;

B. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment that the Intern is given;

C. Interns are prohibited from carrying any type of weapon whether that weapon is offensive or defensive in nature. Any intern found to be in possession of any weapon will be immediately terminated from the program;

D. Interns will not use department weapons unless specifically so ordered in emergency situations;

E. While on patrol, interns will remain in the car unless specifically ordered to leave it;

F. Interns will not divulge to any person not affiliated with the Skokie Police Department, any official information learned while participating in the Internship Program;

G. Interns will not use department radio equipment unless ordered to do so in emergency situations;

H. In some cases, rather than expose a participant to a hazardous situation, the intern may be dropped off at a safe place, to be picked up again later;

I. Interns will not, under any circumstances, undertake any type of investigation of any official matter, unless specifically instructed to do so by the Chief of Police or his designee and then only under the direct supervision of a sworn officer appointed by the Chief of Police

I have read and fully understand and agree to the above stated conditions of participation in the Police Internship Program.

_____ _____

Name of Participant Participant's Signature

_____/_____/_____
Date

_____ _____

Name of Participant Parent (if Participant is a minor) Parent of Participant's Signature

_____/_____/_____
Date

_____ _____

Name of High School Program Coordinator Signature of High School Program Coordinator

_____/_____/_____
Date

SKOKIE POLICE DEPARTMENT
STUDENT INTERNSHIP PROGRAM
PARTICIPATION WAIVER

I, _____, hereby request to participate in the Skokie Police Department Student Internship Program.

I hereby certify that I have not knowingly withheld any information that might affect my chances to become an Intern and that the answers given by me are true and correct to the best of my knowledge.

To help ensure that the Skokie Police Department only accepts Interns of good character, I acknowledge the necessity for and I hereby consent to the performance of a criminal background check on myself by the Skokie Police Department.

Interns are non-sworn, non-uniformed, non-salaried members of the Department who have no law enforcement authority. The Interns must be able to maintain confidentiality, work with a minimum of supervision and in general be trustworthy.

I have read and understand Skokie Police Policy # A-11 Student Internship Program that explains the Intern program. I agree to hold the Village of Skokie, the Skokie Police Department, their employees, agents, instructors and volunteers harmless from any and all claims, actions, suits, and/or injury that I may suffer as a result of my participation in this program.

I have read this *Participation Waiver* in its entirety; I fully understand its terms and sign it freely and voluntarily.

_____ _____
PARTICPANT SIGNATURE DATE

_____ _____
INSTRUCTOR SIGNATURE DATE

SKOKIE POLICE DEPARTMENT

LINE INSPECTIONS

General Order:	A-12	**Replaces:** General Order:	A-12
Effective Date:	01 February 2024	Effective Date:	01 Feb. 2022
Indexed As:	Inspections Line Inspection		

POLICY:

Line inspections are conducted to ensure that all employees are in compliance with Department requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to rules and regulations, policies and procedures. Line inspections are also concerned with the status and condition of Department physical facilities.

Line inspections are the responsibility of supervisors at all levels of the Department and provide a mechanism for achieving accountability within the Department.

PROCEDURE:

I. Inspections

A. It shall be the responsibility of all supervisors within the Department to conduct line inspections over their area of control. For purposes of this procedure, a "line" relationship exists where there is a direct supervisory relationship and responsibility for the activity and personnel.

B. Line inspections are an integral part of every supervisor's daily activity. Line inspections should note superior performance as well as deficiencies or problem areas. Both positive and negative observations should be documented for use in performance evaluation and preparation of inspection reports.

C. Line inspections shall be conducted regularly. Major areas of control that will be assessed during monthly inspections (as applicable) and documented include:

1. Personnel
2. Operations
3. Equipment

4. Facilities
5. Vehicles

D. Formal inspections coincidental with the changeover to summer and winter uniforms will be held semiannually. Items to be inspected will be those specifically identified on the Skokie Police Department Personnel Inspection Checklist.

E. It shall be the responsibility of each supervisor to initiate corrective action when line inspections disclose a problem or deficiency.

F. If a problem or deficiency cannot be immediately corrected, the supervisor shall review same during the next regularly scheduled inspection, or sooner as deemed appropriate by that supervisor.

G. When the required corrective action falls outside the inspecting supervisor's scope of authority, he will report the problem or deficiency to the supervisor responsible for its correction.

H. The individual responsible for correction of the problem shall notify the original supervisor as soon as the problem or deficiency has been remedied.

II. Line Inspection Reports

A. The findings of a line inspection, recommendations for corrective action and corrective actions taken, shall be documented in writing and included in the monthly report required of each organizational component. The monthly reports shall be forwarded to the Chief of Police via chain of command.

B. Progress made toward resolution of the identified problem(s) or deficiency(ies) will be documented in subsequent monthly reports as necessary.

III. Semiannual Line Inspection Reports

A. Completed inspection checklists will be forwarded to the appropriate Commander or Unit Supervisor for review.

B. The Commander or Unit Supervisor will prepare and forward a memorandum summarizing the findings of the inspection to the Chief of Police via chain of command.

C. Completed inspection checklists will then be filed in the employees' performance files maintained by the respective unit or division.

D. The checklists may be referenced for performance evaluation and other purposes, as necessary.

SKOKIE POLICE DEPARTMENT

INTERNAL AFFAIRS

General Order: A-13
Effective Date: 01 December 2023

Replaces:
General Order: A-13
Effective Date: 01 March 2023

Indexed As: Complaint Investigations
Discipline
Internal Affairs

POLICY:

It is the policy of the Skokie Police Department to investigate complaints against Department personnel. Investigation of these complaints through standardized procedures will demonstrate the Department's desire to provide honest, efficient police service and will inspire public confidence in its personnel. A regulated program of complaint review will also ensure the fair and impartial treatment of all Department personnel who become subject to the Internal Affairs procedures.

A cornerstone of this policy is that the Department views the prevention of misconduct as the primary means of its reduction and control.

PROCEDURE:

I. Definitions

A. Complaint: An allegation of misconduct on the part of an employee whether derived externally or internally from the Department.

B. Complaint Form: The form used to document complaints that meet the formal investigation criteria or informal inquiries that the complainant wishes to submit a written complaint.

C. Formal Investigation: An investigation during which the questioning of an Officer is intended to gather evidence regarding alleged misconduct which, in turn, may be the basis for filing charges seeking his removal, discharge, or suspension in excess of three days.

D. Informal Inquiry: The investigation of a complaint that does not meet the criteria set forth for a formal

investigation or an inquiry to determine if a formal investigation is necessary.

E. Internal Affairs Director: The Professional Standards Commander shall serve as the Internal Affairs Director and shall be responsible for the performance of the supervision and execution of the internal affairs function.

F. Excessive Force: Using force in violation of State or federal law.

II. Source and Method of Complaints

A. Complaints shall be accepted from any source within or external to the Department including anonymous sources, juveniles, or persons under arrest in police custody.

B. Complaints may be made in person, by U.S. mail, email, telephone, or other electronic means of communication utilized by the Department. While individuals will be encouraged to submit their complaints in person, complaints will be accepted in any format and will be reviewed for purposes of conducting an investigation.

C. In special cases, Department personnel may take the report from the complainant outside the Department, such as at their place of residence, place of business, hospital, etc.

D. All complaints against personnel of this Department shall be referred to an on-duty supervisor unless the severity of the complaint necessitates the immediate involvement of the Internal Affairs Director and the Chief via the chain of command.

E. Supervisors shall not discourage a person from lodging a complaint.

F. When feasible, the complainant should be asked to submit their complaint in writing.

G. A pamphlet identifying methods for filing complaints against or compliments on behalf of Police Department personnel will be publicly displayed in the lobby of the police facility and will be available via the Frequently Asked Questions (FAQ) page on the Police Department website. Supervisors may also provide a copy of this pamphlet to persons who indicate their desire to file a complaint.

III. Procedure

A. Regardless of whether a complaint is considered to be an informal inquiry or a formal investigation, the supervisor receiving the complaint must complete steps D through H of this section, as applicable, before the end of their tour of duty on the day the complaint is received. Exceptions to this requirement require prior approval from a Deputy Chief or the Chief of Police.

B. If a complaint is received by a non-supervisory member of the Department (via telephone or in person) an on-duty supervisor will be notified and will respond to take the complaint.

C. If a complaint is received by a non-supervisory member of the Department through other than personal means (email, mail, voicemail, etc.) an on-duty supervisor will be notified and provided the complaint for review and investigation.

D. The supervisor receiving the complaint will make a determination if the complaint is of a nature that simply requires an explanation of a procedure, law, etc. and it has been determined that no misconduct was involved. If this is the case, the supervisor will handle the complaint, explain the issue at hand and no further action is required provided the complainant is satisfied with the supervisor's response. See also, Section X, paragraph C, for the scope of a supervisor's authority to investigate a complaint.

E. If the complaint received by the supervisor is not of a nature that can be easily explained, or if the complainant is not satisfied with an explanation, the supervisor will then make a determination as to whether the complaint rises to a level that may result in a formal investigation. If the supervisor is confident that the complaint does not rise to the level of a formal investigation, they will then encourage the complainant to document their complaint on the Complaint Form (Appendix A) or equivalent. This supervisor may ask additional questions that will assist in the inquiry of the complaint. The supervisor shall then inform the complainant that the complaint will be forwarded to the employee's supervisor and they will be contacted at some time in the near future. The supervisor receiving the complaint will then enter the complaint in the Records Management System (RMS)and notify by email the employee's supervisor that the complaint has been received. An informal inquiry may be conducted based upon a written or oral complaint.

F. If the supervisor determines that the complaint is of a nature that will require a formal investigation, or is unsure, they will encourage the complainant to document their complaint on the Complaint Form which may be signed but is not required. The supervisor shall then inform the complainant that the complaint will be forwarded to the Internal Affairs Director who will contact them in the near future. The supervisor will then enter the complaint in RMS and transfer it to Internal Affairs. The supervisor shall also notify the Internal Affairs Director by email that the complaint has been received.

G. When a complaint is received via telephone, U.S. mail, email or electronic means and the complaint is of a nature that will require a formal investigation, the supervisor shall complete the Complaint Form giving a detailed description of the information provided by the complainant.

H. A copy of the Complaint Form shall be given to the complainant after the complainant signs the form. This will serve as the complainant's receipt during in-person encounters.

I. Any and all reports and documents that pertain to or may aid in the inquiry/investigation, including the Complaint Form, shall be attached to the complaint.

J. The supervisor receiving the complaint shall locate any and all videos related to the investigation. If the video is from an outside source, it shall be entered into Evidence.com. It shall be categorized with the "Use of Force / Any Injury / Complaint / Risk Management" option.

IV. Investigation of Complaints

A. It is the policy of the Skokie Police Department that all allegations of member/employee misconduct or complaints against the Department be promptly recorded, investigated and appropriately adjudicated.

B. All informal inquiries shall be completed within 30 days from the date of the complaint unless it is not possible to do so. Extensions of time to complete an investigation will be granted by the Chief of Police where circumstances exist that additional time is required to ensure that a fair and thorough investigation is conducted as promptly as feasible. Requests for an extension to the time limit shall be submitted via email to the Chief via the Chain of Command. Extensions will be for an additional 30 days unless directed otherwise by the Chief.

C. Formal inquiries will be completed within 30 days wherever practical. When an investigation lasts beyond 30 days, regular updates will be provided to the Chief of Police as to the status of the case.

D. Informal Inquiries

1. Supervisors conducting informal inquiries will, at a minimum:

   a. Interview the member/employee and all witnesses.

   b. Review all relevant reports and forms.

   c. Review any and all video and/or audio recordings and make them part of the permanent record.

   d. Respond to the scene, if applicable.

   e. Collect any other evidence as appropriate.

2. Prior to the member/employee interview, the employee shall be provided with sufficient information as to reasonably apprise the employee of the nature of the inquiry.

3. Supervisors can investigate and resolve issues or complaints within their discretion and control, up to an informal inquiry. Once a situation has been investigated and resolved, the supervisor must document the investigation and enter the appropriate finding and resolution in RMS for that particular complaint.

4. If at any time during an informal inquiry the supervisor determines that the inquiry should change to a formal investigation, they will immediately notify the Internal Affairs Director who will then review the case. If the Internal Affairs Director determines that the informal inquiry be changed to a formal investigation, the supervisor will transfer that complaint in RMS to Internal Affairs and the Internal Affairs Director will make notification to the Chief of Police as soon as practical in accordance with Department General Order F-22, Responsibility for Reporting. The supervisor shall ensure that all information, including a chronology of contacts with the complainant and any other pertinent information, is provided to the Internal Affairs Director and documented in the complaint prior to transfer.

5. Supervisors will not investigate any incident in which they are named in a complaint, nor will they conduct an investigation of any incident in which they:

   a) personally, used or are alleged to have used force; or

   b) directed or are alleged to have directed another to use force.

6. Supervisors shall consult with the Internal Affairs Director if at any time they are unsure of whether an informal inquiry should be changed to a formal investigation or if they need assistance and/or direction in the investigation of a complaint.

E. Formal Investigations

1. Complaints that involve the alleged use of excessive force, brutality or the violation of civil rights, or any violation of Department Policy or Rules and Regulations that may result in suspension in excess of three days, or any complaint that involves several employees and/or is complex in nature, shall be investigated by the Internal Affairs Director or an individual designated by the Chief of Police.

2. Whenever a formal investigation is initiated concerning the actions of any sworn Police Officer of the Department, the investigation shall be conducted in accordance with the Uniform Peace Officers Disciplinary Act, 50 ILCS 725/1 *et seq*. A Complaint Form shall be completed by the complainant, supervisor receiving the complaint or the Internal Affairs Director.

   a. The Internal Affairs Director or the individual assigned to the formal investigation by the Chief of Police may withhold the complaint from the accused Officer during the formal investigation.

   b. If an administrative proceeding (arbitration hearing or Board of Fire and Police Commissioners disciplinary hearing) is instituted, the Officer shall be provided with a copy of the Complaint Form.

3. Formal investigations of non-sworn members of the Department may be conducted in accordance with

this General Order but without the application of the provisions of the Uniform Peace Officers Disciplinary Act, 50 ILCS 725/1 *et seq.*

4. Prior to any formal interrogation, the accused sworn Officer will be provided with a Notice of Interrogation (Appendix B). Sworn Officers shall also be provided a Notice of Rights under the Uniform Police Officers' Disciplinary Act (Appendix C).

5. In the event that an Officer is notified that they are the subject of an internal investigation prior to receiving the Notice of Interrogation, they shall be informed beforehand of sufficient information as to reasonably apprise the Officer of the nature of the investigation. This verbal notice will not substitute for a formal notice in regard to the formal interrogation.

6. Once the investigation has been completed, the Internal Affairs Director shall file the internal investigation case file in the secure internal investigation files located in the Office of the Chief. Case files will consist of any original document that contains a signature or those items which are not attached in RMS.

F. Any member/employee who is the subject of an Internal Affairs investigation may be required to provide or submit to any or all of the following, if materially related to the investigation:

1. Medical or psychiatric examination

2. Financial disclosure statements

3. Lineups

4. Chemical tests

5. Photographs

6. Search of Village property

G. Findings: Each allegation of misconduct shall include one of the following findings:

1. Unfounded Complaint – The investigation indicates that the act or acts complained of did not occur or did not involve Department personnel.

2. Proper Conduct - The investigation indicates that the act or acts complained of did occur, but were justified, lawful, and proper.

3. Not Sustained - There is insufficient evidence to either prove or disprove the allegations made in the complaint.

4. Improper Conduct

   a. The investigation disclosed sufficient evidence to clearly prove the allegations made in the complaint; or

   b. The investigation failed to prove the original complaint but discovered evidence of misconduct not a part of the original complaint.

5. Policy Failure - Investigation reveals that the alleged inappropriate acts did occur; however, the member/employee was acting in accordance with established Department policy.

H. Discipline:

1. Progressive discipline will be employed under normal circumstances. Progressive discipline is a process for dealing with behavior which fails to meet established performance standards. The primary purpose of progressive discipline is to assist members and employees to overcome behavioral problems and satisfy performance expectations. The goal is to improve workforce performance, which in turn improves Department operations.

2. Nothing in this section is intended to require progressive discipline in every circumstance or to limit the Department's ability to implement discipline. Dependent on the severity of the offense, the Department can begin the disciplinary process at any step of the process. It must be emphasized that in those incidents when more serious infractions occur, the Department may move immediately to a suspension or termination of employment.

3. In determining the level of discipline warranted, the following factors may be considered:

   a. The nature and seriousness of the offense and its relation to the employee's duties.

b. The level of responsibility or the position held in the Department.

c. The employee's past disciplinary and work record.

d. Consistency of the penalty with those imposed upon other employees for the same or similar offenses within a recent period of time.

e. Whether the employee was on notice of the rules that were violated.

f. Mitigating circumstances surrounding the offense.

g. The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by the employee or others.

4. In all informal inquiries and formal investigations where there is a finding of improper conduct, the investigating supervisor will make a recommendation of discipline based on the above factors. The recommendation may include but is not limited to the following:

a. Coaching/counseling.
b. Remedial training.
c. Verbal reprimand.
d. Written reprimand.
e. Suspension without pay.
f. Transfer of assignment and or loss of specialty position.
g. Demotion in rank.
h. Discharge from employment.

For informal inquiries in which the supervisor conducts Coaching/Counseling/Remedial Training or the approved discipline is either a Verbal Warning or Written Warning, the investigating supervisor will print out the RMS entry and have the employee sign to acknowledge receipt. The supervisor will then scan the signed RMS copy back into the RMS entry as an attachment. The signed, original copy shall be forwarded to the Office of the Chief to be scanned into the employee's RMS Personnel file.

5. The Chief of Police shall be responsible for providing in writing to a dismissed employee:

a. the reason for the dismissal (if applicable); and

b. the effective date of the dismissal.

I. Reports

1. All reports documenting the results of investigations of complaints will be completed in RMS. Reports will be thorough, complete and accurate.

2. Upon completing the report, the investigating supervisor shall forward the completed report, with all supporting documents, video, etc., to the Chief of Police via the Chain of Command. The Chief of Police will then review the report, including the recommended conclusion of fact and make a final determination with regard to the complaint. Prior to making the final determination, the Chief of Police may conduct a pre-disciplinary meeting with the employee for the purposes of hearing from the employee directly prior to rendering a decision. The Chief of Police shall inform the investigating supervisor and the Internal Affairs Director of the approved conclusion of fact. The Internal Affairs Director shall then notify in writing the complainant that the Department has concluded its investigation and either took appropriate remedial action or was unable to substantiate the allegations, therefore resulting in no remedial action. The Office of the Chief will be responsible for notifying in writing the accused employee of the Chief’s decision.

3. If the finding is Improper Conduct and disciplinary action is taken, that action shall be recorded in the individual's personal RMS file and a copy of the Chief’s final determination memo will be forwarded by the Office of the Chief to the Personnel Director.

4. If the finding is Proper Conduct, Not Sustained, or Unfounded, no copies will be forwarded to any other Department within the Village except pursuant to a request of the Legal Department for the purpose of defending the Village or employee against any claim.

V. Criminal Violation Complaint Procedures

A. The Internal Affairs Director shall be responsible for overseeing the Department's actions and responsibilities with regard to the investigation of all alleged criminal violations, to the extent permissible by and consistent with applicable case law.

B. If the complainant alleges a criminal violation, the supervisor receiving the complaint shall:

1. Contact the Internal Affairs Director. The Internal Affairs Director will then contact the Deputy Chief of Field Operations, the Deputy Chief of Administrative Services and the Chief of Police as soon as practical.

2. The Chief of Police shall determine whether the internal investigation shall proceed concurrently with the criminal investigation and whether the Department or another agency shall conduct either investigation. The Chief of Police shall also determine whether to contact the Public Integrity Unit of the Illinois State Police.

3. If a concurrent criminal investigation is being conducted by another agency, the Chief of Police will appoint an independent Department member to fully assist and cooperate with that investigation. The member appointed to the criminal investigation shall not have access to any information or evidence gathered during or after the formal interrogation or which may violate the protections provided by *Garrity.*

4. The Uniform Peace Officers' Disciplinary Act does not apply to any non-sworn member of the Department or any Officer charged with violating any provision of the Criminal Code of 1961, or any other federal, State or local criminal law.

VI. Suspension Pending Investigation

The Chief of Police or his designee may suspend an employee with or without pay pending investigation and/or pending a hearing before the Board of Fire and Police Commissioners or before a grievance arbitrator. Suspension of civilian personnel is governed by procedures outlined in the Village Personnel Manual.

VII. Appeal Procedures

A. Upon being notified of the final disposition of a complaint, the accused member/employee may, upon written request, be allowed to review the Internal Affairs Complaint Investigation Report.

B. Members of the collective bargaining unit may appeal the disposition or disciplinary action to the Board of Fire and Police Commissioners or, if applicable, pursuant to the procedures contained within the effective collective bargaining agreement.

C. Employees of the Department not represented by the collective bargaining unit may appeal disciplinary action to the Chief of Police via the Chain of Command or, if applicable, pursuant to the grievance procedures outlined in the Village Personnel Manual.

VIII. Permanence and Security of Records

All hard-copy Internal Affairs investigative records will be maintained in a secure, confidential file cabinet in the Office of the Chief or Records Archives room prior to converting them to an electronic document in accordance with the Illinois Local Records Act. A copy of all Internal Affairs investigative records shall be permanently retained in a format consistent with the Local Records Act and may not be destroyed. Access to electronic internal investigation and disciplinary files will be restricted to authorized personnel via password levels authorized by the Chief of Police.

IX. Dissemination of Information

A statistical summary of Internal Affairs activities shall be included in the Department's Annual Report.

X. Authority and Responsibility

A. The Internal Affairs function is the responsibility of the Internal Affairs Director, who reports directly to the Chief of Police. The Internal Affairs function includes the following duties:

1. Record, register, and conduct the investigation of all formal investigations/complaints against Department personnel.

2. Monitor all informal inquiries to their resolution, ensuring consistency with the requirements of this policy, and assisting personnel conducting the inquiry as needed.

3. Ensure that the confidentiality and security of Internal Affairs investigations and records are maintained.

4. Ensure the availability of this policy to all employees via the Police Department Intranet, and in hard-copy policy manuals strategically located throughout the Police facility.

5. Beginning January 1, 2022, notify the Illinois Law Enforcement Training Standards Board (ILETSB) within seven days of any final determination of willful violation of Department Policy/Rules and Regulations, official misconduct, or violation of the law when:

    a. The Officer is discharged as a result of the violation.

    b. The Officer resigns during the course of the investigation and after the Officer has been served notice he or she is under investigation that is based on the commission of any felony or sex offense.

    c. The arrest, conviction, found guilty of, plea of guilty of any Officer for an offense identified in 50 ILCS 705/6.1.

    d. The commission of an act by an Officer that would serve as basis for automatic decertification, whether or not the Officer was criminally prosecuted, and whether or not the Officer’s employment was terminated.

    e. The Officer exercised excessive force.

    f. The Officer failed to comply with the Officer’s duty to intervene, including through acts or omissions.

    g. The Officer tampered with dash or body-worn camera or data recorded by dash or body-worn camera or directed another to tamper with or turn off a dash camera or body-worn camera or data recorded by a dash camera or body-worn camera for the purpose of concealing, destroying, or altering potential evidence.

    h. The Officer engaged in the following conduct relating to the reporting, investigation, or prosecution of a crime: commits perjury, makes false statement, or knowingly tampers with or fabricates evidence.

i. The Officer engaged in unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public. The conduct or practice need not have resulted in actual injury to any person. Unprofessional conduct shall include departure from, or failure to conform to, the minimal standards of acceptable and prevailing practice of an officer.

6. Report monthly to the FBI National Use of Force Database any use of force that results in death or serious bodily injury or when an Officer discharges a firearm at or in the direction of a person.

7. Report any in-custody death or any death that was the result of a use of force by an Officer to the Illinois Criminal Justice Authority within 30 days as delineated by Illinois state law.

B. Each supervisor or Commanding Officer will assume the duties and obligations of his position or rank during the investigation of a complaint against a member/employee of this Department.

C. A supervisor will not look to higher authority to initiate an investigation when the complaint is within the scope of his own authority and responsibility or is otherwise minor in nature, *e.g.* requiring an informal inquiry. Examples of complaints to be handled by an immediate supervisor will include, but not be limited to, the following: alleged rudeness on the part of a member/employee, tardiness, insubordination or complaints of improper action or failure to take action.

Appendix A IIR # _____

VILLAGE OF SKOKIE POLICE DEPARTMENT

COMPLAINT FORM

Member/Employee:_____ Badge/ Employee # ____

Manner Complaint Taken: _____

Complainant: _____

Complainant's Address: _____

Telephone: _____

Incident: _____

Location: _____

Date: _____

Time: _____

Accused Member(s):_____

Witness(es):_____

Nature of Complaint (please be as detailed as possible, use separate page if necessary):_____

_____

_____

_____

_____

Complainant's Signature Date

Address Telephone Number

_____

Appendix B

Date
BY PERSONAL DELIVERY

Name:
Address:

RE: NOTICE OF INTERROGATION

Dear Officer:

You are hereby notified that a formal investigation and interrogation will be conducted at _____, Illinois on _____ at _____. Although this date and time [does or does not] fall during your normal duty time, it has been selected and you will be paid for your appearance. Please notify me immediately if an unavoidable conflict exists with this scheduled interview.

I shall be the Officer-in-Charge of this interrogation. Also present will be _____. Any of these individuals may participate in the interrogation. Others present during the interrogation will be yourself and your attorney if you choose to bring one. A court reporter shall transcribe the proceedings. A copy of the recording or transcript of the interrogation shall be provided to you without charge and without undue delay.

The subject matter of the interrogation concerns allegations that on or about _____, you engaged in conduct which violated the Village of Skokie's Personnel Manual, and the Village of Skokie's Police Department's Policies and Procedures and Rules of Conduct, when you _____. Specifically, your conduct on this date is alleged to have violated _____.

I further wish to advise you that neither your statements, nor any information or evidence which is gained by reason of such statements, can or will be used against you in any subsequent criminal proceeding. However, admissions made in the course of the interrogation may be used as evidence of misconduct and/or as the basis for disciplinary action including suspension, removal, or discharge. The misconduct alleged is in my judgment severe enough to warrant a considerable suspension or discharge. I further wish to advise you that if you refuse to testify or answer questions relating to the _____, or if you are untruthful during your interrogation, you will be subject to additional charges which could result in your dismissal from the Village of Skokie Police Department.

You are advised that you have the right to legal counsel of your choosing, who may be present to advise you at any stage of the interrogation.

For your information, attached is a statement of your rights which you should review prior to the interrogation on _____.

Respectfully,

By my signature affixed below, I certify that I have read the above rights notification and received a copy of the formal complaint.

_____ _____
Date Employee Signature

_____ _____
Date Witness Signature

WAIVER: (To be completed prior to formal interrogation.)

I hereby waive my right to counsel and wish to make a statement regarding my actions in this case.

_____ _____
Date Signature

_____ _____
Investigating Supervisor Date

Appendix C
VILLAGE OF SKOKIE, ILLINOIS
POLICE DEPARTMENT

NOTICE OF RIGHTS TO EMPLOYEES SUBJECT TO FORMAL INVESTIGATIONS

Having been notified that you are subject to a formal investigation scheduled for [Date and Time], to be held at the [Location] this Notice is provided to you to remind you of your rights under the Uniform Peace Officers' Disciplinary Act in connection with this investigation. Included among those rights are the following:

A. Any admission made in the course of this interrogation may be used as a basis for charges seeking your removal, discharge or suspension from the department.

B. You have the right to counsel of your own choosing, at your expense, to be present with you to advise you during the interrogation, and you may consult with that counsel as you desire. If you have not already selected counsel, you will be given a reasonable time and opportunity to obtain counsel.

C. The interrogation shall be of reasonable duration and shall permit you reasonable periods for rest and personal necessities. You shall not be subjected to professional or personal abuse, including offensive language.

D. You have no right to remain silent. You have an obligation to be truthful, and to answer all questions relevant to the investigation that are asked of you.

E. If you refuse to answer any questions asked of you, you will be ordered to answer. If you persist in your refusal to answer after being ordered to do so, you're advised that such refusal will constitute a violation of the rules of conduct and such refusal may result in charges against you in addition to or in lieu of any discipline that may be imposed upon you as a consequence of the investigation and could result in your discharge.

F. Failure to answer a question truthfully may be deemed to be insubordination and/or dishonesty and a violation of the rules of conduct of the Village of Skokie Police Department and may be the basis for discipline in addition to or in lieu of any discipline that may be imposed as a consequence of the investigation.

G. A complete record of the interrogation shall be made, and a complete copy of the audio recording or transcript shall be made available to you without charge and without undue delay.

H. Any admission that is made by you during the course of the interrogation cannot be used against you in any subsequent criminal proceeding.

By my signature affixed below, I certify that I have received and read the above NOTICE OF RIGHTS TO EMPLOYEES SUBJECT TO FORMAL INVESTIGATIONS and fully understand its contents.

Dated this __th day of ___, 20__ Time:_____

_____
Signature of Employee

Dated this __th day of ___, 20__ Time:_____

_____
Signature of Witness

APPENDIX D

APPLICABLE ACCREDITATION STANDARDS

ADM.18.01, ADM.18.02, ADM.18.03, ADM.18.04, ADM.18.05, ADM.18.06, PER.08.02, PER.08.03, PER.08.04, PER.08.05

SKOKIE POLICE DEPARTMENT

DEPARTMENT AWARDS

General Order:	A-14	**Replaces:** General Order:	A-14
Effective Date:	01 February 2023	Effective Date:	01 Nov. 2021
Indexed As:	Awards Commendations		

POLICY:

It is the policy of the Skokie Police Department to recognize deserving personnel for outstanding acts of public service, personal courage and exemplary conduct which exceeds their basic job requirements.

PROCEDURE:

I. Unless otherwise authorized by the Chief of Police, employees are only eligible for Department awards and commendations for outstanding acts, achievements, conduct or service performed or completed while a member of the Skokie Police Department.

II. Awards and commendations issued by the Skokie Police Department are divided into two categories: Meritorious and Recognition Awards.

A. Description of Meritorious Awards

1. Letter of Commendation

An award given to an individual for the performance of an act which brings credit upon themselves and the entire Department as a whole.

2. Police Commendation

An award presented to an individual for consistent exceptional performance documented through five or more official Letters of Commendation.

3. Lifesaving Commendation

An award presented to an individual who demonstrates exceptional performance or care in an effort to rescue or to save human lives, which without such intervention would likely have

resulted in death or subsequent death despite such exceptional efforts.

4. Department Commendation

This award is presented to an individual for an outstanding act or achievement which brings credit to the Department and which involves performance above and beyond that which is dictated by the employee's basic job requirements.

5. Special Service Commendation

This award is presented to an individual:

a) Displaying leadership or initiative during an individual or cooperative effort to solve a specific problem, reduce crime, or the fear of crime within the community, build trust or positive perception within the community and whose efforts are conducted in a manner bringing credit to the Department, or

b) Exemplifying administrative initiative and effort contributing to the overall achievement of Departmental goals and objectives, thereby enhancing and improving the delivery of police services, or

c) Exhibiting great professional skill and conduct as a member of a unit or group during a coordinated action or effort in executing a specific objective.

6. Chief's Award of Merit

This award is presented to an individual:

a) For an exceptional outstanding accomplishment which resulted in improved administration, improved operation, and/or substantial savings in operational costs and has gone far beyond the requirements of their normal assignment thereby contributing to a significantly more effective and efficient police service, or

b) For an act that displays superior intelligence or effort and that results in an important apprehension or solution to a crime.

7. Chief's Award of Valor

An award presented to an individual for an extraordinary act of bravery or heroism in which the individual has demonstrated a great degree of selflessness, personal courage, and devotion to duty.

B. Description of Recognition Awards

1. Service Award

This award is presented to individuals recognizing years of service in five-year increments. Sworn members with civilian service shall wear the designation attached to their sworn rank.

2. Specialty Awards

These awards are presented to individuals who have served with distinction, as determined by the Chief of Police in that position for at least three years. The specialties recognized are:

a) Evidence Technicians
b) Field Training Officers
c) Members of the Tactical Intervention Unit
d) Members of the Honor Guard
e) Explorer Advisor

3. Educational Achievement Award

This award is presented to an individual who has received a bachelor's degree or postgraduate degree from an accredited college or university.

4. Military Service Award

This award is presented to post probationary employees who have served, or are currently serving, in the Armed Forces of the United States. Former members of the Armed Forces must have served for a minimum of one year in the Armed Forces and have been separated from service under honorable conditions. The Chief of Police must approve any exception to the tenure or separation conditions provisions of this order.

II. Procedure for Awarding Meritorious Commendations

A. Any employee of the Skokie Police Department may recommend any other employee of the Department for a meritorious commendation.

B. A supervisor may recommend individuals of an outside agency for meritorious commendations, such as a Letter

of Commendation for actions directly related to the benefit of the Skokie Police Department.

C. The Letter of Commendation may be awarded by any Commanding Officer or civilian supervisor to an employee of lower rank or to any employee of the Department or individual of an outside agency without referral to the Award Review Board, subject to the approval of the appropriate Deputy Chief.

D. The Police Commendation will be awarded to individuals after the fifth official Letter of Commendation has been added to their personnel file held in the Office of the Chief of Police. Upon receiving notification from the Secretary to the Chief, the appropriate Deputy Chief shall initiate presentation of this award.

E. Any employee of the Department who wishes to recommend an employee for an award beyond a Letter of Commendation will provide a detailed written description of the act or actions. This documentation shall be forwarded to the Deputy Chief of Administrative Services. A copy of this memorandum shall also be directed to both the Chief of Police and Deputy Chief of Field Operations. The Deputy Chief of Administrative Services will schedule a meeting of the Award Review Board as appropriate.

F. Award Review Board

1. The Award Review Board will consist of five members.

   a) Deputy Chief of Administrative Services (Chairman)
   b) Commander of Watch II
   c) Senior Sergeant of Watch III
   d) Senior Patrol Officer of Watch II
   e) Communications Supervisor of Watch II

2. In the event the employee being recommended for an award is a member of the Award Review Board or is unable to attend the meeting for any reason, the following substitutions will apply:

   a) The Deputy Chief of Administrative Services will be replaced by the Deputy Chief of Field Operations. (Chairman)

   b) The Watch II Commander will be replaced by the Watch III Commander.

   c) The Sergeant will be replaced by the next senior Sergeant of Watch III.

d) The Patrol Officer will be replaced by the next senior Patrol Officer of Watch II.

e) The Watch II Communications Supervisor will be replaced by the Communications Supervisor of Watch III.

3. The Award Review Board will meet at the discretion of the Chief of Police. The designated chairman will determine the date, time and meeting place of the Award Review Board. The Award Review Board shall review the circumstances of the described act or actions cited. This review can include, but is not limited to, all written documentation, in-car videotapes, communication recordings, and personal interviews. The Board will then forward to the Chief of Police one of the following actions:

a) Recommendation that a higher commendation be awarded.

b) Recommendation that a lesser commendation be awarded.

c) Approve the commendation as requested.

d) Disapprove the commendation as requested.

4. All reports and recommendations of the Award Review Board will be returned to the Chief of Police for final action. The Chief of Police retains final authority to deny or approve the recommendations as submitted.

III. Procedure for Recognition Awards

A. In order to qualify for Recognition Awards, members of the Department will meet the prerequisites defined by award description.

B. Responsibility to identify those members eligible for Service Awards and Military Service Awards will rest with the member’s immediate supervisor and will be accomplished at the time of the member’s annual review.

C. Responsibility to identify those members eligible for Specialty Awards will rest with the supervisor overseeing defined specialty areas:

1. Evidence Technicians by the Special Operations Commander, or their designee.

2. Field Training Officer by the Special Operations Commander, or their designee.

3. Tactical Intervention Unit members by the Tactical Intervention Unit Commander, or their designee.

4. Honor Guard members by the Honor Guard Coordinator.

5. Explorer Advisor by the Support Services Supervisor.

D. Responsibility to identify those individuals eligible for the Educational Achievement Award will rest with the Training Unit.

E. Supervisors having identified individuals qualifying for Recognition Awards will submit a memo to the Chief of Police notifying them of the member’s qualification and compliance. The Chief of Police retains final authority to deny or approve any Recognition Award request.

IV. Awards

A. Preparation and Format of Meritorious Commendations

All Meritorious Commendations once approved will consist of an appropriately formatted certificate for the commendation being presented. The certificate will contain a brief synopsis of the act or actions being commended and a duplicate placed in that person’s personnel file. Except for Letters of Commendation, all certificates will be signed by the Chief of Police and accompanied by an appropriate enameled commendation bar indicative of the earned award.

Presentation:

The recipient’s Unit Commander, Deputy Chief, or the Chief of Police will present awards at roll call or other appropriate time as dictated by the award.

1. The Letter of Commendation will be presented informally by the recipient's Commander or supervisor.

2. The Police Commendation, Lifesaving Commendation, specific Service Commendation and Department Commendation will be presented by the recipient's Deputy Chief.

3. The Chief's Award of Merit will be presented by the Chief of Police. At the discretion of the Chief of Police, a formal awards presentation may be made at a meeting of the Village Board of Trustees.

4. The Chief's Award of Valor will be presented by the Chief of Police. At the discretion of the Chief of Police, a formal awards presentation may be made at a meeting of the Village Board of Trustees.

B. Preparation and Format of Recognition Awards

All Recognition Awards once authorized will consist of an appropriately formatted certificate containing a brief synopsis of the accomplishment being recognized and a duplicate placed in that individual's personnel file. All certificates will be signed by the Chief of Police and accompanied by an appropriate enameled commendation bar identifying the individual's achievement.

The recipient's Unit Commander will present Recognition Awards at roll call or other appropriate time if the recipient is not a member of the Field Operations Division as dictated by the award.

C. Wearing of Commendation Bars

1. Uniformed individuals are authorized and encouraged to wear earned or achieved commendation bars on the outer garment or uniform shirt at their discretion.

2. Individuals having earned Recognition Awards for performance in specialty positions but are not currently engaged in those specialties, shall be limited to wearing those commendation bars only upon the dress uniform.

3. Commendation bars will be worn in the order of their importance.

4. Only one commendation bar for any award may be worn at one time.

5. Commendation bars designed with star(s) reflecting the actual number of awards will designate subsequent awards in an individual category.

6. The commendation bars shall be worn over the right pocket of the uniform above the name plate. No more than three bars will be worn in a row. The highest awards shall be worn left to right in a descending order. Second and subsequent rows are authorized with a top row of less than three bars centered over the others.

The most senior bar is the Chief's Award of Valor, followed by the:

a) Chief’s Award of Merit
b) Department Commendation
c) Lifesaving Commendation
d) Special Services Commendation
e) Police Commendation
f) Service Award
g) Specialty Award - Field Training Officer
h) Specialty Award - Evidence Technician
i) Specialty Award - Tactical Intervention Unit Member
j) Specialty Award – Honor Guard
k) Specialty Award – Explorer Advisor
l) Educational Achievement Award
m) Northwestern SPSC Award
n) Military Service Award
o) Facility Award
p) Award from another agency

7. Employees issued awards from agencies outside of the Department may wear those awards on their uniforms. These awards must be earned in the course of the employee’s employment with the Department and approved by the Chief of Police. Approved awards are:

   a. DUI Enforcement – The highest award attained by the Officer

   b. Seat Belt Enforcement - The highest award attained by the Officer

   c. Speed Enforcement - The highest award attained by the Officer

   d. Cook County Sheriff Awards of Merit and Valor

   e. Others as approved by the Chief of Police

   These awards may be worn as follows:

   a. Dress blouse and uniform shirt – may be worn centered above the name plate and any commendation bars worn. If multiple awards are worn, they will be spaced horizontally one eighth of an inch apart, not to exceed three across in any row.

   b. One single award may be worn on the microphone strap, provided that award is not worn at the same time above the nameplate and its size does not exceed the size of the microphone strap.

V. Citizen's Award of Appreciation and Letters of Appreciation

A. The Citizen's Award of Appreciation and Letter of Appreciation are presented to those citizens rendering exemplary assistance to the Department in crime prevention, the apprehension of criminals or by any other action that would call for public recognition.

B. Basis for Selection

1. The apprehension of a person who has committed a criminal act either by making or aiding in the arrest or by providing information which leads to an arrest.

2. Assistance in the prevention of criminal acts.

3. Directly aiding any Police Officer in any duties in which the end result is beneficial to the Department.

4. Any action not described above which assists the Department in providing superior police service and which is beyond that normally expected of a good citizen.

C. Recommendations for Citizen's Award of Appreciation or a Letter of Appreciation

1. Any employee of the Department may recommend a citizen for a Citizen's Award of Appreciation or a Letter of Appreciation. No employee will suggest to a citizen that he is being recommended for an award or a Letter of Appreciation.

2. The recommendation for a Citizen's Award of Appreciation will be contained in an interoffice communication directed to the Chief of Police via the chain of command. The Chief will forward the recommendation to the Award Review Board for evaluation.

3. The Board will review the recommendations and recommend to the Chief of Police that the Citizen's Award of Appreciation or the Letter of Appreciation be signed by the Chief of Police and sent to the individual, or that no award be granted.

4. The Chief of Police will have the final approval on all recommendations.

SKOKIE POLICE DEPARTMENT

USE OF FORCE

General Order: A-15
Effective Date: 01 May 2025

Replaces:
General Order: A-15
Effective Date: 01 July 2024

Indexed As:
Deadly Force
De-Escalation
Electronic Control Devices
Oleoresin Capsicum
Use of Force
Warning Shots

POLICY:

The Skokie Police Department is committed to valuing and preserving human life. The protection and preservation of all human life, including the lives of individuals being taken into custody, is the Department's fundamental objective and the primary duty of all SPD employees.

The Department's guiding principle when using force shall be reverence for human life. Officers shall attempt to control an incident by using time, distance, communication, and available resources in an attempt to de-escalate the situation whenever it is safe, feasible, and reasonable to do so. Department personnel may use objectively reasonable force to carry out their duties.

Only the objectively reasonable use of force required to affect an arrest or achieve other lawful objectives shall be used. Officers are justified in using deadly force only when they reasonably believe that such force is necessary to prevent imminent death to themselves or others, or to defend any person in imminent danger of great bodily harm.

The reasonableness of the use of force must be based on the facts and circumstances known or perceived by the Officer at the time of the incident. Because Police Officers are involved in tense, uncertain, and rapidly evolving circumstances, interpretation of the reasonableness of an Officer's use of force must include consideration of the split-second decisions Officers make in deciding the type and level of force to be employed.

PROCEDURE:

I. Definitions

A. "Non-deadly force" means any force that can reasonably be anticipated not to result in death or great bodily

harm when applied. Non-deadly force includes, but is not limited to, pain compliance, control holds, punches, kicks, open-hand strikes, O.C. spray, baton strikes, extended-range kinetic energy impact munitions, and electronic control devices.

B. "Deadly force" means any force that can reasonably be anticipated to result in death or great bodily harm when applied.

For the purpose of this General Order, deadly force shall include:

1. A firearm discharge response in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm (except as identified in state statute when the firearm contains less than lethal rounds).

2. A firearm discharge response at a vehicle in which the person to be arrested is riding.

3. A firearm discharge response from a moving vehicle in the direction of a person to be arrested. (Note: such a use of force is only authorized when it is objectively reasonable for an Officer to use deadly force and the Officer believes that this is the most reasonable course of action.)

4. Use of a chokehold, which is defined as applying any direct pressure to the throat, windpipe, or airway of another. A chokehold does not include any hold involving contact with the neck not intended to reduce the intake of air, such as a headlock where the only pressure applied is to the head.

5. Any response applied in any manner, by any means, by any member of the Department that could reasonably be expected to cause death or great bodily harm.

C. Physical Response- Use of a physical control technique or physical action applied to the body that is used to take control of or to combat a resistive subject. Examples of control techniques or actions include, but are not limited to, strikes using hands, elbows, knees, or feet; control holds in which the Officer's strength overcomes the resister's strength; takedowns; and pushing, pulling, or tripping a resistive subject.

1. It is not a physical response when a subject allows themselves to be searched, escorted, handcuffed, restrained or carried.

2. The application of a control holds while handcuffing or searching a compliant subject without application of pain is not considered a physical response.

3. The singular act of an Officer using their body weight to hold a resistive subject's body or limbs in place is not a physical response.

4. The use of the hobble restraint as a precautionary securing device on a currently compliant subject is not considered a physical response.

5. The use of a spit hood as a precautionary measure without any additional control holds to facilitate its application is not considered a physical response.

The actions described above, which are not considered a physical response, shall nevertheless be documented in a General or Supplemental Report. However, such actions do not require that a Use of Force report be completed.

D. "Physical harm" means any injury, illness or other physiological impairment, regardless of its gravity or duration.

E. "Great bodily harm" (serious bodily injury), as used in this policy, is defined as any physical harm which carries a substantial risk of death; any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity; any physical harm that involves some permanent disfigurement, or that involves some temporary serious disfigurement.

F. "Imminent" means when, based on the totality of the circumstances, a reasonable Officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the peace Officer or another person. An imminent threat is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed.

II. De-Escalation

A. When feasible and safe to do so, Officers should employ de-escalation techniques to attempt to gain voluntary compliance of an individual to reduce or eliminate the need to use force.

B. De-escalation tactics and techniques are actions used by Officers when safe and without compromising law enforcement priorities that seek to reduce the likelihood of the need to use force during an incident by gaining the voluntary compliance of an individual. It is recognized that de-escalation tactics will not work in every interaction.

C. De-escalation techniques include, but are not limited to:

1. Use of distance, cover, concealment, and/or time. These techniques allow Officers to assess the situation and their options, bring additional resources to the scene, and develop a plan for resolving the incident without using force;

2. Requesting additional personnel (CIT Officers, SFD, Social Worker, Supervisors, Detectives, Co-Responder Team), and Negotiators and wait for their arrival when feasible to do so;

3. Using active listening skills to indicate engagement in conversation with an individual.

4. Communicating with the individual(s) in a conversational tone of voice, if feasible, asking questions about the situation.

5. Advising the individual of the actions that Officers will take to end their crisis without the need to use force; warning the individual that disobeying orders and posing an imminent threat to Officers or others may result in the need to use force.

D. If the individual is reasonably believed to be in a mental or behavioral health crisis, further guidance may be found in Department General Order F-80, Dealing with the Mentally Ill.

E. Supervisors will become involved as soon as practicable in the management of an overall response to potentially violent encounters by coordinating resources and Officers' tactical response.

III. Objectively Reasonable Response

A. Graham V. Connor (490 U.S. 386 1989) has established that the test for reasonableness will be based on the following factors:

1. The severity of the crime at issue.

2. Whether the suspect poses an immediate threat to the safety of the Officers or others.

3. Whether the suspect is actively resisting or attempting to evade arrest by flight.

All three factors must be assessed in their totality and considered when the use of force is applied.

B. Police Officers must frequently employ use-of-force techniques to effect arrests and ensure the public safety. It is not intended that a suspect should ever be allowed to be the first to exercise force, thus gaining an advantage in a physical confrontation. Further, nothing in this order should be interpreted to mean that an Officer is required to engage in a prolonged physical fight before resorting to techniques that will more quickly, humanely, and safely bring a resistive subject under physical control.

IV. Use of Force

A. An Officer is justified in the use of any force which they reasonably believe, based on the totality of the circumstances, to be necessary to effect the arrest and of any force which they reasonably believe, based on the totality of the circumstances, to be necessary to defend themselves or another from bodily harm while making the arrest. (720 ILCS 5/7-5)

B. Officers may use force that is objectively reasonable on persons that they reasonably believe are a danger to themselves or others in accordance with Department General Order F-80, Dealing with the Mentally Ill.

C. The use of force must terminate when it is objectively reasonable that an Officer is fully in control of a subject.

D. An Officer is justified in using force likely to cause death or great bodily harm only when they reasonably believe, based on the totality of the circumstances, that such force is necessary to prevent death or great bodily harm to themselves or another. In determining whether deadly force is reasonably necessary, Officers shall evaluate each situation in light of the particular circumstances of each case and shall use other available resources and techniques, if reasonably safe and feasible, as long as it does not put the officers or others in harm's way.

E. Where feasible, an Officer shall, prior to the use of force, make reasonable efforts to identify themselves

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.

F. An Officer shall not use deadly force against a person based on the danger that the person poses to themselves if a reasonable Officer would believe the person does not pose an imminent threat of death or serious bodily injury to the peace officer or to another person.

G. An Officer shall not use deadly force against a person who is suspected of committing a property offense unless that offense is terrorism or unless deadly force is otherwise authorized by law.

H. The discharge of a firearm for the purposes of a warning shot is prohibited.

I. The uses of force listed below are in relative order of least intrusive to most intrusive. The subject's actions/behavior and the use of force used to control it may escalate or de-escalate during any given altercation until complete control of the subject is achieved. Nothing in this policy should be interpreted to mean that an Officer must use force in a lesser intrusive manner first prior to using an escalated level of force.

1. Physical Presence
2. Verbal Tactics
3. Hands-On Techniques (Control Holds, Pressure Points, Etc.)
4. Hands-On Techniques (Palm Strikes, Knee Strikes, Etc.)
5. OC Spray/ECD/Baton
6. Extended Range Impact Munitions (Beanbag, 40 mm)/K9 bite
7. Firearms/Deadly force

V. Shooting At/From Moving Vehicles

A. Officers shall not discharge a firearm from a moving vehicle or at the driver or occupant of a moving vehicle unless the Officer reasonably believes there exists an imminent danger of death or great bodily harm to the Officer or another person.

B. Officers should make every reasonable effort 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 threat of the vehicle, or if deadly force other than the vehicle is directed at the Officer or others.

VI. Intermediate Weapons

A. The use of intermediate weapons constitutes an intermediate use of force. Consistent with Graham V. Connor, the elevated use of force must be reasonable based upon the totality of the three factors associated with that case. Based on court rulings, the defining factor on whether an Officer's use of force was reasonable is the presence of a direct threat to that Officer, another Officer, or a citizen. Absent that factor being present, increased scrutiny should be applied by the Officer to the incident when determining whether to utilize an intermediate weapon. Additional criteria for the Officer to consider prior to utilizing an intermediate weapon are the age, observed mental capacity, and physical capabilities of the resisting subject.

1. The Department-approved police baton, oleoresin capsicum (OC) spray and Electronic Control Devices (ECDs) are the only authorized intermediate weapons for Police Officers. At all times during which the wearing of a duty rig is required, Department-issued OC spray and a Department-issued ECD (if available) shall be carried/worn. In the event an ECD is not available, a Department-approved baton shall be worn. Nothing in this policy would preclude an Officer from carrying a baton in addition to the ECD.

2. An Officer shall not use OC spray for crowd management purposes prior to issuing an order to disperse in a manner sufficient to allow the order to be heard and repeated if necessary, followed by sufficient time and space to allow compliance with the order. This protocol shall be followed unless providing such time and space would unduly place an Officer or another person at risk of death or great bodily harm.

3. An Officer shall not use OC spray prior to issuing an order in a manner sufficient to ensure the order is heard, and repeated if necessary, to allow compliance with the order. This protocol shall be followed unless providing such time and space would unduly place the Officer or another person at risk of death or great bodily harm.

B. Authorized Baton

1. Batons authorized for use are limited to the ASP 16, 21 and 24-inch telescoping batons, and the Monadnock 18, 21, 22 and 24-inch telescoping batons.
2. The PR-24 baton is generally authorized for crowd-control purposes only.

3. Uniformed Officers are authorized to carry the 21, 22 and 24-inch ASP baton or any approved Monadnock baton.

4. Plainclothes Officers may carry any approved baton.

5. The only batons approved for purchase by any Officer are the Monadnock expandable baton and the ASP Talon baton.

6. Because striking an offender in the head with the police baton may cause death or serious physical injury, Officers shall not intentionally do so unless the use of deadly force is warranted.

7. Original and replacement batons must be reviewed, inspected for functionality, and approved by a qualified baton/impact weapons instructor prior to carry.

8. The Defensive Tactics Coordinator shall be responsible for maintaining a record of each baton approved for use, including make, model, date of approval, and the name/star number of both the approving impact weapons instructor and the receiving Officer.

9. All batons shall be re-inspected by a qualified Defensive Tactics instructor at the time of each Officer’s proficiency testing and during uniform inspection. The inspection shall be documented. This applies to all Officers, even if they choose not to carry a baton, as discussed in Section VI, paragraph A, of this General Order.

10. The use of a baton must be justified as delineated in Section IV, paragraph A, of this General Order

C. Authorized Oleoresin Capsicum (OC) Spray

1. Original and replacement canisters of OC spray shall be issued by the Department via a qualified Defensive Tactics instructor, only after the canister has been inspected and approved by that instructor.

2. The Defensive Tactics Coordinator shall be responsible for recording the issuance of OC spray to Department personnel, including documentations of the receiving, issuing and approving Officers, date, make/model and serial number of the canister.

3. The Officer's OC canister shall be re-inspected at the time of each proficiency testing and during uniform inspection. The inspection shall be documented. No Officer may carry OC until they have been trained by a certified Defensive Tactics Instructor and have demonstrated proficiency in its proper use. Training shall include instruction regarding this and other relevant policies.

4. Unless otherwise directed by the Chief of Police, the authorized concentration of OC spray shall generate at least 500,000 Scoville heat units.

5. Appropriate medical aid will be made available to individuals who have been sprayed with OC, if practical. The necessary level of assistance includes exposure to fresh air, flushing with cool water, washing with soap and water, and medical treatment if requested or apparently necessary.

6. The use of OC spray must be justified as delineated in Section IV, paragraph A, of this General Order.

D. Electronic Control Device (ECD)

1. Only Department-issued ECDs and cartridges are approved for use.

2. The use of ECDs must be justified as delineated in Section IV, paragraph A, of this General Order. The officer shall not discharge in a manner that targets the head, chest, neck, groin, or anterior pelvis.

3. See Department General Order A-29, Electronic Control Devices.

E. Self-Defense/Exigent Situations

Only those weapons identified as authorized by this policy may be carried by Officers on duty. This section is not intended to limit Officer response options relating to the implements ready at hand, used as defensive weapons, as a result of rapidly evolving situations.

VII. Less-Than-Lethal Weapon System - Extended Range Kinetic Energy Impact Munitions

A. When used in combination with extended range kinetic energy impact munitions, the Department-issued 12-gauge shotgun and 40mm launcher are approved as a less than lethal weapon system.

B. The use of less than lethal weapons systems are generally treated by the courts as force that is less than deadly force, but more than the intermediate force applied when using batons, ECDs, and OC spray. In addition, at close range, most courts say that these weapons can constitute deadly force. This, along with Section IV, paragraph A, of this General Order, must be taken into account when using a less than lethal weapon system.

C. An Officer shall not discharge kinetic impact projectiles and all other non or less-than-lethal projectiles in a manner that targets the head, neck, groin, anterior pelvis or back.

D. An Officer shall not discharge impact munitions indiscriminately into a crowd.

VIII. Knife

A. The primary purpose of a knife is for its use as a tool in the performance of an Officer’s duties. Except as delineated in paragraph B, knives may be carried provided all of the following requirements are met:

1. Must be a folding knife.
2. The blade length will not exceed three inches.
3. Only one knife may be carried (in addition to any knife blade that may be present on a multi-tool that an officer carries).
4. Must be concealed; a visible clip is allowed.
5. Shall not be exhibited, displayed, or handled in a careless manner.
6. Shall be utilized with reasonable care to prevent injury and damage to property.

B. During TIU Activations and training, TIU members will be allowed to carry an additional fixed blade knife with a blade length not to exceed three inches.

IX. Spit mask

A spit mask is a temporary protective device, which may be used on persons that display behavior or threatening behavior that pose a hazard of exposure to bodily fluids transmitted by spitting, wiping blood from their face/head or wiping/blowing nasal discharge at or onto Officers.

Officers should only use new (from the package) Department-approved, single-use spit masks. Persons wearing the spit mask must be closely monitored and shall not be left unattended due to the potential for vomiting, spitting of blood or other fluids, or other medical issues. Officers should also be aware that the spit mask may cause psychological effects such as claustrophobia or extreme anxiety.

If the subject has exhibited proper behavior and it is reasonable to believe that the subject will continue to exhibit proper behavior, the spit mask will be removed from the subject. As a precaution, spit masks will be placed in a biohazard waste bag and disposed of in a biohazard container. Refer to Policy P-21: Communicable Disease.

Officers shall document the use of a spit mask consistent with Section XII (Reporting procedure) of this General Order.

X. Duty to Intervene

A. Consistent with Department Rules and Regulations, 370.68 - Duty to Intervene, Officers have a duty to intervene on behalf of any Officer on scene to prevent or stop another Officer in their presence from using any unauthorized force or force that exceeds the degree of force they consider to be objectively reasonable under the circumstances. The Officer who intervenes must report the intervention to their supervisor as soon as practical and subsequently prepare and submit a written report of the event to their supervisor within five days.

B. When feasible, prevention includes recognizing when another Officer needs to step away, another Officer needs to be substituted, etc. This shall not be interpreted to mean that an Officer can predict the initial unauthorized action of another Officer.

C. The guidance provided in paragraphs A and B of this section do not apply to an act of intervention made

consistent with training to assist another Officer to effect an arrest or otherwise overcome a subject's resistance. Such assistance will not require Supervisor notification nor a special written report. Rather, Officers will document the event as they would any other incident.

XI. Medical Assistance

If a use of force (including lethal weapons, less-than-lethal weapons, intermediate weapons, or physical force) by Department personnel results in an injury to any individual or complaint of injury from the individual, the Officer or Community Service Officer (CSO) on the scene shall render appropriate medical aid and/or shall summon emergency medical assistance consistent with Department Rules and Regulations, Rule 370.69 - Duty to Render Aid. The patrol supervisor and the Communications Center will be notified as soon as feasible and emergency medical response units shall be directed to respond as deemed necessary.

Absent exigent and articulable circumstances, seriously injured persons shall be taken to a medical facility and shall be transported by ambulance. Secure transportation of arrestees to a medical facility shall be ensured by requiring that at least one Police Officer accompany the detainee or arrestee in the ambulance.

XII. Reporting Procedure

A. Any employee who utilizes deadly force, a less-than-lethal weapon system, intermediate weapon or applies a physical response shall notify the Watch Commander as soon as practical.

B. The Watch Commander or their designee is responsible for conducting a thorough investigation as soon as practical in accordance with Department General Orders A-13, Internal Affairs, and F-93, Officer-Involved Shooting or Death. Supervisors will not conduct investigations of uses of force in which they were personally involved. The investigating supervisor will document the investigation in the Use of Force Module of the Records Management System (RMS) (for each employee using force) under the following circumstances:

1. An employee discharges a firearm other than in recreation or training. An employee discharges an ECD other than in training.

2. An employee's response involves the use of a lethal weapon, a less-than-lethal weapon system, or an intermediate weapon. For purposes of this

section, the term "use" shall include the pointing of an ECD or firearm directly at a subject even though it is not fired.

3. An application of force or a response to resistance by an employee in an official capacity results in, or is alleged to have resulted in an injury.

4. An application of force or a response to resistance by an employee in an official capacity results in, or is alleged to have resulted in death.

5. An employee applies a physical response as defined in Section I.C., Physical Response, of this General Order.

6. An allegation or complaint is received involving a member's use of force.

C. Each employee using force will thoroughly document their actions in accordance with Department Rules and Regulations - 320.40 (Department Reports) and will note any BWC or Mobile Video Recording in accordance with applicable Department General Orders:

1. If the employee is writing the incident report for the event in which force was used, their actions will be documented within the narrative of that report. If the employee is not writing the incident report, their actions will be documented by them in a supplemental report to the incident report. The information detailing the use of force will include but not be limited to the following, if applicable:

   a) A detailed description of the setting in which force was used (indoor, outdoor, confined area, etc.).

   b) Weather and visibility, if applicable.

   c) Employees and other subjects present.

   d) A detailed description of each subject's actions and subsequent employee response during the incident, as well as any de-escalation techniques that may have been utilized as delineated in Section II, paragraph C, of this General Order. The description may include, as applicable:

      i. Warning(s) given.

ii. Type(s) of force used.
iii. Injuries sustained by Officer(s), subject or others involved.

e) Witness/Offender statements, if applicable.

f) Results of video canvass of incident area, if any.

g) Injuries sustained by Officer, offender, or other involved parties (photo to be taken by an Evidence Technician).

2. Employees involved in use-of-force incidents that cause them to experience reactions outlined in Department General Order F-93, Officer-Involved Shooting or Death, (increased pulse, blood pressure, respirations, etc.) should avoid interviews and report writing for at least 72 hours.

3. Any Officers who intervene during a use of force incident shall document their actions on a supplemental report that includes a description of the intervention actions taken and the identities of the other Officers on scene.

D. The following guidelines are to be followed when completing Use of Force Reports in RMS:

1. The supervisor investigating the use of force must complete an RMS Use of Force Report for each employee that used force, as defined in this policy.

2. If an employee uses force on a subject at different times during the duration of an incident (i.e. on the street when taking the person into custody and again in the sally port when removing from the car), one Use of Force Report shall be completed for all the uses of force by the employee on the subject.

3. If an employee uses force on multiple subjects during the same incident, a single Use of Force Report shall be completed for all uses of force by the employee on all the subjects.

E. Any employee in an official capacity whose actions or response, or alleged actions or response, result in death or serious physical injury shall immediately be removed from any line duty assignment. The Chief of Police will determine when the employee may return to a line-duty assignment, based on facts, circumstances,

investigations and consultation with others. (See Department General Orders P-10, Trauma Counseling and Critical Incident Stress Debriefing, A-31, Peer Support Program, and F-93, Officer-Involved Shooting or Death, for further information.

F. If applicable, supervisors will complete the Illinois Department of Corrections "report of extraordinary or unusual occurrence" DOC 0135, Appendix E, S-12 Detention Facility VIII Incident Reports.

F. Refer to Department General Order F-22, Responsibility for Reporting, for further information on notification to the Chief of Police and the appropriate Deputy Chief.

G. The completed Use of Force Report, and all supporting documents, video, etc., will be forwarded to the Chief of Police via the chain of command.

XIII. Training

A. No employee may carry any agency-authorized weapon until they have received training and have demonstrated proficiency in its use. This training shall include instruction in the Skokie Police Department General Order A-15, Use of Force, as well as applicable case law including Graham v. Connor.

B. Police Officers and CSOs shall receive in-service training at least annually on Department General Order A-15, Use of Force, as well as applicable case law including Graham v. Connor.

Police Officers and CSOs shall receive training and demonstrate proficiency with their authorized intermediate weapons and weaponless control techniques at least annually:

1. Proficiency training will be monitored by a certified weapons or Defensive Tactics instructor.

2. The training and proficiency will be documented.

3. Inspections of weapons will be conducted as delineated in Section VI of this General Order.

4. Any Police Officer or CSO failing to demonstrate proficiency with an authorized intermediate weapon shall immediately be provided remedial training and retesting. The Police Officer or CSO may not return to street duty with that weapon until proficiency is demonstrated and documented.

a) Continued failure to qualify or otherwise demonstrate proficiency may result in reassignment to an administrative position or a recommendation for, at the discretion of the Chief of Police, a termination.

b) Police Officers shall demonstrate proficiency with Department authorized firearms as indicated in Department General Order A-16, Firearms.

XIV. Release of Information

Public release of information following a use of deadly force is dependent on the progress of the investigation and review process. Any public release of information will be made consistent with Department General Order A-10, Media Relations. The release of records will be conducted in accordance with Department General Order S-4, Records, and the Freedom of Information Act.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.05.01, ADM.05.02, ADM.05.03

SKOKIE POLICE DEPARTMENT

FIREARMS

General Order: A-16
Effective Date: 01 June 2026

Replaces:
General Order: A-16
Effective Date: 01 Aug. 2025

Indexed As: Firearms
Off-Duty Weapons
On-Duty Weapons

POLICY:

It is the policy of the Skokie Police Department to offer individual Officers a choice in selecting the firearms they carry in their official capacity as Police officers. Safety considerations and training logistics require this list to be somewhat restrictive. All firearms carried by Officers will be registered with the Department. Officers will purchase their own handgun in accordance with this policy. Officers may purchase a personally owned patrol rifle in accordance with this policy.

Only Officers who demonstrate a proficiency in the use of agency-authorized firearms will be allowed to carry such weapons. Further, absent extenuating circumstances as delineated in 50 ILCS 725/7.2, only Officers having a valid Firearms Owners Identification (FOID) card are authorized to carry any firearm, on or off duty.

PROCEDURE:

I. Definitions

A. Primary Weapon: The Department-approved handgun that an Officer is required to carry on duty.

B. Secondary Weapon: A handgun that is carried by an Officer as a backup weapon, in addition to the primary weapon.

C. Off-Duty Weapon: A firearm carried by an Officer primarily when not on duty.

D. Patrol Rifle: A patrol rifle is an authorized firearm that is available for use by properly trained and qualified Officers as a supplemental resource to their primary duty weapon. Regardless of use, Officers must qualify with a patrol rifle.

E. Registration of Firearms: Listing of the firearm by a Range Officer. This is done after a Range Officer has inspected a firearm and after the Officer has qualified with it.

F. Range Officer: An officer trained and certified as a firearms instructor who has been designated by the Chief or their designee and is assigned to review, inspect, and approve firearms and provide proficiency training for all firearms intended for use by SPD Officers.

II. Authorized Firearms

A. Handguns authorized as primary, secondary, and off-duty weapons are identified in Appendix A.

B. All patrol rifles authorized by the Skokie Police Department must be of an AR-15 type. Department-authorized patrol rifles are identified in Appendix A. No personally owned rifles may be carried for patrol duty unless inspected by an active Department range officer, meet the requirements of Appendix B, and the Officer has qualified with the rifle as required by this policy.

C. Department-authorized weapons will be delineated in Appendix A. Appendix A shall be reviewed, revised, and distributed at least annually to all personnel and more often as necessary.

D. Tactical Intervention Unit (TIU) officers are authorized to carry their TIU-issued rifle while on duty, if authorized by the TIU Commander.

III. Secondary firearms are only to be utilized at the discretion of the Officer in accordance with applicable State statutes, policies, and procedures.

IV. Secondary and off-duty firearms are to be carried in an unobtrusive, secure manner during intense physical exertion.

V. All firearms, whether carried on or off duty, must be registered with the Department.

VI. Off-duty Officers are not required to carry their authorized firearms, but may do so in accordance with the applicable laws of each state, as well as the Law Enforcement Officers Safety Act HR218 (18 USC 926B and 926C)

A. An off-duty Officer may carry a firearm only when meeting all of the following requirements. The Officer:

1. Is carrying photographic identification that identifies the employee as a Skokie Police Officer;

2. Is authorized by the Department to carry a firearm;

3. Is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;

4. Meets agency standards, which require the employee to qualify in the use of a firearm regularly; and

5. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

B. The authorization of Officers to carry firearms off duty shall not be construed to supersede or limit the laws of any state that:

1. Permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or

2. Prohibits or restricts the possession of firearms on any state or local government property, installation, building, base, or park.

C. Officers will not carry firearms off duty if prohibited from legally possessing firearms (as delineated in Section XIII of this General Order).

VII. Inspection of Firearms

A. All firearms shall be reviewed, inspected, and approved by an active Department Range Officer for safety and to ensure they are authorized for use by the Department, prior to being carried on or off duty and at the time of training or qualification events.

B. Each Officer shall also have a firearm re-inspected by an active Range Officer prior to duty/off-duty use under the following circumstances:

1. When directed to do so by a Supervisor or Range Officer.

2. If any mechanical repair or modification has been done.

3. There is reason to believe that the safety device designed by the manufacturer has been rendered ineffective.

4. The weapon is not functioning properly.

C. If, after inspection by an active Range Officer, a firearm is found to be unsafe or unauthorized, the firearm will be removed from service, and the Range Officer shall submit a written report to the Officer's supervisor.

VIII. General Range Rules

A. All personnel are required to obey all Range rules and all lawful orders and commands given by the Range Officer during firearm-related training events.

B. Personnel may only fire weapons on the Range under the supervision of an active department Range Officer. Listed below are the general safety rules for handling firearms on the Range:

1. Consider any firearm loaded until you have confirmed otherwise through a visual and physical check of the weapon. Always be aware of the direction of your muzzle and maintain its orientation in a safe direction. While shooting, make sure you know your target and what lies beyond.

2. Keep your finger off the trigger. Handgun (if applicable) and rifle safety selectors will be kept in the safe position until the decision to fire the weapon is made.

3. Before loading, always inspect the weapon to ensure the barrel is free from obstruction.

4. Firearms will only be loaded or unloaded on the firing line, with the muzzle pointed in a safe direction after being instructed to do so by a Range Officer.

C. These rules shall be reviewed and discussed by the Range Officer and personnel shooting prior to each use of the range.

D. The bullet trap and the space below the trap will be cleaned and inspected by a Range Officer prior to and upon completion of firing. Range officers shall take every precaution with lead hazard while in the bullet trap area (gloves, masks, protective clothing if required).

E. It is strongly encouraged that weapons are field stripped on the firing line prior to entry to the Gun-Cleaning area. Officers shall make every effort to clean their weapon immediately upon completion of firing.

F. All weapons must be verified as safe and clear by a Range Officer prior to utilizing the Gun-Cleaning Area.

G. The Range and Gun-Cleaning Room are to be kept neat and organized. After being given a "safe and clear" order from the Range Officer, Officers shall clean all of the brass casings from the floor at the direction of the Range Officer. Both the Range and Gun-Cleaning Room floors should be cleaned of all debris. Any issues with cleaning supplies should be reported to the Range Officer.

H. Food and beverages are not allowed on the Range or in the Gun-Cleaning Room. Officers are to wash their hands in the Gun-Cleaning Room prior to leaving the Range.

I. Only Range Officers are allowed in the Ventilation Room and the trap area. Range Officers are to take every precaution against lead hazards while in these areas (gloves, masks, protective clothing, if required).

J. Officers are to immediately report any safety issues observed to the Range Officer and Watch Commander for notification to the Range Master.

IX. General Safety Rules for Handling Firearms

A. Never point any firearm directly at a person unless deadly force is justified, consistent with Department General Order A-15, Use of Force. Consider any firearm loaded until you have proven otherwise by a visual and physical check of the weapon.

B. Rifle safety selectors will be kept in the safe position until the decision to use deadly force is made and the weapon is positioned to be fired.

C. Before loading, always inspect the weapon to be certain the barrel is free from obstruction.

D. Firearms will only be loaded or unloaded outdoors or on a firing range or an area deemed safe, with the muzzle pointed in a safe direction by following the prescribed loading or unloading procedure.

E. Never place a patrol rifle in the vehicle's weapons rack with a round in the firing chamber.

X. General Safety Rules for Storing Firearms

A. All sworn Officers may purchase a Department-approved gun lock or storage device through their uniform allowance for each personally owned duty, off-duty, secondary, and patrol rifle firearm that they are authorized and qualified to carry. The purchase of authorized gun locks or storage devices shall be limited to a maximum of three and an expenditure of $200.00 in any given fiscal year.

B. When not in the immediate control of an Officer, all firearms present in the Police facility, whether Department or personally owned, must be secured with a gun lock or equivalent device, or stored in a locked gun locker, weapon rack, locker, desk, or equally secure area. All gun locks or storage devices used for this purpose must not permit the discharge of the firearm when properly secured.

C. When on duty, including training and special duty details, all firearms will be maintained in the immediate control of an Officer or stored in a secure manner as described above.

D. Officers are solely responsible for the storage of their weapons in a safe and secure manner while both on and off duty.

E. All Department-issued and authorized firearms will be safely stored.

XI. Procedure for Issue and Turn-In of Patrol Rifle

A. A patrol rifle will be assigned to and stored in each marked and unmarked Department patrol vehicle, each Administrative and Investigations vehicle (excluding covert vehicles), and other vehicles used by sworn police personnel as directed by the Chief of Police or their designee. A “go-bag” will also be stored in each vehicle.

B. At the end of each tour of duty, the Department patrol rifle will remain secured in the vehicle's rifle rack, safety on, action closed on the chamber safety device, magazine inserted, and vehicle locked when not inside the Department garage.

C. During an Officer's tour of duty, authorized personally-owned patrol rifles will be stored in a locked trunk. Authorized personally-owned patrol rifles will not be stored in a police vehicle beyond the hours of the owner's daily tour of duty. Department-issued patrol rifles will not be removed from a vehicle for the sole reason of an officer having a personally owned patrol rifle in the vehicle.

D. It will be the responsibility of each Officer to check the patrol rifle assigned to their vehicle, as well as the Department-approved personally-owned rifle (if any), prior to and at the end of each tour of duty. The rifle(s) will be loaded with a 30-round magazine, loaded with a minimum of 28 rounds, safety on, and action closed on the chamber safe device in all assigned vehicles. The Officer will check and verify that the sight markings are present, the sights have not been moved, and that the go-bag is present and properly equipped. Officers will also verify that the equipped red dot sight and weapon-mounted light are in functional order.

E. If the assigned patrol rifle and/or properly-equipped go-bag is not in the proper vehicle, is missing, or is missing components, it will be reported to the Officer's supervisor immediately and entered into 911 Tech.

F. If the vehicle is removed from service, the patrol rifle will be removed and stored in the equipment room with the magazine removed, action closed on the chamber safety device, and safety on. The go-bag will also be removed and stored in the equipment room. The removed magazine will be placed inside the go-bag.

XII. Maintenance of Firearms

A. Firearms carried on or off duty shall be maintained in a clean and serviceable condition.

B. Officers are personally responsible for the care, maintenance, and safe and secure storage of any personally-owned firearms that are approved for duty use. The Department will not be liable for loss or damage to personally owned firearms.

C. The Range Master will work with Watch Commanders to assign at least one Range Officer per month for one day to the following activities:

- Rifle maintenance day
- Taser maintenance day
- Range mechanical, supply, and inventory days

These maintenance days will be in addition to the scheduled range days.

D. Mechanically unsafe firearms shall not be knowingly carried on or off duty.

E. After range training, the Range Officer will review and inspect the firearm(s) an Officer trained with to ensure operational readiness and policy compliance. Any unsafe or unauthorized equipment shall be reported to the Officer's supervisor in writing by the Range Officer and immediately removed from service.

F. Any sworn Officer who possesses an authorized firearm that has been serviced for any mechanical issue, sight adjustment, or sight installation must have the weapon inspected by a Range Officer prior to use. The Range Officer shall confirm weapon function and sighting of the weapon. The Officer must pass a qualification course with that weapon prior to it being carried on or off duty.

XIII. Ammunition

A. Only Department-issued ammunition may be carried in a Department-authorized firearm, on or off duty. This mandate includes Tactical Intervention Unit weapons and Department-approved personally-owned rifles. The only exception to this is that NIPAS members may carry NIPAS-issued ammunition while conducting NIPAS duties.

B. Ammunition authorized for issuance will be managed in 911 Tech by the Range Master or their designee. The ammunition module in 911 Tech shall be reviewed annually and revised as necessary.

XIV. Firearms Qualifications

A. All personnel are required to obey all Range rules and all lawful orders and commands given by the Range Officer during firearm-related training events.

B. All sworn Officers shall pass a qualification course at least semiannually with all primary and secondary weapons. An Officer’s direct supervisor will annually verify an Officer’s FOID status. Absent extenuating circumstances as delineated in 50 ILCS 725/7.2, it is the Officer’s responsibility as a condition of employment to maintain a valid FOID card. If the Officer does not have a valid FOID card, the supervisor shall immediately notify the Watch Commander and shall forward written notification to the Chief of Police via the chain of command as soon as feasible. The discipline and/or assignment of the Officer shall be at the discretion of the Chief of Police.

C. All sworn Officers shall pass a qualification course annually with all off-duty firearms.

D. All sworn Officers shall pass a qualification course at least annually with the Department-issued or Department-authorized personally-owned patrol rifle, as applicable.

E. Training and proficiency testing in the use of firearms and specialized weapons will be scheduled for the Tactical Intervention Unit four times per year.

F. Firearms qualification includes achieving minimum scores on prescribed courses of fire and being familiar with recognized safe handling procedures for the use of the firearm.

G. All firearms inspections, approval, and proficiency training shall be conducted by an active department range officer.

H. All firearms training and qualification shall be documented by the Range Officer in the appropriate training database currently utilized by the Department.

I. At the time of qualification, the Officer must submit the holsters and ammunition carriers used by that Officer for that firearm to the Range Officer for inspection. Any unsafe or unauthorized equipment shall be reported to the Officer's supervisor in writing by the Range Officer and immediately removed from service.

J. Officers who fail a firearm qualification attempt with their primary firearm or patrol rifle will be given personal instruction by the Range Officer and be given a second attempt to qualify with that firearm.

Officers who fail a second qualification attempt with that firearm, and who have qualified within the past six months, will be assigned remedial training. Notification will be made in writing to the Officer's supervisor and the Range Master.

K. If the Officer has not qualified with their primary firearm or patrol rifle within the past six months or does not qualify after receiving four weeks of remedial training, immediate notification via the chain of command will be made to the Chief of Police for removal from street duty.

L. An Officer who fails a qualification attempt with a secondary or off-duty firearm will not be authorized to carry such firearm until such time that a successful qualification is achieved. An Officer will receive remedial training in these instances through personal instruction by an active department Range Officer, as practical.

XV. Members Prohibited from Possessing Firearms

It is essential to ensure compliance with laws prohibiting any person from possessing a firearm if (1) the person is convicted of, or under indictment for, any felony, (2) the person is convicted of a misdemeanor involving domestic violence, or (3) the person is subject to a court order arising from a domestic situation.

A. An Officer shall immediately report to the Chief of Police if the Officer (1) falls within the scope of any law that prohibits the Officer from possessing a firearm or (2) knows or reasonably believes that another Officer falls within the scope of any law that prohibits firearm possession.

B. Title 18 of the United States Code, Section 922, prohibits:

1. Convicted felons and those under indictment for felonies from possessing firearms.

2. A person convicted of a misdemeanor crime involving domestic violence from possessing firearms.

3. An individual who is subject to a court order arising from a domestic situation from possessing a firearm during the term of the order.

C. 430 ILCS 65/8 contains several reasons for the denial or revocation of a FOID card.

1. Section 8(a) – A person under 21 years of age who has been convicted of a misdemeanor other than a traffic offense or adjudged delinquent.

2. Section 8(c) – Persons convicted of a felony under the laws of this or any other jurisdiction.

3. Section 8(d) – A person addicted to narcotics.

4. Section 8(k) – Any person who has been convicted within the past five years of domestic battery, battery, assault, aggravated assault, violation of an Order of Protection, or a substantially similar offense in another jurisdiction, in which a firearm was used or possessed.

D. The following Officers have a duty to report the information described below.

1. Any Officer who has ever been convicted in any court of (a) any felony or (b) a misdemeanor crime involving domestic violence shall report that information to the Chief of Police. The reporting Officer shall attach a copy of the court order and any related offense reports if available.

2. Any Officer who is currently under indictment for a felony or is subject to a court order relating to the possession of firearms shall report that information to the Chief of Police. The report should include detailed information about the indictment or court order issued. The Officer shall attach a copy of the indictment or court order if available.

3. Any Officer knowing or having reasonable cause to believe that another Officer has ever been convicted in any court of (a) any felony or (b) a misdemeanor crime involving domestic violence shall report that information to the Chief of Police.

4. Any Officer knowing or having reasonable cause to believe that another Officer is currently under indictment for a felony or is currently subject to a court order relating to the possession of firearms shall report that information to the Chief of Police.

E. Investigating Violations—If an indictment, conviction, or court order relating to the possession of firearms is reported, the Chief of Police shall order an internal investigation to be conducted in accordance with Department General Order A-13, Internal Affairs.

F. Officers are also required to comply with Appendix E: Alcohol and Substance Abuse Policy of the Village of Skokie Personnel Manual relative to the use of prescription drugs.

XVI. Discharge of Firearms

A. The Watch Commander or their designee is responsible for promptly and thoroughly investigating all firearms discharges by this Department's officers other than in recreation or training. The investigation will be in accordance with Department General Order A-13, Internal Affairs. (The discharge of firearms as a response to resistance is governed by Department General Order A-15, Use of Force.) The Watch Commander will document their investigation and findings as follows:

1. Unintentional Discharge – Complaint module of RMS (RMS) will be completed in accordance with Department General Order A-13, Internal Affairs.

2. Other—The Complaint module of RMS will be completed in accordance with Department General Order A-13, Internal Affairs.

B. The investigative report will include, in addition to the facts and circumstances:

1. Date, time, place, and complaint number;

2. Description of area and efforts, if any, taken to minimize possible harm to persons or damage to property;

3. Weapon discharged; number and type of rounds expended (if any); and

4. Supervisory findings and recommendations.

5. In animal cases, the type of animal, the reason for shooting or killing it, and the disposition of the remains, whether on or off duty.

6. The euthanizing of an animal in distress shall not be considered as a use of force.

APPENDIX A

DEPARTMENT-AUTHORIZED WEAPONS

Effective Date: 01 June 2026

Authorized Firearms:

Effective February 1, 2018, all Kahr Arms firearms, .40 caliber, and .25 caliber weapons, are no longer authorized, with exceptions identified by the Chief of Police or their designee.

Handguns

Handguns that were authorized under previous versions of this policy may still be used by sworn personnel if they purchased that firearm when it was authorized by policy and they qualified in compliance with this and all previous versions of this policy since purchasing. The list of these "grandfathered" handguns is outlined further in this policy.

Modifications to Authorized Handguns: Modifications to any authorized handgun that cause any unsafe change to the factory safety mechanisms are not authorized.

All primary use weapons and all secondary use weapons are also authorized for off-duty use.

Glock: 9mm and .45 caliber only (Agency Arms 9mm and .45 caliber variants are also authorized)

Primary Use:

- G17
- G19
- G34
- G45
- G21
- G41
- G19x
- G47
- G21 SF

Secondary Use: All primary use firearms and the following models. These models are also authorized for primary use by Admin, Investigations, or Special Operations personnel only.

- G26
- G42
- G43
- G43X
- G30
- G30S
- G30SF
- G36

Appendix A (Cont'd)

Sig Sauer: 9mm and .45 cal variants only

Duty Use:

- P229/M11-A1
- P220
- P226
- P227

Secondary Use: All primary use firearms and the following models. These models are also authorized for primary use by Admin, Investigations, or Special Operations personnel only.

- P365 (9mm and .380 variants)
- P938
- P238

Smith & Wesson: 9mm and .45 cal variants only

Duty Use:

- M&P Series - Full-size and compact models only

Secondary Use: All primary use firearms and the following models. These models (not including revolvers) are also authorized for primary use by Admin, Investigations, or Special Operations personnel only.

- M&P Series
- Bodyguard (no longer authorized as a new secondary weapon as of 01 November 2023)
- Bodyguard 2.0(authorized as a new secondary weapon as of 01 August 2025)
- Revolvers – Any model chambered in 9mm, .38 special, or .357 magnum

Walther: 9mm and .45 cal variants only

Duty Use:

- PPQ
- PPQ45
- Q4
- Q5
- PDP

Secondary Use: All primary use firearms and the following models. The following models are also authorized for primary use by Admin, Investigations, or Special Operations personnel.

- PPQ SC
- PPS

Appendix A (Cont'd)

Heckler & Koch: 9mm and .45 cal variants only

Duty Use:
- VP9
- P30
- HK 45
- USP

Secondary Use: All primary use firearms and the following models. These models are also authorized for primary use by Admin, Investigations, or Special Operations personnel only.

- VP9SK
- P30SK
- VP9CC

Beretta: 9mm and .45 cal variants only

Duty Use:
- M9/92 series

Wilson Combat and Langdon Tactical Variants of these firearms are also authorized.

Secondary Use: All primary-use firearms and the following models. These models are also authorized for primary use by Admin, Investigations, or Special Operations personnel only.

- M9/92 series subcompact models

Wilson Combat and Langdon Tactical Variants of these firearms are also authorized.

Staccato:

Duty Use:
- Staccato C (2024 model)
- Staccato P
- Staccato C2
- Staccato XL
- Staccato XC *(With P duty trigger)
- Staccato HD Series

Secondary Use: All primary-use firearms and the following models. These models are also authorized for primary use by Admin, Investigations, or Special Operations personnel only.

- Staccato C (Legacy single-stack variant)
- Staccato C DPO
- Staccato CS
- Staccato HD Series

Appendix A (Cont'd)

Ruger:

Secondary/off-duty use only:

- Revolvers – All Double Action models chambered in .38 Special or .357 Magnum

Grandfathered Handguns:

- Glock 22
- Glock 23
- Glock 24
- Glock 35
- Glock 27
- Heckler & Koch VP40
- Beretta APX .40 caliber
- Bodyguard

Long Guns

Shotguns:

Remington 870 12 gauge

Patrol Rifles:

Manufacturer: The following are the approved AR-15 manufacturers that meet the established criteria in A-16: Firearms. Any other manufacturer must be approved by the Range Master prior to purchase:

American Defense Manufacturing, Armalite, Aero Precision, Bravo Company Manufacturing, Barrett, Bushmaster, CMMG, Colt, Daniel Defense, DPMS, DS Arms, Geissele, Heckler and Koch, Knight's Armament Company, Larue Tactical, Lewis Machine and Tool, LWRC Noveske, Palmetto State Armory, Rainier Arms, Rock River, Sig Sauer, Smith and Wesson, Triarc Systems, Primary Weapon Systems, Patriot Ordinance Factory, Faxon, FN, Springfield Armory, Stag Arms, Spikes Tactical, Ruger, and Wilson Combat.

Caliber:.223 Wylde / 5.56mm

Zero: All patrol rifles shall be zeroed at 100 yards.

Personally-Owned AR Rifles:

The Department allows the use of AR-type Rifles for Patrol Rifles. All Personally-Owned AR Rifles must meet the minimum criteria and be approved in writing prior to duty use (See Appendix B). All department AR rifles will also meet the criteria listed in this policy.

AR rifles previously approved by the Chief but not meeting the new requirements set forth in this policy are no longer authorized with exceptions identified by the Range Master or their designee.

In addition to the criteria in Appendix B, the following applies:

Zero: All personally-owned rifles shall be equipped with backup iron sights or a backup approved red dot sight. The zero distance and backup red dot sight (if utilized) shall be recorded in the training database utilized by the Department.

White Light: Authorized patrol rifles are required to have a white light attached.

Suppressor: Suppressors are allowed in compliance with all State and Federal regulations. Suppressors must be approved by a range officer.

Barrel Length: Must have a minimum total barrel length of 16". This includes permanently attached muzzle devices that make the barrels at least 16". Shorter barrel lengths are allowed if the weapon is properly registered following the NFA rules. A copy of the Tax Stamp must be available at all times, and a copy must be placed in the officer's file. The barrel length must be no shorter than 10.3" without a muzzle device attached.

Tactical Intervention Unit Firearms:

AR15 Type Firearms Same as Patrol Rifles

Rifle uppers and lowers of different authorized manufacturers may be used pending approval by the TIU Commander and Chief of Police.

Shotguns

Manufacturer:	Remington
Barrel Length:	14" to 18"
Caliber:	12 gauge

Precision Rifles

Manufacturer:	Remington, Gap, Accuracy International, Daniel Defense
Precision Barrel Length:	16" to 26"
Caliber:	.223/5.56mm, .308

Gas Guns

Manufacturer:	Def Tec, Penn Arms, CTS, Sage
LMT Caliber:	37mm, 40mm

Appendix A (Cont'd)

Duty Holsters

The only duty holsters that are authorized for duty use are listed on the Skokie Police Department Uniform/Equipment Specification List. This portion of the Skokie Police Department Uniform/Equipment Specification List will be maintained by the Range Master or their designee.

Any other holster not listed on the Skokie Police Department Uniform/Equipment Specification List shall not be utilized for duty use after November 1st, 2021.

Handgun - Red Dot Sights

The only handgun red dot sights (RDS) that are authorized for use on duty, secondary, or backup handguns are listed on the Skokie Police Department Uniform/Equipment Specification List. This portion of the Skokie Police Department Uniform/Equipment Specification List will be maintained by the Range Master or their designee. All RDS must be zeroed at 25 yards. Any officer who was hired after January 1st, 2025, who opts to utilize an RDS must pass a designated in-house RDS class prior to being authorized to use the RDS.

Magnified Rifle Optics

The only magnified rifle optics that are authorized for duty use are listed on the Skokie Police Department Uniform/Equipment Specification List. This portion of the Skokie Police Department Uniform/Equipment Specification List will be maintained by the Range Master or their designee.

Rifle Red Dot Sights

The only rifle red dot sights that are authorized for duty use are listed on the Skokie Police Department Uniform/Equipment Specification List. This portion of the Skokie Police Department Uniform/Equipment Specification List will be maintained by the Range Master or their designee.

APPENDIX B

PERSONALLY-OWNED PATROL RIFLE APPROVAL

Officer: _____

Make: _____ Model: _____ Serial: _____

Range Officer Inspecting: _____ Date: _____

All authorized patrol rifles must meet the following specifications: (Range Officer Must Initial Each)

___ AR-15 style platform.

___ Chambered for 5.56x45mm or .223 Wylde.

___ Barrels twist rate of 1-7, 1-8, or 1-9

___ MPI (Magnetic Particle Inspected) or HPT (High Pressure Test-Proof) bolt.

___ Bolt Carrier interior chrome lined with properly staked gas key. (not applicable to piston rifles)

___ Forward bolt assists and dust cover over the ejection port.

___ Fixed or collapsible stock.

___ Minimum total barrel length of 16” or NFA compliant with tax stamp (may be no shorter than 10.3” without a muzzle device).

___ Single-stage and Mil Spec trigger (ALG Triggers are also allowed). Geissele G2S, SSA, SSA-E Triggers, and Larue MBT are the only two-stage triggers authorized.

___ Tactical sling attached.

___ Iron Sights or Backup sights that are employable.

___ Approved optic Make: Model:

___ Approved light Make: Model:

___ Vertical grip and/or bipod are properly installed.

___ Approved suppressor Make: Model:

APPENDIX C

Authorized Firearm Accessories
2025

Duty Holsters

The following are the only holsters authorized for on-duty use. Holsters must have at least a level II retention. Any other holster not listed below shall not be utilized for duty use.

Safariland:

Any "6" or "7" series holster, i.e., 6360, 7360, GLS, and SOLIS series holsters, is authorized for use by Admin, Investigations, or Special Operations personnel.

Blackhawk:

T-Series
Epoch
Series

Undercover Use: Authorized duty holsters with the addition of level I retention holsters that can be carried in a manner that is secure during intense physical exertion.

Weapon-Mounted Lights

The following are the only authorized weapon-mounted handgun lights for use on duty, secondary, or backup handguns.

Surefire:

- X300
- X400
- XC3
- Scout

Streamlight:

- TLR-1
- TLR-7
- TLR-8
- TLR-9
- TLR-10

Modlite:

- PL350 Series

Appendix C (Cont'd)

Handgun Sights - Red Dot Sights

The following are the only authorized handgun red dot sights (RDS) that are authorized for use on duty, secondary, or backup handguns.

Trijicon:
- RCR
- RMR series

Leupold:
- DeltaPoint Pro – ***Only Authorized if Purchased Before February 01, 2025.**

Holosun:
- EPS
- SCS
- 509T
- 508T
- 507C
- 507K

Steiner:
- MPS

Aimpoint:
- Acro
- COA

Rifle Red Dot Sights

The following are the only rifle red dot sights that are authorized for duty use.

- **Aimpoint:** Acro, Comp series, Pro, Micro series, and RDS Duty
- **Trijicon:** MRO series and RMR series
- **Leupold:** Leupold Carbine Optic Red Dot
- **Steiner:** DRS and MRS
- **EOTech:** Any Model
- **Sig Sauer:** Romeo 4
- **Holosun:** AEMS

Appendix C (Cont'd)

Magnified Rifle Optics

The following are the only magnified rifle optics that are authorized for duty use. All magnified optics must have a minimum magnification in the one-power range.

- **Trijicon:** ACOG, Accupoint, Accupower, Ascent, Vcog, and Credo
- **Leupold:** Mark AR, Mark 3, Mark 6, Mark 8, VX-3HD, VX-5HD, and VX-6HD
- **Nightforce:** ATACR and NX8
- **Kahles:** K16i and K18i
- **Steiner:** P4Xi, T5Xi, M8Xi, and M5Xi
- **Vortex:** Razor Series, PST I, and PST II
- **US Optics:** FDN 1.8-10
- **EOTech:** Vudu Series
- **Schmidt and Bender:** PM series
- **Zeiss:** Conquest series
- **Swarovski:** Z6i and Z8i. Sig Sauer: TANGO 6T
- **Primary Arms:** PLxC series

This portion of the Skokie Police Department Uniform / Equipment Specification List will be maintained by the Range Coordinator. For a list of authorized weapons, reference the A-16 Firearms Policy.

APPLICABLE ACCREDITATION STANDARDS

ADM.05.02, OPR.05.02

SKOKIE POLICE DEPARTMENT

SAFETY REVIEW BOARD

General Order:	A-17	**Replaces:** General Order:	A-17
Effective Date:	01 September 2024	Effective Date:	01 Sep. 2020
Indexed As:	Officer Safety Safety Review Board		

POLICY:

It is the policy of the Skokie Police Department to curtail the causes of safety-related incidents involving Department personnel and to implement safe working habits through an impartial analysis of incidents and to recommend corrective measures that can be applied through training or policy.

PROCEDURE:

I. Composition of Safety Review Board

A. The Department Safety Review Board will be composed of the following personnel:

1. A Police Commander to serve as Chairman of the Safety Review Board

2. A Police Sergeant (to serve as Secretary)

3. One certified instructor from each of the following training specialties:

a. Defensive Tactics
b. Reality Based Training
c. Range Officer
d. Emergency Vehicle Operation

If an instructor has certification in more than one specialty, then they may represent both specialties for the purpose of a Safety Review meeting. These roles may be filled by the Commander, Sergeant and Officers on the Board.

B. Safety Review Board appointments will be made by the Chief of Police.

II. Safety Review Board

A. The Safety Review Board will review the following incidents to determine whether they can be positively addressed through policy, training and/or procedural improvement from a safety standpoint.

1. Police vehicle crashes.
2. Pursuits.
3. Forcible stops.
4. Any discharge of firearms by Department personnel, other than in training or in an Animal Control function.
5. Any use of force.
6. Employee on-duty injuries or illnesses.

B. The Safety Review Board shall have the authority to fully review the circumstances relating to these incidents and all subsequent reports on a non-disciplinary level in order to make general recommendations to the Chief of Police on issues of policy, procedure or training.

III. Disposition and Reports

A. The Board will convene quarterly, and more often as necessary or as directed, to review all applicable incidents.

B. If based upon a quarterly or special review of incidents, the Board has reason to believe that changes in policy or operational procedures are required, or additional training is necessary, they will make such recommendations in writing to the Chief of Police.

IV. Annual Analysis

The collective findings of all quarterly and special reviews conducted by the Safety Review Board shall be analyzed annually in order to discern trends or patterns indicative of the need for additional or modified policies or training. The results of this analysis shall be forwarded in writing to the Chief of Police.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.05.03, OPR.01.10

SKOKIE POLICE DEPARTMENT

ALLOCATION AND DISTRIBUTION OF PERSONNEL

General Order: A-18
Effective Date: 01 April 2022

Replaces:
General Order: A-18
Effective Date: 01 Jan. 2020

Indexed As: Allocation of Personnel
Distribution of Personnel

POLICY:

It is the policy of the Skokie Police Department to ensure that it has sufficient personnel to provide effective police service and that such personnel are distributed within the Department in an efficient manner.

PROCEDURE:

I. Personnel Allocation

A. The Deputy Chiefs, or their designees, of both Field Operations and Administrative Services shall conduct an assessment of its personnel allocation yearly.

1. The computerized management information system shall be utilized in making the annual assessments.

2. The Patrol Division will additionally utilize:

a) Geographic distribution of incidents and weighted workload analyses, and

b) Assignment/availability factors.

B. A Personnel Order denoting personnel assignments shall be issued three times per year to coincide with Patrol Division watch changes.

These Personnel Orders will specify:

1. Total authorized personnel strength.

2. Number of authorized personnel by rank or job title within each division, section and unit.

3. Total actual personnel assigned by rank or job title within each division, section and unit.

C. Each Deputy Chief shall be responsible for submitting personnel allocation assessment reports to the Chief of Police annually.

II. Personnel Distribution

A. The Deputy Chiefs, or designees, of both Field Operations and Administrative Services shall conduct assessments of the distribution of their personnel, utilizing informational sources such as computerized management information in order to allocate its personnel in accordance with workload indicators.

1. The Patrol Division will assess personnel distribution in conjunction with the watch change schedule three times a year.

2. All other divisions, sections and units will be assessed annually.

B. Distribution of Patrol Personnel

1. The number of beats on each watch period will be approximately proportionate to the workload occurring on each shift. This shall be determined by utilization of such workload factors as:

a) Reporting areas
b) Time of day
c) Beat of occurrence
d) Weighted workload

2. The beat configuration of each watch period shall be determined by grouping reporting areas contiguously with consideration of such factors as:

a) Workload
b) Natural boundaries and obstructions
c) Time of day
d) Resources

3. Seasonal inequities in shift workloads will be alleviated as much as possible by utilization of "U" cars and deployment of other Department resources such as the Special Enforcement Team.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.07

SKOKIE POLICE DEPARTMENT

CIVIL LIABILITY NOTIFICATION

General Order: A-19
Effective Date: 01 February 2025

Replaces:
General Order: A-19
Effective Date: 01 Feb. 2021

Indexed As: Civil Liability Notification

POLICY:

It is the policy of the Department to establish a standard procedure by which all personnel, upon becoming a party to a lawsuit for actions arising out of their performance of duty, notifies the proper authorities that said suit has been filed.

PROCEDURE:

I. Pursuant to 65 ILCS 5/1-4-6 of the Illinois Compiled Statutes, any Police Officer who specifically is made a party defendant to a lawsuit for any action arising out of said performance of duty, must, within ten (10) days of service of process upon them, notify the municipality by which they are or were employed.

A. Within ten days of an Officer being subject to service of process wherein the Officer is a defendant party, the Officer shall provide the documents received during the service of process and written notification to the Office of the Chief utilizing the Notification of Civil Suit (Appendix).

1. The Office of the Chief will create three copies of the Notification of Civil Suit and three copies of any documents received during service of process.

2. The Office of the Chief will notify and forward copies of the documents to the Village Corporation Counsel’s Office and the Risk Manager.

B. The Notification of Civil Suit shall state in substance that the Police Officer (named) has been served with process and is a party defendant to an action wherein it is claimed that an individual has suffered injury to their person or property caused by said Police Officer; the title and number of the case; the court where the

case is pending; and the date said Police Officer was served in this action.

C. If not notified in the form and manner specified above, the Village is not required to indemnify the Police Officer.

APPENDIX

TO: CORPORATION COUNSEL

FROM:

DATE:

SUBJECT: NOTIFICATION OF CIVIL SUIT

Plaintiff(s) named in case:
_____
_____

Defendant(s) named in case:
_____
_____

Jurisdiction of court:
_____
_____

Case filing number:
_____
_____

Brief summary of allegation:
_____
_____
_____
_____

Date of service of process:
_____
_____

Address and location name of service of process:
_____
_____

Additional information (optional):
_____
_____
_____
_____
_____

cc: Village Risk Manager

SPD151

SKOKIE POLICE DEPARTMENT

CONCURRENT JURISDICTION

General Order:	A-20	**Replaces:** General Order:	A-20
Effective Date:	01 April 2022	Effective Date:	01 June 2018

Indexed As: Concurrent Jurisdiction

POLICY:

The Village of Skokie has numerous police agencies working within its boundaries. The purpose of this order is to identify them and define their concurrent jurisdictional authority.

PROCEDURE:

I. Skokie Police Department

Within the corporate limits of the Village of Skokie, the Skokie Police Department has exclusive jurisdiction to enforce the ordinances of the Village. In addition, the Department shall enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives ascribed to it pursuant to the Skokie Village Code of Ordinances.

II. Concurrent Jurisdiction

Within the Village of Skokie, the Skokie Police Department has concurrent jurisdiction with the following law enforcement agencies:

A. Illinois State Police

Illinois Compiled Statutes 20 ILCS 2605**/2605-200** establishes the powers and duties of the **Illinois** State Police and includes the following concurrent jurisdictional authority:

"Persons exercising the powers set forth in subsection (a) within the Illinois State Police are conservators of the peace and as such have all the powers possessed by policemen in cities and sheriffs, except that they may exercise those powers anywhere in the State in cooperation with and after contact with the local law enforcement officials."

Within Skokie, the primary function of the State Police is to provide primary police services for Interstate 94 and the North Shore Channel.

B. Cook County Sheriff's Police Department

It is the policy of the Cook County Sheriff's Police Department to assist and cooperate with law enforcement agencies of the incorporated areas of Cook County whenever practical and possible.

Within the Village of Skokie, the primary function of the Sheriff's Police is to provide security and other designated services for the Cook County Circuit Court located at 5600 Old Orchard Road.

C. Cook County Forest Preserve District Police

Cook County Forest Preserve Police derive their statutory power from 70 ILCS 810, the "Cook County Forest Preserve Act."

The Forest Preserve Police patrol the forest preserves located at the northwest corner of the Village. They also have police authority anywhere in Cook County.

In those areas of the Cook County Forest Preserves that lie within the corporate limits of the Village of Skokie, the Skokie Police Department, under 70 ILCS 810/15 of the "Cook County Forest Preserve Act," shall be the primary law enforcement authority. Its duties shall include, but are not limited to, the enforcement of state laws and Village of Skokie ordinances. Violations of Cook County Forest Preserve ordinances, and conservation and maintenance issues within the corporate limits of the Village of Skokie will be documented and referred to the Cook County Forest Preserve District Police for appropriate action.

D. Metropolitan Water Reclamation District of Greater Chicago Police

The Metropolitan Water Reclamation District Police have police power on their property only.

E. Skokie Park District

The Skokie Police Department, in cooperation with the Skokie Park District Board of Commissioners, shall be the conservators of the peace on Park District property and shall be responsible for enforcement of the laws of the State of Illinois and the ordinances of the Park District and the Village of Skokie.

III. There are other federal, state, county, local and private organizations that may on occasion perform a police function within the Village. The origin of their office (federal, state, etc.) will define the scope of their authority.

While all of these organizations are autonomous, they may from time to time request assistance from the Skokie Police Department. While no written agreements exist between these agencies and the Skokie Police Department, assistance will be rendered in compliance with written Departmental guidelines on mutual aid and emergency assistance. (See Department General Order F-7: Mutual Aid for further information.)

SKOKIE POLICE DEPARTMENT

SEAT BELTS

General Order: A-21
Effective Date: 01 October 2023

Replaces:
General Order: A-21
Effective Date: 01 Mar. 2020

Indexed As: Seat Belts

POLICY:

It is the policy of the Skokie Police Department to equip all police vehicles with seat belts and to require their utilization by every driver and passenger as delineated in subsequent text. This practice not only protects the occupants but also conforms to Illinois State law.

PROCEDURE:

In order to ensure the Department's compliance with State law and encourage a safe work environment, the following is in effect:

I. Each driver and passenger of a vehicle owned, leased or rented by the Department being operated on a street or highway shall wear a properly adjusted and fastened seat safety belt; a child less than eight years of age shall be protected as required pursuant to the Child Passenger Protection Act.

II. Each driver and passenger of a privately-owned vehicle operated on a street or highway in the conduct of Department business shall wear a properly adjusted and fastened seat safety belt; a child less than eight years of age shall be protected as required pursuant to the Child Passenger Protection Act.

III. Each driver of a motor vehicle transporting a child eight years of age or more, but less than 16 years of age shall secure the child in a properly adjusted and fastened seat safety belt as required under the Child Passenger Protection Act.

IV. Sections I and II do not apply if the driver or passenger is frequently stopping and leaving the vehicle, or delivering or picking up material with the vehicle, and if the speed of the vehicle between stops does not exceed 15 MILES PER HOUR.

APPENDIX A

APPLICABLE ACCREDITATION STANDARDS

OPR.01.04
OPR.07.03

SKOKIE POLICE DEPARTMENT

DEPARTMENT SUGGESTION SYSTEM

General Order: A-22
Effective Date: 01 November 2024

Replaces:
General Order: A-22
Effective Date: 01 Nov. 2020

Indexed As: Department Suggestion System
Suggestion System

POLICY:

It is the policy of this Department to encourage open and constructive suggestions from all personnel in order to improve and upgrade operations and operational techniques. The Department shall endeavor to respond to suggestions within a reasonable length of time.

PROCEDURE:

I. Formal

A. Formal suggestions will be included in a memorandum and will be forwarded through the chain of command to the Chief of Police.

B. Persons in the chain of command shall acknowledge receipt of the suggestion by initialing the memorandum and forwarding it to the next higher level.

C. If any person in the chain of command wishes to add to, comment on, or disagree with the suggestions, they may do so by adding a comment on the memorandum, or by including a separate attachment.

D. The ultimate destination of any formal suggestion will be the Office of the Chief of Police, even if someone in the intervening chain of command has the authority and desire to make the recommended changes in operations or operational techniques.

E. All formal suggestions will be responded to by the Chief or his designee within ten working days after receipt in the Office of the Chief of Police. During an absence of the Chief of Police, the Acting Chief may respond to the suggestion.

II. Informal

A. A suggestion box will be maintained in the Police facility to accommodate those persons not wishing to avail themselves of the formal suggestion procedure. The box will be emptied bi-weekly by the Administrative Assistant.

B. In order to maintain the suggestion process as a vehicle for innovation and constructive change rather than a forum for personal and individualized complaints, suggestions must be signed in order to be accepted and considered. This will permit an interactive dialogue with the employee to assess the merits and feasibility of the suggestion and its potential implementation.

C. Suggestions will be responded to by the Chief or his designee within ten working days after receipt in the Office of the Chief of Police.

D. Those suggestions found to be feasible will be posted on a Department bulletin board.

E. Employees should utilize policy A-13 (Internal Affairs) for filing or initiating complaints.

SKOKIE POLICE DEPARTMENT

RIDE ALONG PROGRAM

General Order:	A-23	**Replaces:** General Order:	A-23
Effective Date:	01 October 2024	Effective Date:	01 Oct. 2020

Indexed As: Ride Along Program

POLICY:

The Skokie Police Department endeavors to foster and maintain the highest level of understanding and cooperation between Department members and the citizens they serve. To this end, the Ride Along Program has been developed in order to provide citizens an opportunity to observe and converse with a Police Officer during his regular tour of duty.

PROCEDURE:

I. Assignment of Requests

A. Crime Prevention/Community Relations Unit Officers will have the responsibility for receiving all requests for Ride Along and the coordination of efforts in this program.

B. A Ride Along Request (Appendix A) and a Waiver of Liability (Appendix B or C) will be completed by the requesting individual prior to the scheduling of any Ride Along.

C. The Crime Prevention Officer receiving the completed “Ride Along Request” shall review it to ensure that the individual meets Department requirements and expectations for participants regarding criminal history, reason for the request and situational awareness. The Crime Prevention Officer will conduct a Criminal History Record Information (CHRI)check on all ride along applicants (See Department General Order S-10, License/Permit Applicant Records Check).

D. Minor children will require a signed Waiver of Liability (Appendix C) completed by the parent or guardian.

E. Any child under the age of 13 must also have a parent or guardian present for the Ride Along.

F. Only Skokie residents will be eligible to participate in this program; however, this requirement may be waived by the authority of a Deputy Chief, the Chief of Police, or by Crime Prevention personnel for individuals working in Skokie, employment applicants, students or Skokie Police Explorers.

G. Participation will be limited as delineated below. However, that limit may be waived by a Deputy Chief, the Chief of Police, or their designee.

1. Citizens - one Ride Along per year
2. Police family members - two Ride Along per year
3. Explorer Scouts - one Ride Along per quarter
4. Volunteers – one Ride Along per quarter
5. Police Interns – Unlimited Ride Alongs during period of internship.
6. Police Applicants – Unlimited Ride Alongs as assigned by the Recruitment Officer or Patrol Supervisor.

H. Assignment of Ride Along to an Officer will be at the discretion of the Watch Commander.

I. Ride Along will generally not be permitted between the hours of 11 p.m. and 7 a.m.

J. Persons convicted of a felony, or those with known backgrounds or associations that may compromise Department security, will not be allowed to participate in the Ride Along Program.

K. Recreational Ride Along are strictly prohibited.

L. The Chief of Police or Deputy Chief may suspend this program at any time (such as during a pandemic) for the health of Officers and participants. Participants must comply with PPE rules as directed.

II. Watch Responsibility

A. The Watch Commander will be responsible for assigning Officers to conduct the Ride Along who are positive and self-motivated and who will reflect well upon the Department.

B. Probationary Officers will not be utilized for this program.

C. No participating citizen will knowingly be exposed to any dangerous situation. If necessary, a citizen will be dropped off at a safe location and instructed to wait to be picked up by another Police Department employee.

D. No participating citizen will be allowed to enter the secure area of the police facility during the processing of any prisoners.

III. Officer Responsibility

A. Officers will portray a positive attitude and reflect well upon the Department.

B. Prior to the start of the Ride Along, Officers will instruct participants regarding emergency procedures.

C. Officers shall notify Communications via radio that they have a Ride Along participant when they go in service.

D. Ride Along participants will not be exposed to or granted access to LEADS Computer Terminal information.

E. Officers will provide the participant with every possible opportunity to observe patrol activities as they occur.

F. Officers will monitor conditions and provide necessary safety precautions of the Ride Along participant.

G. Officers will ensure that all provisions of this General Order are complied with to the best of their ability.

H. Officers shall immediately notify the Watch Commander of any injury to a Ride Along participant, no matter how slight. The Watch Commander shall ensure that the

incident is documented, including photographs when applicable. A Skokie Fire Department ambulance will be requested for medical attention. If a subject refuses medical attention, that refusal must also be documented.

IV. Participant Responsibilities

A. Requests for Ride Along should be submitted with sufficient notice to the Department to allow the Department to perform the necessary background check on the individual and to coordinate with the Watch for the Ride Along. The Crime Prevention/Community Relations Unit Supervisor may waive this requirement if scheduling permits.

B. The Ride Along participant shall be in good health. No persons with severe colds or illnesses will be permitted to ride along.

C. Ride Along participants shall not be under the influence of alcoholic beverages or controlled substances while participating in the Ride Along Program.

D. All participants will be dressed in appropriate attire. The Watch Commander shall have authority to refuse any participant dressed in a manner that could be construed as offensive or inappropriate to ride along.

E. Ride Along participants will always prominently display their Department-issued Visitor I.D. card while participating on a Ride Along.

F. All participants are expected to act in a calm, polite and professional manner as <u>observers</u> of the Police operation. Actions by a participant that are in any way disruptive to operations will result in the Ride Along being terminated.

G. Specifically, non-sworn Ride Along participants in the program are:

1. Not allowed to be involved (participation and/or observation) in any in-custody interrogation of or any interaction with a suspect beyond the initial contact.

2. Not allowed to carry, display or use in any manner any firearm or other weapon regardless of whether they have a Concealed Carry permit or a Retired Officer Concealed Carry permit. An exception would be a life-or-death situation in which the Officer may be incapacitated and the Ride Along participant feels it is necessary to defend the Officer's life or their own by using the Officer's and/or the police vehicle's weapons.

   Certified law enforcement officers are exempt from this restriction.

3. Not allowed to participate in any arrest situation unless directed by an Officer to render assistance.

4. Not allowed to accompany the Officer while transporting detainees. Communications will be advised of the situation and will have another police unit respond to pick up the participant at the location, as soon as practical.

5. Not allowed to actively participate in any investigative activity in any manner unless specifically authorized by the Watch Commander.

6. Not allowed to get out of a Department police vehicle, marked or unmarked, during the initial approach of a suspect vehicle by an Officer and/or when the Officer is interacting with the driver and/or occupants of the suspect vehicle.

   a) At the Officer's discretion, he/she may allow the Ride Along participant to exit the police vehicle to observe a DUI Field Sobriety Test, a vehicle search or other follow-up actions, but only after the initial contact with the suspect vehicle and occupants, and then only if the safety of the Ride Along participant can be assured.

   b) It is suggested that the Ride Along participant stay in close proximity of the passenger front door.

   c) Ride Along participants who do exit the vehicle should be mindful of the squad-car

video camera and not block the recording field of view of the suspect vehicle and occupants.

E. Ride Along participants will not divulge any confidential and/or sensitive information, any victim, witness and/or suspect identities, their involvements and/or actions during any encounters, or any other such information or details, especially those of ongoing investigations or involving juveniles, that are learned during the course of their participation in the Ride Along Program.

F. Ride Along participants will maintain the security of any law enforcement tactical procedures by not divulging details regarding how Officers respond to tactical or high-risk situations.

G. Ride Along participants are not allowed to use any personal communication device or other electronic device capable of capturing, storing, or transmitting any digital or analog material such as but not limited to photographs, videos and/or audio recordings of any law enforcement activities (i.e. crime scenes, investigative procedures, suspect, victim and/or witness interaction, tactical procedures, etc.) they may observe or be privy to.

V. Refer to Department General Orders A-21: Seat Belts, and F-19: Transporting Non-Detainees, for related guidelines.

RIDE ALONG REQUEST

Name: _____
Last **First** **MI**

Address: _____
Apt. #

_____
City **State** **Zip code**

Telephone: _____ **DL or Il. ID#** _____

Sex: _____ **Age:** _____ **Date of Birth:** _____

Have you ever been convicted of a felony? ☐ **Yes** ☐ **No**

Reason for Request: ☐ **Crim. Justice Student** ☐ **Officer's Family / Friend**

☐ **Explorer** ☐ **Other, explain:** _____

_____

Officer: _____ **Date:** _____

DOC# 36775 (FORWARD TO CRIME PREVENTION/SUPPORT SERVICES) SPD FORM# 115

RIDE ALONG REQUEST

Name: _____
Last **First** **MI**

Address: _____
Apt. #

_____
City **State** **Zip code**

Telephone: _____ **DL or Il. ID#** _____

Sex: _____ **Age:** _____ **Date of Birth:** _____

Have you ever been convicted of a felony? ☐ **Yes** ☐ **No**

Reason for Request: ☐ **Crim. Justice Student** ☐ **Officer's Family / Friend**

☐ **Explorer** ☐ **Other, explain:** _____

_____

Officer: _____ **Date:** _____

DOC# 36775 (FORWARD TO CRIME PREVENTION/SUPPORT SERVICES) SPD FORM# 115

APPENDIX B

WAIVER OF LIABILITY
(ADULT)

FOR AND IN consideration of the undersigned, being given the opportunity of observing police operations and functions of the Skokie Police Department by riding in a car or other vehicle, operated by members of the Police Department and by any and all other means of observation whatsoever, the undersigned, in order to avail himself of said opportunity, recognizes and assumes any and all risks pertaining thereto, and hereby releases the Village of Skokie from any and all liability whatsoever for any injuries, damages and claims the undersigned, his heirs, dependents and assigns may sustain in and about any patrol car or in any other way during the course of the observation and studies by the undersigned of the operations and functions of the Skokie Police Department.

IN WITNESS WHEREOF, the undersigned has affixed his hand and seal at Skokie, Illinois, this _____ day of _____, A.D., 20___.

_____
(Print Name)

_____
(Signature)

Accepted:

SKOKIE POLICE DEPARTMENT

By: _____

Officer Assigned: _____

Assignment: _____

Date and Time Assigned: _____

Date and Time Completed: _____

(Return completed form to Crime Prevention/Community Relations Unit) SPD 114

APPENDIX B - PARTICIPANT'S RESPONSIBILITIES

A. All participants are to be dressed in appropriate attire. The Watch Commander shall have authority to refuse any participant, dressed in a manner he does not consider appropriate, the opportunity to ride along.

B. All participants are expected to act in a calm, polite and professional manner as observers of the police operation. Actions by a participant that are in any way disruptive to operations, will result in the Ride Along being terminated.

C. Specifically, non-sworn Ride Along participants in the program are:

1. Not allowed to be involved (participation and/or observation) in any in-custody interrogation of or any interaction with a suspect beyond the initial contact with and/or transportation of the suspect to and/or from the Department.

2. Not allowed to carry, display or use in any manner any firearm or other weapon regardless of whether they have a Concealed Carry permit or a Retired Officer Concealed Carry permit. An exception would be a life-or-death situation in which the Officer may be incapacitated and the Ride Along participant feels it is necessary to defend the Officer's life or their own by using the Officer's and/or the police vehicle's weapons.

   Certified law enforcement officers are exempt from this restriction.

3. Not allowed to participate in any arrest situation unless directed by an Officer to render assistance.

4. Not allowed to actively participate in any investigative activity in any manner unless specifically authorized by the Watch Commander.

5. Not allowed to get out of a Department police vehicle, marked or unmarked, during the initial approach of a suspect vehicle by an Officer and/or when the Officer is interacting with the driver and/or occupants of the suspect vehicle.

D. Ride Along participants will not divulge any confidential and/or sensitive information, any victim, witness and/or suspect identities, their involvements and/or actions during any encounters, or any other such information or details, especially those of ongoing investigations or involving juveniles, that are learned during the course of their participation in the Ride Along Program.

E. Ride Along participants will maintain the security of any law enforcement tactical procedures by not divulging the details of how Officers respond to tactical or high-risk situations.

F. Ride Along participants are not allowed to use any personal communication device or other electronic device capable of capturing, storing, or transmitting any digital or analog material such as but not limited to photographs, videos and/or audio recordings of any law enforcement activities (i.e. crime scenes, investigative procedures, suspect, victim and/or witness interaction, tactical procedures, etc.) they may observe or be privy to.

Participant's Initials: _____

APPENDIX C

WAIVER OF LIABILITY
(JUVENILE)

FOR AND IN consideration of _____, the minor child of the undersigned, being given the opportunity of observing police operations and functions of the Skokie Police Department by riding in a car or other vehicle, operated by members of the Police Department and by any and all other means of observation whatsoever, the undersigned, in order that his said child may avail himself of said opportunity, hereby releases the Village of Skokie from any and all liability whatsoever for any injuries, damages and claims the said child or the undersigned, his heirs, dependents and assigns may sustain in and about any patrol car or in any other way during the course of the observation and studies by the said child of the operations and functions of the Skokie Police Department.

IN WITNESS WHEREOF, the undersigned has affixed his hand and seal at Skokie, Illinois, this _____ day of _____, A.D., 20___.

_____
(Print Parent/Guardian's Name)

_____
(Signature)

Subscribed and sworn to me this ____ day of _____, A.D., 20___.

_____
Notary Public

_____
Address

Accepted:

SKOKIE POLICE DEPARTMENT

By: _____

Officer Assigned: _____

Assignment: _____

Date and Time Assigned: _____

Date and Time Completed: _____

(Return completed form to Crime Prevention/Community Relations Unit) SPD 113

APPENDIX C - PARTICIPANT'S RESPONSIBILITIES

C. All participants are to be dressed in appropriate attire. The Watch Commander shall have authority to refuse any participant, dressed in a manner he does not consider appropriate, the opportunity to ride along.

D. All participants are expected to act in a calm, polite and professional manner as observers of the police operation. Actions by a participant that are in any way disruptive to operations, will result in the Ride Along being terminated.

C. Specifically, non-sworn Ride Along participants in the program are:

1. Not allowed to be involved (participation and/or observation) in any in-custody interrogation of or any interaction with a suspect beyond the initial contact with and/or transportation of the suspect to and/or from the Department.

2. Not allowed to carry, display or use in any manner any firearm or other weapon regardless of whether they have a Concealed Carry permit or a Retired Officer Concealed Carry permit. An exception would be a life-or-death situation in which the Officer may be incapacitated and the Ride Along participant feels it is necessary to defend the Officer's life or their own by using the Officer's and/or the police vehicle's weapons.

   Certified law enforcement officers are exempt from this restriction.

3. Not allowed to participate in any arrest situation unless directed by an Officer to render assistance.

4. Not allowed to actively participate in any investigative activity in any manner unless specifically authorized by the Watch Commander.

5. Not allowed to get out of a Department police vehicle, marked or unmarked, during the initial approach of a suspect vehicle by an Officer and/or when the Officer is interacting with the driver and/or occupants of the suspect vehicle.

D. Ride Along participants will not divulge any confidential and/or sensitive information, any victim, witness and/or suspect identities, their involvements and/or actions during any encounters, or any other such information or details, especially those of ongoing investigations or involving juveniles, that are learned during the course of their participation in the Ride Along Program.

E. Ride Along participants will maintain the security of any law enforcement tactical procedures by not divulging the details of how Officers respond to tactical or high-risk situations.

F. Ride Along participants are not allowed to use any personal communication device or other electronic device capable of capturing, storing, or transmitting any digital or analog material such as but not limited to photographs, videos and/or audio recordings of any law enforcement activities (i.e. crime scenes, investigative procedures, suspect, victim and/or witness interaction, tactical procedures, etc.) they may observe or be privy to.

Participant's Initials: _____

SKOKIE POLICE DEPARTMENT

COMPUTER ADMINISTRATION AND SECURITY

General Order: A-24
Effective Date: 01 March 2023

Replaces:
General Order: A-24
Effective Date: 01 Mar. 2022

Indexed As:
Computer Administration
Computer Security

POLICY:

It is the policy of the Skokie Police Department to maintain a secure computer environment and provide guidelines governing the procurement and use of all computer hardware and software.

PROCEDURE:

I. Definitions

A. Hard Drive: Refers to all fixed magnetic drives, internal or external, attached to a personal computer or a laptop computer.

B. Hardware: Refers to a computer and all its physical components.

C. Local Area Network (LAN): A system of computers attached in a network environment that allows files to be shared.

D. Software: A program (or set of instructions) a computer follows to accomplish a task.

E. Internet: A global collection of computer networks with the capability to exchange information by the TCP (Transmission Control Protocol) or IP (Internet Protocol) suite of networking programs.

F. Password: A word or string of characters restricting access to an account, network, database, or file to an authorized user.

G. Breach: A break in the system security that results in admittance of an unauthorized person or program to a Department computer system.

II. Police Department Information Technology Specialist

The duties of personnel assigned the responsibilities for this component will include (but are not limited to) the following:

A. Establishing guidelines for the maintenance and use of the computer hardware and software systems and to assist users as needed.

B. Ensuring that all Department and Village directives regarding computers are implemented.

C. Serving as a liaison between the Village IT Director and the Police Department, as a member of the IT staff.

D. Serving as a Police Department representative on various committees and at numerous meetings.

E. Assisting in the operation and management of the local area network (LAN) and WIFI.

F. Maintaining the security and integrity of all Police Department computer systems.

G. Training employees on the proper and efficient use of the computer system.

H. Coordinating the back-up of central records computer systems, including off-site storage of back-up media.

I. Troubleshooting and associated peripherals.

III. Procurement and Inventory

A. All requests for the procurement of computer hardware, software and computer-related supplies will be sent to the Police Department Information Technology Specialist for review. Requests for the following items will also be reviewed by the Police Department Information Technology Specialist.

1. Alternative hardware
2. Operating systems
3. Available software
4. Software development

B. A detailed inventory of all computer hardware and software will be maintained by the Police Department Information Technology Specialist. He/she will also perform the following tasks:

1. Upon delivery, inspect all computer hardware and software purchases.

2. Enter the make, model, serial number, into the PSTracker equipment inventory system.

3. Assemble and test the equipment prior to placing it in service.

C. Direct the relocation of computer equipment.

D. Review all proposed changes to hardware and software. No software or hardware configurations will be altered without first being reviewed and approved by the Police Department Information Technology Specialist.

E. Only IT personnel or those authorized directly by IT staff will install hardware/software on Department computers.

IV. Security

A. All employees will secure physical access to hardware, software and data. Only authorized personnel may access data. All data accessed will be considered to be official business. All policies, rules and laws relating to records confidentiality apply.

B. All hardware, software and data must be secured to prevent unauthorized access, theft, and unauthorized duplication. All employees are responsible for logging off of the network or locking their workstation upon completion of their computer activity.

C. All passwords will be treated as confidential data. Knowledge and use of passwords are restricted to the person assigned the password. It is the responsibility of the Police Department Information Technology Specialist to ensure that access codes and passwords remain operative until the authorization status of a user has been changed. The use of any computer account assigned to another person without authorization is prohibited.

D. All software copyright and licensing agreements will be followed.

E. No computer software will be installed on any Village computer without authorization from the Police Department Information Technology Specialist. Computers will be solely used for official business. Any employee observing inappropriate use of any Department computer system will notify his/her superior immediately.

F. Each employee is responsible for taking reasonable precautions to avoid introducing viruses to the computer system. This includes files obtained from any source outside of the Police Department (files attached via emails, downloads from the Internet or removable devices such as USBs or external hard drives).

1. The Police Department Information Technology Specialist shall inspect all disks/software for virus infection prior to introduction in any Department computer.

2. The Police Department Information Technology Specialist will periodically check all computer hard drives for unauthorized software and to ensure compliance with this directive.

3. It is the responsibility of the Police Department Information Technology Specialist to maintain the access-authentication protocols and software necessary to facilitate the security of the Police Department annual audit of the computer networks, records systems and data bases.

4. It shall be the responsibility of the Police Department Information Technology Specialist to conduct daily and weekly backups of the Police Department servers. The Police Department Information Technology Specialist, or his designee, shall ensure that the storage media for weekly and monthly backups will be stored in a secure area and moved to the secure off-site storage on a weekly basis.

V. Maintenance and Supplies

A. It is the responsibility of the Police Department Information Technology Specialist to arrange for both the servicing and repairs of computer related items. Individual employees will not initiate repairs without the approval of the Police Department Information Technology Specialist.

B. It is the responsibility of the Police Department Information Technology Specialist to provide advice relating to expendable computer supplies.

VI. Abuse of Equipment

A. Employees operating the police computer system will exercise prudent and reasonable care of the equipment. Employees are responsible for any damage resulting from abuse or neglect.

B. This policy is not intended to supersede or take precedence over the provisions of any other policy, rule or regulation.

VII. Internet Access

A. Access to the Internet via Department equipment may only be used for Department related business. Users may not disrupt nor interfere with the work performed by users of the Village-wide computer system or misrepresent the interest of the Department. Internet access for personal use is prohibited.

B. The safety and security of the Department's computer system and resources must be considered when using the Internet. Users shall not share any password for any Department computer.

C. Use of the Internet via Department equipment must be in compliance with all applicable laws and policies (federal, state and local laws, in addition to Village policies). Internet access must not be used for illegal, improper, or illicit purposes.

1. Users shall not use Village equipment to attempt any unauthorized use, nor interfere with other users' legitimate use of any internal or external computer.

2. Users shall not create, install or knowingly distribute a computer virus or malware of any kind on any Village computer, regardless of whether any demonstrable harm results.

3. Users shall not normally download software or other electronic files without authorization of the Police Department Information Technology Specialist.

4. Antivirus software must remain enabled on all Department owned computers at all times.

5. Users will not place Department material (internal memos, pictures, etc.) onto the Internet without prior approval of the Chief of Police or his designee.

D. Use of the Internet by Department members must be consistent with Department policies, rules and regulations regarding employee conduct and ethical standards.

E. Resources which are not used for a clear Department purpose, or for which there is a fee, must not be

accessed or downloaded without the prior approval of a Command Officer.

F. No employee shall copy, install or use any software or data files in violation of applicable copyrights or license agreements.

G. E-mail messages and the transfer of information via the Internet are not secure. Any member preparing to transmit confidential information should consider doing so in writing, using the traditional paper mail system, when circumstances warrant.

H. No employee without specific authorization shall read, alter or delete any other person's computer files or e-mail.

I. The Internet must be treated as a formal communications tool like telephone, radio and video communications. Therefore, each user is responsible for complying with this and all other relevant policies, rules and regulations when using the Internet. Use of these same resources in violation of any policy, rule or regulation is grounds for disciplinary action.

VIII. Intellectual Property

A. Computers and related resources are to be used for official Skokie Police Department business only.

1. All transmissions made from or received through Police Department computers are considered official Department communications.

2. Any and all information contained within any communication transmitted from or received by a Department computer is the property of the Skokie Police Department and is subject to review by a supervisor.

B. All employees are advised that users of the Skokie Police Department computers and related resources do not have an expectation of privacy in anything created, stored, sent or received via Police Department computer resources.

1. The Department reserves the right to access any records stored within, transmitted by or received by any Department-owned computer resource, and to retain or dispose of those records as it deems appropriate.

2. The Department retains the right to require an employee provide any password(s) for any files that have been encrypted or password protected.

C. The download of any unauthorized files, software, or programs to any Skokie Police Department computer(s) or related resources may result in discipline, up to and including termination.

IX. Mobile Data Computers (MDCs)

The use of Mobile Data Computers will be consistent with the Village of Skokie's "Electronic Communication Systems Policy," Department General Order F-61, Mobile Data Computers, federal and State law enforcement database guidelines, and all other applicable policies.

SKOKIE POLICE DEPARTMENT

CONTRACTUAL SERVICES

General Order:	A-25	**Replaces:** General Order:	A-25
Effective Date:	01 May 2022	Effective Date:	01 May 2018

Indexed As: Contractual Services
Intergovernmental Agreement
School Resource Officers
Specialized Assignments

POLICY:

In the spirit of partnership, cooperation and community policing, the Skokie Police Department may assign employees to provide contracted law enforcement services to local, state or federal law enforcement agencies, schools and other entities. In each case, it shall be the policy of the Police Department to clearly delineate the working, legal and financial relationships between the Department and the receiving entity or agency through written contractual agreement.

PROCEDURE:

I. Employee Rights

The assignment of a Skokie Police Department employee to another entity for the purpose of providing contractual law enforcement services shall in no way abridge or impact the employment rights of that employee. Employment rights, in this context, would include promotional and training opportunities, fringe benefits, and any issues addressed by collective bargaining agreement.

II. Contractual Agreement

A. Law enforcement services provided by the Skokie Police Department to another entity or agency for which a fee is paid shall be governed by written contract or intergovernmental agreement. This requirement is intended to pertain to assignments of extended duration and does not apply to special duty details and other extra-duty assignments.

B. Contractual and intergovernmental agreements governing the provision of law enforcement services shall include, but shall not be limited to:

1. A statement of the specific services to be provided;

2. Specific language dealing with the financial agreements between the parties;

3. Specification of the records to be maintained concerning the performance of services by the Skokie Police Department;

4. Language dealing with the duration, modification and termination of the contract;

5. Specific language dealing with legal contingencies;

6. A stipulation that the Skokie Police Department will retain control over its personnel.

7. Specific arrangements or agreements for the use of equipment and facilities; and

8. A procedure for review and revision of the agreement, as necessary.

SKOKIE POLICE DEPARTMENT

General Order: **A-26**

Effective Date: **01 May 2023**

As of the effective date above, Department General Order A-26 was eliminated from the Policy and Procedure manual, by being combined with the Department General Order A-02. This page will serve as a placeholder only.

SKOKIE POLICE DEPARTMENT

ACCREDITATION COMPLIANCE

General Order:	A-27	**Replaces:** General Order:	A-27
Effective Date:	01 September 2023	Effective Date:	01 Dec. 2020

Indexed As: Accreditation
ILEAP
Illinois Law Enforcement Accreditation Program

POLICY:

It shall be the policy of the Skokie Police Department to integrate both the letter and spirit of law enforcement accreditation into Departmental goals, objectives and day-to-day delivery of law enforcement services. The Department is firmly committed to exceeding not only the standards of accrediting bodies, but the expectations of the community it serves. The following standards have been established in order to facilitate achievement of this critical mission:

PROCEDURE:

I. Responsibility

A. All personnel share equally the responsibility to hold themselves to the highest standard of excellence with regard to ethics, integrity and professional delivery of law enforcement services. The achievement of accredited status is both a reflection and a byproduct of this shared commitment.

B. The Chief of Police is responsible for leading the Department toward the attainment of its mission, facilitating the Department’s commitment to excellence through an ongoing, Department-wide self-assessment of its policies, procedures, equipment and facilities.

C. The Management Analyst is responsible for coordinating and overseeing the Department’s accreditation efforts.

As such, they shall serve as the Accreditation Manager and shall be responsible for staying informed of accreditation compliance requirements. This should be accomplished through periodic attendance at Illinois Law Enforcement Accreditation Program (ILEAP) meetings, Illinois Police Accreditation Coalition (IPAC) meetings, Accreditation and Chiefs' conferences, and liaison with other accredited law enforcement agencies.

D. The Deputy Chiefs of Police shall be responsible for ensuring compliance with accreditation standards by their respective subordinates. This responsibility shall require a constant and diligent review of the performance of their personnel for timely adherence to policies and procedures, rules and regulations, written directives and accepted practices. It shall also require a critical review of the tasks, reports, evaluations and analyses required by policy.

E. Sworn and civilian supervisors and program managers are expected to be conversant with all written directives and accreditation requirements applicable to their particular function. Further, they are responsible for ensuring ongoing compliance with these requirements by their staff, as well as the routine collection and submission of proofs of that compliance.

II. Process

A. In conjunction with the Deputy Chiefs of Police, the Accreditation Manager shall ensure that all written directives are consistent with accreditation guidelines and mandates.

B. In conjunction with the Deputy Chiefs of Police, the Accreditation Manager shall ensure that accreditation-required tasks, reports and analyses are incorporated into written directives, as practical.

C. The Accreditation Manager will maintain the Department's automated Task Management System, which is designed to periodically remind Department personnel of time-sensitive tasks and reports that are coming due or overdue, and to record a history of task completion.

1. Tasks resulting from new and revised standards shall be added to the Task Management System database by the Accreditation Manager.

2. Task reminder memoranda will be prepared and provided to the Deputy Chiefs at least four times per year, and more often as necessary. The Deputy Chiefs will be responsible for:

    a. distributing the task reminder memoranda to affected personnel,
    b. ensuring the timely completion of required tasks, reports, reviews, evaluations and analyses,
    c. ensuring that the completion of those tasks, reports and analyses are properly documented and received for review,
    d. reviewing the written documentation for accuracy, scope, overall quality, and compliance with both policy and the applicable accreditation standard, and for
    e. submitting the documentation to the Chief of Police and/or Accreditation Manager as appropriate.

3. Timely completion of required tasks, reports and analyses is the responsibility of the position identified in written directives, regardless of whether a reminder memorandum has been received.

4. Upon receipt, the Accreditation Manager will review the documentation for compliance and, if acceptable, will record the completion of the task or report in the Task Management System. Documents deemed incomplete or otherwise unacceptable will be returned to the appropriate Deputy Chief for follow-up.

D. The Accreditation Manager, or their designee, shall also be responsible for preparing proof of compliance checklists as necessary. The checklists will provide a basic template for the gathering and submission of required documentation.

1. The checklists will be provided to the Deputy Chiefs at least annually for assignment and distribution to their respective staff.

2. The Deputy Chiefs shall record the chapter assignments and shall assign a deadline for the return of required proofs of compliance.

3. The Deputy Chiefs shall ensure the timely completion of the assignments and shall review the proofs of compliance provided for accuracy, scope, overall quality and compliance with both policy and the applicable accreditation standard.

4. The Deputy Chiefs shall forward completed chapter assignments to the Chief of Police who, in turn, will forward them to the Accreditation Manager for processing.

5. Upon receipt, the Accreditation Manager, or their designee, will review the documentation for compliance and, if acceptable, will prepare the proofs for filing. Chapters/documents deemed incomplete or otherwise unacceptable will be returned to the appropriate Deputy Chief for follow-up.

E. The Accreditation Manager will be responsible for arranging for the conduct of a mock onsite assessment utilizing practitioners from other law enforcement agencies no less than three months prior to scheduled onsite dates.

F. The Accreditation Manager will be responsible for scheduling the formal onsite assessment, and for maintaining ongoing liaison with the Program Manager of the accrediting agency.

G. The Accreditation Manager shall coordinate and direct the Department’s efforts during the onsite assessment. The Department’s Deputy Chiefs and command staff are expected to play prominent, supporting roles in the successful conduct of the onsite assessment.

III. Training

Employees assigned to the position of Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed.

SKOKIE POLICE DEPARTMENT

BUILDING SECURITY AND VISITORS

General Order:	A-28	**Replaces:** General Order:	
Effective Date:	01 April 2023	Effective Date:	01 Jan. 2021
Indexed As:	Building Security Visitors		

POLICY: The Police facility offers a secure building and work environment from which to conduct Police operations ensuring the safety of all personnel within the facility. Access is limited to authorized individuals and visitors.

PROCEDURE:

I. Visitor Tags and Registration

A. The Police Department shall utilize an identification-tag program with which to control public access to the Police Department and limit visitor movement throughout the building.

B. All persons granted access beyond the public entry areas of the Police Department, other than Department members, Village employees in uniform or uniformed police or fire department personnel from other agencies, shall be issued and required to display on their person a Department-authorized visitor identification tag.

C. All persons required to display an identification tag, as delineated in Paragraph B above shall be issued a tag only after providing front desk personnel with their driver’s license.

D. If no driver’s license is available, a different form of picture ID may be used provided the individual’s identity can be authenticated. Alternatively, if no acceptable identification is available, the visitor

may be identified and escorted by a Skokie Police Department employee.

E. The photo ID will be left at the front desk in receipt for a visitor's tag.

F. Visitors shall be required to sign in and note their date/time of arrival, indicating the purpose of the visit and/or the name of the person visited. The Front Desk Officer shall record the number of the identification tag issued (if any) on the visitor log.

G. Prior to leaving the facility, visitors shall document their departure time on the visitor log and return the identification tag, if one was issued. Upon verification of the log and return of the visitor's tag, the photo ID will be returned to the visitor.

H. Unescorted visitors observed within the Police Department without a visitor tag should be immediately challenged and brought into compliance with this policy.

I. Whenever possible, a list of visitors shall be provided to the front desk prior to a scheduled arrival.

II. Exceptions to Visitor ID Tag/Registration Requirements

A. Group Tours: Tours of a large number need not all be assigned visitor tags nor must all complete the visitor log, provided there is a tour leader or leaders.

1. The tour leader(s) shall submit identification as outlined item in Section I of this General Order and shall be issued a visitor tag.

2. Tours shall be escorted through the building at all times by a Department member. Multiple Department members should be considered for groups of ten (10) or more.

3. The Department member shall be responsible and accountable for members of the tour.

4. Upon completion of the tour, the tour leader(s) shall return the visitor tag(s).

B. Family members, provided they are escorted by Police personnel at all times.

C. Visitors who remain under the constant supervision of Police personnel (i.e., victims, witnesses, Village of Skokie employees from other departments, elected officials).

III. Special Access Precautions

A. All visitors provided with temporary special access to the Police Facility by virtue of being temporarily issued a key or key fob, *including* contractual cleaning employees and those exempted from the requirement to display a Department-authorized identification tag (See Section I, paragraph B, of this General Order), must relinquish an acceptable form of photo identification to the Desk Officer and must sign the visitor log.

B. Visitors who have been granted special access on a long-term basis (i.e. NORTAF members) are exempted from the requirement to relinquish a photo ID and complete the visitor log. These individuals must still display their badge and credentials as outlined above.

C. Prior to permitting access to contractors or vendors, a computer background check shall be completed:

1. A Criminal History Records Information (CHRI) background check (using Purpose Code J) is required for those vendors/contractors involved with the actual administration of criminal justice (i.e., computer maintenance, record system software upgrades, data entry, etc.).

2. A CHRI background check (using Purpose Code C) is required for those vendors/contractors NOT involved with the actual administration of criminal justice (i.e., janitorial staff, maintenance personnel, landscapers, etc.).

3. Any positive return on the above CHRI checks will be referred to the Deputy Chief of Administrative Services for review and handling.

IV. Lost Visitor Tags

Any employee that locates an unattended visitor tag shall take possession of the tag and turn it in to the Desk Officer. Any employee that has knowledge that a visitor tag has been lost will report that loss to the Desk Officer as soon as possible. The Desk Officer will notify the Watch Commander and complete a lost property Service Investigation Memo and forward a copy to Field Services who will be responsible for replacing the lost tag.

V. Restricted Areas

The Chief of Police, at his discretion, can limit or restrict access to specified areas of the Police Facility. Only authorized personnel will be permitted access to restricted areas. Visitors will not be permitted access to restricted areas without the express permission of the Chief of Police.

SKOKIE POLICE DEPARTMENT

ELECTRONIC CONTROL DEVICES

General Order: A-29
Effective Date: 01 March 2025

Replaces:
General Order: F-20
Effective Date: 01 Mar. 2024

Indexed As: Electronic Control Devices
Taser

Policy:

It is the policy of the Skokie Police Department to use objectively reasonable force to control and overcome the resistance put forth by individuals who are violent, exhibiting threatening or potentially violent behavior, or physically resisting arrest or detention. Electronic Control Devices (ECDs) may be used by authorized and trained personnel in accordance with this policy and Department General Order A-15, Use of Force.

Definitions:

I. Electronic Control Device (ECD): A device that uses electricity to override voluntary motor responses or apply pain in order to gain compliance or overcome resistance.

II. Passive Resistance: A refusal by an unarmed person to comply with an Officer's verbal commands or physical control techniques that does not involve the use of physical force, control, or resistance of any kind.

III. Sensitive Population Groups: Sensitive population groups include those who reasonably appear to be, or are known to be, children, elderly, medically infirm, pregnant, users of a cardiac pacemaker and those that appear to have a low body-mass index (BMI).

Procedure:

I. Authorized Users

A. No Officer may carry an ECD unless they have:

1. Been authorized to do so by the Chief of Police,

2. Been trained by a certified ECD instructor, and

3. Have demonstrated proficiency in its proper use.

Training shall include instruction regarding this and other relevant policies and will be conducted annually.

B. An Officer who fails a qualification attempt with an ECD will not be authorized to carry an ECD until such time that successful qualification is achieved. An Officer will receive remedial training in these instances through personal instruction by a qualified ECD Instructor as practical.

II. Weapon Readiness

A. All ECDs will be securely stored in the Department equipment room and shall be signed in/signed out prior to and after each shift, respectively.

B. Officers will not pass an ECD directly from one person to another without going through the sign-in/sign-out process.

C. For all sworn personnel, the device shall be carried in a Department-approved holster not on the same side of the body as the primary weapon.

D. Officers not assigned to uniformed patrol may utilize other Department-approved holsters such as mounted on an outer vest carrier and carry the ECD consistent with Department training.

E. The device shall be carried fully armed with the safety on in preparation for immediate use.

F. Extra cartridges shall be maintained by the Range Coordinator or their designee. After a deployment, the

deploying Officer will request a replacement cartridge(s) from a Range Officer.

G. All ECD's will be equipped with a CQB 12 cartridge. A second cartridge, a stand off cartridge will be issued to each officer and shall be carried in a manner that is safe and protects the cartridge from being activated.

H. Only manufacturer-approved battery power sources shall be used in the ECD. No ECD will be carried with a charge percentage at or below forty percent on the digital displays. If the battery is at or below forty percent, the ECD must be recharged before being carried.

I. Only Department-authorized ECDs that have been inspected by the user and are properly functioning and charged shall be carried on duty. The ECD shall be subjected to a pre-shift "spark-test" as defined in training to ensure that the device is functioning properly. All spark-tests will be conducted in an area designated by the Range Coordinator. No officer shall "spark-test" their taser while seated in a vehicle.

J. No changes, modifications, alterations or substitutions shall be made to the ECD systems unless authorized by the Chief of Police.

K. In the event an ECD is found to be malfunctioning, the problem will be documented, and the unit will be designated inoperable. The unit and documentation will be forwarded by the user to the Range Coordinator for repair. Any required repairs to an ECD shall be performed by a certified ECD Instructor or the manufacturer.

III. Deployment

A. The ECD is an intermediate weapon and its use is governed by Department General Order A-15, Use of Force.

B. The ECD is most effective at overcoming resistance and assisting Officers with subject control when used in the "probe mode," which is the preferred deployment technique when practical.

C. The device should be aimed at the subject, fired, and cycled in a manner consistent with and as outlined in Department-authorized training.

D. The ECD shall not be discharged in a manner that targets the head, chest, neck, groin, or anterior pelvis.

E. The ECD shall not be discharged indiscriminately into a crowd.

F. The ECD may also be used in "contact mode" for self-defense, if there is no opportunity to use the device in the "probe mode." When the device is used in the "contact mode," it is:

1. Primarily a pain-compliance tool.

2. Generally, less effective than when probes are deployed with spread in excess of 12 inches, and

3. Subject to the same deployment guidelines and restrictions as probe deployments.

G. An alternative method of close-range deployment involves firing the ECD cartridge at close range, then applying the ECD in "contact mode" to an alternate part of the body. This creates a "probe spread" effect between the impact location of the probes and the point where the ECD is placed in contact with the subject's body, resulting in an increased probability of subject control as compared to the standard "contact mode." When the ECD is used in this manner, it is:

1. Potentially as effective at subject control as a conventional cartridge-type probe spread deployment, and

2. Subject to the same deployment guidelines and restrictions as any other ECD cartridge deployment.

H. The ECD shall not be used on those who passively resist as defined in this policy, and should generally not be used:

1. On a detainee secured with handcuffs or other restraining devices, absent overtly assaultive, self-destructive, or violently resistive behavior that cannot reasonably be controlled by other readily available means.

2. In any environment where an Officer reasonably believes that a flammable, volatile, or explosive material is present, including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane.

3. In any situation where the Officer has a reasonable belief, due to the subject's position or current activity, that if the subject is engaged with an ECD it is likely to result in death or serious physical injury, and the circumstances present do not justify that level of force response. Examples include, but are not limited to, subjects in an elevated position above the ground, subjects in or near a body of water, subjects immediately adjacent to sharp or hazardous items where they are likely to fall.

4. On a subject that is afloat in water.

5. Officers shall be aware of the general concerns raised when an ECD is used on a member of a sensitive population group. Officers are not prohibited from using an ECD on such persons, but use is limited to those exceptional circumstances where the potential benefit of using the device (i.e., injury reduction) reasonably outweighs the risks and concerns.

6. On subjects that are running, unless the increased risk of injury due to falling is justified based on the totality of the circumstances.

I. Upon activating the device against a person, the Officer shall energize the subject for the full cycle of the ECD (five seconds).

J. In determining the need for additional energy cycles, Officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure.

K. If the subject does not respond to the ECD deployment in the anticipated control manner based on training and experience, personnel shall consider transitioning to alternative resistance control measures.

L. To minimize the number of cycles needed to overcome resistance and bring the subject under control, the subject shall be secured as soon as practical while affected by ECD power or immediately thereafter.

M. The frivolous display or use of the ECD (e.g., horseplay) will be considered misconduct.

IV. Post-Deployment Considerations

A. The Skokie Fire Department will be requested to respond to the scene if a subject is engaged with an ECD.

B. The ECD probes shall be removed as soon as possible by an Officer who has successfully completed the Department approved ECD Certification training or medical personnel.

1. ECD probes that have struck the face, groin, bony prominence, female breasts or spinal column shall only be removed by medical personnel.

2. Officers shall inspect the probes after removal to ensure that the entire probe or probe barbs have been removed. In the event that a probe or probe barb has broken off, the Officer will notify the on scene medical personnel.

3. ECD probes that have made contact with a subject’s body shall be considered and treated as a biohazard.

4. The Officer shall visually examine the point of contact to determine if signs of visible injury are present.

C. If the probes penetrate the flesh, an Evidence Technician shall take photographs of the contact area after they are removed.

D. When the device has been used operationally, the Officer shall ensure the proper collection, documentation, and securing into evidence of the cartridge, wire leads and darts.

E. The individual Officer that deployed the ECD will download the data from the ECD by removing the battery from the ECD and then docking the battery in the taser battery charger. This will be done in concert with the Watch Commander, or their designee.

V. Reporting

A. See Department General Order A-15, Use of Force.

B. Details of the deployment shall include, but are not limited to:

1. Type of application: probe, contact mode, pointed directly only.

2. Approximate distance of deployment.

3. Taser handle number and taser battery.

4. Cartridge serial number.

5. Reason if deployment was not effective: heavy clothing, close probe strikes, missed, only one probe, other.

C. Watch Commanders will notify the Range Coordinator as soon as practical via email of an ECD Deployment. The notification will include the ECD handle number, ECD battery number, date and time of deployment, who the deploying Officer was and request that a copy of the data be made and entered into evidence and a copy forwarded to the Watch Commander to be included in the

initial Use of Force Report in the Records Management System (RMS).

D. Every intentional deployment of an ECD to/towards a person will be considered a use of force, as will be each additional activated energy cycle. Each of these deployments and activations must be individually justified in accordance with Department General Order A-15, Use of Force. In addition to this individual justification which is to be contained in the required report, the reason for the use of an ECD in any of the following manners must also be articulated in the required report.

1. In the "contact mode."

2. Subject energized more than three cycles.

3. Subject energized for longer than 15 seconds.

4. More than one ECD being used against the subject.

5. Used on an individual in a sensitive population group as defined by this policy.

VI. Inspection, Maintenance and Auditing

The Range Coordinator or their designee is responsible for the following:

A. Periodic ECD maintenance, to include docking batteries to change and upload data and new firmware reviewing the taser energy weapon dashboard for malfunctions and errors and audit PS Tracker for missing tasers.

B. Inspections of each ECD and component of the system in accordance with manufacturer recommendations.

C. Repair of ECDs and system components.

D. Maintaining records of repairs, maintenance, inventory, cartridge serial numbers and other items pertinent to the program.

E. Inventory of extra cartridges and parts as necessary.

SKOKIE POLICE DEPARTMENT

RANDOM REGULAR DAY-OFF SCHEDULING

General Order:	A-30	**Replaces:** General Order:	
Effective Date:	01 June 2026	Effective Date:	01 Nov. 2020

Indexed As: Day-Off Scheduling
Random Regular Day-Off Scheduling
Scheduling

DEFINITIONS:

Random Regular Day-Off Employee (RRDOE): All Watch personnel, regardless of rank, and all Special Operations and Investigations Division personnel (excluding those on an administrative schedule). Note: School Resource Officers (SROs) are considered to be working on an administrative schedule during the regular school year.

PROCEDURE:

I. Day-Off Requests

A. Skokie Police Department RRDOEs must submit requests for days off via the scheduling system by the first day of every month for time off requests for the following month. The following information should be entered into the scheduling system, as applicable:

1. Regular day-off (RDO) preference
2. Holidays
3. Vacation days (identify vacation days previously approved and vacation days not previously scheduled or requested)
4. Emergency leave preferences to the extent they are known in advance
5. Compensatory time off preferences
6. Jury duty to the extent it is known in advance
7. Training days scheduled for the month
8. Bonus days
9. Annual or specialty military training days

B. RRDOEs may identify dates of high importance via the scheduling system by assigning a priority of 1 through 9 to the date(s) in question. RRDOEs may also prioritize a date by adding comments in the "Notes" field. A supervisor will then create the monthly schedule no later than the end of the Unit's duty on the tenth day of the month. Day-off requests not submitted by the first day of the month will not be considered until all timely-submitted requests have been reviewed and scheduled. Once these initial Day-Off Requests have been processed, late requests will be accommodated to the extent practical unless otherwise required by law.

II. Scheduling Preferences and Flexibility of RDOs

A. The Department will endeavor to accommodate each RRDOE's day-off requests, provided the Department can maintain appropriate manpower, avoid overtime, and accommodate legally mandated leaves of absence. However, no RRDOE is guaranteed to receive their preferred day(s) off. For example, no RRDOE is guaranteed to receive their preferred RDO, compensatory time, holiday, or emergency leave; vacation days not bid for or approved at the beginning of the year; and/or bonus days as requested via the scheduling system. Further, no RRDOE will be guaranteed to receive a requested day off as a paid day off. For example, an RRDOE may request a day off as compensatory time off, but may receive the day off as an RDO.

B. RDOs are unpaid days off and are the equivalent of weekend days. RDOs will also be scheduled concurrently and/or interspersed with paid and unpaid time off, including leaves of absence under the Family and Medical Leave Act, emergency leave, Worker's Compensation/Injured-On-Duty leave, jury duty, Illinois Military Leave of Absence Act, Uniformed Services Employment and Re-Employment Rights Act of 1994, bereavement leave, vacation, and sick leave. For example, an RRDOE who takes 10 days of vacation will have five days marked as vacation, two days marked as RDOs, and five days marked as vacation or a combination thereof.

C. For RRDOEs in active military status, the Department shall follow the Military Service Leave (Sect 7.5) Policy of the Village of Skokie Personnel Manual.

D. Jury duty shall be scheduled concurrently with RDOs unless the jury duty occurs on a previously scheduled work day.

E. RRDOEs who become sick during an RDO, or other scheduled benefit time, may not have that day rescheduled as a Sick Day.

F. With respect to bereavement leave, if a family member passes away on an RRDOE's RDO, or other benefit day, or if that family member's funeral is scheduled on a previously scheduled RDO or other benefit day, that day shall not be exchanged for bereavement leave. If, however, an RRDOE is scheduled to work on a day that qualifies as bereavement leave, the RRDOE may receive bereavement leave in lieu of working, regardless of whether it was previously entered in the scheduling system. Nothing herein precludes the Department from accommodating RRDOEs, exercising its management rights, and/or providing time off as required by law.

III. This policy is intended to memorialize past practice and is to be interpreted consistently with any applicable collective bargaining agreement.

SKOKIE POLICE DEPARTMENT

PEER SUPPORT PROGRAM

General Order:	A-31	**Replaces:** General Order:	A-31
Effective Date:	01 March 2022	Effective Date:	01 Nov. 2018

Indexed As: Crisis Intervention
Peer Support Program

POLICY:

The Skokie Police Department is committed to ensuring the safety and well-being of all members, past and present, and their families. The Department recognizes that members may experience personal difficulties that may adversely affect their personal and professional lives. The Department supports and encourages members in securing quality confidential assistance. In keeping with this commitment, the Department has established the Peer Support Program staffed with trained Skokie Police Department Peer Supporters who provide confidential consultation and referrals.

The Peer Support Program is structured around the concept of confidentiality, which mandates that no information, including identifying factors, identifying biographical material(s), notes, or therapy issues, be reported to or requested by the Department. Individual members may expect and will be granted complete privacy when voluntarily seeking assistance through the Peer Support Program.

PROCEDURE:

I. Definitions

A. Crisis: An event or sequence of events affecting an individual's personal and/or professional life that culminates in behavior that poses a threat to the emotional, physical safety and/or well-being of that individual to others. Crises include but are not limited to situations in which:

1. A Department member who is having severe physical/emotional difficulties and is in need of immediate attention, or

2. A Department member who is experiencing difficulties with substance abuse or suicidal thoughts or threats and is in need of immediate attention.

3. A Department member who is no longer able or unfit to care for himself or herself.

B. Crisis Intervention: Immediate on-the-spot assistance to individuals with acute difficulties that threaten their physical and/or mental well-being. This service is directed toward immediate crises in contrast to resolving long-term problems.

1. Crisis intervention has an important role in defusing and resolving immediate or emergency situations. Prevention is far more preferable as a means of resolving personal and problematic issues.

2. Crisis situations require immediate action to ensure the Department member's circumstances are unique and require action based on the nature of the crisis.

3. It must be determined whether the member is safe from harm, is a danger to others, or has medical needs that must be addressed.

C. Department Member: Sworn and non-sworn personnel, or retired members of the Police Department and their families.

II. General Information

A. The Peer Support Program of the Skokie Police Department may be staffed by current and retired Department members. This requires the voluntary involvement of Department members who are seeking support.

B. All of the services offered by the Peer Support Program are available to all Department members.

C. To request services, a member may contact a listed Peer Support Member or the Peer Support Program phone number, 847/779-SPDS(7737). See Appendix A for a list of Peer Support Members.

D. Employees may seek support from any Peer Support Member.

E. All services provided by the Peer Support Program are free of charge. Referrals to private therapists,

specialists, outside agencies, or hospitals, however, are for-profit, non-Department providers and may charge a fee.

F. After receiving outside services, the member may set up a follow-up session with the Peer Support Program.

G. If a member seeks professional counseling outside of the Peer Support Program, communication will be confidential as outlined in Chapter 740, Illinois Compiled Statutes, Section 110/3. Communication between a counseled member and a professional counselor are protected from discovery in federal cases under Federal Rule of Evidence 501.

H. Members are not obligated to seek assistance through the Peer Support Program and may choose to use other support programs provided by the Village or outside of the Village. See Appendix B for a list of clinicians.

III. Services Available

A. The Peer Support Program is established to provide confidential supportive assistance, including peer counseling, peer support, and referral services for all Department members. Comprehensive services include, but are not limited to, referrals for crisis intervention services, substance abuse, gambling abuse, marriage and couples counseling, individual counseling, family-crisis intervention, grief counseling, anger management, and conflict-resolution counseling.

B. The services provided by the Peer Support Program Team are designed and tailored to meet the unique needs of each and every Department member seeking assistance. This is accomplished by maintaining a network of quality resources (e.g., treatment facilities, self-help and support groups) that allow the unit to respond promptly to the needs of individuals.

C. Organizational resources and support needed to assist peer employees.

1. The Peer Supporter is authorized to use Department facilities to meet with employees.

2. The Peer Supporter is permitted to consult with off-duty employees.

IV. Department Referrals to the Peer Support Program

A. Department command and supervisory personnel have the authority and the responsibility to make members under

their supervision aware of the Peer Support Program when appropriate.

B. Department members will be assured that any consultation with a representative of the Department's Peer Support Program will be confidential. (See requirements and exemptions as delineated in Illinois Compiled Statutes.)

C. In a crisis or emergency, supervisors will recommend immediate intervention by the Peer Support Program, by calling 847/779-7737 (SPDS) or a Peer Support Team member, 24 hours a day, seven days a week.

D. Recommendations or referrals to the Peer Support Program will not be used as a substitute for the disciplinary process, but should be an option for a supervisor if they identify the employee may benefit from consultation.

E. The procedures contained in this General Order do not relieve supervisors of their responsibility to counsel members as set forth in existing Department General Orders.

V. Confidentiality

A. The acceptance and success of the Skokie Police Department's Peer Support Program will be determined, in part, by observance of confidentiality. One of the most important responsibilities for a Peer Supporter is the promotion of trust, anonymity, and confidentiality for the employee who seeks assistance through the Peer Support Program.

B. Each supporter will advise the respective employee that the relationship between the Peer Supporter and the supported person is not an alternative to the operational Chain of Command, nor does it offer a way for an employee to avoid accountability for his or her actions.

C. The Peer Supporter will maintain confidentiality and will not discuss any information developed in a peer support session, except what is required or exempted by law, and any criminal violations as required by Department policy and Rules and Regulations. Supporters will advise members seeking support of the exceptions to confidentiality and that no confidential "privileged communication" otherwise recognized by law shall arise from the status of the Peer Supporter (see discussion of client privilege below in Paragraph E of this Section).

D. Exceptions to Confidentiality: The Peer Supporter is not exempt from federal, state, or local laws. With regard to the Rules and Regulations of the Department, Peer Support Team members are exempt, except for what is delineated below. The services provided by the Peer Support Program are covered by the confidentiality policy unless exceptions are imposed by law or by ethical constraints mandated in the regulations of professional counseling organizations.

The exceptions to the confidentiality policy imposed on all Peer Supporters are:

1. Criminal Conduct Violations of Department Rules and Regulations, whether on or off duty. The Skokie Police Department Rules and Regulations requires members to report any information concerning any crime or any unlawful action to another member's supervisor or the Office of Professional Standards, as appropriate.

2. Mandatory Notifications by Law:

   a) Threats of Physical Harm: If any individual in counseling threatens to harm another person, the Peer Supporter is required by law and professional regulation to notify the person threatened and the local police department.

   b) Suicide: Any Peer Supporter who reasonably believes that a Department member is seriously contemplating suicide is required by law to do everything possible to prevent such an attempt, including making whatever notifications necessary to stop the attempted suicide.

   c) Child Abuse: If a Department member discloses participation in abusing a child, the Peer Supporter must notify the appropriate agency of such abuse.

   d) Elder or Disabled Adult Abuse: If a Department member discloses participation in abusing a senior citizen (60 years of age or older), or a disabled adult (18-59 years of age), the Peer Supporter must notify the appropriate agency of such abuse.

3. If a Peer Supporter is involved as a participant or witness to any of the actions listed above, the

Peer Supporter must report the actions and may not participate in a confidential (privacy-protected) support relationship with the member whose actions were shared or witnessed.

E. Client Privilege

1. Client Privilege is a legal issue. Unlike certain licensed professionals, who are granted client privilege under state statute, Peer Supporters do not have the right to claim client privilege in a court of law.

2. Situations such as police shootings, excessive force, or civil lawsuits present requirements for the peer supporter to advise the person that the contents of their conversations could be subject to subpoena.

F. A general principle for Peer Supporters to follow is to inform the person requesting support, prior to discussion, about what the limitations and expectations are regarding the information revealed. In those cases where a question regarding confidentiality arises, the Peer Supporter shall contact the Program Manager who will take appropriate action.

G. The Peer Supporter will not be ordered to give information to the Department concerning the content of peer support sessions for administrative purposes, except as listed in the above exceptions.

VI. Peer Support Program Guidelines

The Peer Support Program Manager will maintain and make available with other Department written directives a set of guidelines describing the program, the duties of program personnel, the Peer Supporter selection process, training, and other program matters.

APPENDIX A

PEER SUPPORT TEAM

Peer Support Program Manager:
Sgt. Melissa Russell

Peer Support Team Supervisors:
Sgt. Ervin Garcia

Peer Support Team:
Carmen Anderson
Ingrid Anderson
Kimberly Blue
Ewa Hozner
Andrew Lehmann
Jose Mendez
Licarion Mendoza
John O'Dea
Michael Okon
Diana Pagnotta
Eric Swaback
Carmen Zuniga

APPENDIX B

Names	Insurance
Peer Support Clinicians	
Dr. Carrie Steiner Licensed Clinical/Police Psychologist 477 E. Butterfield, Suite 204 Lombard, IL 60148 (630)909-9094 Email: Dr.carriesteiner@gmail.com Website: www.firstresponderswellnesscenter.com *Specialty is Trauma/Suicide*	PPO HMO-By single case agreement
Dr. Caryn Andrews Clinical/Police Psychologist Licensed Clinical/Police Psychologist 477 E. Butterfield, Suite 204 Lombard, IL 60148 (630)909-9094 (847)462-4104 Email: CarynAndrewspsyd@gmail.com Website: www.firstresponderswellnesscenter.com	PPO HMO-By single case agreement
Dr. Robin Kroll 6323 N. Avondale Ave., Suite 111 Chicago, IL 60631 (847)778-9322 146 Old McHenry Rd. Long Grove, IL 60647 (847)778-9322 Email Address: Drrobinkroll@aol.com Website: www.drrobinkroll.com	PPO HMO-Northshore Hospital Group
Dr. Diana Goldstein 65 E. Wacker Place Suite 2240 Chicago, IL 60601 (312)621-9002, ext. 102 Cell phone: (312)545-3666 www.irfg.org	PPO HMO

Appendix B (Continued)

Independent Clinicians

Tony Pacione, LCSW, CSADC — PPO; HMO (Groups: Advocate, Presence and Illinois Masonic)
2 West Tolcott
Suite 34
Park Ridge IL 60068
(847) 830-1290

Howard Pollack, LCSW — PPO; HMS
7045 Kilpatrick Court
Lincolnwood IL 60645
(847) 674-6262
Specializes in Trauma, PTSD, Individual, Marital and Family, Alcohol and Drug Recovery

Dr. Rory Gilbert — PPO; HMO – Check with Medical Group
899 Skokie Blvd
Suite 220
Northbrook IL 60062
(847) 272-7089

1919 Midwest Road
Suite 1000
Oak Brook, IL 60523
(630) 571 8722

Cell (847) 707-0657
RGilbert@rorygilbert.com
Website: http://rorygilbert.com/specialized-services-for-the-police
Family Counseling

Proactive Behavioral Services — PPO
Jodi Macaluso LCPC, CADC
1644 Colonial Parkway
Inverness, IL 60067
(847) 776-4500 Office
(847) 812-3833 Direct

Outpatient Addiction Services (Low Intensity and High Intensity)

Presence Behavioral Health — (HMO and PPO)
North Side & Bronzeville Offices
(847) 493-3700
POC: Chris Nonnie (847) 493-3717
(*Locations listed on following page*)

Appendix B (Continued)

Chicagoland Locations:

Lincoln Park
2913 North Commonwealth Avenue
Manor Building, 6th Floor
Chicago, IL 60657
(847) 493-3500

Downtown Chicago
134 N. LaSalle St.
Suite 400
Chicago, IL 60602
(847) 493-3700

Downers Grove
2001 Butterfield Road
Suite 320
Downers Grove, IL 60515
(847)493-3600

Lake Bluff
71 Waukegan Road
Suite 900
Lake Bluff, IL 60044

Palos Heights
11824 Southwest Highway
Suite 230
Palos Heights, IL 60463
(847)493-3650

Serve and Protect
Robert Michaels CEO/Founder
24/7 Crisis Line
(615) 373-8000
Trauma Services,
PTSD/Addictions/Trauma Therapists
and Trauma Resources

SKOKIE POLICE DEPARTMENT

TRANSPORTING DETAINEES

General Order: F-1
Effective Date: 01 March 2025

Replaces:
General Order: F-1
Effective Date: 18 Sep. 2023

Indexed As:
Transport Vehicle
Court Transportation
Escape of Detainees
Female Detainees
Handcuffing
Detainee Transportation
Detainee Transport Vehicle
Transportation of Juveniles
Hospital Procedures for Detainees (MITTS)

POLICY:

When transporting detainees, Officer and detainee safety is paramount. Detainees shall be searched and, except under specified circumstances, be handcuffed prior to any transport. The detainee shall be transported in a transport vehicle.

PROCEDURE:

I. Detainee Restraint

A. Authorized Restraint Devices

1. Handcuffs
Commercially produced chain link/hinged type cuff capable of being double locked.

2. Disposable Flex Cuffs
Commercially produced plastic flexible band cuff with a one-way locking system.

3. Humane Transport Belt/Handcuff Belt
A commercially produced heavy duty leather waist belt with a metal retaining ring for use with handcuffs. Can be used for long distance transportation when it is impractical to have the detainee’s hands cuffed behind their back.

4. Ankle Cuffs
Commercially produced chain link-type cuff capable of being double locked.

5. Hobble
   A device used to restrain the legs and restrict movement of an individual.

B. Handcuffing

Detainees shall be handcuffed behind the back, with the following exceptions:

1. Individuals placed under arrest for an ordinance violation or a traffic violation may be transported without handcuffs at the Officer's discretion. If the Officer suspects that the person poses a threat or is an escape risk, the detainee shall be handcuffed.

2. Juveniles, elderly, and physically challenged persons will be handcuffed at the Officer's discretion. Consideration shall be given to the age, physical limitations, seriousness of the crime, and how they attribute to a potential threat and/or escape risk.

3. Multiple detainees of the same sex may be handcuffed together if there is an insufficient supply of handcuffs available at the scene. Disposable flex cuffs may be used in mass arrest situations.

4. In general, sick or injured detainees and persons with physical limitations or special needs shall be handcuffed in accordance with the above outlined handcuffing guidelines. However, if necessary, they may be handcuffed in front or not at all.

5. Detainees shall not be handcuffed to any part of a vehicle.

6. Detainees shall not be restrained by any device that connects a behind-the-back handcuffed individual's hands, wrists or handcuffs to his/her immobilized feet.

C. Violent or escape-risk detainees in field situations may dictate the use of ankle cuffs and/or hobbles prior to transport to the police facility.

D. Prevention of Positional Asphyxia

Officers should exercise due care when restraining or placing restraint devices on detainees to minimize the risk of positional asphyxia.

Positional asphyxia generally can occur when a person is lying face down on their stomach and has trouble breathing when pressure is applied to their back- restricting movement of the chest wall and diaphragm. Detainees that are restrained/handcuffed in the prone position should be removed from that position as soon as practical. Obesity, alcohol or drug impairment of an arrestee can contribute to their susceptibility to positional asphyxia.

II. Searches Prior to Transport

Searches prior to transport shall be conducted in accordance with the following procedures:

A. Officers will search the pockets, purse, bags or any outer garments of a detainee of the opposite sex.

B. Detainees will be thoroughly searched by an Officer of the opposite sex only when the Officer reasonably believes the detainee is carrying a dangerous weapon.

C. At the Officer's discretion and if available, an Officer or CSO of the same sex as the detainee may be called to the scene to search a detainee.

D. The sex of detainees known or suspected to be transgender will be determined by the gender the detainee identifies with. (Note: This shall apply to all subsequent references in this General Order to a detainee’s sex.) Officers shall discreetly ask the detainee which sex they identify with.

III. Searches Subsequent to Transport

Searches subsequent to transport shall be conducted in accordance with the following procedures:

A. Upon arrival at the police station, outer garment pat-down searches (including footwear and socks) and article searches may be conducted by the arresting Officer regardless of sex. More thorough searches, including searches in which clothing other than footwear or socks must be removed, shall only be conducted by personnel of the same sex as the detainee.

B. Strip searches shall be conducted as specified in Department General Order F-29, Strip Searches.

IV. Transportation

A. Vehicles

1. Transport vehicle – squad car equipped with detainee transport safety barriers.

B. A transport vehicle will be used to transport detainees whenever available. In all cases, detainees will be transported in accordance with the following procedures:

1. Officers will examine the inside of any vehicle used to transport detainees for contraband, weapons, and other dangerous items at the beginning of their tour of duty, and prior to and after a detainee transport.

2. Upon departing the place of arrest, Officers shall contact the Communications Center giving their mileage and requesting notation of the time, regardless of the age or gender of the detainee.

3. Upon arriving at the police facility, Officers shall again use the radio to contact Communications to give the ending mileage and request notation of the time. This will appear on the Communications tape log.

4. A second Officer shall ride in left rear seat of a transport vehicle only when their presence is necessary for the safety or security of the Officers or the person being transported.

5. The transport vehicle will be equipped with safety barriers to prevent access to the driver's compartment.

6. When transporting only one detainee in the transport vehicle, the detainee shall ride in the right rear seat.

7. Only the transport vehicle shall be utilized to transport more than one detainee at a time.

8. Transport vehicles will have the rear compartments modified to minimize opportunities for exit without the aid of the transporting Officer, i.e., rear windows and inside lock releases will only be operable from the front seat.

9. Detainees shall be secured with a seat belt during transport by transport vehicle or squad car. There may be times when a detainee will resist the

Officer's efforts to such an extent that it would be unsafe for both the Officer and the detainee to continue efforts to seat belt them. In this circumstance, a supervisor shall be notified, and the reporting Officer shall note in their report: "Transported without seat belt due to detainee's actions."

10. If an individual other than an authorized passenger (i.e., ride-along, other Village employee or a law enforcement officer) is detained, arrested, or transported in a transport vehicle or squad car, both the audio and video shall be activated. If there is more than one officer in the vehicle, at least one officer will be required to record with a body-worn camera.

11. Adult prisoners of the opposite sex shall generally not be transported together unless separated by a solid, physical barrier. Exceptions to this practice may be made in exigent circumstances, or with the prior approval of the Watch Commander.

12. Juveniles shall not normally be transported in any police vehicle with adult arrestees with whom they share no legal relationship, i.e., parent or legal guardian.

    Young children who do have a legal relationship to an adult arrestee may be transported in the same vehicle as the arrestee with the approval of a supervisor when necessary to ease the trauma to the juvenile(s) or to safely transport the juvenile(s).

    Consideration of the nature and severity of the crime, the temperament of the arrestee, the risk of escape, and Officer safety factors shall be made prior to authorizing the transport of the juvenile.

13. During long distance transport of a detainee, such as an extradition, the selection of the place where a meal is to be taken shall be done randomly.

14. The dispensation of pharmaceuticals by an Officer to a detainee being transported shall be governed by the applicable procedures delineated in Department General Order S-12, Detention Facility.

15. Any time a detainee with special circumstances is transported, the following guidelines will apply:

(Special circumstances are defined as transports of an individual who is suspected or known to be physically ill, injured, suffer physical disabilities, mentally ill, or who is known to have or suspected of having a communicable disease.)

a. The Communications Center will be notified prior to transport.

b. A supervisor will be notified of the transport. In the case of a physically ill or injured detainee, the Watch Commander or their designee must be notified prior to transport.

c. A report documenting the incident and any interaction with Fire Department/medical personnel/hospital personnel will be completed by the reporting Officer.

d. A detainee who suffers physical disabilities may be transported in a transport vehicle, other Department vehicle, or ambulance as appropriate, depending on the circumstances of the situation.

e. Arrangements for cleaning shall be made by the transporting Officer for any Department vehicle that was used to transport an individual who was suspected or known to have a communicable disease, prior to that vehicle being placed back in service.

C. When a transport vehicle is unavailable:

1. The detainee will be placed in the right rear seat.

2. Another Officer shall ride in the left rear seat of the police car.

3. The Officer shall place his weapon in a position so as to ensure that it is not exposed to the detainee.

4. At least one officer will be required to record with a body-worn camera.

D. Detainees being transported shall not be left unattended and shall remain in an Officer's view at all times.

E. During transport, detainee contact with anyone other than Skokie Police Department personnel, or authorized personnel from assisting law enforcement agencies, shall be prohibited. Contact with an attorney or family member by a detainee shall not be allowed until the detainee has been secured at the police station and a supervisor has provided their approval.

F. A vehicle transporting a detainee shall not stop to respond to the need for law enforcement services unless the risk to a third party is both clear and grave and the risk to the detainee is minimal. If these criteria are met and the transporting Officer concludes that he needs to stop to provide law enforcement services, Communications shall be notified by the transporting Officer prior to any intervention so that nearby Officers may secure the transport vehicle and maintain the safety and security of the detainee.

Note: Officers should remain mindful of the possibility of diversionary tactics that may be employed to divert the Officer, place the welfare of the detainee in jeopardy, or facilitate the detainee's escape.

V. Transporting to/from Court, Cook County Jail, or Another Outside Agency

A. A Patrol Officer shall make these transports in accordance with established procedures. Detainees shall, except under specified circumstances, be handcuffed and searched prior to transport. (See Department General Order S-12, Detention Facility.)

B. A second Officer shall accompany the Patrol Officer on transports to court, if the transport vehicle is not available.

C. When transporting a detainee from one facility to another, the Officer shall, at the destination:

1. Secure their firearm in accordance with facility mandates, but always before entering the detention facility or cell area.

2. Remove restraint devices prior to placing the detainee in a cell in accordance with facility mandates.

3. Deliver required documentation to receiving personnel.

4. Obtain and document the name and badge or star number of the receiving Personnel on the report

and obtain any other written documentation or receipt as necessary.

5. Notify receiving agency personnel of potential medical or security hazards.

Should it not be feasible to comply with any of these guidelines, the Officer shall follow the procedures of the facility to which the detainee is being transferred.

D. If the detainee is a potential medical or security hazard, the Cook County Sheriff's Deputy shall be alerted to ensure their safety and so that they may inform the judge if added security is needed.

E. No detainee shall be transported for special situations, such as to visit a critically ill person or to attend a funeral while in the custody of the Skokie Police Department.

VI. Detainee Documentation

A. Each detainee being transported from the Skokie Police Department detention facility shall be positively identified as the person to be moved through use of the arrest report. Prior to transport, a supervisor will be consulted to verify that the detainee to be transported is the correct individual.

B. When a detainee is taken to court, they shall be accompanied by their property and copies of reports and documents required by the Sheriff for intake. In some instances, a detainee will have in his/her possession personal property that the Sheriff will not accept at intake, i.e., large amounts of extra clothing, items that may be used as weapons, (tools, nail clippers, pocket knives, etc.). The arresting Officer will be responsible for placing these items into Property Custody and filling out the "Notification Regarding Your Property" form (see Appendix A). The detainee will be given a copy of this form.

C. When a detainee is taken to Cook County Jail, they shall be accompanied by their non-contraband property and a mittimus prepared by a clerk of the court.

D. The transporting Officer shall inform the receiving agency of any suicidal tendencies, escape risks or medical conditions or other unusual security risks of which the transporting Officer is aware.

VII. Escape of Detainees

If a detainee escapes while being transported, the transporting Officer(s) will:

A. Notify Skokie Police Department and/or ISPERN/Chicago Priority dispatchers of the escape and provide sufficient details of the escape and the escapee(s) to enable the radio dispatcher to help coordinate apprehension efforts.

B. Provide to the dispatcher specifically:

1. The location of the escape.
2. The escapee's direction of travel.
3. The physical description of the escapee.
4. The charges pending against the escapee.
5. The apprehension efforts you will undertake or have undertaken.
6. Any other information that may assist apprehension efforts.

C. Immediate notifications that will be required:

1. Jurisdiction where escape occurred (if outside of Skokie)
2. Watch Commander
3. Chicago Priority, as appropriate
4. Deputy Chief of Field Operations
5. Chief of Police
6. Additional manpower or specialized units, i.e., TIU or K-9 Units pursuant to approval by the Watch Commander

D. Reports that will be required:

1. General Offense or Investigative Action (depending on the circumstances)

2. A LEADS teletype message.

3. An Internal Affairs review of the incident conducted by a supervisor and forwarded through the chain of command via the Internal Affairs Module of the Records Management System.

4. Any other required reports as determined by the Deputy Chief of Field Operations.

E. In recapture attempts, Department General Order A-15, Use of Force, will prevail.

F. The detainee will be charged with the appropriate criminal offense(s) regarding their escape or escape attempt. An arrest warrant will be obtained if immediate apprehension efforts fail.

VIII. Detainee(s) Taken to a Medical Facility

A. Transportation

1. If the detainee has already been transported to the Police Department when evidence or complaint of injury or illness occurs, the Officer shall arrange for secure transportation to a medical facility.

2. Detainee(s) that require emergency medical attention should be transported to the hospital by a Fire Department ambulance.

3. Police vehicles will not be used to transport a sick/injured detainee unless specifically authorized by a supervisor.

B. Security

1. Unless the detainee's medical condition or injuries prevent the use of restraining devices, detainees will be secured by handcuffs and ankle cuffs or a hobble unless specifically authorized by supervisor prior to their transportation in the ambulance or police vehicle.

2. Unless otherwise directed by a supervisor, an Officer will ride in the ambulance with a detainee.

3. If no Officer rides in the ambulance with a detainee, an Officer will follow the ambulance in a police vehicle.

4. Officers will remain with the detainee during examination and treatment unless the attending physician requests the Officers to leave the treatment area. If this occurs, Officers will position themselves in an area to prevent the escape of the detainee.

5. When treatment has been completed and the detainee has been released, he/she will be transported back to the police facility in a transport vehicle.

C. Admission

See APPENDIX B for procedures regarding admission to a medical facility.

APPENDIX A

Village of Skokie

Skokie Police Department

NOTIFICATION REGARDING YOUR PROPERTY

Certain property in your possession will not be accepted by the Cook County Department of Corrections when you are transported to them for your First Appearance hearing.

In order to protect your property, we have placed those items into our Property Custody. You, or your designee, will have 30 days from the date of your arrest to retrieve these items. If you do not retrieve them within the 30 days, they will be disposed of.

These items may be retrieved Monday through Friday, 8:00 a.m. to 3:00 p.m. at 7300 Niles Center Road, Skokie, Illinois.

Please refer to these items by Incident Number _____.

Thank you.

*****

I have read this notice and understand that I must retrieve my belongings by _____, or they will be destroyed.

In my absence, I authorize _____, upon presentation of proper identification and this letter, to retrieve my belongings for me.

_____
Owner's Name (Print)

_____
Signature of Owner Date

_____
Officer's Signature, Star # Date

APPENDIX B
Hospital Procedures for Detainees (MITTS)

The issue of arrests of persons that have either medical issues, mental health issues or both can be confusing and complex. The intent of this bulletin is to provide guidance and procedures for handling the different situations.

Definitions:

Hospital Takeover: The transfer of custody from the Skokie Police Department to the Cook County Sheriff of an arrestee that has been admitted to the hospital for physical medical reasons (NOT psychiatric) and as a result we are unable to take the arrestee to court.

Psychiatric Admission: The transfer of custody from the Skokie Police Department to the Cook County Department of Corrections Cermak Hospital of an arrestee that has been determined to need admission due to psychiatric reasons and as a result we are unable to take the arrestee to court.

When responding to a report of a crime where the suspect is taken into custody and has either a medical emergency or is demonstrating that they are a danger to themselves or another, the Officer needs to determine if complaints will be signed.

No Charges to be Filed:

- For medical emergencies, call an ambulance and have the Skokie Fire Department handle as they would any other injured person not in custody.
- For persons determined to be a danger to themselves or others (either by the Officer or some third party), transport to the hospital according to policy and cause the proper involuntary committal paperwork to be filed.

Charges to be Filed/Under Arrest:

- For medical emergencies, call an ambulance and follow current procedures for transporting detainees to the hospital. The subject is under arrest and must be under constant control of the Skokie Police Department until they are released without charges, processed and are eligible to be released with conditions or transported to court for their first court appearance. If the arrestee is admitted to the hospital for medical reasons, follow the procedures for "Hospital Take Over" to transfer custody to the Cook County Sheriff.
- For persons determined to be a danger to themselves or others, transport to the hospital and request that a psychiatric evaluation be conducted. The subject is under arrest and must be under constant control of the Skokie Police Department until they are released without charges, processed and are eligible to be released with conditions or transported

to court. If the hospital determines that the arrestee needs to be admitted for psychiatric reasons, follow the proce **APPENDIX B-Continued** nissions."

Arrestees that have mental health issues but are not deemed to be a danger to themselves or others: Suspects under arrest that have mental health issues but *ARE NOT* believed to be a danger to themselves or others (no or not enough articulable facts for an involuntary committal) are to be handled like any other arrest and should not be taken to the hospital (absent a physical health emergency). These detainees should be taken to the Department, processed and handled according to policy until they are provided with their conditions for release or are transported to the courthouse for their first court appearance. If the detainee's actions cause concerns that intake at 2nd District will not receive the prisoner, the Watch Commander shall be contacted and telephone the 2nd District Intake Supervisor, (847) 470-5122, and ask for the Lock-Up Supervisor to explain the situation and gain their support prior to transport.

HOSPITAL TAKEOVER

I. During Normal First Appearance Hearing Hours (0900-1630) Skokie Court:

When SPD has an arrestee that has not received a First Appearance hearing and is being admitted to a hospital for medical treatment, the procedures for the Cook County Department of Corrections to take over custody of the defendant are as follows:

1. Prepare a packet for the Clerk of the Circuit Court and give to Clerk to process the criminal complaints.

2. Bring a copy of the State's Attorney packet to the ASA Offices at the Court house room 236, let them know you are applying for a Hospital Mittimus.

3. Go to the First Appearance courtroom and have the Judge determine if the defendant is eligible for pretrial release or must be detained and have a new court date set.

4. Obtain a Hospital Mittimus remanding the prisoner into the custody of CCDOC.

5. Make sure to have the following information available for the Judge:
   - Name of Hospital
   - Attending Physician
   - Diagnosis of Defendant
   - How long Defendant is anticipated to be in the hospital
   - Room Number

   *Prisoner MUST be admitted to the hospital and have a room number before starting this process***

6. E-mail the following documents to CCDOC Records at Doc.Records@ccsheriff.org.
   - Hospital Mittimus (must have the address of the hospital and the exact room number prisoner is in).

- ICLEAR Criminal History
- LEADS Criminal History
- Arrest Report and Charges
- CABS Mugshot Report

APPENDIX B-Continued

7. After e-mailing the above documents, an SPD Officer must call the CCDOC Records Unit to ensure they received the information via fax. Once receipt of paperwork is confirmed by CCDOC, they will assign an Officer to take over custody of the prisoner.

8. Take a copy of the Mittimus to the Officer guarding the prisoner at the hospital. The prisoner is the responsibility of SPD until the transfer of physical custody of the prisoner is made to the authorized CCDOC Officer.

II. Weekends and Holidays ONLY AT 26th and CALIFORNIA (0700-1000):

1. Prepare and bring the following items in a packet to 26th and California:
   - Arrest Card
   - Circuit Clerk Packet – Make sure packet includes arrest card.
   - State's Attorneys Packet – All reports

2. Upon arrival, check in with the Clerk (Only between the hours of 0700-1000) and let them know you are there to get a Hospital Mittimus and turn over the Circuit Clerks Packet to the Clerk.

3. Go to Room 100 for the First Appearance Hearing no later than 1230 to answer any questions the Judge may have regarding the prisoner. Make sure that you have the following information for the Judge:
   - Name of Hospital
   - Exact Address of the hospital
   - Attending Physician
   - Diagnosis of Defendant
   - How long Defendant is anticipated to be in the hospital
   - Room Number

   Prisoner MUST be admitted to the hospital and have a room number before starting this process**

4. Wait for the Hospital Mittimus form to be given to you.

5. E-mail the following documents to CCDOC Records at Doc.Records@ccsheriff.org:
   - Hospital Mittimus which must include the address of the hospital and the exact room number prisoner is in.
   - ICLEAR Criminal History
   - LEADS Criminal History
   - Arrest Report and Charges
   - CABS Mugshot Report

APPENDIX B-Continued

6. After e-mailing the above documents, an SPD officer must call the CCDOC Records Unit to ensure they received the information via fax. Once receipt of paperwork is confirmed by CCDOC, they will assign and Officer to take over custody of prisoner.

7. Take a copy of the Mittimus to the officer guarding the prisoner at the hospital. The prisoner is the responsibility of SPD until the transfer of physical custody of the prisoner is made to the authorized CCDOC Officer.

III. The following is a listing of phone numbers that may be needed during this process:

CCDOC External Operations	(773) 674-7244		
Records Unit Fax	(773) 674-7292	(773) 674-6643	
Records Unit Shift Commander	(773) 674-2390		
Records Unit Sergeant	(773) 674-6804	(773) 674-5375	(773) 674-7309
	(773) 674-6405	(773) 674-3742	
Records Unit E-mail	Doc.Records@ccsheriff.org		

NOTE: THERE IS NO HOSPITAL TAKEOVER OTHER THAN DURING THE DESIGNATED FIRST APPEARANCE HEARING HOURS**

CERMAK PSYCHIATRIC ADMISSIONS

I. During Normal First Appearance Hearing Hours (0900-1630) Skokie Court:

1. Prepare a packet with the following items for the clerk at Skokie Court:
   - Arrest Card
   - Circuit Clerk Packet – Make sure this packet includes arrest card and all reports.

   Make sure you have the following items for both the States Attorney and the Judge in case there are questions.
   - States Attorney's Packet
   - Paperwork from the hospital requesting person to be released to CERMAK.
   - Criminal History

2. Take Circuit Clerk packet, bring to Clerk's Office and process the charges.

3. Bring States Attorneys packet to ASA in Room 105 If this is domestic related with no felony charges go to Room 106 for First Appearance hearing

4. Inform ASA that you are there to get a MITTIMUS for defendant who is currently at the Hospital and are requesting to transfer custody from Skokie Police Department to CERMAK Hospital.

APPENDIX B-Continued

5. Stay in Room 105/Room 106 and answer any questions the Judge may have regarding defendant and the situation.

6. Judge will hold a First Appearance hearing.

7. Clerk will give you copies of the MITTIMUS. MITTIMUS must be marked as follows: "SPD to transport to Cermak Hospital"

8. Prepare a packet with the following for Receiving at 26th and California:
   - Arrest Card
   - Hospital Release Paperwork
   - Intake Packet
   - Two copies of Mittimus

9. Bring paperwork and prisoner to 26th and California, Receiving.

II. Weekends and Holidays ONLY AT 26th and CALIFORNIA (0700-1030):

1. Prepare a packet with the following items:
   - Arrest Card
   - Circuit Clerk Packet - Make sure this packet includes arrest card and all reports.
   - State's Attorneys Packet
   - Paperwork from hospital requesting person to be released to Cermak
2. Check in with the Clerk (Only between the hours of 0700-1030) and let them know you are there to get a Cermak/Hospital MITTIMUS and turn over the Circuit Clerks Packet to Clerk.
3. Officers should go to Room 100 for the First Appearance Hearing no later than 1130 to answer any questions the Judge may have regarding the prisoner.
4. Wait for the MITTIMUS to be given to you.
5. Call SPD and have the prisoner transported to 26th and California, Receiving, Gate 8.
6. Meet the transport officer in the Receiving area with the following paperwork:
   - Arrest Card
   - Hospital Release Paperwork
   - Intake Packet
   - 2 copies of Mittimus

UNDER NO CIRCUMSTANCES WILL AN ARRESTEE BE ADMITTED INTO A PSYCH UNIT (OTHER THAN CERMAK). If there are issues with Cermak not being able to take psych prisoner, contact the Investigations Commander.

APPENDIX C

APPLICABLE ACCREDITATION STANDARDS

OPR.01.04, OPR.01.08, OPR.07.01, OPR.07.02, OPR.07.04, OPR.07.05

SKOKIE POLICE DEPARTMENT

JUVENILE PROGRAMS AND PROCEDURES

General Order:	F-2	**Replaces:** General Order:	F-2
Effective Date:	18 September 2023	Effective Date:	01 Jan. 2023

Indexed As: Curfew
Juvenile Procedures
Juvenile Records
Liaison with Schools
Missing Children

POLICY:

The Skokie Police Department's service to the community includes the prevention of crime and delinquency, the protection of life, property and rights of all persons, and the preservation of order. This applies to children, as well as adults. Consequently, the Skokie Police Department affirms its commitment to the development and maintenance of programs dedicated to the prevention and control of juvenile delinquency.

Once it has been determined that a juvenile is involved in an incident, either as a victim or a perpetrator, the Juvenile Court Act requires the Department to secure for each juvenile subject to the act such care and guidance, preferably in his own home, as will serve the moral, emotional, mental, and physical welfare of the juvenile and the best interests of the community. We will attempt to preserve and strengthen the juvenile's family ties whenever possible, removing him from the custody of his parents or guardian only when his welfare or safety or the protection of the public cannot be adequately safeguarded without his removal. All children, regardless of the reason for police contact, must and shall be treated in a humane, lawful and fair manner.

When dealing with juvenile offenders, Officers shall use greater care when determining reasonable alternatives consistent with preserving public safety, order and individual liberty. The Department policy, insofar as possible, is to release a juvenile to the family pending further investigation by the Juvenile Officer. However, if detention is necessary, it must be remembered that it is protective by nature and is intended to ensure the availability of the juvenile for future court proceedings or further police investigation. It is not designed as punishment.

PROCEDURE:

I. Department Role and Responsibility

A. This order acquaints all personnel with the proper procedures and policies in the handling of juvenile offenders/victims. All personnel share the responsibility for delinquency prevention.

B. The Police Department's role in juvenile justice and delinquency prevention should remain responsive to community needs.

C. This Department shall direct its youth crime prevention efforts toward schools, the park district, civic organizations, and other formal and informal youth-related activities.

II. Administrative Review

A. In order to ensure that this order complies with state statutes and juvenile court policy and procedures, a representative(s) of the juvenile justice system will be asked to periodically review this and other orders pertaining to juveniles.

B. The Commander of the Investigations Division will ensure the annual written review and evaluation of all enforcement programs, policies and procedures pertaining to juveniles and will submit the written evaluation to the Chief of Police via chain of command.

III. Prevention and Control of Delinquent and Criminal Behavior of Youths

A. Investigators shall maintain good working relationships and seek cooperation with all units of the Police Department, other branches of local government, schools, health, welfare and social agencies, juvenile court and its staff, other law enforcement agencies and religious institutions and other community service organizations.

B. In order to ensure more effective law enforcement dispositions, it is the duty of the Investigator not only to investigate offenses and conditions, but also ensure that fundamental police methods and techniques are followed and other sources of information utilized.

C. It is the duty of all Police Officers to consider a police problem with juveniles from the standpoint of prevention, giving due regard to public safety. Investigative personnel are encouraged to participate in community planning, as well as advise and assist

community agencies. Investigators are in a good position to point out hazardous conditions and areas of high delinquency to the public.

D. Officers shall coordinate efforts with the Co-Responder Team, school resource officers and the youth outreach coordinator to more effectively develop solutions to youth related problems.

IV. Investigator Duties and Responsibilities

The Investigations Division includes Investigators specifically trained as juvenile officers. The duties and responsibilities of the juvenile investigative function shall be:

A. Control and prevention of juvenile delinquency. Investigators shall be mindful of the legal and civil rights of complainants, victim, parents, guardians and offenders.

B. Investigate conditions reported as hazardous to the health and welfare of children. Monitor known juvenile gathering places such as restaurants, parks, schools, etc.

C. Advise the Chief of Police through the chain of command regarding areas, neighborhoods and conditions which should be checked or closely examined by Patrol Officers or Investigators.

D. In addition to regularly assigned duties pertaining to adult offenders, investigate the following types of cases:

1. All cases involving juveniles requiring authoritative intervention
2. All neglected or abused juveniles
3. All dependent juveniles
4. Offenses committed by juveniles
5. Offenses committed against juveniles
6. Gang activities

V. Neglected, Abused, and Dependent Minors

A. A Police Officer may, without a warrant, take into temporary custody a minor under 18 years of age:

1. Who the Officer has reasonable cause to believe is abused, neglected or dependent as defined by the Juvenile Court Act.

2. Who has been adjudged a ward of the court and has escaped from any commitment ordered by the court under the Juvenile Court Act.

3. Who is found on any street or in a public place suffering from any sickness or injury that requires care, medical treatment or hospitalization.

B. Upon arrival at the Police Department facility, the processing Officer will make a prompt and reasonable effort to notify the minor's parent, guardian, or other person legally responsible for the minor's care. At that time, the Officer will confer with the parent or guardian and advise them of the reason that the minor was taken into custody, and where the minor is being kept.

C. Upon arrival at the Police Department facility, the processing Officer shall immediately notify the Investigations Division or a juvenile officer when a minor is taken into custody. If the temporary detention is not made during the regular duty hours of the Investigations Division and/or a juvenile officer is not on duty, the call-in of a Juvenile Officer is subject to the approval of the Watch Commander.

D. If the processing Officer reasonably believes the minor is abused or neglected, he shall make a prompt and reasonable effort to notify the Department of Children and Family Services by calling the DCFS hotline at 1-800-25ABUSE (1-800-252-2873).

E. The processing Officer, in conjunction with the juvenile officer/Investigator, and DCFS will determine whether the minor will be returned to their legal guardian or placed in temporary protective custody at a location designated by DCFS.

VI. Minors Requiring Authoritative Intervention

A. A Police Officer may, without warrant, take into limited custody a minor under 18 years of age who the Officer reasonably determines is absent from home without the consent of the minor's parent, guardian or custodian or is beyond the control of his or her parent, guardian or custodian, in circumstances which constitute a substantial or immediate danger to the minor's physical safety.

B. A Police Officer who takes a minor into limited custody shall immediately inform the minor of the reasons for such limited custody and make a prompt, reasonable effort to inform the minor's parents, guardian or

custodian that the minor has been taken into limited custody and where the minor is being kept.

C. With the consent of the minor and their legal guardian, the Police Officer shall make a reasonable effort to transport, arrange for the transportation of, or otherwise release the minor to the parent, guardian or custodian. Upon release of a minor who is believed to need or benefit from medical, psychological, psychiatric or social services, the Police Officer may inform the minor and the person to whom the minor is released of the nature and location of appropriate services and shall, if requested, assist in establishing contact between the family and an agency or association providing such services.

D. If the Police Officer is unable through reasonable efforts to contact a parent, custodian, relative or other responsible person, or if the person contacted lives at an unreasonable distance away, or if the minor refuses to be taken to his or her home or other appropriate residence, or if the Officer is otherwise unable despite all reasonable efforts to make arrangements for the safe release of the minor taken into custody, the Police Officer shall take or make reasonable arrangements for transporting the minor to an agency or association providing crisis intervention services or, where appropriate, to a mental health or developmental disabilities facility for screening for admission.

E. No minor shall be involuntarily subjected to limited custody for more than six (6) hours from the time of the minor’s initial contact with the Officer. The minor must be held in non-secure custody.

VII. Addicted Minors

A. A Police Officer may, without a warrant, take into temporary custody a minor under 18 years of age:

1. Who the Officer has reasonable cause to believe is an addicted minor.

2. Who has been adjudged a ward of the court and has escaped from any commitment ordered by the court under the Juvenile Court Act.

3. Who is found on any street or in a public place suffering from any sickness or injury that requires care, medical treatment or hospitalization.

B. Upon arrival at the Police Department facility, the Officer taking temporary custody will make all reasonable attempts to notify the minor's parent, guardian, or other person legally responsible for the minor's care. At that time, the arresting Officer will confer with the parent or guardian and advise them of the reason that the minor was taken into custody, and where the minor is being kept.

C. Upon arrival at the Police Department facility, the investigating Officer shall immediately notify a juvenile officer when a minor is taken into custody. If the arrest is not made during regular duty hours of the Investigations Division and/or a juvenile officer is not on duty, the call-in of a Juvenile Officer is subject to the approval of the Watch Commander.

VIII. Delinquent Minors

A. A delinquent minor means any minor who prior to his 18th birthday has violated or attempted to violate, regardless of where the act occurred, any federal, state, county or municipal law or ordinance.

B. A Police Officer with probable cause may, without a warrant, arrest a minor whom the Officer believes to be a delinquent minor; or take into custody a minor who has been adjudged a ward of the court and has escaped from any commitment ordered by the court; or take into custody a minor whom the Officer reasonably believes has violated the conditions of probation or supervision ordered by the court.

C. Status Offenses - A status offense is any offense that would not be a crime if committed by an adult. Examples of status offenses are underage drinking, possession of alcohol by a minor, curfew violations, and truancy.

1. Juveniles, under the age of 18, taken into temporary custody for status offenses must be held in non-secure custody until their release or transfer to a parent, guardian, or appropriate agency.

2. Non-secure custody requires the juvenile be placed in an unlocked room. The juvenile may not be physically secured to any stationary object. The juvenile must be under the continuous visual supervision of Police Department personnel until their release. Rooms that meet these criteria are: the interview rooms located in the Police Department lobby, interview rooms #1 through #3 located in the Investigations Division, or the

counseling room adjacent to the Social Worker's office. Interview room #4, located adjacent to the booking area, may also be used as long as the exterior door is left unlocked.

3. In a mass arrest type situation (e.g., teen drinkers or curfew violators), the Emergency Operations Center (EOC)/Training Room may be used to process and release juveniles.

D. Secure Custody (Non-Status Offenses)

1. When a juvenile is taken into custody for a non-status offense (i.e., illegal if committed by an adult) they are to be transported to the station and depending on the totality of the facts of the incident (i.e. demeanor of suspect, age of suspect, type of crime alleged and Officer safety consideration), the juvenile may be brought into the detention facility via the sally port, or escorted to a non-secure interview room, as appropriate.

2. Juveniles being detained shall be separated from adult offenders by sight and sound. Incidental contact for the purposes of placing them into secure custody or processing, however, is allowed. Officers must accompany juveniles while proceeding through the detention facility. Juveniles should be taken swiftly to an interrogation room or interview room #4 to minimize any possible contact with adults. Conversations between juvenile and adult prisoners are not allowed.

3. The Illinois Juvenile Court Act establishes time limits that delinquent juveniles can be held in secure custody. The limits are based on age and offense and are as follows:

a) Juveniles under 10 years of age may not be held in secure custody.
b) Juveniles age 10-11 may be held for a maximum of 6 hours.
c) Juveniles age 12-17 may be held for a maximum of 12 hours.
d) Juveniles age 12-17 who are arrested for a crime of violence can be held for a maximum of 24 hours. A crime of violence is defined as murder, voluntary manslaughter, aggravated criminal sexual assault, criminal sexual assault, predatory criminal sexual assault of a child, armed robbery, robbery, arson, kidnapping, aggravated battery, aggravated arson, any other felony which involves the

use or threat of physical force or violence against another.

4. A juvenile who is at least 10 years of age may be held in a detention room in accordance with state statute while in secure custody provided there are no adult prisoners in the same detention block. No juvenile shall be placed in a detention room without prior approval of a sworn supervisor.

5. Whenever a juvenile is brought into secure custody, direct visual checks shall be recorded using the electronic detainee management system (preferred method) or logged in ink using a Skokie Police Department Juvenile Secure Detention Log (Appendix A) must be filled out. If not under constant observation, the juvenile must be visually checked at least every 15 minutes. In either case, a completed Detention Log will be placed in the case file after his release. The electronic guard tour system may be used in lieu of the Detention Log.

E. Upon arrival at the Skokie Police Department, the juvenile shall be informed of the purpose of the detention, the time it is expected to last, and the fact that it cannot exceed the time specified under the Juvenile Court Act.

F. The arresting Officer will immediately make a prompt, reasonable effort to notify the parent or other person legally responsible for the minor’s care or the person with whom the minor resides that the minor has been arrested and where they are being held.

G. Upon arrival at the Police Department facility, the arresting Officer shall immediately notify a Juvenile Officer that a juvenile has been taken into custody.

H. Interview/Interrogation/Custodial Interrogation

Definitions:

1. Interview: Non-accusatory interaction designed to gather information and learn details of an event or incident.

2. Interrogation: The formal, systematic, and intensive questioning of a person arrested for or suspected of committing a crime.

3. Custodial Interrogation: When a reasonable person in the subject's position would feel that his/her freedom of action has been restricted to the

degree consistent with a formal arrest, or otherwise consider himself or herself to be in custody, and during which a question is asked that is reasonably likely to elicit an incriminating response.

4. Place of Detention: A police station, jail, or similar holding facility owned by a law enforcement agency where suspect(s) are detained in connection with criminal charges.

The Officer/Investigator shall ensure the following:

1. Before beginning an interview or interrogation of a juvenile, the following information should be collected as available.

    a) Family situation - parents, legal guardian, or person responsible
    b) Age
    c) Mental ability, including learning and/or emotional disability
    d) Education level
    e) Language spoken
    f) Prior law enforcement contacts and records

2. In the absence of a parent or guardian, a Juvenile Officer, will be present for the interview/interrogation acting in the role of an advocate for the juvenile.

3. The juvenile shall be informed of his rights prior to any interrogation or custodial interrogation.

    a) Specific admonitions are required when a minor is subjected to a custodial interrogation and who at the time of the commission of the offense, was under 18 years of age.

        (1) An Officer will continuously read to the minor, in its entirety and without stopping for purposes of a response from the minor or verifying comprehension, the following statement:

            "You have the right to remain silent. That means you do not have to say anything. Anything you do say can be used against you in court. You have the right to get help from a lawyer. If you cannot pay for a lawyer, the court will get you one for free. You can ask for a

lawyer at any time. You have the right to stop this interview at any time."

(2) After reading the above statement the officer shall ask the minor the following questions and wait for the minor's response to each question:

(a) “Do you want to have a lawyer?”

(b) “Do you want to talk to me?”

b) Crimes Requiring Electronic Recording: An oral, written or sign language statement of a minor, who at the time of the commission of the offense was under 18 years of age made as a result of a custodial interrogation conducted at a place of detention for:

(1) Major Crimes as defined in Department General Order F-27, Electronic Recording of Interrogations.

(2) An act that if committed by an adult would be a misdemeanor offense under Article 11 (Sex Offenses) of the Criminal Code of 2012.

(3) A felony offense under the Criminal Code of 2012.

4. Interviews/interrogations shall be reasonable in length and custodial interrogations may not exceed secure custody time limits as established by the Illinois Juvenile Court Act. Further, no more than two Officers may be present during the custodial interview/interrogation.

Reasonable time should be allotted for nourishment and use of restroom facilities.

5. Officers should tailor interview/interrogation questions to the juvenile’s age, maturity, level of education, mental ability, and other information obtained prior to beginning the interview or interrogation. The following guidelines should also be followed as appropriate considering those factors.

a) Consider age-appropriate questions
b) Avoid police or legal jargon
c) Use names and places instead of pronouns
d) Use short, simple words and sentences
e) Avoid questions with multiple parts

f) Connect time events to concrete events in the juvenile’s life
g) Avoid “yes/no” questions, instead use questions that elicit a narrative response
h) Avoid leading questions and subtle coercion
i) Do not make promises or threats
j) Avoid creating a story to prompt the juvenile to tell his or her story
k) Avoid completing the juvenile’s sentences
l) Avoid jumping ahead in the conversation
m) Double-check responses by asking questions that elicit the information in a different way.

6. Conferring with parents or guardians:

a) Applicable policy and procedures of the Skokie Police Department and Juvenile Court Act are explained to the juvenile and the juvenile's parents or guardians. Possible dispositions will also be identified.

b) The Illinois Appellate Court has established a presumption that a juvenile's statement is not voluntary if parents who are present at the police station are refused the opportunity to see their child before giving a statement. Parents will be advised of the results of custodial interviews/ interrogations.

7. Any minor, who was under the age of 15 years of age at the time the offense was committed, must be represented by counsel during the entire custodial interview/interrogation for first degree murder, intentional homicide of an unborn child, second degree murder, voluntary manslaughter of an unborn child, involuntary manslaughter and reckless homicide, involuntary manslaughter and reckless homicide of an unborn child, drug induced homicide, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, criminal sexual abuse, and aggravated criminal sexual abuse.

I. Fingerprints

1. In accordance with the Juvenile Court Act of 1987, 705ILCS405/1-7(A)(2), officers shall transmit to the Department of State Police copies of fingerprints and descriptions of all minors who have been arrested or taken into custody before their 18th birthday for the offenses of:

a) Unlawful use of weapons under Article 24 of the Criminal Code;

b) A Class X or Class 1 felony;

c) A forcible felony as defined in Section 2-8 of the Criminal Code:

(1) Treason
(2) First degree murder
(3) Second degree murder
(4) Predatory criminal sexual assault of a child
(5) Aggravated criminal sexual assault
(6) Criminal sexual assault
(7) Robbery
(8) Burglary
(9) Residential burglary
(10) Aggravated arson
(11) Arson
(12) Aggravated kidnapping
(13) Kidnapping
(14) Aggravated battery resulting in great bodily harm or permanent disability or disfigurement
(15) Any other felony which involves the use or threat of physical force or violence against any individual.

d) A Class 2 or greater felony under the Cannabis Control Act;

e) The Illinois Controlled Substances Act;

f) The Methamphetamine Control and Community Protection Act;

g) Chapter 4, Anti-Theft Laws, of the Illinois Vehicle Code.

2. An Officer shall NOT knowingly transmit to the Department of Corrections or the Department of State Police or the Federal Bureau of Investigation any fingerprint or photograph relating to a minor who has been arrested or taken into custody before his or her 18th birthday, unless specific offense criteria for submission as listed in Section VIII, paragraph I.1., above, is met.

However, pursuant to Section 5 of the Criminal Identification Act, nothing in the Act prohibits an Officer from fingerprinting with hard cards only a minor taken into custody or arrested before

his or her 18th birthday for an offense other than those listed in this paragraph, provided that the fingerprints are not transmitted.

3. A juvenile that is issued a local ordinance citation, station adjusted, referred to court, or in other situations as officers deem necessary, but is not fingerprinted in accordance with this policy, should have their photograph taken and attached to their master name file within the Department's Records Management System as follows:

   a) A frontal photograph without glasses, with head centered and straight on.

   b) Head coverings should be removed unless they serve a religious or medical purpose.

   c) Nothing should be covering any part of the face (mask, scarf, etc.). Long hair should be pulled back or tucked behind the ears.

   d) When taking the photograph at the police department, the backdrop should be the gray background located in booking or the gray wall located in each non-secure interview room within the Investigations Division.

   e) When taking the photograph in the field, officers need to be cognizant of the photo's background; a solid background is preferred (i.e., a wall or a door).

3. Incidental contact between juveniles and adults for the purpose of fingerprinting is allowed as long as the arresting Officer is present and prevents any conversation between the parties.

4. Fingerprints and photographs shall not be considered a public record and shall be subjected to the same confidentiality afforded police juvenile records.

J. Any juvenile 10 years of age or older may be taken into temporary custody pursuant to the Juvenile Court Act of 1987, and may be kept or detained in an authorized detention facility when there is probable cause to believe that the juvenile is a delinquent juvenile and that:

   a) Secured custody is a matter of immediate and urgent necessity for the protection of the

juvenile or of the person or property of another; or,

b) The juvenile is likely to flee the jurisdiction of the court; or,

c) The juvenile was taken into custody under a warrant.

K. A juvenile under 13 years of age shall not be admitted, kept, or detained in a detention facility unless a local youth service provider has been contacted and has not been able to accept the juvenile.

The Illinois Department of Human Services maintains the Comprehensive Community Based Youth Services Provider list (www.dhs.state.il.us/page.aspx)

L. Other factors considered in determining whether to release or keep a juvenile in custody are determined by Cook County Juvenile Detention screening. They shall be notified by the Juvenile Investigator when the severity of the offense warrants housing the juvenile. Detention is based on a point system, which takes into account such factors as the severity of the alleged offense, prior court referrals, past findings of delinquency and petitions pending adjudication.

M. Station Adjustment

A station adjustment is either an informal or formal handling of a juvenile offender avoiding further juvenile justice involvement when a qualified Juvenile Police Officer determines that there is probable cause to believe a subject minor has committed an offense. Juveniles who are given a station adjustment are not referred to court for further prosecution and are released to a parent or guardian under specified conditions.

1. Factors to be considered when determining whether an informal or formal station adjustment is appropriate:

a) Seriousness of the alleged offense;

b) The minor’s prior delinquency history;

c) The minor’s age;

d) The culpability of the minor in committing the offense;

e) Whether the offense was committed in an aggressive or premeditated manner;

f) Whether the minor used or possessed a deadly weapon when committing the offense.

2. Informal Station Adjustment

a) A qualified Juvenile Police Officer may place reasonable terms and conditions on the minor prior to their release to a parent or guardian on an informal station adjustment. The terms agreed to by the minor and parent or guardian may include, but are not limited to, requiring that the minor:

(1) Obey all local, state, and federal laws;
(2) Obey all local and state curfews;
(3) Restrict entry to designated geographical areas;
(4) Restrict contact with specified persons;
(5) School attendance;
(6) Perform up to 25 hours of community service work;
(7) Community mediation;
(8) Restitution limited to 90 days (see Appendix B).

b) Failure or refusal to abide by the terms and conditions of an informal station adjustment may result in the imposition of a formal station adjustment or referral to court.

c) An informal station adjustment for an offense listed in Section VIII, paragraph I.1., must be reported to the Illinois State Police via fingerprint submission.

d) A minor shall receive no more than three informal station adjustments statewide for misdemeanor offenses within a three-year period without prior approval from the State’s Attorney’s Office.

e) A minor shall receive no more than three informal station adjustments statewide for felony offenses within a three-year period without prior approval from the State’s Attorney’s Office.

f) A minor shall receive a combined total of no more than five informal station adjustments statewide during their minority.

3. Formal Station Adjustment

a) A qualified Juvenile Police Officer who determines that there is probable cause to believe the minor has committed an offense and obtains an admission by the minor of his involvement in the offense, may enter a formal station adjustment placing reasonable terms and conditions on the minor prior to his release to a parent or guardian.

b) The minor and parent, guardian or legal custodian must agree in writing to the formal station adjustment and must be advised of the consequences of violating any terms or conditions of the agreement. (See Appendix C)

c) The minor and parent, guardian or legal custodian shall be provided a copy of the signed formal station adjustment agreement. The formal station adjustment agreement shall include:

   (1) The offense;

   (2) Acknowledgement that the terms, conditions and consequences have been explained;

   (3) An acknowledgement that the formal station adjustment's record may be expunged under section 5-915 of the Juvenile Court Act;

   (4) An acknowledgement that the minor understands that his or her admission of involvement in the offense may be admitted into evidence in future court hearings;

   (5) A statement that all parties understand the terms and conditions of the formal station adjustment and agree to the formal station adjustment process.

d) Conditions of the formal station adjustment may include, but are not limited to:

   (1) An agreement not to exceed 120 days in length;

   (2) Stipulation that the minor shall not violate any laws;

(3) The Juvenile Police Officer may also require the minor to comply with additional limitations:

(a) Attend school;
(b) Abide by a set curfew;
(c) Payment of restitution;
(d) Refrain from possessing a firearm or other weapon;
(e) Report to a Police Officer at a designated time and place, including verification that the minor is at home at designated hours;
(f) Perform up to 25 hours of community service;
(g) Refrain from entering designated geographical areas;
(h) Participate in community mediation.

e) Non-compliance with a Formal Station Adjustment may result in:

(1) Termination of the Formal Station Adjustment unsatisfactorily and take no further action;

(2) A warning of consequences for continued violations;

(3) Extension of the period of the Formal Station Adjustment up to a total of 180 days;

(4) An extension of community service hours up to a total of 40;

(5) Termination of the formal station adjustment unsatisfactorily and referral of the matter to the juvenile court.

f) A formal station adjustment for an offense listed in Section VIII, paragraph I.1., must be reported to the Illinois State Police via fingerprint submission.

g) A minor shall receive no more than two formal station adjustments statewide for felony offenses without the State’s Attorney's approval within a three-year period.

h) A minor shall receive no more than three formal station adjustments statewide for misdemeanor offenses without the State’s

Attorney's approval within a three-year period.

i) The total for formal station adjustment statewide within the period of minority may not exceed four without the State's Attorney's approval.

4. The total number of station adjustments, both informal and formal shall not exceed nine without the State's Attorney's approval for any minor arrested anywhere in the state.

5. Community Service

a) Community service means uncompensated labor for a community service agency.

b) A community service agency means a non-profit organization, community organization, house of worship, charitable organization, individual, public office, or public body whose purpose is to enhance the physical or mental health of a delinquent minor or to rehabilitate the minor, or to improve the environmental quality or social welfare of the community and to report on the progress of the community service to the agency that has referred the delinquent minor.

N. Referral to Court

1. The Juvenile 101 Information Sheet shall be verified, but the statements may be made upon information and belief. It shall allege that the juvenile is delinquent, and set forth:

a) Facts sufficient to support allegation that brought the juvenile under the Juvenile Court Act.

b) The name, age and residence of the juvenile.

c) The names and residence of his parents.

d) The name and residence of his legal guardian or the person or persons having custody or control of the juvenile, or of the nearest known relative, if no parent or guardian can be found.

e) If the juvenile, upon whose behalf the petition is brought is detained or sheltered in custody, the date on which detention or

shelter was ordered by the court or the date set for a detention or shelter hearing.

f) If an order of protection is sought against any person, the petition shall name that person as a respondent and give the address where he resides.

2. If a juvenile is to be referred to court, two copies of all reports, statements, 101's, estimates of loss/repair, adult co-offender processing statements, medical records, VSI reports, custody logs, minor's full background report, and notice to appear must be submitted.

O. Adjustments: The Investigations Division will adjust cases in conformity with Department policies and any agreements between the Department and the court. All activities will be conducted within the framework of existing laws.

IX. Foreign Nationals

A. Consular notification must be made when juveniles who are foreign nationals are detained for the following:

1. When taken into protective custody; or

2. When legal proceedings are initiated in which the juvenile is named as a party and the individual's parent or guardian cannot be located.

B. See Department General Order F-50: Immunity From Arrest and Arrest/Detention of Foreign Nationals for contact phone numbers.

X. Medical and Crisis Intervention

A. All juveniles requiring medical attention shall be transported to the nearest hospital for medical attention. Any juvenile who has any visible minor wounds or sores and is going to be detained at the Cook County Temporary Detention Center should be transported to Cook County Hospital where a medical release form should be obtained. This is also the procedure for juveniles under the influence of alcohol and/or drugs, if they do not require immediate attention at the nearest hospital.

B. Juveniles requiring interim crisis intervention services should be referred to the Police Department Social Worker or the Co-Responder Team.

XI. Mental Illness

A Police Officer may take a juvenile into custody and transport him to a hospital or mental health facility when a parent or legal guardian cannot be located and, as a result of his personal observation, the Officer has reasonable grounds to believe the juvenile has a mental illness or emotional disturbance of such severity that hospitalization is necessary.

XII. Transportation of Juveniles

Because of their special status, the transportation of juveniles entails additional considerations.

A. Juveniles shall not normally be transported in any vehicle in company with adults charged with or convicted of a crime. Exceptions are delineated in Department General Order F-1, Transporting Detainees.

B. Juveniles will be handcuffed at the Officer's discretion. Consideration shall be given to the age, physical limitations, seriousness of the crime, and how they attribute to a potential threat and/or escape risk.

C. The transporting Officer is responsible for the safety, as well as the security of the juvenile.

XIII. Citations-Summons-Subpoenas-Notices to Appear

All juveniles issued citations shall be required to have a parent in court with them. All juveniles charged with ordinance violations may be issued a notice to appear in the form of a L.O. (Local Ordinance) citation. The phrase, "must appear with parent," should be printed in the top margin of the citation. A parent or legal guardian must be notified by the Officer before the juvenile may be released.

XIV. Adult Arrestee's Children

When appropriate, the arresting Officer shall question the adult arrestee as to whether there are any children under the age of 18 living with the arrestee who may be neglected as a result of the arrest. The Officer shall to the greatest extent feasible assist the arrestee in the placement of the children 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 shall report it immediately to the Department of Children and Family Services.

XV. Curfew

A. It is unlawful for a person less than 17 years of age to be present at or upon any public assembly, building place, street or highway at the following times unless accompanied and supervised by a parent, legal guardian or other responsible companion at least 21 years of age approved by a parent or legal guardian or unless engaged in a business or occupation which the laws of this state authorize a person less than 17 years of age to perform:

1. Between 12:01 a.m. and 6:00 a.m. Saturday and Sunday.

2. Between 11:00 p.m. on Sunday through Thursday inclusive and 6:00 a.m. the following day, except on the evening proceeding legal holidays when the time shall be between 12:01 a.m. and 6:00 a.m. on the holiday.

B. More specific details concerning curfew violations, exceptions and responsibilities are provided in the Skokie Village Code.

XVI. Missing/Runaway Children

A. It is the policy of the Skokie Police Department to promptly investigate all reports of missing or unidentified children in an effort to locate and safely return them to their home.

B. Procedures regarding missing and runaway children are delineated in General Order F-64, Missing Persons.

XVII. Search of Juveniles

When it becomes necessary to take a juvenile into custody, there shall be a thorough search prior to transport and subsequent to transport:

A. Protect the Officer from attack.

B. Prevent the juvenile from escaping.

C. Discover the fruits of the crime.

D. Discover any instruments, articles or things which may have been used in the commission of, or which may constitute evidence of, an offense.

XVIII. Police and Schools

A. School Resource Officers (SRO) are individually assigned at Niles West High School, Niles North High School. When feasible, Officers and Investigators should coordinate with the SRO when visiting or conducting investigations that involve either of the high schools.

B. Unless exigent circumstances exist, a Police Officer should not enter the school premises and demand to interview any pupil. As a rule, pupils should only be questioned in a private room or office and in the presence of a representative of the school or parent/guardian. Care should be taken to prevent other pupils from being made aware of the interview. In all instances, the policy of the school regarding juvenile interviews will be followed.

C. Police Officers should contact a school prior to personally requesting information, interviewing or taking a child into custody.

D. On arrival at a school, a Police Officer should contact the school administrator or his designee stating the purpose of his presence.

XIX. School Liaison Program

The Skokie Police Department shall assign personnel to serve in the Officer Friendly Program and as School Resource Officers.

A. A Crime Prevention/Community Relations Unit Officer is assigned to work with schools in the provision of the Officer Friendly Program.

B. School Resource Officers are Officers from the Investigations Division who are permanently assigned to work at a school or schools.

C. The Department's Officer Friendly and School Resource Officers shall:

1. Work cooperatively with both the Crime Prevention and Investigations Division with respect to delinquency prevention.

2. Provide guidance on safety and other law enforcement issues and explain the law enforcement role in the community and in society as a whole in a classroom setting, when permitted.

3. When requested, provide individual counseling and/or mentoring to students.

4. Provide a forum through which students, parents, faculty and Police Officers can become acquainted and develop mutual respect.

XX. Community Recreational Youth Program

A. The Department participates in a leadership role in the Village of Skokie Explorer Post 300.

B. The Department shall strive to participate in and/or organize community recreational programs.

C. The Department may also conduct a Youth Police Academy designed to develop and perpetuate positive youth-police relationships. When held, the objectives of this program are to:

1. Explore law enforcement careers.

2. Obtain experience in law enforcement.

3. Promote community spirit and improve citizenship.

4. Encourage personal physical fitness.

5. Relate to others sharing similar interests and goals.

6. Improve self-reliance, self-discipline, patience and responsibilities.

7. Participate in projects that have positive effects on the community.

8. Improve respect for the environment.

9. Provide for leadership opportunities.

XXI. Confidentiality of Juvenile Records

A. Inspection and copying of juvenile records maintained by the Skokie Police Department that relate to a juvenile who has been arrested or taken into custody before his 18th birthday shall be restricted to the following:

1. Any local, state or federal law enforcement officer of any jurisdiction or agency when necessary for the discharge of their official duties during the investigation or prosecution of a crime.

2. Prosecutors, probation officers, social workers or other individuals assigned by the court to conduct a pre-adjudication or predisposition investigation, and individuals responsible for supervising or providing temporary or permanent care and custody for juveniles pursuant to the order of the juvenile court when essential to performing their responsibilities.

3. Prosecutors and probation officers in the course of a trial when institution of criminal proceedings has been permitted or required. When institution of criminal proceedings has been permitted or required and such juvenile is the subject of a proceeding to determine the amount of bail.

4. When criminal proceedings have been permitted or required and such juvenile is the subject of a pretrial investigation, pre-sentence investigation, fitness hearing, or proceedings on an application for probation.

5. Adult and juvenile prisoner review board.

6. Authorized military personnel.

7. Persons engaged in bona fide research, with the permission of the Presiding Judge of Juvenile Court and the Chief of Police, provided that publication of such research results in no disclosure of a juvenile's identity and protects the confidentiality of the juvenile's record.

B. Law enforcement records concerning all juveniles under 18 years of age must be maintained separate from the records of adults. Juvenile records may not be open to public inspections or have their contents disclosed to the public except:

1. By order of the court, or

2. When the institution of criminal proceedings has been permitted or required, or

3. When such a person has been convicted of a crime and is the subject of a pre-sentence investigation, or

4. For proceedings on an application for probation.

C. Nothing shall prohibit the inspection or disclosure to victims and witnesses of photographs contained in such records of law enforcement when such inspection and

disclosure is conducted in the presence of a Police Officer for the purpose of the identification or apprehension of any person subject to the Juvenile Court Act or for the investigation or prosecution of any crime.

D. Police Officers may not disclose the identity of any juvenile in releasing information to the general public as to the arrest, investigation or disposition of any case involving a juvenile. All inquiries should be directed to the Chief Judge of the Juvenile Court.

XXII. Accountability for Collection, Dissemination, Retention and Expungement of Juvenile Records

A. All juvenile records shall be maintained in a separate, secure component of the Department's automated records system.

B. Juvenile records shall be expunged consistent with Illinois Compiled Statues.

Juvenile Secure Custody Detention Log

While in secure custody, the juvenile must be visually checked at least every 15 minutes.

Juvenile's Name (Last, First, MI)		Incident Number	
Securing Officer Star / Emp. #		Date and Time Secured	
Time	**Juvenile's Condition**	**Remarks**	**Officer**
Released To		Date and Time Released	Total Time in Custody
Releasing Officer Star / Emp. #		Supervisor Approving	Star / Emp. #

SKOKIE POLICE DEPARTMENT

INFORMAL STATION ADJUSTMENT

Report Number:_____ Offense:_____

Minor's Name:_____ Date:_____

Conditions of Informal Station Adjustment (check all that apply)

☐ Obey all local, state, and federal laws.

☐ Live with your parent(s) or guardian(s) and follow their rules.

☐ Obey all local and state curfews, including a more restrictive curfew set by agreement between your parents and the Juvenile Officer.
(Weekdays:_____p.m. / Weekends_____p.m.)

☐ Attend all school classes, follow school rules, and complete all school assignments.

☐ Perform _____ hours of community service (not to exceed 25 hours).

☐ Payment of restitution _____ paid by _____. (limited to 90 days)
(Amount) (Date)

☐ Refrain from possessing a firearm or other weapon.

☐ No contact with the following person(s) _____.

☐ Refrain from entering _____.
(Geographical Location)

☐ Other: _____.

☐ The minor must report to the Juvenile Officer on _____ to verify the terms of this Informal Station Adjustment are fulfilled.

By agreeing the terms of the Informal Station Adjustment

It is understood that failure to comply with the terms of this agreement may result in the imposition of a Formal Station adjustment or referral of the matter to the State's Attorney's Office

Juvenile Officer: _____ Date: _____

Minor: _____ Date: _____

Parent/Guardian/: _____ Date: _____

Parent/Guardian/: _____ Date: _____

SKOKIE POLICE DEPARTMENT

FORMAL STATION ADJUSTMENT

Report Number:_____ Offense:_____

Minor's Name:_____ Date:_____

Conditions of Formal Station Adjustment (check all that apply)

- ☐ Obey all local, state, and federal laws.
- ☐ Live with your parent(s) or guardian(s) and follow their rules.
- ☐ Obey all local and state curfews, including a more restrictive curfew set by agreement between your parents and the Juvenile Officer.
  (Weekdays:_____p.m. / Weekends_____p.m.)
- ☐ Attend all school classes, follow school rules, and complete all school assignments.
- ☐ Perform _____ hours of community service (not to exceed 25 hours).
- ☐ Payment of restitution _____ paid by _____.
  (Amount) (Date)
- ☐ Refrain from possessing a firearm or other weapon.
- ☐ No contact with the following person(s) _____.
- ☐ Refrain from entering _____.
  (Geographical Location)
- ☐ Other: _____.
- ☐ The minor must report to the Juvenile Officer on _____ to verify the terms of this Formal Station Adjustment are fulfilled.

The subject minor, parent, guardian, or legal custodian is hereby advised that:

- I/we may refuse a Formal Station Adjustment and have the matter referred for court action.
- I/we agree to the Formal Station Adjustment Process.
- I (minor) acknowledge and admit to my involvement and participation in the above listed offense.
- I/we understand that this admission may be admitted into evidence in future court hearings.
- I/we have been advised of the consequences for violating the terms of this agreement, which may include:
  1. A Warning of continued violations
  2. An extension period of this Formal Station Adjustment of up to a total of 180 days
  3. An extension of community service hours up to a total of 40 hours
  4. Termination of the Formal Station Adjustment unsatisfactorily and referral to the juvenile court
- The Formal Adjustment may be expunged per section 5-915, Illinois Juvenile Court Act of 1998.
- I/we acknowledge that within 30-days of the commencement of this agreement, I/we may revoke this consent.
- A revocation must be in writing and personally served upon this police officer or his supervisor.
- A signed copy of this Formal Station Adjustment Agreement has been provided and the terms and consequences thoroughly explained by the officer completing this form.
- The terms and conditions of this Formal Station Adjustment will last from _____ until _____ (not to exceed 120 days).

Juvenile Officer: _____ Date: _____

Minor: _____ Date: _____

Parent/Guardian/: _____ Date: _____

Parent/Guardian/: _____ Date: _____

APPENDIX D

APPLICABLE ACCREDITATION STANDARDS

OPR.07.04

SKOKIE POLICE DEPARTMENT

CRIMINAL INTELLIGENCE/INTELLIGENCE UNIT

General Order: F-3
Effective Date: 01 May 2025

Replaces:
General Order: F-3
Effective Date: 01 Aug. 2024

Indexed As: Intelligence Gathering
Intelligence Unit

PURPOSE:

It is the purpose of this policy to provide Officers with guidelines and principles for the collection, analysis, and distribution of intelligence information that they come in contact with in the course of their duties.

POLICY:

Information gathering is a fundamental and essential component of law enforcement. When acquired, information is used to prevent crime, pursue and apprehend offenders, and obtain evidence necessary for conviction. It is the policy of this agency to gather information directed toward specific individuals or organizations where there is reasonable suspicion that these individuals or groups may be planning or engaging in criminal activity, to gather it with due respect for the rights of those involved and to disseminate it only to authorized individuals.

DEFINITIONS:

Intelligence Information: Information not specifically related to a current criminal investigation, providing identifying information of an individual and/or organization and their alleged involvement in criminal activity or suspicious behavior.

Reasonable Suspicion: Information that establishes sufficient facts to give a trained law enforcement Officer, investigator, or employee a basis to believe that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise.

Intelligence Unit: Consists of the Department’s Intelligence Officer and Crime Analyst.

PROCEDURE:

I. Mission: It is the mission of the Intelligence Unit to gather information from all sources in a manner consistent with the law and to analyze that information to provide intelligence on the existence, identities, and capabilities of criminal suspects and enterprises generally and, in particular, to further crime prevention and enforcement objectives/priorities identified by the Department.

   A. Information gathering in support of the Intelligence function is the responsibility of each member of the Department, although the Intelligence Unit will be the primary recipient and disseminator of intelligence-related information.

   B. Information that implicates suggests implication, or complicity of any public official in criminal activity or corruption shall be reported in writing to the Chief of Police as soon as practical, by the person discovering it.

II. Organization: The Special Operations Commander has primary responsibility for the direction of intelligence operations and coordination of personnel. The Intelligence Unit has primary responsibility for the collection, evaluation, collation, analysis, and dissemination of intelligence information for the Department.

III. Professional Conduct: The Intelligence Unit is often confronted with the need to balance information-gathering requirements for law enforcement with the rights of individuals. To this end, members of the Department shall adhere to the following:

   A. Information gathering for intelligence purposes shall be premised on circumstances that provide reasonable suspicion that specific individuals or organizations may be planning or engaging in criminal activity.

   B. Investigative techniques employed shall be lawful and in accordance with Departmental policies and directives.

   C. Every effort will be made to ensure that information collected is relevant and the product of dependable and trustworthy sources. A record shall be kept of the source of all information received and maintained by the Intelligence Unit.

IV. Officer/Investigator Responsibilities:

Officers/Investigators:

A. Are responsible for forwarding any and all intelligence information received or generated through their daily work activities to the Intelligence Unit. This information will be forwarded on a Suspicious Criminal Activity Report, Field Contact Report, general/ supplemental report, or other form. This information shall be gathered in accordance with the professional standards above.

B. Will not disseminate any intelligence information collected, received, or generated by the Department to any person or agency outside the Department without the approval of the Intelligence Unit or Special Operations Supervisor.

C. Will forward any intelligence information received from an outside agency to the Intelligence Unit.

D. Shall not retain official intelligence documentation for personal reference or other purposes, but shall submit such reports and information directly to the Intelligence Unit.

E. If applicable, will complete an Intelligence Unit Work Order Request Form (Appendix B) to assist in furthering investigations. Upon completion, the form shall be placed in the Intelligence Unit mailbox with any and all relevant documents.

V. Supervisor Responsibilities:

Supervisors are responsible for ensuring all intelligence information being submitted to the Intelligence Unit is on the proper form, complete, and in compliance with the professional standards and this policy.

VI. Intelligence Unit Responsibilities:

Intelligence Unit Staff:

A. Are responsible for the regular analysis of incidents and crime trends, identification of suspects, and appropriate dissemination of the information to the Department.

B. Are responsible for the exchange of crime-related information and intelligence information with other agencies.

C. Are responsible for receiving all intelligence-related information and ensuring that the information complies with the professional standards and the law.

D. Are responsible for opening an intelligence file when sufficient information and justification has been established.

E. Are responsible for controlling Departmental access to the intelligence information to those identified with a need to know, right to know, and maintaining records of that access.

F. Are responsible for the documentation of information received and maintained in the Intelligence Unit.

G. Upon opening an intelligence file, will coordinate with the Investigations Division, Special Enforcement Team, and any other unit or member to discover further information, analyze the information, and provide meaning and value. Information having relevance to active cases or that requires immediate attention shall be forwarded to the responsible investigative or other personnel as soon as practical.

H. Are responsible for analyzing Intelligence Unit Work Order Request Forms. Any inquiries or dissemination of information resulting from the Work Order Request will only be performed for legitimate law enforcement purposes and will be conducted in accordance with all applicable local, state, and federal laws, to include non-open source intelligence resources.

I. Are responsible for disseminating or approving the dissemination of information and keeping a record of that dissemination. Dissemination will only be for legitimate law enforcement purposes in accordance with the law.

J. Are responsible for receiving and maintaining intelligence files from other agencies. These files remain the property of the originating agency but may be retained in the Intelligence Unit. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given to another agency except with the consent of the originating agency.

K. Evaluate intelligence information received with respect to reliability of source and validity of content, where possible. While evaluation may not be precise, this assessment must be made in order to guide others in using the information. A record shall be kept of the source of all information where known.

VII. File Procedures:

A. Status: All intelligence files will be marked as either "permanent" or "temporary" in accordance with the following:

1. Permanent Status:

a) Information relating that an individual, business, or group is suspected of being involved in the actual or attempted planning, organizing, financing, or committing of one or more of the following criminal acts:

(1) Narcotic trafficking/manufacturing
(2) Unlawful gambling
(3) Loansharking
(4) Extortion
(5) Vice and pornography
(6) Infiltration of legitimate business for illegitimate purposes
(7) Bribery
(8) Stolen securities
(9) Major crime including but not limited to homicide, sexual assault, burglary, auto theft, kidnapping, destruction of property, robbery, fraud, fencing stolen property, and arson
(10) Manufacture, use, or possession of explosive devices for purposes of fraud, intimidation, or political motivation
(11) Threats to public officials and private citizens

b) In addition to meeting one or more of the above criteria regarding criminal activity, the subject/entity to be given permanent status must be identifiable or otherwise distinguishable by unique identifying characteristics (e.g., name, date of birth, driver's license number, address, etc.).

c) Modus Operandi (MO) files (describes a unique method of operation for a specific type of crime) may not be immediately linked to an identifiable suspect and may be retained

indefinitely while additional identifiers are sought.

2. Temporary Status:

   Information that does not meet the criteria for permanent storage but may be pertinent to an investigation involving one of the categories listed above.

   a) Temporary files are not to be retained for more than one year unless a compelling reason exists.

   b) During the temporary period, efforts should be made to identify the subject/entity or validate the information so that its final status may be determined.

   c) If the information is still classified temporary at the end of the one-year period, and a compelling reason for its retention is not evident, the information will be purged.

   d) An individual, organization, business, or group may be given temporary status in the following cases:

      (1) Subject/entity is unidentifiable: Subject/entity (although suspected of being engaged in criminal activities) has no known physical descriptors, identification numbers, or distinguishing characteristics available.

      (2) Involvement is questionable: Involvement in criminal activities is suspected by a subject/entity which has either possible criminal associations with a known criminal and appears to be jointly involved in illegal activities and/or has a history of criminal conduct and the circumstances currently being reported indicates they may again become criminally active.

3. Information which does not qualify for either "permanent" or "temporary" status shall not be retained and must be disposed of as soon as this has been determined.

B. Information Evaluation: Information that is to be retained in the intelligence file will be evaluated and

designated for reliability and content. This process will indicate to future users of the information its potential worth and usefulness. Intelligence information will be evaluated using the following criteria:

1. Source Reliability:

   a) Reliable: The reliability of the source is unquestioned or has been well tested in the past.

   b) Usually Reliable: The reliability of the source can usually be relied upon as factual. The majority of information provided in the past has proven to be reliable.

   c) Unreliable: The reliability of the source has been sporadic in the past.

   d) Unknown: The reliability of the source cannot be judged. Its authenticity or trustworthiness has not yet been determined by either experience or investigation.

2. Content Validity:

   a) Confirmed: The information has been corroborated by an investigator or another independent, reliable source.

   b) Probable: The information is consistent with past accounts.

   c) Doubtful: The information is inconsistent with past accounts.

   d) Cannot be Judged: Its authenticity has not yet been determined by either experience or investigation.

C. Classification: Intelligence files will be classified in order to protect sources, investigations and individual's rights to privacy, as well as to provide a structure that will enable the Department to control access to intelligence. This classification shall be evaluated whenever new information is added to a file:

1. Sensitive:

   a) Information pertaining to significant law enforcement cases currently under investigation.

b) Information pertaining to corruption (police or government officials), or other sensitive information.

c) Informant identification information.

d) Criminal intelligence reports which require strict dissemination and release criteria.

2. Confidential:

a) Criminal intelligence reports not designated as sensitive.

b) Information obtained through Intelligence Unit channels that is not classified as sensitive and is for law enforcement use only.

3. Restricted:

a) Reports that at an earlier date were classified sensitive or confidential and the need for high-level security no longer exists.

b) Non-confidential information prepared for and/or by law enforcement agencies.

4. Unclassified:

a) Civic-related information to which, in its original form, the general public had direct access (i.e. public record data)

b) News media information (newspaper, magazine, and periodicals dealing with specified criminal categories).

D. Information Source: In all cases, source identification for the information will be recorded. The true identity of the source will be used unless there is a need to protect the source. In cases where the source of the information needs protection, Department General Order F-36, Informants, will be followed and the source identification for the information will reference the informants file number.

E. Information Quality Control: The Intelligence Unit is responsible for reviewing all intelligence information prior to it being filed. This review is to ensure compliance with this policy and appropriate statutes.

F. File Dissemination:

1. Information from the Department intelligence file will only be disseminated to individuals and agencies with a "need-to-know" and a "right-to-know".

   a) Need-to-Know: Requestor has official capacity and statutory authority to the information being sought.

   b) Right-to-Know: Requested information is pertinent and necessary to the requesting agency in initiating, furthering, or completing an investigation.

2. No "original document" which has been obtained from an outside agency is to be released to a third agency unless specifically approved by the originating agency. If not approved, the requesting agency is to be referred to the originating agency for assistance in obtaining the information.

3. The dissemination of intelligence information will be in accordance with Appendix A. All dissemination of intelligence information from the Department intelligence file will be documented by the person disseminating it on a Receipt/ Dissemination of Intelligence Information Form.

G. File Review and Purge: Intelligence files will be reviewed by the Intelligence Unit to ensure that the file is current, accurate, and relevant, to safeguard the individual's right to privacy, and to ensure the security classification level is still appropriate.

1. Purge Criteria: General considerations for reviewing and purging of information stored in the intelligence file are as follows:

   a) Utility: How often is the information used? For what purpose is the information being used? Who uses the information?

   b) Timeliness and Appropriateness: Is the investigation still ongoing? Is the information outdated? Is the information relevant to the needs and objectives of the agency? Is the information relevant to the purpose for which it was collected and stored?

c) Accuracy and Completeness: Is the information still valid? Is the information adequate for identification purposes? Can the validity of the data be determined through investigative techniques?

2. Review and Purge Time Schedule: Temporary intelligence files will be reviewed and purged annually. Permanent intelligence files will be reviewed and purged every five years.

3. Manner of Destruction: Material purged from the intelligence file will be destroyed.

4. Written documentation of the review and purge shall be forwarded to the Office of the Chief via the chain of command.

H. Security: All intelligence files shall be maintained in a secure location. Computerized intelligence files shall be protected against unauthorized access. Access to all intelligence information shall be controlled and recorded by the Intelligence Unit.

I. Training of Personnel: All Department personnel shall receive training annually on this policy, including their responsibility within the organization regarding criminal intelligence and sharing of information. Training may be accomplished via roll call, training bulletin, classroom, or any other means as deemed appropriate by the Training Officer.

J. Annual Review: The Intelligence Unit will conduct an annual review of the procedures and processes contained in this policy to ensure that they are current with applicable law and protect the rights of individuals while serving the needs of the Department.

APPENDIX A

Intelligence File Information Release and Dissemination

Security Level	Dissemination Criteria	Release Authority
Sensitive	Restricted to law enforcement personnel having a specific need-to-know and right-to-know	Terrorism Liaison Coordinator
Confidential	Same as for sensitive	Special Operations Supervisor
Restricted	Same as for sensitive	Special Enforcement Team member
Unclassified	Not restricted personnel	Special Enforcement Team member

APPENDIX B

Confidential / Law Enforcement Use Only

Skokie Police Department
Intelligence Unit
Work Order Request Form
Open Source Intelligence (OSINT) & Non-OSINT

To be Completed by Requesting Officer / Detective *(Place completed form in Intel Mailbox)*

Target/Business Information: (Fill out or attach LEADS DL response) (Fill in any additional information below not attached)

Name: _____ AKA: _____ DOB: _____

Address #1: _____ Address #2: _____

DL: _____ State: _____ IR#: _____

Phone #1: _____ Phone # 2: _____

Email: _____ Other: _____

Social Media Information:

Profile #1: _____ Profile #2: _____

Social Media Profiles from LinkedIn, Facebook, Instagram, Twitter, Flickr, YouTube, SnapChat, Vine, etc. *(Provide any social media usernames/profiles known).*

Other Information: _____

Vehicle Information: (Fill out or attach LEADS Vehicle response) (Fill in any additional information below not attached)

License Plate: _____ State: _____ Vin: _____

Make: _____ Model: _____ Color: _____

Property/Weapon Information:

Make: _____ Model: _____ Serial Number: _____

Color: _____ IMEI: _____ Other: _____

Explain Request (be specific): _____

NON-OPEN SOURCE INTELLIGENCE (OSINT) RESOURCES: (Please check applicable databases requesting to be searched)

☐ ATF E-Trace	☐ Critical Reach	☐ LEADS / NCIC	☐ Red Light Cameras
☐ Carfax for Police	☐ FLOCK Cameras / ALPR	☐ LInX / N-DEX	☐ RMS / Archive
☐ Clear-Thompson Reuters	☐ HIDTA	☐ NVLS / Genetec	☐ STIC
☐ Cook County Courts	☐ ICLEAR	☐ Outside LE Agency	☐ V5 Cameras
☐ CPIC	☐ LEADS Online	List Agency_____	☐ Other_____

Requesting Officer: _____ Badge #: _____ Case #: _____
(Print Name)

DATE NEEDED BY:_____

Confidential / Law Enforcement Use Only

Confidential / Law Enforcement Use Only

Non-Open Source Intelligence (OSINT) Resources List

- **ATF E-TRACE:** Allows Law Enforcement to submit firearm traces to the ATF National Tracing Center.
- **CARFAX FOR POLICE:** Searches vehicle history reports, vehicle service records, partial license plates, and VIN numbers.
- **CLEAR-THOMPSON REUTERS:** An innovative tool for researching people, companies, and phone numbers.
- **COOK COUNTY COURTS:** Search criminal/civil court cases and tickets within Cook County.
- **CPIC:** A fusion center which can be utilized for facial recognition requests, NVLS/Genetec hits, and VRS requests.
- **CRITICAL REACH BULLETIN:** Search and publish Law Enforcement bulletins throughout the county.
- **FLOCK CAMERAS:** Captures images identifying a vehicle fingerprint including license plate, vehicle type, and vehicle color.
- **HIDTA:** Submit deconfliction paperwork to HIDTA or determine if deconfliction paperwork has already been submitted.
- **ICLEAR:** Ability to search arrests and crime incident information from everywhere in the state and obtain arrest booking photos.
- **LEADS ONLINE:** A tool for researching transactions from thousands or reporting businesses. Ability to report items which will potentially be pawned or have been pawned.
- **LEADS / LEADS2000 / SOS IMAGE / NCIC:** Inquiry for subjects, vehicles, FOID/CCL, criminal histories, and to obtain driver's license images.
- **LInX / N-DEX:** Ability to retrieve police reports, incident reports, and all contacts with subjects and vehicles throughout the country.
- **NVLS / GENETEC:** A license plate sharing database. A way to track stolen or target vehicles.
- **RED LIGHT CAMERAS:** Ability to search and archive footage from traffic cameras located at the following intersections: S/B McCormick/Dempster, N/B McCormick/Oakton, S/B McCormick/Oakton, W/B Oakton/ McCormick, W/B Howard/McCormick, and S/B McCormick/Howard.
- **RMS / ARCHIVE:** Ability to research all SPD reports, incidents, and contacts.
- **STIC:** An Illinois fusion center for all information related to criminal activity and terrorism. Searches all available databases and resources.
- **V5 CAMERAS:** Real time and recorded surveillance footage located at the Dempster Swift Station. Camera can be moved to a different location within Skokie.

***** The Intelligence Unit also has an extensive list of contacts from multiple outside agencies, Federal agencies, IDOC, CCSPD, ISP, etc. *****

SKOKIE POLICE DEPARTMENT

TACTICAL INTERVENTION UNIT

General Order:	F-4	**Replaces:** General Order:	F-4
Effective Date:	01 February 2023	Effective Date:	01 May 2022
Indexed As:	Barricaded Armed Subject Hostage Situations Tactical Intervention Unit		

POLICY:

In order to better serve and protect the citizens of Skokie and meet their high expectations, the Skokie Police Department maintains a Tactical Intervention Unit (TIU), consisting of a tactical element and crisis negotiators.

The TIU is to be activated whenever necessary to accomplish the goals of the Department. The Skokie Police Department understands the mere presence of this unit may escalate some situations, but we will strive to create an environment of maximum safety for all. Activation of the Unit may be for such activities as hostage/barricaded subject/terrorist (H/B/T) situations, civil disturbances, planned large-scale activities, VIP dignitary protection, high-risk arrest situations or other special assignments.

PROCEDURE:

I. Goal

The primary goal of the TIU is the successful resolution of critical incidents without sacrificing community trust. The tactics employed to achieve this resolution will vary dependent upon the totality of circumstances of the incident but will always be based upon the utilization of a team approach which will work together toward positive outcomes prioritizing first the safety of hostages/innocent persons/citizens, followed by police officers and suspects, respectively.

II. Selection

Delineated in the TIU Standard Operating Procedures (SOP) manual will be:

A. The qualifications and requirements to be considered for assignment as a TIU team member, to include crisis negotiators.

B. A comprehensive and detailed description of the process utilized to select TIU team members.

III. Activation

A. In the event of a hostage situation or an armed barricaded subject posing a danger to citizens or Police Officers, the TIU may be called up by the Chief of Police, Deputy Chiefs, Watch Commanders (including Investigations Division Commander) or a Sergeant acting as Watch Commander.

B. When the need for the TIU has been established, the appropriate authority, as outlined above, will direct the Communications Supervisor to initiate a call-up of the team members using the automated notification system. The response of TIU members will be recorded by Communications personnel.

C. The task of the field units involved shall be to attempt to stabilize the situation until arrival of the TIU and to gather information and to identify, locate and interview witnesses that will assist in bringing the situation to a successful conclusion.

D. Upon activating the TIU, the Watch Commander, Acting Watch Commander, or any other member of the Police Department of equal rank or above, including the TIU Commander or Acting TIU Commander, may authorize the deployment of the Community Outreach Police Substation (COPS) vehicle (Vehicle #7300) to be used as a Command Post. The driver of the COPS vehicle must be a trained, Department-authorized operator. The use and deployment of the COPS vehicle shall be done in accordance with Department General Order F-92, Community Outreach Police Substation. The drone, K-9 Unit and/or an ILEAS car plan may also be activated as warranted.

E. Upon arrival at the scene, after being briefed by the Officer in charge, gaining an understanding of the incident substantiated with accurate information and when directed by the Chief of Police or the Deputy Chief of Field Operations, the TIU Commander will assume tactical command. Generally, no unit or member of the Department will initiate *ANY* action directed against the subject or the scene without prior approval of the TIU Commander. However, if warranted by the totality of the ever-evolving circumstances and

perceived threat, Officers may take action. Refer to Department General Order F-87: Critical Incidents All Hazard Plan, for further guidance.

IV. Duties of the TIU

A. Immediately after briefing, the tactical element will be deployed to effect the continued containment of the subject(s).

TIU personnel, as directed by the TIU Commander, shall wear body armor in accordance with Department General Order F-57, Personal Protective Equipment.

B. Whenever applicable and with approval of the TIU Commander, the crisis negotiation team will begin attempts to contact the subject(s) and, if successful, engage in dialogue.

C. The Investigations Division and Special Operations will provide appropriate personnel to gather intelligence, interview witnesses, obtain warrants, and provide the TIU Commander with other collaborative and investigative information necessary to conduct the mission.

V. Training and Readiness Exercises

A. The tactical element of the TIU shall train at least monthly in order to maintain training effectiveness, Unit and individual proficiency, and the operational readiness of both personnel and equipment. Crisis negotiators will train at least every four months.

B. Monthly training days shall include verification of the contact information of all TIU members.

C. Inspection of TIU equipment for operational readiness shall be conducted in accordance with Section VII of this General Order.

D. Weapons training shall be conducted as delineated in Section VIII of this General Order.

E. Monthly training topics and the appropriate method of instruction shall be determined by the TIU Commander or his designee, based upon the need and input from Unit members.

F. Scenario-based training involving the use of non-lethal training ammunition or live fire may be employed to permit training with weapons not suitable for use on the Police Department range.

G. Operational simulations, skill development activities, proficiencies and attendance shall be documented and forwarded by the TIU Commander or his designee and to the Training Director for inclusion with training records.

H. The TIU automated notification system shall be tested periodically. The test will permit the assessment of the Department's ability to contact TIU members and their availability to respond to an incident. Tests may require members to respond to the police facility or may simply consist of attempts to contact all TIU members.

The Deputy Chief of Field Operations will be responsible for ensuring that a test is conducted at least every six months. Tests will be documented in a memorandum to the Chief by the TIU Commander or his designee.

VI. Equipment

The Department shall provide specialized equipment for the TIU. Unit equipment, i.e., sniper rifles, rifles, optics, lasers, night vision and thermal equipment, gas masks, ballistic vests, entry tools, devices, crisis negotiation kit, civil unrest equipment and uniforms will be maintained in the TIU locker room located adjacent to the indoor squad car parking area. An inventory of equipment will be completed semiannually. All equipment must be maintained in a state of operational readiness. Deficiencies in equipment or equipment in need of repair shall be reported to the TIU Commander, as soon as practical.

VII. Weapons

TIU members will train and demonstrate proficiency at least quarterly with any firearms they are authorized to use. The training and proficiency testing will be conducted and documented by a certified weapons instructor. All Quarterly Firearms Training proficiency will be recorded in the Training Database.

VIII. Coordination with Other Department Units

Cooperation with other units of the Department is essential to TIU operations. Whenever possible, Watch Commanders will be briefed at roll call when any operation overlaps their watch.

IX. The TIU Commander, or his designee, will submit a monthly report to the Chief of Police via the chain of command summarizing all training. All activations will require an after-action report to be submitted as soon as practical. This report shall be distributed to all police command staff for reflection and training. A post-activation supervisory debrief will be conducted after the next command staff meeting.

TIU Standard Operating Procedures

Appendix A – Communications Check List For TIU Call Up

	After the Watch Commander at the scene of a Critical Incident determines that the Tactical Intervention Unit is to be activated, the following steps should be taken:	**Time**
1	Confirm and note that the Watch Commander has established an inner perimeter to observe and prevent escape and an outer perimeter to isolate scene.	
2	Execute the TIU Call Up Roster. Provide TIU Commander with a brief summary of the incident. Ask TIU Commander if any of the alternates listed on the TIU Call Up Roster should be notified.	
3	Confirm that the Watch Commander has established a Command Post and obtain its location.	
4	Obtain safe entry/exit routes to the Command Post/Scene from the Watch Commander.	
5	Obtain description of scene, offenders, weapons and hostages from Command Post to be given to TIU Commander on arrival.	
6	Copy of TIU Call Up Roster to be provided to TIU Commander upon arrival. Provide TIU Commander with updates to the roster as received.	
7	Request SPD7300 Command Van is brought to the Command Post to be used as the Incident Command Post.	
8	Secure Tactical Frequency-TIU channel/ B12.	
9	Notify Fire Department of need for ambulance to stand by. Notify Fire Department of possible need for appropriate building plans.	
10	Attempt to locate building custodian, if applicable. Obtain telephone number and plans for building, if available.	
11	Conduct a CAD search for the location and any known subjects. Conduct criminal history checks on any known subjects. Provide information to the Command Post and TIU Commander upon his arrival.	

TIU Standard Operating Procedures

Appendix B – Field Supervisor Check List For TIU Call Up

	After the Watch Commander at a Critical Incident determines that the Tactical Intervention Unit is to be activated, the following steps should be taken	Time
1	Establish inner perimeter (contain the suspect and control the scene).	
2	Establish outer perimeter (prevent unauthorized persons from encroaching on inner perimeter and provide a secondary layer of security should a subject leave the inner perimeter).	
3	Establish a Contact Team near the scene, but at a place of safety and concealment. The Contact Team will provide the capability to tactically deploy to the scene location, if necessary (i.e. incident becomes an active shooter, officer down rescue, etc.) prior to the arrival of TIU. Upon arrival of the TIU React Team, the Contact Team should be relieved.	
4	Establish Command Post (between inner and outer perimeter) and notify communications as to its location.	
5	Evaluate personnel assignments and determine if mutual aid is needed. If needed, request appropriate mutual aid, establish staging area, assign staging area supervisor.	
6	Establish safe entry/exit routes to the Command Post and from the Command Post to the scene. Broadcast these routes to Communications/patrol units.	
7	Determine if a frequency change is necessary to manage the Critical Incident on one frequency (instead of on Skokie Channel 1). If determined necessary, notify Communications to have all personnel at the incident change to TIU Channel B12. Ensure Communications has a dedicated operator to TIU channel B12.	
8	Locate, identify, control, and interview witnesses/victims for pertinent information that may be of immediate value. Have witnesses/victims standby with an officer (between inner and outer perimeter) for the arrival of the Investigations Division personnel.	
9	Begin gathering available intelligence regarding the incident, suspect(s), location, etc.	
10	Evacuate nearby apartments, residences, stores and buildings, if appropriate and able to do so safely.	
11	Designate a media location and inform Communications/patrol units where it will be, if needed.	
12	Brief TIU Tactical Command Team upon their arrival.	
13	When notified by TIU Commander, extract Patrol Officers form inner perimeter	

TIU Standard Operating Procedures

Appendix C - TIU Commander Check List For Call Up

Preliminary Phase		Time
1	Call up of TIU personnel completed. All personnel accounted for.	
2	Receive initial circumstances of the crisis from available personnel at the station and/or via phone with a supervisor at the scene.	
3	Brief Team Leaders on circumstances of the crisis.	
4	Containment Team Leader assembles React Team, inspects for proper equipment and deploys to Command Post and scene.	
5	Hostage Negotiators assemble, obtain and inspect equipment, and deploy to Command Post, and prepare to establish communication with target subject when approved by the TIU Commander.	
6	Remainder of Team assembled and briefed on circumstances of crisis.	
7	Remainder of Team inspected for proper equipment and deploys to Command Post.	
8	Command Post established, briefing received from Field and Investigations Supervisor.	
9	Tactical planning begins, Scout team deployed.	
10	Containment team takes control of inner perimeter. Patrol officers reassigned/repositioned as circumstances dictate.	
11	Emergency action plan developed, appropriate personnel briefed and positioned.	
12	Deliberate action plan developed, appropriate personnel briefed and positioned.	
13	Media coordinator briefed and positioned away form command post	
14	Justification for use of deadly force by TIU personnel met.	
15	Use of deadly force by TIU personnel authorized and communicated to all personnel.	
16	Use of deadly force by TIU personnel no longer justified, authorization cancelled, and communicated to all personnel.	
17	Compromise authority given to Entry Team Leader.	
18	All personnel informed that the Entry Team is approaching the objective.	
19	Entry Team enters objective.	
20	Objective secured.	
21	Entry Team vacates objective, Entry Team Leader reports to Command Post.	
22	Determine if there is a requirement to maintain an inner perimeter. If required, control inner perimeter will be transferred back to a Field Supervisor and Patrol Units.	
23	Containment Team collapses the inner perimeter, Containment Team Leader reports to Command Post.	
24	All personnel and equipment accounted for.	
25	TIU team returns to station, services and secures equipment.	
26	Team debrief.	
27	Notification to Command Staff on expected date of after-action and accountability report.	

APPENDIX D

APPLICABLE ACCREDITATION STANDARDS

OPR.05.01, OPR.05.02

SKOKIE POLICE DEPARTMENT

VIP\DIGNITARY PROTECTION

General Order:	F-5	**Replaces:** General Order:	F-5
Effective Date:	01 September 2023	Effective Date:	01 Aug. 2019
Indexed As:	Dignitary Protection VIP Protection		

POLICY:

The Skokie Police Department has a policy of affording equal protection under the law to all citizens and visitors. We recognize that some visitors, because of their political or public stature, create a protection need greater than that of the average citizen.

Some of these dignitaries, particularly domestic or foreign political Heads of State, are accompanied by a security detail sufficient to protect their persons. It therefore becomes our task to assume external security of a site, ensure safe passage on the roadways of Skokie and provide liaison between Skokie and any other involved agency.

PROCEDURE:

I. Coordination

A. The Deputy Chief of Field Operations is the supervisor and coordinator of any special security requests made of the Department. This task, however, will normally be delegated to the Tactical Intervention Unit Commander. The individual in command of the detail will be referred to throughout the remainder of this general order as the V.I.P Security Detail Coordinator.

B. The Special Operations Commander will coordinate the efforts of all Department personnel (including the Tactical Intervention Unit) with the V.I.P Security Detail Coordinator.

C. When the V.I.P. is accompanied by an outside security detail, either private or governmental, the V.I.P Security Detail Coordinator will coordinate all Departmental security measures with the head of the outside security detail.

II. Planning and Implementation

The following provisions will be made by the V.I.P. Security Detail Coordinator or his designee for all V.I.P. protection details. Planning will be conducted in conjunction with the head of the outside security detail, if applicable.

A. Manpower Requirements: The presence of V.I.P.s, including entertainment or sports figures, may attract crowds of people. Consequently, the Security Detail Coordinator will have available to him as necessary:

1. Uniformed Officers
2. Investigators
3. Special Enforcement Team
4. Tactical Intervention Unit Personnel
5. K-9
6. Mutual Aid assistance as delineated in Department General Order F-7, Mutual Aid.

B. Equipment Requirements: The Department will secure and utilize the equipment necessary to ensure the physical safety of the person(s) being protected. Department-owned equipment, including body armor, communications equipment, riot gear, marked and unmarked police vehicles, special weapons, the canine unit, and UAS will be made available as required.

C. Travel Route Planning: The V.I.P. Security Detail Coordinator or his designee will plan and reconnoiter anticipated and contingency travel routes in order to ensure maximum security during travel.

D. Advance Inspections: When V.I.P. travel plans are available, advance security inspections will be made at all stops on the itinerary within the Village of Skokie in order to gather intelligence with which to plan and implement appropriate security measures.

E. Intelligence: The Intelligence Unit, in cooperation with outside security details as applicable, will be responsible for gathering intelligence information consistent with the needs of the V.I.P. security detail.

F. Inter- and Intra-Departmental Coordination

1. The V.I.P. Security Detail Coordinator or his designee will be responsible for coordination of operations with the Police Department.

2. The V.I.P. Security Detail Coordinator or his designee will be responsible for requesting and

coordinating assistance from other Village of Skokie Departments.

3. The Chief of Police or his designee will be responsible for requesting and coordinating assistance from departments, agencies and services external to the Police Department.

4. Prior to the arrival of the V.I.P., a briefing will be held, as practical to do so, with all contributing agencies represented to review security assignments, intelligence, and implementation plans. This briefing will be conducted by the V.I.P Security Detail Coordinator, or his designee.

G. Emergency Medical Care: Advance preparation for medical emergencies will be part of all security planning. In cooperation with the Skokie Fire Department staff, the following steps will be taken:

1. Appropriate Fire Department personnel will be provided information necessary to anticipate equipment needs and plan response routes.

2. Nearby medical facilities and travel routes will be identified.

H. Communications: To ensure constant communication among all elements involved in the protection of the V.I.P., the following steps will be taken:

1. All Department personnel assigned to the security detail shall possess a portable radio tuned to a common/designated talk group.

2. In a cooperative security detail, including instances wherein personnel from different agencies have incompatible radio frequencies, a communication plan will be developed to ensure effective communications during the operation.

I. Identification: The V.I.P Security Detail Coordinator will determine radio and appearance designations for all personnel assigned to the security detail.

1. Department personnel radio designations will normally be consistent with previously assigned radio designations.

2. Appearance designations will consist of pins or other identification which is color coded by rank and/or function. Identification insignia will be worn on the detail member's outer garment in a

position ordered by the Security Detail Coordinator.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.04.03

SKOKIE POLICE DEPARTMENT

EMERGENCY OPERATIONS

General Order:	F-6	**Replaces:** General Order:	F-6
Effective Date:	01 September 2024	Effective Date:	01 Sept.2022

Indexed As: Disaster Plan
Emergency Operations
Incident Command System

POLICY:

The Skokie Police Department takes a proactive approach in mitigating, responding to, and recovering from unusual occurrences of an emergency nature, including natural and man-made disasters, as well as civil disturbances, active shooter and other critical incidents. It is the goal of the Skokie Police Department, that responses to such incidents are conducted in the most organized, efficient, and effective manner in consideration of the circumstances.

PROCEDURE:

I. Authority and Responsibility

A. The Department's authority and responsibility with respect to emergency response operations will vary greatly with respect to the nature of the incident.

As the "first responder" to an emergency within the Village of Skokie, the Department has the primary initial responsibility for the protection of life and property.

B. All command, supervisory and Communications personnel are required to read and familiarize themselves with the Village of Skokie Emergency Operation Plan and keep abreast of any updates.

C. All other sworn personnel shall familiarize themselves with this policy, Department General Order F-87, Critical Incidents All Hazard Plan and other pertinent Department General Orders.

D. Copies of the Village of Skokie Emergency Operation Plan will be maintained on the Skokie Police Department Intranet, and in the Communications Center, EOC, Department Library and other areas as designated by the Chief of Police.

II. Administration

A. The Chief of Police, or their designee, is responsible for maintaining the Law Enforcement portion of the Village of Skokie Emergency Operation Plan. The Deputy Chief of Field Operations serves as the principal advisor to the Chief of Police on all emergency operations. The Law Enforcement portion of the Village Plan shall be reviewed annually by the Deputy Chief of Field Operations, or their designee, and updated as necessary.

B. The Deputy Chief of Field Operations, or their designee, coordinates police emergency preparedness efforts with the Village Emergency Services Disaster Agency (ESDA) Coordinator as designated in the Village Emergency Operation Plan.

C. Overall administration and coordination of the Village's Emergency Preparedness and Disaster Plan is the responsibility of the Village ESDA Coordinator.

III. Operations

A. The Department’s response to a critical incident will be guided by many factors. The type and size of incident are just two factors that will guide our response. To properly manage our ability to respond to incidents of all sizes and types, the Village and Department will utilize the Incident Command System (ICS). ICS is used for a broad spectrum of incidents, from routine to complex, both naturally occurring and manmade, by all levels of government. Appendix B of the National Incident Management System (NIMS Incident Command System intranet tab, which is under the Emergency Operations tab) details the Incident Command System and is available to all personnel via the Skokie Police Department Intranet.

B. The Village Emergency Operation Plan adopts and utilizes ICS.

C. While ICS will determine the exact response and responsibilities of the Department in all large-scale incidents/disasters, Department General Order F-87, Critical Incidents All Hazard Plan, provides guidance and direction for both general and specific incidents.

IV. Emergency Mobilization Plan

Emergency mobilization of Department resources in response to critical incidents/disasters will be implemented as follows:

A. Communications

1. The emergency mobilization plan will be put into effect by the Watch Commander or other supervisory personnel.

2. Communications for Department personnel responding to the incident will be determined through the ICS process.

B. Mobilization will most often be progressive through the following stages:

1. Holdover of current shift personnel.
2. Early call in of oncoming shift personnel.
3. Call in of off-duty personnel.
4. All Department personnel are placed on stand-by alert.
5. All Department personnel placed on 12-hour shifts for duration of incident until demobilization occurs.

C. Primary/alternate staging areas

1. The primary staging area is the Skokie Police Department, 7300 Niles Center Road, Skokie, Illinois.

2. Alternate staging areas are:

a) Village Hall, 5127 Oakton, Skokie
b) Public Works, 9050 Gross Point, Skokie
c) Holocaust Museum west parking lot, 9603 Woods Drive, Skokie

D. Outside Assistance

As needed, the Department will contact the Illinois Law Enforcement Alarm System (ILEAS), Northern Illinois Police Alarm System (NIPAS), Cook County Department of Homeland Security and Emergency Management, and other agencies as delineated in Department General Order F-7, Mutual Aid, and as determined through the ICS process.

V. Critical Incident Equipment/Operational Readiness

The Department shall conduct semi-annual inspections of the equipment used to support the Critical Incident Plan. This inspection shall be the responsibility of the supervisors who are responsible for the particular equipment. This equipment includes but is not limited to gas masks, cartridges and other CBRN PPE. Riot gear not individually issued will also be inspected.

VI. Training

The Training Officer is responsible for scheduling and documenting annual training on Emergency Operations and the Critical Incidents All Hazard Plan for all affected Department personnel. Training may include, but is not limited to, training bulletins, roll-call training, policy review, training videos, in-service training and web-based training.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.04.01, OPR.04.02

SKOKIE POLICE DEPARTMENT

MUTUAL AID

General Order: F-7
Effective Date: 01 December 2024

Replaces:
General Order: F-7
Effective Date: 01 Dec. 2022

Indexed As:
Emergency Assistance: Federal
Emergency Assistance: State and Local
Mutual Aid

POLICY:

It is the Policy of the Skokie Police Department to effectively and efficiently handle any incident with the resources of the Department and Village. When an incident exhausts the resources of the Department or exceeds our capabilities, it will be necessary to request assistance from other agencies. When the same occurs to other agencies, the Department is committed to provide them assistance as well.

PROCEDURE:

I. Illinois Law Enforcement Alarm System (ILEAS)

A. The Illinois Law Enforcement Alarm System (ILEAS) is a statewide law enforcement mutual aid system. The principle purpose of ILEAS is to provide extra personnel and equipment at the scene of law enforcement emergencies. Additionally, access to specialized personnel and equipment is assured.

B. ILEAS mutual aid should be requested when confronted with disasters and critical incidents that exhaust the resources of the Department or exceed the Department’s capabilities.

C. ILEAS mutual aid is requested through the Northwest Central Dispatch Center. If the Northwest Central Dispatch Center is out of service, the secondary point of contact is the City of Peoria Dispatch Center.

D. State of Illinois weapons of mass destruction teams, tactical response teams, crisis negotiators, HAZMAT teams, and bomb squads are available. The mission of these teams is to support the local incident commander

in both the mitigation and investigation of the incident. These resources are also available through ILEAS and the Northwest Central Dispatch Center.

E. State weapons of mass destruction teams provide both a competent and timely response to biological, nuclear, incendiary, chemical, and explosive events.

F. The numerous functions of the state weapons of mass destruction teams include the following:

1. Scene stabilization.
2. Establishment of an inner perimeter.
3. Neutralization of human threat.
4. Detection of bombs, hazardous materials, chemical and/or biological agents.
5. Aid to victims (including decontamination).
6. Crime scene preservation.
7. Communication with both the local incident command and the Illinois Emergency Operations Center.
8. Advanced preparation for arrival of the Illinois National Guard support team, including a decontamination corridor.
9. Liaison with the F.B.I.

G. This plan provides personnel and equipment designed to meet the various needs, ranging from routine manpower aid to cataclysmic events.

H. The procedure for requesting assistance through ILEAS is as follows:

1. The Watch Commander may request assistance through ILEAS by contacting the Northwest Central Dispatch Center, 847-398-1130(primary contact), or the city of Peoria Dispatch Center, 309/494-8000 (secondary).

2. The Watch Commander will need the following information when calling:

   a. the number and type of personnel requested (number of Officers, number of supervisors, etc.)
   b. the number and type(s) of equipment requested.
   c. nature of incident.
   d. location of the incident to include zip code.
   e. location of the staging area.
   f. areas or routes to avoid.
   g. radio contact talk group for staging command.
   h. other special details or instructions for responding personnel.

3. The Watch Commander will assign a Supervisor/ Officer to serve as the staging area supervisor. The assigned member will report to the staging area and coordinate and document the assignment of mutual aid personnel/equipment.

I. Operations at the Disaster Site

1. Mutual aid personnel will supplement the Department's forces. They should not be assigned to hazardous duties when sufficient personnel (in terms of numbers and/or specialized skills) from our Department are available.

2. A communications plan must be developed to allow for efficient and reliable communications during the incident to include the mutual aid agencies. This will be the responsibility of the Incident Commander or their designee.

3. If additional resources are needed, after receiving the initial or subsequent requests, the above process will be repeated.

J. Terminating an ILEAS Alarm

1. ILEAS requires an "alarm termination" when the incident has been resolved. *The Watch Commander will notify Northwest Central Dispatch when the incident has concluded.*

2. The Watch Commander shall assure that mutual aid personnel are released and returned to duty in their own communities as soon as the situation is restored to a point that permits the Department to satisfactorily handle it with its own resources.

3. The order in which the mutual aid personnel are released is at the discretion of the Watch Commander.

K. General Guidelines when Providing ILEAS Mutual Aid to another Community

1. The Watch Commander shall evaluate personnel/ equipment needs and then immediately assign required personnel/equipment to the stricken community's staging area.

2. If necessary, the Watch Commander shall hire back additional personnel to meet Skokie's needs and still comply with the request for aid.

3. If the Watch Commander cannot provide the designated personnel/equipment, the Deputy Chief of Field Operations must be notified.

4. Unless otherwise directed, each Police Officer assigned to mutual aid will respond in uniform and in a marked police squad car.

5. No Officer will respond to a mutual aid request unless directed to do so by the Watch Commander.

II. Requesting Assistance from the Federal Government

A. Circumstances may arise that necessitate that the Department request assistance from federal agencies. The Watch Commander and Investigations Commander may contact, or authorize others to contact, the appropriate local offices of federal agencies regarding incidents such as:

1. Large, planned demonstrations.
2. Bombings or threats to bomb.
3. Train or aviation accidents.
4. Bank robbery, burglary or larceny.
5. Extortion, kidnapping or hijacking.
6. Interstate transportation of stolen property or autos.
7. Forgery.

B. All requests for federal assistance shall be promptly reported in accordance with Department General Order F-22: Responsibility for Reporting.

III. Requesting Assistance from the National Guard

In the event of extreme emergency, it may be necessary to request assistance from the National Guard or other military forces. To do so, the Watch Commander, via the chain of command, will contact the Chief of Police, who in turn will contact both the Village Manager and the Mayor. The Mayor will contact the Governor’s Office and request assistance of the National Guard.

Should martial law also be warranted, applicable Illinois Compiled Statutes (65 ILCS 5/3.1-35-25, 20 ILCS 1805/83 through 20 ILCS 1805/91) shall serve as the authority and framework for its implementation.

IV. Northern Illinois Police Alarm System (NIPAS)

A. The Skokie Police Department and the Village of Skokie have entered into a formal mutual aid agreement with many Illinois communities as part of the Northern Illinois Police Alarm System (NIPAS).

B. The Department belongs to the NIPAS Emergency Services Team (EST) and Mobile Field Force (MFF). EST is a large tactical team that handles traditional operations like Tactical Intervention Unit (TIU). Mobile Field Force handles crowd control, civil disturbances and other large-scale police operations.

C. A copy of the NIPAS manual is posted on the Department intranet.

V. Requesting Aid Under NIPAS

A. The procedure for requesting assistance through NIPAS as follows:

1. The Deputy Chief or their designee may request assistance through NIPAS by contacting the Northwest Central Dispatch Center, 847-398-1130.

2. The following information will be needed when calling:

a. The number and type of personnel requested (NIPAS Emergency Services Team (EST) or Mobile Field Force (MFF)).

b. The nature of the incident.

c. The location of the incident.

d. The location of the staging area.

e. The Deputy Chief or their designee will assign a Supervisor/Officer to serve as the staging area Supervisor. The assigned member will report to the staging area and coordinate NIPAS personnel/equipment.

X. Cook County Department of Homeland Security and Emergency Management (CCDHSEM)

CCDHSEM has an extremely large number of resources available to the Department that can assist during a disaster and critical incidents. These resources include an extremely

large collection of all types of equipment (generators, water pumps, light towers, message boards, portable heaters and air conditioners, shelter systems, etc.) as well as access to different types and numbers of personnel.

To request assistance from CCDHSEM, contact their 24-hour duty desk at (312)603-8185.

SKOKIE POLICE DEPARTMENT

CRIMINAL INVESTIGATION

General Order:	F-8	**Replaces:** General Order:	F-8
Effective Date:	01 March 2025	Effective Date:	01 Apr. 2023

Indexed As: Case Management
Crime Investigation
Investigations
Solvability Factors

POLICY:

It is the policy of the Skokie Police Department to ensure that ~~all~~ criminal offenses are thoroughly investigated and that offenders are promptly and efficiently brought to justice.

The Investigations Division shall be responsible for most follow-up investigations of criminal incidents. The follow-up investigation begins when the Patrol Officer has reached a point in the investigation where they can no longer continue and/or when specialized skills of the Investigations Division are needed to bring the case to a successful conclusion.

PROCEDURE:

I. Criminal Investigations Division

A. The purpose of the Investigations Division is to supplement the efforts of the Patrol Division by ensuring that "solvable" criminal cases are followed-up by trained Investigators. While the responsibility for the initial investigation rests with the Patrol Officer, the follow-up investigation is the responsibility of the Investigations Division. By placing that responsibility under the command of the Investigations Division, the Department is assured that efficient control and assignment of responsibility are maintained.

B. The Investigations Division is also responsible for:

1. Aiding Patrol Officers in making initial investigations when required.

2. Gathering and forwarding intelligence information as delineated in Department General Order F-3, Criminal Intelligence.

3. Apprehending offenders and recovering stolen property when appropriate.

4. Maintaining liaison with local, state, and federal law enforcement agencies for the exchange of intelligence and other criminal information, and the execution of shared enforcement actions.

C. Body armor shall be utilized by Investigations Division personnel in accordance with Department General Order F-57, Personal Protective Equipment.

II. Criminal Investigations Division Commander

A. The Commander of the Investigations Division shall be directly responsible for overseeing and coordinating the investigative operations of the Department. The Commander of the Investigations Division shall operate under the direct authority of the Deputy Chief of Field Operations and shall, at all times, ensure that the Deputy Chief is informed concerning all major investigations.

B. The Investigations Division Commander shall ensure that all cases meeting the criteria for additional investigation are effectively and thoroughly investigated in a manner that will facilitate the apprehension and prosecution of criminal offenders and/or clearance of reported crimes.

C. The Investigations Division Commander shall make periodic inspections to ensure that established investigative policies and procedures are followed.

D. The Investigations Division Commander, or their designee, shall assign reports to individual Investigators or other members of the Police Department for follow-up investigation based upon:

1. Area of responsibility
2. Level of expertise
3. Individual case load

III. Investigations Division Supervisor

A. An Investigations Division Supervisor shall exercise supervisory responsibility over investigative personnel.

B. An Investigations Division Supervisor shall review all activity reports submitted by members of the Division.

C. An Investigations Division Supervisor shall review and approve (if appropriate) all supplementary reports and all other reports submitted by investigative personnel.

D. An Investigations Division Supervisor shall ensure that all reports submitted are of the highest quality and correctly reflect the proper direction of an investigation.

E. In the absence of the Investigations Division Commander, an Investigations Division Supervisor shall assume command at the scene of a major criminal investigation.

IV. Case Assignment

A. The Investigations Division Commander, or their designee, will consider the following criteria for determining if and to what degree a police report requires follow-up by an Investigator or other members of the Police Department.

1. Was there a witness to the crime?
2. Can a suspect be named?
3. Can a suspect be located?
4. Can a suspect be identified?
5. Can a suspect's vehicle be identified?
6. Is the stolen property traceable?
7. Is there significant physical evidence?
8. Is there a significant modus operandi present?
9. Is there limited opportunity for another to commit the crime?

B. All homicides, suicides, Medical Examiner case deaths, armed robberies, arsons, and sex offenses should be assigned for follow-up investigation unless extenuating circumstances exist.

C. Cases involving vice activities, gang activity, narcotics, liquor control, and terrorism may be forwarded to the Special Operations Commander for assignment and follow up.

V. Case Control

A. When the Investigations Division Commander, or their designee, assigns a case, the case will be entered into the Department's computerized case tracking system indicating:

1. Complaint number
2. Date of assignment

3. Investigator assigned

B. That Investigator will be designated as the principal Investigator.

C. All supplementary reports will be forwarded to the Investigations Division Supervisor who will approve them, as appropriate. The status of the case will only be changed by authorized personnel.

VI. Follow-up Investigation Procedures

A. When a case is assigned to an Investigator for follow-up, the Investigator will:

1. Contact the victim/complainant as soon as is practical.

2. Provide the victim/complainant with the name of the Investigator.

3. Ascertain any additional information concerning the crime.

4. Ascertain the victim's willingness to cooperate in the prosecution of the crime.

5. Refer victims in need of counseling to the Social Worker or Co-Responders for assistance.

B. The following steps shall be considered by the Investigator when conducting a follow-up investigation (depending upon the type of case).

1. Review and analyze related BWC footage and reports prepared during the initial investigation. This includes the initial, supplementary and evidence reports, as well as the results of laboratory examinations, if available.

2. Interview/interrogate the complainant and all victims, witnesses and suspects.

3. Contact the reporting Officer for additional information.

4. Plan, organize and conduct searches as necessary.

a) Neighborhood canvasses
b) Crime scene (revisit)

5. Review physical evidence and coordinate with reports.

6. Review Department records for background information and to determine the involvement of suspects in other cases.

7. Develop and utilize informational sources, including informants, as appropriate.

8. Utilize computer system/LEADS-NCIC for collection and dissemination of information and to check suspect(s) criminal history information.

9. Make second contact with principals involved in the case where applicable.

10. Establish surveillance where applicable.

11. Maintain periodic contact with the complainant/victim and advise them of the status of the case, any changes, and the final disposition.

12. Identify and apprehend suspects/offenders.

13. Thoroughly document in a supplementary report all actions that take place.

14. Complete case preparation.

15. Assist in prosecution.

16. Create and disseminate investigative bulletins when applicable.

VII. Suspension of Cases Assigned

A. If a case is not cleared by arrest, determined to be unfounded, exceptionally cleared; if the victim, State or Department fails to prosecute, or the Department has no jurisdiction, or if all leads in the case have been exhausted by the Investigator, the Investigator will terminate the case with a final report labeling the final status of the case.

B. In all cases where the case is being suspended for any reason, the victim/complainant will be notified by telephone, or in person advising them of the disposition of the case. If the case was labeled

INACTIVE, the victim/complainant will be assured that any new leads or information will be investigated.

VIII. Cold Case Investigations

A. For the purposes of this order, A "Cold Case" shall be defined as a homicide, kidnapping, aggravated sexual assault, and/or any felony resulting in great bodily harm, or extensive property loss that the Investigations Division Commander feels warrants a Cold Case designation.

B. The Investigations Division Commander will establish guidelines for evaluating cold cases for reconsideration and reassignment. These guidelines shall include, but are not limited to:

1. Legal considerations, such as the application or expansion of statutes of limitation.

2. Technological considerations, such as the nature and condition of the evidence, and the advancement of new technologies with which to analyze evidence.

3. Practical considerations, such as new leads, the availability of victims or witnesses, new forensic technology, or the presence of potential DNA evidence.

4. Resource considerations, including time, budgets and personnel available for investigations and forensic analysis.

C. Any new information regarding a Cold Case will be evaluated by the Investigations Division Commander, or their designee, and a determination will be made if the new information warrants additional investigation.

D. The Investigations Division Commander is responsible for ensuring that the Cold Case list of crimes is established, maintained, and reviewed annually.

E. Investigative actions and activities related to the Cold Case list shall be recorded and shall generally include, but are not limited to:

1. Prioritizing the cases according to such considerations as, solvability factors and statutes of limitations.

2. Reviewing case files, evidence reports, laboratory and autopsy reports.

3. Identifying and (re)interviewing victims.

4. Identifying and (re)interviewing witnesses.

5. Identifying and (re)interviewing potential suspects.

6. Evaluating the case evidence for potential probative DNA sources.

7. Consulting with the Department approved Laboratories and the State's Attorney's Office in submitting appropriate evidence for laboratory testing.

8. Continuing investigative protocol by obtaining evidentiary reference samples from suspects and other identified subjects.

9. If a DNA profile does not match the suspect's DNA profile, submitting evidence profile to CODIS.

10. Submitting investigative intelligence to State and Federal profiling repositories for information such as VICAP (FBI's Violent Crime Apprehension Program) or/and RISS (Regional Information Sharing System).

SKOKIE POLICE DEPARTMENT

SPECIALIZED INVESTIGATIVE OPERATIONS

General Order: F-9
Effective Date: 01 August 2025

Replaces:
General Order: F-9
Effective Date: 01 July 2023

Indexed As:
Criminal Investigations
Undercover Operations
Investigations
Specialized Investigations
Decoy Operations
Surveillance Operations

POLICY:

The Skokie Police Department has established guidelines for conducting surveillance, undercover, decoy, and warrant service operations. Specialized investigative operations can be very effective in determining the criminal activities of individuals or groups. At times, specialized investigative operations may provide the only technique available to identify principals and co-conspirators involved in criminal activity. Specialized investigative operations may be conducted against organized crime, narcotics, burglars, vice suspects, and other individuals or groups who commit criminal acts.

DEFINITIONS:

Undercover Operations: Employed or engaged in secret investigations; the use of a pretext to gain the confidence of persons involved in criminal activities; implies that anyone engaged in this type of activity must have the ability to establish a relationship with the suspect in order to determine the nature of his or her activities. An undercover operation may encompass several types of assignments, which may include, but are not limited to:

1. Single Operation Assignment: An undercover investigation of a gambling house, a house of prostitution, an illegal liquor establishment, a person who deals in stolen property, etc.

2. Multiple Operation Assignment: An investigation of a gambling operation encompassing several locations, prostitution activity, a burglary ring, etc.

3. Long-Range Penetration Assignment: An operation directed toward the upper-echelon leaders of an illegal activity.

4. Intelligence Gathering Assignment: A type of undercover operation which is directed to gather criminal intelligence information in accordance with Department General Order F-3, Criminal Intelligence.

5. Decoy Operations: Any one of a various number of techniques for simulating real-life scenarios with surveillance maintained by Officers in a position to make arrests.

6. Warrant Service: A large-scale entry of a building or area to serve a search or arrest warrant.

7. Surveillance: The overt and/or covert, continuous or periodic watching of persons, vehicles, locations, or objects to obtain information concerning the activity and/or identity of an individual or group.

PROCEDURE:

I. Prior to determining if a specialized investigative operation is necessary or useful, the designated supervisor in charge, or their designee, will conduct/review an analysis of all available information, which may include victim information, review of field contacts from the area, criminal intelligence data, confidential informant information, and information from police Officers or police reports from the neighborhood or target area where Officers will work.

II. The supervisor in charge of the specialized investigative operation, or their designee, will:

A. Closely supervise the operation.

1. The Deputy Chief of Field Operations must be notified and give authorization prior to the execution of any large-scale operations.

2. A supervisor will be present on-scene during any large-scale decoy operation.

3. A sworn supervisor or their designee has the authority to conduct a small-scale operation with the approval of a Watch Commander, Investigations Commander or Special Operations Commander.

B. Ensure the supply of equipment and vehicles from the inventory of the Police Department or other available resources. The equipment may include:

1. Electronic listening devices, software applications, or other systems.

2. Undercover vehicles.

3. Photography and audio-visual equipment.

4. Any other equipment the supervisor determines to be lawful and necessary.

C. Establish means for routine and emergency communications, including:

1. Providing the Officers radios, electronic listening devices, software applications, or other systems, etc.

2. Arrange take down/arrest signals prior to the start of the operation, both audio and physical signals.

3. Develop strategies and tactics for approaching, entering, securing, and leaving the target area.

D. Determine operational procedures and guidelines for arrest, if applicable, including:

1. Where the operation will start from.

2. What is expected of each Officer.

3. When and where the arrest will take place.

4. Develop an emergency rescue contingency plan to include location of nearest hospital.

5. Any other information which is necessary to successfully complete the operation.

E. Ensure that the identity of the undercover Officer remains confidential but is disseminated to the participating members in a warrant service, decoy operation, etc., for their safety and protection. Dissemination may be in the form of viewing a photo or giving a physical description, or both.

F. Supply false identities and credentials when necessary. Officers will request false identification through the Illinois Secretary of State or other providers with the approval of the Chief of Police, or their designee.

G. Determine what funds need to be made available and provide funds to the undercover personnel. Funds will be handled in accordance with Department General Order F-10, Investigative Fund.

H. Plan for appropriate numbers of back-up and security, prior to the start of the operation.

1. Depending on the size of the operation, make sure there is a sufficient number of Officers available.

2. Designate specific Officers as back-ups and brief them regarding their areas of responsibility.

I. Provide for relief of investigators or teams during prolonged operations.

J. Determine what primary and backup equipment and/or vehicles may be needed.

K. Determine what legal problems may be encountered and what action is necessary to resolve them.

L. Complete a Skokie Police Department written Standardized Tactical Operational Plan (Appendix A) which is not part of the case file, containing what is currently known about the suspect(s) and target areas. This will be accomplished through an analysis of the available information and should include, but is not limited to:

1. Suspect(s) activities, habits, vices, occupation, hobbies, and crimes.

2. Suspect(s) work and residential address, including the neighborhood environment using maps, aerial photos, and/or driving in the area, if possible.

3. Known vehicle(s).

4. Family associates and friends.

5. Review of Field contacts of the suspect(s) and their family, friends and associates who have had contact with the police.

6. Known cautions or officer safety issues such as firearms present, surveillance cameras, dangerous dogs, etc.

7. The presence of children or vulnerable people.

M. Ensure that all participating Officers are properly prepared for the assignment.

N. Selection and/or disguising of members involved in the operation:

1. The member best suited for each particular operation will be selected.

2. The member will adapt his or her appearance and demeanor to that of the target citizen/victim where appropriate (i.e., decoy and undercover operations).

O. The Standard Tactical Operational Plan will be filed with the Intelligence Unit after the execution of the operation. Disposal of any plan will not occur on any pending case nor within two years of the date of the operation.

P. Ensure any warrant service is conducted in accordance with Department General Order F-14, Criminal Process, and all other applicable Department policies.

III. Execution of the Specialized Investigative Operation:

A. The supervisor of any specialized large-scale operation will complete the Skokie Police Department Standardized Tactical Operational Plan and conduct a briefing of all involved parties before executing a large-scale specialized investigative operation.

B. The supervisor of any specialized operation will notify the appropriate Watch Commander, Communications, and/or other appropriate agency, if needed, of the nature of the assignment and the personnel and vehicle(s) involved. The supervisor may withhold notification if the safety of any involved member or the public may be compromised by the notification.

C. Reconnaissance of the area, confirming the target location and suspect presence, will occur before execution of the operation if it can be done without alerting the suspects. The member(s) conducting the reconnaissance will brief the participants of the operation regarding any information that may affect the operation.

D. The supervisor will develop and brief the plan and contingencies for contacting the suspect. Contact may be accomplished through:

1. The use of a confidential informant.

2. An undercover Officer.

3. An arrest warrant(s).

4. Any other legal method.

E. Safety of the undercover Officer is the primary concern of any operation. A sufficient number of surveillance and backup Officers is mandatory to minimize the danger to the undercover Officer.

F. In the course of any Specialized Investigative Operation, any officer involved in the investigation of any vice crime (gambling & prostitution) is prohibited from knowingly and willingly performing any act of sexual penetration with the suspect of a criminal investigation of prostitution during the officer's investigation, 720 ILCS 5/11-0.1.

G. The use of primary radio talk groups will be avoided. A prearranged secure system of communication with the involved parties must be established. Emergency signals are incorporated for the safety of the undercover Officer.

H. Staffing:

The number of Officers required for an operation is contingent on:

1. Anticipated size of the crowd.
2. The number of suspect(s) sought.
3. The number of associates known to be in the building or target area.
4. Other suspect information.

I. Medical assistance will be summoned and/or treatment will be offered to anyone injured in the execution of the operation.

J. Whenever practical, the arrest shall be planned to occur in an area where the suspect's escape routes are limited, and citizen involvement is minimal.

K. The supervisor or lead investigator, prior to arriving at the scene, shall determine who will search for evidence and contraband, and who will document and seize the evidence and contraband.

L. The supervisor on the scene will ensure the operation is fully and completely documented in original and supplemental reports by the members involved.

IV. Participation in Specialized Investigative Operations:

A. Participation in specialized investigative operations initiated by another agency will require approval of the Deputy Chief of Field Operations.

B. Prior to participation by any Skokie Police Department employees, the requesting supervisor will assess the operational plan for consistency with the guidelines delineated in this General Order.

V. Investigative Task Forces:

A. The Skokie Police Department may assume an active role in various Federal, State, and local Task Forces. These Task Forces are formed as a mutual effort to target criminal activity in complex cases that exceed the capabilities of any one agency alone. Before participating in such Task Forces, whether formal or informal, the following will be reviewed and reported in writing to the Chief of Police or their designee for approval:

1. Purpose of the Task Force.

2. Participating agency authority and responsibilities.

3. Accountability and supervision guidelines for personnel and resources assigned to the task force.

4. Identify resources to be contributed to the Task Force by each participating agency.

B. Task force participation shall be based upon a specific purpose and an identified need as determined by the Chief of Police or their designee.

C. Commanders with direct supervisory authority over personnel assigned to a Task Force shall provide the Chief of Police with a report evaluating the results and the need for continued participation in the Task Force. This report shall be provided to the Chief of Police at the conclusion of the Task Force's formation or annually for standing Task Forces (i.e. NORTAF).

VI. Specialized Equipment:

A. All specialized surveillance and undercover equipment will be stored and secured in either the Department equipment room or the Special Operations/ Investigations equipment room.

B. Any sworn supervisor can approve the use of specialized equipment stored in the Department equipment room. Use of specialized equipment stored in the Special

Operations/Investigations equipment room shall only be authorized by a supervisor from Special Operations or Investigations. In the event that a supervisor is not on duty, the Watch Commander may authorize its use.

C. Approving supervisors will access the Department equipment room or the Special Operations/ Investigations equipment room, document the issuance of the equipment in the Specialized Equipment Log Book or inventory control system, as appropriate, and issue the equipment to the requesting user.

D. Those persons using specialized equipment will return the equipment to the Department equipment room or to an on-duty supervisor at the completion of the assignment. The on-duty supervisor receiving the specialized equipment will return it to the Special Operations/Investigations equipment room and make the appropriate annotations in the Specialized Equipment Log Book or inventory control system, as appropriate.

E. Those persons using specialized equipment will return that equipment prior to the end of their tour of duty unless specifically approved by the sworn supervisor approving its use.

F. Requests for the use of specialized equipment owned by another agency or organization will require the prior approval of a sworn supervisor.

VII. Covert Vehicles

A. To facilitate specialized investigative operations, covert vehicles may be available to all sworn Officers. These vehicles will be available for use in the following circumstances:

1. Intelligence gathering
2. Narcotics surveillance
3. Long-term or short-term mobile surveillance
4. As deemed necessary and appropriate by a sworn supervisor.

B. Control for covert vehicles will be the responsibility of the Special Operations Commander. Maintenance and upkeep of the vehicles will remain the responsibility of the Fleet Management Officer, as designated in Department General Order S-13, Police Vehicle Inspection, or the rental agency, as applicable.

C. All sworn Officers seeking the use of a covert vehicle will submit their requests through their immediate supervisor to a Special Operations Division supervisor.

D. No specialized training or qualifications are required to operate a covert vehicle.

E. The covert vehicle(s) will not be required to be equipped with any type of emergency equipment. Officers operating these vehicles shall not engage in any type of police pursuits, as designated in Department General Order F-35, Pursuits.

F. Any specialized equipment necessary to complete the Officer's assignment will be dependent upon the type of operation to be conducted and must be secured by the Officer using the vehicle(s). Specialized equipment will be obtained and returned as delineated in this and other applicable Department policies.

G. For purposes of this order, a covert vehicle will be defined as any vehicle authorized for use by a sworn Officer for the purposes stated above. Covert vehicles will not have any visible police markings or police equipment. This will include rental vehicles and vehicles provided for use by other law enforcement agencies.

H. Officers shall not wear their police uniform while operating a covert vehicle unless deemed necessary by a supervisor.

Appendix A

Skokie Police Department

Standardized Tactical Operation Plan

REPORT NUMBER

REPORT TITLE

ADDRESS & WHERE PLAN WILL BE EXECUTED

CASE OFFICER

PREPARING OFFICER'S SIGNATURE	**DATE / TIME**
SUPERVISORY APPROVAL	**DATE / TIME**

TARGET LOCATION: _____

General Case Information

DECONFLICTION DATE:	**DECONFLICTION NUMBER:**
DATE OF OPERATION:	**TIME OF OPERATION:**
REPORT NUMBER:	**DATE CASE OPENED:**
CASE TITLE:	**INVESTIGATOR'S PHONE:**
LEAD INVESTIGATOR:	**SUPERVISOR'S PHONE:**
OPERATION SUPERVISOR:	

Technical Information

OPERATION TYPE: SEARCH WARRANT ☐ ARREST WARRANT ☐ TYPE: ☐ KNOCK & ANNOUNCE ☐ NO-KNOCK

BUY/BUST ☐ REVERSE ☐ OTHER ☐ _____

BRIEFING LOCATION, DATE & TIME:

OVERHEAR USED: YES ☐ NO ☐ TYPE: CONSENSUAL ☐ OFFICER SAFTEY: ☐

TRACKER USED: YES ☐ NO ☐

DISPATCH NOTIFIED DATE & TIME: _____

PERSONELL NOTIFIED: _____

PRIMARY COMM / CHANNEL:	**SECONDARY COMM / CHANNEL:**

DEDICATED DISPATCHER FOR OPERATION: YES ☐ NO ☐ _____

NAME OF DISPATCHER

Assisting / Notified Agencies

AGENCY NOTIFIED	OFFICER NOTIFIED	DATE /TIME	NOTIFIED BY
FIRE/EMS			

TACTICAL TEAM:	**PHONE:**
LOCAL EMS:	**PHONE:**
LOCAL HOSPITAL:	**PHONE:**
LOCAL POLICE:	**PHONE:**

Emergency Medical Evacuation

FIRE DEPARTMENT:	**PHONE:**
FIRE DEPARTMENT STAGING LOCATION: _____	

Synopsis of Case

Plan of Execution

Description of how the operation will take place from the conclusion of the briefing to all personnel leaving the target location and redeploying back to the Department (include what each team is doing when and all coordination issues):

Warrant Operation Details

PRE SURVEILLANCE:	CALL #:	PHONE:
PRE SURVEILLANCE:	CALL #:	PHONE:

ENTRY TEAM				
OFFICER	CALL #	PHONE	VEHICLE	ASSIGNMENT

CONTAINMENT TEAM				
OFFICER	CALL #	PHONE	VEHICLE	ASSIGNMENT

ARREST TEAM				
OFFICER	CALL #	PHONE	VEHICLE	ASSIGNMENT

EVIDENCE TECHINCAN:	CALL #:	PHONE:

K9 OFFICER:	CALL #:	PHONE:

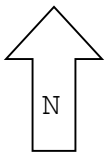
PRISONER TRANSPORT:	LOCATION:

Post Operation Details

INTERVIEW TEAM #1	INTERVIEW TEAM #2

Map or Aerial Image of Warrant Location

Target Location Address:



SOURCE OF PHOTOS: _____

DATE VERIFIED: _____

TARGET LOCATION: _____

Photos of Warrant Location

PRIMARY VIEW / ENTRY POINT

ALTERNATE VIEW / ENTRY POINT

ALTERNATE VIEW / ENTRY POINT

ALTERNATE VIEW / ENTRY POINT

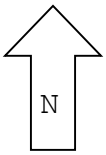
ALTERNATE VIEW / ENTRY POINT

SOURCE OF PHOTOS: _____

DATE VERIFIED: _____

Diagram of Warrant Location

Target Location Address:



SOURCE OF DIAGRAM: _____

TARGET LOCATION: _____

Warrant Location Details

SAFTEY ISSUES – DESCRIBE AND LIST CONTINGENCY FOR EACH BELOW				
WEAPONS ☐	FORTIFIED ☐	DOGS ☐	LOOK OUTS ☐	LAB ☐
CHILDREN ☐	ELDERLY ☐	CAMERAS ☐	ALARMS ☐	NEEDLES ☐
DISABLED ☐	HAZMAT ☐	HOSTILE NEIGHBORS ☐	OTHER _____	
ALL PERSONNEL WILL WEAR PERSONAL BODY ARMOR UNLESS SPECIFICALLY EXEMPTED BY A COMMANDER				

TYPE OF LOCATION:

☐ RESIDENTIAL
- ☐ SINGLE FAMILY
- ☐ MULTI-FAMILY
  - NUMBER OF FLOORS:_____
  - NUMBER OF UNITS PER FLOOR_____

☐ COMMERCIAL
- ☐ SINGLE OCCUPANT
- ☐ MULTI-OCCUPANT
- NUMBER OF FLOORS:_____

PRIMARY APPROACH TO LOCATION (DESCRIBE FENCES, WALLS, ALLEYS, ETC.):

SECONDARY APPROACH:

PRIMARY POINTS OF ENTRY/EXIT (DESCRIBE):

SECONDARY POINT OF ENTRY/EXIT (DESCRIBE):

OTHER RELEVANT INFORMATION:

PLAN FOR ANY SAFETY ISSUES LISTED ABOVE:

Appendix A (Continued)

OF

Buy/Bust and Reverse Operation Details

PRE-SURVEILLANCE:	CALL #:	PHONE:
PRE-SURVEILLANCE:	CALL #:	PHONE:
BUST SIGNAL #1:	BUST SIGNAL #2:	
DISTRESS/RESCUE SIGNAL:		

ARREST TEAM #1				
OFFICER	CALL #	PHONE	VEHICLE	ASSIGNMENT

ARREST TEAM #2				
OFFICER	CALL #	PHONE	VEHICLE	ASSIGNMENT

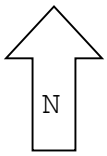
EVIDENCE TECHINCAN:	CALL #:	PHONE:
K9 OFFICER:	CALL #:	PHONE:
PRISONER TRANSPORT:	SKOKIE PD: ☐ OTHER:	

POST Operation Details

INTERVIEW TEAM #1	INTERVIEW TEAM #2

Map or Aerial Image of Buy / Bust & Reverse Location

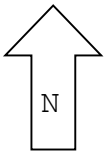
ADDRESS:



DATE AND SOURCE OF PHOTO: _____

Diagram of Buy / Bust & Reverse Location

Address:



DATE AND SOURCE OF PHOTO: _____

Undercover Personnel

U / C OFFICER #1:	CALL #:	PHONE:

PICTURE / PICTURE / FRONT

PICTURE / PROFIL

UCV YEAR	UCV MAKE	UCV MODEL	UCV COLOR	UCV PLATE / STATE

U / C OFFICER #2:	CALL #:	PHONE:

PICTURE / FRONT

PICTURE / PROFILE

UCV YEAR	UCV MAKE	UCV MODEL	UCV COLOR	UCV PLATE / STATE

Confidential Informant Information

C / I NUMBER:			C / I NAME:		
Sex	**Race**	**Height**	**Weight**	**Hair**	**Eyes**

COMMUNICATIONS PLAN (CALLYO, WIRE, VIDEO, ETC.)

PRIMARY DEVICE:

SECONDARY DEVICE:

RESCUE SIGNALS

SIGNAL:
CODE WORD OR PHRASE:

Confidential Informant – Criminal History / Concerns

CONFIDENT I'M AN INFORMED VEHICLE INFORMATION				
CIV YEAR	**CIV MAKE**	**CIV MODEL**	**CIV COLOR**	**CIV PLATE / STATE**

PICTURE OF INFORMANT VEHICLE OR UNCERCOVER VEHICLE

PRIMARY TARGET/SUSPECT – CRIMINAL HISTORY/CONCERNS

Primary Target / Suspect Information

NAME:	D.O.B:
ADDRESS:	CITY / STATE:
D/ L NUMBER:	CONCEALED CARRY:
SID NUMBER:	FBI NUMBER:
FOID NUMBER:	FOID STATUS:

Sex	Race	Height	Weight	Hair	Eyes

PICTURE / FRONT

PICTURE / PROFILE

DATE OF PICTURE: _____

PRIMARY TARGET/SUSPECT SOURCE VEHICLE INFORMATION				
Year	**Make**	**Model**	**Color**	**Plate / State**

PHOTO OF SUSPECT VEHICLE

Post-Arrest Details

INTERVIEWER 1:	**INTERVIEWER 2:**

Additional Target / Suspect Information

NAME:	D.O.B:
ADDRESS:	CITY / STATE:
D/ L NUMBER:	CONCEALED CARRY:
SID NUMBER:	FBI NUMBER:
FOID NUMBER:	FOID STATUS:

Sex	Race	Height	Weight	Hair	Eyes

PICTURE / FRONT

PICTURE / PROFILE

DATE OF PICTURE: _____

ADDITIONAL TARGET/SUSPECT – CRIMINAL HISTORY/CONCERNS

ADDITIONAL TARGET/SUSPECT SOURCE VEHICLE INFORMATION				
Year	**Make**	**Model**	**Color**	**Plate / State**

PHOTO OF SUSPECT VEHICLE

Additional Target / Suspect Information

NAME:	D.O.B:
ADDRESS:	CITY / STATE:
D/ L NUMBER:	SOC. SEC. NUM:
SID NUMBER:	FBI NUMBER:
FOID NUMBER:	FOID STATUS:

Sex	Race	Height	Weight	Hair	Eyes

PICTURE / FRONT

PICTURE / PROFILE

ADDITIONAL TARGET/SUSPECT – CRIMINAL HISTORY/CONCERNS

ADDITIONAL TARGET/SUSPECT SOURCE VEHICLE INFORMATION				
YEAR	MAKE	MODEL	COLOR	PLATE / STATE

PHOTO OF SUSPECT VEHICLE

Village of Skokie Police Department
Undercover Operations - Supervisor's Checklist

Be aware of other pertinent information:

- [ ] Personal habits.
- [ ] Alcohol or narcotics use.
- [ ] Tendency towards violence.
- [ ] Traffic conditions and patterns.
- [ ] Areas that may prove hazardous to the undercover investigators.
- [ ] Supply false identities for undercover officers with appropriate credentials (if applicable).
- [ ] Cover story and identity to be used.
- [ ] Arrangements for identification credentials.
- [ ] Ensure that all credentials match, such as a driver's license and vehicle registration.
- [ ] Residence or employment if required.
- [ ] Maintain the confidentiality of false identities.
- [ ] The Investigations Division Supervisor or Special Operations Supervisor will be responsible for the safeguarding of confidential identities and credentials.
- [ ] Confidential identities may be revealed only to the following:
  - Chief of Police.
  - Others only on a need-to-know basis.
- [ ] Provide expense funds.
- [ ] Meals.
- [ ] Transportation.
- [ ] Flash roll.
- [ ] Miscellaneous expenses.
- [ ] Secure the necessary equipment to carry out the operations.
- [ ] Cover equipment so that Investigators/Officers involved can blend into the area of the operation.
- [ ] Cameras.
- [ ] Binoculars.
- [ ] Recording equipment and/or listening devices, or software applications.
- [ ] Vehicles.
- [ ] Radios.
- [ ] Check-out/in list.
- [ ] Determine communication channel(s) or other appropriate communication methods, especially emergency communications.
- [ ] Mobile phones.
- [ ] Secure communications system between members of the operation and with the Communications Center.
- [ ] Suitable signals to be used by members of the operation that are understood by all involved.
- [ ] Emergency communications between the undercover investigator and the backup team.
- [ ] Determine legal ramifications of the operation, seeking advice from the State's Attorney's office when appropriate.
  - Entrapment.
  - Applicable constitutional safeguards.
- [ ] Develop plans and guidelines in the event of an arrest.
  - When arrests are to be effected.
  - Who shall determine the arrest situation?
  - Designation of arrest teams.
  - Who shall participate in arrests?
  - Participation or nonparticipation of the undercover investigator.

☐ Ensure that adequate police personnel are available to ensure the safety of undercover personnel involved in the operation.
- The primary function of the back-up team is to protect and assist the undercover Investigator.
- Back-up teams should have easy access and good visibility.
- Determination of when the operation becomes too risky to continue.
- Prearranged signals to indicate that everything is all right or that help is needed.
- Plans for the expected and contingency plans for as many unexpected situations as possible.

☐ Ensure adequate supervision is provided. The Special Operations Supervisor or the Investigations Division supervisor will supervise the operation.
- The Investigation Division, Special Operations Supervisor, or their designee will hold a briefing before any undercover operation to ensure that all information contained in the Standardized Tactical Operation Plan (Attachment A) is covered with the operations personnel. All participants of the operation will receive a copy of this plan.

☐ Advise the on-duty Patrol Watch Commander of Operations.
- The Commander of Special Operations or designee shall give the Patrol Division Supervisor prior notification of the operation.
- Should the operation be conducted within another agency's jurisdiction, the operation Supervisor will notify that jurisdiction before the operation as appropriate.

☐ The officer responsible for securing the residence after the incident_____

☐ When SWAT/TIU is not used, list the tools needed for breaching _____

☐ Police vest markings for Plain Clothes Officers.

☐ Eye Protection for rescue officers (Glass Blowback).

☐ Rehearsal of vehicle extraction plan.

SKOKIE POLICE DEPARTMENT

INVESTIGATIVE FUND

General Order: F-10

Effective Date: 01 January 2024

Replaces:
General Order: F-10
Effective Date: 01 Apr. 2021

Indexed As:
Buy Money
Flash Funds
Investigative Fund
Petty Cash

POLICY:

It is the policy of the Skokie Police Department to have cash immediately available when money is needed for providing payment to an informant or to authenticate an undercover investigation. The Department shall maintain an Investigative Fund that will be overseen by the Special Operations Commander and Investigations Commander or their designee(s).

PROCEDURE:

Investigative Fund

A. The authorized Investigative Fund balance will be $10,000.

B. All funds will be under the joint control of the Special Operations Commander and Investigations Commander or their respective designee(s).

C. Authorization of expenditures from this fund is the responsibility of the Special Operations Commander and Investigations Commander within the parameters of this policy.

D. Funds will be secured from an Investigations or Special Operations Supervisor.

E. When the fund is used, the following procedures will be utilized:

1. The Deputy Chief of Field Operations will be informed by the fund user, via chain of command, no later than the next working day of the

reason(s) for its use for any expenditures exceeding $1,000.

2. The Deputy Chief of Field Operations will then notify the Chief of Police of any significant expenditures or requests for reimbursement.

3. The Special Operations Commander or Investigations Commander will keep a log and document each use of the fund. The log will be updated by an Investigations or Special Operations Supervisor after every use. The log shall include:

   a. Date
   b. Time
   c. Person using fund
   d. Complaint number (if any)
   e. Person authorizing use
   f. Reason for use
   g. Amount

4. With the exception of "flash money," any fund usage in excess of $2,000 shall require approval from the Chief of Police.

F. In the event that the amount of funds required exceeds the available balance of the Investigative Fund, money can be requested through the Finance Department from the Asset Forfeiture Account.

G. The Special Operations Commander or Investigations Commander or their respective designees shall process a request for reimbursement to cover expenditures from this fund as appropriate. Each reimbursement check from the Finance Department is accompanied by a completed Village of Skokie "Check Request" form. "Check Request" forms are maintained by the Special Operations Commander or his designee.

H. Prior to the end of each month, the Special Operations Commander or designee will reconcile the Investigative Fund and include in his monthly report to the Deputy Chief of Field Operations the initial monthly fund balance, all expenditures and monies received since the beginning of that month, and the balance on hand. A copy of this monthly report will be forwarded to the Office of the Chief and the Investigations Commander.

I. The Deputy Chief of Field Operations shall personally audit the fund on a quarterly basis to confirm reconciliations by the Special Operations Commander.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.15.03

SKOKIE POLICE DEPARTMENT

FIELD CONTACT REPORT

General Order: F-11
Effective Date: 01 December 2024

Replaces:
General Order: F-11
Effective Date: 15 Jan. 2023

Indexed As: Field Contact Report
Field Interviews

POLICY:

It is imperative that police agencies adopt proactive measures for the prevention of crime and the apprehension of criminals without sacrificing police trust for crime control effectiveness. Field interviews are endorsed and encouraged by the Skokie Police Department as an appropriate technique to deter and identify criminals while remaining focused on encounters which build trust simultaneously.

PROCEDURE:

I. The following is intended to guide Officers in conducting field interviews in a uniform and acceptable manner. Field interviews shall be used to:

   A. Detect the perpetrators of past crimes.

   B. Deter the commission of future crimes.

   C. Determine if a crime in fact has been committed.

   D. Identify persons of questionable intentions for possible follow-up action.

   E. Establish the movement of persons of interest.

   F. Establish the existence of associations among criminal suspects.

II. When conducting a field contact of a suspicious person or vehicle, follow these steps:

   A. Evaluate and determine whether reasonable suspicion supports a terry stop or if the encounter will be consensual (in accordance with F-68, Search and Seizure).

B. Notify the Communications Operator.

C. Wait for acknowledgement from the Communications Operator.

D. If it is a vehicle, give the license plate number and location.

E. If a person or vehicle with no plates, give a brief description and location.

F. Make the contact.

G. An automatic backup will be dispatched unless Code 4 is called.

H. Officers will make a reasonable attempt to give people a voice, show neutrality and demonstrate respectful behavior. They should not unnecessarily endanger themselves when attempting to be courteous on a stop.

I. Officers should be active listeners, allow subject being interviewed to tell their side of the story, be transparent in their decisions on why the encounter occurred and demonstrate they care.

J. Record the contact in the Field Contact module within RMS, as necessary.

K. Complete the pedestrian stop card, as necessary.

III. Guidelines for Reporting the Field Interview

A. If an Officer determines that an individual’s actions and/or comments are suspicious, but does not have grounds for an arrest, a Field Contact report should be completed in Mobile Field Reporting (MFR). Field Contact reports of multiple subjects taken during a stop will be noted in the “Additional Name” field of MFR.

B. Even if no known investigative value exists at the time of the stop, a Field Contact report may still be appropriate and beneficial for the investigation of a crime or incident that may occur or may have already occurred.

IV. Illinois Compiled Statutes shall be followed when conducting these contacts:

A. 725 ILCS 5/107-14 - Temporary Questioning with Arrest.

B. 725 ILCS 5/108-1.01 - Search During Temporary Questioning.

C. 725 ILCS 5/108-1 - Search Without Warrant.

D. 725 ILCS 5/108-2 - Custody and Disposition of Things Seized.

E. 625 ILCS 5/11-212 – Traffic and Pedestrian Stop Statistical Study.

V. Review of Field Contact Reports

Special Operations personnel shall review Field Contact reports in the Records Management System (RMS) on a regular basis. Any information that may be pertinent to an active investigation shall be forwarded to the appropriate Investigations Division personnel or placed on the intelligence briefing.

SKOKIE POLICE DEPARTMENT

FIELD REPORTS

General Order:	F-12	**Replaces:** General Order:	F-12
Effective Date:	01 October 2023	Effective Date:	01 Jan. 2019

Indexed As: Complaint Memo Procedures
Field Reports
Incident Reporting

POLICY:

It shall be the policy of the Skokie Police Department to accurately document all criminal and non-criminal activity that is reported to or is discovered by Department personnel.

PROCEDURE:

I. Every call for service or incident initiated or discovered by Department personnel will be logged and documented utilizing the Computer Aided Dispatch (CAD) program.

A. All incidents reported to, initiated or discovered by Department personnel will be documented by means of written report or computerized record. Further, all such incidents, excluding routine traffic stops or minor self-initiated activities (informational stops, “STROLLS”, stalled autos, etc.) will be assigned a separate and unique complaint number by the CAD system. Such incidents shall include, but are not limited to:

1. Citizen reports of crimes

2. Citizen complaints

3. Incidents resulting in an employee/member being dispatched or assigned

4. Criminal and non-criminal cases initiated by Skokie Police Department personnel

5. All incidents involving arrests, citations or summonses

6. Selective enforcement

7. Community engagement

B. Use of the appropriate computerized report format, report form, or other means of documentation shall be determined by the nature of the incident, the action taken (if any), and the results realized.

II. OSSI Training Materials

A. All personnel shall be able to access the Skokie Police Department OSSI Training Materials via the Department intranet. The OSSI Training Materials is intended to provide guidance in the purpose, proper completion and submission of the most commonly utilized reports and computerized formats. General instructions regarding the reports to be used, the information required and the procedures to be followed in the completion and submission of computerized field reports are provided within the manual.

B. The manual shall be reviewed and modified annually for accuracy and comprehensiveness by the Training Unit.

III. Whenever an investigation results in a written report, the victim of that incident will be given an Incident Referral Card. The investigating Officer will note the incident number, date of the incident, and the investigating Officer's name and star number on the Incident Referral Card and then hand it to the victim. Witnesses of violent crimes may also be given this card.

Officers will document in their report narrative that an Incident Referral Card was given to the victim or witness.

IV. All incident documentation will be reviewed by a Watch Supervisor. After this review process is completed, all documentation shall be forwarded to the Records Unit for additional report review and processing.

V. Unless approved by a Watch Supervisor, the reporting Officer shall complete and submit all required incident documentation prior to the end of his tour of duty.

VI. Report Submission Protocol

A. Except as noted below, all original reports (incident, arrest and crash) and Watch-level supplemental reports will be completed, submitted and approved by a supervisor prior to the employee leaving at the end of their tour of duty.

1. Employees will check the status of their submitted reports to ensure they have been approved before going 10-42. If the employee has unapproved reports, they will speak to an on-duty supervisor to have them review and approve the report.

2. All Evidence Technician (ET) supplemental reports will be submitted within three days.

B. Supervisors may authorize an employee to leave and complete a report when they next return to work. These will be limited to special circumstances justifying the delay.

1. Supplemental Reports: Officers approved to leave before completing a supplemental report will submit an "INCOMPLETE" supplemental report identifying who authorized the delay and when the report will be completed. This incomplete supplement will be retrieved by the Officer, updated and submitted for approval when the Officer returns to work.

2. ET Supplemental Reports: If an ET does not complete and submit their supplemental on the day they were assigned the job, they will submit an "INCOMPLETE" evidence supplemental report stating when the report will be completed. This incomplete evidence supplemental report will be retrieved by the ET, updated and submitted for approval when the ET returns to work.

3. Case files in which arrests have been made but not turned in for an approved reason will be held in only one of two places. For the Watches, they will be held in the Watch Supervisors' area. For Investigations/Special Operations, they will be held in the Investigative Services area. Files in these locations will be held in a marked file rack and reviewed daily by on-duty Supervisors to ensure proper status and handling.

C. Supervisors will approve reports from other Watches unless instructed otherwise by another supervisor or another reason exists not to do so.

D. Records supervisor or their designee will run the Missing Case Number Report in Mobile Tools in the Records Management System (RMS) weekly. Supervisors will ensure that any employees who have missing reports complete and submit those reports.

VII. The Records Supervisor or his designee:

1. Will review <u>all</u> reports to ensure their completeness and quality.

2. Will audit reports received by the Records Unit to ensure that all required reports and forms have been

submitted as required. A status file of delayed or missing reports will be maintained for follow up.

3. Will properly code reports to meet National Incident Based Report System (NIBRS) standards.

4. Will route reports for follow-up to:

   a) Other Village Departments - Any report for which the reporting Officer has requested distribution to a specific Village Department, i.e., Health, Fire, Public Works, Traffic Engineering.

SKOKIE POLICE DEPARTMENT

PRETRIAL RELEASE PROCEDURES

General Order: F-13
Effective Date: 01 August 2024

Replaces:
General Order: F-13
Effective Date: 18 Sep. 2023

Indexed As: First Appearance Court
Detainable Offenses

POLICY:

It shall be the policy of the Skokie Police Department to comply with pretrial release procedures pursuant to applicable state statutes and the Illinois Supreme Court rules governing persons arrested.

PROCEDURE:

I. Illinois Supreme Court Rules and Illinois Statutes govern the setting of pretrial release.

A. A summary of these rules is contained in the Secretary of State Offense Code Index which is issued biannually to every Officer. Any changes to the Illinois Supreme Court Rules will be communicated via Training Bulletin. The most relevant of these rules are the following:

1. Rule 551, Traffic and Conservation Offenses for Which a Court Appearance is Required
2. Safety, Accountability, Fairness and Equity-Today Act, commonly referred to as the SAFE-T Act.

B. Officers will ensure they have a thorough working knowledge of these rules and apply them when conducting First Appearances Court procedure.

II. Release Without Charge

Illinois Compiled Statutes (725 ILCS 5/107-6) - A peace officer who arrests a person without a warrant is authorized to release the person without requiring them to appear before a court when the officer is satisfied that there are no grounds for criminal complaint against the person arrested.

III. Method of Release for Persons Arrested for (Crimes in which the Victim is a Family Member or Household Member) Domestic Violence Violations

A. Illinois State Statute (725/ILCS 5/110-5.1) requires that a person charged with a violent crime shall appear before the court for a first appearance if the victim was a family or household member and if any of the following apply:

1. The person charged was subject to an Order of Protection at the time of the offense.

2. The person charged was previously convicted of a violation of an Order of Protection.

3. The person charged was previously convicted of a violent crime in which the victim was a family or household member at the time of the offense.

4. The arresting Officer indicates any of the following in the Police report accompanying the complaint:

a) That the Officer observed on the victim objective manifestations of physical harm that the Officer reasonably believes are the result of the offense.

b) That the Officer reasonably believes that the person charged was armed with a deadly weapon at the time of the offense.

c) That the Officer reasonably believes that the person charged presents a credible threat of serious physical harm to the victim or to any other person if released.

B. Illinois State Statute 725 ILCS 120/3(c) defines a violent crime as any felony in which force or threat of force was used against the victim; any offense involving sexual exploitation, sexual conduct or sexual penetration, or a violation of 11-20.1, 11-20.1B or 11-20.3 (pornography offenses); domestic battery, violation of an Order of Protection, stalking, or any misdemeanor which results in death or great bodily harm to the victim; involuntary manslaughter and reckless homicide; any violation of 11-501 of the IVC resulting in personal injury or death.

C. If the case being handled is a misdemeanor and is not a violent crime or is a violent crime but does not have one of the conditions outlined present, then the person

may be cited and released and should not be held to go before a judge (unless covered in F below).

D. The investigating Officer is responsible for completion of the Domestic Violence Screening Form (see Appendix A) for inclusion in the case file.

E. Copies of the Domestic Violence Screening Form will be forwarded to First Appearance Court.

F. The SAFE-T Act states that the defendant is not eligible for cite and release for the offense of domestic battery, a violation of an order of protection or any similar violation of a local ordinance. Conditions for release/detention for these offenses shall be set by the Court.

IV. In cases where the person to be released is under the influence of alcohol or drugs, Department policy shall require that they are only released to a responsible adult third party.

A. If a responsible adult third party is not found or is unwilling to take custody, then a watch supervisor shall be contacted. The identification of the responsible adult third party shall be documented in the appropriate report.

B. In the event that the responsible adult third party refuses to provide identification, a watch supervisor will be advised prior to release.

C. While being detained, an individual under the influence of drugs, alcohol, or an intoxicating substance may be offered additional breathalyzer tests, hand-held breath tests, or toxicology tests to determine his or her level of sobriety. The results of such tests may not be used against the individual in any subsequent criminal proceeding.

V. All Skokie Police Department Officers and Department employees who have been deputized as deputy clerks are authorized to release any person in accordance with the SAFE-T Act.

APPENDIX A

DOMESTIC VIOLENCE SCREENING FORM

Instructions for Use:

This form is to be used for ALL domestic related incidents where an arrest is made or when a warrant is obtained. It is designed to be a check list which will aid in providing judges with accurate information regarding an offender's history of violence so that the person may be cited and released.

This form is designed to be simple to complete. A check mark is to be placed in the applicable boxes of either or both categories of victim/offender, reported/observed behavior, and alleged behavior. If yes is checked in the reported/observed behavior category, please document the number of incidents reported by the police and the report numbers.

If yes is checked in the alleged behavior category, expound briefly on what the victim reports.

Attach copies of previous domestic incidents to this form, if available.

APPENDIX A (Continued)

Skokie Police Department Domestic Violence [redacted] Screening Form	Police Case No:
	Court Case No:

Victim's Name (Last-First-Middle)	Offender's Name (Last-First-Middle)

Observations	Victim	Offender
Excited Utterances*	☐	☐
Alcohol/Drugs	☐	☐
Angry	☐	☐
Apologetic	☐	☐
Calm	☐	☐
Crying	☐	☐
Fearful	☐	☐
Hysterical	☐	☐
Irrational	☐	☐
Nervous	☐	☐
Threatening	☐	☐
Dementia/Alzheimer's	☐	☐
Words Used *		

Relationship	Current	Former
Married	☐	☐
Cohabitants	☐	☐
Dating/Engaged	☐	☐
Parent/Step Parent and Child	☐	☐
Personal Assistant of Disabled	☐	☐
Family Member Caregiver	☐ Yes	☐ No

Length of Relationship: _____ Years _____ Months

Names and ages of minor children reportedly in common:

Offender's Employment Status

Possible Stresses on Relationship

Victim Injuries

1. Report of Pain
2. Bruises
3. Abrasions
4. Lacerations
5. Fractures
6. Concussion
7. Burns (Cigarette, rope)
8. Bites
9. Welts (Belt, cord)
10. Hair Pulled
11. Neglect(Bedsores, Malnourish, etc.)

Front



Back



Indicate injuries by writing a corresponding number next to the body part on the body chart.

Photo's Taken ☐ Yes ☐ No

Victim's Medical Treatment

Seek Own	☐
Hospital	☐
First Aid	☐
Paramedics/EMS	☐
Refused	☐

Diagnoses

Offender's History of Mental Illness

Diagnoses

Diagnoses Info provided by:

Suicide Threats/Attempts	☐ Yes ☐ No
Homicidal Threats	☐ Yes ☐ No
Has There Been Prior Treatment?	☐ Yes ☐ No

Current or Previous Medication

Has There Been Compliance with Medication? ☐ Yes ☐ No

Victim

☐ Pregnant (number of months)

☐ Disabled (specify) _____

☐ Over 60

Employed ☐ Yes ☐ No

Witnesses

Witnesses Present During Domestic Violence?	☐ Yes ☐ No
Statement Taken?	☐ Yes ☐ No
Did Children Witness Incident?	☐ Yes ☐ No

Additional Comments:

APPENDIX A (Continued)

Offender Criminal History

Criminal History ☐Yes ☐No

Describe Criminal History (List the number and type of arrests and convictions):

Orders of Protection

Current (include Case No. & expiration dates below)

Criminal

Civil/Domestic Relations Case No.

Past (Expiration date)

Current Domestic Incident	Victim/Witness Reported		Officer Observed	
Acts Against Victim	☐ Yes ☐ No		☐ Yes ☐ No	
Verbally Abusive to Victim	☐ Yes ☐ No		☐ Yes ☐ No	
Threats Made Toward Victim	☐ Yes ☐ No		☐ Yes ☐ No	
Blames Victim for Act	☐ Yes ☐ No		☐ Yes ☐ No	
Verbally Abusive Towards Officer	☐ Yes ☐ No		☐ Yes ☐ No	
Threats made Towards Officer	☐ Yes ☐ No		☐ Yes ☐ No	
Combative with Officers	☐ Yes ☐ No		☐ Yes ☐ No	
Use of Weapon	☐ Yes ☐ No		☐ Yes ☐ No	
Previous Domestic Incidences*				
A. Past Injuries to Victim	☐ Yes ☐ No		☐ Yes ☐ No	
B. Number of Previous Calls	☐ Yes ☐ No		☐ Yes ☐ No	
C. Court Involvement/Dispositions	☐ Yes ☐ No		☐ Yes ☐ No	
D. Previous Domestic Violence Treatment	☐ Yes ☐ No		Who?	

*Notes/Comments

A.

B.

C.

D.

Other Acts of Violence/Abuse			
Towards Family Members	☐ Yes ☐ No	☐ Yes ☐ No	
Towards Others	☐ Yes ☐ No	☐ Yes ☐ No	
Towards Animals	☐ Yes ☐ No	☐ Yes ☐ No	
History of Substance Abuse		Additional Comments:	
Drug of Choice	☐ Yes ☐ No		
Alcohol	☐ Yes ☐ No		
Prior Treatment (dates)	☐ Yes ☐ No		
Weapons/Firearms			
Valid FOID Card	☐ Yes ☐ No		
Ownership/Possession of Firearm	☐ Yes ☐ No		
Threats Made with Weapons	☐ Yes ☐ No		
Notification			
Criminal Investigations	☐ Yes ☐ No		
Victim Advocate/Police Social Worker	☐ Yes ☐ No		
Elder Abuse Hotline	☐ Yes ☐ No		
DCFS/Human Services	☐ Yes ☐ No		

Reporting Officer/Star #	Date	Supervisor Approving/Star #

Revised 7/04

SKOKIE POLICE DEPARTMENT

CRIMINAL PROCESS

General Order:	F-14	**Replaces:** General Order:	F-14
Effective Date:	01 March 2025	Effective Date:	01 Mar. 2023

Indexed As: Arrest: Warrant and Warrantless
Civil Process
Notice to Appear
Search Warrants
Summons

POLICY:

It is the goal of the Skokie Police Department to efficiently, and as rapidly as possible, bring alleged offenders into the Circuit Court System for adjudication of the various criminal and quasi-criminal incidents within the purview of this Department. This will be accomplished with the appropriate procedure whether that be by summons, notice to appear, warrant or warrantless arrest. This Order sets forth guidelines of who will perform the legal process functions, as well as how and what actions may be taken.

PROCEDURE:

I. Requirements and Limitations

A. No sworn member of the Department shall serve any civil subpoena, writ or summons other than an Illinois Domestic Violence Order of Protection Short Form Notification (725 ILCS 5/112A-22.10) or a Firearms Restraining Order (430ILCS 67) unless directly appointed by the court as a process server and then directly ordered by the court, in writing, to make such service.

B. No sworn member of the Department shall execute any writ requiring the seizure of real or personal property unless directly ordered to do so by the court.

C. All statutory limits on immunity from arrest, territorial and time constraints, and requirements of "fresh pursuit" enumerated in the Illinois Compiled Statutes will be complied with at all times. See Illinois Compiled Statutes 725 ILCS 5/107-1 and 5/108-1.

D. Whenever possible, Department personnel should utilize the summons, conditions of pretrial release form or notice to appear, including traffic, parking and ordinance citations. Use of the summons, conditions of pretrial release form or notice to appear shall be in accordance with established Department guidelines.

E. Arrest and search warrants will be executed only by sworn personnel. Sworn personnel executing arrest and search warrants shall wear body armor in accordance with Department General Order F-57, Personal Protective Equipment.

F. All persons arrested by members of the Department shall be afforded all rights guaranteed to them by State and Federal law. These rights shall be posted in the Department's detention facility.

G. All search warrants must be supported by probable cause and must specifically describe the place to be searched and the persons or items to be seized.

II. Arrest

A. Arrest by a Peace Officer

1. Refer to Illinois Compiled Statutes 725 ILCS 5/107-1 et seq.

2. Officers shall be kept apprised of Supreme Court decisions regarding warrantless arrests through in-service training and the issuance of Department Training Bulletins.

B. Arrest Warrants

1. Skokie Police Department original warrants will be executed as soon as possible after issue. If the warrant is to be executed in another police jurisdiction, law enforcement personnel of that jurisdiction will be contacted for assistance as appropriate. See Illinois Compiled Statutes 725 ILCS 5/107-1 et seq.

2. Foreign original warrants should be executed within 14 working days after the Skokie Police Department receives such warrants. If not served within two weeks, the warrant should be returned to issuing agency with an explanation of non-service. All foreign warrants shall be verified prior to attempting service.

3. Unexecuted Warrants and Accompanying Forms

   a) The Records Unit shall attach a Skokie Police Department Warrant Control Form (Appendix A) to all warrants received by the Department from the Clerk's Office of the Second District Court or from another outside agency.

   b) If the person named in the warrant cannot be located because of change of address, or if the person named is deceased, the Officer attempting service shall complete the Warrant Control Form and return it to the Commander from whom they received it.

   c) All unexecuted warrants and notices must be turned in to the Watch Commander at the end of the Officer's tour of duty. Warrants and notices shall not be stored in the Officer's locker or briefcase.

   d) The Watch Commander shall sign the completed form and forward it to the Records Unit for subsequent return to the agency from which it was received.

C. Search Warrants

Warrants shall be executed within 96 hours from the time of issuance. If the warrant is executed, a copy of the warrant will be left as appropriate and as circumstances dictate, regardless of whether any items are seized:

1. A copy of the warrant shall be left with any person from whom any instruments, articles, or things were seized.

2. If no person is available, a copy shall be left at the place where the warrant was executed.

3. Any warrant not executed within the required 96 hours shall be void and shall be returned as "not executed" to the court of the issuing judge.

III. Search and Seizure

A. All persons arrested shall be searched at the time of arrest. This includes the immediate area where they are arrested. The purposes of the search are:

1. Protection of the Officer(s) from attack.

2. Prevention of escape of the arrestee.

3. Discovery of the fruits of the crime.

4. Discovery of evidence.

5. See the following for further information:

   a) Illinois Compiled Statutes 725 ILCS 5/108-1.01, Search during temporary questioning

   b) Department General Order F-68, Search and Seizure

   c) Department General Order F-29, Strip Searches

   d) Department Training Bulletins

B. For searches beyond the immediate area and plain view, search warrants will be obtained in every case where time and circumstances allow. See Illinois Compiled Statutes 725 ILCS 5/108-3, Grounds for search warrants.

C. Custody and disposition of seized items will be handled according to Department General Order S-1, Property Custody.

D. When arresting Officers must search a member of the opposite sex, or one who identifies as such, and no appropriate sworn personnel are available, a trained Community Service Officer may be used. See Skokie Police Department General Order F-1, Transporting Detainees.

E. Additional guidance and requirements regarding the use of force, conducting searches and the rights of arrestees are found in:

1. Department General Order A-15, Use of Force

2. Department General Order F-68, Search and Seizure

3. Department General Order F-29, Strip Searches

4. Department General Order F-1, Transporting Detainees

5. Department General Order S-12, Detention Facility

6. Illinois Compiled Statutes 725 ILCS 5/107-14, Temporary questioning without arrest.

7. Department Training Bulletins

F. The court issuing an arrest or search warrant may authorize the Officer executing the warrant to make entry without first knocking and announcing his or her office if it finds, based upon a showing of specific facts, the existence of the following exigent circumstances:

1. That the Officer reasonably believes that if notice were given, a weapon would be used:

a) against the Officer executing the search warrant; or

b) against another person.

2. That if notice were given there is an imminent "danger" that evidence will be destroyed.

Prior to the issuance of a warrant under 725 ILCS 5/108-8, Subsection b (No-Knock Warrant), the Officer must attest that:

1. The interaction authorized by the warrant is recorded via a body-worn camera or is otherwise recorded; and

2. The supervising officer verified the address listed on the warrant for accuracy and plan for children or other vulnerable people on site.

3. If an officer becomes aware the warrant was executed at an address, unit or apartment different from the location listed on the warrant, that member will immediately notify a supervisor who will ensure an internal investigation is initiated.

IV. Notice to Appear – Local Ordinance Citation

A. The notice to appear can be delivered personally to the defendant or left at the defendant's residence with a member of the family 10 years of age or over. NO PRETRIAL RELEASE FORM IS REQUIRED. The Officer serving the notice to appear will leave a copy with the defendant or member of the family.

B. If the Officer serves the notice to appear, he will complete the local ordinance citation indicating the date of service, identity of person served, etc., and return a copy of the notice to the Records Unit.

C. If the Officer is unable to serve the notice to appear, he will return the notice to the Records Unit.

D. If the defendant has moved, the Officer should attempt to obtain a forwarding address and return the notice to the Records Unit.

V. Records Maintenance Procedures

A. The Records Unit Supervisor is responsible for maintaining an accurate and up-to-date warrant file.

1. Copies of all warrants are maintained by the Records Unit.

2. Warrants are accessible to Department personnel on a 24-hour basis.

B. Upon receipt of a Skokie warrant, the Records Clerk shall promptly perform the following tasks:

1. Verify the validity of the warrant.

2. For Skokie warrants, prepare a LEADS/NCIC Warrant Entry Form (Appendix B) for the Communications Division.

3. Record all information for Department files and enter into the warrant module of the Records Management System (RMS).

4. Prepare a Warrant Control Form if the subject resides in the Village of Skokie.

5. Attach a copy of the Warrant Control Form to a copy of the warrant and give it to the on-duty Watch Commander. The Watch Commander will return the completed Warrant Control Form, including date, time of service and Officer's name, when it has been served.

6. The Records Clerk shall forward a copy of the warrant with the Warrant Control Form to the jurisdiction where the subject resides, if other than Skokie.

C. The Communications Division personnel are responsible for entering all warrants into LEADS/NCIC. Verification of entry shall be sent to the Records Unit so that the warrant can be filed.

D. Skokie Police Department Investigators serving Skokie warrants in foreign jurisdictions shall:

1. Obtain a copy of the warrant from the Records Unit, if possible.

2. Return the Warrant Control Form to the Records Unit for cancellation, including date, time served and the Officer's name.

E. The following procedures apply to the cancellation of warrants issued prior to January 01, 2023.

1. For Skokie warrants, the arresting Officer will promptly prepare a LEADS/NCIC Cancellation Form (Appendix C) and forward it to the Communications Division for entry.

2. Communications Division personnel shall enter the LEADS/NCIC cancellation message and complete the cancellation form and forward it to the Records Unit.

3. Officers will not remove the original Cancellation Form or warrant from Communications once it has been cancelled in LEADS/NCIC.

4. The Records Unit will cancel the warrant in both the file and in RMS.

5. If a warrant cancellation is received during times when the Records Unit is unstaffed, it shall be brought to the Communications Center by the Desk Officer as soon as practical. Communications Division staff are responsible for the completion of the cancellation form.

F. Upon receipt of a foreign warrant, the Records Clerk shall perform the following tasks:

1. Stamp the foreign warrant with the date and time it was received.

2. If the subject does not reside in Skokie, the warrant shall be returned to the issuing agency with a form letter indicating subject is outside of our jurisdiction.

3. If the subject does reside in Skokie, the Records Clerk shall:

a) Prepare a Warrant Control Form (Appendix A).

b) Attach a copy of the Warrant Control Form to the warrant. For criminal offense warrants,

the Warrant Control Form shall be forwarded to the Special Operations Commander for service. For traffic offense warrants, the warrant service form shall be forwarded to the on-duty Watch Commander.

4. The Special Operations Commander or Watch Commander shall return the completed Warrant Control Form to the Records Unit when the warrant has been served, including the date, time served and the Officer's name.

5. If the warrant has not been served within two weeks, the Records Unit shall return it with a copy of a completed Warrant Control Form to the issuing agency with an explanation of non-service.

VI. Required Warrant File Information

A. Date and time received

B. Type of legal process (civil or criminal)

C. Nature of document

D. Source of document

E. Name of complainant

F. Name of defendant

G. Officer assigned for service

H. Date of assignment

I. Court docket number

J. Date service due

K. Record all attempts to serve warrant, including address, date, time and name of Officer who attempts or effects service.

VII. Reporting

1. Any Skokie Warrant served either by the Skokie Police Department or an outside agency requires a supplemental report and arrest card. SPD Communications is responsible for notifying a supervisor and Desk Officer. Any outside-agency Warrant served by the Skokie Police Department requires a case file and Warrant Service Summons SIM.

2. For further guidance regarding any incident involving a search warrant, refer to Department General Order F-12, Incident Reporting.

3. If an Officer becomes aware the search warrant was executed at an address, unit, or apartment different from the location listed on the search warrant, that member will immediately notify a supervisor who will ensure an internal investigation ensues, per Department General Order A-13, Internal Affairs.

SKOKIE POLICE DEPARTMENT WARRANT CONTROL FORM

DEFENDANT NAME: _____

ADDRESS _____

OFFENSE: _____ CASE/MC # _____

☐ - SKOKIE ORIG WARRANT ☐ - BFW ☐ - FOREIGN WARRANT _____
ORIGINATING AGENCY

SPD WARRANT # _____ RECEIVED FROM COURT ON: _____
(FROM CHIEFS WARRANT MODULE) DATE

☐ - ENTERED LEADS _____ ☐ - REMOVED LEADS _____
DATE ENTERED DATE REMOVED

LEADS # _____ BY: _____
OPERATOR #

FORWARDED TO WATCH COMMANDER _____ ON: _____
NAME DATE

FOR WATCH COMMANDER USE:
ASSIGNMENT INFORMATION

1) ASSIGNED TO OFFICER FOR SERVICE: _____ ON: _____
NAME DATE

2) ASSIGNED TO OFFICER FOR SERVICE: _____ ON: _____
NAME DATE

SERVICE ATTEMPT INFORMATION:

1) DATE OF ATTEMPT: _____ TIME OF ATTEMPT: _____

RESULTS: _____
ADDRESS OF ARREST: ☐ SAME AS ABOVE ☐ OTHER_____

2) DATE OF ATTEMPT: _____ TIME OF ATTEMPT: _____

RESULTS: _____
ADDRESS OF ARREST: ☐ SAME AS ABOVE ☐ OTHER_____

3) DATE OF ATTEMPT: _____ TIME OF ATTEMPT: _____

RESULTS: _____
ADDRESS OF ARREST: ☐ SAME AS ABOVE ☐ OTHER_____

APPENDIX B

SKOKIE POLICE DEPARTMENT
WARRANT ENTRY FORM
LEADS/NCIC

RMS WARRANT MODULE #

Date of Warrant:_____ Offense:_____ Original Offense:_____ Warrant #:_____

NO (Nationwide) Statewide Cook Lake Will DuPage Kane McHenry Judge:_____

Caution/Medical Condition:_____

Name:_____ Sex:_____ Race:_____

Date of Birth:_____ Height:_____ Weight:_____ Hair Color:_____

Eye Color:_____ Skin Tone:_____ Ethnicity:_____

Scars, Marks, Tattoos:_____

Social Security:_____ FBI/UCN:_____

SID #_____ Misc. # (Chicago IR):_____

DL State:_____ DL #_____ DL Year:_____

Vehicle Color:_____ Vehicle Year:_____ Vehicle Make:_____ Vehicle Model:_____

Vehicle Style:_____ Vehicle VIN:_____

License Month:_____ License Year:_____ License State:_____

License Type:_____ License #_____

Incident #_____

Miscellaneous Information (warrant info, charges, etc.)_____

AKA_____ AKA_____

AKA_____ AKA_____

AKA_____ AKA_____

AKA_____ AKA_____

DOB_____ DOB_____ DOB_____ DOB_____ DOB_____ DOB_____ DOB_____

SOC_____ SOC_____ SOC_____ SOC_____

RMS entry by:_____ Date/Time:_____

Date/Time sent to Communications:_____

LEADS entry by:_____ Date/Time:_____

SPD#8
DOC#373821

LEADS #

APPENDIX C

Records
SPD Module Warrant #

SKOKIE POLICE DEPARTMENT
LEADS/NCIC
WARRANT CLEAR FORM

INCIDENT #:_____ **LEADS/NCIC #**_____

NAME:_____

SEX:_____ **RACE:**_____ **DOB:**_____

☐ **QUASHED** ☐ **RECALLED** ☐ **SERVED**

WARRANT CHARGE:_____

SUSPECT BEING HELD AT:_____

AUTHORIZING OFFICER:_____ **STAR #/EMP#**_____

SUPERVISOR APPROVAL:_____ **STAR #/EMP#**_____

COMMUNICATIONS

CLEARD BY:_____

LEADS CLEAR DATE/TIME:_____

DATE/TIME SENT TO RECORDS:_____

RECORDS

DATE RECEIVED:_____

COURT MC#:_____

INACTIVE PENDING QUASH **DATE:**_____ **BY:**_____

QUASH **DATE:**_____ **BY:**_____

SKOKIE POLICE DEPARTMENT

COMMUNITY SERVICE OFFICERS' USE OF PERSONAL PROTECTIVE EQUIPMENT AND DETENTION AREA RESPONSIBILITIES

General Order: F-15
Effective Date: 01 May 2024

Replaces:
General Order:
Effective Date: 18 Sept. 2023

Indexed As:
CSO Use of Personal Protective Equipment
CSO Use of Less Lethal Weapon Systems
CSO Use of Force
CSO Detention Area Responsibilities

POLICY:

During the performance of their duties, Community Service Officers (CSOs) may occasionally be presented with situation(s) in which their safety is threatened, or the safety of someone in close proximity to them is threatened. In such instances, CSOs may be required to act in defense of themselves, or in defense of those in need of immediate assistance. When such situations arise, the CSO's response to the threat must be reasonable, based on the totality of the circumstances.

This policy is not intended to require CSOs to act in the role as a sworn Police Officer, nor does it authorize them to do so. Instead, this policy provides guidelines for such instances when a Police Officer is not readily available and immediate response by the CSO is necessary to prevent immediate harm to themselves or another.

PROCEDURE:

I. Authorized Actions:

A. A CSO is authorized to use force, in response to a direct threat to themselves or another, at the same level afforded by law to every other citizen.

1. The CSO's response to the threat must be reasonable, based on the totality of the circumstances.

2. The CSO must also adhere to all applicable sections of this General Order, Department General Order A-15: Use of Force, and all state and local laws including Illinois statutes.

II. Handcuffing

A. At all times during which the CSO is in uniform, Department-approved handcuffs shall be carried/worn. Further, only handcuffs approved by the Skokie Police Department are authorized to be used, carried or worn.

B. A CSO may handcuff another party when:

1. The CSO is acting as a Detention Officer and preparing the detainee for the First Appearance court.

2. Handcuffs are used in response to the CSO's use of force in defending themselves, or another, and to help prevent the further need to use force.

3. The CSO determines that handcuffs will prevent a subject from causing harm to himself.

4. The CSO is directed to do so by a Police Officer.

C. If a threat is observed, the CSO shall, as soon as practical, request assistance and notify Communications via radio of the location, descriptors, and all other pertinent information regarding the dangerous situation.

D. At no time will the CSO be required to physically restrain or apprehend a subject deemed to be a danger to himself or another.

E. Upon the conclusion of the event, the CSO shall complete all necessary reports including, but not limited to, a General Report, Supplemental Report, and Use of Force Form.

III. Less Lethal Weapons

The Department approved police baton and oleoresin capsicum spray (OC), as delineated in Department General Order A-15: Use of Force, are the only less lethal weapons authorized for use or carry by CSOs. At all times during which the CSO is in uniform, a Department-approved baton and Department-issued OC spray shall be carried/worn.

A. Authorized Baton

1. CSOs are authorized to purchase and carry the 18, 21, or 24-inch telescoping Monadnock baton.

2. Authorized batons are eligible for purchase via the CSO's uniform allowance.

3. Original and replacement batons must be reviewed, inspected for functionality, and approved by a qualified baton instructor prior to carry.

4. A Control Tactics instructor shall be responsible for maintaining a record of each authorized baton, including make, size, date of approval, the approving instructor, and the receiving CSO.

5. All batons shall be re-inspected by a qualified Control Tactics instructor at the time of each CSO's proficiency evaluation. The inspection shall be documented by the instructor on those dates.

6. Because striking an assailant in the head with the baton may cause death or serious physical injury, CSOs shall not intentionally do so except to prevent death or great bodily harm to themselves or those in immediate and apparent danger.

B. Authorized Oleoresin Capsicum (OC) Spray

1. Original and replacement canisters of OC spray shall be issued by the Department via the Defensive Tactics instructor, only after the canister has been reviewed, inspected, and approved by a qualified OC instructor.

2. The Defensive Tactics Coordinator shall be responsible for recording the issuance of OC spray to Department personnel, including documentations of the receiving, issuing and approving Officers, date, and serial number of the canister.

3. The CSO's OC canister shall be re-inspected at the time of each proficiency testing. The inspection shall be documented by the instructor on those dates.

4. No CSO may carry OC spray until they have been trained by a certified OC instructor and demonstrated proficiency in its proper use.

5. Unless otherwise directed by the Chief of Police, the authorized concentration of OC spray shall generate at least 500,000 Scoville heat units.

6. Mere passive resistance does not justify the use of OC spray. The individual must exhibit behavior, or make a direct statement, that shows intent to threaten the well-being of the CSO or others.

7. A timely supervisory notification must be made after the use of OC spray as delineated in Department General Order A-15: Use of Force, Section X.

IV. Self-Defense/Exigent Situations

A. The primary purpose of a flashlight is for illumination. However, in situations where the use of an impact weapon is justified, a CSO may use a flashlight for defensive purposes when:

1. No authorized impact weapon is available for use.

2. No authorized impact weapon is readily accessible during an unexpected or spontaneous confrontation.

3. The flashlight is utilized in a manner consistent with the techniques as instructed in the Department-approved impact weapons training program.

4. The flashlight is used in strict compliance with all applicable sections of this General Order, Department General Order A-15: Use of Force, and Illinois Statute 720 ILCS 5/7-6, Private Person's Use of Force in Making an Arrest.

B. Only those weapons identified as authorized by this policy may be carried by a CSO on duty. This section is not intended to limit the CSO's response actions relating to implements ready at hand, used as defensive weapons, as a result of a rapidly evolving situation.

V. Detention Area Procedures

A. At times, a CSO will be required to perform the task of a Detention Officer. Some of the duties that the CSO may be asked to perform are:

1. Fingerprinting a detainee.
2. Searching a detainee.
3. Preparing paperwork for First Appearance court.
4. Packaging/preparing the detainee's property.
5. Checking the detainee(s) every 30 or 15 minutes depending on the situation/age of detainee.
6. Providing the detainee(s) with their meals.

B. When a detainee is located in the main detention area, a Police Officer must be present at all times unless the detainee(s) are handcuffed to the wall/restraint rings. If it appears that the detainee(s) would be handcuffed for an extended period of time without the presence of a Police Officer, the detainee(s) shall be relocated to a detention room by a Police Officer.

VI. Medical Assistance

If a CSO is required to use physical force on an assailant, regardless of whether less lethal weapons are used, the CSO shall render appropriate medical aid in the event of an injury. The Watch Commander and the Communications Center will be notified as soon as practical and emergency medical response units shall be directed to respond as deemed necessary.

VII. Detainee(s) Taken to a Medical Facility

A. Transportation

1. When evidence or complaint of detainee injury or illness occurs, the Watch Commander shall ensure secure transportation to a medical facility.

2. Detainee(s) that require emergency medical attention should be transported to the hospital by a Fire Department ambulance.

3. Police vehicles will not be used to transport a sick/injured detainee unless specifically authorized by a supervisor.

B. Security

1. Unless the detainee's medical condition or injuries prevent the use of restraining devices, detainees will be handcuffed prior to their transportation in the ambulance or police vehicle. Ankle cuffs will be used if circumstances warrant.

2. Unless otherwise directed by a supervisor, a Police Officer will ride in the ambulance with a detainee.

3. If no Police Officer rides in the ambulance with a detainee, a Police Officer will follow the ambulance in a Police vehicle.

4. CSOs will not be utilized to accompany a detainee in an ambulance, nor will they follow the ambulance in a Department vehicle.

5. Police Officers will remain with the detainee during examination and treatment unless the attending physician requests the Police Officers to leave the treatment area. If this occurs, Police Officers will position themselves in an area to prevent the escape of the detainee.

6. When the treatment has been completed and the detainee has been released, he/she will be transported back to the Police facility in a cage car by a Police Officer.

VIII. Reporting Procedure

A. Any CSO that utilizes a physical response or less lethal weapon shall notify the Watch Commander as soon as practical.

B. The Watch Commander will ensure that a written report and a Use of Force Form are submitted to the Chief of Police. For all further reporting procedures, refer to Department General Order A-15: Use of Force.

IX. Training

A. No employee may carry any agency-authorized weapon until they have received training and demonstrated proficiency in its use. For CSOs, this training shall include instruction in Department General Order A-15: Use of Force, as well as this General Order.

B. CSOs shall receive in-service training at least annually on Department General Order A-15: Use of Force, as well as this General Order.

C. CSOs shall receive training and demonstrate proficiency with less lethal weapons and weaponless control techniques at least annually.

1. Proficiency training will be monitored by a certified weapons or Control Tactics instructor.

2. The training and proficiency will be documented.

3. Inspections of weapons will be conducted as delineated in this General Order.

4. Any CSO who fails to demonstrate proficiency with an authorized less lethal weapon shall immediately be provided remedial training and retesting. The CSO may not return to street duty with that weapon until proficiency is demonstrated and documented.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.07.01

SKOKIE POLICE DEPARTMENT

DOMESTIC VIOLENCE

General Order:	F-16	**Replaces:** General Order:	F-16
Effective Date:	01 October 2024	Effective Date:	18 Sept. 2023

Indexed As: Domestic Violence
Orders of Protection

POLICY:

It is the policy of the Skokie Police Department to respond to every call for assistance from a domestic violence victim. Such calls often involve domestic battery, assault, criminal damage, intimidation, criminal trespass, and/or harassment by telephone.

This order establishes a uniform method of responding to and reporting of domestic violence and violation of order of protection calls pursuant to the Illinois Domestic Violence Act of 1986.

The Illinois Domestic Violence Act of 1986 (750 ILCS 60) recognizes domestic violence as a serious crime that can promote a pattern of escalating violence. Victims of domestic violence are often emotionally and financially dependent on their abusers and unable to appropriately protect themselves.

The Illinois Domestic Violence Act of 1986 expands the civil and criminal remedies for victims of domestic violence, including the physical separation of the parties to prevent further abuse when necessary. The Act requires Officers to provide immediate assistance and protection to victims of domestic violence.

PROCEDURE:

I. Definitions

For the purpose of implementing the Illinois Domestic Violence Act of 1986 the following definitions are provided:

A. "Abuse" means physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation, but does not include reasonable direction of a minor child by a parent or person in loco parentis. Example of loco parentis is a person who

takes on the role of parent to a minor child without formally adopting the child (e.g. grandparents).

B. "Adult with disabilities" means an elder adult with disabilities or a high-risk adult with disabilities.

1. “Elder adult with disabilities” means an adult prevented by advanced age from taking appropriate action to protect themselves from abuse by a family or household member.

2. “High-risk adult with disabilities” means a person aged 18 or over whose physical or mental disability impairs their ability to seek or obtain protection from abuse, neglect, or exploitation.

C. “Domestic violence” means attempting to cause or causing abuse of a family or household member or high-risk adult with disabilities or attempting to cause or causing neglect or exploitation of a high-risk adult with disabilities which threatens the adult's health and safety.

D. “Exploitation” means the illegal, including tortious, use of a high-risk adult with disabilities or of the assets or resources of a high-risk adult with disabilities. Exploitation includes, but is not limited to, the misappropriation of assets or resources of a high-risk adult with disabilities by undue influence, by breach of a fiduciary relationship, by fraud, deception, or extortion, or the use of such assets or resources in a manner contrary to law.

E. "Family or household member" includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who share or allegedly share a blood relationship through a child, or persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012.

1. Neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social context shall be deemed to constitute a dating relationship.

2. In the case of a high-risk adult with disabilities, “family or household members” includes any person who had the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for

all or a portion of the care of a high-risk adult with disabilities voluntarily, or by express or implied contract or by court order.

F. "Harassment" means knowing conduct which is not necessary to accomplish a purpose that under the circumstances would cause a reasonable person emotional distress and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress:

1. Creating a disturbance at petitioner's place of employment or school.

2 Repeatedly telephoning petitioner's place of employment, home or residence.

3. Repeatedly following petitioner about in a public place(s).

4. Repeatedly keeping petitioner under surveillance by remaining present outside his home, school, place of employment, vehicle or other place occupied by petitioner or by peering in petitioner's windows.

5. Improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a minor child of petitioners from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor child from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing an incident or pattern of domestic violence.

6. Threatening physical force, confinement or restraint on one or more occasions.

G. "Interference with personal liberty" means committing or threatening physical abuse, harassment, intimidation, or willful deprivation so as to compel another to engage in conduct from which he/she has a right to abstain or to refrain from conduct in which he/she has a right to engage.

H. "Intimidation of a dependent" means subjecting a person who is dependent because of age, health or disability to participation in or the witnessing of physical force against another or physical confinement or restraint of another which constitutes physical abuse as defined in

this Act, regardless of whether the abused person is a family or household member.

I. "Order of protection" means an emergency order, interim order, or plenary order granted by the court which includes any or all of the remedies authorized by the Act. Actions for orders of protection can be commenced in conjunction with a criminal prosecution, where the offending party is charged with an offense. In addition, an order of protection can be obtained independently in civil court, in juvenile court, or in domestic relations court in conjunction with a divorce proceeding.

J. "Physical abuse" includes sexual abuse and means any of the following:

1. Knowing or reckless use of physical force, confinement or restraint.

2. Knowing repeated and unnecessary sleep deprivation.

3. Knowing or reckless conduct which creates an immediate risk of physical harm.

K. “Neglect” means the failure to exercise that degree of care toward a high-risk adult with disabilities which a reasonable person would exercise under the circumstances and includes but is not limited to:

1. The failure to take reasonable steps to protect a high-risk adult with disabilities from acts of abuse.

2. The repeated careless imposition of unreasonable confinement.

3. The failure to provide food, shelter, clothing, and personal hygiene to a high-risk adult with disabilities who requires such assistance.

4. The failure to provide medical and rehabilitative care for the physical and mental health needs of a high-risk adult with disabilities or the failure to protect a high-risk adult with disabilities from health and safety hazards.

L. "Willful deprivation" means willfully denying a person who because of age, health or disability requires medication, medical care, shelter, accessible shelter or services, food, therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental or emotional harm,

except with regard to medical care or treatment when the dependent person has expressed an intent to forgo such medical care or treatment.

II. Domestic Violence Incidents

A. Upon receiving a report of domestic violence, the Communications Operator will ascertain whether the suspected abuser/offender is still on the scene. If the subject is still on the scene, the Communications Operator will attempt to ascertain all pertinent information as outlined on Skokie Police Communications Policy P-1, In-Progress Crimes, to determine whether the caller's safety or the safety of others is in imminent danger.

1. If the incident is in progress, the Communications Operator will attempt to identify the location of the victim and/or caller.

2. The Communications Operator shall attempt to gather information that will be important for the safety of the responding Officers as well as the people involved in the domestic altercation, information that may include but is not limited to:

a) The name and location of the offender.
b) The name and location of the victim, caller and/or others at risk.
c) Whether there are any weapons involved.
d) Whether there are other people/children present.
e) Whether the victim/caller believes they can get to a safe location.
f) Whether the offender is under the influence of drugs or alcohol.
g) Whether there are any injuries; whether anyone on scene requires medical attention.
h) Any other pertinent information.

3. The Communications Operator will immediately dispatch at least two Officers to the location of the incident or more as deemed necessary and provide previous history of domestic violence, if applicable.

B. If the report of domestic violence is received by any other member of the Department, the information will be conveyed to the Communications Center as soon as possible and dispatched in accordance with Section II, paragraph A.

C. Whenever an Officer responds to a domestic violence incident as defined by the Illinois Domestic Violence Act and the offender is on the scene, the Officer/Department:

1. Shall immediately use all reasonable means to prevent further abuse, neglect, or exploitation by a family or household member, including arrest of the offender.

2. Shall determine whether there is probable cause to arrest the alleged offender. The Officer may arrest the offender if:

   a) There is significant visible injury (even though the victim may not wish to sign a complaint) and there is probable cause.

   b) There is evidence of injury/abuse accompanied by significant property damage (even though the victim may not wish to sign a complaint) and there is probable cause.

   c) There is less serious criminal violation, there is probable cause, and the victim wishes to sign a complaint.

3. Shall seize and inventory weapons if there is probable cause to believe that those specific weapons were used to commit an act of domestic violence or a violation of an order of protection, subject to constitutional limitations.

4. Shall provide or arrange transportation for the victim to a medical facility for treatment of injuries or to a nearby place of shelter or safety.

   a) If shelter is needed, effort should be made to place the victim with family or friends, if possible. The location of the victim will not be released without prior authorization from a supervisor, even if not at a shelter, i.e. a friend’s home.

   b) The designated shelter care facility is the Evanston YWCA, 1215 Church, Evanston, IL, 847/864-8445 (24-hour number).

   c) No member of the Police Department will release any information concerning the whereabouts of any person placed in a shelter care facility or the location of the facility

without prior authorization from the Watch Commander or Investigations Supervisor.

5. Shall, in the case of visible or reported injuries, summon an Evidence Technician to the scene, station or hospital in order to photograph the victim and any injuries. If no Evidence Technician is available and/or extenuating circumstances exist, a squad car cell phone can be used to photograph injuries.

6. Shall provide the victim or responsible party acting on the victim's behalf with a copy of the Illinois Domestic Violence Act Victim Information form (Appendix A), which includes a summary, of the victim's rights under the Act and the Officer's name and star number.

7. Shall provide the victim of a violent crime with a statement of Marsy's Rights (Office of the Attorney General State of Illinois Statement of Marsy's Rights, Appendix B). The Officer will have the victim sign and date the document as acknowledgment of their rights under 725 ILCS 120 Crime Victims and Witness Act. The form has two copies: one white (top copy) and one yellow (carbon copy). After the victim signs and (dates the white copy, the Officer will give the victim the yellow copy. The Officer will retain the white copy and turn it over to a Patrol supervisor in the same way they would turn in citations. A Patrol supervisor will turn the white copy over to the Records Unit in the same way they would turn in tickets. The Records Unit will scan the white copy and attach it to the report. Officers shall indicate in the last line of their report narrative that the victim signed and was issued a "Statement of Marsy's Rights."

8. Shall prepare a written report on all incidents of domestic violence and shall:

   a) Indicate the facts and circumstances of the abuse, neglect or exploitation incident.

   b) Document the victim's statement as to the frequency and severity of prior incidents of abuse, neglect or exploitation by same family or household member.

   c) Document the victim's statement as to the number of prior calls for police assistance

to prevent further abuse, neglect or exploitation.

d) Indicate the disposition of the investigation.

e) Identify the domestic relationship of the victim to the offender.

f) Complete a Domestic Violence Screening Form (Appendix C), if applicable.

9. Shall accompany, as appropriate, either party back to their place of residence for a reasonable period of time should they need to return to remove necessary personal belongings.

10. Shall advise the victim of their right to seek an order of protection. Shall direct them to seek assistance in obtaining an order of protection by contacting the Skokie Police Department Social Worker (847/982-5943) or the YWCA Civil Court Advocates at Skokie Courthouse (847/470-5052) for civil orders of protection when no charges were filed.

D. In addition to following normal investigative procedures, whenever a member responds to a domestic violence incident as defined by the Act, and the offender is not at the scene of the incident, the member will, at a minimum, do the following:

1. Follow the procedures delineated in Section II, paragraph C, of this General Order.

2. Advise the victim of the importance of seeking medical attention and preserving evidence. (If the victim has a picture of the injuries, or damage and damaged clothing or other property, the victim can testify that the picture accurately portrays how they appeared at the time of the incident.)

3. Inform the victim of their right to request that a criminal proceeding be initiated where appropriate.

4. Refer the victim to the Social Worker for support and assistance with an order of protection, a domestic violence shelter, and/or counseling and other social service referrals.

E. Individuals determined to be a clear and present danger, as defined in Department General Order F-33: Clear and Present Danger Reporting, shall be handled in

accordance with Department General Order F-33 and this General Order (See Appendix D).

III. Orders of Protection

A. Orders of protection are designed to protect a family or household member as defined on page 2, Section E in this policy from abuse, neglect, exploitation, harassment, interference with personal liberty, intimidation of a dependent or willful deprivation, as defined in the Illinois Domestic Violence Act. If such abuse has occurred or otherwise appears likely to occur if not prohibited, a protective order may be issued in the form of a(n):

1. Emergency order
2. Interim order
3. Plenary order

The above orders differ based on the length of time in which each order is granted.

B. Obtaining an Order of Protection

Officers should inform the victim that they may seek an order of protection through civil or criminal proceedings. Officers will take appropriate measures to assist the victim by providing information to the victim that will guide them in obtaining an order of protection. Helpful information may include, but is not limited to:

1. Skokie Police Department Social Worker contact information for criminal cases.
2. YWCA Civil Court Advocate contact information for District 2 Cook County Circuit Court for civil cases (847/470-5052).

C. Three types of protective orders may be issued by the courts:

1. Domestic violence orders of protection
2. Civil no-contact orders (victims of sexual assault)
3. Stalking no-contact orders (non-domestic relationship)

D. Verifying Orders of Protection

1. When responding to a call involving a domestic disturbance, Officers shall check with all persons involved and inquire whether an order of protection has been issued. If any of the persons involved suggest that an order of protection has been issued, Officers should attempt to obtain a copy from the petitioner or a protected party. If it has been determined that an order of protection exists, Officers shall attempt to verify the contents of the order (verifiable through LEADS utilizing the respondent's ~~last~~ name and date of birth), including but not limited to:

   a) The date the order was issued
   b) Whether the order was served and valid at the time of the incident
   c) The identity of the petitioner
   d) The identity of the respondent
   e) Any protected persons
   f) Any protected addresses
   g) Any other remedies specified in the order

2. If an order of protection has been issued but has not been served, Department members shall serve notice by using the Order of Protection Short Form to the respondent.

   NOTE: Order of Protection Short Form booklets along with an instruction pamphlet are held at the Front Desk of the Police Station, in Report Writing and in each marked patrol vehicle.

E. Enforcement of Orders of Protection

A violation of an order of protection constitutes a crime pursuant to Section 12-3.4 or 12-30 of the Criminal Code of 1961 or the Criminal Code of 2012, whether issued during civil proceedings, criminal proceedings, or domestic relations court and shall be enforced by criminal courts, when:

1. The respondent commits an act that violates an order of protection by having knowingly violated any remedies described in the following paragraphs (checked boxes) under 725 ILCS 112A-14, listed on the order of protection:

   a) Box 1: Lists prohibited acts by the respondent (i.e. harassment, stalking, intimidation, etc.)

   b) Box 2: Lists protected household addresses and grants exclusive possession of those addresses.

c) Box 3a: Prohibits respondents from having any direct or indirect contact with the petitioner and protected persons.

d) Box 3b: Identifies additional protected parties and addresses, including work, school and daycare addresses.

e) Box 14: Identifies protected household address in which the respondent cannot be under the influence of drugs or alcohol and pose a threat to protected persons.

f) Box 5: Court ordered surrender of custody of minor child.

g) Box 14.5: Instructs the respondent to surrender any and all firearms along with FOID. Note: If the respondent is a law enforcement officer, these items are to be turned over to the respondent's employer.

2. The respondent commits an act that violates a remedy, which is substantially similar to the remedies listed above, in a valid order of protection which is authorized under the laws of another state, tribe or United States Territory.

3. The respondent commits an act that violates any other remedies when the act constitutes a crime against the protected parties as defined by the Criminal Code of 1961 or the Criminal Code of 2012.

4. The respondent commits the crime of child abduction pursuant to Section 10-5 of the Criminal Code of 1961 or the Criminal Code of 2012 by having knowingly violated remedies described in the following paragraphs (Checked boxes) listed in Subsection B of 725 ILCS Section 112A-14:

a) Item 5: Describing physical care and custody of any minor children and visitation/custody restrictions placed on the respondent

b) Item 6: Describes temporary legal custody of minor children to petitioner

c) Item 8: Prohibits the respondent from removing a minor child from, or concealing any minor children, within the State of Illinois

5. The respondent commits an act that violates a remedy, which is substantially similar to the remedies authorized under paragraphs (1), (5), (6) or (8) of subsection (b) of Section 112A-14 of the Illinois Domestic Violence Act of 1986, in a valid order of protection which is authorized under the laws of another state, tribe or United States Territory.

F. Orders of Protection may also grant or order:

1. Sole and exclusive possession of a residence or household to a victim of domestic violence.

2. The respondent to stay away from the petitioner or any other person protected by the order or prohibit the respondent from entering or remaining present at petitioner's school, place of employment, or other specified places.

3. The respondent to stay away from petitioner and other protected persons, including but not limited to refraining from phone calls, faxes, written notes, mail, email, and communication through third parties.

4. Temporary legal custody or physical care and possession of a minor child:

a) Grant petitioner physical care or possession of a minor child, or both.

b) Order the respondent to return the minor child to, or not remove a minor child from the physical care of a parent or person in loco parentis.

5. Removal or concealment of a minor child: Prohibit the respondent from removing a minor child from the state or concealing within the state.

6. Protection of property: Forbid the respondent from taking, transferring, encumbering, concealing, damaging or otherwise disposing of any real or personal property. An order of protection may also:

a) Order the respondent to refrain from improperly using the financial or other resources of an aged member of the family or household for the point or advantage of respondent or any other person.

b) Grant the petitioner exclusive care custody or control of animals and order the respondent to stay away from and to refrain from taking, transferring, encumbering, concealing, harming, or otherwise disposing of animals.

c) Grant excessive possession of shared property.

7. Prohibition of Entry: Prohibit the respondent from entering or remaining in the residence or household while the respondent is under the influence of alcohol or drugs and constitutes a threat to the safety and well-being of the petitioner or the petitioner's children.

8. Prohibition of Firearm Possession

a) Prohibit a respondent against whom an order of protection was issued from possessing any firearms.

b) Any Firearm Owner’s Identification (FOID) Card in the possession of the respondent, except as provided by statute, shall be ordered by the court to be turned over to the local law enforcement agency. The local law enforcement agency shall immediately mail the card to the Department of State Police FOID Card Office for safekeeping.

The court shall issue a warrant for seizure of any firearm in the possession of the respondent, to be kept by the local law enforcement agency for safekeeping, except as provided by the statute.

The period of safekeeping shall be for the duration of the order of protection. The firearm(s) and FOID card shall be returned to the respondent at their request after the order is expired, vacated, or dismissed, and it is verified through LEADS that the respondent’s FOID card is active and valid. A FOID card is not automatically reinstated once an order is no longer in effect. Once the order is expired, vacated, or dismissed, it is the respondent’s responsibility to contact the Illinois State Police Firearms Services Bureau to have their FOID card reinstated.

c) If the respondent is a peace officer as defined in Section 2-13 of the Criminal Code of 2012, the court shall order that any firearms used by the respondent in the performance of his or her duties as a peace officer be surrendered to the chief law enforcement executive of the agency in which the respondent is employed, who shall retain the firearms for safekeeping for the duration of the order of protection.

d) Upon expiration of the period of safekeeping, if the firearms or FOID Card cannot be returned to the respondent because the respondent cannot be located, fails to respond to requests to retrieve the firearms, or is not lawfully eligible to possess a firearm, upon petition from the local law enforcement agency, the court may order the local law enforcement agency to destroy the firearms, use the firearms for training purposes, or for any other application as deemed appropriate by the local law enforcement agency; or that the firearms be turned over to a third party who is lawfully eligible to possess firearms, and who does not reside with the respondent.

G. Any protection order issued in any other state or territory that is consistent with the Violence Against Women Act shall be given full faith and credit by the courts of this State and enforced as if it were the order of this State (18 USCS Section 2265).

IV. Officer-Involved Domestic Violence Cases

This policy supports the position that law enforcement agencies should have zero tolerance for domestic violence committed by their Officers. Departments must be as vigorous in their response to suspected crimes on the part of their own Officers as they are to all other domestic violence suspects. The Department will attempt to assist the Officer by referring to counseling and continuing employment when appropriate, safe, and within both Department guidelines and the law.

A. Responding to the Call

1. If Communications personnel receive a call for assistance at a scene where an Officer is alleged to be a domestic violence offender or the victim, a supervisor will respond. Additionally, other Department personnel will be notified in accordance with Departmental policy.

2. The responding Officer(s) and supervisor will handle the situation in a manner consistent with the policies used in all domestic violence cases.

3. If an arrest of a Skokie Police Department Officer is made, applicable Departmental policies related to duty status, assignment, and disciplinary action will be followed.

4. If a criminal investigation is required, applicable Departmental policy will be followed.

B. In all reported instances of domestic violence regardless of location, an internal investigation shall be conducted to determine if the Skokie Police Department Officer has violated any Departmental policies or rules.

C. Officers who learn they have been named in a complaint of domestic abuse or as a respondent to a civil or criminal Order of Protection, or who have been implicated in a domestic call for police assistance will:

1. Immediately notify a supervisor of the incident and of any injunction or order (including the names of protected persons and remedies listed therein).

2. Provide a copy of any order to a supervisor without unnecessary delay (and always within 24 hours of receipt of the order).

Complaints of domestic abuse include any reports made to other investigating agencies such as the Department of Children and Family Services, Adult Protective Services and Elder Abuse, and complaints made to other law enforcement agencies or courts by the alleged victim or others.

D. In cases where the temporary injunction is extended to become a “permanent” injunction, the Officer shall be sent for a psychological evaluation to determine his/her fitness for duty.

E. The Officer’s status should be taken into consideration prior to approving requests for outside employment.

F. An Officer’s possession of weapons while under a court order or following his/her conviction for domestic violence shall be consistent with state and federal laws.

G. Any Officer who witnesses or otherwise has firsthand or well-founded knowledge of a domestic violence incident involving another Skokie Police Department Officer shall report the incident to a supervisor without delay.

H. An Officer who makes a domestic-violence-related arrest of a law enforcement officer from another agency shall notify a Skokie Police Department supervisor. The supervisor will inform a supervisor of the employing agency of the arrest prior to the end of the shift during which the arrest was made. This notification shall be documented in the case file.

I. If an Officer is detained, questioned or arrested for a domestic violence incident, he/she must notify a supervisor without delay (and no more than 24 hours from the time of the incident).

V. The Illinois Domestic Violence Act states that any act committed by any law enforcement officer in good faith in rendering emergency assistance or otherwise enforcing this Act shall not impose civil liability upon the law enforcement officer or their supervisor or employer unless the act is a result of willful or wanton misconduct.

VI. First Appearance Hearing for Domestic Violence Offenses

A. Illinois statute does not require that all persons arrested for an offense that is domestic-related appear before a judge for the purpose of a First Appearance and Pretrial Release Hearing. However, Illinois State Statute 725 ILCS 5/110-5.1 states that a person charged with a “Violent Crime” shall appear before the court for the purpose of determining if the offender is eligible for pretrial release if the victim was a family or household member, and any of the following apply:

1. The person charged, at the time of the offense, was subject to an order of protection.

2. The person charged was previously convicted of a violation of an order of protection.

3. The person charged was previously convicted of a violent crime in which the victim was a family or household member at the time of the offense.

4. The arresting Officer indicates in the police report accompanying the complaint, any of the following:

a) That the Officer observed on the victim, objective manifestation of physical harm that the arresting Officer reasonably believes are a result of the alleged offense.

b) That the Officer reasonably believes that the person charged was armed with a deadly weapon at the time of the offense.

c) That the Officer reasonably believes that the person charged presents a credible threat of serious physical harm to the victim or any other person if released.

B. Illinois Statute 725 ILCS 120/3(c) defines “Violent Crime” as:

1. Domestic Battery or stalking.

2. Any felony in which the force or the threat of force was used against the victim.

3. Any offense involving sexual exploitation, sexual conduct or sexual penetration.

4. Any violation of 11-20.1 (Child Pornography; 11-23.5 (Non-consensual dissemination of private sexual images)

5. A violation of an order of protection, a civil no-contact order, or a stalking no-contact order.

6. Any misdemeanor which results in death or great bodily harm to the victim.

7. Any violation of Section 9-3 (Involuntary Manslaughter and Reckless Homicide) or Section 11-501 of the Illinois Vehicle Code that results in personal injury or death.

C. Officers shall complete the Domestic Violence Screening Form for any person arrested a crime related to domestic violence. (See Appendix C) See also Department General Order F-13, First Appearance Court Procedures.

APPENDIX A

Illinois Domestic Violence Act Victim Information

from the Office of Illinois Attorney Kwame Raoul

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois domestic violence law. Under Illinois law **family or household members** are defined as:

- family members related by blood or marriage;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other dwelling;
- people who have or say they have a child in common;
- people who have or say they have a blood relationship through a child;
- people who are dating or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

Orders of Protection

An order of protection is a court order which restricts someone who has abused a family or household member. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, etc.);
- order abuser out of a shared home or residence;
- order abuser out of that home while they are using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and keep abuser from your work, school, or other specific locations;
- prohibit abuser from taking or hiding children, give you temporary custody, or require the abuser to bring the child to court;
- require abuser to attend counseling;
- require abuser to turn weapons over to local law enforcement; and/or
- prohibit abuser from other actions.

To Obtain an Order of Protection, You Can:

- Contact a domestic violence program for help completing the forms.
- Ask your attorney to file in civil court.
- Request an order with your divorce.
- Request an order during a criminal prosecution.
- Go to your local circuit court clerk's office and get papers to seek an order of protection for yourself.

Law Enforcement Response

Law enforcement should try to prevent further abuse by:

- arresting the abuser when appropriate and completing a police report;
- driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- accompanying you back to your home to get belongings; and
- telling you about the importance of saving evidence, such as damaged clothing or property, and taking photographs of injuries or damage.

Criminal Prosecutions

If an arrest wasn't made and you wish to seek criminal charges against your abuser, bring all relevant information, including the police report number and this form, to your local state's attorney. You may want to contact a local domestic violence program so they can help you through the system.

If Abuser Contacts You After an Arrest

If the abuser was charged with a crime and you or another victim is a family or household member, that abuser probably was ordered not to contact you for at least 72 hours. If the abuser does contact you soon after an arrest, you should call the police because the abuser can be charged with an additional crime: violation of bail bond.

Violation of an Order of Protection

You should also call police if the abuser disregards a part of the order of protection, because that is another crime: violation of an order of protection. If arrested for this crime, your abuser may be required to have a risk assessment evaluation and wear an electronic monitoring device.

Where You Can Get Help and Advice:

Illinois Domestic Violence Help Line: 1-877-863-6338
Local Domestic Violence Program: _____

Form available from the Office of Illinois Attorney General Kwame Raoul website at http://www.IllinoisAttorneyGeneral.gov/women/idva.pdf.

Officer's Name	Star / Badge #	Date

APPENDIX B

Kwame Raoul
ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

CRIME VICTIM SERVICES DIVISION

STATEMENT OF CRIME VICTIMS' RIGHTS

If you are the victim of a violent crime, the Illinois Constitution and Rights of Crime Victims and Witnesses Act give you the following rights:

1. The right to be treated with fairness and respect for your dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process.
2. The right to notice and to a hearing before a court ruling on a request for access to any of the victim's records, information, or communications which are privileged or confidential by law.
3. The right to timely notification of all court proceedings.
4. The right to communicate with the prosecution.
5. The right to be heard at any post-arraignment court proceeding in which a right of the victim is at issue and any court proceeding involving a post-arraignment release decision, plea, or sentencing.
6. The right to be notified of information about the conviction, sentence, imprisonment, and release of the accused.
7. The right to timely disposition of the case following the arrest of the accused.
8. The right to be reasonably protected from the accused throughout the criminal justice process.
9. The right to have the safety of the victim and the victim's family considered in denying or fixing the amount of bail, determining whether to release the defendant, and setting conditions of release after arrest and conviction.
10. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
11. The right to have present at all court proceedings, subject to the rules of evidence, an advocate and other support person of the victim's choice.
12. The right to restitution.

While police are investigating the crime, you can ask them for information about the status of the investigation.

You can also request to meet with the prosecutor, if the police forward the case to the State's Attorney's Office.

For more information about your rights after criminal charges are filed, call the **Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130)** or contact your local **State's Attorney's Office.**

Financial Assistance

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the **Attorney General's toll-free Crime Victims Assistance Line** at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

Acknowledgment of Rights

Signature: _____ Date: _____

Revised 01/19. Provided by the Office of the Attorney General pursuant to 725 ILCS 120/4(b). This material is available in alternate format upon request.

APPENDIX C

DOMESTIC VIOLENCE SCREENING FORM

Instructions for Use:

This form is to be used for ALL domestic-related incidents in which an arrest is made. It is designed to be a checklist which will provide judges with more complete and accurate information regarding an offender's history of violence, so the judge may determine the offender’s eligibility for pretrial release.

Please check all applicable boxes on the form. In the “Previous Domestic Incidences” section, if any incidences are reported by the victim or witness, specifics should be listed in the “Notes/Comments” section.

Further, if “yes” is checked in the alleged behavior category, expound briefly on what the victim and/or witnesses reported.

In A through D in “Previous Domestic Incidents,” if “yes” is checked, please specify in notes.

APPENDIX C (Continued)

SKOKIE POLICE DEPARTMENT
Domestic Violence Screening Form

Police Case No:
Court Case No:

Victim's Name (Last-First-Middle)

Offender's Name (Last-First-Middle)

OBSERVATIONS	Victim	Offender
Excited Utterances*	☐	☐
Alcohol / Drugs	☐	☐
Angry	☐	☐
Apologetic	☐	☐
Calm	☐	☐
Crying	☐	☐
Fearful	☐	☐
Hysterical	☐	☐
Irrational	☐	☐
Nervous	☐	☐
Threatening	☐	☐
Dementia/Alzheimer's	☐	☐
Words Used*	_____	

RELATIONSHIP	Current	Former
Married	☐	☐
Cohabitants	☐	☐
Dating / Engaged	☐	☐
Parent/Step Parent and Child	☐	☐
Personal Assistant of Disabled	☐	☐
Family Member Caregiver	☐ Yes	☐ No

Length of Relationship: _____Years _____Months
Names and ages of minor children reportedly in common:

Offender's employment status: _____
Possible stress on relationship: _____
_____

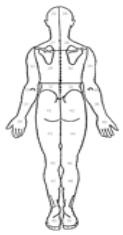
Victim's Injuries

1. Report of injury
2. Bruises
3. Abrasions
4. Lacerations
5. Fractures
6. Concussion
7. Burns (Cigarette, rope)
8. Bites
9. Welts (Belt, cord)
10. Hair pulled
11. Neglect (Bedsores, Malnourish. Etc.)

Front



Back



Indicate injuries by writing a corresponding number
Next to the body part on the body chart.
Photo's Taken ☐ Yes ☐ No

Victim's Medical Treatment

Seeks Own ☐
Hospital ☐
First Aid ☐
Paramedics/EMS ☐
Refused ☐
Diagnosis: _____

Offender's History of Mental Illness – Offender

Diagnosis: _____
Diagnosis Info Provided by: _____
Suicide Threats/Attempts ☐ Yes ☐ No
Homicidal Threats ☐ Yes ☐ No

Has There Been Prior Treatment? ☐ Yes ☐ No
Current or Previous Medication
Has there been compliance with medication?
☐ Yes ☐ No

Victim

☐ Pregnant (number of months)
☐ Disabled (specify) _____
☐ Over 60
Employed ☐ Yes ☐ No

Witnesses

Witnesses Present During the Domestic Violence? ☐
Statement Taken? ☐
Did Children Witness Incident? ☐

Additional Comments:

_____
_____
_____
_____
_____
_____
_____
_____

Offender's Criminal History								
Criminal History ☐ Yes ☐ No Describe Criminal History (List the number and type of arrests and convictions):								
Orders of Protection								
Current (Include issued & expiration dates below) Criminal Civil/Domestic Relations Case No. Past (Expiration date)								
Current Domestic Incident	Victim/Witness Reported				Officer Observed			
Acts against Victim:	☐	Yes	☐	No	☐	Yes	☐	No
Verbally abusive to Victim	☐	Yes	☐	No	☐	Yes	☐	No
Threats made toward Victim	☐	Yes	☐	No	☐	Yes	☐	No
Blames Victim for act	☐	Yes	☐	No	☐	Yes	☐	No
Verbally abusive towards Officer	☐	Yes	☐	No	☐	Yes	☐	No
Threats made towards Officer	☐	Yes	☐	No	☐	Yes	☐	No
Combative with Officers	☐	Yes	☐	No	☐	Yes	☐	No
Use of a weapon	☐	Yes	☐	No	☐	Yes	☐	No
Previous Domestic Incidences*								
A. Past Injuries to Victim	☐	Yes	☐	No	☐	Yes	☐	No
B. Number of Previous Calls	☐	Yes	☐	No	☐	Yes	☐	No
C. Court Involvement/Dispositions	☐	Yes	☐	No	☐	Yes	☐	No
D. Previous Domestic Violence Treatment	☐	Yes	☐	No	☐	Yes	☐	No
*Notes/Comments A. _____ B. _____ C. _____ D.								
Other Acts of Violence/Abuse								
Towards family members	☐	Yes	☐	No	☐	Yes	☐	No
Towards others	☐	Yes	☐	No	☐	Yes	☐	No
Towards animals	☐	Yes	☐	No	☐	Yes	☐	No
History of Substance Abuse					Additional Comments:			
Drug of Choice	☐	Yes	☐	No				
Alcohol	☐	Yes	☐	No				
Prior treatment (dates)	☐	Yes	☐	No				
Firearms								
Valid FOID Card	☐	Yes	☐	No				
Ownership/Possession of Firearm	☐	Yes	☐	No				
Threats made with weapons	☐	Yes	☐	No				
Notification								
Criminal Investigators	☐	Yes	☐	No				
Youth Investigators	☐	Yes	☐	No				
DCFS/Human Services	☐	Yes	☐	No				
Victim Advocate/Police Social Worker								

Reporting Officer/Star#/Emp#	Date	Supervisor Approving/Star#/Emp#

APPENDIX D

Illinois State Police
Person Determined to Pose a Clear and Present Danger

It is the duty of law enforcement officials and school administrator to report to the Department of State Police when a student or other person is determined to pose a clear and present danger to themselves, or to others, **within 24 hours** of the determination. 20 Il. Admin. Code 1230.120.

This form must be completed in its entirety by the law enforcement official, principal, chief administrative officer, or their designee making the determination. **Clear and present danger reporting shall be used by the Department of State Police to identify persons who, if granted access to a firearm or firearm ammunition, pose an actual, imminent threat of substantial bodily harm to themselves or another person(s) that is articulable and significant or who will likely act in a manner dangerous to public interest.**

Completed forms and attachments should be faxed to the Illinois State Police, Firearm Services Bureau at **217/782-9139.** For questions or to confirm receipt of a fax, please call the Firearms Services Bureau, Monday through Friday, 8:30 a.m. to 5:00 p.m. at **217/782-3700.** For assistance from the Firearms Services Bureau beyond normal business hours, contact the Statewide Terrorism and Intelligence Center at **877/455-7842. If immediate police assistance is required, contact your local law enforcement agency or call 911.**

REPORTING OFFICIAL

Name of Reporting Official:	
Title of Reporting Official:	
Name of Law Enforcement Agency / School:	Address:
Contact Information: _____ *Phone* _____ *Fax:* _____ *Email*	
Signature of Reporting Official:	Date:

INDIVIDUAL POSING A CLEAR AND PRESENT DANGER

Individual's Name:	Date of Birth:
Individual's Home Address: _____ _____	Individual's Campus Address (if applicable): _____ _____
Individual's Parents or Guardians Names (if applicable):	
Individual's Contact Phone Number(s):	

ISP 2-649 (1/14)

Illinois State Police
Person Determined to Pose a Clear and Present Danger

Page 2

DETERMINATION OF CLEAR AND PRESENT DANGER

Provide a detailed narrative of the facts supporting the determination of "Clear and Present Danger." Include specific behaviors witnessed and statements made. Also include dates and times as well as any witnesses to the specific behaviors or statements. Any attachments or supporting documentation must be referenced in the narrative and submitted with this form.

The reporting official certifies that _____ poses a clear and present danger in that they
Individual's First Name, Middle Initial, Last Name
demonstrate threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behaviors, as determined by a school administrator or law enforcement official. (430 ILCS 65/1.1)

Signature of Reporting Official: **Date:**

Notice: The Department shall make the final determination regarding whether a clear and present danger exists for purposes of revoking a FOID card pursuant to Section 8(f) of the Act. The Department shall maintain a record of those persons who are determined to present a clear and present danger for the purpose of denying or revoking a FOID card pursuant to Section 8(f) of the Act but shall not maintain a record of those persons who are not determined to present a clear and present danger for such purposes.

ISP 2-649 (1/14)

APPENDIX D (Continued)

Illinois State Police
Clear and Present Danger Reporting Instructions for
Law Enforcement Officials and School Administrators

The **Person Determined to Pose a Clear and Present Danger** form shall be used by law enforcement officials and school administrators to report individuals determined to pose a clear and present danger pursuant to 20 Il. Admin. Code 1230.120. The form must be submitted within 24 hours of the determination to the Illinois State Police Firearms Services Bureau in Springfield, Illinois. This reporting duty is separate from any requests for assistance made to a law enforcement agency. **For immediate police assistance, School Administrators must still contact their local law enforcement agency or call 911.**

Who must Report? Pursuant to 430 ILCS 65/8.1(d)(2) and 430 ILCS 66/105,

- Law enforcement Officials
- School Administrators - principals and chief administrative officers (or their designees) of public and private: elementary and secondary schools, community colleges, colleges, and universities.

What do I Report?

- When a student or other person demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behaviors they may be determined to pose a clear and present danger.
- The reporting law enforcement official, school administrator, or their designee must complete **Person Determined to Pose a Clear and Present Danger** form in its entirety and sign it. Specific behaviors and statements leading to the determination must be included in the form's narrative section. Dates and times of occurrence, as well as the names and contact information of any witnesses, should also be included. Additional supporting documentation should be referenced in the narrative section and submitted along with the form.

How do I report?

- The completed form and attachments must be faxed to the Illinois State Police, FOID Enforcement at **217-782-9139** within 24 hours of determining the student poses a clear and present danger.
- The Illinois State Police, Firearms Services Bureau may be contacted at **217-782-3700,** Monday - Friday, 8:30 a.m. to 5:00 p.m., to answer questions or confirm receipt of a submission.
- If you need emergency assistance from the Firearms Services Bureau beyond normal business hours, contact the Illinois State Police, Statewide Terrorism and Intelligence Center at **877-455-7842.**

What else should I know?

- This reporting process is intended to prevent individuals determined to pose a clear and present danger from having access to firearms or firearm ammunition by revoking the individuals FOID Card.
- Clear and present danger reporting shall be made consistent with the Family Educational Rights and Privacy Act (34 CFR § 99.36) to assist the Department with protecting the health and safety of the public by denying persons, who present a clear and present danger, from having lawful access to weapons. School administrators should consider consulting with their legal counsel prior to adopting clear and present danger reporting policies.
- A principal or chief administrative officer, or designee of a principal or chief administrative officer, making the determination and reporting "Clear and Present Danger" shall not be held criminally, civilly, or professionally liable, except for willful or wanton misconduct. (430 ILCS 66/110)

SKOKIE POLICE DEPARTMENT

CRIME SCENE RESPONSE

General Order: F-17
Effective Date: 01 February 2025

Replaces:
General Order: F-17
Effective Date: 01 Feb 2023

Indexed As:
Crime Scene Personnel
Evidence Technician Availability
Evidence Technician Response
Investigations Commander Responsibilities

POLICY:

All Department personnel shall adhere to established procedures with regard to protecting, controlling and securing a crime scene. An Evidence Technician shall be available at all times to process and collect evidence. The proper command authority shall be exercised at all crime scenes.

PROCEDURE:

I. Schedule

When preparing the Watch day off schedule, the Watch Commander will make every effort to ensure that an Evidence Technician is scheduled for duty each day. If an incident occurs while no Evidence Technician is on duty, the Watch Commander may contact an off-duty Evidence Technician to have them respond for duty. (A current list of the Evidence Technicians, compiled and reviewed at least annually by the Evidence Technician Coordinator, will be kept in the Communications Center for this purpose.)

II. Evidence Technician's Response

A. The Evidence Technician will respond immediately to a scene which requires service. If this cannot be achieved, the Evidence Technician will advise Communications personnel and a different Evidence Technician will be dispatched.

B. If multiple requests for an Evidence Technician are made, the Evidence Technician will first respond to the most serious offense or incident. If the need for an Evidence Technician at a scene is not urgent, the Evidence Technician will advise the on-duty Watch

Commander. The on-duty Watch Commander will make the determination if an additional Evidence Technician will be called in or if the scenes can wait to be processed.

III. Crime Scene Personnel

A. Most often the first person at a crime scene will be the Patrol Officer. It is the Patrol Officer's responsibility to do the following:

1. Call for aid for any injured party, if applicable.

2. Observe and report all conditions, events and remarks.

3. Locate and identify victim(s), complainant and/or witnesses.

4. Determine whether a crime has been committed and, if so, determine the nature of the offense.

5. Identify and apprehend suspects, if on scene.

6. Gather additional suspect information, suspect vehicle information and direction of flight information for communication to other units, as necessary.

7. Request a Patrol Supervisor, if necessary.

8. Maintain and protect the crime scene.

9. Call for an Evidence Technician – see Evidence Manual for Evidence Technician responsibilities.

10. If needed, notify a Supervisor who may request resources from the Investigations Unit.

11. Request additional Patrol Units or a Patrol Supervisor if needed to:

a) Maintain crowd control
b) Protect the crime scene
c) Assist in interviews
d) Conduct a canvass for potential witnesses or audio/visual recordings
e) Establish a location for media presence
f) Respond to citizen inquiries

B. At a major crime scene, the Investigations Division Commander, or designee, will assign an Investigations Supervisor and as many Investigators as they feel

necessary to conduct the investigation. Patrol Officers involved in the investigation, including Evidence Technicians, will be under the direct command of the Investigations Supervisor while investigating the major crime. The Investigations Supervisor, Investigators assigned to the case, and the Evidence Technician will work as a team. The Investigations Supervisor will make certain the Evidence Technician is aware of leads being investigated and will keep Investigators informed as to physical evidence being processed/collected by the Evidence Technician.

SKOKIE POLICE DEPARTMENT

NORTHERN ILLINOIS POLICE ALARM SYSTEM

General Order:	F-18	**Replaces:** General Order:	
Effective Date:	01 October 2024	Effective Date:	01 Aug. 2019

Indexed As: Emergency Services Team
Mobile Field Force
NIPAS
Northern Illinois Police Alarm System

Policy:

The Department is a member of the Northern Illinois Police Alarm System (NIPAS). While the Department maintains the basic NIPAS membership that includes service for mutual aid car plans, the Department is also a member of both the NIPAS Emergency Services Team (EST) and Mobile Field Force (MFF). It is the policy of the Department to fully participate in the EST and MFF by nominating highly dedicated, skilled and competent employees, and to provide these members with the equipment, training and support required to be a valued asset and key contributor to the respective team.

Procedure:

I. Selection:

A. When positions on NIPAS EST and MFF become vacant, the Department will make a written announcement to that effect that will list the requirements of the position and delineate the selection process. The Skokie Police Department Tactical Intervention Unit (SPD TIU) Commander will post the notice and coordinate the process between the interested Officers, the Department and NIPAS.

B. NIPAS has its own published selection process and criteria for EST and MFF. The Department will honor this process and criteria, and will conduct a screening process to select Officers best meeting the criteria. These Officers will be recommended to NIPAS for consideration.

C. Assignment to EST and MFF will not include a predetermined minimum or maximum tenure. Instead, the length of assignment will be based on the needs of the Department. However, the Department does recognize that

considerable time and money is spent training new NIPAS members and that frequent personnel turnover has a negative impact on NIPAS's operational capabilities. Knowing this, the Department will, whenever feasible, strive to support the assignment of Officers to both EST and MFF on an extended commitment basis regardless of changes in Officer assignment and rank.

II. Appointment:

When an Officer is selected as a member of NIPAS EST or MFF, the Officer will:

A. At all times represent the Department professionally and be held to Department Policies and Procedures and Rules and Regulations. In circumstances where Department Policies and Procedures are in conflict with NIPAS Standard Operating Guidelines (SOG), the member will follow the NIPAS SOG and report the conflict to the SPD TIU Commander in their monthly written report.

B. Meet and continue to meet all requirements necessary to maintain a proficiency and operational readiness on their respective team.

C. Properly schedule and attend all required training unless specifically exempted by their NIPAS Team Leader and the SPD TIU Commander.

D. Be responsible for the accountability, care and maintenance of equipment issued and owned by the Department for use on NIPAS or issued and owned by NIPAS or some other entity (i.e. ILEAS).

E. Submit a written monthly report to the SPD TIU Commander as to their status at scheduled monthly training, topic of the training, attendance at any call-outs, and equipment readiness or loss issues they may have.

F. Notify the SPD TIU Commander in writing of any disciplinary action taken against them by NIPAS or their failure to maintain a state of operational readiness as defined by their respective NIPAS team.

III. Reassignment:

A. Officers wishing to be reassigned from their NIPAS EST or MFF position will request so in writing to the SPD TIU Commander.

B. Officers may be reassigned from NIPAS by the Department for reasons that may include, but are not limited to: inability to remain an operational member, discipline, job performance, extended physical injury or Department need.

C. Any recommendation by a Department member to have a NIPAS Officer reassigned will be submitted in writing to the SPD TIU Commander and will be forwarded to the Chief of Police via the chain of command.

D. When an Officer is reassigned from NIPAS, they are responsible for turning in all NIPAS-related equipment within ten days of reassignment. The turn-in of equipment will be coordinated with NIPAS by the SPD TIU Commander. Any equipment found to be missing or non-operational due to neglect by the member will be replaced by the Department and subject to reimbursement by the member.

IV. NIPAS Coordinator: The SPD TIU Commander will serve as the NIPAS Coordinator, and will be responsible for the following:

A. The tasks outlined in this policy.

B. Submitting a written monthly report to the Chief of Police highlighting NIPAS activity.

C. Performing a documented annual review of the Department’s involvement in NIPAS, and an assessment as to the need of the Department to continue its involvement.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.05.01, 0PR.05.02

SKOKIE POLICE DEPARTMENT

TRANSPORTING NON-DETAINEES

General Order:	F-19	**Replaces:** General Order:	
Effective Date:	01 February 2023	Effective Date:	01 July 2020

Indexed As: Citizen Transport
Citizen Assist
Motorist Assist
Transporting Non-Detainees

Policy:

Transporting members of the public is recognized as a legitimate Department function under certain circumstances. The transportation of any non-detainee, excluding other Village of Skokie employees and law enforcement Officers from other agencies, in a Village of Skokie owned vehicle, shall be performed in accordance with this policy.

Definitions:

Department Vehicle – Any vehicle marked or unmarked that is owned by the Village of Skokie

Procedure:

I. The following procedures apply only to persons not deemed to be detainees, i.e., not in the custody of the Skokie Police Department. For guidelines regarding the transport of detainees, refer to Department General Order F-1: Transporting Detainees.

II. The transportation of individuals for general services including traffic-related incidents (also see Department General Order F-42: Supplemental Traffic Services) may be performed at the Officer's discretion, provided that such service is within the Village of Skokie. The following guidelines apply:

A. Transportation to a destination outside of the Village of Skokie must receive prior approval from a sworn supervisor.

B. The Communications Center shall be notified prior to the transport.

C. Individuals accepting transportation shall be subject to search at the discretion of the transporting officer.

D. Once departing the initial location, Officers shall contact the Communications Center giving their mileage and requesting notation of the time, regardless of the age or gender of the person(s) being transported. Upon arrival at the final destination, this procedure is to be repeated.

E. No written documentation of the transport is necessary unless a report is needed to document the original incident which necessitated the transport.

F. Absent exigent circumstances, Skokie Police Department employees shall not dispense nor knowingly permit the use of prescription drugs by persons being transported.

G. No individual being transported shall be knowingly exposed to any dangerous situation. If necessary, a citizen will be dropped off at a safe location and instructed to wait to be picked up by another Police Department employee.

III. The transportation of persons known or suspected to be physically ill or injured shall generally be performed by Skokie Fire Department ambulance. In the event an Officer transports a physically ill or injured person, the following guidelines apply:

A. The Communications Center shall be notified prior to the transport.

B. A Police supervisor shall be notified prior to the transport.

C. Individuals accepting transportation shall be subject to search at the discretion of the transporting Officer.

D. Once departing the initial location, Officers shall contact the Communications Center giving their mileage and requesting notation of the time, regardless of the age or gender of the person(s) being transported. Upon arrival at the final destination, this procedure is to be repeated.

E. No documentation of the transport is necessary unless a report is needed to document the original incident which necessitated the transport, or if the services of the Skokie Fire Department, hospital or other medical personnel is required.

F. If transportation to a medical facility by Police personnel is deemed necessary, however:

1. The Officer will document the name of the authority accepting the transported subject;

2. The transporting Officer will relay all relevant information regarding the subject/transport to the medical facility staff;

3. If necessary, the Officer will remain with the subject until the subject is turned over to the appropriate medical facility staff; and

4. A report documenting the incident and any interaction with Skokie Fire Department, hospital or other medical personnel will be completed by the reporting Officer.

G. In the event that an individual is deemed to be in need of immediate medical attention, a Skokie Fire Department ambulance will be requested. If the Skokie Fire Department or other medical transport is unavailable due to extreme emergency situations, officers may transport those in need of immediate attention.

H. No individual being transported shall be knowingly exposed to any dangerous situation. If necessary, a citizen shall be dropped off at a safe location and

instructed to wait to be picked up by another Police Department employee.

IV. The transportation for general assistance of persons known to suffer physical disabilities may be accomplished with a Department vehicle, depending upon the needs of the individual. In addition, a Skokie Fire Department ambulance may be requested if necessary for safe transportation. The following guidelines apply to the transportation of individuals known to suffer physical disabilities:

A. Transportation to a destination outside of the Village of Skokie must receive prior approval from a sworn Police supervisor.

B. The Communications Center shall be notified prior to the transport.

C. Individuals accepting transportation shall be subject to search at the discretion of the transporting Officer.

D. Once departing the initial location, Officers shall contact the Communications Center giving their mileage and requesting notation of the time, regardless of the age or gender of the person(s) being transported. Upon arrival at the final destination, this procedure is to be repeated.

E. No written documentation of the transport is necessary unless a report is needed to document the original incident which necessitated the transport, or if the services of the Skokie Fire Department, hospital or other medical personnel is required.

F. In the event that transportation to a medical facility is deemed necessary, the Officer will document the name of the authority accepting the transported subject. It is incumbent upon the transporting Officer to relay all relevant information regarding the subject/transport to the medical facility staff. Further, the Officer, if necessary, will remain with the subject until the subject is turned over to the appropriate medical facility staff.

G. No individual being transported shall be knowingly exposed to any dangerous situation. If necessary, a citizen shall be dropped off at a safe location and instructed to wait to be picked up by another Police Department employee.

V. The transportation of persons suspected or known to be mentally ill may be completed by Department vehicle, or SFD ambulance. The following guidelines apply to the transportation of individuals known to be mentally ill:

A. Transportation to a destination outside the Village of Skokie must receive prior approval from a sworn Police supervisor.

B. The Communications Center shall be notified prior to the transport.

C. Individuals accepting transportation shall be subject to search at the discretion of the transporting Officer.

D. Once departing the initial location, Officers shall contact the Communications Center giving their mileage and requesting notation of the time, regardless of the age or gender of the person(s) being transported. Upon arrival at the final destination, this procedure is to be repeated.

E. No written documentation of the transport is necessary unless a report is needed to document the original incident which necessitated the transport, or if the services of the Skokie Fire Department, hospital or other medical personnel is required.

F. In the event that transportation to a medical facility is deemed necessary, the Officer will document the name of the authority accepting the transported subject. It is incumbent upon the transporting Officer to relay all relevant information regarding the subject/transport to the medical facility staff. Further, the Officer, if necessary, will remain with the subject until the subject is turned over to the appropriate medical facility staff.

G. No individual being transported shall be knowingly exposed to any dangerous situation. If necessary, a

citizen shall be dropped off at a safe location and instructed to wait to be picked up by another Police Department employee.

H. For additional guidelines on interacting with persons suspected of being mentally ill, refer to Department General Order F-80: Dealing with the Mentally Ill.

VI. The following guidelines apply to the transportation of individuals suspected of or known to have a communicable disease:

A. Transportation to a destination outside the Village of Skokie must receive prior approval from a sworn Police supervisor.

B. The Communications Center shall be notified prior to the transports.

C. Individuals accepting transportation shall be subject to search at the discretion of the transporting Officer.

D. Transporting Officers will wear appropriate personal protective equipment, to include eye protection, N95 mask and nitrile gloves. A surgical mask should also be placed on the individual, if practical.

E. Once departing the initial location, Officers shall contact the Communications Center giving their mileage and requesting notation of the time, regardless of the age or gender of the person(s) being transported. Upon arrival at the final destination, this procedure is to be repeated.

F. No written documentation of the transport is necessary unless a report is needed to document the original incident which necessitated the transport, or if the services of the Skokie Fire Department, hospital or other medical personnel is required.

G. In the event that transportation to a medical facility is deemed necessary, the Officer will document the name of the authority accepting the transported subject. It is incumbent upon the transporting Officer to relay all relevant information regarding the

subject/transport to the medical facility staff. Further, the Officer, if necessary, will remain with the subject until the subject is turned over to the appropriate medical facility staff.

H. No individual being transported shall be knowingly exposed to any dangerous situation. If necessary, a citizen shall be dropped off at a safe location and instructed to wait to be picked up by another Police Department employee.

I. Arrangements shall be made by the transporting Officer for the cleaning of any Department vehicle that was used to transport an individual suspected of having a communicable disease, prior to that vehicle being placed back in service.

J. For additional guidelines on interactions with persons suspected of having a communicable disease, refer to Department General Order P-21: Communicable Disease Control Procedures.

VII. This policy does not apply to Department-issued take-home vehicles.

VIII. For additional guidelines regarding ride along for citizens, employees or family members, refer to Department General Order A-23: Ride Along Program.

IX. Refer to Department General Order A-21: Seat Belts, for additional information.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.07.02, OPR.07.03, OPR.07.04

SKOKIE POLICE DEPARTMENT

DEATH INVESTIGATIONS

General Order: F-20
Effective Date: 01 March 2024

Replaces:
General Order: F-20
Effective Date: 01 July 2023

Indexed As: Death Investigations
Medical Examiner

POLICY:

It is the policy of the Skokie Police Department to fully support and assist the Office of the Medical Examiner in its investigation in order to obtain a factual resolution as to the cause and manner of deaths. Any death occurring as a result of a criminal act will be fully investigated by the Department in an effort to bring the responsible party(ies) to justice.

PROCEDURE:

I. The Cook County Medical Examiner has the responsibility and authority to investigate the following types of deaths to determine their manner and cause in accordance with Cook County Code of Ordinances Section 38-118:

A. Criminal violence.

B. Suicide.

C. Accident.

D. Suddenly when in apparent good health.

E. Unattended by a practicing, licensed physician, other than apparent natural deaths.

F. Suspicious or unusual circumstances.

G. Unlawful fetal death as provided in Public Act 101-0013 of the 101st General Assembly of Illinois.

H. Poisoning or attributable to an adverse reaction to drugs and/or alcohol.

I. Diseases constituting a threat to public health.

J. Disease, injury or toxic agent resulting from employment.

K. During medical diagnostic or therapeutic procedures that do not include death as a reasonable possible outcome.

L. In any prison or penal institution.

M. When involuntarily confined in jail, prison, hospitals or other institutions or in Police custody.

N. When any human body is to be cremated, dissected or buried at sea.

O. Unidentified human remains.

P. When a dead body is brought into a new medico-legal jurisdiction without proper medical certification.

II. Investigating Officer Responsibility

It is the responsibility of the Investigating Officer to:

A. Conduct a complete and thorough preliminary investigation as to the circumstances surrounding and leading up to the death.

B. Request an Evidence Technician respond to the scene.

C. Notify a Watch Supervisor immediately, if there is apparent criminal conduct involved in the death or if the Investigating Officer and/or Evidence Technician are unsure.

D. Notify the Office of the Medical Examiner and report the death as soon as practical. Be prepared to communicate the decedent's personal information, medical history, physician's name and whether there is a physician willing to sign the death certificate.

Cook County Medical Examiner's Office
Dr. Robert J. Stein Institute of Forensic Medicine
2121 W. Harrison Street
Chicago, IL 60612
312/666-0500

E. Refrain from handling, disturbing, or removing the body from the place of death except with the permission of the Medical Examiner, unless the same shall be

necessary to preserve such body from damage or destruction, or to protect life, safety, or health.

F. If the Medical Examiner does not release the body, the Watch Commander shall be notified as soon as practical. The reporting officer will notate the medical examiner case number in the incident report. The Officer shall maintain custody of the body at all times until turned over to the Medical Examiner's Office. The body shall be transported using the Department-contracted body removal service:

Compassion Funeral Service, Inc.
6606 Waterford Dr. McHenry, IL 60050
224/616-7620

The following information will be gathered and supplied for every case:

1. The weight of the deceased (from a person who has laid eyes on the deceased, not from a driver's license).
2. If there is any reason to suspect respiratory illness.
3. The location of where the requested services will be performed.
4. Address.
5. If death occurs at a residence: the decedent's location in the home and if there are any stairs or obstacles.
6. If death occurs at a facility: if the family is present.
7. Cook County M.E. Case Number.
8. A number to the officer on scene.

G. When a Medical Examiner's case occurs, and the body will be sent to the Medical Examiner's Office, the body will be examined by a pathologist. However, it is important that Officers do not communicate or imply to the next of kin that an autopsy will be performed. Because an autopsy is not required in all cases, improper information may inadvertently mislead family members into believing that an autopsy will be performed. This may create specific expectations on the part of the family and create issues for the Medical Examiner's Office.

Officers are reminded that if the next of kin are specifically requesting an autopsy, or conversely, they object to an autopsy, this information should be communicated to the Medical Examiner's Office.

Skokie Police Officers are reminded to remain fair and understanding when dealing with family members during their time of loss. Accurate information plays a key role in the way the Police Department is perceived.

H. If the deceased is a foreign national, the Officer must ensure that the nearest consulate of that foreign national's country is notified of the death without delay. This will permit the foreign government to make an official record of the death for its own legal purposes. For example, such notice will help ensure that passports and other legal documentation issued by that country are canceled and not reissued to fraudulent claimants. In addition, it may also help ensure that the foreign national's family and legal heirs, if any, in the foreign country are made aware of the death and that the death is known for estate purposes in the foreign national's country. See Department General Order F-50: Immunity from Arrest and Arrest/Detention of Foreign Nationals for contact phone numbers.

III. Removal of the Body

There is no requirement for a doctor to pronounce a person deceased prior to a body being transported to the Medical Examiner or a funeral home. Certified funeral home personnel including the Department-contracted body removal service have the authority to make pronouncements. Consequently, there is no need to transport an obviously biologically dead person to the hospital. Skokie Fire Department Emergency Medical Services (EMS) protocols dictate specific EMS responses to medical emergencies. It is the Fire Department's responsibility to determine whether a person is to be transported to a hospital. If there is a triple zero (no blood pressure, no pulse and no respiration), the body will not be transported to the hospital. Body removal in these cases will follow the above procedures in addition to the following:

1. The Investigating Officer is to contact the Department-contracted body removal service as soon as practical after learning that the Medical Examiner is not releasing the body. This is to help give notice to the service and reduce the potential time the Department has to maintain custody over a body.

2. If a body is already in an ambulance but determined to be dead and not being transported to a hospital, coordination should take place between the Investigating Officer and the ranking Fire

Department member at the scene to have the body transferred from the ambulance to the Department-contracted body removal service vehicle upon arrival.

3. If a body is located in a public place (sidewalk, park, business, etc.) and will not be transported to a hospital, the Department-contracted body removal service will be utilized to remove the body. Steps shall be taken by the Investigating Officer to limit or hide the view of the body from the public using crime-scene barriers, a disposable body sheet, or other measures until the body has been removed. The disposable body sheet, which helps prevent contamination of potential evidence, will be stored in the “go-bag” of marked patrol vehicles.

4. If there is a significant delay between the time the Department has completed its duties related to the body and the incident scene and the removal by the body removal service, the Watch Commander is to be notified as soon as practical. In these circumstances, the Fire Department will transport the body to the Department’s evidence processing bay where it will be secured until pick up by the body removal service. Coordination shall take place between the Watch Commander and the ranking Fire Department member for this to take place.

5. The removal of a body that has been released by the Office of the Medical Examiner is the responsibility of the family. The family may make arrangements with any funeral home of their choice to remove the body. Officers are not to recommend any funeral homes and should be aware that the Department-contracted body removal service does not transport to funeral homes.

6. Regarding non-Medical Examiner cases, some ethnic cultures may wish to have the body viewed and/or prayed over by family before removal. In some situations, other family members may have to be contacted to make arrangements causing the removal to be delayed. When one of these situations or something similar occurs, the death shall be documented per policy and the last line of the report narrative shall indicate that the report is to be forwarded to the Health Department for a follow up to ensure removal takes place.

IV. Chain of Custody and Evidence – Medical Examiner Cases

A. In cases where the Medical Examiner's Office does not respond to the scene but makes a request for the body to be transported to their office, an Officer will follow/escort the Department-contracted body removal service vehicle to the Medical Examiner's Office. Upon arrival, the Officer will transfer custody of the body to the staff at the Medical Examiner's Office and later document this transfer in either the original or a supplemental report. The officer will obtain a receipt, if available, of the transfer and place it into property custody.

B. In cases where the Medical Examiner's Office does not respond to the scene and makes a request for evidence which is not attached to the body, an Evidence Technician will photograph and package the evidence accordingly. Any requested evidence will then be transferred to the Officer who will be following/escorting the vehicle which will be transporting the body. The Officer shall later document both the transfer of the evidence from the Evidence Technician, and subsequently to the staff member at the Medical Examiner's Officer, in the original or supplemental report.

C. When an investigator from the Medical Examiner's Office responds to the scene, any evidence requested by the investigator, and any request for an Officer to follow the transporting vehicle to the Medical Examiner's Office, shall be coordinated with the investigator. Any instructions given by the investigator regarding evidence collection or the transportation of the body will be noted in the original or supplemental report.

D. In any case in which the Medical Examiner's Office requests the body for further examination, an Evidence Technician will respond to the scene, examine the body, and photograph both the scene and the body. Photographs will be taken in all Medical-Examiner cases, even if no foul play is suspected. All evidence and observations will be detailed in either the original or supplemental report.

SKOKIE POLICE DEPARTMENT

DRUG OVERDOSE PREVENTION PROGRAM

General Order:	F-21	**Replaces:** General Order:	F-21
Effective Date:	01 August 2025	Effective Date:	01 Nov.2021
Indexed As:	Drug Overdose Prevention Naloxone Administration Narcan Nasal Spray		

POLICY:

In order to help reduce fatalities resulting from opioid overdoses, it is the policy of the Skokie Police Department to administer Narcan Nasal Spray (Naloxone). This program will report to the Illinois Department of Human Services (Division of Alcoholism and Substance Abuse) pursuant to 20 ILCS 301/5-23 (Public Act 096-0361).

DEFINITIONS:

Drug Overdose Responders: Officers who have successfully completed the required training in drug overdose prevention as outlined by the Illinois Department of Human Services; these officers are authorized to administer Narcan Nasal Spray (Naloxone).

Narcan Nasal Spray (Naloxone): A prescription medication that can be used to reverse the effects of an opioid drug overdose; this is also referred to as Naloxone.

Opioids: Opioid drugs include, but are not limited to, heroin, morphine, oxycodone, methadone, hydrocodone, and codeine.

Narcan Nasal Spray Program Coordinator: The Narcan Program Coordinator is designated as having the overall responsibility for managing the Drug Overdose Prevention Program in compliance with the guidelines established by the Illinois Department of Human Services.

Trainers: Employees who have demonstrated competence in the content and skills of a drug overdose prevention program as approved by the designated Narcan Program Coordinator, healthcare professional, and the Illinois Department of Human Services.

PROCEDURE:

I. Deployment:

The Skokie Police Department will ensure that Narcan (Naloxone) kits are stored within the Police facility and in Police vehicles in a manner that it is immediately available to drug overdose responders and properly safeguarded from extreme temperatures (less than 58 degrees or greater than 77 degrees Fahrenheit) that may affect the effectiveness and integrity of the medication.

II. Issuance and Availability

A. Before their tour of duty, patrol officers will ensure that the Police vehicle they are assigned is equipped with a Narcan kit. The Narcan kit is attached to the Go Bag inside each vehicle.

B. All other sworn personnel (i.e., Administration and Investigations personnel) shall ensure the vehicle they are utilizing is equipped with a Narcan kit before undertaking patrol activities, to include details.

C. When practical, Officers are encouraged to avoid exposing the medication to extreme temperatures.

III. Narcan Use

Officers will adhere to universal precautions and protections from bloodborne pathogens and communicable diseases when administering Narcan, and administer the medication following the established guidelines following a patient assessment, which may include, but may not be limited to, determining unresponsiveness and other indications of opiate induced overdose. Refer to General Order P-21: Communicable Disease Control Procedures for additional information.

A. Narcan may be administered by a drug overdose responder when they reasonably believe a person or Police K-9 is in an opioid overdose state based on established training guidelines and the following information, observations, and assessment:

1. When advised by Communications that the person or Police K-9 has overdosed on an opioid, or

2. When observing drugs, drug paraphernalia, or any other drug instruments associated with the subject or the scene, or

3. Where the victim or Police K-9 is observed to be unresponsive, there is an absence of breathing and/or the victim or Police K-9 has no pulse. Other signs of opioid overdose include lack of response to a sternal rub, shallow breathing, and bluish lips.

B. Once the responding Officer has determined that the subject or Police K-9 is in a potential opioid overdose state, the Officer shall:

1. Notify communications as soon as practical that the subject is in a potential opioid overdose state and request an ambulance if one is not already enroute.

2. Administer the Narcan when safe to do so following a patient assessment, and in accordance with the training and protocols provided by the Department, and in compliance with Illinois Compiled Statutes 20 ILCS 301/5-23.

3. Maintain universal precautions and protections from bloodborne pathogens and communicable diseases. Refer to Department General Order P-21: Communicable Disease Control Procedures for additional information.

4. Promptly inform responding Fire Department personnel that Narcan has been administered, the number of doses used, and how it was dispensed.

C. Used Narcan Nasal Sprays may be given to Fire Department personnel for safe disposal, or may be disposed of in a similarly safe manner.

IV. Required Documentation

A. Following the administration of Narcan, the Officer shall complete all required police reports detailing the nature of the incident and the circumstances warranting the use of Narcan. The Officer will include in the report narrative:

1. The manner in which the Officer discovered the overdose victim (i.e., 9-1-1 assignment, on-view, etc.).

2. A brief description of the scene and the overdose victim (i.e., is the victim conscious, was the victim under the influence of any other drugs, etc.).

3. Indicators that led the reporting Officer to believe the person was suffering an opioid overdose.

4. Was CPR/Rescue breathing performed?

5. The number of Narcan doses administered to the overdose victim or Police K-9 by the reporting Officer, and whether the Narcan successfully reversed the overdose symptoms.

6. The EMS department that responded to the scene at the time of arrival.

7. The Skokie Police Nasal Spray number utilized in the rescue attempt.

B. A copy of the police report and all supporting documentation shall be submitted to the Department's Narcan Program Coordinator.

C. The Narcan Program Coordinator shall report the reversal/naloxone administration at www.ILSAVESOD.org, as soon as practical.

V. Maintenance/Replacement

A. During vehicle inspections, Officers shall inspect the Narcan kit to see that both Narcan Nasal Sprays are in a sealed pouch and ensure that the kit has not expired.

B. A unit discovered to be within two months prior to expiration will be reported to the Department's Narcan Program Coordinator as soon as practical so that it may be taken out of service.

C. Officers shall notify both their immediate supervisor and the Department's Narcan Program Coordinator in writing as soon as practical when a Narcan kit needs to be replaced due to loss, theft, damage, use, or expiration. The written notification shall describe the manner in which the overdose medication kit was lost, stolen, damaged, or otherwise rendered useless, and will include a request for a replacement kit.

VI. Training

A. The Narcan Program Coordinator shall successfully complete the required training and is responsible for obtaining Department certification.

B. In conjunction with the Training Unit, the Narcan Program Coordinator shall ensure that all Officers successfully complete the basic Narcan training course as approved by the Illinois Department of Human Services prior to deploying Narcan.

That training shall include, at a minimum,

1. Signs and symptoms of opioid use,
2. Indications and contraindications of the administration of Narcan,
3. Proper steps in the administration of Narcan,
4. Side effects of Narcan,
5. Proper storage of Narcan kits, and
6. Proper documentation and reporting

D. Recruit Officers shall be provided Department-authorized training in the use of Narcan during expanded basic training.

E. All Officers will be required to take a refresher training class at least every three years in order to retain their status.

F. In conjunction with the Training Unit, the Narcan Program Coordinator will maintain the following, as required by the Illinois Department of Human Services:

1. A training log of all training, including the dates and times of the training.

2. Records pertaining to Narcan acquisition and storage.

3. All other documents, as necessary.

SKOKIE POLICE DEPARTMENT

RESPONSIBILITY FOR REPORTING

General Order: F-22
Effective Date: 01 June 2022

Replaces:
General Order: F-22
Effective Date: 01 June 2021

Indexed As:
After Hour Call Up
Deputy Chief on Call
Investigator on Call
Notifications
Reporting Requirements

POLICY:

It is the policy of the Skokie Police Department to ensure that proper and informed decisions are made with regard to serious incidents to which the Department responds. It is also the policy of the Department to convey these decisions through the chain of command in a timely manner to ensure the planning and initiation of further action, as warranted.

PROCEDURE:

I. Investigator Notifications

The following incidents should be reported by the Watch Commander to the ranking Investigator on duty as soon as practical. If there are no Investigators on duty, then notification should be made to an Investigations Supervisor. Notifications are to be made by radio, telephone, email or text message, based upon circumstances.

A. Any crime resulting in the serious physical injury or death of the victim.

B. Kidnappings, child abductions and missing persons that are deemed to be suspicious in nature.

C. All attempted child abductions/luring.

D. Any crime for which the Watch Commander determines may require investigative resources to be immediately applied (i.e. sexual assaults, M.E.-case death examinations, large number of witnesses, offender in custody and interrogation help is needed, search warrant needed, etc.).

II. Deputy Chief Notifications

A. In all circumstances in which the Watch Commander notifies the Investigations Division of items listed in Section I above, he will also make a confirmed notification to the Deputy Chief of Field Operations as soon as practical via telephone or text messaging. In addition to the above circumstances, the Watch Commander will also notify the Deputy Chief of Field Operations regarding the following:

1. Any at-risk missing person.

2. Escapes from custody.

3. Battery to a Police Officer resulting in injury.

4. Any hate crime.

5. Incidents involving bombings or explosives.

6. Major fires, natural and man-made disasters.

7. Any mutual aid request initiated by the Skokie Police Department involving five or more Officers.

8. Any mutual aid request initiated by the Skokie Police Department involving any component of the North Regional Task Force (NORTAF) or the Northern Illinois Police Alarm System (NIPAS).

9. Any provision of five or more Skokie Police Department personnel to a mutual aid request initiated by another law enforcement agency.

10. Investigatory roadblocks (does not include roadside safety checks) or prolonged road closures.

11. Use of firearms against person(s) by either Skokie Police Department personnel or others.

12. Officers hospitalized due to on-duty injury.

13. Complaints of excessive force or brutality that resulted in, or alleged to have resulted in, physical injury.

14. Custodial arrests by the Skokie Police Department of any law enforcement officer, regardless of the officer’s jurisdiction.

15. Custodial arrests of any Village of Skokie employee or elected official of any jurisdiction.

16. Arrest of any Skokie Police Department employee by any law enforcement agency.

17. Any incident where there may be a question as to Department liability.

18. Any incidents known or likely to result in media coverage or heightened community interest.

19. Any major incident occurring in the general metropolitan area, which in the opinion of the Watch Commander may imminently affect police operations in Skokie.

B. Under the following circumstances, the Watch Commander or his designee will make notifications (email, text, phone, in-person) as soon as practical to the Chief of Police, Deputy Chief of Field Operations, Deputy Chief of Administrative Services and Investigations Division Supervisors of the following:

1. Battery to a Police Officer with no injury.

2. Traffic crash involving an on-duty employee (no injury).

3. Officers injured (not hospitalized).

4. Robberies (any type).

5. Any case needing Investigations Division follow-up in which a report has not been completed or has been rejected, e.g., missing persons, sex crimes, etc.

III. Chief of Police Notifications

A. It shall be the responsibility of the Deputy Chief that received the notification to make or direct notification to the Chief of Police regarding incidents delineated in Section II.A and II.B above.

B. The Internal Affairs Director shall notify the Chief of Police as soon as practical of the initiation of any formal investigation of a Police Department employee.

IV. Support Services Supervisor Notifications

A. To ensure that the public and the media are provided with timely and accurate information, notification via

telephone or text messaging should be made to the Support Services Supervisor or their designee as soon as practical for such things such as:

1. At-risk or endangered missing persons
2. Incidents known or likely to result in media coverage or heightened community interest
3. Prolonged road closures
4. Major fires and natural or man-made disasters
5. Time sensitive information

B. Procedures specific to media relations are delineated in Section III of Department General Order A-10: Media Relations.

SKOKIE POLICE DEPARTMENT

PATROL

General Order: F-23
Effective Date: 01 January 2025

Replaces:
General Order: F-23
Effective Date: 01 Aug. 2024

Indexed As:
Patrol Division Administration
Patrol Division Objectives
Patrol Division Operations
Patrol Division Organization
Patrol Division Staffing

POLICY:

It is the policy of the Skokie Police Department to provide effective, efficient 24-hour preventive patrol, and to ensure expeditious delivery of police services to the community.

PROCEDURE:

I. Objectives

A. To protect life.

B. To deter, detect and prevent criminal acts.

C. To provide traffic safety through enforcement and education.

D. To serve as guardians of the Skokie community and its residents.

II. Functions

A. Respond to calls for service both routine and emergency in nature.

B. Preventive patrol directed at the deterrence, detection and prevention of criminal acts, vehicle-related violations and accidents, the maintenance of public order and the discovery of hazardous situations.

C. Preliminary investigation of criminal and non-criminal acts and the arrest of the criminal offenders responsible.

D. The application of community policing to establish a partnership with citizens to improve their quality of

life, provide a sense of safety and security, educate and work together toward the positive resolution of criminal problems.

E. Traffic direction and control.

III. Duties of Patrol Officers

A. Efficiently and effectively handle calls for service while conducting thorough preliminary investigations and return to preventative patrol or community policing as soon as practical. Preliminary investigations include the preservation of evidence and effecting arrests, except those cases which are determined to require the attention of specialists. Follow-up investigations may be conducted by Patrol Officers wholly or in-part when circumstances warrant.

B. Assist other members in handling their calls for service, when appropriate, and return to preventative patrol as soon as practical.

C. Develop and maintain a thorough knowledge of what is occurring in one's assigned beat, along with an understanding of who is responsible for doing it.

D. Develop and maintain sources of information within and about the Village (criminal and noncriminal matters).

E. Conduct preventative patrol when not assigned a call for service, targeting problems that are occurring in one's assigned beat.

F. Conduct enforcement of traffic laws, regulate the flow of traffic where necessary, and investigate traffic crashes.

G. Be knowledgeable of and utilize the principles of crime prevention and community policing.

H. Conduct residential security checks.

I. Complete the proper reports for all complaints or situations by the end of the tour of duty, unless otherwise directed by a supervisor.

J. Identify police hazards and reports for inclusion on the Daily Bulletin.

K. Communicate with supervisors about issues occurring in one's assigned beat, what is being done to address them, and any additional resources needed to be effective.

L. Monitor all Intelligence Bulletins to facilitate subject recognition and appropriate follow-up action.

M. Investigating officers will make contact with complainants regarding calls for service to obtain direct information to assist in determination of appropriate response or referral. Provide results of our agencies response to complaints whenever feasible.

N. Officers should seek out and conduct community engagements whenever possible.

IV. Distribution of Patrol Personnel

A. The number of Officers assigned on each Watch period will be proportionate to the workload occurring on each shift.

B. The beat configuration of each Watch period shall be determined by analysis of:

1. Workload
2. Natural boundaries and obstructions
3. Time of day
4. Resources

C. Seasonal inequities in shift workloads will be alleviated by utilization of additional personnel.

D. Patrol supervisors will be assigned to each Watch and squad so as to maintain an acceptable span of control.

E. The Patrol Division Watches shall be assigned three time periods consisting of 8-1/2 hours as follows:

1. Watch I - 2245 to 0715 Hours
2. Watch II - 0645 to 1515 Hours
3. Watch III - 1445 to 2315 Hours

F. Each Patrol Watch shall be divided into two groups.

1. Commanders will be assigned to each Watch.

2. Permanent Squad - Sergeants and Patrol Officers assigned for 365-day periods.

3. Rotating Squad - Sergeants and Patrol Officers will rotate clockwise every four months or as directed by the Chief of Police.

4. Watch II and Watch III will designate Officers as Assigned Late Cars with the hours of 0945 to 1815 and 1745 to 0215.

V. Assignment of Personnel

A. Patrol Sergeants and Patrol Officers will be assigned to squads (permanent or rotating) for a 365-day period. These assignments will be made from Sergeant/Officer requests by the Deputy Chief of Field Operations taking into consideration, but not limited to the following:

1. Department Needs
2. Standards of Performance
3. Seniority
4. Specialty Assignments

B. Daily assignment to beats shall be made by the Watch Commander as determined by the needs of the Watch, and in conjunction with the permanent beat Officer assignment program.

C. Assignment of Days off for Patrol Officers

The assignment of days off for Patrol Officers shall be made in accordance with Department General Order A-30: Random Regular Day-Off Scheduling.

D. Assignment of days off for first line supervisors is made by the Watch Commanders taking into consideration individual requests and staffing requirements of the Watch.

VI. Watch Operation

A. Roll call shall be commenced 15 minutes before the hour of each Watch change and shall include:

1. Patrol area and equipment assignments.
2. Daily Bulletin highlights of the past 24 hours.
3. Roll call training.
4. Inspection of personnel and equipment.
5. Special assignments and notifications, including police hazards.

B. In order to facilitate adequate patrol coverage during Watch changes, shift late cars will remain in their assigned beats until sufficient patrol units of the on-coming Watch have informed the Communications Center of their on-duty status (minimum of two on-coming units). Shift late cars are determined as follows:

1. Odd number beat cars on odd days of the month.

2. Even number beat cars on even days of the month.
3. Officers remaining on duty after the end of their shift will log out on the air when they go off duty.

C. It will be the responsibility of the Assigned Late Car paragraph (F-4) to handle calls that require attention near the end of Watches II and III, respectively.

D. Patrol Officers assigned to a beat or a specific area will remain in that assigned area unless otherwise directed by a supervisor or communications operator or their duties require them to leave. Unassigned patrol time shall be focused on addressing known issues in the beat/area, preventative patrol, community policing, quality-of-life issues, etc. Whenever an Officer leaves his beat/area, and the Communications Center is not already aware, he will advise them of such.

E. Two or more Patrol Officers shall be assigned to answer all calls for service wherein the nature of the situation is not readily ascertainable, and a danger may possibly exist. The Communications Center operating manual will discern specific criteria.

F. Patrol supervisors will respond to radio calls and supervise, observe and/or assist Officers as needed.

G. Patrol Supervisors will supervise Watch Officers' focus and direction in conducting preventative patrol

VII. Radio Identification - Field Personnel

A. Patrol Officers assigned to beats will be assigned that beat number as their radio identification, except K-9.

B. Patrol or Community Service Officers assigned to the desk will be assigned as number 318.

C. Officers assigned to Special Operations will be assigned Numbers 382 through 394 as radio identification.

D. The Canine Officer will be assigned number 309.

E. Community Service Officers will be assigned number 291 through 299.

F. Patrol Sergeants will be designated as number 350 through 359 on each Watch.

G. Patrol Commanders will be designated as number 306, 307 and 308.

H. Common English Language with limited application of often used ten signals is required.

VIII. Patrol Vehicle Equipment

A. At a minimum, patrol vehicles shall be equipped with:

1. Emergency lighting equipment. Marked patrol vehicles may also be equipped with alley lights.

2. Siren and public address speaker.

3. Exterior spotlight.

4. Fire extinguisher, ballistic helmet, traffic cones, flares and other safety equipment as appropriate.

5. Ballistic ceramic plate.

6. Rifle and rifle rack with automatic lock.

7. Mobile radio/ISPERN Radio.

8. Flashlight.

9. "Go-bag" containing spare magazines (ammunition), first aid kit, and other rapid response equipment and supplies as appropriate.

10. Mobile computer/printer.

11. Mobile video recorder.

12. Beginning with model year 2020, new marked patrol vehicles will have all equipment listed above and will also be equipped with a 40mm Less Lethal Launcher, 40mm Launcher bandolier (with six less lethal rounds), Narcan kit, AED, PBT, PBT straws, tint meter (including tint sample), handheld radar (including tuning forks), digital camera, traffic light baton, and digital scale.

B. At a minimum, marked patrol vehicles will be conspicuously marked with:

1. Emergency lighting equipment and

2. Graphics, to include:

    a. SKOKIE POLICE
    b. Village of Skokie Seal
    c. EMERGENCY CALL 9-1-1
    d. ILEAP Insignia

IX. Patrol Officer Equipment

Daily, Patrol Officers will be issued an Electronic Control Device (ECD, and both a Narcan (Naloxone) kit and a patrol kit, if available, daily, unless otherwise directed by a supervisor.

X. General Guidelines

A. Field personnel on duty shall keep the Communications Center appraised of their status at all times. As applicable, this shall include but is not limited to:

1. Arrival at a scene.
2. When making vehicle or pedestrian stops.
3. When calling in or out-of-service.
4. When completing assignments and resuming patrol.
5. When going off duty.

These notifications should be made by radio so that supervisors and fellow field personnel are aware of others' status. If unable to use the radio, then computer, telephone or in-person notification should be made.

B. It is Village Policy that all drivers and front seat passengers in Village vehicles must wear seat belts/shoulder harness. The use of seatbelts by rear seat passengers and detainees must, absent exigent circumstances; comply with Department General Order F-1, Transporting Detainees.

SKOKIE POLICE RADIO ASSIGNMENT NUMBERS

Radio No.	
270	Sgt. B. Shelton
271	Ofr. R. Wilken
272	Ofr. A. Gracia
273	Ofr.
274	CSO
275	Field Services/Fleet T. Maltese
276	Ofr. M. Kane
277	CSO L. Werner
278	CSO B. Miura
279	CSO J. Berkowitz
280	CSO
281	PMA C. Polinski
282	
283	
284	
285	
286	
287	
288	
289	
290	
291	CSO T. Armour
292	CSO C. Tong
293	CSO I. Colin
294	CSO T. Oh
295	CSO B. Jaffe
296	CSO R. Reconnu
297	
298	
299	CSO
300	Chief J. Barnes
301	DC. D. Franklin
302	DC J. Oakley
303	Cmdr. J. Moersfelder
304	Comm. Dir. J. Barkhoo
305	
306	Cmdr. S. Gibson
307	Cmdr. E. Garcia
308	Cmdr. S. Marino
309	Officer R. Ochoa
310	Beat 310 (A and B)
311	Beat 311
312	Beat 312
313	Beat 313 (A and B)

Radio No.	
314	Beat 314
315	Beat 315
316	Beat 316 (A and B)
317	Beat 317
318	Desk
319	
320	East UCar
321	East UCar
322	West UCar
323	West UCar
324	UCar
325	UCar
326	Traffic
327	Traffic
328	ET
329	ET
330	Specialty
331	Specialty
332	Specialty
333	Specialty
334	Specialty
335	Specialty
336	Specialty
337	Specialty
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344	Specialty
345	Specialty
346	Specialty
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348	Specialty
349	Specialty
350	Sgt. J. Dewey
351	Sgt. R. Cantu
352	Sgt. G. De La Vega
353	Sgt. A. Orozco
354	Sgt. D. Bennett
355	Sgt. J. George
356	Sgt. K. Pore
357	Sgt. M. Dickinson

Radio No.	
358	Sgt. J. Riggs
359	Sgt.
360	Cmdr.
361	Sgt. M. Cianchetti
362	Sgt. E. McCune
363	Det. Iwanski
364	Det. G. Zerfass
365	Det.
366	Det. D. Anderson
367	Det. M. Blanco
368	Det. S. Nelson
369	Det. J. Mendez
370	Det. R. Olkowski
371	Det. O'Dea
372	Det. G. Pellegrino
373	Det. G. Zurawski
374	Ofcr. M. Jaworski
375	SRO Y. Shin
376	SRO N. Larson
377	
378	Det.
379 A	Ofr. K. Blue
379 B	SW B. McHugh
380	Cmdr. D. Pawlak
381	Sgt. D. Nikolopoulos
382	Ofr. D. Badagliacco
383	Ofr. T. Dang
384	Ofr.
385	Ofr. M. Orchard
386	Ofr.
387	Ofr.
388	Ofr.
389	Ofr.
390	Ofr.
391	Sgt. M. Russell
392	Ofr.
393	CSO Ingrid Anderson
395	Ofr.
396	
397	
398	Comfort Dog America
399	Real Time Crime Center

APPENDIX B

APPLICABLE ACCREDITATION STANDARDS

OPR.01.02, OPR.01.03, OPR.01.04, OPR.01.05, OPR.01.07, OPR.01.08, 0PR.01.09

SKOKIE POLICE DEPARTMENT

TOWING, IMPOUNDMENT AND SEIZURE OF VEHICLES

General Order: F-24
Effective Date: 01 October 2024

Replaces:
General Order:
Effective Date: 01 Jan. 2024

Indexed As:
Abandoned Vehicles
Impoundment Procedures
Nuisance Vehicles
Relocation of Vehicles
Seizure of Vehicles
Street Sweeping and Snow Plowing
Towing Incident to Arrest
Towing Procedures
Vehicle Impoundment Procedures
Vehicle Inventories
Vehicle Relocation
Vehicle Seizures
Vehicle Towing Procedures

POLICY

Various Illinois State Statutes and Skokie Village Codes provide for the towing, impoundment, and/or potential seizure of vehicles. These statutes are designed to help facilitate the safe movement of motorists on public ways, the identification and removal of abandoned vehicles, and as both a deterrent to criminal behavior and as a means to recover both profits obtained from criminal behavior and costs incurred by the Village. It is the policy of the Skokie Police Department to enforce these statutes and ordinances in an effort to increase the safety of the citizens, deter crime, and recover proceeds from criminal activity.

PROCEDURE

I. Definitions

A. Asset Forfeiture Supervisor: A Sergeant assigned to the Special Enforcement Team shall serve as the Asset Forfeiture Supervisor and will be responsible for performing the duties delineated in Section V, paragraph E of this general order.

B. Impound: A vehicle seized by the Department and placed in temporary custody of the Department for a legitimate police purpose pending further disposition.

C. Towing (tow): The transport of a vehicle from its initial location to a destination designated by the Department.

II. Impoundment/Seizure of Vehicles

A. The Skokie Police Department may *impound* vehicles used in the commission of the following offenses pursuant to 106-42 of the Skokie Village Code:

1. Driving under the influence (625 ILCS 5/11-501).

2. Driving while license is suspended or revoked (625 ILCS 5/6-303).

3. Driving a motor vehicle without ever having been issued a valid driver's license; or driving a motor vehicle when the driver's license has been expired for more than one year, or the driver's permit, restricted driver's permit or other driving privilege has expired.

B. The Skokie Police Department may impound vehicles pursuant to the Illinois Vehicle Code when they are being operated by a driver with no valid license or permit (625 ILCS 5/6-101) and at the time of the violation violates mandatory insurance (625 ILCS 5/7-601). No vehicle will be impounded for the sole reason of having no insurance.

C. The Skokie Police Department may *impound and hold vehicles for seizure/forfeiture review and proceedings* when used in the commission of the following criminal offenses (authorized by 720 ILCS 5/36):

1. First degree murder
2. Involuntary manslaughter and reckless homicide
3. Aggravated kidnapping
4. Indecent solicitation of a child
5. Soliciting for a juvenile prostitute
6. Juvenile pimping
7. Exploitation of a child
8. Child pornography
9. Heinous battery
10. Aggravated battery with a firearm
11. Aggravated battery of a child
12. Aggravated battery of a senior citizen
13. Stalking
14. Criminal sexual assault
15. Armed robbery

16. Burglary
17. Possession of burglary tools
18. Residential burglary
19. Arson
20 Possession of explosives or explosive or incendiary devices
21. Possession of a deadly substance
22. Aggravated discharge of a firearm
23. Reckless discharge of a firearm
24. Gambling
25. Aggravated battery
26. Criminal sexual abuse
27. Subsection (a)(7) of the unlawful use of weapons statute

D. The Skokie Police Department may *impound and hold vehicles for seizure/forfeiture review and proceedings* when used in the commission of the following traffic offenses (authorized by ILCS):

1. Aggravated fleeing and eluding.

2. Driving while license is suspended or revoked (6-303) and the reason for the suspension or revocation is DUI (11-501), leaving the scene of a personal injury accident (11-401b), or reckless homicide (9-3).

3. Driving with no valid license or permit and at the time of the violation violated mandatory insurance (7-601) and was involved in a Type A crash causing injury to another person.

4. Driving under the influence (11-501a) while license is suspended or revoked for DUI, or leaving the scene of an accident, or reckless homicide.

5. Driving under the influence for third or more times.

6. Driving under the influence for second time but with a previous conviction for reckless homicide (9-3).

7. Driving under the influence and at time of violation violated no valid driver’s license or permit (6-101).

8. Driving under the influence and at the time of violation violated mandatory insurance (7-601).

E. The Skokie Police Department may *impound and hold vehicles for seizure/forfeiture review and proceedings* when meeting the criteria set forth by the Drug Asset Forfeiture Procedure Act (725 ILCS 150/1).

F. Officers shall allow for another properly licensed and otherwise fit person to drive the vehicle, if insured, from the scene if that person is the owner, or is authorized to do so by the owner, and such person is present at the scene prior to the arrival of the tow truck.

This provision does not apply to vehicles that are subject to seizure and are being impounded and held for seizure/forfeiture review. All vehicles meeting the criteria as set forth in Appendix F for seizure may be impounded and held for seizure/forfeiture review. If extenuating circumstances are present, watch supervisors may authorize the release of a vehicle (that is otherwise eligible for impoundment and seizure/forfeiture review) prior to its being towed.

G. Different conditions, as defined by the state statutes and ordinances, dictate how long a vehicle is to be impounded for the varying offenses. Appendix F outlines these conditions and their corresponding impoundment requirements.

H. No vehicle will be impounded for the sole reason of not having insurance.

III. Towing of Vehicles

A. Vehicles involved in traffic crashes (Public and Private Property)

1. Officers may cause to be towed from the scene any vehicle that has been involved in a traffic crash and is either not drivable or cannot be safely driven.

2. Officers should cause to be towed from the scene any vehicle that has been involved in a traffic crash and the owner/operator of the vehicle has been taken from the scene by ambulance and there is no other person on scene who the owner/operator has given permission to remove the vehicle. Officers have the discretion to accommodate reasonable requests by owners/operators to not have their vehicle towed in these instances.

3. Once the Department approved tow service has been called to remove a vehicle from an accident, it should not be cancelled for the sole reason that the owner/operators arranged a private tow. In these circumstances, Officer's will inform the owner/operator that the Department tow service may re-locate their vehicle out of the roadway, so their arranged private tow can pick it up. Owners/operators will be responsible to pay the Department tow service fee at the time of this relocation.

4. The Department approved tow service will only clean debris from the roadway at traffic crash sites where they towed vehicles away.

B. Public Assistance Towing

1. Disabled vehicles on public ways

a) Officers that encounter disabled vehicles on public ways within the Village will take appropriate steps to mitigate any traffic hazard caused by the vehicle.

b) Officers will make a reasonable attempt to locate the owner/operator of the vehicle and determine if a tow is needed.

c) If the owner/operator is present and requests a tow, the Officer will advise communications and then continue to take appropriate steps to mitigate any traffic hazard until the tow arrives and the vehicle is removed.

d) If the owner/operator is present but requests to use a self arranged towing service, the Officer will inquire as to the estimated time of arrival of that service. If the Officer feels the response time of the other tow service creates an undue hardship in mitigating the traffic hazard, the Officer will explain this to the owner/operator and request communications to have the Department tow service respond.

e) If no owner/operator can be located, and the Officer determines the vehicle is a hazard to traffic safety, the Officer may issue the proper citation and tow the vehicle.

2. Vehicles presenting a serious inconvenience to the public

   a) Vehicles presenting a serious inconvenience to the public may include, but is not limited to, a vehicle parked on a public way blocking access into or out of a driveway.

   b) Officers will take reasonable actions to determine and locate the owner/operator of the vehicle and have it moved.

   c) If the owner/operator cannot be located, and the Officer determines the vehicles location is causing a serious inconvenience to the public, the Officer should issue the proper citation and contact an on-duty Watch Supervisor for approval to have the vehicle towed.

3. The Department towing service may be utilized to provide assistance service to motorists (i.e. removing vehicles from medians, ditches, etc.). Officers shall advise owners/operators of vehicles that they must pay for this service at the time rendered. If the owner/operator is unable to pay for this service at the time, the vehicle is to be towed to the tow service lot.

C. Street Sweeping and Snow Plowing Procedure

1. For the purpose of facilitating the sweeping of the streets, temporary signs indicating the operation and specifying the parking restrictions will be posted. These temporary signs will be erected by the Public Works Department 24 hours prior to the sweeping.

2. For the purpose of facilitating the plowing of the streets, the Village of Skokie enacted the Parking Restrictions After Snowfall ordinance (106-107 of the Skokie Village Code).

3. If a vehicle is parked in violation of the sign or ordinance, the Police Department may issue a citation as applicable.

4. If Public Works requests that the vehicle be towed the Police Department will:

a) Conduct a registration check for the owner of the vehicle and make a reasonable effort to contact the registered owner and have the vehicle removed.

b) If the registered owner cannot be located to have the vehicle moved, and a Public Works supervisor requests the vehicle be towed, the vehicle may be cited by the officer and towed with approval from an on-duty Watch Supervisor.

c) During emergency snow removal operations, vehicles may be towed without additional efforts to contact the owner being made by the Officer, provided Village notifications (siren, radio, television) have already been issued.

D. The Department may tow vehicles for violations of construction zones and other circumstances where appropriate. The approval of an on-duty Watch supervisor is required for towing of vehicles in these two specific circumstances and any others that are not specifically addressed by this policy.

E. Custodial Arrests

1. Officers may cause to be towed any vehicle (not covered specifically in this policy) being operated by an operator that has been placed under arrest.

2. If the vehicle is properly insured, and there is a valid licensed driver present (that the owner/operator gives permission to take control of their vehicle) the vehicle need not be towed. Officers have the discretion to accommodate reasonable requests by owners/operators to not have their vehicle towed in these instances.

F. Relocating Autos

1. Circumstances may arise where vehicles need to be or may be relocated to another parking place instead of towing. These may include, but are not limited to:

a) Vehicles obstructing Public Works ability to conduct work on a project.

b) Vehicles obstructing company’s ability to conduct road construction.

2. Whenever a Village Department requests a vehicle be relocated the responding Officer will make every reasonable attempt to locate the owner and have the vehicle moved. If an owner cannot be located, or their response to move the vehicle is unreasonably long, the vehicle may be relocated at the request of a supervisor of the requesting Village Department.

3. If a request to relocate a vehicle is made by a private contractor, the responding Officer will make every reasonable attempt to locate the owner and have the vehicle moved. If an owner cannot be located, or their response to move the vehicle is unreasonably long, the vehicle may be relocated after the contractor is advised and they agree to pay the Department tow service their fee at the time of the relocation.

G. Recovered stolen vehicles

1. Officers will take appropriate and necessary precautions to not contaminate any potential evidence located on or in a stolen vehicle.

2. Officers will have Communications verify the stolen status with the originating agency and ask the originating agency if they would like the vehicle held for their evidentiary processing or towed to the Skokie Police Department Tow Company’s impound lot.

3. If the vehicle is stolen from Skokie, Officers will have an Evidence Technician respond to process the vehicle. Officers will contact the victim, advise them of the recovery, where their vehicle is being held, and when it is expected to be released.

4. If the vehicle is to be held for the originating agency to process for evidence, the reporting Officer will have the vehicle towed to the Skokie Police Department and secured. The reporting Officer will then contact the originating agency and obtain an estimated time of arrival for their evidence collector or tow service. The reporting Officer will then inform their supervisor as to the status of the vehicle and responding agency.

5. If the vehicle is not to be held for processing, the reporting Officer will call the Department approved towing service and wait with the vehicle until they arrive and tow it away. The reporting

Officer will contact the owner of the vehicle and advise them of the recovery, where their vehicle is being held, and when it is expected to be released. If contact with the victim is made, the Officer may turn the vehicle over to the victim on scene if they arrive within a reasonable amount of time.

6. The reporting Officer will cause Communications to remove the vehicle from LEADS.

H. Vehicles held for evidentiary collection

1. Officers will secure the vehicle and safeguard its evidentiary value.

2. Officers will coordinate with the Evidence Technician assigned to process the vehicle, reporting Officer, investigator, and supervisor as appropriate to determine if a warrant is needed to process the vehicle for evidence.

a) If no warrant is needed, the Officer will determine if the vehicle is to be processed at its current location, the Police Department or other designated facility.

b) If the vehicle is to be processed at its current location, the Officer will turn over custody of the vehicle to the Evidence Technician.

c) If the vehicle is to be processed at the Police Department or other designated facility, the Officer will call the Department-approved tow service, and then follow the vehicle from the location to the selected designation. The tow driver should be advised to not disturb the vehicle in any way that may degrade the collection of evidence. Once at the selected destination, secure the vehicle and turn the vehicle over to the assigned Evidence Technician for processing.

d) If a warrant is needed to process the vehicle, an Officer will call the Department approved tow service, and follow the vehicle from the location to the Police Department or other designated facility. Once there, secure the vehicle, and then turn the vehicle over to the Investigations Division.

3. Once the evidence is removed and/or the vehicle is processed, the vehicle should be released to the owner as follows:

    a) If the vehicle was processed at its current location, then it should be turned over to the owner on scene.

    b) If the vehicle was towed to the Police Department, other designated facility, or if the owner cannot take custody of the vehicle on scene, then the vehicle is to be towed to the impound lot of the tow company contracted by the Skokie Police Department.

    c) The vehicle's status should be changed to "Eligible for Release" in the towing database and notify the Records Unit, unless there is another reason to place a hold on the vehicle such as asset forfeiture review.

    d) The releasing Officer will notify the vehicle's owner to come to the Police Department to get a Release Authorization Form before going to the impound lot.

    e) In the event that an evidence hold needs to remain on the vehicle, then the vehicle is to be secured in the Police Department Evidence Bay, and a Supervisor is to be notified as soon as practical to review the facts of the case and determine where to store the vehicle.

IV. Abandoned Vehicles

A. Initial Investigative Procedures

1. Officers investigating possible abandoned vehicles, whether on-view or a call for service, shall routinely perform the following:

    a) Check with the Communications Center to determine whether the vehicle has previously been reported as a possible abandoned auto and, if so, ascertain the status of the follow-up activity performed by the Community Service Officer. If no report was made, continue with the investigative procedures delineated below.

    b) Registration check for registered owner.

c) Stolen vehicle check on the license number and VIN.

d) Physical check of the vehicle noting, insofar as possible, the state of disrepair, condition of locks and ignition, etc., and whether the vehicle is apparently deserted.

e) Evaluate the vehicle's parked position and determine if an immediate traffic hazard exists.

f) Check with the complainant, if known, and obtain any additional information that may be useful to the disposition of the call.

g) After completing the preliminary examination of the vehicle, the Officer shall consult the provisions of the Village Code pertaining to abandoned or inoperable vehicles.

h) If the vehicle is to be classified as "Abandoned," the Officer shall make every effort to contact the registered owner to have the vehicle removed. Regardless of whether the owner of the vehicle is contacted, the Officer shall place an "Abandoned Vehicle Notice" on the side window and enter a tow date 14 days from the date of the notice.

2. The same investigative procedures shall be followed when handling an abandoned vehicle complaint on private property. In addition:

a) The property owner should be advised that the Police Department must be provided with a letter of authorization before the vehicle can be towed.

b) The property owner must pay the towing charge for vehicles removed from private property. Financial arrangements shall be made by the property owner directly with the tow truck driver.

B. Reporting Procedures

1. The abandoned vehicle complaint shall be reported on a Service Investigation Memo.

2. Abandoned vehicle reports shall include the following information:

a) Complete description of vehicle, i.e., year, make, model, color, license, VIN and condition of vehicle.

b) Results of registration and stolen vehicle inquiries.

c) Officer's attempt to contact registered owner.

d) Tow date, if applicable, and

e) Conditions present that qualify the vehicle as abandoned.

3. The Records Unit will review the abandoned vehicle report in RMS.

C. Abandoned Vehicle Follow-up and Removal

1. Subsequent to placing an "Abandoned Vehicle Notice" on the vehicle, the Records Section will send the registered owner:(Appendix A).

2. If the original report fails to contain the information due to license not yet on file, the Records Section shall re-check on the license and VIN via LEADS.

3. After 14 days, the Records Unit shall notify the Watch II Commander that the vehicle may be towed to the designated storage facility.

4. The Watch Commander will assign a CSO to have the vehicle towed. A Towing/Impound Report and supplementary SIM shall be completed with a copy forwarded to the Records Section. The Records Section shall send a letter (Appendix B) to the owner of the vehicle as delineated in Paragraph 1 of this Section.

V. Procedures

A. Reporting Officers

1. Will determine, based on statute, ordinances and this policy, when a vehicle is subject to impoundment, seizure and/or towing.

2. Will complete a Towing/Impound Report and conduct an inventory of the vehicle in all cases where the Department orders the impound, seizure, or tow of a vehicle.

3. Will provide a copy of the Towing/Impound Report to the owner/operator of the vehicle. Will explain to the owner/operator the reason for impound/seizure, if and when the vehicle will be available for release, and the conditions (if any) that must be met for the vehicle to be released (Appendix F).

   For vehicles being seized and impounded pursuant to Village Ordinance, the reporting Officer will also provide a copy of Notice of Seizure/Impound to the owner/operator and briefly explain its content.

4. Will call the Department-approved towing service and wait with the vehicle until they arrive and tow it away. All vehicles towed for seizure will be held at the Department's designated towing facility until notification from the Cook County State's Attorney's Office is received. A property voucher must be completed and left inside the vehicle pending determination.

5. Will complete an appropriate report thoroughly and completely documenting the incident and circumstances involved in the impoundment and seizure of the vehicle.

6. In all cases where vehicles are towed/relocated by the Department, and the owner does not have knowledge of the tow, the reporting Officer will cause Communications to enter the vehicle into LEADS as a towed/impounded/relocated vehicle.

7. Are responsible for coordinating the completion of a Towing/Impound Release Authorization Form if the police purpose for possessing the vehicle has concluded while the vehicle is still the responsibility of the reporting Officer.

8. Are responsible for ensuring the Department tow service removes those vehicles initially towed to the Department or other designated facilities by the Department tow service when their reason for being at the Department has concluded. If a vehicle is to be secured at the Department past the Officer's tour of duty, a Watch supervisor will be notified immediately.

   Vehicles towed by the Department tow service to the Department or other designated facility will not be released to any owner/operator at the Department. These vehicles are to be picked up at

the Department Tow Service location unless specifically authorized by a Watch supervisor.

9. Are responsible for preparing an extra copy of the case file for vehicles that are impounded and being held for seizure/forfeiture review. Will attach the extra copy of the case file to the Towing/Impound Report when it is turned in to a Watch supervisor for approval.

B. Desk Officers

1. For vehicles impounded pursuant to Village Ordinance, are responsible for receiving the appropriate fee/bond from individuals coming to the Department to obtain the release of their vehicle. Are responsible for entering the appropriate data into the towing database to document the payment of fee/bond, complete a Request for Administrative Hearing, or complete a Towing/Impound Release Authorization Form.

2. For all other impounded vehicles (i.e., not impounded pursuant to Village Ordinance), when individuals come to the Department to obtain the release of their vehicle, are responsible for ensuring all conditions required to release the vehicle are met, appropriately documented, and will enter the data into the towing database and issue a Towing/Impound Release Authorization Form.

C. Watch Supervisors

1. Are responsible for ensuring Station Officers performing duties delineated above have been properly trained to do so.

2. Are responsible to perform the duties of the Station Officer as listed above, should one not be available, and to provide the appropriate level of training to Station Officers; provide supervisory oversight of this function.

3. Are responsible for placing the extra copy of the case file for vehicles that are impounded and being held for seizure/forfeiture review in the Asset Forfeiture Supervisor’s mailbox.

D. Records Section

1. Will import Records Management System (RMS) data into the Access towing database.

2. Will forward copies of all Towing/Impound Reports marked for seizure/forfeiture review to the Asset Forfeiture Supervisor for review and determination.

3. For all vehicles impounded pursuant to Village Ordinance, will send a Notice of Vehicle Seizure and Impoundment via first class mail to all owners of the vehicle. Copies of the notice will also be sent to any lien holder, lessee, or lessor. This notice will be sent within five business days of the date of impoundment.

4. For all other impounded vehicles (i.e., not impounded pursuant to Village Ordinance and not being held for seizure/forfeiture review) will send written notice to the owner via first class mail informing them of the impoundment (if they were not given written notice at the time of impoundment).

E. Special Operations-Asset Forfeiture Supervisor

1. The Asset Forfeiture Supervisor will review the associated asset seizure paperwork as delineated in Department General Order F-60: Seizure/ Forfeiture of Drug-Related Assets. The Asset Forfeiture Supervisor will make the final determination as to whether forfeiture proceedings should be commenced. This determination shall be made within four days of the date of impoundment.

2. Will notify the Records Section to send Notice of Vehicle Seizure and Impoundment to all owners if a vehicle being held for seizure/forfeiture review is not processed for forfeiture (and that vehicle meets the criteria of impoundment under the Village Ordinance).

3. Will complete all appropriate documents and take all necessary actions to process those vehicles identified for seizure/forfeiture.

4. Will notify the owners as soon as practical and complete a Towing/Impound Release Authorization form for those vehicles not identified for seizure/forfeiture.

5. Will complete a Towing/Impound Release Authorization form when the police purpose for possessing a vehicle has concluded.

6. Are responsible for ensuring the Department tow service removes those vehicles initially towed to

the Department or other designated facility when their reason for being at the Department has concluded. If a vehicle is to be secured and held beyond the investigator's tour of duty, an Investigations Division supervisor will be notified immediately.

F. Special Operations Division

1. Will review monthly all vehicles with a "hold" that have not been released; coordinate with appropriate personnel to confirm the status of those vehicles.

2. Will coordinate the notification of owners and completion of Towing/Impound Authorization to Release forms for any vehicles on the list found to be eligible for release.

G. Towing/Impound Reports and Authorizations to Release:

1. Towing/Impound Reports are required on all vehicles that the Department impounds, seizes, tows, or relocates. A copy of the Towing/Impound Report is also required when the Department tow service is requested to tow a vehicle from the Department location which the tow service did not originally bring to the Department location (i.e., the vehicle came into the possession of the Department at the station or it was driven there by an Officer).

2. Towing/Impound reports are not required for disabled vehicles if the owner/operator is present at the scene at the time of the tow.

3. Completed Towing/Impound Release Authorization Forms will be signed by a Watch Supervisor. A copy of the Towing/Impound Release Authorization Form will be given to the individual approved for the release and the original will be immediately placed in the bond box with all forms of payment.

VI. Inventory of Vehicles

A. In every case where a vehicle is towed by the Department (unless specifically excluded below), an inventory of the vehicle shall be conducted.

B. The purpose of the inventory is the following:

1. To protect an owner's property while it is in the custody of the Department.

2. To insure against claims of lost, stolen, or damaged property.

3. To protect police Officers and others from potentially dangerous items.

C. Inventories shall be reasonable in nature and scope and will not be conducted as a subterfuge to uncover evidence of a crime.

D. Officers shall inventory the contents of closed or locked containers, to include the trunk. When the contents of closed or locked containers are apparently of insignificant value, or it is clear that damage would result from opening a locked container, Officers may choose to inventory the containers without itemizing the contents.

E. The Department tow service will be requested to unlock any locked vehicle in which an inventory is required by this policy. If the Department tow service is unable to unlock a vehicle needing to be inventoried, a supervisor will be notified immediately.

F. All inventories will be documented on the Towing/ Impound Report.

G. Inventories of vehicles involved in traffic crashes, or public assistance towing, where the owner/operator is present at the scene and not under arrest, will be conducted in the presence of and with the assistance of the owner/operator if feasible and practical to do so. Inventories of vehicles are not required if the vehicle is only being relocated.

H. If during the course of an inventory, an Officer reasonably believes that property located within the vehicle does not belong to any owner/operator or passenger, the Officer should remove the property, place it into property custody, and take the appropriate steps to attempt to identify the owner and notify them of the status of the property.

I. Items believed to be of significant value and reasonably large sums of currency (which are not evidentiary in nature) will be removed from the vehicle and placed into property custody if they cannot be retained at that time by the owner/operator.

J. Officers that are inventorying vehicles that are being impounded for seizure/forfeiture review will remove all property (any item that is not part of or an accessory to the car) from the vehicle. This property will be

placed into property custody to be turned over to its owner (unless contraband and/or evidence).

VII. Occupants of Towed/Impounded Vehicles

A. Whenever a vehicle is towed/impounded, the reporting Officer will be responsible for ensuring that the occupants of the vehicle (excluding persons under arrest) are not left stranded on the street or public way. Officers will make reasonable accommodations to arrange for the transportation of occupants to a place of safety. This can include, but is not limited to, the calling of a taxi, transportation to a bus stop, or transportation to other location in the Village of Skokie.

B. Officers wishing to transport occupants outside of the Village limits will obtain supervisor approval prior to the transport.

C. Officers will document the refusal of transportation by any occupant in their report.

D. In no case will Officers leave an occupant of a towed/impounded vehicle in a condition or place that a reasonable person would believe to be unsafe. This includes adverse weather conditions.

E. Officers will allow, if feasible, operators and passengers of vehicles being towed/impounded to remove non-evidentiary property from the vehicle if they request to do so. Officers should document any property removed by operators/passengers on an appropriate report. If the removal of property by an operator/passenger could potentially contaminate the collection of any evidence, Officers will not allow the removal of property at that time. Operators/passengers should be advised that they may pick up their property from the Department after the vehicle has been processed for evidence.

APPENDIX A

_____ __,20__

TO: _____

_____

_____

RE: COMPLAINT # _____

Pre-Tow Letter

Abandoned Vehicle

Dear Mr/Ms _____:

A recent investigation by the Skokie Police Department indicates that you are the registered owner of a **COLOR MAKE, License No, VIN**. This vehicle is currently located in Skokie at _____.

The Skokie Police Department has made the determination that this vehicle is abandoned as defined in Section 42-40 of the Skokie Village Code. On __/__/____, an "Abandoned Vehicle Notice" was placed on this vehicle indicating a tow date of __/__/____.

If you believe this determination is incorrect, please contact the Skokie Police Department at 847-982-5900 prior to the tow date indicated on the Abandoned Vehicle Notice.

Failure to contact the Skokie Police Department prior to the tow date will result in the vehicle being towed in accordance with Section 42-40 of the Skokie Village Code.

Sincerely,

Records Department
Skokie Police Department
847-982-5900

Certified Mail, Return Receipt NO.
N/A

APPENDIX B

_____ __,20__

TO: _____

_____

_____

RE: COMPLAINT # _____

Post-Tow Letter

Abandoned Vehicle

VIN# _____

Dear Mr/Ms _____:

A recent investigation by the Skokie Police Department indicates that you are the registered owner of a **COLOR MAKE MODEL, License No.** This vehicle was cited and towed from ___ in accordance with Section 42-40 of the Skokie Village Code. The above motor vehicle is currently located at Lin-Mar Motors, 5940 Oakton Street, Morton Grove, IL 60053, telephone number 847-965-4200.

You may claim the subject vehicle by paying the accrued towing and storage fees at Lin-Mar Motors.

Failure to claim the subject vehicle will result in the vehicle being disposed of in accordance with State Law.

Sincerely,

Records Department
Skokie Police Department
847-982-5900

Certified Mail, Return Receipt NO.
N/A

APPENDIX C

ABANDONED VEHICLE
HEARING WAIVER FORM

Date: _____ Officer: _____

Time: _____

Vehicle Description:

Make: _____ Model: _____ Year: _____

Color: _____ Type: _____

License Number: _____

I, _____, the registered owner of the motor vehicle described above, waive the opportunity for a hearing to challenge the basis for the tow of this vehicle.

I understand that my vehicle will be released only upon the presentation of this hearing waiver form along with and payment of the towing and storage fees to the towing vendor.

_____
(Signature)

SPD 223

APPENDIX D

ABANDONED VEHICLE
HEARING REQUEST FORM

Date: _____ Officer: _____

Time: _____

Vehicle Description:

Make: _____ Model: _____ Year: _____
Color: _____

License Number: _____

I, _____, the registered owner of the motor vehicle described above request a hearing to challenge the basis for the tow of the vehicle described above.

I understand that my vehicle will be released only upon the presentation of this hearing request form, and the posting of a cash bond in an amount equal to the towing and storage.

I also understand that the cash bond will only be returned if it is determined that there is no legal basis for the tow.

This hearing will be held on _____ at the Skokie Police Department, 7300 Niles Center Road, Skokie, IL 60077.

I agree to bring a copy of the bond receipt (from the towing company) to the hearing.

_____
(Signature)

_____

_____
(Address)

SPD 224

APPENDIX E

Date: _____

To: _____

_____

_____

RE: **NOTICE OF VEHICLE RELOCATION**

Dear

A recent investigation by the Skokie Police Department indicates that you are the registered owner of a _____.

On _____, 20____, this vehicle was parked at _____ in a posted _____ zone, in violation _____ of the Skokie Village Code. The vehicle was relocated to _____ pursuant to the Skokie Village Code.

Sincerely,

_____

Certified Mail, Return Receipt
Receipt No. _____

SPD 225

APPENDIX F

Vehicle Impoundment		
Statute Violation	**Condition**	**Action**
6-303 (License suspended/revoked) See Note 1	Violates 6-303	Ordinance Impound Ordinance Hold
6-101 (No drivers license or permit) See Note 1	Never issued a driver's license; or driver's license expired more than 1 year; or permit expired	Ordinance Impound Ordinance Hold
6-101 (Expired 1 year or less) See Note 2	Violates 6-101 (Expired 1 year or less) *AND* 7-601 (Insurance)	IVC Impound Proof of Insurance Hold
11-501 (DUI) See Note 3	Under arrest for 11-501	Ordinance Impound AND IVC Impound 12 hour DUI Hold and Ordinance Hold
11-501 (DUI) or 6-303 (License suspended/revoked) See Note 3	Registered owner in custody for a second violation of 11-501 or 6-303 or a combination of these	Ordinance Impound and IVC Impound 24 hour DUI Hold and Ordinance Hold
11-501 (DUI) or 6-303 (License suspended/revoked) See Note 3	Registered owner in custody for a third violation of 11-501 or 6-303 or a combination of these	Ordinance Impound and IVC Impound 48 hour DUI Hold and Ordinance Hold

Note 1: Ordinance Impound: Vehicle not eligible for release until $500 fee/bond is paid **and** proof of insurance is shown.

Note 2: 6-101 IVC Impound: Impounded vehicles may be released to *any* licensed driver *upon showing of proof of insurance for the vehicle* and notarized written consent for release to that person from the owner **(No time limit)**.

Note 3: DUI Holds: Vehicles subject to DUI Holds under the IVC are also subject to an Ordinance Hold under the Ordinance. Both holds are in effect. If the $500 fee/bond is paid prior to the end of the DUI Hold, the vehicle will still not be eligible for release until the DUI Hold time is met.

Vehicle Seizure		
Statute Violation	**Condition**	**Action**
6-303 (License suspended/revoked)	Reason for suspension or revocation is 11-501; 11-401(b); 9-3	Impound and hold vehicle for seizure review
6-101 (No driver's license or permit)	Violates 6-101 *AND* 7-601 (Insurance) *AND* caused death or PI to another person (Type A Accident)	Impound and hold vehicle for seizure review
11-501 (a)	DUI while license is suspended/revoked for 11-501 or 11-401 (b), or 9-3	Impound and hold vehicle for seizure review
11-501 (a)	DUI for third or more times	Impound and hold vehicle for seizure review
11-501 (a)	DUI for second time but previously convicted for 9-3	Impound and hold vehicle for seizure review

11-501 (a)	DUI *AND* violates 6-101 (No DL or permit)	Impound and hold vehicle for seizure review
11-501 (a)	DUI *AND* violates 7-601 (Insurance)	Impound and hold vehicle for seizure review
720 ILCS 5/36 (Article 36 Seizure)	See statute or Policy	Impound and hold vehicle for seizure review
725 ILCS 150/1 (Drug Asset Forfeiture)	See statute	Impound and hold vehicle for seizure review
11-401 (b) Leaving the scene of an accident		
9-3 Reckless Homicide		
11-501.1 DUI suspension/revocation		

- Along with "***Be the Difference***" discretion, the Village should consider an income-based Ordinance Impound fee, one-time waiver due to Public Assistance recipients or a payment-plan option. DEF #401
- The City of Carbondale PD and Chicago Heights PD charge different levels and/or administrative tow fees based on the offense.
- Please see attached documents. DEF #401

APPENDIX G

APPLICABLE ACCREDITATION STANDARDS

OPR.06.12

SKOKIE POLICE DEPARTMENT

STOLEN/ABANDONED BICYCLES

General Order:	F-25	**Replaces:** General Order:	F-25
Effective Date:	01 May 2020	Effective Date:	01 Jan. 2015

Indexed As: Abandoned or Recovered Bicycles
Bicycles
Stolen Bicycles

POLICY:

It is the policy of the Skokie Police Department to expeditiously attempt to locate the owners of all stolen or abandoned bicycles recovered within the Village limits, and to return this property to the lawful owners.

PROCEDURE:

I. Stolen Bicycles

Complete the proper General Offense Report describing the bicycle completely in the narrative, i.e., make, size, boys' or girls', color, extra equipment or other means of identification, serial and model numbers when known, and Village tag number if available.

II. Abandoned or Recovered Bicycles

A. Complete a Service Investigation Memo showing all information in the narrative, i.e., circumstances of recovery, description of bicycle, etc. Cross reference by listing property custody number.

B. Complete a Property Custody Voucher.

C. Relocate the bicycle to storage in the Laramie Avenue Police garage. Be sure to attach an evidence tag to the bicycle which includes the report number, Officer name and any descriptors available (boys', girls', size, color). Secure the bicycle by means of a lock and chain prior to departure.

D. Two methods are available to the Officer recovering a bicycle in an attempt to locate the owner.

1. Village registration number. All bicycles registered in the Village of Skokie will have a tag with the year and an identification number. This file can be searched through the bike registration module of the Records Management System (RMS).

2. Bicycle serial number. All bicycles registered in the Village of Skokie have the serial number recorded. A file search of these numbers can be made through the bike registrations module.

III. Returning Recovered Bicycles

A. In the event the owner of a bicycle becomes known through investigation, the assigned Officer will be responsible for contacting the individual. All information will be placed on the completed report.

B. If the owner, although known, cannot be contacted, this information will be noted in the original report, and a copy of this report attached to the bicycle. It will then become the responsibility of the Property Custody Officer to make notification to the owner. It will also be the Property Custody Officer's responsibility to reexamine each bicycle to ensure that no method of identification has been overlooked and to investigate any information this may produce.

C. Any time that a request to examine the recovered bicycle is received by the Desk Officer, the Desk Officer will ascertain if a report on the missing bicycle has been made and if necessary, complete one. In all cases, a full description of the missing bicycle will be obtained prior to having any citizen view the recovered bicycle.

D. A Supplementary Report must be completed and attached to the original report (General, SIM, etc.) when the bicycle is returned to the owner. This report will be completed by the employee returning the bicycle.

SKOKIE POLICE DEPARTMENT

UNMANNED AIRCRAFT SYSTEM (UAS)

General Order:	F-26	**Replaces:**	General Order: F-26
Effective Date:	01 November 2023		Effective Date: 01 Apr. 2023

Indexed As: Drone Program
Drones As First Responders

POLICY:

It is the policy of the Skokie Police Department to utilize unmanned aircraft systems (UAS) to enhance law enforcement operations while also protecting lives and property. While doing so, Department members will exercise care to preserve the privacy and civil liberties of the public while also adhering to ~~the~~ applicable Illinois Compiled Statutes (ILCS) and Federal Aviation Administration (FAA) guidelines and regulations.

PROCEDURE:

I. **Definitions:**

A. Unmanned Aircraft System (UAS)/ Drone: Any aerial vehicle that does not carry a human operator.

B. Pilot in Command (PIC): A person who holds a valid FAA Part 107 Commercial Pilots License and is designated by the Skokie Police Department. During an authorized flight mission, the PIC is directly responsible for and is the final authority as to the operation of the UAS and the flight mission.

C. Visual Observer (VO): A person who is designated by the PIC to assist the PIC and the person manipulating the flight controls of the UAS to see and avoid other air traffic or objects aloft or on the ground.

D. UAS Program Coordinator (UPC): A sworn supervisor of the rank of Sergeant or higher who is appointed by the Chief of Police or their authorized designee that

shall be responsible for the overall management of the UAS program.

E. Assistant UAS Program Coordinator (AUPC): A sworn officer that is appointed to assist the UPC in the overall management of the UAS program.

F. Preflight Briefing: A mandatory process that is conducted by the PIC prior to a UAS flight mission which includes but is not limited to:

1. Review of the flight mission, flight mission area, flight mission objectives, safety issues and issues of concern;

2. Review of current and forecasted weather conditions;

3. Review of operating limitations and safety issues such as battery charge, GPS strength and potential radio interference;

4. Review of crew coordination and communication procedures;

5. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert and lost link procedures;

6. Execution of all checklists; and

G. Preflight Inspection: A mandatory process that is conducted by the PIC or their designee before every UAS flight utilizing the checklist included in Appendix A of this General Orders. The inspection is intended to ensure that the UAS is operational and ready for flight and that the control unit is functioning properly and has sufficient charge.

H. Special Event: a concert or food festival that:

1) is hosted by the State of Illinois or a county, municipality, township or park district;
2) is outdoors and open to the public; and
3) has an estimated attendance of:

i. 150 or more people in a unit of local government with a population that is less than 50,000.
ii. 250 or more people in a unit of local government with a population that is greater than or equal to 50,000 but less than 100,000.
iii. 350 or more people in a unit of local government with a population that is greater than or equal to 100,000 but less than 500,000; or
iv. 500 or more people in a unit of local government with a population that is 500,000 or more

4) A special event does not include any political protest, march, demonstration or other assembly protected by the First Amendment.

II. PRIVACY AND PROHIBITED USES:

A. Privacy

The use of a UAS may involve privacy considerations. Absent a warrant signed by a judge or exigent circumstances, pilots and observers shall adhere to FAA regulations and shall not purposefully transmit or record images of any location where a person would have a reasonable expectation of privacy. Pilots and observers shall take reasonable precautions to avoid inadvertently transmitting or recording images of areas where there is a reasonable expectation of privacy.

B. Prohibited Uses

The UAS shall not:

1. Be used to conduct random surveillance activities.

2. Be used to target a person or group of people solely based on characteristics such as but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.

3. Be used to harass, intimidate, or discriminate against any individual or group of individuals.

4. Be used to conduct private and/or personal business.

5. Be weaponized (lethal and non-lethal).

6. Utilize onboard facial recognition software unless:
   a) the Department is using a drone 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.

III. Use of unmanned Aircraft Systems

A. Only authorized operators who have completed the required Department authorized training in the use and application of the UAS shall be permitted to operate the UAS. All UAS flight mission must be in strict accordance with current FAA regulations and guidelines.

B. The UAS, or images and data produced by its use, shall not be used for personal business of any type. Any use of the UAS that is not specifically related to the operation or mission of the Skokie Police Department shall require the express authorization of the Chief of Police or their authorized designee.

C. The Skokie Police Department may not utilize the UAS to gather information except as authorized in (725 ILCS 167) Freedom from Drone Surveillance Act and Drones as First Responders Act which includes but is not limited to:

1. 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.

2. 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.

3. 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 or their authorized designee must report its use, in writing, to the State's Attorney. (See Appendix B: Report to State’s Attorney’s Office of Small Unmanned Aircraft Flight Operations).

4. 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.

5. To search for a missing person while not also undertaking a criminal investigation.

6. Use during a disaster or public health emergency. May be used in order to see if a disaster or health emergency should be declared, to monitor weather or emergency and to survey damage or otherwise coordinate response and recovery efforts.

7. To conduct an infrastructure inspection of a designated building or structure at the express request of a local government agency while making

a reasonable attempt to photograph only the building or structure and to avoid other areas.

8. To demonstrate the capabilities and functionality of a police drone for public relations purposes, provided that no information is collected or recorded by the drone during such demonstration.

9. In response to Public Safety Answering Point (PSAP) dispatched calls for service, when the sole purpose for using a drone is for one or more first responders to locate victims, to assist with immediate victim health or safety needs, or to coordinate the response of emergency vehicles and personnel to an emergency.

10. (10) If the Department is using a drone at a routed event or special event. The use of a drone under this paragraph requires that:

    (A) notice is posted at the event location for at least 24 hours before the event and clearly communicates that drones may be used at the upcoming event for the purpose of real-time monitoring of participant safety;

    (B) notice is posted, if practical, at major entry points to the event clearly informing the attendees that a drone may be used for the purpose of real-time monitoring of participant safety; and

    (C) the drone is flown in accordance with Federal Aviation Administration safety regulations.

    Under this paragraph (10), the Department may also utilize a drone

    (i) in advance of an event, before event participants have begun to assemble, for the sole purpose of creating maps and determining appropriate access routes, staging areas, and traffic routes, provided that no personal identifying information is recorded and provided further that no recorded information

is used in any criminal prosecution; or

(ii) during the event to proactively support public safety personnel by monitoring the event footprint in real time:

(I) to detect a breach of event space, including a breach by an unauthorized vehicle, an interruption of a parade route, or a breach of an event barricade or fencing;

(II) to evaluate crowd size and density;

(III) to identify activity that could present a public safety issue for the crowd as a whole, including crowd movement;

(IV) to assist in the response of public safety personnel to a real-time public safety incident at the event; and

(V) to assess the traffic and pedestrian flow around the event in real time.

IV. UAS DEPLOYMENT PROCEDURES:

Unless the PIC or other UAS flight team member is engaged in a law enforcement related activity while in direct contact with a member of the public, their body-worn camera (BWC) does not need to be activated. Once a flight mission is initiated, procedures including but not limited to the following shall be followed:

A. A PIC for the authorized flight mission shall be established;

B. A preflight briefing (referenced in this policy) shall be completed by the PIC or their designee;

C. A preflight inspection (referenced in this policy) of the UAS shall be completed by the PIC or their designee;

D. As soon as feasible, Skokie Communications personnel shall be notified of the location of the anticipated flight mission by the PIC or their designee via the

police radio;

E. As soon as feasible, Skokie Communications personnel shall be notified via the police radio by the PIC or their designee once the UAS has taken flight;

F. As soon as feasible, Skokie Communications personnel shall be notified via the police radio by the PIC or their designee once the UAS flight mission has been terminated; and

G. At the conclusion of each UAS flight mission, the PIC or their designee shall make proper notification of the flight mission to the UAS Program Coordinator and submit a UAS flight report. When applicable, the PIC shall also complete a case supplemental report.

V. UAS PROGRAM COORDINATOR (UPC):

The Chief of Police or their designee will appoint a UAS Program Coordinator (UPC) who shall be a sworn supervisor of the rank of Sergeant or higher. The UPC will be responsible for the overall management of the UAS program. The UPC will ensure that Skokie Police Department UAS policies and procedures conform to the current laws, regulations, and best practices. The UPC will also have additional responsibilities that include but are not limited to:

A. Maintaining a record of authorized members in the Skokie Police Department’s UAS Program who have a valid FAA Part 107 Commercial Pilots License and ensuring that licenses are renewed prior to expiration.

B. Ensuring that all authorized operators have completed current department-approved training in UAS operation, applicable laws and policies.

C. Facilitating law enforcement access to images and data captured by the UAS.

D. Developing operational protocols, such as, but not limited to, maintenance, pre-deployment information requirements, flight log requirements and after-action documentation.

E. Ensuring that established protocols are followed by monitoring UAS use and providing periodic program reports to the Chief of Police.

F. Reporting annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UAS's owned by the Skokie Police Department (725 ILCS 167/35).

G. Recommending enhancements regarding safety, information security, current technology and equipment at least annually.

H. Develop and or coordinate in-service UAS training for members of the UAS Team at least on a quarterly basis.

VI. Information Disclosure:

(a) If the Department utilizes a drone under Section 15 of this Act, the Department shall destroy all information gathered by the drone within 30 days unless 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. The UAS program Coordinator may also retain information collected by the drone if they deem that the information will be used exclusively for training purposes, provided that any such information does not contain any personally identifiable information; or the information consists of only flight path data, metadata, or telemetry information of the drone. If the Department utilizes a drone at a routed or special event, information gathered by the drone must be destroyed within 24 hours after being gathered.

(b) Records of drone usage, including flight path data, metadata, or telemetry information of specific flights, if available, may be disclosed subject to the Freedom of Information Act and rules adopted under that Act.

(c) If the Department uses a drone under Section 15, it shall neither sell any information gathered by the drone nor disclose any information gathered by the drone to any person to whom disclosure is not authorized under this Section.

(d) Nothing in this Act prevents the disclosure of

information through a court order or subpoena in connection with a criminal proceeding or if the disclosure is in regard to a completed traffic crash investigation.

(e) If the Department utilizes a drone to assist another agency, any information gathered by the drone shall be turned over to the agency that was assisted as soon as feasible. Information gathered by the drone while assisting another agency should not be maintained in the custody of the Skokie Police Department unless it meets one of the exceptions outlined in this policy or if it is related to an investigation being conducted by the Skokie Police Department.

VII. Reporting

(a) The Department shall report in writing annually by April 1 to the Authority the number of drones that it owns, the number of times a drone was used pursuant to each paragraph of Section 15 (of the Drones as First Responders Act), including the date of use, time of use, reason for use, location, whether video was recorded, and whether the video is designated for retention for training purposes. The report shall contain a copy of the agency's latest policy concerning drones as of the most recent April 1.

(b) The Department shall implement and make publicly available on its website the Department’s policy governing the operation, use, administration, and oversight of its drone program.

VIII. Policy and Act Violations

(a) A violation of this policy or related acts will be investigated by the UAS Program Coordinator or their designee in accordance with Department General Order A-13, Internal Affairs.

(b) If the Department learns of a violation of this policy or related acts, the Department will take immediate action to prevent additional violations which will be in accordance with Department General Order A-13, Internal Affairs and may include but is not limited to: training, discipline, or other means that will prevent repeated violations.

(c) If the Department learns of willful and wanton

violations of this policy or related acts, the UAS Program Coordinator will immediately remove the UAS Pilot from the UAS Team and their actions will be investigated in accordance with Department General Order A-13, Internal Affairs.

Appendix A

PREFLIGHT CHECKLIST - UNMANNED AIRCRAFT SYSTEM (UAS)

Before Flight at Location:

1. Review goals of the authorized flight mission.
2. Review current and forecasted weather conditions.
3. Review crew coordination and communication procedures.
4. Review emergency/contingency procedures.
5. Notify Skokie Communications personnel via the police radio of the location of the anticipated flight mission.

At Location:

1. Remove the UAS from case.
2. Remove the UAS gimbal cover(s).
3. Unfold the UAS arms.
4. Check condition of the UAS propellers and confirm they are properly attached to the UAS. (If nicked, cracked, or deemed unsafe, replace propeller(s) before flight).
5. Place the UAS on launch site (level surface clear of any overhead obstacles).
6. Check the UAS battery status (If bulged, dented, or deemed unsafe, discard and replace).
7. Power on Wifi hotspot.
8. Remove the DJI Smart Controller from case and power on.
9. Launch the UAS application on the DJI Smart Controller.
10. Power on the UAS.
11. Locate “Ready to Go” message on the DJI Smart Controller.
12. Confirm GPS and Compass signals.
13. Confirm Return to Home (RTH) is set (50 feet/15 meters higher than highest point in the anticipated flight mission area).
14. Clear the area for takeoff.
15. Power on the UAS motors.
16. Take off.

After-Takeoff Checklist:

1. Hover the UAS approximately 10 feet above ground to confirm the UAS is hovering properly.
2. Confirm that both sticks on the DJI Smart Controller are operating correctly.
3. Notify Skokie Communications personnel via the police radio that the UAS has taken flight.

End-of-Flight-Mission Checklist:

1. Notify Skokie Communications personnel via the police radio that the UAS flight mission has ended.
2. Power off the UAS.
3. Remove the UAS battery and replace with fully charged battery. (If bulged, dented, or deemed unsafe, discard and replace).
4. Check condition of the UAS propellers and confirm they are properly attached to the UAS. (If nicked, cracked, or deemed unsafe, replace propeller(s)).
5. Attach gimbal cover(s).
6. Fold the UAS arms.
7. Return the UAS to the case.
8. Power off Wi-Fi hotspot.
9. Power off DJI Smart Controller and return to case.

Appendix B

Police Department

7300 Niles Center
Skokie, Illinois 60077

Phone (847) 982-5900
Fax (847) 982-5978

www.skokie.org
SkokieVision Municipal Cable
1660 AM Skokie

Council-Manager Government
Mayor George Van Dusen
Clerk Pramod C. Shah
Trustees Michele L. Bromberg
Karen Gray-Keeler
Ralph Klein
Randall E. Roberts
Edie Sue Sutker
Ilonka Ulrich
Manager John T. Lockerby
Counsel Michael M. Lorge

Awards and Distinctions
All America City Finalist
American Public Works Association (APWA) Accreditation
Commission on Accreditation for Law Enforcement Agencies (CALEA)
Commission on Fire Accreditation International (CFAI)
Fitch IBCA AAA Financial Bond Rating
Gold Level Clean Air Counts Community
Governor's Hometown Award
Government Finance Officers Association Budget Award
Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting
Illinois Law Enforcement Accreditation (ILEAP)
Insurance Services Office (ISO) Class One Fire Department
State of Illinois Certified Health Department
Tree City U.S.A. Distinction

Village of Skokie
Police Department

Report to State's Attorney's Office of Small Unmanned Aircraft Flight Operations

TO: Ms. Leturah Jackson
Cook County State's Attorney's Office

DATE: _____

FROM: Chief Brian Baker,
Chief of Police, Skokie Police Department

RE: Report of Law Enforcement Small Unmanned Aircraft Flight Operations pursuant to 725 ILCS 167/15(3)

This form is official notification that the Skokie Police Department conducted a small unmanned aircraft flight in accordance with 725 ILCS 167/15(3) for the purpose of:

☐ Preventing imminent harm to life

☐ Preventing imminent escape of a suspect

☐ Preventing the destruction of evidence

This small unmanned aircraft flight was conducted on _____ from approximately _____ hours until _____ hours and was documented under Skokie Police RD#: _____ - _____ (copy attached).

Sincerely,

Chief Brian Baker,
Chief of Police, Skokie Police Department

SKOKIE POLICE DEPARTMENT

ELECTRONIC RECORDING OF INTERROGATIONS

General Order:	F-27	**Replaces:** General Order:	F-27
Effective Date:	01 December 2024	Effective Date:	01 Dec. 2020

Indexed As: Electronic Recordings
Interrogations
Interviews

POLICY:

It is the policy of the Skokie Police Department to electronically record specific custodial interrogations in order to provide an accurate and evidentiary record of statements made by suspects of major crimes. Such electronic recordings will protect both the suspect(s) and interviewing Officers against claims of abuse, assertions of police coercion or related misconduct, and provide direct evidence of demeanor, tone, manner, and content of statements thus increasing the likelihood of a successful prosecution.

PROCEDURE:

I. Definitions

A. Custodial Interrogation: Any interview or interrogation during which a reasonable person in the subject's position where an individual would consider himself or herself to be in custody, and during which a question is asked that is reasonably likely to elicit an incriminating response.

B. Non-Custodial Interrogation: Any interview or interrogation during which a reasonable person in the subject's position where an individual would not consider himself or herself to be in custody, and during which a question is asked that is reasonably likely to elicit an incriminating response.

C. Electronic Recording: A motion picture, audio, or video record created through the use of digital means or other recording media.

D. Place of Detention: A police station, jail, or similar holding facility owned by a law enforcement agency where suspect(s) are detained in connection with criminal charges. A police vehicle used to transport arrestees may be deemed a custodial environment but is not a place of detention as defined in this policy. Nevertheless, during transportation of suspects who meet the requirements for electronic recording, transporting Officers shall observe applicable procedures defined in this policy.

E. Major Crimes Requiring Electronic Recording, in compliance with the Body-worn Camera Act - Whether committed by adults or juveniles:

1. First Degree Murder (720 ILCS 5/9-1)
2. Intentional Homicide of an Unborn Child (720 ILCS 5/9-1.2)
3. Second Degree Murder (720 ILCS 5/9-2)
4. Voluntary Manslaughter of an Unborn Child (720 ILCS 5/9-2.1)
5. Involuntary Manslaughter (720 ILCS 5/9-3)
6. Reckless Homicide, including traffic accidents (720 ILCS 5/9-3) (625 ILCS 5/11-501(d)(1)(F))
7. Involuntary Manslaughter and Reckless Homicide of an Unborn Child (720 ILCS 5/9-3.2)
8. Drug-Induced Homicide (720 ILCS 5/9-3.3)
9. Predatory Criminal Sexual Assault of a Child (720 ILCS 5/11-1.40)
10. Aggravated Arson (720 ILCS 5/20-1.1)
11. Aggravated Kidnapping (720 ILCS 5/10-2)
12. Home Invasion (720 ILCS 5/18-4)
13. Aggravated Vehicular Hijacking (720 ILCS 5/19-6)
14. Aggravated Criminal Sexual Assault (720 ILCS 5/11-1.30)
15. Armed Robbery (720 ILCS 5/18-2)
16. Aggravated Battery with Discharge of a Firearm (720 ILCS 5/12-3.05)

F. Juvenile Crimes Requiring Electronic Recording: An oral, written or sign language statement of a minor, who at the time of the commission of the offense was

under 18 years of age made as a result of a custodial interrogation conducted at a place of detention for:

1. An act that if committed by an adult would be a misdemeanor offense under Article 11 (Sex Offenses) of the Criminal Code of 2012.

2. A felony offense under the Criminal Code of 2012.

II. General Requirements

A. Officers shall electronically record custodial and maybe for non-custodial interrogations conducted in a place of detention involving major crimes, and applicable juvenile crimes, as defined by this policy.

~~B.~~ Officers are not required to record noncustodial interviews with suspects, witnesses, or victims during the interview phase of an investigation but may do so where deemed necessary.

C. If, during the course of a recorded custodial interrogation conducted under this policy, the accused makes a statement that creates a reasonable suspicion to believe he/she has committed an offense other than an offense required to be recorded under this policy, the interrogators may, without the accused's consent, continue to record the interrogation as it relates to the other offense.

D. If electronic recordings cannot be conducted due to equipment failure, lack of suspect cooperation, or for other reasons deemed pertinent to a successful interrogation, the basis for such occurrences shall be documented and notified to the Supervisor.

E. Nothing in this policy precludes the admission of a statement made by the accused during a custodial interrogation that was not recorded as required by this policy:

1. Because electronic recording was not feasible.

2. Made as a voluntary statement.

3. Resulting from a spontaneous statement that was not made in response to a question.

4. Made after questioning that is routinely asked during the processing of the arrest of the suspect.

5. Prior to making the statement in response to the interrogator's questions, the accused requests an electronic recording is not made of the statement. However, an electronic recording is required of the statement agreeing to respond to the interrogator's question, only if a recording is not made of the statement.

6. Made during a custodial interrogation that is conducted out-of-state.

7. At a time when the interrogators are unaware that a death has in fact occurred.

8. At a time when the interrogators are unaware of facts and circumstances that would create probable cause to believe that the accused committed an offense required to be recorded under this policy.

F. Transporting Officers need not refrain from questioning a suspect post Miranda, who has indicated a willingness to talk either at the scene or en route to the place of detention. However, Officers shall not purposefully engage in custodial interrogations involving major crimes, or juvenile crimes, as defined by this policy in order to avoid the department’s requirement for electronic recording.

III. Recording Protocol

A. Suspects do not have to be informed that they are being recorded while at the Skokie Police Department or in a public setting with no right to privacy.

B. Admonitions are required when a minor, subject to a custodial interrogation and who at the time of the commission of the offense, was under 18 years of age.

1. An Officer will continuously read to the minor, in its entirety and without stopping for purposes of a response from the minor or verifying comprehension, the following statement:

   "You have the right to remain silent. That means you do not have to say anything. Anything you do say can be used against you in court. You have the right to get help from a lawyer. If you cannot pay for a lawyer, the court will get you one for free. You can ask for a lawyer at any time. You have the right to stop this interview at any time."

2. After reading the above statement, the Officer shall ask the minor the following questions and wait for the minor's response to each question:

   a) "Do you want to have a lawyer?"
   b) "Do you want to talk to me?"

C. Interrogations and confessions shall be recorded in their entirety starting with the interrogator’s entrance into the interview room and concluding upon departure of the interrogator and suspect.

D. When commencing the recording, the primary interrogator shall ensure that voice identification is made of officers, suspect, and any others present, and that the date, time, and location of the interrogation is verbally recorded, when feasible.

E. Each recording should include the following:

1. Declaration of the time the recording began.

2. Declaration of the start of the interrogation.

3. Administration of *Miranda* warnings, even if the recording is a follow up to a prior interview or the suspect has been previously Mirandized.

4. Notation of the time the interrogation ends.

F. Any lapse in the recording for comfort breaks or other reasons shall be accounted for on the recording. As an alternative, during a short recess, the recording may continue without interruption.

G. The recording shall continue until all parties have left the interrogation room.

H. Recordings of interviews are considered evidence and shall be preserved according to Department policy and until such time as the defendant’s conviction for any offense relating to the statement is final and direct, and appeals are exhausted, or the prosecution of such offense is barred by law.

SKOKIE POLICE DEPARTMENT

STOLEN/RECOVERED AUTOS

General Order: F-28
Effective Date: 01 August 2025

Replaces:
General Order: F-28
Effective Date: 01 Nov. 2023

Indexed As: Inventory of Stolen Autos
Recovered Auto Reporting Procedures
Stolen Auto Reporting Procedures

POLICY:

It is the policy of the Skokie Police Department to report all stolen and recovered vehicle information in a timely, complete, and accurate manner.

PROCEDURE:

I. Autos Stolen from Skokie

A. When a vehicle is reported stolen, the Officer responding to the complaint will complete an Incident Report and relay the information to the Communications Operator as soon as practical.

B. The Communications Operator will enter the stolen vehicle into the LEADS network. The LEADS number will be recorded on the Incident Report by the reporting Officer before submitting the report for review.

1. The complainant must be willing to sign a complaint to enter the vehicles into LEADS as stolen.

2. Officers shall advise complainants that

a) Without entering the vehicle into LEADS, it is unlikely that the vehicle will be recovered,

b) In most circumstances, when entered into LEADS, vehicles are recovered unoccupied within a short period, and

c) They have the right to change their mind at any point in the future.

3. If a legal owner cannot be reached to confirm the signing of complaints, enter the vehicle as stolen in LEADS. When the owner is eventually contacted, remove the vehicle from LEADS if they do not wish to sign complaints.

C. The reporting Officer shall ensure all pertinent vehicle information is entered into the public narrative for review in the Daily Bulletin.

II. Autos Recovered in - Stolen from Skokie

When a vehicle that has been reported stolen in the Village of Skokie is recovered, the following procedures will apply:

A. A Supplementary Report utilizing the original complaint number will be completed by the recovering Officer so that all units within the Department may be informed that the vehicle has been recovered. All necessary information will be included in this report.

B. With permission of the vehicle owner, and after advising the owner of all applicable tow fees, the vehicle will be towed to the police facility evidence bay for processing. If property is recovered from within the vehicle, it will be inventoried and placed in property custody or returned to the owner, as appropriate.

C. If the vehicle owner is concerned about tow fees but still wants the vehicle processed, an evidence technician may respond to the location of the recovered stolen vehicle only if the scene is deemed safe for processing.

D. To ensure that the recovery of a stolen vehicle is followed up on properly, it will be the responsibility of the Communications Supervisor or OIC to carry out the following procedures:

1. The original message will be located in the LEADS vehicle binder, and a cancellation will be made via the LEADS network.

2. After the message has been cancelled, the Communications Operator will copy the message, record the date, and initial the cancellation message upon placement in the LEADS vehicle binder.

III. Autos Recovered in Skokie - Stolen from Other Jurisdictions

When a vehicle has been stolen from another jurisdiction and is subsequently recovered in Skokie, an Incident Report and a Tow/Impound Report (if necessary) will be completed by the Officer answering the complaint. The offense marked "Recovered stolen auto" will be selected by the reporting Officer on the Incident Report. The purpose of this is to indicate that the incident is a recovery effected by the Skokie Police, but the original report of theft is recorded with an outside agency.

A message will be sent via LEADS to the entering agency by the Communications Operator confirming the status of the stolen vehicle. A copy of the message will be placed in the hit-confirmation message book. Communications personnel shall also set a "locate" on the entry, indicating that the vehicle has been recovered and will be purged from the system three days after the locate is set.

SKOKIE POLICE DEPARTMENT

STRIP AND BODY CAVITY SEARCHES

General Order:	F-29	**Replaces:** General Order:	F-29
Effective Date:	01 January 2024	Effective Date:	01 Feb. 2022

Indexed As: Body Cavity Searches
Searches
Strip Searches

POLICY:

The Skokie Police Department recognizes that persons taken into custody may go to extraordinary lengths to conceal weapons, evidence and contraband. While detainees must at all times be treated in a humane, dignified manner in accord with the law, the safety of both Department employees and detainees must be ensured. For these reasons, the Department establishes the following parameters and procedures for conducting strip and body cavity searches. Routine searching procedures are addressed in Department General Order F-1, Transporting Detainees.

PROCEDURE:

I. Strip Searches

A. "Strip search" means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.

B. Except in cases involving weapons or drug-related offenses, no person arrested for traffic, regulatory or misdemeanor offense shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or illegal drugs.

C. Prior to any strip search, the Officer or employee shall:

1. Prepare a Strip Search Authorization and Report Form (Form SPD 199 – see Appendix A.)

2. Complete the report as appropriate, and include:

a) The name, gender, date of birth and address of the person to be searched.

b) The signature of a sworn supervisor within their chain of command. If no supervisor within the Officer's chain of command is on duty, the highest-ranking sworn supervisor on duty may sign to authorize the search.

c) The name(s) of the arresting Officer, reporting Officer and person(s) conducting the search.

d) The time, date, place, duration and results of the search.

D. Absent exigent circumstances, employees shall not conduct cross-gender strip searches.

E. Searches will be conducted out of view of any persons of the opposite gender.

F. Absent exigent circumstances, searches of transgender arrestees will be conducted by an employee of the same gender as the gender with which the detainee identifies.

G. All strip searches should be performed in a Skokie Police Department Booking Interrogation Room in order to ensure the privacy of the detainee and to prevent the attempted destruction of evidence.

H. At no time during the visual inspection shall Officers conducting the search touch the person being searched, except as required to control them (i.e., exigent circumstances exist).

I. A copy of the Strip Search Authorization and Report Form (Form SPD 199 – Appendix A) shall be provided to the person searched upon his release from custody.

J. The use of the Department's metal detection scanner is not considered a "strip search."

II. Body Cavity Searches

A. "Body cavity search" means a search of the anal or genital opening.

B. No search of any body cavity, other than the mouth, shall be conducted without a duly executed search warrant.

C. Body cavity searches will be conducted at a local medical facility by or under the supervision of a licensed physician.

D. Prior to any body cavity search, the Officer or employee shall:

1. Prepare a Strip Search Authorization and Report Form (Form SPD 199 – see Appendix A.)

2. Complete the report as appropriate, and include:

a) The name gender, date of birth and address of the person to be searched.

b) The signature of a sworn supervisor within their chain of command. If no supervisor within the Officer's chain of command is on duty, the highest-ranking sworn supervisor on duty may sign to authorize the search.

c) The name(s) of the arresting Officer, reporting Officer and person(s) conducting the search.

d) The time, date, place, duration and results of the search.

E. Absent exigent circumstances, employees will not conduct cross-gender visual body cavity searches, nor will they be present during a body-cavity search of a detainee of the opposite gender.

F. A photocopy of the Strip Search Authorization and Report Form, as well as a copy of the search warrant in the event of a body cavity search, will be provided to the emergency room nurse for inclusion in hospital records.

SKOKIE POLICE DEPARTMENT
STRIP SEARCH AUTHORIZATION AND REPORT

Arrestee (Last-First-Middle)	Birth Sex	Identified Sex (if different)	Date of Birth
Address (Apt.#, City, State. Zip Code)			
Arrestee Signature (Signature Confirms that the above information is correct)		Date	

Arrest Date	Arrest Time	Incident # and Description of Offense

Arresting Officer (Print Name)	Emp.#	Signature of Arresting Officer

If the offense is not one involving weapons or controlled substances, state the facts that have given the Officer a reasonable belief that the detainee is concealing items.

Authorization to conduct a strip search of the detainee for the purpose of discovering concealed contraband items is pursuant to 725 ILCS 5/103.1 of the Illinois Compiled Statutes.

Authorizing Supervisor (Print Name and Rank)	Emp.#	Signature of Authorizing Supervisor	Date of Authorization
Search Warrant # (If Applicable)	Supervising Physician and Name of Hospital (If Applicable)		

Person(s) Conducting Search

Name (Last-First-Middle)	Emp.#	Sex	Name (Last-First-Middle)	Emp.#	Sex

Date of Search	Start Time of Search	End Time of Search	Location of Search

Cross-Gender Search

YES ☐ NO ☐ If yes, summarize exigent circumstances:

Result of Search:

Reporting Officer (Print Name)	Emp.#	Signature of Reporting Officer

Distribution: Original to Case File
__Copy to Arrestee
__Copy to Medical Facility (if applicable)

SKOKIE POLICE DEPARTMENT

LIQUOR ESTABLISHMENT PREMISES EXAMINATIONS

General Order: F-30
Effective Date: 01 June 2025

Replaces:
General Order: F-30
Effective Date: 01 Oct. 2021

Indexed As: Liquor Establishment Premises Examinations
Premises Examinations: Liquor Establishments

POLICY:

Due to the serious nature of alcohol and related problems, it is incumbent upon the Skokie Police Department to enforce laws regulating the distribution and use of alcoholic beverages. As part of these controls, it is the policy of the Skokie Police Department to make premise examinations of liquor establishments, as well as those businesses that dispense alcoholic beverages. The primary purpose of these premise examinations is to gain voluntary compliance with existing regulatory laws among both patrons and owners of liquor establishments.

PROCEDURE:

I. Package Liquor Stores

Field responsibilities include:

A. Those business establishments that have as part or all of their trade the sale of packaged alcoholic beverages will be checked on a periodic basis by Officers. Special enforcement assignments may be established by Commanders who are directly responsible for the regulation and enforcement of package liquor stores.

B. Upon the direction of the Special Operations Commander, in coordination with the Watch Commander, Special Enforcement Team members may check these establishments to locate specific complaints or problems.

C. The following items will be of primary concern in checking package liquor stores:

1. Purchases by underage patrons.

2. Underage parties soliciting the purchase of alcohol by adult patrons.

3. Drinking or loitering on the premises.

4. Illegal gambling devices.

5. Possession/display of valid Village and State liquor licenses.

6. Any violations of health codes.

II. Restaurants or Full-Service Bars Serving Alcoholic Beverages

Field responsibilities include:

A. Restaurants or full-service bars serving alcohol are the primary responsibility of Special Enforcement Team members who, at the direction of the Special Operations Commander, shall conduct regular, special, or problem location checks. The Special Operations Commander is directly responsible for the regulation and enforcement of business establishments serving alcoholic beverages.

B. Upon the direction of a Watch Commander, in coordination with the Special Operations Commander, establishments may be inspected by Patrol personnel.

1. At no time will an individual Patrol Officer check any establishment serving alcoholic beverages alone.

2. A Watch Commander may designate a team of two uniformed Patrol Officers to conduct liquor checks.

3. A Watch Sergeant may check establishments within the beats assigned to subordinates by riding with the individual Officers and assisting in making the checks.

C. The following items will be of primary concern in checking restaurants or full-service bars:

1. Purchase or consumption by underage patrons.

2. Gambling or illegal gambling devices.

3. Rowdy patrons or disturbances.

4. Solicitation for sexual purposes.

5. Any violations of health codes.

6. Possession/display of valid Village and State liquor licenses.

III. General Conduct While on Liquor Establishment Premises Checks

A. Except under extenuating circumstances, Officers conducting the premise examination will, upon entering the establishment, notify the owner/manager of the business prior to making the check.

B. A professional, polite and calm demeanor must be maintained by any Officer involved in liquor checks.

C. Absolutely no gifts, gratuities or purchases will be received or made by any Officer on a liquor premise check except as may be required under special assignment at the specific direction of the Deputy Chief of Field Operations.

SKOKIE POLICE DEPARTMENT

ROADSIDE SAFETY CHECKPOINTS

General Order:	F-31	**Replaces:** General Order:	F-31
Effective Date:	01 November 2021	Effective Date:	01 Sep. 2018

Indexed As: Checkpoints
Roadside Safety Checkpoints
Traffic Checkpoints

POLICY:

It is the policy of the Village to promote the safety of those using the public roadways and provide a deterrent for those who violate statutes contained in the Illinois Vehicle Code.

The importance of traffic safety is thereby emphasized and the use of Roadside Safety Checkpoints authorized to foster public confidence and enhance an attitude of willing compliance among persons utilizing motor vehicles within the Village.

Roadside Safety Checkpoints will be used specifically to emphasize enforcement of Illinois Compiled Statutes, Chapter 625 ILCS 5/:

A) Section 12-101 - "Unsafe Equipment"
B) Section 6-101 - "No Valid Operators License"
C) Section 11-501 - "Driving Under the Influence of Alcohol, Other Drug or Drugs, Intoxicating Compound or Compounds or any combination thereof."
D) Mandatory Insurance Act
E) Occupant Protection Acts

In conjunction with authority granted under statute and case law, the enforcement of these laws will be exercised in good faith.

PROCEDURE:

I. Considerations

A. Enhancement of Officer and motorist safety.

B. Avoidance of undue inconvenience to the public.

C. Deterrent effect created by the roadside safety check.

II. Pre-Detail Requirements

A. The Chief of Police or his designee will specify when and where the checkpoint will be utilized.

B. The checkpoint shall not interfere with rush hour traffic and selection sequence of vehicles to be stopped will be prescribed (e.g., every vehicle, every fifth, every eighth).

C. The Chief of Police or his designee will assign a detail supervisor. The detail supervisor will:

1. Conduct a pre-detail briefing prior to setting up and activating the checkpoint.

2. Assure attendance at the briefing by all assigned Officers.

3. Discuss topics at the briefing such as legal issues, Departmental Policy and Procedures, assignments, site set-up, purpose of the checkpoint, and safety measures.

4. Ensure availability of equipment, personnel, certified breathalyzer equipment and operators.

5. Work with the support services supervisor or Public Information Officer to disseminate information of the detail sufficiently in advance of its implementation to inform and educate the public and to facilitate a general deterrence to unsafe driving.

III. Detail Location Requirements

A. Shall be selected based on safety and visibility to oncoming motorists.

B. Shall allow ample room for police and subject vehicles.

C. Must have an adequate secondary screening area off the traveled section of the roadway.

D. Shall minimize opportunity for avoiding the checkpoint site.

IV. Checkpoint Protocol

A. Unless otherwise directed, each Officer assigned will be in uniform.

B. The detail supervisor will be present on-scene to guide operations.

C. Sufficient personnel and equipment shall be assigned and visible to ensure the presence of legal authority.

D. Adequate warning signs and sufficient lighting to maximize motorist and Officer safety. Basic equipment will include, but is not limited to:

1. Warning signs placed in advance of the checkpoint.

2. Flares, fusees or any other light-emitting warning or signaling devices.

3. Safety cones or similar devices.

4. Marked patrol vehicles with emergency lights and flashers activated.

5. Other traffic control devices that comply with federal, state and local transportation codes.

6. Prisoner transportation vehicles.

E. The vehicle selection sequence shall be implemented and uniformly applied.

F. Traffic will be directed by using established procedures.

G. It is the detail supervisor's responsibility to terminate or suspend the checkpoint if there are unreasonable delays in traffic, or if Officer or motorist safety is compromised.

H. Vehicles avoiding the checkpoint and observed or reasonably suspected of having committed a criminal offense or violation of the Illinois Vehicle Code may be subject to a traffic stop at the direction of the detail supervisor.

I. Motorist Contacts

1. The check of individual motorists must be thorough and cause minimum delay.

2. Officers shall remain both alert and courteous at all times.

3. The Officer will check for equipment violations, insurance violations, occupant restraint violations and any other violations that establish probable cause to believe an offense has been committed, and shall take appropriate enforcement action.

a) A driver's license presented that appears to be valid on its face will be considered prima facie proof that the driver is in compliance with Illinois driver licensing laws.

b) If an Officer has a reasonable suspicion to believe that a driver or passenger is in violation of the law, the driver will be directed to a secondary screening area and appropriate enforcement action taken.

c) If the Officer has a reasonable suspicion to believe that a driver is impaired, the driver will be walked to the secondary screening and the vehicle will be relocated by another Officer.

V. Post-Detail Requirements

Within 30 days of the conclusion of the detail, the detail supervisor will forward written results of the overall operation to the Chief of Police via chain of command.

VI. Cooperative efforts with other jurisdictions in the operation of Roadside Safety Checkpoints are permitted with the express approval of the Chief of Police. All Officers participating in such cooperative operations shall comply with policies governing Roadside Safety Checkpoints of the primary jurisdiction conducting such operation.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.10

SKOKIE POLICE DEPARTMENT

INVESTIGATORY ROADBLOCKS

General Order:	F-32	**Replaces:** General Order:	F-32
Effective Date:	01 April 2025	Effective Date:	01 May 2021
Indexed As:	Investigatory Roadblocks Pursuits Roadblocks		

POLICY:

The Skokie Police Department recognizes that employing investigatory roadblocks is an appropriate police tactic in limited circumstances. An investigatory roadblock may only be employed with prior authorization by a sworn supervisor.

PROCEDURE:

I. Definition

For purposes of this General Order, an investigatory roadblock shall be defined as a restriction, obstruction or device used or intended for the purpose of preventing free passage of motor vehicles in order to apprehend a suspect related to a specific incident, rather than for general crime control checkpoints (Indianapolis v. Edmond 2000).

II. General Information

A. An established goal of the Department is the protection of life and property. Therefore, consideration shall be given to the extent to which an investigatory roadblock exposes any Officer, vehicle, operator, or occupant, or member of the general public to any unreasonable risk of injury.

B. The Skokie Police Department recognizes the establishment of investigatory roadblocks for the following purposes:

1. Discovering and/or apprehending criminals leaving the area of a crime or in an attempt to capture an escaped prisoner, or in furtherance of an investigation.

2. Restricting access to a specific area or roadway in order to prevent vehicles from entering or leaving same.

3. Other public safety circumstances as may be determined by a sworn supervisor.

C. Neither stationary nor investigatory roadblocks are permitted in circumstances described as pursuit driving. Refer to Department General Order F-35, Pursuits for guidance on the authorized use of forcible stop techniques.

D. One Officer will be designated, by a sworn supervisor, as the Officer-in-charge at the scene if a sworn supervisor is not present.

E. Marked police vehicles shall be the primary vehicles used in investigatory roadblock situations. Appropriate emergency warning lights shall be illuminated at all times. (No one shall remain in any vehicles positioned by police personnel to form an investigatory roadblock.)

F. When another jurisdiction is engaged in police activity in our community, Skokie Police Department personnel shall only implement or participate in an investigatory roadblock after the Watch Commander has evaluated the situation to determine whether it meets Skokie Police Department criteria for implementation.

G. Locations for investigatory roadblocks should be selected and maintained to provide all approaching vehicles with adequate time and distance to stop and avoid colliding with the investigatory roadblock. Flares, cones, barricades, and other warning devices may be utilized as deemed appropriate.

H. When employing an investigatory roadblock, consideration should be given to weather conditions, anticipated traffic volume, roadway conditions, visibility, time of day, and any other factor deemed relevant.

I. Guidelines set forth in Department General Order A-15, Use of Force, may also apply to this policy.

J. Guidelines for the use, authorization and implementation of Roadside Safety Checks are delineated

in Department General Order F-31, Roadside Safety Checkpoints.

III. Training

Training on the use and proper implementation of agency authorized investigatory roadblocks will be provided to all sworn personnel at least every three years. This training may be in the form of roll-call training, electronic policy review, practical exercises, training bulletin or other print format, electronic media, or some combination thereof.

IV. Sworn Supervisor Responsibilities

A. Officers initiating an investigatory roadblock shall request prior authorization from a sworn supervisor.

B. The authorizing supervisor shall:

1. Ensure that Communications personnel are notified of the location(s) of the investigatory roadblock(s),

2. Ensure that a sworn supervisor responds to the scene as soon as practical,

3. Coordinate and/or evaluate the deployment of the investigatory roadblock(s),

4. Monitor the scene(s) and impacted areas/roadways, and

5. Notify Communications personnel of the termination of the event.

V. Reporting Procedure

A. When any investigatory roadblock is implemented, the supervisory Officer authorizing the investigatory roadblock shall make required notification as delineated in Department General Order F-22, Responsibility for Reporting.

B. The supervisor authorizing the investigatory roadblock(s) shall be responsible for ensuring that either an original report or a supplementary report is written that delineates the circumstances warranting the investigatory roadblock, the location, the procedures utilized and the results of the investigatory roadblock.

SKOKIE POLICE DEPARTMENT

CLEAR AND PRESENT DANGER REPORTING

General Order:	F-33	**Replaces:** General Order:	F-33
Effective Date:	01 January 2025	Effective Date:	18 Sep. 2023

Indexed As: Firearms Restraining Order
Mental Illness
Domestic Violence

POLICY:

The Skokie Police Department is committed to supporting state and local laws that are designed to prevent individuals that may be a danger to themselves or others from possessing or accessing firearms.

PROCEDURE:

I. Definition

A. Clear and Present Danger – A person who communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself or another person as determined by a physician, clinical psychologist or qualified examiner; or demonstrates threatening personal or verbal behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator or law enforcement official.

B. Clear and Present Danger Reporting – Completion and transmittal of the Illinois State Police Form required under Illinois Statute to revoke the Firearm Owners Identification Card (FOID) of a person determined to be a clear and present danger.

C. Firearms Restraining Order – An order issued by the court, prohibiting and enjoining a named person from having in his or her custody or control, purchasing, possessing or receiving any firearms or ammunition or removing firearm parts that could be assembled to make an operable firearm.

II. Procedure

A. Whenever an employee reasonably believes that a person in which they are interacting with poses a clear and present danger the following steps will be taken:

1. Complete and transmit the Clear and Present Danger Reporting Form as soon as practical but no later than the end of the tour of duty.

2. If the danger that is present is from the use of a firearm then a Firearms Restraining Order (FRO) must also be obtained (see below).

3. Follow any applicable sections of Department General Order F-80, Dealing with the Mentally Ill and Department General Order F-16, Domestic Violence.

B. Obtaining a Firearms Restraining Order (FRO)

1. After determining that an individual is a clear and present danger and that the danger posed is through the use of a firearm, additional investigation shall be done to determine the location of any and all firearms the individual has or may have access to.

2. Complete the Cook County Verified Petition for Firearms Restraining Order form and Firearms Restraining Order Warrant for Firearms form.

3. Ensure that any and all intimate partners have been notified of any threat as required by law. This notice and/or any attempts are to be documented in the appropriate report.

4. The employee shall go to the Domestic Violence Court Room at the Second District courthouse as soon as possible to obtain the FRO. The victim must also attend the hearing if they are the petitioner. If Domestic Violence Court is not in session, the Chief Judge’s office must be contacted to determine availability of a judge.

5. File the Petition for FRO, Order and Warrant with the clerk and appear before the judge.

6. If the judge issues the FRO, return to the Department with a copy and notify your supervisor and an Investigations Supervisor.

7. The supervisor and Investigations will direct when and how the FRO will be served and, if applicable, any search warrant as well.

8. The employee and the victim for the FRO must also attend the hearing set within 14 days after the issuance of the initial Emergency FRO. Upon finding at this hearing the FRO may be issued for six months.

9. The employee that was the petitioner for the six-month FRO may complete a new petition and petition the court, at any time in the last three months, to extend the FRO for another six months.

C. Seizure of firearms, FOID Card and CCL License

1. Seizure of firearms, FOID Card and CCL license will be done in accordance with the FRO and/or search warrant. Seizure may be done simultaneous with the service of the FRO or separately as determined by the Supervisor and Investigations.

2. Any seizures will be documented on an appropriate report and through the completion of the Illinois State Police Firearm Disposition Record (ISP Form 2-636).

3. A Copy of the Firearm Disposition Record form and the actual physical FOID and/or CCL seized will be mailed to the Illinois State Police. The fact that this was completed will be included in the appropriate report.

4. Any firearms seized will be handled in accordance with Department General Order S-1, Property Custody. Officers will place a “Hold Pending Court Order” on all FRO firearm seizures. Seized firearms shall be checked through LEADS/NCIC and ATF via Etrace.

5. Firearms seized under a FRO will only be disposed of in one of the two following ways:

   a. After receipt of a court order.

   b. To the respondent of the FRO after the FRO has expired and the respondent’s FOID is reinstated and valid and in their possession.

6. While the seizure of ammunition is not addressed in the Firearms Restraining Order Act, individuals that do not possess a FOID cannot legally possess

ammunition. Any ammunition located while in the process of seizing firearms, FOID or CCL will also be seized.

D. Requests to Obtain FROs

1. Similar to an Order of Protection, individuals eligible to petition for a FRO under the law may go directly to the court where the respondent lives and make such a petition.

2. Requests by residents or citizens for the Department to obtain a FRO will be handled based on the following:

   a) If the underlying danger is created by a crime that is in our jurisdiction, we will take the appropriate steps to obtain a FRO.

   b) If the underlying danger is created by a crime that occurred in another jurisdiction, we will refer the individual to that jurisdiction to obtain the FRO in conjunction with handling that reported crime.

   c) If there is no underlying crime, we will refer the individual to petition the court on their own and offer the assistance of Department Social Worker to help them.

E. Service of FROs

1. FROs petitioned by the Department will be served by the Department.

2. FROs petitioned by individuals direct with the court will be served by the Cook County Sheriff.

3. If an Officer has contact with a respondent of a FRO that has not yet been served, the officer will serve the FRO on the individual by use of the Short Form Notification.

4. In addition to serving the FRO officers will also investigate whether the respondent has in their possession any firearms, FOID Card or CCL license. Any of these items in the possession of the respondent shall be seized and handled in accordance with this policy.

F. Reports, Records and Notifications

1. Employees will document all relevant information relating to the completion of a Clear and Present Danger Form and/or a FRO on the appropriate report.

2. The Clear and Present Danger Form and/or FRO will be forwarded to the Records Unit.

3. The Court Liaison Officer will create a case file for each FRO that is obtained by an employee. This case file will be located on the Court Liaison’s Desk.

4. The Court Liaison Officer will scan and attach all related documents to the incident in Evidence.com.

5. The Court Liaison Officer will notify the employee who was the petitioner, their Supervisor and Investigations Supervisor of the hearing date set upon receipt of the emergency FRO.

6. If a six-month FRO is issued, the employee that was the petitioner may complete a new petition and petition the court to extend the FRO at any time in the last three months of the six-month FRO. The Court Liaison Officer will notify the petitioner employee, their supervisor and Investigations Supervisor at the beginning of the three-month window.

SKOKIE POLICE DEPARTMENT

CROWD MANAGEMENT

General Order: F-34
Effective Date: 01 May 2025

Replaces:
General Order:
Effective Date: 01 July 2021

Indexed As:
Crowd Control
Crowd Management
Riot Control
Civil Disturbances

PURPOSE:

The purpose of this policy is to establish guidelines for managing crowds, protecting individual rights, and preserving the peace during demonstrations and civil disturbances.

POLICY:

It is the policy of the Skokie Police Department to protect individual rights related to assembly and free speech, effectively manage crowds to prevent loss of life, injury, or property damage, and minimize disruption to persons who are not involved.

DEFINITIONS

Civil Disturbance: A gathering that constitutes a breach of the peace or any assembly of persons where there is a threat of collective violence, destruction of property, or other unlawful acts. Such a gathering may also be referred to as a riot or unlawful assembly.

Crowd Control: Techniques and/or strategies used to address civil disturbances include a show of force, crowd containment, dispersal equipment and tactics, and preparations for multiple arrests.

Crowd Management: Techniques and/or strategies used to manage lawful assemblies before, during, and after the event for the purpose of maintaining lawful status through event planning, pre-event contact with event organizers, issuance of applicable permits, information gathering, personnel training, and other means.

Demonstration: A lawful assembly of persons organized primarily to engage in free speech activity. These may or may not be scheduled events that allow for law enforcement planning. They include, but are not limited to, marches, protests, and other assemblies intended to attract attention. Lawful demonstrations can devolve into civil disturbances that necessitate enforcement action.

Impact Munitions: Projectiles designed and intended to deliver non-penetrating impact energy from safer than contact range. These may include direct fire or non-direct skip-fired rounds. The latter are projectiles that are discharged toward the ground in front of a target, theoretically delivering the energy to the subject following contact with the ground.

PROCEDURES

I. Preparation and Planning

A. For pre-planned events, every effort should be made to make advance contact with event organizers and to gather the following information about the event to ensure accurate allocation and deployment of personnel and resources:

1. What type of event is planned?
2. When is it planned to be held?
3. Will the event coincide with other routine, large-scale events (e.g., sporting events)?
4. Is opposition to the event expected?
5. How many participants are expected?
6. What are the assembly areas and movement routes?
7. What actions, activities, or tactics are anticipated from event participants, to include use of demonstrator devices designed to thwart arrest?
8. What critical infrastructures are in proximity of the event location or route?

9. What are the traffic patterns and impediments, and what control is needed?
10. Are drones (UAS), TIU, or other air support needed?
11. Have permits been issued?
12. Have other agencies, such as Fire and EMS, been notified?
13. Is there a need to request mutual aid?
14. Has the appropriate level of properly equipped personnel been allocated to ensure the safety of bystanders, Officers, and demonstrators?
15. Will off-duty personnel be required?
16. What is the history of conduct at such events?
17. Are event organizers cooperative?
18. Who are the potential counter-protest groups?
19. Is there a history of violence between the group demonstrating and potential counter-protest groups?
20. Is a Real Time Crime Center operator needed?

B. Depending on the size, scope, and timing of the event the Programs and Planning Unit may need to prepare a written plan subject to the approval of the Chief of Police or his or her designee. The plan should address the following and be distributed to all participating agencies.

1. Command assignments and responsibilities.
2. Personnel, unit structure, and deployment considerations to include the need for special response teams (i.e., TIU, NIPAS Mobile Field Force, NIPAS EST, emergency medical personnel, and plainclothes Officers).
3. Regular communication with legal advisors.
4. Liaison with event planners, to include their legal advisors, where applicable.
5. Liaison with outside agencies.
6. Communications plan, to include release of information to the media.
7. Pre-event intelligence analysis.
8. Weather and terrain at the event location.
9. Transportation, support, and relief of personnel.
10. Staging points for additional resources and equipment.
11. Traffic management, including perimeter security.
12. First aid stations are established in coordination with emergency medical service providers.

13. Demonstrator devices, extrication teams, and equipment.
14. Transportation of arrestees.
15. Arrestee processing areas.
16. Any laws, ordinances, or administrative rules specific to the event.

II. Management and Organization Principles

A. Governments may impose reasonable restrictions on the time, place, and manner in which persons assemble and engage in free speech activity. This agency shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, facilitate uninhibited speech, commerce, and freedom of movement.

B. An Incident Command System (ICS) shall be used in crowd management and civil disturbances to ensure control and unified command.

C. Organization of responsibilities shall be as follows:

1. The Chief of Police shall designate an Incident Commander (IC) responsible for overall control of a demonstration or civil disturbance.

2. The IC shall implement the written plan.

3. In the case of a widely dispersed demonstration or disturbance, or event with multiple locations, multiple ICs may be assigned at the discretion of the Chief of Police.

4. The IC shall be responsible for preparing operations plans and management details associated with planned demonstrations.

D. The primary objectives of the IC at a civil disturbance are to accomplish the following:

1. Protect persons, regardless of their participation in the demonstration or disturbance.

2. Disperse disorderly or threatening groups or crowds in order to eliminate the immediate risks

of continued escalation and further violence, as applicable.

3. Arrest law violators, including those responsible for property damage, and remove or isolate persons inciting violent behavior.

E. Officers shall be briefed on what to expect and appropriate responses. They shall be informed that the IC or their designee(s) shall be responsible for ordering any response deemed appropriate.

III. General Crowd Response

A. Officers shall be deployed to monitor crowd activity. Sufficient resources to handle multiple unruly persons should be available, depending on the fluidity of the situation and degree of actual or likely disruption.

B. Officers should avoid engaging in conversations related to the demonstration with attendees, refrain from reacting in response to comments from demonstrators, and maintain a courteous and neutral demeanor.

C. Persons who reside, are employed, or have emergency business within the area marked off by a police line shall not be prevented from entering the area unless circumstances suggest that their safety would be in jeopardy or their entry would interfere with law enforcement operations.

D. Individuals designated by the IC should establish and maintain communication with event organizers and relay information, such as the atmosphere, crowd behavior, or crowd movement, to the IC.

E. Supervisors should maintain close contact with their assigned Officers to ensure compliance with orders, monitor behavior and disposition, and ensure that they are aware of any changes in crowd behavior or intent. Officers may wear crowd control protective gear (helmets with shield, shin protection, arm protection) as directed by a supervisor, or when they have a reasonable belief that a threat of violence exists.

F. Audio and video recording of agency crowd response, including Unmanned Aircraft Systems (UAS) usage, should be considered for evidentiary purposes. The use of UAS will be governed by Department General Order F-26: Unmanned Aircraft Systems.

G. Mass arrests shall be avoided, unless necessary. (See Section VII of this General Order for further guidance.)

H. Officers shall attempt to ensure that a safe means of egress for all individuals is present at all times.

IV. Response to Spontaneous Civil Disturbances

A. The first Officer to arrive on the scene of a spontaneous civil disturbance should:

1. observe the situation from a safe distance to determine if the gathering is currently or potentially violent;

2. notify Communications of the nature and seriousness of the disturbance, particularly the availability of improvised or deadly weapons, the location and estimated number of participants, current activities (e.g., blocking traffic), direction of movement, and ingress and egress routes for emergency vehicles;

3. request the assistance of a supervisor and necessary backup;

4. attempt to identify crowd leaders and agitators engaged in criminal acts; and

5. at the first available opportunity, request the crowd to voluntarily disperse.

B. The first Officer or supervisor in charge at the scene should:

1. deploy Officers at vantage points to report on crowd behavior;

2. establish a perimeter sufficient to contain the disturbance and prohibit unauthorized entrance into the affected area;

3. ensure that, to the degree possible, uninvolved individuals are evacuated from the immediate area of the disturbance;

4. establish a temporary command post;

5. provide ongoing assessment to Communications;

6. move and reroute pedestrian and vehicular traffic around the disorder;

7. control unauthorized ingress and egress by participants; and

8. prevent outside attempts to assist or reinforce participants.

C. The IC should also ensure that

1. adequate security is provided to Fire and EMS personnel in the performance of emergency tasks;

2. support and relief for personnel are available;

3. a secure staging area for emergency responders and equipment is designated;

4. liaison and staging points for media representatives are established and available information is provided as appropriate;

5. the IC event log is maintained to document activities and actions taken during the course of the incident (this log can be created through CAD);

6. photographic or video evidence is preserved, in accordance with applicable law and agency policy, of crowd actions and Officer response;

7. photographs or videos are taken of any injuries sustained by law enforcement Officers or the public; and

8. the need for full mobilization of sworn Officers and the recall of off-duty Officers are determined.

V. Use of Force

A. Officers will adhere to Department General Order A-15: Use of Force.

B. Unless exigent circumstances justify immediate action, Officers shall not independently make arrests or employ force without command authorization.

C. The following restrictions and limitations on the use of force should be observed during demonstrations and civil disturbances. In all cases, weapons should be carried and deployed only by trained and authorized Officers.

1. Canine teams may respond as backup when appropriate but should not be deployed for crowd control except in instances where they act as a deterrent (i.e., barking). Canines should remain in patrol vehicles or other secure locations and, whenever reasonably possible, out of the view of the crowd. Canines may be deployed in appropriate circumstances related to bomb detection, pursuit of suspects in buildings, and related situations.

2. Motor vehicles may be used to contain, control, and direct persons as appropriate but shall not be intentionally brought into contact with them unless the use of deadly force is authorized.

3. Bicycles may be used to control and move persons as appropriate.

4. Impact projectiles shall not be fired indiscriminately into crowds.

a) Non-direct (skip-fired) projectiles and munitions may be used in civil disturbances where life is in immediate jeopardy or the need to use the devices outweighs the potential risks involved.

b) Direct-fired impact munitions, to include beanbag and related projectiles, may be used during civil disturbances against specific individuals who are engaged in conduct that poses an immediate threat of death or serious injury.

c) A verbal warning should be given prior to the use of impact projectiles, when reasonably possible.

d) Impact munitions shall not be discharged in a manner that targets the head, neck, groin, anterior pelvis, or back.

5. Electronic control devices (ECDs) may be used in accordance with Department General Order A-29: Electronic Control Devices, and all other applicable General Orders.

6. Oleoresin Capsicum (OC) may be used in accordance with Department General Order A-15: Use of Force, and all other applicable General Orders.

   OC spray shall not be used indiscriminately against groups of people where bystanders would be unreasonably affected, or against passively resistant individuals. High-volume OC delivery systems (such as MK-9 and MK-46) are designed for and may be used in civil disturbances against groups of people engaged in unlawful acts or endangering public safety and security when approved by the IC.

   OC Spray shall not be used for crowd-management purposes prior to issuing an order to disperse in a manner sufficient to allow for the order to be heard and repeated if necessary, followed by sufficient time and space to allow compliance with the order. This protocol shall be followed unless providing such time and space would unduly place an officer or another person at risk of death or great bodily harm.

7. CS (2-chlorobenzalmalononitrile) chemical agents shall be used with the utmost caution. CS may be deployed defensively to prevent injury when

lesser force options are either not available or would likely be ineffective. Absent exigent circumstances, such munitions shall only be deployed at the direction of the IC and only when avenues of egress are available to the crowd. CS shall not be used for crowd-management purposes prior to issuing an order to disperse in a manner sufficient to allow for the order to be heard and repeated if necessary, followed by sufficient time and space to allow compliance with the order. This protocol shall be followed unless providing such time and space would unduly place an officer or another person at risk of death or great bodily harm.

CN (phenacyl chloride) shall not be used in any instance.

8. A baton or similar device can be used in accordance with Department General Order A-15: Use of Force, as a defensive weapon; as a means of overcoming resistance (e.g., used in the two-hand horizontal thrust on a police line); to stop, control, or neutralize perceived threatening resistance; as a show of force; or as a means to contain or disperse a crowd.

9. All uses of force shall be reported and investigated in accordance with Department General Order A-15: Use of Force.

VI. Crowd Dispersal

A. Before ordering forced dispersal of a civil disturbance, the IC should determine whether lesser alternatives may be effective. These alternatives may include the use of containment and dialogue, as follows:

1. Attempt to establish contact with event organizers or crowd leaders, when feasible, to assess their intentions and motivations and develop a mutually acceptable plan for de-escalation and dispersal.

2. Communicate to the participants that their assembly is in violation of the law and that the

agency wishes to resolve the incident peacefully but that acts of violence will be dealt with swiftly and decisively.

3. Target specific violent or disruptive individuals for arrest.

B. Prior to issuing dispersal orders, the IC should ensure that all potentially necessary law enforcement, Fire, and EMS equipment and personnel are on hand to successfully carry out tactical operations and that logistical needs for making mass arrests are in place.

C. When the IC has made a determination that crowd dispersal is required, he or she shall direct unit commanders, where time and circumstances permit, to issue warnings prior to taking action to disperse the crowd.

1. The warning shall consist of an announcement citing the offenses or violations being committed, an order to disperse, and designated dispersal routes.

2. A second and third warning should be issued at reasonable time intervals before designated actions are taken to disperse the crowd.

3. Where possible, the warnings should be audio or video recorded and the time and the names of the issuing Officers recorded in the IC’s event log.

D. Specific crowd dispersal tactics should be ordered as necessary where the crowd does not heed warnings. These include, but are not limited to, any one or combination of the following:

1. Display of forceful presence to include police lines combined with motorcycles, law enforcement vehicles, mounted units, bicycle units, and mobile field forces

2. Multiple simultaneous arrests

3. Use of aerosol crowd control chemical agents

4. Law enforcement formations and the use of batons for forcing crowd movement

E. The dispersal of protestors utilizing "protestor devices" (i.e., "sleeping dragons," tripods, bike locks, etc.) should be navigated with caution. If exigent circumstances present themselves where protestors linked in a protestor device need to be relocated (i.e., due to fire, imminent injury), Officers should exhibit reasonable care. Due to the potential of injury to the protestor, assistance from specially-trained units (NIPAS Mobile Field Force) should be requested when feasible.

VII. Mass Arrest

During a civil disturbance, it may be necessary to make arrests of numerous individuals over a relatively short period of time. For this process to be handled efficiently, safely, and legally, the following should be observed:

A. Mass arrests should be conducted by designated squads.

B. An adequate secure area should be designated for holding arrestees after processing and while awaiting transportation to a detention center.

C. Arrest teams should be advised of the basic offenses to be charged in all arrests, and all arrestees shall be advised of these charges.

D. Arrestees who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing. Two or more Officers should carry those who refuse to walk.

E. Arrestees shall be searched incident to arrest for weapons, evidence of the crime of arrest, and contraband.

F. A mass arrest form shall be completed as delineated in Department General Order F-87: Critical Incidents All Hazards Plan.

G. Transporting Officers should not accept arrestees without a properly prepared mass arrest form and shall ensure that all property is properly processed.

H. Anyone who is injured, to include arrestees, shall be provided medical attention. Photographs should be taken of all known injuries.

VIII. Deactivation

When a disturbance has been brought under control:

A. All personnel engaged in the incident shall be accounted for, and an assessment and documentation made of personal injuries.

B. Witnesses, suspects, and others should be interviewed or questioned.

C. All necessary personnel should be debriefed as required.

D. Any equipment issued to or otherwise utilized by Officers should be returned to inventory, as applicable.

E. All written reports shall be completed as soon as practical after the incident. Comprehensive documentation should include the basis for the incident and the agency's response to the incident, with a statement of impact to include the costs of equipment, personnel, and related items.

IX. Training

Officers should receive both initial and recurring refresher training on appropriate response to crowd control and management.

SKOKIE POLICE DEPARTMENT

PURSUITS

General Order: F-35
Effective Date: 01 May 2025

Replaces:
General Order: F-35
Effective Date: 01 July 2024

Indexed As: Pursuits
Forcible Stop Techniques

POLICY:

Police pursuit driving remains a potentially dangerous activity. Traditional police custom held that effective law enforcement demanded Officers apprehend suspects, even at great social costs. However, our duty to serve and protect the public involves much more than the immediate apprehension of offenders. Tragic crashes associated with police pursuits throughout the nation attest to their danger. Pursuit driving is only justified in order to apprehend a suspect who has committed an offense requiring that every reasonable effort at apprehension be made.

The decision, responsibility, and method of pursuit rest primarily, if not solely, with the individual Officer(s) involved. Officers must exercise sound judgment and carefully consider the totality of the circumstances, including the seriousness of the offense, potential consequences, and safety of the officer, violator/suspect, and citizens whose protection is their responsibility.

PROCEDURE:

I. Definitions

A. Pursuit Driving

The act of attempting to overtake or stop a motorist who has, following a visual or audible signal by the police to stop, increased his or her vehicle's speed, extinguished the vehicle's lights, or otherwise attempted to elude the police. For the purposes of this Order, a motorist simply failing to stop, but obeying all other traffic laws and not driving at an excessive speed does not constitute a pursuit-driving situation.

B. Authorized Use of Deadly Force

Officers are justified in using deadly force only when they reasonably believe that such force is necessary to prevent death to themselves or others or to defend any person in imminent danger of serious physical injury.

C. Forcible Felony

This includes treason, first-degree murder, second-degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.

D. Marked Police Patrol Vehicle

Any Police Department patrol vehicle:

1. With Police Department graphics prominently displayed on its exterior,
2. With emergency lights permanently mounted on or within the vehicle, and
3. Equipped with a siren.

E. Unmarked Police Vehicle

An unmarked police vehicle is any Police Department vehicle that is equipped with interior lighting and a siren but may not have the remaining characteristics of a marked vehicle.

F. Covert Vehicle

A Police Department vehicle which has no emergency lights or siren.

G. Agency Authorized Forcible Stops

1. The use of a forcible stop technique on a moving vehicle is only authorized when the use of deadly force is justified.

2. The term “forcible stop” includes:

   a. HEADING OFF/CURBING: An attempt to terminate a pursuit by pulling ahead of, behind, or toward a violator’s or suspect’s moving vehicle to force it to the side of the road or to otherwise come to a stop.

b. BOXING IN (Rolling Roadblock): The partial or complete surrounding of a violator's or suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the violator's or suspect's vehicle.

c. VEHICLE CONTACT ACTION (Ramming, Police Immobilization Technique): Any action undertaken by the pursuing officer intended to result in contact between the moving Police Department patrol vehicle and the moving vehicle being pursued.

II. Order

A. Only sworn Police Officers are authorized to engage in motor vehicle pursuits.

B. Unless there is a threat of serious physical injury or a threat of death, Skokie Police Officers are prohibited from initiating a pursuit for traffic offenses, misdemeanors, property crimes, or non-forcible felonies.

C. An Officer may only initiate or participate in a pursuit when the suspect:

1. If allowed to escape, may present a danger to human life or cause serious physical injury, or

2. Has committed, is committing, or has attempted to commit a forcible felony that involves the infliction or threatened infliction of great bodily harm, or

3. Is attempting to avoid apprehension by police by use of a deadly weapon, or

4. When the initiating Officer can clearly articulate that the totality of the circumstances warrants the apprehension of the suspect without delay.

D. An Officer may only continue a pursuit if the Officer reasonably believes, based upon facts and circumstances known to the Officer at that time, that the threat to the public by the offender not being apprehended exceeds the danger to the public posed by the pursuit itself. In determining this reasonable belief, the Officer will, at a minimum, consider the following:

1. The reason for the pursuit and the seriousness of that crime.

2. The articulable threat posed to the public or specific individual(s) if the offender is not apprehended.
3. Speed of the offending vehicle and the pursuing officer's vehicle.
4. The driving actions of the offender.
5. Time of day
6. Population density of the area.
7. Type of area – residential, commercial, school zone, etc.
8. Traffic congestion.
9. Weather conditions.
10. Roadway conditions.
11. The risk to themselves and other Officers.
12. The likelihood of apprehending the offender relative to the distance between themselves and the vehicle being pursued.
13. Whether the identification of a known offender can be made.

An Officer involved in a pursuit is required to continually monitor the above listed considerations and constantly reaffirm their justification to continue a pursuit until its conclusion.

Absent a rule violation as delineated in the Police Department Rules and Regulations, the decision by an Officer not to pursue or to terminate a pursuit will always be considered an appropriate choice and will not be questioned.

E. Prohibitions and Cautions

1. Officers operating anything other than a marked or unmarked police patrol vehicle as defined in this policy will be limited in their pursuit actions. An Officer operating a covert police vehicle or an oversized specialty vehicle which is not generally designed for high speeds, i.e. command vehicle will only engage in a pursuit when deadly force is authorized against the fleeing offender and the Officer determines in their assessment of the above considerations that there is greater threat to the public by not apprehending the offender.

2. Under no circumstances shall a pursuit be undertaken when anyone other than another sworn on-duty police Officer is in the vehicle.

3. Officers shall not pursue suspects the wrong way on the Eden's Expressway or any other portion of the Interstate Highway System. Officers may drive on the wrong side of other divided roadways only when the increased risk does not change their assessment of the above considerations to the point where it would require them to terminate the pursuit.

4. When a vehicle involved in a pursuit is being located electronically or by aircraft, Officers should use this information as part of their justification to either continue or terminate the pursuit.

III. Initiating Officers'/Primary Unit Responsibilities

A. Officers initiating a pursuit must notify Communications. If needed, or if the vehicle pursuit is leaving the jurisdiction, contact Chicago Priority on Channel A2.

B. Immediately, or as soon as reasonably practicable, information relayed to Communications and assisting units shall include:

1. Location, direction of travel and speed.
2. Description of auto, license plate information (if known).
3. Description and number of occupants (if known).
4. What the vehicle is wanted for at the time of pursuit.
5. Frequent updates of location, speed, direction of travel and other pertinent information.

C. If the primary unit (or secondary unit, as applicable) fails to provide requisite pursuit information, the supervisor will order the pursuit terminated.

IV. Secondary Officers'/Units' Responsibilities

A. Unless otherwise directed by the Watch Commander or sworn supervisor, no more than two Skokie units (including the primary unit) shall be actively involved in the pursuit. If a secondary Officer is in close proximity to the primary unit, they may handle the radio traffic for the primary unit.

B. Additional units may respond to the area of the pursuit to regulate other traffic in the area and/or provide assistance once the fleeing vehicle is stopped.

V. Communications Division Responsibilities

Once a pursuit is initiated, dispatchers shall monitor the pursuit communications and re-broadcast transmissions of relevance to any other units and agencies involved or likely to become involved until the pursuit is terminated. This includes updating supervisory personnel of the status of the pursuit.

VI. Sworn Supervisors' Responsibilities

A. Sworn supervisors shall promptly notify Communications that they are aware of the pursuit initiation.

B. Sworn supervisors will immediately determine whether the pursuit was initiated in accordance with the provisions of this policy and will permit the pursuit to be continued only if said policy has been and continues to be fully complied with to the best of the supervisor's knowledge.

C. Sworn supervisors shall monitor and coordinate all pursuits utilizing the knowledge and information made available to them at the time.

D. Sworn supervisors are responsible to order the termination of any pursuit when they feel the risk to the public caused by the pursuit is greater than the risk to the public if the offender is not apprehended.

VII. When to Terminate Pursuit

A. The pursuing Officer, secondary Officer and sworn supervisor are required to terminate a pursuit at any time if in their judgment the risks outweigh the seriousness of the offense and/or the threat posed if the offender is not apprehended.

B. Consideration should be given to all existing circumstances, including those delineated above.

C. When circumstances indicate the futility of further pursuit, it shall be terminated.

D. An order by a supervisor to terminate a pursuit via radio shall be confirmed by pursuing officers via radio.

E. Termination of pursuit does NOT mean termination of intent to apprehend the offender. Termination of pursuit only means a motor vehicle pursuit is not an acceptable method of apprehension at that particular time due to the totality of the circumstances.

F. An Officer who has terminated a pursuit in accordance with this policy is not required to alter their direction of travel to satisfy the terms of "termination of a pursuit." The Officer may proceed in the direction of the fleeing vehicle, while following all traffic laws and driving with due regard for the safety of all persons, in order to provide updates relating the last known location and direction of travel of the suspect's vehicle until the Officer loses visual sight of the fleeing vehicle.

G. A pursuit may be reinitiated if conditions or circumstances have changed and it is in compliance with this policy.

VIII. Emergency Equipment

Emergency lights and siren and available in-car audio-video equipment will be activated throughout all motor vehicle pursuits until the conclusion of the event. The event shall be considered concluded when a reasonable and prudent officer considers the event to have concluded at a logical point.

IX. Jurisdiction

A. In the event a pursuit is initiated by an outside agency and enters Skokie, this Department will:

1. Not actively pursue the suspect unless clearly authorized by a sworn supervisor.

2. Not participate in the pursuit unless it is consistent with Skokie Police policy. (See Section II, A-C of this Order.)

3. If participation is authorized, the pursuing Skokie Officer(s) shall notify Communications when the pursuit leaves Skokie Village limits.

B. In the event a pursuit initiated by a Skokie Officer leaves the Village, a sworn supervisor shall be notified.

1. Any authorized Skokie unit(s), as defined in Section IV, paragraph A, of this general order, may continue to assist the primary Skokie unit outside of the Village unless ordered to return by a sworn supervisor.

2. Any additional Officer(s), as defined in Section IV, paragraph B, of this general order, leaving

the Village must notify Communications and receive approval from a supervisor.

X. Safety

A. Intersections present a special hazard to emergency vehicles involved in pursuits:

1. Officers may proceed past traffic control signs/signals, but only after slowing down or stopping as may be required and necessary for safe operation.

2. Resume pursuit only when safe.

3. Emergency equipment must be utilized until the conclusion of the event.

B. The use of a stationary roadblock to terminate a pursuit is not permitted.

C. Safety must always be a primary concern during pursuit situations. Primary and secondary Officers shall not cause intentional contact between their vehicle and a vehicle being pursued, unless the use of deadly force would be appropriate. (For example: The pursued vehicle is traveling toward a group of pedestrians and intentional contact will reduce or eliminate the likelihood that those pedestrians will be severely injured or killed by the offender.)

D. Officers shall not discharge a weapon at a moving vehicle except in defense of their lives or the life of another. Firing a weapon strictly to disable a vehicle is also prohibited.

E. Officers shall never knowingly take unreasonable risks that may endanger the public, themselves or another Officer, or a suspect. As mentioned in prior text, an Officer involved in a pursuit is required to continually monitor the totality of the circumstances, as delineated in Section II.C. of this General Order, and constantly reaffirm their justification to continue a pursuit until its conclusion.

XI. Training

A. The Training Officer shall ensure that training regarding this General Order is provided to all recruit personnel during their expanded basic training.

B. The Training Officer shall ensure that refresher training regarding this General Order is provided to all sworn personnel at least annually.

XII. Review and Debriefing

Prior to the end of the tour of duty during which a pursuit occurs, the Watch Commander or their designee shall begin a thorough and comprehensive investigation of the pursuit. The investigation will include but is not limited to, the circumstances surrounding the initiation and conduct of the pursuit, the actions of the Skokie Police Department Officers involved, and a review of available audio/video recordings, etc. The investigation shall be completed as soon as feasible. Upon conclusion of the investigation, the Watch Commander or their designee shall add a new record in the Police Pursuit Module within the Records Management System. The completed report and all supporting documentation will be forwarded to the Chief of Police via the chain of command. This investigation will be conducted in accordance with Department General Order A-13, Internal Affairs.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.01, OPR.01.10

SKOKIE POLICE DEPARTMENT

INFORMANTS

General Order:	F-36	**Replaces:** General Order:	F-36
Effective Date:	01 July 2024	Effective Date:	01 July 2020

Indexed As: Confidential Informants
Confidential Information Sources
Informants

POLICY:

The Department recognizes that developing and maintaining informants and confidential information sources within the community is a valuable investigative resource. The identity of informants and other information sources shall be strictly controlled to protect against unwarranted disclosure.

PROCEDURE:

I. Definitions

A. For purposes of this order, a confidential information source shall be defined as an individual who provides information to Department personnel on an informal basis for which no payment or reward is offered.

B. For purposes of this order, an informant shall be defined as an individual who provides information to Department personnel in a covert, controlled manner on a regular basis or in connection with a particular matter under investigation. Payments or rewards may be offered for information provided by an informant at the discretion of Investigations Division Supervisor or Special Operations Supervisor, as appropriate.

II. General Guidelines

A. Utilization of informants and confidential information sources shall be in strict compliance with all applicable legal standards and Departmental guidelines (see Appendix A: RWOC Guidelines).

B. Information developed as a result of contact with an informant shall be documented and maintained for future reference in accordance with Department General Order F-3, Criminal Intelligence.

C. The development of confidential information sources greatly increases the ability to be proactive and solve crime. The knowledge of what confidential sources are available and what information they may have is equally as important and is the key to using them effectively. The Confidential Information Source form (Appendix D) will be utilized by all Officers to document the sources of information they develop. The forms will be forwarded to the Intelligence Unit after approval by a Supervisor.

D. Field supervisors shall keep patrol personnel advised as to all information that may be relevant to patrol operations.

E. Informants utilized by police to establish probable cause for obtaining a warrant or as a material participant in an undercover operation shall be positively identified. A control number and/or assumed name will be assigned and will be used in all reports or information relating to the informant.

F. Officers who use an informant on repeated occasions or as a material information source in any single investigation must include all required background information in the master file. To facilitate this, a Confidential Informant Cover Sheet (Appendix B) and an Informant Code of Conduct Form (Appendix C) must be completed on all informants, and this will be maintained as confidential information.

G. Rewards or payments to informants for information may include, but not be limited to: Money, meals, out-of-pocket expenses or travel expenses. In no case will the informant be placed on the Village payroll or be given illegal substances such as drugs.

H. The criteria and procedure for payment to informants will be as follows:

1. No payment will be made for any reason without approval of the Investigations Division or Special Operations Commander, or their designee.

2. Any payment will require completion of an Informant Payment Voucher (Appendix E). This will be maintained in the master informants file.

3. The criteria for the amount of any payment will include the amount of information provided and its relative significance to the issue under investigation.

I. It will be the policy of the Skokie Police Department to have informants deal with more than one Officer. Supervisors will assign a secondary contact to all individuals being used as informants. In cases of informants of the opposite sex, two Investigators shall be present for any meetings. All precautions shall be taken to protect Department members from any alleged improprieties.

J. Juveniles will not ordinarily be utilized as informants. If special circumstances warrant the involvement of a juvenile, written permission from the juvenile's parents or legal guardian will be obtained before any juvenile will be considered for any informant status. Prior approval from the Investigations or Special Operations Commander, or their designee, will also be required.

K. The Special Operations Commander, or his designee, will be directly responsible for the maintenance, control and access of the confidential informant master file. This file will contain the following information, at a minimum:

1. Confidential informant cover sheet.

2. Memos from Investigators, Intelligence Unit or Special Enforcement Team Officers, as appropriate, outlining the date and time informants were contacted.

3. The validity of any information provided.

4. Any arrest documentation that has resulted from information provided by the informant.

5. Records of all funds and payments made to informants and associated case Investigators. (See also Department General Order F-10, Investigative and Confidential Funds.)

L. The Special Operations Commander will coordinate a review of the confidential informant file on a quarterly basis, and any informant who has not provided reliable information in a twelve-month period will be removed from the active informant file and placed in an inactive file.

APPENDIX A

RWOC Guidelines

An Officer may release a subject without charges on an arrest pending their cooperation with the Department. The following guidelines are to be used whenever an arrest is made and the potential for useful information is present:

1. Seek a recommendation from SET or the Intelligence Unit. Whenever a member of SET or the Intelligence Unit is on duty, discuss the facts with them and obtain their recommendation. If the recommendation is that the subject be released without charge, the arresting Officer should notify the Officer's Unit Commander or Watch Commander to get their approval. If a member of SET or the Intelligence Unit is not on duty, discuss the facts with the Watch Commander who will then decide whether to charge the subject.

2. The charge must be a misdemeanor and the victim are the State of Illinois or the Village of Skokie. While the Department may seek cooperation from arrestees on felony arrests, the vast majority of cases that are released without charge are the result of misdemeanor arrests. A person arrested on a felony charge should not be released without charge unless recommended by SET or the Intelligence Unit and approved by the Officer's Unit Commander or Watch Commander. In addition, when there is a prosecutable crime and a cooperating victim, charges should be filed as normal.

3. Find out exactly what the arrestee knows, how it can help our Department, and if the arrestee will fully cooperate with the Department. Many times, an arrestee will say they want to cooperate; however, they have no useful information to provide. Additional criteria should be: Does the subject seem reliable? Has the subject failed to appear in court and a warrant issued? Is the subject addicted to drugs and if so, to what level? If you don't think the subject will ever come back to SPD, he probably won't – Charge them.

4. The information must relate to Skokie in some way. For example, it will not benefit our Department if an arrestee only knows people in Chicago. If that is the case, the Officer can always make contact with that particular Department and provide them with the information. If, however, one of those subjects that lives in Chicago transports narcotics (or cause to be transported) to Skokie, this would make the connection to Skokie and the Department could then utilize them.

5. The benefit must outweigh the original arrest.

6. Do not make promises to the arrestee. Make sure that the arrestee completely understands that if they do not fully cooperate with everything the Department asks of them in a determined time frame, that arrestee will be charged with the original offense.

7. Complete the necessary paperwork. Regardless of whether an arrestee is charged, the Officer must still complete a general report, arrest report, and case file. If an arrestee will cooperate with the Department and is RWOC, your report should state something similar to “John Doe was released without charges pending lab results” or “John Doe was released without charges pending further investigation.” Your report should be marked as confidential both in the narrative and in the security flag box on the second page of your incident report.

The Cook County State’s Attorney’s Office was contacted and approved of these guidelines. If an arrestee is charged, however, any cooperation that they may provide to our Department must first go through the State’s Attorney’s Office.

APPENDIX B

Skokie Police Department RD#: _____

Confidential Informant Cover Sheet



Name:_____ Alias:_____
(Last) (First)

Male: ☐ Female: ☐ DOB:_____ Eyes:_____ Hair:_____

Age: _____ Race:_____ Identifiers:_____

Height:_____ Weight: _____

C.I.# _____ DL#: _____ State:_____ IR#:_____

Home Address:_____ Home Phone:_____

Work Address:_____ Work Phone: _____

Cell Phone: _____ Other Contact: _____

Contact/Associate #1: _____
(Last) (First) (Address + City) (Phone)

Contact/Associate #2: _____
(Last) (First) (Address + City) (Phone)

Vehicle:

Color	Year	Make	Model	License #:

Comments/Source: _____

_____

Investigator:_____ Star:_____ Date:_____

Supervisor:_____

Investigator:_____ Star:_____ Date:_____

APPENDIX C

SKOKIE POLICE DEPARTMENT
INFORMANT CODE OF CONDUCT

I, _____, the undersigned, understand that while I am cooperating and assisting the Skokie Police Department, agree to the following:

I may never search any suspect, person, house, papers or physical effects. I also understand that I may not effect any physical arrests for violations during my association with the investigating agency except in situations defined by law with rights afforded to every citizen.

I further understand that I am not an employee of the Skokie Police Department or any participating agency, and that I may not use any document or equipment that would identify me with a law enforcement agency. I fully understand that I am not a law enforcement Officer and that I am not to use my association with the Skokie Police Department for personal gain.

I further understand that I am not to carry a firearm or weapon of any type while working with the Skokie Police Department.

I further agree to keep in constant contact with the Skokie Police Department while assisting them.

I further understand that I will make myself available when contacted by the Skokie Police Department and inform them of any changes to my address or contact information.

I understand that I am not being asked to create crime. I further understand that I am only working to interrupt ongoing criminal activity.

I will not ask anyone to commit crimes that they are not already doing or capable of doing.

I understand that I am not to use sexual enticement or promises of future sexual acts to get someone to commit a criminal act.

I understand that I will not be allowed to beg, pressure, lure or threaten anyone to commit a criminal act that they ordinarily would not do.

I completely understand that the Skokie Police Department is not interested in investigating innocent people. They are only interested in people that I know who are committing crimes and intend to commit crimes in the future.

I further understand that I may not engage in any illegal or improper conduct so long as I am working with the Skokie Police Department.

If an investigation in which I take part results in a seizure, and/or forfeiture of property or money, I understand, I will not receive any money or property based on a percentage of the property or money seized or forfeited.

Further, I understand that any violations arising from my actions in the aforementioned circumstances will result in an investigation of the matter. If the charges are substantiated, appropriate action, to include the possibility of criminal prosecution will be taken.

I agree to notify the Skokie Police Department if I am simultaneously acting as a confidential informant for another law enforcement agency other than the Skokie Police Department.

I understand that I may be requested during any investigation to submit to a drug screen urinalysis, polygraph, stress analysis test or other test designed to ensure my effectiveness and credibility as a confidential source. I agree to submit to any such examination immediately upon request.

I understand that I may be subject to search during any meeting with an investigator. I further consent to a search of my belongings and my vehicle. I fully understand that any illegal contraband found subsequent to the search may be used as evidence against me in court.

I understand if lodging is provided for me by the Skokie Police Department as part of any ongoing investigation, I am consenting to search of the premises and my person by an investigator at any time.

While working as a confidential informant for the Skokie Police Department I am assigned _____, as my identifier for security purposes.

I hereby release the Village of Skokie, the State of Illinois, the Skokie Police Department, its Chief of Police, Special Operations Division, Investigator, Officers, affiliates and any other cooperating law enforcement agency, from any liability or injury that may arise as a result of this agreement.

CONFIDENTIAL INFORMANT		DATE
INVESTIGATOR	STAR	DATE
INVESTIGATOR	STAR	DATE

APPENDIX D

SKOKIE POLICE DEPARTMENT CONFIDENTIAL INFORMATION SOURCE

SOURCE NAME: _____

SOURCE CONTACT DESCRIPTION: _____

PRIMARY PHONE: _____ SECONDARY PHONE: _____

ADDRESS: _____

EMAIL/SOCIAL MEDIA: _____

SOURCE INFORMATION REGARDING (PERSONS/PLACES/THINGS): _____

_____

_____

_____

IS SOURCE WILLING TO BE CONTACTED BY AN OFFICER OTHER THAN THE OFFICER LISTED BELOW? ☐ **YES** ☐ **NO**

OFFICER: _____ **BADGE#:** _____ **DATE**: _____

SUPERVISORS APPROVAL: _____

APPENDIX E

Skokie Police Department

Confidential Informant Payment Voucher

Case#:_____ **CI#:**_____

Date of Payment:_____ **Time of Payment:**_____

Amount Paid:_____

_____ _____ _____
(Signature of Payee) (Reporting Officer Signature) (Witness Signature)

SKOKIE POLICE DEPARTMENT

CO-RESPONDER PROGRAM

General Order:	F-37	**Replaces:** General Order:	
Effective Date:	01 August 2025	Effective Date:	01 Nov. 2021
Indexed As:	Social Services Mental Illness Mentally Ill Social Worker		

POLICY:

The Co-Responder Program consists of a partnership between Skokie's Police, Fire, and Health and Human Services Departments. The Program pairs a Crisis Intervention Team (CIT) trained Officer and Social Worker to respond to behavioral health-related calls. The Program supports an overall effort to expand specialized law enforcement and behavioral health strategies tailored to meet the needs of people with behavioral/mental health concerns in the Skokie community.

The Co-Responder Program was developed with several key program objectives: to de-escalate situations, reduce recidivism, reduce the use-of-force police response, reduce the number of people with mental health issues diverted to the jail system, link individuals to appropriate services, and to improve information sharing and coordination, as appropriate, across systems and service providers.

It is the policy of the Skokie Police Department to prepare and train individuals selected for the Co-Responder Program to be a calming presence as they attempt to de-escalate these situations and aid those in need in our community.

PROCEDURE:

I. Definitions

A. "Co-Responder" means a Crisis Intervention Team (CIT) trained Officer working in partnership with a Social Worker to address the needs of the public more effectively.

B. "Mental Illness" is a condition involving changes in emotion, thinking, or behavior (or a combination of the three).

II. Reactive Response

A. The Co-Responder Unit may be deployed in response to calls for service, including, but not limited to, the following:

1. Mental Illness
2. Well-Being Checks
3. Domestic Violence/Abuse
4. Suicide Threats
5. Sexual Abuse
6. Youth and Family Issues
7. Death Notifications
8. Hazardous Homes
9. Unhoused Individuals
10. Substance Abuse
11. Elderly Issues

B. The Co-Responder Unit may also be dispatched at the request of Police, Fire, or other Village of Skokie personnel who feel that its expertise should be utilized for a particular situation.

C. While on scene, the Co-Responder Unit will assess the needs of the individual and the situation in progress. As appropriate, the Co-Responder Unit may:

1. De-escalate and calm the individual.

2. Provide referrals for and/or linkage to community and government resources

3. Assess and screen for behavioral health issues.

4. Transport and facilitate medical/mental evaluations at a healthcare facility.

5. Act as a liaison between the individual and family members.

III. Proactive Response

A. At times, it may be beneficial to be proactive with regard to aiding or assessing individual needs. During the duty day, the Co-Responder Unit may:

1. Regularly monitor the well-being of unhoused individuals within the Village.

2. Follow up and offer additional assistance to individuals who recently suffered a mental health crisis.

3. Periodically check on the well-being of elderly individuals who have dementia or have demonstrated the inability to care for themselves in the past.

4. Conduct recurring follow-ups with individuals who have frequent contact with the Police/Fire Departments and who normally require assistance beyond that which is given in the traditional Police/Fire response.

5. Conduct any other welfare checks or needs assessments that the Co-Responder Unit deems appropriate.

IV. Case Assignment

A. During the day, Officers will respond to calls for service, which may benefit from the assistance of a Social Worker or the Co-Responder Unit. It is recognized that the Co-Responder Unit will not be on duty 24 hours a day, which creates a potential gap in service. In non-emergency situations in which the Co-Responder Unit would be beneficial, it will be assigned cases for follow-up at a later date. The Investigations Division Commander, or their designee, shall be responsible for the day-to-day supervision of the Co-Responder Unit and subsequent case assignment in collaboration with the Director of Health and Human Services.

B. Periodically throughout the duty day, the Officer assigned to the Co-Responder Unit shall check their investigator dashboard within the Record Management System (RMS).

C. When not responding to calls for service, the Co-Responder Unit will conduct follow-up visits and make determinations on what actions are appropriate for each situation.

D. Upon conclusion, the Officer or the Social Worker assigned to the Co-Responder Unit shall document their actions and steps taken in a supplemental report within the Mobile Field Reporting (MFR) system.

E. Any notes or documentation completed by the Social Worker assigned to the Co-Responder Unit that need confidentiality based on state law (i.e., Mental Health and Developmental Disabilities Confidentiality Act) will not be attached to the original report in RMS. These notes or documentation will be digitally stored in a file with access rights limited to the Social Worker assigned to the Co-Responder Unit and any additional assisting Social Workers.

V. Self Defense/Exigent Situations

A. A Social Worker assigned to the Co-Responder Unit is authorized to use force in response to a direct threat to themselves or another at the same level afforded by law to every other citizen.

B. The Social Worker's response to the threat must be reasonable, based on the totality of the circumstances.

C. The Social Worker must also adhere to all applicable sections of this General Order, Department General Order A-15: Use of Force, and all state and local laws.

D. If an encounter with a citizen becomes violent, nothing in this policy requires the Social Worker to use force or act against the citizen beyond utilizing the radio to request assistance.

E. Extra care should be taken when dealing with detainees in the detention facility. The Social Worker shall only enter the detention facility in the company of the Co-Responder Officer or other Police Officer available at that time. A police radio must be worn at all times while in the detention facility.

VI. Training

A. The Co-Responder Unit shall receive regular training related to their field of expertise, including, but not limited to, mental health, crisis intervention, legal updates, etc.

B. The Social Worker assigned to the Co-Responder Unit shall receive in-service training at least annually on Department General Order A-15: Use of Force.

C. The Social Worker shall receive training and demonstrate proficiency with oleoresin capsicum (OC) spray and weaponless control techniques at least annually for self-defense purposes.

D. If any Social Worker fails to demonstrate proficiency with an authorized less lethal weapon (OC spray), they shall immediately be provided remedial training and retesting. The Social Worker may not return to street duty with that weapon until proficiency is demonstrated and documented.

SKOKIE POLICE DEPARTMENT

EMERGENCY VEHICLE OPERATION

General Order: F-38
Effective Date: 01 January 2024

Replaces:
General Order: F-38
Effective Date: 01 Feb. 2022

Indexed As:
Emergency Call Response
Emergency Vehicle Operations
Escorts

POLICY:

It is the policy of the Skokie Police Department to operate emergency vehicles in a safe manner at all times. Officers shall adhere to all applicable state statutes and Department guidelines when engaged in emergency vehicle operations.

Officers shall in all cases drive with due regard for the safety of all persons. The Officer shall weigh the risks inherent in emergency vehicle operations against the anticipated end result of such action. No assignment shall be of such importance, and no task shall be expedited with such emphasis, that the principles of safety become secondary.

PROCEDURE:

I. Definitions

A. An emergency situation shall be defined as one in which:

1. There is a high probability of death or personal injury to a person, or a substantial loss of property, and

2. Where immediate action by an Officer might avert or reduce the seriousness of the incident.

Emergency situations may include “in progress” or “just occurred” crimes and incidents, situations involving personal injury, incidents involving weapons, fires, natural or man-made disasters, and cases of Officers in need of assistance.

B. An urgent situation is defined as one in which:

1. There is some possibility of personal injury to any person or potential risk of property loss, and

2. Prompt police response may avert further injury or loss and/or reduce the overall seriousness of the situation, and/or increase the likelihood that an offender will be apprehended. Urgent situations can include:

   a) Criminal matters that have taken place and the offender is known to have left the scene
   b) Minor “in-progress” criminal incidents
   c) Neighborhood disputes
   d) Motor vehicle crashes
   e) Domestic violence incidents
   f) Suspicious vehicles
   g) Fights and disturbances, etc.

   Situations involving parking complaints, barking dogs, delayed crash or crime reports, noise complaints, etc. are considered to be routine situations. They are not considered to be an emergency nor urgent in nature.

   The examples cited in the above definitions are not intended to be all-inclusive.

II. Equipment

A. All police patrol vehicles are equipped with visible lights and sirens for the protection of Officers, as well as for others on the roadway. Officers who engage in emergency vehicle operations should utilize this emergency warning equipment unless specifically exempted by statute.

B. The designated vehicle for Community Service Officers is equipped with visible lights and siren for the protection of personnel, as well as others on the roadway.

1. If the designated CSO vehicle is unavailable, an unmarked police patrol vehicle may be used as a substitute for the Community Service Officer.

   Neither the siren nor the emergency lights may be utilized by a Community Service Officer enroute to an assignment unless otherwise authorized by the Chief (e.g., CSO assigned to NIPAS). However, the emergency lights shall be used whenever Community Service Officers, in the course of duty, are:

   a. Required to protect pedestrian or vehicular traffic at the scene of a crash, fire, natural or man-made disaster, disabled auto, downed wires or similar need for emergency services, or

b. Utilized in traffic direction for pre-planned events such as parades, fireworks display, community events etc.

2. When responding to any assignment, the Community Service Officer shall obey all traffic laws, and shall drive at a speed and in a manner that will enable the Officer to maintain full control of the vehicle at all times, regardless of road or traffic conditions.

III. Emergency/Urgent Call Response Procedures

A. Officers shall use emergency warning equipment in accordance with applicable statutes and/or when specifically authorized to do so by a Commanding Officer or Field Supervisor.

1. Response modes shall be designated as follows:

a) Routine - Officer is to respond to call in a timely manner proceeding directly to location while obeying all traffic laws.

b) Urgent - Officer is to respond to call without delay, proceeding directly to the location, while operating the vehicle with due regard for the safety of all persons. Emergency equipment may be used as deemed necessary by the responding Officer(s).

c) Emergency - Officer is to respond to call immediately, proceeding directly to the location as quickly as reasonably possible while operating the vehicle with due regard for the safety of all persons, utilizing emergency equipment.

2. The Commanding Officer or Field Supervisor may direct an Officer to use a different response mode, if deemed to be necessary under the circumstances.

3. Officers are reminded that when using emergency equipment, they may not hear the sirens of other approaching emergency vehicles.

B. Upon determining that an emergency response has been initiated, the Watch Commander or Field Supervisor shall:

1. Verify that the proper number of units respond and assert control by directing specific units into or out of the response area, if necessary.

2. Monitor the situation until it has stabilized or terminated.

IV. Vehicle Operation for Police Officers

A. When responding to an emergency assignment, the Officer shall operate the vehicle in strict accordance with state statutes. Officers shall drive at a speed and in a manner that will enable them to maintain full control of the vehicle at all times, regardless of road or traffic conditions. Refer to Department General Order F-40, Traffic Law Enforcement for guidelines for vehicle operation with regard to stopping traffic violators.

B. Officers engaged in emergency vehicle operations shall utilize both audible (siren) and visual (emergency lights) emergency warning equipment unless there is an articulable tactical reason to respond otherwise. Further, the emergency warning equipment shall be used in a manner that facilitates a safe and expeditious response.

C. Intersections present a special hazard to emergency vehicles. Officers may proceed past traffic control signs/signals, but only after slowing down or stopping as may be required and necessary for safe operation.

D. Unmarked police cars and pick-up trucks also present a special hazard and shall only operate as emergency vehicles when the emergency lights and siren are in operation, unless an extreme articulable emergency exists.

V. Escorting Vehicles

A. Escorting other vehicles using emergency lights and siren is an extremely dangerous practice and is generally prohibited (see exceptions below).

B. Officers may block intersections and provide traffic control for vehicles in emergency situations.

C. If an Officer guides another vehicle, it will be without the use of emergency lights and siren, and all traffic regulations will be obeyed.

D. If it is necessary to provide dignitary protection, or to escort funeral processions, parades, oversized loads or other slow-moving vehicles, the police vehicle's emergency equipment may be used. The police vehicle’s emergency equipment may also be used in other situations authorized by the Chief of Police or a Deputy Chief.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.01, OPR.01.02, OPR.01.03

SKOKIE POLICE DEPARTMENT

TRAFFIC ADMINISTRATION

General Order:	F-39	**Replaces:** General Order:	F-39
Effective Date:	01 April 2022	Effective Date:	01 Apr. 2018

Indexed As: Traffic Administration

POLICY:

The Skokie Police Department shall establish procedures for all phases of police traffic administration. This will expedite the movement of traffic, reduce the number of traffic crashes and lessen the severity of injuries sustained through the combined efforts of education, enforcement and traffic engineering.

This day-to-day responsibility is shared by all Patrol Officers.

PROCEDURE:

I. Responsibility

A. The Deputy Chief of Field Operations, or his designee, is responsible for traffic administration and enforcement which includes analysis, planning, coordination and inspection of all traffic activities as follows:

1. Traffic crash investigation.
2. Selective enforcement/data use.
3. Traffic enforcement function.
4. Operation of speed measuring devices.
5. Operation of breath testing instruments.
6. Parking/congestion control.
7. Traffic safety education.
8. Radar checks and surveys.
9. Liaison with traffic safety groups.

B. The Deputy Chief of Field Operations shall utilize information obtained from Department records and other data sources to facilitate the traffic enforcement effort conducted by each Patrol watch.

C. The Deputy Chief of Administrative Services, or his designee, is responsible for applicable traffic support

functions including records, training and prevention services as follows:

1. Training/certification of radar/breath test operators.
2. Maintenance of the traffic record system.
3. Traffic data collection.
4. Related training/public information functions.
5. Supervision of crossing guards.

SKOKIE POLICE DEPARTMENT

TRAFFIC LAW ENFORCEMENT

General Order:	F-40	**Replaces:** General Order:	F-40
Effective Date:	18 September 2023	Effective Date:	01 June 2022

Indexed As: Traffic Citations
Traffic Law Enforcement
Traffic Warnings

POLICY:

The primary purpose of traffic law enforcement is to reduce traffic crashes and minimize injuries through active police patrol and resultant violator contacts. In accordance with this philosophy, the Skokie Police Department shall prioritize compliance with both traffic laws and occupant protection statutes by maximizing patrol visibility and maintaining vigorous traffic enforcement. Such measures will effectively reduce traffic crashes and their associated costs in terms of death, injury and property damage.

Toward this end, all sworn Officers shall consistently and fairly conduct traffic enforcement that is directly related to accident prevention and specific community concerns. Officers shall take appropriate actions for all violations observed or reported to them.

PROCEDURE:

I. Enforcement Procedures

A. Equipment

Patrol Officers will carry and/or refer to the following as appropriate:

1. Illinois Vehicle Code
2. Village of Skokie Traffic Ordinances
3. Court Date Schedules
4. Related Equipment and Lists

B. Violation Categories

1. Hazardous violations include any operation, condition or behavior that constitutes an

immediate hazard affecting any user of the roadway.

2. Non-hazardous violations include minor licensing, registration and equipment violations.

C. Uniform Traffic Enforcement Procedures

1. Enforcement action shall be carried out in a fair, impartial and courteous manner. The Officer's actions shall demonstrate a positive and professional demeanor at all times.

2. Effective and equitable enforcement involves the following:

a) The nature and seriousness of the violation and the extent of community concern expressed about such violations
b) Traffic and other conditions at that time
c) The exercise of experience and good judgment
d) Whether all elements of the violation are present, and the Officer is certain of the events

3. The Officer shall ensure that the violator is apprised of the following information, as appropriate:

a) The violation they are being charged with
b) Whether court appearance is mandatory
c) Date, time and location of court appearance
d) Court diversion program options, if eligible
e) Other information as required

4. The Officer shall not:

a) Quote non-scheduled payment amounts on the street
b) Predict the actions of the court
c) Make legal recommendations

II. Types of Enforcement Action

A. Verbal Warning

A verbal warning is appropriate when the violator commits an act which may be due to ignorance of a local ordinance, or in the case of a violation of which the driver may not be aware.

B. Written Warning

A written warning is appropriate for a minor infraction. Keep in mind that a written warning is a positive contact and may have a greater remedial effect than a verbal warning.

C. Citation

The citation should be issued to violators who jeopardize the safe movement of pedestrian or vehicular traffic. This includes operating unsafe or improperly equipped vehicles, and serious license and registration violations.

D. Custodial Arrests

Custodial arrests pertain to traffic violations of a very serious nature such as:

1. Driving Under the Influence
2. Fleeing or eluding police
3. Excessive speed
4. Other designated misdemeanors or felonies

E. Multiple Violation Procedures: All Classifications

1. When similar violations occur, cite the more hazardous to serious event. For example, use fail to yield at an intersection rather than improper turn.

2. Applicable non-hazardous events such as license, registration or equipment violations would be cited along with any moving violation involved.

3. All citations shall be issued to the same court date and call.

4. Only qualitative enforcement, not mere volume, will materially reduce traffic crash experience.

F. Newly Passed Laws and Ordinances

It is the policy of the Department, whenever practical, to issue written warnings for a minimum of 14 days after such law becomes effective, in lieu of special orders to the contrary.

G. Public Carrier/Commercial Vehicle

Department guidelines for enforcement of traffic laws extend equally to private vehicles, public carriers and commercial vehicles.

III. Traffic Enforcement Practices

A. In recognition of the value of traffic violation prevention and deterrence, the Police Department will routinely employ visible traffic patrol practices in addition to more covert operations. Visible traffic patrol will typically involve area, line or directed patrol, or some combination thereof.

1. Area Patrol – moving patrol or stationary observation within an Officer assigned beat or area of responsibility.

2. Line Patrol – moving patrol or stationary observation between two points on a specified roadway.

3. Directed Patrol – area patrol, line patrol or stationary observation conducted at the direction of a supervisor, typically at specified time and for selected violations.

Consistent with these efforts, when writing reports or otherwise briefly out of service, Officers are encouraged to park their vehicles in a conspicuous or problem location in order to remind motorists of the need to comply with traffic laws.

B. Stationary observation will also be routinely utilized as an accepted traffic law enforcement practice, often in response to citizen complaints or traffic crash patterns. Stationary observation may be conducted overtly or covertly as circumstances and objectives dictate, and may be performed in conjunction with area, line or directed patrol initiatives.

C. Marked and unmarked vehicles may be employed as necessary to maximize the effectiveness of violator deterrence and apprehension.

D. As stated in Section IV of this General Order, all vehicles utilized for traffic enforcement, whether marked or unmarked, will be equipped with highly visible emergency lighting equipment and a siren.

E. Speeding Violations

The Officer may use any of the three approved methods of speed timing.

1. Pace: The Officer will maintain a constant speed for at least 1/8 mile neither gaining nor losing distance on the paced vehicle.

2. Radar: The Officer may use police radar in either the moving or stationary mode. A police vehicle used for radar enforcement should be parked in plain view.

3. Laser: The Officer may use a police laser in stationary mode. A police vehicle used for laser enforcement should be parked in plain view.

IV. Use of Authorized Emergency Equipment

A. Both marked and unmarked Police vehicles may be used for traffic enforcement and will be equipped with approved flashing lights and siren.

B. Flashing emergency lights will be activated when stopping a violator. The horn should be sounded to get the violator's attention. If this fails, the siren should be used. The spotlight may be used to alert the violator and to illuminate the vehicle. Care should be taken not to shine the spotlight or high beams into oncoming traffic.

C. The public address system may be used to communicate with the violator. Instructions should be given slowly and clearly.

D. If the violator fails to stop, subsequent operation will be governed by Department General Order F-35, Pursuits.

E. In a non-hazardous location, Officers shall reduce the lighting display as appropriate.

V. Special Enforcement Issues

A. Juveniles

1. Officers issuing a citation to a juvenile should inform the juvenile of prepayment or court appearance options, as appropriate, and that a parent/guardian must accompany the juvenile if they go to court.

2. If a juvenile is arrested, the Officer shall follow Department General Order F-2, Juvenile Program and Procedures.

B. Driver's License Exemptions and Military Personnel

1. All military personnel assigned to local installations, their spouses and children living with them, should be treated as residents. The home state operator's license of military personnel is valid for 120 days after separation from active duty.

2. Military personnel not assigned to local installations should be treated as non-residents.

3. For a complete list of exemptions, see 625 ILCS 5/6-102.

C. Legislators/Foreign Diplomats

Department General Order F-50, Immunity from Arrest, provides guidance for handling traffic law violations committed by legislators, foreign diplomats and consular officials.

D. Reporting Incompetent Drivers

When an Officer encounters an operator with a physical, medical, or mental condition that might prevent the person from operating a motor vehicle in a safe and reasonable manner, the Officer will prepare a "Medical Reporting and Re-examination Request" form describing the operator's condition and driver information and forward it to the Secretary of State's Office. (See Appendix A)

E. Pedestrian/Bicycle Traffic

1. Enforcement measures utilized in dealing with pedestrian and bicycle traffic will be governed by the policies and procedures previously outlined in the directive, including:

a) Analysis of traffic crash reports involving pedestrians and/or bicycles, and

b) Planning public information and/or enforcement activities based upon this traffic crash analysis.

2. Officers shall be familiar with laws that are applicable to pedestrian and bicycle traffic and

take enforcement action in accordance with this General Order when violations are observed.

F. Mopeds, Mini-Bikes, Off-Road Vehicles and Other Unauthorized Modes of Conveyance.

1. The Crime Prevention/Community Relations Unit shall be responsible for maintaining public information brochures regarding the legal use of and restrictions applicable to mopeds, mini-bikes, off-road vehicles and other unauthorized items such as electric scooters, motorized bicycles, golf carts, hover boards, electric ride-on toys, etc.

2. The major objective for this public information shall be reducing traffic crashes and related injuries involving these types of vehicles, but may also include:

a) Licensing and registration violations
b) Equipment violations
c) Illegal use of sidewalks, bike trails, etc.
d) Applicable ordinance violations.

3. All Officers shall be familiar with laws and Village ordinances that are applicable to unauthorized transportation devices and take enforcement action when violations are observed.

4. Related traffic crashes, trespass to property and juvenile offenders will be handled according to statute and current Department procedure.

G. Suspended or Revoked Driver's License

An Officer frequently encounters drivers who are unable to produce a valid operator's license.

1. If the Officer is unsure of the status of the violator's license, the Officer should issue a citation for "failure to have license/permit on person." If it is later determined that the license was suspended/revoked, the Officer should work in conjunction with the Investigation Division to make contact and arrange processing prior to obtaining a warrant.

2. If the Officer is certain the violator's license is suspended/revoked, the Officer should effect a physical arrest of the subject and take custody of the subject and his property. The subject's vehicle should be handled in accordance with

Department General Order F-24, Towing, Impoundment and Seizure of Vehicles.

3. Conditions of release shall be made according to current Departmental procedures. (See also Department General Order F-13, Pretrial Release Procedures and Section VIII of Department General Order S-03, Accountability of Department Forms.)

APPENDIX A

Medical Reporting and Re-Examination Request

Please read the instructions on the reverse side before completing this form.

By submission of this request, you are certifying that the information contained is based on firsthand knowledge or was obtained pursuant to an official investigation.

DRIVER INFORMATION

SECTION I

Driver's Name First Middle Last

Driver's License Number Driver's Date of Birth

Address

City State ZIP Code

MEDICAL REPORTING

SECTION II

Check appropriate box(es):

☐ Medical Condition ☐ Mental Condition ☐ Vision Condition

Must provide detailed statement or attach narrative report explaining the reason(s) why the condition(s) are marked above:

_____

_____

_____

_____

Date of reported incident/ accident: _____

☐ Blackout

☐ Seizure

☐ Attack of Unconsciousness

Occurred while Driving:

☐ Yes ☐ No

RE-EXAMINATION REQUEST

SECTION III

The reason for this request must be indicated by checking the appropriate box(es) and providing a detailed statement or narrative report explaining the reason(s) why re-examination is necessary:

☐ Traffic violation(s) _____

_____

☐ Traffic accident _____
date of accident

☐ Dangerous action ☐ Lack of driving skill

☐ Gross lack of attention ☐ Lack of knowledge of traffic laws

Please provide a detailed statement or attach narrative explaining the reason(s) why a re-examination is necessary:

_____

_____

_____

Driver's License Examination

Type of vehicle requiring re-examination:

☐ Personal Vehicle

☐ Commercial Vehicle

Examination(s) required:

☐ Complete (vision, written & driving tests)

☐ Written Test

☐ Vision Test

☐ Driving Test

REPORTING AGENCY INFORMATION

SECTION IV

Agency Name

Agency Address

City State ZIP Code

Telephone Number ( ) Fax Number ( )

Print name and title of person completing this form:

Name

Title Badge #

Signature Date

SEE REVERSE FOR MAILING ADDRESS AND INSTRUCTIONS

Printed by authority of the State of Illinois. May 2017 — 5M — DSD DA 16.3

APPENDIX A (Continued)

Submit report to: **Secretary of State, Driver Services Dept.**
License & Medical Review Section
2701 S. Dirksen Pkwy., Springfield, IL 62723
Phone: 217-782-7246 Fax: 217-785-3016

Instructions

This form should be used to submit information to be considered as "good cause" for departmental action by the Driver Services Department as authorized under Chapter 625, Section 5/6 207 of the *Illinois Compiled Statutes* and Chapter 92 of the *Illinois Administrative Code,* Section 1030.16. Advanced age alone cannot be considered "good cause." For this form to be valid, positive driver identification must be established. By Illinois law, the information on this form is confidential and must be based on firsthand knowledge or an official investigation, which may include interviewing the driver when possible.

This form should be accompanied by supporting documentation, if available, such as an Illinois Traffic Crash Report that includes an explanation of the incident or accident.

Following are examples of instances in which this form should be used:

- An officer observes or investigates an accident and determines the accident was a result of a blackout, seizure or attack of unconsciousness. In this case, the officer should complete Sections I, II, and IV on the reverse side. Upon receipt of this report, the Medical Review Unit will immediately cancel the driver's license. (Note: The officer should not mark "blackout, seizure or attack of unconsciousness" if the individual fell asleep while driving, unless the reason he or she fell asleep was due to a medical condition, such as a sleep disorder.)
- An officer observes or investigates an accident and determines the cause of the accident was not a blackout or seizure but another type of medical condition, including a mental or vision condition, that may interfere with the safe operation of a motor vehicle. In this case, the officer should complete Sections I, II, and IV on the reverse side. Upon receipt of this report, the Medical Review Unit will request that the driver submit a medical report.
- An officer observes or investigates an accident or incident and determines the driver may lack the driving ability or knowledge of traffic laws necessary to safely operate a motor vehicle, or has displayed a lack of attention or performed a dangerous driving act. In this case, the officer should complete Sections I, III, and IV on the reverse side. Upon receipt of this report, the Special License and Re-examination Unit will order the driver to be re-examined as requested by the officer.

APPENDIX B

APPLICABLE ACCREDITATION STANDARDS

OPR.01.01, OPR.01.03,
OPR.06.01, OPR.06.02, OPR.06.03

SKOKIE POLICE DEPARTMENT

SELECTIVE TRAFFIC ENFORCEMENT

General Order: F-41
Effective Date: 18 September 2023

Replaces:
General Order: F-41
Effective Date: 01 Nov. 2020

Indexed As: Radar Equipment
Selective Traffic Enforcement
Traffic Analysis

POLICY:

Among the goals of the Skokie Police Department's traffic enforcement policy is to reduce the volume and severity of traffic crashes, to facilitate the safe and orderly movement of motorists and pedestrians, and to promote compliance with traffic laws and regulations. In order to achieve these goals, the Department will utilize coordinated selective traffic enforcement strategies in response to community concerns or to address the need for location specific accident prevention. By deploying traffic enforcement staffing to remedy concerns of the community, the Department will maximize the impact of its available resources. Officers will fairly and consistently enforce all traffic violations observed or reported to them. Beat officers will prioritize proactive prevention measures within their beats and areas of crash and complaint occurrences.

PROCEDURE:

I. Responsibilities

A. Deputy Chief of Field Operations

The Deputy Chief of Field Operations shall direct the traffic enforcement activity of the Department.

B. Watch Commanders

Watch Commanders are responsible for ensuring that Watch Officers appropriately enforce and monitor current traffic problems, issues and complaints occurring in their beats and in the Village and take enforcement action as appropriate. They will also ensure that the Watch conducts routine enforcement at high-crash intersections.

C. The Village's Traffic Engineering Department generates reports identifying and providing data regarding high traffic-crash locations within Skokie. These reports will permit Watch Commanders to more effectively deploy personnel and equipment.

D. Patrol Supervisors

All patrol supervisors are responsible for ongoing support and review of the traffic enforcement function.

E. Patrol Officers

1. Traffic law enforcement is an important dimension of regular patrol duty.

2. Officers should be particularly alert for violations of a hazardous nature. Patrol emphasis should be on high volume roadways, high traffic crash intersections and other locations of concern to community members.

3. Officers should be familiar with and have a working knowledge of:

a) Illinois Vehicle Code
b) Village of Skokie Traffic Code
c) Court Dates
d) Related Information

II. Enforcement Information and Data

A. Traffic crash enforcement data shall be maintained in computerized record files by the Records Unit. Such records shall include, but are not limited to:

1. Location
2. Date, Day of Week and Time
3. Beat Occurring
4. Violations
5. Injuries
6. Impaired Driving Arrests (DUI)

B. Report and Citation Preparation

The required quality of information makes it incumbent upon Patrol Officers to submit accurate, complete, legible, ~~and~~ detailed reports and citations. Supervisory Officers will review submitted material to ensure that a high professional standard is maintained.

III. Traffic Enforcement and Equipment Use

A. Vehicles

Marked and unmarked vehicles may be assigned for traffic duty by a supervisor. Such vehicles will be equipped with flashing lights, spotlight and siren.

B. Police Vehicle Speedometers

Patrol vehicle speedometers will be checked bimonthly by certified radar. A listing will be submitted to the Support Services Supervisor and Fleet Coordinator and made available to patrol officers.

C. Police Radar

1. Only personnel trained in current standards will operate Department radar equipment. Portable radar units will be maintained in the Department equipment room and scanned in and out by each Officer. Operating Officers are responsible for the care and use of their equipment.

2. Officers will perform the accuracy/tuning check of the equipment prior to enforcement activity on the roadway. The accuracy/tuning check should be conducted at the beginning and end of each patrol shift.

3. The repair and service records of the radar units shall be the responsibility of the Fleet Management Community Service Officer (CSO).

4. Radar Service

   In the event of malfunction, the radar unit will be written up in the Fleet Management Program by the Officer. The Fleet Management CSO will coordinate all repairs of the radar equipment and shall maintain radar repair records and calibration certificates.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.03

SKOKIE POLICE DEPARTMENT

SUPPLEMENTARY TRAFFIC SERVICES

General Order:	F-42	**Replaces:** General Order:	F-42
Effective Date:	01 April 2024	Effective Date:	01 Apr. 2020

Indexed As: Assisting Motorists
Escorts
Hazardous Conditions
Vehicle Escorts

POLICY:

The public relies on the police for advice and assistance, particularly when other help is unavailable. It is the policy of this Department for Officers to take appropriate action to assist lost or stranded motorists, disabled vehicles and to correct hazardous situations whenever possible.

PROCEDURE:

I. The Department shall provide guidelines for the many diverse traffic related supplemental services provided by Police Officers. These services have an indirect effect on traffic flow and include response to citizen calls for assistance.

II. Motorist Services

A. General Considerations

1. Officers should be familiar with the streets and highways in their area and knowledgeable of the most requested services, facilities and tourist attractions in the Village and surrounding metropolitan area. Officers shall provide information and direction in a courteous and understandable manner.

2. Officers shall be on the alert for motorists who may need assistance, particularly during nighttime hours, inclement weather, or in areas of traffic congestion.

3. Officers shall stop and offer help to motorists in need. If an assignment prevents an Officer from rendering assistance personally, radio

arrangements should be made for another unit to respond. When practical, the motorist should be advised that an Officer is en route.

4. Unless extreme circumstances exist, a Department vehicle will not be used to push or pull any vehicle or to "jump start" a motorist's vehicle.

B. Exceptional Services

1. If outside resources are not available and reasonable care is taken, Officers may, after notifying Communications and in accordance with Department General Order F-19: Transporting Non-Detainees, render the following services:

a) Transporting the motorist to obtain fuel.
b) Changing a tire.
c) Transporting the motorist to public transportation or a place of safety.
d) Transporting the motorist to a service location.
e) Transporting the motorist to their residence to obtain keys.
f) Request Communications contact the Department tow service, a service location or a locksmith. A private tow company may be utilized, at the request of the motorist, if the vehicle is not an immediate hazard.

2. Precautionary Considerations

In offering vehicle assistance, Officers should be alert for the following:

a) The vehicle is stolen or unsafe.
b) The driver is not licensed, or is unauthorized or impaired.
c) The occupants have engaged in criminal activity.

3. Lockout from Auto

a) Non-emergency entry to locked vehicles.

(1) Citizens who are locked out of their vehicles will receive assistance from the Village tow contractor at rates established by contract.

(2) Under normal circumstances a Police Officer will not respond to assist the tow contractor unless the situation is determined to need a police presence.

b) Emergency entry to locked vehicles.

(1) Entry may be forced when life or property is clearly jeopardized.

(2) As soon as practical after forced entry is made, make an appropriate Supervisor notification.

III. Emergency Motorist Services

Officers will take the appropriate action for the particular event and notify Communications of the situation.

A. Provide first aid.

B. Obtain medical assistance.

C. Obtain Fire Department assistance and utilize the fire extinguisher in the police vehicle when practical.

IV. Escorting Civilian Vehicles in Medical Emergencies

Escorting vehicles using flashing lights and siren under emergency operations is prohibited.

A. When possible, and if practical in the Officer's opinion, call for Fire Department emergency medical service to respond to the designated location.

B. Guide the vehicle to the nearest hospital within the normal flow of traffic and without emergency equipment on.

V. Reporting Hazardous Conditions

A. Classifications

1. Roadway and roadside hazardous conditions are identified by one or more of the following categories:

a) Malfunction
b) Defective
c) Missing or lack of
d) Broken or damaged
e) Obstructed
f) Improperly located
g) Hazardous

2. Hazardous conditions may include, but are not limited to:

   a) Mechanical traffic devices
   b) Traffic and information signs
   c) Train crossing locations
   d) Roadway lighting
   e) Broken water mains
   f) Wires down
   g) Fallen trees
   h) Roadway debris
   i) Dangerous ice or snow accumulations
   j) Roadway safety devices: road markers, striping, reflectors and impact devices
   k) Defects in the roadway: ruts, holes, shoulders
   l) Vehicles parked or abandoned on the traveled portion of the roadway

B. Roadway and roadside hazards contributing directly to increased traffic crash experience shall be reported, using appropriate Department reporting guidelines, in order to correct and prevent such hazardous conditions.

C. Immediate attention situations

When a hazard is identified and in the Officer's opinion immediate correction is required, the Officer shall:

1. Notify Communications of the situation.

2. Indicate what assistance, notification or special equipment is needed.

3. Protect the scene, including crowd control.

4. Direct or reroute traffic as needed. Personnel shall wear high visibility vests or high visibility jackets while providing traffic direction and control.

5. Complete required reports.

D. Other notifications not requiring immediate attention.

Upon discovery of hazardous or environmental conditions, the Officer shall take the appropriate action and advise Communications to contact the affected person or agency. A listing on the daily bulletin will be made, as appropriate, to alert other Officers.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.09, 0PR.06.11

SKOKIE POLICE DEPARTMENT

TRAFFIC DIRECTION AND CONTROL

General Order:	F-43	**Replaces:** General Order:	F-43
Effective Date:	01 May 2022	Effective Date:	01 Mar 2022

Indexed As:
Escorts
Parking Control
Roadblocks
School Crossing Guards
Student Safety Patrols
Traffic Direction and Control
Traffic Escorts
Winter Parking Regulations

POLICY:

Traffic direction and control include personnel, equipment and procedures designed to promote the safe and efficient movement of vehicles and pedestrians on the roadway.

The Department will carry out its responsibilities in concert with other authorities by providing and directing personnel and other resources in numbers and kinds to deal with expectations concerning the need for vehicle or pedestrian traffic direction and control services.

PROCEDURE:

I. Traffic Direction and Control: Analysis

In conjunction with traffic engineering authorities, the Department carries out periodic analysis of traffic direction and control needs of the community.

To allocate the resources for identified traffic control needs.

A. Unmanned traffic control devices, signals and other apparatus will be used whenever they satisfy service requirements.

B. Where the need for enforcement authority is not anticipated, non-sworn personnel or civilian volunteers may be assigned to traffic control functions requiring on-view direction.

C. Sworn personnel shall be assigned to traffic control duty where anticipated hazards exist or enforcement authority is needed.

II. Traffic Direction and Control: Special Events

A. Administrative Responsibility

1. The Programs and Planning Sergeant shall serve as the Special Events Coordinator, and shall coordinate the traffic direction and control functions for any scheduled special event.

2. A supervisor may be assigned to participate in planning for and to be responsible for the execution of the event.

3. As a minimum, planning should consist of the following:

a) Determining the time, locations, and anticipated attendance. Traffic controls and parking prohibitions needed.

b) If the event is a parade, determining and coordinating the route with other public service and transportation agencies, including railroad and Public Works to provide an opportunity to adjust the normal schedules for their services.

c) Using the perimeter streets of the special event to maximum advantage (e.g., eliminating or increasing parking space, making temporary one-way streets, etc.).

d) Assigning personnel to key intersections for control.

e) Assuring adequate emergency access to the scene of the event, including fire, emergency medical and rescue services.

f) Providing adequate crowd control.

(1) If the event is a parade, police line tape or other appropriate barriers may be used along the parade route with personnel stationed at intervals as needed.

(2) The Department should assist with public information efforts regarding any

changes or alterations in street utilization, parking availability, public transportation services, and the location of the event or parade route.

g) Provisions shall be made for identifying those persons working directly with the event to assist them in crossing police lines, including promoters of the event, vendors and media personnel.

h) Provisions shall be made for scheduling adequate breaks for the Department personnel providing those services.

B. If traffic direction and control services are to be provided in support of the event by private sources, the Special Events Coordinator, or his designee, will review those services and their duty assignments prior to the event to ensure their competence.

III. Traffic Direction and Control: Critical Incidents

A. There are numerous tasks for Department personnel engaged in traffic direction and control at the scenes of critical incidents. These tasks may vary, based upon the type of incident, but the most common and important are:

1. Ensure access to and from the scene and staging areas for responding emergency personnel and vehicles.
2. Prevent unauthorized persons from entering the scene of a critical incident.
3. If the incident warrants, prevent unauthorized persons from leaving the scene of a critical incident.
4. Assist the public in evacuating from the scene of a critical incident.

B. The Incident Commander, or his designee, will coordinate with responding agencies regarding specific protocols for deployment of private and other nonessential vehicles used by personnel to reach the scene.

IV. Adverse Road and Weather Conditions

A. Administrative Responsibilities

The Police Department, through the office of the Deputy Chief of Field Operations, will maintain a close working relationship with those agencies that share responsibility for coping with adverse road and weather conditions affecting traffic safety, including implementing Skokie's winter parking regulations.

B. Operational Responsibilities

1. Upon discovering an adverse road condition, Department personnel are required to have the appropriate agencies and personnel notified for the purpose of correcting the condition.

2. Department personnel shall also ensure or provide appropriate traffic direction and control, as well as scene protection services, in the vicinity of adverse road conditions. If necessary, traffic direction and control will be provided until the arrival of Public Works, IDOT, etc.

3. The completion of special surveys should be coordinated with the Village's Traffic Engineering Division when traffic crash or enforcement data or other information suggest that parking control problems exist at certain locations and times.

C. In cooperation with the Village Traffic Engineer and school authorities, the Support Services Supervisor will ensure that an annual documented review is conducted to identify locations requiring adult-supervised school crossings. The review will include a usage survey of each location:

1. The survey data will form the basis, in part, for establishing school route plans and crossing points utilizing "Safe Routes to School" guidelines.

2. Analysis of the survey data to identify school crossing guard points will include guidelines depicted in the School Traffic Safety Booklet prepared by IDOT, such as:

a) Traffic volume and speed
b) Number of turning movements
c) Width of intersection
d) Physical terrain
e) Presence and types of traffic control devices

f) Applicable statutes and ordinances
g) Number and ages of children using the crossing
h) Special circumstances (e.g., students with disabilities)
i) Number and duration of traffic gaps as would allow safe crossing
j) Other pertinent factors

3. Additional special surveys will be conducted as needed:

a) When traffic crash or enforcement data or other information suggests unsafe conditions may exist at certain school locations.
b) When changes in school demographics indicate changes in routes or crossing points.

D. Times and locations identified as requiring point traffic control will be analyzed to determine whether manual direction of traffic is necessary.

1. Factors to be considered in this analysis will include, but not necessarily be limited to:

a) Traffic volume and speed
b) Number of pedestrians present
c) Duration of congestion period
d) Presence and types of traffic control devices
e) Special circumstances of the location (e.g., pedestrians with disabilities)
f) Other pertinent factors

2. The decision to assign personnel to carry out traffic direction and control should be made only if the analysis indicates that unmanned signals/devices cannot adequately ensure the safe and efficient movement of traffic.

V. Non-Sworn Personnel

A. Community Service Officers or civilian volunteers may perform manual point traffic control and other traffic direction and control activities not expected to require enforcement authority.

1. Non-sworn personnel and civilian volunteers shall successfully complete basic training in manual traffic direction knowledge and skills, as provided by the Skokie Police Department, prior to their assignment to those duties.

2. When performing manual traffic direction and control duties, non-sworn personnel and civilian volunteers must wear the attire prescribed by the Department as delineated in Section X of this General Order. Distinctly different uniforms will be prescribed for sworn personnel versus non-sworn personnel and civilian volunteers.

B. The Department may also authorize non-sworn personnel to serve as adult school crossing guards. The Support Services Supervisor shall supervise this function.

1. The primary duty of adult crossing guards is to expedite the safe movement of children to and from school by anticipating gaps in vehicular traffic.

   a) The adult school crossing guards will not direct vehicular traffic in the usual regulatory sense.

   b) Adult school crossing guards will anticipate and interrupt vehicular traffic, as appropriate, to create safe gaps and will direct children to cross through safe gaps.

2. Support Services personnel are expected to ensure that crossing guards are in position at appropriate times. Patrol personnel may be summoned to assist, as necessary.

3. Adult school crossing guards will be screened and selected on the basis of the knowledge and skills required for the crossing guard function.

   a) Equal employment opportunity practices shall be strictly observed in the screening and selection process.

   b) The Department shall provide training to crossing guards that is relevant to those duties that they are authorized and assigned to perform.

   c) Successful completion of applicable training must be completed before a crossing guard may be assigned to perform in a given capacity.

4. When carrying out their assignment, the adult school crossing guards will wear the clothing prescribed by the Department. High visibility clothing (i.e., reflective traffic vest) is required at all times.

VI. Manual Traffic Direction and Control

A. Physical Position

Personnel carrying out manual traffic direction and control will ensure that drivers and pedestrians are aware of their presence by:

1. Safely positioning themselves so that they can clearly be seen by all, usually in the center of an intersection or street.

2. Standing straight with weight equally distributed on both feet.

3. Allowing hands and arms to hang easily at the sides, except when gesturing.

4. Stand facing or with back to stopped traffic and with the side toward traffic being directed to move.

B. Signals and Commands

1. To stop traffic the Officer should:

   a) Extend the arm and index finger toward and look directly at the person to be stopped until that person is aware or until it can be reasonably assumed that the person is aware of the Officer's gesture.

   b) The pointing hand is raised at the wrist so that its palm is toward the person to be stopped and the palm is held in this position until the person is observed to stop.

   c) To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.

2. To start traffic the Officer should:

   a) Stand with shoulder and side toward the traffic to be started.

   b) Extend arm and index finger toward and look directly at the person to be started until that person is aware or until it can be

reasonably assumed that the person is aware of the Officer's gesture.

c) With palm up, the pointing arm is swung from the elbow only through a vertical semicircle until the hand is adjacent to the chin.

d) This gesture is repeated until traffic begins to move.

e) To start traffic from both directions on a two-way street, the procedure is repeated for traffic coming from the other direction.

3. Right turning drivers usually effect their turns without the necessity of being directed by the Officer.

4. When directing a right turn becomes necessary, the Officer should proceed as follows:

a) If the driver is approaching from the Officer's right side, his extending right arm and index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn.

b) If the driver is approaching from the Officer's left side, the same procedure may be followed utilizing the left arm extended.

c) The extended left forearm may be raised to a vertical position from the elbow while closing the fingers so that the remaining extended thumb points in the direction of the driver’s intended turn.

5. When directing a left turn, the Officer should proceed as follows:

a) Drivers should not be directed to turn left while the Officer is signaling oncoming traffic to proceed.

b) The Officer's right side and arm should be toward the oncoming traffic, and the left side and arm should be toward the left-turning driver.

c) After stopping oncoming traffic by using the right arm and hand, the right hand should remain in the halt gesture, then the extended

left arm and index finger should point to vehicles waiting to turn left. The Officer's gaze is directed toward the driver who intends to left turn.

d) When the left-turning driver's attention has been gained, the extended left arm and index finger are swung to point in the direction the driver intends to go.

e) In the event of extreme backup, traffic crash, etc., Officers may elect to prohibit left turns.

6. Due care will be used when requiring traffic lanes to merge.

VII. Signaling Aids

A. Whistles

1. The whistle is used only as needed to get the attention of drivers and pedestrians.

2. Signals for the whistles are:

a) One long blast with a stop signal.
b) Two short blasts with the go signal.
c) Several short blasts to get the attention of a driver or pedestrian who does not respond to a signal.

3. The volume should be just sufficient to be heard by those whose attention is required.

a) Whistle blasts directed at pedestrians should be moderate in volume.

b) The whistle should only be used to indicate stop, go, or to gain attention.

B. Verbal Commands

1. Arm gesture and whistle use is the primary method utilized for the movement of traffic. Verbal commands should be avoided whenever possible. Verbal commands may be misunderstood or misinterpreted, leading to potentially dangerous consequences. Shouted orders tend to unnecessarily antagonize motorists.

2. Give verbal commands <u>only when in direct and immediate contact with a motorist</u>.

VIII. Temporary Traffic Control Devices

Temporary traffic control devices may be deployed in support of traffic direction and control activities only with specific prior approval of supervisory or command personnel.

A. As soon as practical following termination of the need for the temporary control device, the supervisor or commander authorizing deployment of the device will see to its removal/deactivation.

B. Portable or part-time stop signs should not be used as temporary traffic control devices, except in an emergency.

IX. Manual Operation of Traffic Control Devices

A. Officers are authorized to place traffic control signals on a constant red flash when necessary to expedite traffic flow and ensure safe passage of motor vehicles. Officers are prohibited from manually operating a traffic control signal.

B. In the event of a traffic control signal malfunction, the Officer assigned or the Officer discovering the malfunction shall notify the Communications Division of the problem. Communications personnel will determine the agency responsible for maintenance of the signal and notify them regarding the need for repair. Until the arrival of the maintenance company, it may be necessary for the Officer to open the control box and put it into a temporary red flash condition so as to expedite the movement of traffic.

X. Reflective Vests

Federal regulation 23 CFR 634 requires first responders to wear ANSI-compliant high-visibility clothing while directing traffic, investigating crashes, handling lane closures, obstructed roadways and disasters within the right-of-way. The Department-issued yellow ANSI-compliant high-visibility reflective vest shall be worn in addition to the full uniform by Officers who are engaged in any activities at any time that place them in any situation where they may be directing vehicular and/or pedestrian traffic. This shall include, but is not limited to: (1) all traffic control details, (2) school crossings, (3) directing traffic at the scene of a traffic crash, fire, critical incident, or motorist assist, and (4) any situation involving traffic direction.

A. Exigent circumstances requiring immediate traffic direction may be a valid reason for not wearing the

vest. As soon as feasible, personnel will then put on the vest.

B. This order pertains to all on-duty or off-duty traffic direction.

XI. Traffic Escorts and Roadblocks

A. Traffic Escorts

1. All routing requests for escorts will be reviewed for action by the Deputy Chief of Field Operations. (See also Department General Order F-38, Emergency Vehicle Operation.)

2. Officers shall not initiate escorts without supervisory approval.

3. Scheduled escort services:

a) Requests for police escort service may include, but are not limited to:

(1) Motorcades
(2) Public officials and dignitaries
(3) Funerals
(4) Oversize maintenance or construction vehicles
(5) Vehicles with hazardous or unusual cargo

b) All such requests must have supervisory approval for implementation.

4. When the Department elects to honor a request for scheduled escort service, the following elements will be established in advance:

a) The trip route and vehicles involved.

b) The maximum speed to be maintained along each segment of the route.

5. Point traffic control will be established as appropriate moving at locations along the scheduled route sufficient to ensure safe passage.

6. Tactical control of the escort will be assigned to a specific supervisor or Officer in accordance with the complexity of the escort services being provided.

a) The tactical controller will set the pace of the escort in accordance with prevailing conditions.

b) Under no circumstances will escorts exceed the pre-specified maximum speed for any segment of the route.

7. The use of police vehicle emergency equipment during the escort will be specified in advance by appropriate supervisory or command personnel.

B. Roadblocks

Roadblocks shall only be used by Department members in accordance with guidelines established in Department General Order F-32, Investigatory Roadblocks.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.04.03,
OPR.06.08, OPR.06.09

SKOKIE POLICE DEPARTMENT

STOPPING AND APPROACHING THE TRAFFIC VIOLATOR

General Order: F-44
Effective Date: 01 March 2023

Replaces:
General Order: F-44
Effective Date: 01 Nov. 2021

Indexed As:
Approaching Traffic Violators
Stopping Criminal Suspects
Stopping Traffic Violators
Traffic Violator Relations
High Risk Traffic Stops
Unknown Risk Traffic Stops

POLICY:

Traffic law enforcement is a routine task for Police Officers. Officers should be aware that for many motorists it is an emotionally trying experience. Officers should strive to make each contact educational and leave the impression that the Officer has performed his duty in a professional and friendly manner. In cases of citation or arrest, it is essential the motorist be informed of all requirements and available options.

In order to create an environment of safety for all, Department members shall adhere to specified procedures when stopping and approaching a traffic violator.

PROCEDURE:

I. General Guidelines – Unknown Risk Traffic Stop

A. When the Officer begins the stopping procedure, the Officer shall notify Communications of the license number, the vehicle description (those without plates), the number of occupants and the intended location of the stop.

B. The Officer should select the location of the stop, preferably one with good lighting and avoid a stop in hazardous areas such as hills, curves, intersections or high traffic volume locations.

C. The Officer shall signal the violator to stop by means of emergency lights, siren and/or airhorn. These signals also alert other drivers of the intent of the Officer and will usually facilitate securing the right-of-way for the stopping maneuver. Hand signals may be used as necessary.

D. The violator should be directed to the right side of the roadway close to the curb, or onto the shoulder.

E. On multi-lane roadways, the Officer should enhance the safety of the violator during lane changes by gradually changing from lane to lane with the violator until the right side of the roadway is reached.

F. Should the violator stop abruptly in the wrong lane or in another undesirable location, the violator should be promptly directed to move to a safer location. Officers may use the public address system to instruct violators to move to a safer location. If gestures are insufficient for direction, the Officer should quickly exit the police vehicle and give verbal instructions.

G. The violator should not be permitted to move their vehicle once it has stopped when impaired driving is suspected.

H. Once the violator has stopped, if practical and safe to do so, the Officer should position the police vehicle approximately one-half to one car length behind the violator's vehicle. The police vehicle should be positioned so the left front is offset approximately three feet to the left of the violator's vehicle. This position provides maximum safety to the violator, the Officer and other users of the roadway.

I. The Officer shall be alert to passing traffic while exiting from the police vehicle and watchful for any suspicious actions on the part of the occupants in the violator's vehicle.

J. A right-hand side approach is an acceptable option.

K. In those cases where the violator's vehicle has occupants in both the front and rear seats, the Officer shall approach to a point near the leading edge of the left front door, being especially alert for any unusual actions on the part of the occupants and choosing a path so the door cannot be used as a weapon. From this position, the Officer can communicate with the violator and keep all occupants in view.

L. In the interest of safety, Officers or Department personnel will not allow drivers or passengers to:

1. Stand in the traveled portion of the roadway, or
2. Stand between stopped vehicles.

Rather, drivers and passengers should be directed to remain in the vehicle or to stand safely off the roadway in a protected area near their vehicle.

M. In those traffic stops made by two-Officer police vehicles, the passenger Officer will be responsible for all radio communications, writing all notes and messages relayed from the Communications Division. During the traffic stop, the passenger Officer should exit from the vehicle and act as an observer and cover for their fellow Officer. Typically, the two Officers will not approach the violator’s vehicle from the same side.

N. At night the procedure is basically the same, with additional emphasis placed on exercising caution in selecting an appropriate place for the traffic stop, signaling the violator and positioning the police vehicle. After the vehicle stops, squad wig wag lights may be deactivated for the safety of oncoming traffic. Spotlights may be used to illuminate the interior of the violator's vehicle, and Officers are encouraged to use “take down” and “flood” features as appropriate.

II. Stopping an Approaching Violator

In the event an Officer observes the occurrence of a traffic violation in oncoming traffic, the Officer will take the following actions when practical and safe to do so:

A. As the violator approaches, signal ~~for~~ the violator to stop.

B. Do not leave the police vehicle in an attempt to stop the violator by hand signals, as this places the Officer in an extremely hazardous position.

C. If the violator observes the signal and stops, the Officer will turn the police vehicle around and position it appropriately to the rear of the violator's vehicle.

D. Should the violator fail to recognize the Officer's signals, the Officer will turn around when this maneuver can be made safely, and follow the violator, stopping and approaching as usual.

III. Stopping a Following Violator

In the event an Officer observes a traffic violation to the rear of the police vehicle, the Officer should allow the violator to pass before effecting a normal traffic stop (as delineated in Section I of this General Order).

IV. High Risk Traffic Stops

A. All traffic stops have the potential to become hazardous and dangerous. Under certain circumstances, Officers will have the opportunity to evaluate traffic

stop risk factors prior to attempting the stop. Attempting to stop a stolen vehicle, a vehicle with armed occupants, or a vehicle occupied by a felony suspect are some examples of high-risk traffic stops.

B. Officers that encounter high risk traffic stop situations will immediately notify the Communications. The Officer will inform Communications of the location, give a thorough description of the vehicle and occupants, and the reason for the impending stop.

C. The Officer will keep the suspect vehicle in view and request assistance in making the stop. The Officer will keep Communications, and thus support units, informed of the location and direction of travel of the suspect vehicle to facilitate the back-up Officers approach with minimal use of emergency equipment.

D. The suspect vehicle should not be stopped until adequate support is available and in position. The following procedures will be used in effecting the stop:

1. The Officer will make a reasonable attempt to stop the suspect vehicle in a location that is advantageous to the Officer (provides ample space and sufficient lighting) and presents minimal danger to all concerned.

2. When conditions are appropriate and support units available, the Officer will move into position to the rear of the suspect vehicle and signal the driver to stop as outlined in Section I of this general order.

3. As the suspect vehicle stops, the Officer should exercise care in positioning the police vehicle for maximum advantage. The primary unit (Officer initiating the stop) should be positioned approximately three car lengths to the rear and angled approximately 45 degrees to the left of the suspect vehicle when feasible. Backup units should be positioned in front and to the right of the primary unit at the same 45-degree angle, with their front wheel well stopping just before the primary unit’s engine block, when feasible.

4. In periods of darkness, spotlights, “take downs”, flood and high beam headlights should be used to illuminate the suspect vehicle and protect Officers. Any backup units positioned behind the primary unit should turn off headlights and spotlights to avoid silhouetting of Officers.

5. The primary Officer and backup Officer(s) should go to a position of cover behind a portion of their police vehicle with firearm ready. The recommended position is for the primary Officer to be on the driver's side of the primary police vehicle and for the first backup Officer to take a position on the passenger side of the primary police vehicle. Additional backup Officers should work in a supporting role to the first backup Officer on the scene.

6. Once primary and backup Officers are in position, suspects should be controlled through the use of verbal commands (use of the public address system is recommended). Easily understood voice commands are very important. It is recommended that the primary Officer give the verbal commands to the suspects. However, under certain circumstances, a backup Officer may be required to give verbal commands. Either is acceptable, but in order to maintain clear communication, only one Officer at a time should give verbal commands.

7. The Officer should identify himself as a Police Officer and give verbal commands to the vehicle occupants. The officer may order all vehicle occupants to put their hands on the interior roof of the vehicle and to remain still until ordered otherwise. Verbal commands should be given to the driver. The driver should be ordered to shut off the vehicle ignition, remove the vehicle keys and drop them on the ground or place them on the roof of the vehicle. The driver should be ordered to place both hands out the window and to open the door from the outside handle. The Officer should order the driver to exit the vehicle and face them with hands and arms up. The driver should turn completely around, and the Officer should visually inspect for weapons. Commands to the driver should be given to step away from the vehicle and walk forwards or backwards to a location where back-up Officers will handcuff and search the suspect. This location should be behind the primary police vehicle. The vehicle occupants should be cleared in this manner, one at a time.

8. When all visible occupants have been removed, handcuffed and searched, the primary Officer with a backup should exercise great care in inspecting and clearing the suspect vehicle.

9. The above procedure may have to be tactically modified for vans and other large vehicles, or as the primary Officer determines necessary.

V. Stopping Oversize/Overweight Vehicles

In the event Officers observe a traffic violation committed by an unusually large or heavy vehicle, the following procedures will be followed:

A. Follow the vehicle from the rear in the usual manner.

B. Position the police vehicle so that the violator's attention can be gained and signal the driver to follow the police vehicle to a stop.

C. Attempt to stop the vehicle and as soon as feasible relocate the vehicle to a location that is safe, large enough to contain the vehicle, and capable of supporting the weight of the vehicle.

VI. Traffic Violators~~'~~ Relations (other than high-risk)

There are two objectives to achieve when making **a** traffic stop for a violation. The first is to safely take appropriate enforcement action and the second is to favorably influence the violator’s future driving behavior. Officers should try to make each contact educational, and should leave the violator with the impression that the Officer has performed a necessary task in a professional and courteous manner. The following procedures shall be used during contact with a violator:

A. Be alert at all times.

B. Be certain that the observations of the violation are accurate and that the elements of the offense are present.

C. Present a professional image in dress, grooming, language, hearing, and emotional stability.

D. Decide on the appropriate enforcement action based on the violation.

E. Greet the violator in a professional and courteous manner and inform them of the traffic statute or ordinance that has been violated and the intended enforcement action.

F. Obtain the violator’s drivers license and proof of insurance, along with any other documents which may be pertinent to the traffic stop.

G. Allow the driver to reasonably discuss the violation.

H. Be alert for signs of impairment or emotional stress exhibited by the driver.

I. Take appropriate enforcement action.

J. If necessary, assist the violator in re-entering the traffic flow.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.04

SKOKIE POLICE DEPARTMENT

TRAFFIC CRASH INVESTIGATION

General Order: F-45
Effective Date: 01 May 2023

Replaces:
General Order: F-45
Effective Date: 01 May 2021

Indexed As:
Crash Investigation
Investigation: Traffic Crash
Traffic Crash Investigation
Traffic Crash Reports

POLICY:

The Department shall carry out its traffic crash management responsibility consistent with the nature and severity of the traffic crash, the most efficient use of personnel and resources, and the statutory reporting requirements of the State of Illinois.

PROCEDURE:

I. General Guidelines and Definitions

A. Traffic Crash Investigation and Reporting

1. Traffic crash investigation and reporting is defined as the collection of information, describing and identifying:

a) Participants and injuries involved
b) Vehicles and damage involved
c) Roadway condition, marks, residue and related objects
d) Final position of vehicles/bodies

2. Interpreting these facts to determine causative factors involved, and an attempt to specify the particular combination of elements required to produce that type of traffic crash.

3. The Department shall utilize the current state approved crash report form and system for crash classification, investigation and reporting.

B. On-Scene Investigations

1. Whenever possible, the Department will conduct an on-scene investigation of traffic crashes involving:

    1. Death or serious injury
    2. Operator leaving the scene
    3. Impairment due to alcohol or drugs
    4. Hazardous materials
    5. Other situations as required

2. The North Regional Major Crimes Task Force (NORTAF) Major Crash Assistance Team (MCAT) shall be utilized for motor vehicle crashes involving fatalities and severe injuries.

C. Personnel Assignment

The Communications Operator shall assign additional units as needed to the scene of traffic crashes listed in Section B, as well as to those involving:

1. Disturbances
2. Significant traffic congestion resulting from the crash
3. Vehicles in need of towing

D. Station Reports and Investigations

1. Traffic crash reports may be taken on a walk-in basis at the front desk for:

    a) Delayed crash reports
    b) Crashes in which the vehicles have been moved
    c) Private property traffic crashes

2. Additional investigation of the crash will be conducted as necessary.

3. Guidelines for walk-in reporting are delineated in Department General Order S-19, Telephone and Walk-in Reporting.

E. No Injury/No Damage Crash Investigations

Department personnel may utilize a Service Investigation Memo to document traffic crashes determined to involve neither injury nor property damage.

F. Persons involved in drivable, property-damage-only traffic crashes may be advised to report to the police station at the discretion of the Police Communications Operator.

II. Operational Procedures

A. Traffic Crash Scene Responsibilities

1. Proceed as promptly as traffic conditions and safe operation permit. Use emergency equipment as the situation requires. Be alert for vehicles that may have been involved and are leaving the area.

2. Immediately upon arrival:

a) Park so as to provide protection to the scene without risking injury to yourself, the squad car or the public.

b) The first consideration is keeping the traffic crash from getting worse.

c) Avoid destroying physical evidence (marks, skids, etc.)

d) Assess what assistance is required (whether traffic, fire, utilities, ambulance or tow) and notify Communications.

e) Be alert for specific conditions or factors that may have contributed to the traffic crash:

(1) Visibility
(2) View obstructions
(3) An inoperative traffic control device
(4) Roadway conditions

f) The first Officer to arrive on the scene will remain in charge of the scene until relieved by the patrol unit assigned to the traffic crash, then assist as needed.

3. The patrol unit assigned the call is the Officer in charge at the scene.

a) The Officer may call for:

(1) A supervisor
(2) Evidence Technician
(3) Other assistance as needed

b) The Officer is generally responsible for:

(1) Crash scene traffic direction and control activities

(2) Protecting the scene

(3) Clearing the roadway (make a rough sketch first)

(4) Promoting the safe and efficient movement of traffic in the vicinity

(5) Determining whether all operators of the vehicles involved possess a valid driver's license, valid vehicle registration and valid insurance.

c) The Officer has the responsibility for the completion of the investigation during the tour of duty.

B. Medical Emergency Consideration

1. Attending to the injured takes precedence over reporting activities.

2. Call for medical assistance immediately if applicable.

3. Apply first aid as appropriate.

4. Absent exigent circumstances, injured persons will not be transported in a police vehicle.

C. Scene Protection and Clearing the Roadway

1. General Consideration

a) Failure to quickly remove vehicles involved in a traffic crash can result in unnecessary congestion and can cause other collisions.

b) In cases involving only property damage, unless there are some extenuating circumstances, drivers should be directed to remove their vehicles from the traffic lanes as soon as possible and relocate to a safer location (i.e. parking lot, side street, etc.).

2. Operational Guidelines

a) Scene protection and visible warnings are especially important if victims of the traffic crash, their vehicles, or hazardous debris are in the roadway.

b) The patrol vehicle's emergency lights, flares, and other appropriate warning devices can be used to protect the scene and to alert approaching traffic.

c) Passersby (except witnesses) should be directed to leave the scene.

d) Handling of a victim’s personal property shall be done in accordance with Department General Orders F-24, Towing and S-01, Property Custody.

III. Investigative Guidelines

Interviewing Drivers and Witnesses

A. Generally, drivers and witnesses should be interviewed as soon as practical following the traffic crash.

1 The interview may be delayed until the person has received medical attention or regained emotional stability.

2 Drivers and witnesses should be interviewed separately when practicable.

B. When interviewing drivers and witnesses, Officers should be objective and exhibit diplomacy and understanding.

C. When interviewing drivers, Officers should be alert to any physical, emotional, or other impairment that may have affected the person's driving ability. This includes, in particular, any evidence of alcohol or drug impairment, cell phone use or other distraction.

D. Discourage drivers and witnesses from discussing the traffic crash among themselves.

E. In most traffic crashes, drivers and witnesses can be interviewed at the scene.

F. In serious traffic crashes:

1. A brief account should be obtained at the scene when practicable.

2. When necessary, a formal and comprehensive statement can be taken at a more suitable location, preferably at the police station.

3. Even when principals are being readied for medical transport, ask them what happened. There may be no chance to get this information later on.

G. Pertinent Driver Information

1. The point at which danger was first perceived.
2. The driver's actions at that point.
3. Any evasive action taken.
4. The general condition of the vehicle prior to the traffic crash.
5. Whether the vehicle was being operated with autonomous technology engaged, as applicable.

H. Pertinent Witness Information

1. Their exact location when they witnessed the traffic crash.
2. What they were doing and when they were facing at the time.
3. What called their attention to the traffic crash.
4. What they saw, heard, or did in response to the traffic crash.

IV. Vehicle Condition

A. Officers shall check the damage to each vehicle involved in the collision. Such examination and evaluation of the damage may coincide with other evidence and statements as to how the traffic crash occurred.

B. Officers should attempt to determine whether any vehicle deficiencies:

1. Existed prior to the traffic crash
2. Contributed to the traffic crash
3. Were a result of the traffic crash
4. Were merely a condition present, but not a cause of the traffic crash

C. Deficiencies and conditions that may be checked include, but are not limited to:

1. Tires generally checked for:

a) Proper inflation
b) Tread wear defects
c) Any indication of blow out

2. Tire sidewalls checked for:

   a) Recent scrapes
   b) Cuts
   c) Marks that indicate braking or a sideways sliding action of the vehicle.

3. Wheels checked for related damage, marks, and dents.

4. The vehicle's lights (front and back) checked to determine if, during the traffic crash.

   a) They were on or off
   b) They were functional

5. The vehicle glass checked for:

   a) Evidence of previous damage, obstructions, stickers, etc., which would impair the driver's view.
   b) Fogging, snow, frost, or other conditions that would block the driver's vision.

6. The vehicle’s interior checked for any loose materials that may have interfered with the driver’s ability to operate the vehicle safely.

7. Rear view/side mirrors checked for their presence and condition.

8. The vehicle's frame and body checked for signs of alterations or defects in:

   a) Frame
   b) Suspension
   c) Steering Mechanism

9. Mechanical controls checked, and their condition noted relative to:

   a) The position of the gear shift lever
   b) The position of accessory and light switches
   c) The speedometer reading
   d) The operation of the pedals
   e) The operation of the horn
   f) The presence and condition of seat belts
   g) The presence of sun visor/window coloration

D. The presence of faulty equipment, such as suspected defects in the braking or steering mechanisms of the vehicle, may warrant a more thorough and in-depth examination. Officers may order an investigative hold of the vehicle to arrange for more qualified personnel to examine it.

V. Road and Weather Conditions

A. Officers should check and include pertinent road conditions found at the scene in the investigative report.

B. In examining road conditions, Officers should be alert for:

1. Any foreign substance on the surface (sand, loose gravel, oil, etc.)

2. The condition of the surface (dry, slippery, wet, etc.)

3. Ongoing construction and associated barricades or temporary lane configuration changes.

C. Other roadway factors to consider that directly contribute to the collision include:

1. Parked vehicles
2. Glare
3. Background lighting and visibility
4. Foliage
5. Structures
6. The presence and functioning of traffic control devices.
7. Unusual weather conditions at the time of the collision (e.g., rain, snow, fog, etc.) should be included in the Officer's report.

VI. Diagrams, Sketches, Scale Drawings, and Measurements

A. Diagrams are normally done by the investigating Officer. The diagram consists of a computer-generated drawing, not to scale, that is illustrative of the traffic crash scene.

B. Sketches are normally drawn by Evidence Technicians to assist in later preparation of an accurate scale drawing.

C. Diagrams, sketches, and scale drawings include some or all of the following features:

1. The physical characteristics of the scene

2. Pertinent contributing factors (view obstructions, control devices)
3. Fixed points to be used as a base from which measurements can be taken
4. The final resting position of the vehicles
5. The position of persons not in the vehicles
6. Damage to property other than the vehicles
7. Debris
8. Skid and scuff marks
9. A legend, if necessary, should include:

    a) The incident number
    b) The location
    c) The date and time of the traffic crash
    d) The Officer preparing the sketch
    e) Compass points

10. Measurements, if utilized, should be taken using the triangulation and/or coordinate system for locating each item in the sketch.
11. Approved, standardized symbols should be used in traffic crash drawings.

VII. Photographing Traffic Crash Scenes

A. Photographs at traffic crash scenes will normally be taken by Evidence Technicians.

B. Officers taking photographs at crash scenes are expected to:

1. Be thoroughly familiar with the rules of evidence as they apply to photographic evidence.

2. Ensure that photographs taken meet approved standards.

3. Comply with those Department procedures regarding photographic evidence.

C. The location from which photographs are taken should be marked for later inclusion in supplemental reports.

D. Photographs should be taken of an overview of the traffic crash scene with permanent fixed objects included to establish location.

1. Photographs should establish a 360-degree perspective of the traffic crash scene.

2. When large distances are involved, sequence photographs should be taken.

E. Short-lived and temporary evidence (tire marks, skid marks shadow, spillage from the vehicle, etc.) should be photographed as quickly as possible.

F. Photographs should include close-up shots of physical evidence including:

1. Skid marks
2. Other marks on the roadway
3. Impact damage to vehicle
4. View obstructions
5. Traffic control signs and signals from the viewpoint of the driver(s)

G. A strict chain of custody should be maintained over photographs.

H. Photographs of a crash scene may also be taken by utilizing a Department Unmanned Aircraft System (UAS) operated by authorized Department UAS pilots in accordance with Department General Orders, F-26 – Unmanned Aircraft System (UAS).

VIII. Skid Tests

A. If a skid test is conducted, attempts should be made to simulate, as completely as possible, all the conditions present at the time of the traffic crash.

B. Prior to conducting skid tests, approval should be obtained from a supervisor.

1. At least two Officers should be assigned to any skid test performed.

2. Officers are expected to exercise due caution in performing such tests.

IX. Responsibility for Evidence Collection and Reporting

A. Officers are expected to maintain field notes, sketches, diagrams, etc., and collect video, if available, in compliance with Department procedures and the rules of evidence.

B. The Evidence Technician shall be called whenever photographs, documentation, collection and preservation of complex evidence are required at traffic crash scenes.

C. Simple evidence may be collected by the investigating Officer following normal Department policy for such evidence collection.

X. Follow-up Traffic Crash Investigation

A. The Department performs follow-up traffic crash investigation services only in support of ongoing or anticipated criminal prosecution. Such services are not provided in support of civil litigation.

1. The Department provides special training to some personnel in follow-up traffic crash investigation techniques.

2. The Department may authorize the use of outside expert and technical assistance if the investigation is found to be beyond the expertise of its Officers.

B. Operational Guidelines for the Follow-up Investigation of a Vehicle Leaving the Scene of a Traffic Crash

1. During their tour of duty, the investigating Officer will attempt to locate the driver of a vehicle that is registered in Skokie. If contact is unsuccessful, a follow-up investigation may be assigned by the Investigations Commander or to patrol personnel to locate the driver as needed.

2. At the request of the Investigations Commander, suspect vehicles registered outside of Skokie will be further investigated by Investigations Division personnel if investigative lead information is provided.

3. Follow-up reports and interviews, as well as the appropriate enforcement action are the responsibility of the Officer assigned to conduct the follow-up investigation.

XI. Exchanging Information: Officer Responsibilities

A. Officers should make sure that persons involved in a traffic crash are aware of the following:

1. Information regarding the police report, including:

a) The investigating Officer's name and star
b) The incident number assigned and location

2. Their individual responsibilities in reporting the traffic crash to the State of Illinois.

3. Options regarding court appearance and its effect on any civil litigation including:

a) Charges made on citations
b) Court date and location

4. Pertinent information about other involved persons including:

a) Name
b) Address
c) Driver's license number
d) Vehicle owner information
e) Home and office telephone numbers

B. If one or more of the parties have been removed from the scene for any reason before exchanging information, the investigating Officer is responsible for ensuring that all involved persons receive that information indicated above.

XII. Traffic Crash Enforcement Action

A. Appropriate enforcement action will be taken in accordance with Department General Order F-40, Traffic Law Enforcement.

B. In general, citations will not be issued unless the investigating Officer witnessed the traffic crash. Exceptions may be made when extenuating circumstances exist. Extenuating circumstances may include, but are not limited to, driving under the influence of alcohol or drugs, suspension/revocation, no insurance, reckless driving and leaving the scene.

C. The following provisions of 625 ILCS (Rules of the Road) also apply to enforcement action on private property, namely:

1. Leaving the scene violations
2. Impaired driving due to drugs/alcohol
3. Reckless driving

D. Whenever possible, citations should not be issued to the perceived offending driver in crashes involving great bodily harm or death until the conclusion of the MCAT investigation.

XIII. Traffic Crash Investigation Equipment/Medical Supplies

A. In order to anticipate equipment and supplies needed at traffic crash or emergency scenes, patrol vehicles shall carry at a minimum:

1. A first aid kit
2. One blanket
3. Fire extinguisher

4. Flares (minimum of 12)
5. Traffic safety cones (minimum of 4)

B. Each Evidence Technician vehicle shall carry other traffic crash investigation equipment and supplies as needed.

C. Equipment will be checked at the beginning of the tour of duty. Items that are missing or unusable will be brought to the attention of a Watch Supervisor.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.03, OPR.06.05, OPR.06.06, OPR.06.07, OPR.06.08

SKOKIE POLICE DEPARTMENT

TRAFFIC VIOLATOR RELATIONS

General Order: F-46
Replaces: General Order: F-46
Effective Date: 18 September 2023 Effective Date: 01 May 2023

Indexed As: Traffic Violator Relations

POLICY:

Traffic law enforcement is a routine task for Police Officers. Officers should be aware that for many motorists it is an emotionally trying experience. Officers should strive to make each contact educational and leave the impression that the Officer has performed their duty in a professional and friendly manner. In cases of citation or arrest, it is essential the motorist be informed of all requirements and available options.

PROCEDURE:

I. When a violation is observed, and contact made, the Officer shall keep in mind the primary objectives are to take the appropriate enforcement action and favorably influence future driving behavior.

II. The Officer shall:

A. Be absolutely certain of observation(s) of the violation.

B. Be alert at all times.

C. Be prepared with necessary equipment and forms.

D. Base enforcement action on driving conduct only, not violator attitude, good or bad.

E. Present a professional image in dress, grooming, language, bearing and manner.

F. Greet the violator in a professional and courteous manner.

G. Inform the violator of the reason for the stop.

H. Ask for driver’s license or other identification and insurance card.

I. Allow the violator to discuss the violation.

J. In a non-citation contact, issue a written or verbal warning and explain the correct driving method so that a traffic crash might be avoided in the future.

K. Return appropriate documents to the driver and present the driver with the citation or warning.

L. If a citation is issued, explain to the driver exactly what is supposed to be done, including information regarding:

   1. Whether a court appearance is required.

   2. When and where to appear, if applicable.

   3. Court diversion alternatives, if applicable.

   4. The need for a parent to appear in court if the violator is a juvenile.

   5. Any other information as appropriate.

M. Be alert to any emotional condition of the driver and allow the motorist (or driver) to calm down before proceeding.

N. Assist the driver to re-enter traffic.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.02

SKOKIE POLICE DEPARTMENT

ALCOHOL AND DRUG COUNTERMEASURES AND ENFORCEMENT

General Order: F-47 **Replaces:** General Order: F-47
Effective Date: 18 September 2023 Effective Date: 01 June 2023

Indexed As: Alcohol and Drug Enforcement Program
Driving While Intoxicated

POLICY:

Among the goals of the Skokie Police Department are to protect life and property, and to facilitate the safe movement of motorists and vehicles. Toward this end, the importance of detecting and arresting impaired drivers cannot be overstated. Impaired drivers represent a serious threat to all users of the public roadway and, consequently, the Skokie Police Department is committed to the maintenance of a comprehensive alcohol and drug countermeasures program. Program elements will include education, enforcement, adjudication and community partnerships, as necessary, to reduce this threat. Consistent with this policy, Officers shall consider DUI enforcement an ongoing priority.

PROCEDURE:

I. Program Overview

A. Officers on patrol must be alert for signs of impairment in all contacts with motorists.

B. After conducting an initial examination at the scene and determining that probable cause is present, the Officer will effect a physical arrest.

C. Chemical tests will be offered in accordance with statutory requirements.

II. Training

A. All Patrol Officers shall complete DUI detection and Standardized Field Sobriety Testing (SFST) training during initial basic training and receive appropriate in-service refresher training.

B. All Department personnel responsible for conducting evidentiary breath alcohol tests for intoxication shall

complete operator certification training and appropriate recertification training as required. All such personnel shall be certified in accordance with statutory requirements.

C. Officers are required to monitor the expiration date of their breath-operator certification and coordinate online training with the Training Officer, as necessary.

III. DUI Detection and Pre-Arrest Screening

A. Detection is the first step in any DUI enforcement action.

B. The Officer's observations in the detection stage are crucial in establishing probable cause for arrest. The following should be taken into consideration:

1. Specific driving behaviors indicating a reasonable suspicion that the driver is impaired by alcohol and/or drugs.

2. Specific motorist behavior during vehicle stops and/or traffic crash investigations that reinforce the reasonable suspicion that the driver may be impaired.

IV. Guidelines for Stopping the Suspected DUI Motorist

Exercise due care and caution in following or attempting to stop impaired drivers.

A. Be alert for unusual or inappropriate reactions from the driver.

B. The stop should be made, where practical, in a safe location.

C. Notify Communications prior to the stop of the intended location and the vehicle’s description.

V. Guidelines for Establishing Probable Cause for Arrest

Officers should attempt to do the following:

A. Obtain driver's license and other appropriate documents, i.e., registration, insurance card.

B. Interview the driver.

C. Note any observations leading to the reasonable suspicion that the driver may be impaired. If

observations further your reasonable suspicion, request the driver exit the vehicle for further investigation.

D. Administer or attempt to administer SFSTs, as appropriate.

1. Have subject exiting the vehicle move to a safe location in order to conduct SFSTs. A safe location such as the adjacent parkway, sidewalk, or shoulder/non-traveled part of the roadway is acceptable.

2. Administer or attempt to administer SFSTs, as appropriate, to aid in the identification of impaired drivers.

   a) SFSTs to be administered, as appropriate, in determining alcohol/drug impairment are the Horizontal Gaze Nystagmus (to include the Vertical Gaze Nystagmus), Walk-and-Turn, and One-Leg Stand tests.

   b) In cases where cannabis is believed to be a contributing cause to impairment, the Officer will read the cannabis warning to the motorist at roadside prior to the administration of SFSTs.

3. In addition to administering or attempting to administer the SFSTs, Officers may elect to conduct any or all of the following tests: The Finger-to-Nose test, Modified Romberg Balance test, and/or the Lack-of-Convergence test. These tests are non-standardized field sobriety tests that have been approved for use by the Illinois Standards and Training Board.

4. Subsequent to SFSTs, preliminary breath tests (PBT), using an Illinois Department of State Police approved portable device, may also be utilized in assisting to identify the impaired driver as authorized by State statute.

   a) The results of the PBT should be recorded on the Department Drug/Alcohol Influence Report form.

   b) Officers shall familiarize themselves with the operation of the device prior to use in the field by reading the instruction manual.

E. Interview and identify any passengers.

VI. Arrest and Processing Guidelines

A. If the elements of the DUI violation have been established, Officers shall arrest the subject. When the elements of the DUI cannot be established but evidence of alcohol consumption exists, and the driver is less than 21 years of age, Officers should follow Department General Order F-72, Zero Tolerance Enforcement, guidelines.

B. Notify the suspect that he is being arrested for DUI.

C. Handcuff and search the subject.

D. Procedures for the towing of vehicles as the result of a DUI arrest are delineated in Department General Order F-24, Towing, Impoundment and Seizure of Vehicles.

E. Arrange for the transportation of any passengers.

F. Transport the subject to the police station or hospital for evidentiary chemical testing and processing.

G. Officers should consider utilizing a Drug Recognition Expert to conduct an examination of persons arrested or suspected of drug-impaired driving.

VII. Evidentiary Chemical Testing

A. Selection of Test Method

1. It is the arresting Officer’s discretion to utilize the breath, blood and/or urine test or any combination in the collection of chemical evidence.

2. It is the general policy of this Department to use the breath test method to collect evidence of alcohol consumption in suspected DUI cases.

3. Blood and/or urine tests should be used under those circumstances when such tests appear the most reasonable means for collecting the necessary evidence, or when the driver may be driving under the influence of drugs or a combination of alcohol and drugs.

4. A blood sample should be collected within two hours of a subject’s last known driving in cases in which cannabis-impaired driving is suspected.

B. Breath Analysis

All breath analysis operators shall be licensed by the Illinois State Police.

1. The Department shall utilize a breath test instrument, which has been approved by the Illinois Department of State Police.

2. In the event that the Skokie Police Department breath-testing instrument is inoperable, a supervisor may authorize the use of an instrument of another police agency.

3. Prior to the test and when applicable, the arresting Officer is responsible for issuing the “Warning to Motorist” admonitions as required by law.

4. A minimum 20-minute observation of the arrestee immediately prior to the administration of a breath test is required. (Note: This requirement does not apply to the collection of blood or urine.) During the 20-minute period, the arrestee must not have smoked, regurgitated, vomited, taken anything orally or have anything in their mouth.

5. Each test shall be performed according to the manufacturer's recommended testing procedure and the regulations of the Illinois State Police.

6. The test operator shall record information concerning the test in the breath-test logbook.

C. Blood Test

1. Blood sample collection shall be conducted in accordance with Illinois Administrative Code Title 20: Section 1286:320: Blood Collection for Determining the Presence of Alcohol, Other Drugs or Intoxicating Compounds.

2. Blood collection may only be administered by licensed medical personnel or others designated by State statute.

3. Drivers involved in traffic crashes, who are injured and who have been arrested for a DUI, may be tested for blood alcohol level.

   a) Absent a warrant or exigent circumstances, a blood draw requires the driver’s prior consent.

b) If the attending physician believes blood collection will interfere with medical services and/or recovery, a blood test will not be requested.

4. Blood collection and testing administered by the hospital in the regular course of providing emergency medical treatment may be used as evidence in court.

D. Urine Tests

1. Urine sample collection shall be conducted in accordance with Illinois Administrative Code, Title 20, Section 1286.330: Urine Collection for Determining the Presence of Drugs or Intoxicating Compounds Other than Alcohol.

   Urine is the preferred method for drug confirmation. The following procedures shall be used to obtain a urine sample from a subject to determine the presence of alcohol, other drugs or intoxicating compounds:

   a) A sample of urine shall be collected in a manner to preserve the dignity of the individual and to ensure the integrity of the sample.

   b) A urine sample may be collected by the arresting Officer, another law enforcement Officer, an agency employee or a hospital nurse who can authenticate the sample. The Officer, agency employee, or nurse shall be of the same gender as the subject undergoing testing. Absent exigent circumstances, the urine sample of a transgender arrestee will be collected by an individual of the same gender as the gender with which the arrestee identifies.

   c) A urine sample of approximately 60 ml. should be collected.

   d) Urine sample shall be collected in clean, dry containers.

   e) No preservatives shall be used. The containers shall be closed.

f) The containers shall be labeled with the name of the subject and the date of the collection.

g) The urine samples shall be delivered as soon as practicable to a laboratory certified by the Department.

h) The testing laboratory shall maintain any remaining sample for a period of six months after testing unless otherwise directed by the submitting agency or the appropriate prosecuting authority.

2. Supplies for urine collection will be available for Officers in the Booking area.

3. A Property Voucher must be completed. The urine kit will be placed into a refrigerated evidence locker.

4. All urine kits, as well as blood and urine kits will be entered into the Intoximeter Log Book.

E. Additional Chemical Testing

1. A subject may elect to undergo additional chemical testing pursuant to 625 ILCS 5/11–501.2.

2. Officers shall complete their investigation and processing before complying with this request. However, a subject taken to the hospital for blood or urine tests may be allowed to have their test(s) performed at that time provided neither the investigation nor Department procedures are compromised.

3. Persons wishing to undergo additional tests shall make their own arrangements to do so.

4. Any additional testing conducted pursuant to this section shall be at the subject’s expense and shall occur subsequent to the person’s release.

F. Form Completion

1. The arresting Officer is responsible for the completion of the “Warning to Motorist” and “Law Enforcement Sworn Report” form as required by law.

2. Copies of each are to be served to the arrestee and routed to the Records Section, the Secretary

of State, and the State's Attorney's Office in the manner prescribed by law.

3. If awaiting lab results, the arrestee should not be issued the Law Enforcement Sworn Report and Receipt to Drive immediately. Instead, the Officer should wait until lab analysis verifies whether there is a presence of drugs and/or alcohol to do so.

4. The Law Enforcement Sworn Report and any applicable citations are to be sent to the offender by mail (preferably certified) once the lab results are received.

G. Chain of Evidence

The chain of evidence requires the arresting Officer or authenticating member to be present during the collection of blood and urine samples.

1. Only a member or employee of the same gender as the arrestee will authenticate the collection of the urine sample in place of the arresting Officer, if necessary. Absent exigent circumstances, if the arrestee identifies as transgender, the Officer or authenticating member will be of the same gender as the gender with which the arrestee identifies.

2. The name of the member or employee witnessing the sample collection shall be documented.

3. Steps shall be taken to guarantee the integrity of the sample(s) collected while maintaining dignity for those individuals submitting the sample(s).

H. Preservation of Evidence

1. Blood or urine samples will be given to the arresting Officer by the hospital. Each sample must be marked with the following information:

   a) Name of accused
   b) Date and time of collection
   c) Collecting attendant's initials
   d) Arresting Officer's signature
   e) Department name

2. Blood or urine samples will be placed in the refrigerated evidence locker, along with a completed property voucher.

VIII. Arrest and Required Forms

Departmental forms must be completed as required, thoroughly documenting all evidence gathered during the investigation and indicating the results of all field sobriety and/or chemical tests administered.

IX. Pretrial Release Guidelines

Department policy supports release to a responsible adult third party, whenever practical. (See also Department General Order F-13, First Appearance Court Procedures.)

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.05

SKOKIE POLICE DEPARTMENT

GUIDELINES FOR USE OF RADAR

General Order: F-48
Effective Date: 01 May 2024

Replaces:
General Order: F-48
Effective Date: 01 Apr. 2020

Indexed As: Radar

POLICY:

The law enforcement community believes that police radar is an effective tool for speed limit compliance, traffic crash reduction, and reduction of severity of injuries sustained in crashes. The effective use of this equipment and its acceptance is dependent on the Officer's training, knowledge of equipment and limitations, and radar unit certification.

PROCEDURE:

I. Administrative Concerns

A. Use of radar shall be directed to:

1. Traffic crash locations where speed is a factor.

2. Areas where speed violations are prevalent.

3. Streets where citizen complaints of speeding are received.

4. Conducting traffic volume and speed percentile studies.

B. Equipment specifications

Equipment used for speed measurement must meet standards approved by National Highway Traffic Safety Administration (N.H.T.S.A.).

C. No Officer shall use radar equipment for speed enforcement until demonstrating proficiency. Practical tests shall be used to establish proficiency.

II. Responsibilities

A. The Support Services Supervisor, or their designee, is responsible for the following:

1. Defining radar equipment specifications within the parameters outlined above.

2. Providing for the general care and maintenance of the equipment.

3. Ensuring that programmed maintenance, testing and calibration of radar devices is done at least annually.

4. Ensuring that adequate maintenance, calibration and operational records (suitable for introduction as evidence in court) are maintained.

B. Officers are expected to operate radar units with care and in compliance with the operational guidelines of this procedure.

III. Operational Guidelines

A. The precise method for using a radar unit and the enforcement of those laws applying to speed will vary in accordance with the type of radar equipment used.

B. Set Up

1. The radar unit must be properly installed and connected to the appropriate power supply.

2. The effective range of the particular radar unit must be thoroughly understood by the operator so visual observations can support the speed meter readings.

3. Calibration checks shall be performed according to manufacture guidelines.

C. Location

The operator should choose an appropriate location which should be conducive to the effective and safe operation of radar.

IV. Court Procedures

A. Generally, the Officer must establish and identify the vehicle and must make a visual observation of its apparent speed.

B. Specific Violation Aspects

1. The time, place and location of the vehicle that was checked.

2. The identity of the operator.

3. The speed of the vehicle.

4. The visual and radar speed check.

C. Specific Equipment Aspects

1. The radar unit was operated properly.

2. The unit was tested for accuracy prior to use and after use by an approved method.

SKOKIE POLICE DEPARTMENT

OVERWEIGHT VEHICLE ENFORCEMENT

General Order: F-49
Replaces: General Order: F-49
Effective Date: 18 September 2023 Effective Date: 01 Jan. 2021

Indexed As: Commercial Vehicle Enforcement
Overweight Truck Enforcement

POLICY:

Commercial vehicles constitute a significant part of roadway traffic. The Department shall provide on an as-needed basis, Officers specially trained in the area of commercial vehicle size, weight, CDL and registration violations.

PROCEDURE:

I. Required Training

A. Only Officers who have completed a truck enforcement training course certified by the Illinois Law Enforcement Training and Standards Board shall perform overweight enforcement patrol.

B. Officers not certified, observing indications which lead them to suspect that a vehicle is overweight, may stop a vehicle for this suspected violation. Officers should then call for the assistance of trained personnel.

II. Indications of an Overweight Vehicle

The following observations may establish reason to believe a vehicle is overweight, upon which the authority to weigh the vehicle is made:

A. Compressed coil springs or leveled leaf-springs.

B. Compressed suspension air bags.

C. Tire bulges or tires which appear to put more than the normal amount of tread in contact with the roadway (i.e., flattened tires).

D. Tandem tires rubbing against each other.

E. Hard pulling and laboring engines from a stopped position or on an upgrade.

F. Bowed trailer frame.

G. Any other articulable facts that establish reason to believe a vehicle is in violation of the Illinois Vehicle Code.

III. Enforcement

A. Scales

1. There is no mileage limit imposed on the Officer, but the vehicle must be escorted to the nearest portable or stationary scales certified by the Illinois Department of Agriculture.

2. The Officer must check the scale for its certification and zero set before and after weighing the vehicle.

B. After determining the vehicle is overweight, the Officer shall:

1. Have the driver stop the vehicle in a safe location.

2. Pursuant to 625 ILCS 5/15-112(b), the driver shall be required to shift or remove the load until the vehicle is within legal guidelines.

a) This is the driver's responsibility, including any additional cost incurred.

b) Loads which cannot be divided will require a permit from the appropriate highway authority upon which the vehicle needs to travel.

c) An authorization may be obtained from the appropriate highway authority to enable the driver to go to a safe location to unload livestock or a hazardous material.

d) Vehicles may only be held until the truck is made legal by shifting or removing the load, obtaining appropriate registration or securing an oversize and/or overweight permit from the appropriate highway authority.

IV. Required Reports and Forms

A. Citation(s)

B. Skokie Police Department Commercial Motor Vehicle Report Form (Appendix A)

V. Oversize/Overweight Vehicle Permitting

A. The Chief of Police will designate Truck Enforcement Officer(s) with the authority to grant, deny, suspend, reinstate or revoke oversize/overweight permits on Village of Skokie maintained roadways.

B. It is the responsibility of the designated Truck Enforcement Officer(s) to routinely review any pending permit applications.

C. The Truck Enforcement Officer(s) will abide by the Village of Skokie ordinance as well as the Service Agreement in effect between the Village and the vendor contracted to permit applications.

APPENDIX A

Skokie Police Department	
Commercial Motor Vehicle Report	
Location of Stop: _____	Permit YES / NO
First Name: _____	Permit Authority: _____
Last Name: _____	Permit Number: _____
DL Number: _____ State: ____	Weight: _____
Violation Date: _____	Scale Location: CHECK ONE
Court Date: _____	☐ Platform Scales (IDOT)
	☐ Skokie PD Portable Scales
Highway Authority: CHECK ONE	☐ VOS Public Works In Ground Scale
☐ IDOT	☐ Other (SPECIFY):
☐ Cook County	
☐ Village of Skokie	Scale Operator: _____
☐ Other	Certificate #: _____
Company Name: _____	Size:
USDOT: _____	Height: _____
Configuration: CHECK ONE	Weight: _____
☐ Straight Truck	Length: _____
☐ Truck Tractor	
☐ Other (Specify):	Weights:
Total Axles: _____	Axle 1 _____ Axle 7 _____
Axle Configuration: _____	Axle 2 _____ Axle 8 _____
Load Description: _____	Axle 3 _____ Axle 9 _____
	Axle 4 _____ Axle 10 _____
Power Unit	Axle 5 _____ Axle 11 _____
Year: _____	Axle 6 _____ Axle 12 _____
Make: _____	
Registration: _____	Chapter 15 Citation(s): _____
Registration Type: _____	Chapter 3 Citation(s): _____
Registration State: _____	CDL Citation: _____
Registration Year: _____	Other Citations: _____
Registration Weight: _____	
GVWR: _____	Notes: _____
	Bail Bond Number: _____
Trailer Registration: _____	Fine: $_____
	Surcharge: $_____
	Court Costs: $_____
	Total Costs: $_____
Officer: _____	Driver: _____

APPENDIX B

APPLICABLE ACCREDITATION STANDARDS

OPR.06.03

SKOKIE POLICE DEPARTMENT

IMMUNITY FROM ARREST AND ARREST/DETENTION OF FOREIGN NATIONALS

General Order: F-50
Effective Date: 01 May 2023

Replaces:
General Order: F-50
Effective Date: 01 May 2022

Indexed As:
Consular Immunity
Consular Notification
Diplomatic Immunity
Foreign Nationals
Immunity
Temporary Immunity

POLICY:

The Department shall adhere to all state and federal statutes and international agreements with respect to temporary, diplomatic and consular immunity, as well as consular notification and access. Department members shall treat foreign government representatives and foreign nationals with the same courtesy provided every citizen and accord them any privileges, immunities and rights to which they may be lawfully entitled.

PROCEDURE:

I. Temporary Immunity

A. The Illinois Compiled Statutes (725 ILCS 5/107-7) afford certain individuals' exemption from arrest under specified circumstances.

1. Members of the United States Electoral College shall, in all cases except treason, felony or breach of the peace, be privileged from arrest during their attendance at an election and in going to and returning from the same.

2. Senators and Representatives shall, in all cases except treason, felony or breach of the peace, be privileged from arrest during the session of the General Assembly and in going to and returning from the same.

3. Members of the military reserve forces and the National Guard shall, in all cases except treason,

felony, or breach of the peace, be privileged from arrest during their attendance at official meetings and in going to and returning from the same.

4. Judges, attorneys, clerks, sheriffs, and other court officers shall be privileged from arrest while attending court and while going to and returning from court.

B. Officers having contact with persons claiming exemption based on the above should attempt to verify that person's exemption through use of an I.D. card, etc. Generally, however, Officers should give the benefit of the doubt to the person claiming exemption.

C. Nothing in this directive or in the law precludes an Officer from obtaining a warrant at a later time for the person released under the claimed exemption.

II. Diplomatic and Consular Immunity

A. An Officer having contact with a foreign government representative is empowered to temporarily detain any person claiming diplomatic or consular immunity while official status is verified through the U.S. Department of State.

B. All employees of a Foreign Embassy or Consulate and their family members, who are entitled to immunity, are issued identification cards by the U.S. Department of State stating their job position and their level of immunity.

C. In any instance of claimed or possible diplomatic or consular immunity, the contacting Officer will immediately notify the Watch Commander.

D. An Officer having official contact with a foreign government representative should determine the following:

1. The name, country of origin and official title of the person detained.

2. Contact the U.S. Department of State at 202-647-7279 to confirm status and for their assistance.

E. If an immunity claim is not verified by the State Department, the Officer may proceed as discretion dictates.

F. Any contact, including traffic, with a foreign government representative or anyone claiming diplomatic or consular immunity, none-the-less, should be documented and copies transmitted to the U.S. Department of State. (See Appendix A.)

1. Even though some foreign government representatives are immune from arrest, the U.S. closely monitors infractions of accredited personnel in the U.S.

2. State Department officials also request that cases in which police personnel are abused or mistreated in any way should be fully documented and forwarded through the chain of command and transmitted to:

The U.S. Department of State
Special Agent-in-Charge
Federal Building, Suite 2121
77 W. Jackson Boulevard
Chicago, Illinois 60604
Telephones: 312-353-6163 or 312-886-7895

III. Arrest or Detention of Foreign Nationals

A. Summary of Requirements Pertaining to Foreign Nationals

1. When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.

2. In some cases, the nearest consular official must be notified of the arrest or detention of a foreign national, regardless of the national's wishes.

3. Consular officials are entitled to access their nationals in detention and are entitled to provide consular assistance.

4. When a government official becomes aware of the death of a foreign national, consular officials must be notified.

5. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular official must be notified.

6. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.

B. Steps to Follow when a Foreign National is Arrested or Detained

1. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.

2. If the foreign national's country is not on the mandatory notification list:

   a) Offer, without delay, to notify the foreign national's consular officials of the arrest/detention. (See Appendix C)

   b) If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay. (Lists of telephone and fax number of foreign embassies and consulates in the United States will be in booking, Investigations and the Watch Commander's office.)

   c) For further guidance, access the "Diplomatic and Consular Immunity" tabs located under "Operational Information" on the Police Department Intranet.

3. If the foreign national's country is on the list of mandatory notification countries:

   a) Notify that country's nearest consular official, without delay, of the arrest/ detention. Notification is to be made via fax using the form noted in Appendix B. A copy of the fax will be kept in the case file.

   b) Tell the foreign national that you are making this notification. (See Appendix D)

   c) For further guidance, access the "Diplomatic and Consular Immunity" tabs located under "Operational Information" on the Police Department Intranet.

4. If a consulate is to be notified, regardless if the notification is mandatory or requested, the Watch Commander will be notified before contacting the consulate.

5. In the narrative portion of the arrest report of the foreign national, record either the

notification made to the consulate stating the means of notification and the time, or the offer to notify, if not mandated, and the foreign national's response to the offer.

6. Keep a copy of the fax notification with the arrest report.

C. Immigration Detainers and Immigration Enforcement

1. In accordance with the Illinois TRUST Act, 5 ILCS 805/1 et seq., and Skokie Village Code, Chapter 58, no individual will be detained, or continued to be detained, or be transferred into an immigration agent's custody based on an immigration detainer/hold request or a non-judicial immigration warrant.

2. In accordance with the Illinois TRUST Act, 5 ILCS 805/1 et seq., and Skokie Village Code, Chapter 58, the Skokie Police Department will not accept any requests by any agency to support or assist with immigration enforcement operations.

3. All immigration detainers/hold requests, non-judicial immigration warrants, and requests from agencies to participate with an immigration enforcement operation will be forwarded to the Investigations Commander.

4. Annual reporting to the Illinois Attorney General's Office

   a) In August 2021, the Way Forward Act became Illinois law and requires Illinois law enforcement agencies to annually report compliance with the Illinois TRUST Act, in regard to immigration detainers/hold requests, non-judicial immigration warrants, and requests to assist in immigration enforcement, to the Illinois Attorney General's Office.

   b) Law enforcement agencies must collect required information on a calendar year basis and submit it annually by March 01 of each year for information covering the preceding calendar year. For example, information regarding calendar year 2022 must be reported by March 01, 2023.

   c) If a law enforcement agency does not receive any requests in the reporting period, the

agency must still certify and report that the agency received no such requests.

d) It will be the Investigation Commander's responsibility to collect and submit the required information.

e) The reporting form with required information can be found at: https://illinoisattorneygeneral.gov/rights/ILAG-LEA-Reports.xlsx

f) The reporting form is to be submitted to the Illinois Attorney General's office via email at: LEA.Reports@ilag.gov

g) Instructions and guidance manuals can be found at: https://illinoisattorneygeneral.gov/rights/civilrights.html

APPENDIX A
LIST OF USEFUL TELEPHONE NUMBERS

FOR INFORMATION ON DIPLOMATIC AND CONSULAR PERSONNEL AND PERSONNEL OF INTERNATIONAL ORGANIZATIONS OTHER THAN THE UNITED NATIONS:

During Normal Business Hours
Current Status of U.S. Department of State/Federal License Tags, Registrations or Other Motor Vehicle Information ..... (202)895-3532
FAX ..... (202)895-3646

Consular Notification and Access ..... (202)647-4415
After Normal Hours ..... (202)647-1512

Current status of U.S. Department of State Driver License and General Licensing Information ..... (202)895-3521

For reporting Traffic Incidents or Accidents, Issuance of Citations, etc., involving Foreign Missions Personnel ..... (202)895-3521

Current status of:
Diplomatic Agents and Family Members ..... (202)647-1664
Embassy Administrative, Technical and Service Staff Families ..... (202)647-1405
Consular Personnel and Families ..... (202)647-1404
International Organizations ..... (202)647-1402

FAX COPIES OF INCIDENT REPORTS AND CITATIONS TO:
Diplomatic Security Service, Protective Liaison Division FAX ..... (202)895-3613

After Normal Business Hours
All inquiries should be made to the Diplomatic Security Watch Officer, Department of State ..... (202)647-7277
(Operates 24-hours Daily)

FOR INFORMATION ON UNITED NATIONS PERSONNEL:

During Normal Business Hours
Current Status of:
Diplomatic Agents and Family Members ..... (212)415-4131
UN Mission Staff and Family Members ..... (212)415-4168
UN Secretariat Employees ..... (212)415-4131 or 4168
U.S. Department of State License Tags, Registration or Other Motor Vehicle Information ..... (212)826-4500

After Normal Business Hours
Information is available from the Communications Section of the U.S. United Nations ..... (212)415-4444
(Operates 24-hours Daily)

FAX COPIES OF POLICE REPORTS TO:
USUN Host Country FAX ..... (212)415-4162

APPENDIX B

DATE: _____

TIME: _____

TO: EMBASSY OF _____, Washington, D.C.
OR
CONSULATE OF _____
(Country) (City) (State)

FROM: Officer _____ Star# _____

Skokie Police Department
7300 Niles Center Road
Skokie, Illinois 60077 U.S.A.
Telephone: 847-982-5900
FAX: 847-982-5934

SUBJECT: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

We arrested/detained the following foreign national, whom we understand to be a national of your country, on _____.
(Date)

Mr./Mrs.: _____

Date of Birth: _____

Place of Birth: _____

Passport Number: _____

Date of Passport Issuance: _____

Place of Passport Issuance: _____

To arrange for consular access, please call 847-982-5900 between the hours of 8 a.m. and 4 p.m. Please refer to case number _____ when you call.

APPENDIX C

WHEN CONSULAR NOTIFICATION IS AT THE FOREIGN NATIONAL'S OPTION

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?

( ) Yes ( ) No

_____ _____
(Signature of Arrestee/Detainee) (Signature of Officer Advising)

_____
(Date and Time of Advisement)

APPENDIX D

WHEN CONSULAR NOTIFICATION IS MANDATORY

Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

_____ _____

(Signature of Arrestee/Detainee) (Signature of Officer Advising)

_____

(Date and Time of Advisement)

APPENDIX E

APPLICABLE ACCREDITATION STANDARDS

OPR.06.03

SKOKIE POLICE DEPARTMENT

ENFORCEMENT OF PARKING REGULATIONS

General Order: F-51
Effective Date: 01 August 2025

Replaces:
General Order: F-51
Effective Date: 01 Oct. 2021

Indexed As:
Parking Regulations
Fire Lane Violations
Handicapped Zone Violations
Parking Violations on Private Property
Private Parking Authorization Form
Private Parking Citations

POLICY:

Street parking is prohibited in various areas to ensure fair access to curb parking and expedite the safe flow of traffic. Special restrictions apply for weather emergencies, fire lanes, and handicapped zones (those approved and posted by ordinance), residential permit parking zones, and restricted time zones for controlling on-street usage. Parking regulations will be enforced with reasonableness and impartiality in all areas of the community.

The Skokie Police Department will refrain from initiating enforcement of parking restrictions on private property, except in the case of fire lane and handicapped violations, unless the owner or lessee of the property makes such a request.

PROCEDURE:

I. The Deputy Chief of Field Operations will develop specific procedures to address the following situations:

   A. No zones: parking, stopping, standing
   B. Restricted time zones
   C. Residential permit parking
   D. Weather emergencies (snow control program)
   E. Private parking lots (fire lane and handicapped parking only)
   F. Municipal parking lots
   G. Towing of illegally parked vehicles/traffic hazards
   H. Parking of commercial vehicles, especially in residential zoning districts
   I. Street sweeping
   J. Municipal stickers

K. General parking control: Beat Officers and Community Service Officers are responsible for their respective areas. New parking ordinances and subsequent violations not previously enforced may initially be handled as warning-citation situations to educate the public and promote voluntary compliance.

II. The following violations will be aggressively enforced:

A. Fire lanes
B. Fire hydrants
C. Handicapped zones
D. Obstructing traffic
E. Restricted time zones
F. Permit parking zones

III. Personal Information on Parking Citations

A. All parking citations that are affixed to a vehicle and not personally served to an owner/occupant shall not contain personal information. This mandate shall be followed regardless of whether the citation is generated using the SPD ticket-printing system or is handwritten.

B. For the purposes of a parking citation, personal information includes name, address, operator license number, date of birth, gender and height/weight.

IV. Village of Skokie Administrative Non-Suiting Policy

A. The following criteria will apply to non-suiting of any parking violations. The criteria will be applied in all cases except for parking tickets, which are being processed through the Village’s Scofflaw Program.

B. The Village’s Ticket Review Request form must be processed for consideration of a non-suit by the enforcing Officer or Supervisor. This policy supersedes any existing interdepartmental policies or procedures pertaining to non-suiting.

C. Criteria for non-suiting parking citations.

1. Citation contained significant erroneous information and/or insufficient information causing the citation to be invalid.

2. Traffic signs or markings were missing at the time a citation was issued.

3. After issuing a citation on a parked vehicle, the Officer discovered a previous citation had been issued by another Officer within a 24-hour period for

the same violation or permission to park was previously authorized.

4. Officer unable to complete the citation because of receiving an emergency call (e.g., robbery in progress, assist another Officer, etc.).

5. Unable to identify the owner of the vehicle or license plate.

6. Out-of-state owner does not respond to demand letters.

7. First incident involving improper display of handicap placard. Non-suited a placard violation will occur only once and only after a valid placard has been witnessed by the Finance Department or an authorized Police Department employee.

8. The citation is legally non-collectable (i.e., bankruptcy, death).

9. Parking ticket was issued for failure to display a Village sticker and is not registered to a Skokie address.

10. Citation was issued for not having valid state plates or a Village sticker but complainant is able to prove compliance before issuance. Multiple non-suits will not be considered.

11. Misfeeds/printer error.

D. In the event of a conflict, the Village of Skokie Administrative Non-Suiting Policy will supersede this Order.

E. Criteria for non-suit of traffic citations are delineated in Department General Order F-53, Traffic Citation Control.

V. Authority and responsibility for Enforcing Fire Lanes and Handicapped Zones on Private Property

A. All sworn personnel and Community Service Officers of the Skokie Police Department are responsible for taking enforcement action when violations of fire lanes and handicapped zones are observed.

B. Citations for fire lane and handicapped parking violations will be written using applicable Skokie Village Ordinances.

VI. Authority and Responsibility for Enforcing Other Private Property Parking

A. With the exception of fire lane, handicapped parking violations, and Village sticker enforcement, members of the Skokie Police Department will not initiate enforcement action for parking violations on private property.

B. Requests for enforcement action on private residential property will require completion of the "Request for Citation on Private Property" form (Appendix A) by the owner or person in lawful possession of the property and will be written using Skokie Traffic Ordinance 106-103(f).

C. This form, Request for Citation on Private Property, shall be attached directly to the citation upon submission.

D. The assigned Officer shall conclude such requests with a report or the appropriate dispositional code.

E. Commercial businesses requesting enforcement action against non-customers parked in their parking lots/spots shall be advised to contract with a towing service for the posting of required signs and enforcement for their parking lots.

REQUEST FOR CITATION ON PRIVATE PROPERTY

Pursuant to Section 106-103 of the Skokie Village Code, I, as owner or person in lawful possession of the property located at _____, Skokie, Illinois, as a complainant, request that a notice to appear be issued for violation of said ordinance to the owner of a motor vehicle described as:

_____

YEAR MAKE/MODEL LICENSE STATE EXP.

_____ _____

COMPLAINANT'S SIGNATURE DATE OF REQUEST

_____

COMPLAINANT'S ADDRESS

DOC# 78486 SPD FORM #063

REQUEST FOR CITATION ON PRIVATE PROPERTY

Pursuant to Section 106-103 of the Skokie Village Code, I, as owner or person in lawful possession of the property located at _____, Skokie, Illinois, as a complainant, request that a notice to appear be issued for violation of said ordinance to the owner of a motor vehicle described as:

_____

YEAR MAKE/MODEL LICENSE STATE EXP.

_____ _____

COMPLAINANT'S SIGNATURE DATE OF REQUEST

_____

COMPLAINANT'S ADDRESS

DOC# 78486 SPD FORM #063

REQUEST FOR CITATION ON PRIVATE PROPERTY

Pursuant to Section 106-103 of the Skokie Village Code, I, as owner or person in lawful possession of the property located at _____, Skokie, Illinois, as a complainant, request that a notice to appear be issued for violation of said ordinance to the owner of a motor vehicle described as:

_____

YEAR MAKE/MODEL LICENSE STATE EXP.

_____ _____

COMPLAINANT'S SIGNATURE DATE OF REQUEST

_____

COMPLAINANT'S ADDRESS

DOC# 78486 SPD FORM #063

APPENDIX B

APPLICABLE ACCREDITATION STANDARDS

OPR.06.12

SKOKIE POLICE DEPARTMENT

UNIFORMITY OF TRAFFIC CITATIONS

General Order: F-52 **Replaces:** General Order: F-52
Effective Date: 01 December 2021 Effective Date: 01 Aug. 2018

Indexed As: State Supplementary Forms
Traffic Citations

POLICY:

In order to ensure the accuracy, completeness, legibility and uniformity of all Department issued citations, personnel shall adhere to specified reporting procedures.

PROCEDURE:

I. Miscellaneous Considerations for Citations

A. Information

1. Personnel are expected to fill out citations completely and accurately prior to turning them in.

2. Incomplete or illegible citations will be returned to the Watch Commander for corrective action.

B. Officers are expected to turn in all tickets before leaving the Station at the end of the tour of duty.

C. Court dates and due dates on citations

1. The court date on SE-tickets and due dates on PP-tickets should be at least 15 days, but not more than 60 days, from the date of issuance whenever practicable. Exceptions require the approval of a Watch supervisor.

2. A fine should be specified for PP-tickets.

II. Other Required Citation Information

A. Juveniles cited on SE-tickets

1. By order of the court, all persons under 18 years of age cited for traffic violations must appear in court with a parent.

2. The citation should be marked as "Must appear with parent."

B. Crash-related SE-tickets

1. The incident number should be included on the face of the original citation.

2. The name of the witness or other driver should also be included on the face of the citation.

III. Long Complaint Forms

A. When issuing citations for reckless driving or any traffic-related felony, Officers must fill out a long complaint form giving details of the offense.

B. The complaint form should be completed and copied.

1. The original should be affixed to the citations and sent to court.

2. One copy should be provided to the defendant.

3. One copy should be placed in the case file as the Officer's copy.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.03

SKOKIE POLICE DEPARTMENT

TRAFFIC CITATION CONTROL

General Order: F-53
Effective Date: 01 November 2024

Replaces:
General Order: F-53
Effective Date: 18 Sept. 2023

Indexed As: Traffic Citation Control

POLICY:

The traffic citation is the basis for the prosecution and adjudication of traffic offenses. The Department has designed procedures to ensure proper control, responsibility and security of citation books issued to and by the Department.

PROCEDURE:

I. Definitions

A. The term "citation" will refer to all citations issued by this Department.

B. The term "traffic citation" will refer to a personal issue traffic complaint.

C. The term "PP ticket" will refer to a Village parking violation complaint.

D. The term "LO citation" will refer to a Village local ordinance violation complaint.

II. Responsibilities

A. Traffic Citations

1. A supply of each type of citation book shall be maintained in Storage Room B.

2. A Police Supervisor will be responsible for issuing new citation books to Department personnel, as needed when electronic ticketing is unavailable.

C. Parking Citations

1. Hard-copy parking citations utilized by the Department are printed and prenumbered by a commercial printing establishment. The accountability of these forms is maintained in the following manner.

a) At the time the forms are received from the printer, an inventory shall be conducted by the Field Services Coordinator. This inventory ensures that the correct citation book has been received and that proper control sheets are prepared.

b) When obtaining a parking citation book, the beginning and ending citation number of that book, the date, and the Officer's signature are required in the control book. The control book entry will be co-signed by the Police Supervisor issuing the citation book verifying that the numerical sequence is complete.

c) The control book shall be maintained and kept in the secure cabinet with the citation books.

d) Issued parking citations are collected daily on business days by a Records Clerk.

e) Citations are then forwarded to the Parking Division.

f) The Finance Department shall be responsible for auditing citations received to identify skipped or missing citations. The Finance Department is responsible for notifying the Records Unit so that a follow-up may be initiated.

g) Documentation for citations requested for non-suiting shall be maintained by the Office of the Chief of Police.

III. Citation Records

A. Citations issued by individual Police Department employees are tracked through the Records Management System (RMS).

B. Electronic and physical tracking copies of each citation are forwarded to the Records Unit to permit accounting and storage.

1. Department copies of traffic citations are maintained by the Records Unit in accordance with the current Records Disposal Certificate.

2. Department copies of PP-tickets are maintained in accordance with the current Records Disposal Certificate.

3. Department copies of LO citations are maintained by the Legal Department.

IV. Requirements for the Issuing Officer

A. Complete all required sections of the citation.

B. After completion of the citation, give the violator the appropriate copy.

C. Verbally advise the violator of:

1. The violation.

2. The court appearance date, if necessary.

3. Other relevant information as necessary.

V. Requesting Non-Suit of Citations

A. If an error is made while writing a citation, or if blank citations are damaged due to accidental exposure to rain, snow, etc., the Officer may recommend the citation be non-suited.

B. The Officer shall complete and submit a Village of Skokie Ticket Review Request form recommending the citation be non-suited and identifying the reason(s) for the request. Hard copies are maintained in the report-writing/case-preparation area.

C. The citation and all relevant documents shall be submitted to the Chief's Office via the chain of command. Officers shall not write "VOID" on citations requested for non-suiting.

D. The supervisor shall review the submitted documents and forward them with comments to the Watch Commander and the Deputy Chief of Field Operations. The Deputy Chief of Field Operations will submit all documents to the Chief of Police for approval and transmittal to the Corporation Counsel.

VI. Common Reasons for Requesting Non-Suit of Traffic Citations

A. Violator gave false information (e.g., wrong name, address, etc.) When requesting non-suit of the citation, indicate the number of the new citation issued.

B. Officer entered wrong information which caused the citation to be invalid. When requesting non-suit of the citation, indicate the number of the new citation issued.

C. Traffic signs or markings were missing or obscured at the time the citation was written.

D. Officer misread parking restriction.

E. Officer unable to complete citation because of receiving an emergency call (e.g., robbery in progress, assist another Officer, etc.).

F. Printer misfeed or misprint in cases involving electronic citations.

G. Criteria for requesting non-suit of a parking citation are delineated in Department General Order F-51, Enforcement of Parking Regulations.

VII. Loss or Theft of Citations

A. In the event a citation or citation book is lost or stolen, the following is expected of the Officer to whom it was issued:

1. Notify the immediate supervisor.
2. Submit a written report, complete with incident number, to the Watch Commander and a copy to the Chief via the chain of command.

B. Upon review and acceptance of the required report by the Watch Commander, a copy should be forwarded to the Records Unit for appropriate records adjustment.

Village of Skokie
Ticket Review
Request

If a ticket was issued in error or significant mitigating circumstances existed, use this form to document your recommendations and transmit the ticket for final disposition.

Date Issued:	Ticket Number:
Vehicle Owner-- Name:	Address:
Telephone Number:	

State Reason For This Request:

Signature: Date:

Supervisor's Comments:

NON-SUIT REQUEST: Date:
Department Director

ACTION TAKEN:

- ☐ Approved
- ☐ Disapproved
- ☐ Returned for more information

Corporation Counsel Date

Village Manager Date

Original to Department Director Copy to Parking Division Copy to Corporation Counsel

SKOKIE POLICE DEPARTMENT

CRIMINAL SEXUAL ASSAULT AND SEXUAL ABUSE INVESTIGATIONS

General Order: F-54
Effective Date: 01 May 2025

Replaces:
General Order: F-54
Effective Date: 01 April 2024

Indexed As: Criminal Sexual Assault Investigations
Criminal Sexual Abuse Investigations
Sexual Assault Incident Procedure Act

POLICY:

It is the policy of the Skokie Police Department to fully investigate all reports of criminal sexual assault/abuse in a thorough and timely manner while treating the victim with compassion and respect. In addition, Department members shall be cognizant of the fact that the victim may display emotional responses inconsistent with the reality of the incident. Thus, these responses shall not be the sole factor used to establish a victim's credibility or to determine the plausibility of his/her account. Sound professional investigative practices, consistent with the Illinois Sexual Assault Incident Procedure Act and the comprehensive guidelines for compliance set forth by the Illinois Office of the Attorney General, shall always be employed to substantiate, record, and report an allegation of sexual assault/abuse.

DEFINITIONS:

I. "Consent" means a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused will not constitute consent. The victim's manner of dress at the time of the offense will not constitute consent. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.

II. "Law enforcement agency having jurisdiction" means the law enforcement agency in the jurisdiction where an alleged sexual assault or sexual abuse occurred.

III. "Officer-involved criminal sexual assault" means an alleged criminal sexual assault committed while an officer is on duty.

III. "Sexual assault evidence" means evidence collected in connection with a sexual assault or sexual abuse investigation, including, but not limited to, evidence collected using the Illinois State Police Sexual Assault Evidence Collection Kit as defined in Section 1a of the Sexual Assault Survivors Emergency Treatment Act or a urine sample collected when there is reasonable cause to believe that a person has consumed a controlled substance without his or her consent.

IV. "Sexual assault or sexual abuse" means an act of nonconsensual sexual conduct or sexual penetration, as defined in the Illinois Criminal Code.

PROCEDURE:

I. Responsibilities

A. Communications Operators are responsible to:

1. Assess the immediate safety of the victim and the need for emergency medical services.

2. Gather necessary information for responding Officers.

3. Provide information to the victim regarding the preservation of evidence.

B. Initial responding Officers are responsible to:

1. Address any safety concerns.

2. Assess the need for emergency medical or forensic services and arrange for transportation to the hospital as warranted.

3. Assess for drug- or alcohol-facilitated sexual assault (See Section V, Paragraph E for additional information).

4. Secure and protect the crime scene; advise the victim not to wash, douche, brush their teeth, or otherwise clean up until a medical examination has been completed.

5. Secure a private location in which to interview the victim or third-party reporter, if possible.

6. Obtain a description of the offender or apprehend the suspected offender if present when there is probable cause and the victim wishes to pursue charges.

7. Explain the reporting procedures and inform the victim or third-party reporter of what to expect during the initial investigation.

   Provide the victim or third-party reporter (see Section IV for more information regarding third-party reporting) with the following information/forms and record in the incident report narrative that the information forms were provided (additional guidance on Victim Notification is provided in Section VII):

   a) "Mandatory Notice for Survivors of Sexual Assault" form (Appendix A), and

   b) "Statement of Crime Victims' Rights" – Statement of Marsy's Rights (Appendix B).

8. Conduct a preliminary investigation/interview. If the victim is 17 years of age or younger, ensure that the questions asked pertain only to life safety concerns or the potential preservation of evidence. Once it is determined a sexual assault or abuse has likely taken place, a detective will follow up with the Juvenile victim and their parents for a forensic interview.

9. Locate and identify witnesses and obtain initial statements.

10. Contact the Department Social Worker or Co-Responder Team and stand by with the victim until investigators arrive, if appropriate or requested.

11. Offer to arrange or provide transportation to the courthouse to permit the victim to file a petition for an emergency civil No Contact Order or an Order of Protection.

12. Fulfill reporting requirements as delineated in Section II of this General Order.

II. Sexual Assault and Sexual Abuse Reporting

A. A law enforcement officer shall complete a written police report upon receiving the following, regardless of where the incident occurred:

1. An allegation by a person that he or she has been sexually assaulted or sexually abused regardless of jurisdiction;

2. Information from hospital or medical personnel, provided under the Criminal Identification Act, that a victim has been sexually assaulted or sexually abused;

3. Information from a witness who personally observed what appeared to be a sexual assault or sexual abuse or attempted sexual assault or sexual abuse; or

4. Information from a third-party reporter who has the consent of the victim to do so.

B. A victim is under no obligation to speak with an Officer or to submit to an interview. If the victim chooses not to be involved, the responding Officer shall still prepare a report and document any information made available.

C. If the incident occurred in Skokie, or it is unknown what jurisdiction the incident occurred, the officer shall complete a criminal report with the appropriate sexual assault or sexual abuse offense. If the incident occurred in another jurisdiction the officer will complete an assist other agency SIM.

D. The written report shall include the following, if known:

1. The victim's name or other identifier.

2. The victim's contact information.

3. Time, date and location of offense.

4. Information provided by the victim.

5. Any aggravating factors present.

6. Documentation of signs of physical or psychological trauma to the victim.

7. Documentation of the victim’s subtle or overt actions indicating consent or lack of consent. (Note: silence should not be construed as consent.)

8. Information about the suspect, including the suspect's description and name, if known.

9. Names of persons with information relevant to the time before, during, or after the sexual assault or sexual abuse, and their contact information.

10. Names of medical professionals who provided a medical forensic examination of the victim and any information they provided about the sexual assault or sexual abuse.

11. Information the victim related to medical professionals during a medical forensic examination which the victim consented to disclose to law enforcement.

12. Whether sexual assault evidence was collected, the name and contact information for the hospital, and whether the victim consented to testing of the evidence.

13. Date and time sexual assault evidence was collected from hospital, and the date and time the sexual assault evidence was sent to the crime laboratory, if applicable.

14. Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement.

15. The forms provided to the victim or third-party reporter.

16. All other relevant information.

E. If the sexual assault or sexual abuse occurred in another jurisdiction, the Officer taking the report must submit the report to the law enforcement agency having jurisdiction in person, or via fax or email, within 24 hours of receiving information about the sexual assault or sexual abuse.

1. The reporting Officer shall also forward the "Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction" form (Appendix C) to the agency of jurisdiction.

2. The reporting Officer must also receive confirmation of receipt of the report from the agency to which it was forwarded, to include the name and identifier of the person receiving the report, as well as a name and contact phone number from the receiving agency that will be provided to the victim.

F. If the sexual assault or sexual abuse occurred in another country, the reporting Officer will both notify and forward a report via fax or email to the foreign embassy of that country.

G. If the Skokie Police Department receives a report from another jurisdiction regarding a sexual assault or

sexual abuse that is believed to have occurred within the Village of Skokie, the procedures delineated in Section III will be followed.

III. Reports Received From Other Jurisdictions

If another jurisdiction forwards a report to this Department regarding a sexual assault/abuse believed to have occurred within the Skokie village limits, the following will occur:

A. The Communications Operator who receives the report will ensure receipt of the Officer's name, agency, badge number, return phone number, and the address of the incident.

B. The Communications Operator will then confirm whether the provided address is within the Village of Skokie.

C. After confirmation of jurisdiction, the Communications Operator will advise a Watch Supervisor of receipt of the report.

D. Within 24 hours of receipt of the report, a Watch Supervisor will ensure that confirmation is made to the initiating agency that the report has been received and will provide the name and phone number of the contact person within the Skokie Police Department to be provided to the victim. The "Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction" (Appendix C) will be used for this purpose. A copy of the form used to make this notification will be added to the case report.

IV. Third-Party Reports

A. A victim of sexual assault or sexual abuse may give a person consent to provide to a law enforcement officer information about the sexual assault or sexual abuse. The third-party reporter does not have to disclose the victim's name. The Officer must complete a written report if the person contacting law enforcement:

1. Provides their own name and contact information.

2. Affirms that they have the consent of the victim of the sexual assault or sexual abuse to make the report.

B. Officers must give the person making the third-party report a copy of all victim notices required under the Illinois Sexual Assault Incident Procedure Act and ask that the person give the notices to the victim.

V. Evidence Collection

A. Evidence collected by Skokie Police Officers shall be collected, packaged, and labeled in accordance with the Department's Forensic Technician Manual.

B. All sexual assault evidence collected by a hospital must be released to the custody of law enforcement whether or not the victim has signed a consent form for testing of the evidence. The evidence may include a sexual assault evidence collection kit, clothing, blood and/or urine samples, or other items.

1. A hospital must notify the law enforcement agency having jurisdiction when sexual assault evidence has been collected. If the incident occurred in another jurisdiction and that agency is unable to respond to collect the sexual assault evidence collection kit, the reporting Officer or Evidence Technician will collect the kit and place it into Property Custody. The Property Custodian will then be responsible for contacting the agency having jurisdiction to coordinate the release of the kit to that agency.

2. Once notified, the Skokie Police Department will take custody of the evidence as soon as practical, but not later than five (5) days after the medical forensic exam is completed. Note: The required written report must include the date and time the evidence was picked up from the hospital.

3. The hospital must provide the original "Patient Consent: Collect and Test Evidence or Collect and Hold Evidence" form (referred to in future text as Consent to Testing form), that was presented

to the victim for completion by the hospital, to the Officer who picks up the evidence. This form shall be included with the original case file.

4. If the Consent to Testing form has been signed by the victim or designee, the evidence must be sent within 10 days of receipt to the Northeastern Illinois Regional Crime Laboratory or other appropriate laboratory for testing under the Sexual Assault Evidence Submission Act.

5. If the Consent to Testing form has not been signed, the Skokie Police Department shall store the evidence.

    a. If the victim is an adult, the evidence must be stored for a minimum of ten (10) years.

    b. If the victim is under 18 years of age, the evidence must be stored until the victim's 28th birthday.

    c. With submission of a written request by the victim or designee, the victim or his/her designee shall be notified in writing by the Property Custodian at least 90 days prior to the expiration of the required evidence storage period. Notification will be made by certified mail to the last known address of the victim or their designee. Written notice shall also be made to the Investigations Commander at that time.

6. If the victim or designee declines to consent to the testing of the medical forensic evidence, the reporting Officer will provide the victim or designee with the "Storage and Future Testing of Sexual Assault Evidence" form (Appendix E) which will provide them with information regarding the location at which the evidence will be stored, available options for providing consent at a later date, Skokie Police Department contact information, and contact information for a local rape crisis center

C. If the victim or designee did not consent to the testing of medical forensic evidence while at the

hospital, the victim or designee may nevertheless do so after leaving the hospital by:

1. Signing the original Consent to Testing form;

2. Signing a Consent to Testing form in the presence of a sexual assault advocate who will deliver the signed Consent to Testing form to the Police Department on behalf of the victim or

3. Providing verbal consent to the Police Department and confirming verbal consent by email or fax.

D. Upon receipt of written or verbal consent to have the evidence tested:

1. The Property Custodian shall notify an Investigations Supervisor of the request;

2. The Property Custodian shall submit the sexual assault evidence to the Northeastern Regional Crime Laboratory or other appropriate laboratory for testing and

3. The Investigator assigned to the case shall provide the victim or their designee with the "Mandatory Notice of Victim's Right to Information Regarding Sexual Assault Evidence" form (Appendix D) in order to inform the victim of their right to request the release of information identified in Section VI of this General Order.

E. Drug or Alcohol-Facilitated Sexual Assault

1. If there is reasonable cause to believe that a person has been delivered a controlled substance or alcohol without his or her consent, the reporting Officer will advise the victim about seeking medical treatment and preserving evidence.

2. If drug- or alcohol-facilitated sexual assault is suspected, urine should be collected as soon as possible, and urine collection should be offered up to 120 hours (five days) after the assault. (Note: The Officer will not require a urine

sample to be provided.) If collected, the urine sample must be refrigerated.

3. No urine sample analysis may be performed unless the victim or designee has signed a written Consent to Testing form after the sample is collected. The victim has ten (10) years after the sample was collected to consent to testing.

4. If samples are taken by the hospital for medical purposes, the Officer may not request that the hospital test the victim's blood or urine without the consent of the victim.

5. With consent, any urine samples collected shall be sent to the Northeastern Illinois Regional Crime Laboratory or other appropriate laboratory for analysis.

6. Notify the victim or designee that once a written Consent to Testing form has been signed, he or she has 48 hours to revoke the consent.

VI. Release of Information Regarding Evidence Testing

A. Upon request of the victim or designee who has consented to the testing of sexual assault evidence, the Department shall provide the following information to the victim or designee in writing:

1. The date the evidence was sent to the laboratory (must be provided to the victim within seven days of being transferred to the lab).

2. Test results provided by the laboratory to the Department, within seven (7) days of receipt of the results by the Department, including but not limited to whether:

a) A DNA profile was obtained.

b) The DNA profile developed (if applicable) was searched against DNA state or federal databases or the DNA Index System,

c) An association was made to an individual whose DNA profile is consistent with the

sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation.

d) Any drugs were detected in a urine or blood sample analyzed for drug-facilitated sexual assault and information about any drugs detected.

B. Upon receipt of the lab results, the Property Custodian shall advise an Investigations supervisor of the results. The Investigations supervisor shall inform the assigned Investigator who, in turn, will provide the requested information to the victim or designee.

C. When a victim or designee has signed a Consent to Testing form at the hospital permitting the testing of evidence, the Department shall provide the victim or designee (either at the hospital or during the Investigator's follow-up interview) with written information instructing the victim of his or her right to request the information delineated in Section V, paragraphs A and B, above. This written information must also be provided to a victim or designee who signs a Consent to Testing form at the Police Department facility or with the assistance of a rape crisis advocate. A victim may designate another person or agency to receive this information.

VII. Victim Notification

A. It is important that the victim understand that he/she has victim rights as provided by the Illinois Constitution, the Rights of Crime Victims and Witnesses Act, and the Crime Victim's Compensation Act. Consistent with this premise, during the initial contact with the victim or designee, the Reporting Officer will:

1. Provide a "Mandatory Notice for Survivors of Sexual Assault" form, (Appendix A) written in a language appropriate for the victim or in Braille, or communicating in sign language, that includes:

a) Information about seeking medical attention and preserving evidence, including specifically the collection of evidence during a medical forensic examination at a hospital and photographs of injury and clothing.

b) Notice that the victim will not be charged for hospital emergency and medical forensic services.

c) Information advising the victim that evidence can be collected at the hospital up to seven (7) days after the sexual assault or sexual abuse but that the longer the victim waits the likelihood of obtaining evidence decreases.

d) The location of nearby hospitals that provide emergency medical and forensic services and, if known, whether the hospitals employ any sexual assault nurse examiners.

e) A summary of the procedures and relief available to victims of sexual assault or sexual abuse under the Civil No Contact Order Act or the Illinois Domestic Violence Act of 1986.

f) The law enforcement Officer's name and badge number.

g) At least one referral to an accessible service agency and information advising the victim that rape crisis centers can assist with obtaining Civil No Contact Orders and Orders of Protection.

h) If the sexual assault or sexual abuse occurred in another jurisdiction, provide in writing the address and phone number of a specific contact at the law enforcement agency having jurisdiction.

2. Offer to provide or arrange accessible transportation for the victim to the nearest

available circuit judge or associate judge so the victim may file a petition for an emergency civil no contact order under the Civil No Contact Order Act or an Order Of Protection under the Illinois Domestic Violence Act of 1986 after the close of court business hours, if a judge is available.

3. Offer to provide or arrange accessible transportation for the victim to a hospital for emergency medical and forensic services, including contacting emergency medical services.

4. Provide victim notices to a third-party reporter as delineated in Section IV, paragraph B of this General Order.

B. If the first contact with the victim occurs at a hospital, the Officer may request that the hospital provide interpretive services, as necessary.

VIII. Officer-Involved Criminal Sexual Assault/Abuse Investigations

A. The investigation of a criminal sexual assault or criminal sexual abuse alleged to have been committed by a Skokie Police Officer shall be conducted in accordance with relevant sections of this policy, Department General Order A-13: Internal Affairs, and all other applicable laws, ordinances and general orders.

B. The investigation of an alleged Officer-involved criminal sexual assault/abuse purported to have been committed while the Officer was on duty will be investigated by an independent agency or entity. A Deputy Chief or Commander will contact the independent agency/entity to request the initiation of the investigation. The independent agency/entity will be expected to complete the investigation in accordance with the Law Enforcement Criminal Sexual Assault Investigation Act, the Illinois Sexual Assault Investigation Procedure Act, and all other applicable laws.

C. After January 1, 2019, the assigned Investigators shall have completed the State-required sexual assault

and sexual abuse training referenced in Section IX: Training, of this general order.

IX. Training

A. After January 1, 2019, all investigations of sexual assault and sexual abuse will only be assigned to an Officer who has completed training in evidence-based, trauma-informed, victim-centered investigations.

B. After January 1, 2019, all newly hired Communications Operators must complete the State-required sexual assault and sexual abuse training curriculum prior to handling emergency calls.

C. Prior to January 1, 2019, all existing Communications Operators shall complete the State-required sexual assault and sexual abuse training curriculum.

D. In-service training on sexual assault and sexual abuse investigations shall be provided to all Police Officers and Communications Operators at least every three (3) years.

APPENDIX A

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 28th 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 hospital below provides emergency medical and forensic services for sexual assault survivors:

Hospital Name
Hospital Address

This hospital employs a Sexual Assault Nurse Examiner: Yes / No / Unknown (Circle One)
*This form must be provided by the responding law enforcement agency at time of initial contact pursuant to 725 ILCS 203/25(a). This requirement is effective January 1, 2017.

APPENDIX A (Continued)

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 requesting the 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 Crisis Center Name	Hotline Number

RESPONDING LAW ENFORCEMENT AGENCY

Responding Officer's Name	Star/Badge Number
Responding Law Enforcement Agency Name	Agency Phone Number
Report Number	Date

LAW ENFORCEMENT AGENCY WHICH WILL COMPLETE INVESTIGATION

Law Enforcement Agency Name
Law Enforcement Agency Address
Law Enforcement Agency Phone Number

APPENDIX B

Lisa Madigan
ATTORNEY GENERAL

OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

CRIME VICTIM SERVICES DIVISION

STATEMENT OF CRIME VICTIMS' RIGHTS

If you are the victim of a violent crime, the Illinois Constitution and Rights of Crime Victims and Witnesses Act give you the following rights:

1. The right to be treated with fairness and respect for your dignity and privacy and to be free from harassment, intimidation, and abuse throughout the criminal justice process.
2. The right to notice and to a hearing before a court ruling on a request for access to any of the victim's records, information, or communications which are privileged or confidential by law.
3. The right to timely notification of all court proceedings.
4. The right to communicate with the prosecution.
5. The right to be heard at any post-arraignment court proceeding in which a right of the victim is at issue and any court proceeding involving a post-arraignment release decision, plea, or sentencing.
6. The right to be notified of information about the conviction, sentence, imprisonment, and release of the accused.
7. The right to timely disposition of the case following the arrest of the accused.
8. The right to be reasonably protected from the accused throughout the criminal justice process.
9. The right to have the safety of the victim and the victim's family considered in denying or fixing the amount of bail, determining whether to release the defendant, and setting conditions of release after arrest and conviction.
10. The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.
11. The right to have present at all court proceedings, subject to the rules of evidence, an advocate and other support person of the victim's choice.
12. The right to restitution.

While police are investigating the crime, you can ask them for information about the status of the investigation.

You can also request to meet with the prosecutor, if the police forward the case to the State's Attorney's Office.

For more information about your rights after criminal charges are filed, call the **Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130)** or contact your local **State's Attorney's Office.**

Financial Assistance

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the **Attorney General's toll-free Crime Victims Assistance Line** at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

Acknowledgment of Rights

Signature: _____ Date: _____

Revised 12/15. Provided by the Office of the Attorney General pursuant to 725 ILCS 120/4(b). This material is available in alternate format upon request.

APPENDIX C

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: _____ **Case Number:** _____

Initial Agency Contact Name: _____

Title: _____ **Phone:** _____ **Fax:** _____

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.

APPENDIX D

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.

Law Enforcement Agency	
Address	
Phone Number	Email (if available)
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.

APPENDIX E

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 28th 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.

Law Enforcement Agency
Address
Phone Number
Report Number

Rape Crisis Center
Address
Phone Number

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.

SKOKIE POLICE DEPARTMENT

TRAFFIC ENGINEERING

General Order: F-55
Effective Date: 01 August 2025

Replaces:
General Order: F-55
Effective Date: 01 Oct. 2021

Indexed As: Traffic Engineering

POLICY:

Traffic engineering is primarily a function of the Village of Skokie Traffic Engineering Division, the Illinois Department of Transportation, and the Cook County Department of Transportation and Highways. The Skokie Police Department will maintain liaison and provide data sharing with these agencies to maintain and ensure a safe and efficient roadway system.

Although true engineering is not a police function, police agencies have a unique opportunity to contribute information on basic traffic services and assist in identifying traffic engineering problems.

Elimination of these problems is in the best interest of both law enforcement and the community at large.

PROCEDURE:

I. Engineering

A. The Department shall maintain pertinent information and make available to the Traffic Engineer and related agencies radar surveys, complaints, traffic crash data, and other required reports and information.

B. The Traffic Engineer has the primary responsibility to participate in local and regional transportation system management planning. The Police Department will participate as directed by the Chief of Police.

C. The Traffic Engineer prepares traffic crash collision diagrams and sight distance studies of intersections as needed. The Department receives reports from state and local agencies and the Traffic Engineering Division on high-traffic crash locations.

II. Engineering Related Functions

A. The Police Department will work in concert with the engineering authorities to:

1. Collect and compile traffic data relevant to identifying problems and solutions.

2. Conduct special traffic or radar studies to verify potential problems.

3. Analyze traffic crash and enforcement data to discern trends related to engineering problems.

4. Prepare special reports and make recommendations concerning conditions, devices, roadways, ordinances, or other solutions or improvements.

B. The Department will record, investigate, and follow up on Officer or citizen reports of actual or potential problems or improvements. An incident/condition report will be made, and appropriate agencies will be notified.

C. The Department will employ the current edition of the Manual on Uniform Traffic Control Devices for Streets and Highways as a guide concerning traffic engineering activities. The manual can be found at **www.idot.illinois.gov**.

D. The Deputy Chief of Field Operations will ensure the completion of traffic-engineering-related duties and liaisons, as necessary.

SKOKIE POLICE DEPARTMENT

BODY-WORN CAMERAS

General Order: F-56
Effective Date: 01 November 2024

Replaces:
General Order: F-56
Effective Date: 01 Nov. 2023

Indexed As: Body-Worn Cameras

PURPOSE

This policy provides guidelines for the use of Body-Worn Cameras by Officers of this Department while in the performance of their duties (50 ILCS 706/10-20).

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Skokie Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

POLICY

The Department is committed to protecting the safety and welfare of the public as well as its Officers. Recordings from body-worn cameras (BWC's) can provide Officers with an invaluable instrument to aid in criminal prosecution. Additionally, they can protect Officers and citizens from false accusations through the objective documentation of interactions between Officers of the Department and the public. Officers issued a BWC will use it pursuant to this general order and in accordance with Illinois law (50 ILCS 706/Article 10) (Public Act 099-0352).

The Department recognizes that the body-worn camera will not capture exactly what the Officer sees and hears, or what an Officer senses or experiences. The recorded images do not provide the totality of the circumstances that influences the Officer's response to a particular situation. This policy is intended for person-to-person (Officer and public) interactions.

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 Officer is enforcing the law, including traffic or pedestrian stops, arrests, searches (not to include records or electronic media), interrogations, investigations, pursuits, crowd and traffic control.

Non-Law-Enforcement-Related Activities - tasks unrelated to the investigation of a crime, community engagements such as community caretaking functions; participating in town halls or other community outreach; helping a child find his/her 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 or only in the presence of another law enforcement Officer.

Traffic Control: The maneuvering of traffic due to the disruption of traffic flow from a traffic crash, road obstruction or other emergency.

Criminal Event – An event in which a violation of Village of Skokie Ordinance, Illinois Compiled Statute, or a misdemeanor or felony within the Illinois Vehicle Code occurred.

Non-Criminal Event – An event not in violation of Village of Skokie Ordinance, Illinois Compiled Statute, or any violation of the Illinois Vehicle Code other than a misdemeanor or felony, still requiring police assistance.

PROCEDURE:

I. Body-Worn Camera Administrator

The Chief of Police or the authorized designee will designate an administrator responsible for compliance with the Law Enforcement Officer-Worn Body Camera Act (50 ILCS 706/10-20). For purposes of this policy, the administrator will be the Programs and Planning supervisor:

A. Identifying Operational and Administrative Members as defined in Policy P-12, Uniform and Equipment Specifications for Sworn Personnel.

B. Identifying Officers permitted to access recordings to redact, label or duplicate recordings.

C. Ensuring body-worn cameras acquired 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.

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 an Officer 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, labeling and duplicating recordings.

5. Supervisor and Officer review of recordings.

6. Categorizing, identifying and titling of video 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 medium (50 ILCS 706/10-10).

G. Ensure Officers are properly trained in the use of body-worn cameras prior to being assigned a camera.

H. Additional training and program assessment may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper

calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

I. Annually review agency compliance with this policy, the performance of hardware and software as well as the overall performance of the video evidence program. A report will be submitted to the Chief of Police detailing any problems, deficiencies or anticipated needs.

II. Officer Privacy Expectation

All recordings made by Officers 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. Officers shall have no expectation of privacy or ownership interest in the content of these recordings.

III. Officer Responsibilities

A. All Sworn Officers will be trained by Department personnel prior to utilizing a body-worn camera. Prior to going into service, all Operational Members who are assigned a body-worn camera, will be responsible for making sure that they are equipped with a body-worn camera issued by the Department, and that the camera is in good working order. If the camera is not in working order or the Officer becomes aware of a malfunction at any time, the Officer shall promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable (50 ILCS 706/10-20). Officers should wear the camera in a conspicuous manner and notify persons that they are being recorded, whenever reasonably practicable. The body-worn camera will be securely attached to the front of the Officer's person, with at least six inches between the bottom of the outer vest carrier to the bottom of the body-worn camera or six inches above the waistline measured from the top of the duty belt to the bottom of the body-worn camera when an outer vest carrier is not worn. The body-worn camera will be facing outward with an unobstructed view that provides for the effective recording of an incident. The camera should generally be worn on the most outward piece of

clothing, but Officers should not be concerned with video obstruction resulting from body movements including manipulation of their hands and arms when physically active or with use of any piece of equipment which may include, baton, taser, other weapon, etc.

B. Any Administrative Member who is responding to a call for service or engaged in any law enforcement-related encounter or activity will wear a body-worn camera.

C. Non-uniformed Officers will wear the body-worn camera in accordance with this policy, unless conducting a lawful recording in an authorized undercover capacity.

D. Those wearing a dress uniform and not expected to be participating in law enforcement activities are exempt from wearing body-worn camera.

E. Officers will document the existence of a recording in the first line of any report or other official record of the contact, including any instance where the camera malfunctioned, or the Officer deactivated the recording, Officers shall include the reason for deactivation.

F. Officers that are assigned body-worn cameras who are assigned to a multi-jurisdictional task force (NIPAS, MCAT, NORTAF, ILEAS) will wear a body-worn camera during call-out activities. Department Officers who are assigned a body-worn camera and are Officers of a multi- jurisdictional task force and who are responding to an initial, in-progress call while on duty in Skokie, must have their body-worn camera recording. If the Officer is responding to a callout in a personal vehicle and obeying all state traffic laws, the camera does not have to be recording.

G. OFF-DUTY DETAILS - Officers who are assigned a body-worn camera will wear their issued body-worn camera while working details. The camera will be recording in accordance with this policy should any law enforcement-related activities occur during the detail.

H. At the conclusion of an Officer’s tour of duty, or as soon as practicable after a call-out for Officers assigned to a multi-jurisdictional task force, will

dock their body-worn camera in a charging dock or utilize a Wi-Fi connection while in Sleep mode and charging via USB to ensure all videos are uploaded to the Department body-worn camera evidence system. Officers with videos in excess of thirty (30) minutes must utilize a dock. Firmware updates will only occur when the body-worn camera is docked. Officers shall dock their body-worn cameras in order to check for firmware updates weekly or as instructed. During extended periods of leave your camera must be readily accessible or remained docked.

I. In the event a body-worn camera malfunctions, is damaged or lost, the Officer will complete proper report and notify a Supervisor. A Supervisor will then be assigning a spare body-worn camera to the Officer.

J. Officers will categorize, identify and title all videos uploaded to Evidence.com.

IV. Activation and Deactivation of the Body-Worn Camera

A. This policy is not intended to describe every possible situation in which the body-worn camera should be used, although there are many situations where its use is appropriate. Officers should activate the recorder any time the Officer believes it would be appropriate or valuable to record an incident.

B. Officers wearing body-worn cameras shall always have the body-worn camera turned on while they are on-duty and are responding to calls for service or engaged in law enforcement-related activities (50 ILCS 706/10-20).

C. While not limited to any of the following situations, the body-worn cameras will be used to record:

1. All enforcement and investigative contacts including stops and field interview situations where there is contact with the public.

2. Traffic stops including, but not limited to, traffic violations, disabled autos, and all crime interdiction stops. The body-worn camera will also act as the microphone pursuant to policy

F-67, Mobile Video Recording.

3. During times of traffic control upon initial redirection or new patterns of traffic flow.

4. When the Officer has been dispatched or when self-initiating a response to a law enforcement-related activity or encounter.

5. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

6. Emergency driving situations.

7. Emergency vehicle responses to in-progress or just occurred dispatches where the fleeing suspects or vehicles may be captured on video leaving the crime scene.

8. Execution of a search warrant (excluding records or electronic evidence), arrest warrant, or a consent search.

9. Foot and vehicle pursuits.

10. Searching a detainee or transferring a detainee between cells or to another area of the station.

11. Situations that may enhance the probability of evidenced based prosecution.

12. Situations where the Officer reasonably believes it will serve a proper purpose. For example, recording the interaction with an uncooperative arrestee who is already secure in a cell.

13. Transporting detainee or persons not in police custody, regardless of gender. If there is more than one officer in a vehicle, at least one will be required to record with a body-worn camera. This does not apply to ride-alongs.

D. If exigent circumstances prevent an Officer from recording with a body-worn camera when required, the Officer shall begin recording as soon as practicable

(50 ILCS 706/10-20). The safety of the Officer and public takes precedence over the recording of events.

E. Pursuant to State law, the Officer must provide notice of recording to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent circumstances exist which prevent the Officer from providing notice, notice must be provided as soon as practicable.

F. Officers 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).

G. Officers 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 Officer that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by 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.

H. At no time is an Officer expected to jeopardize their safety to activate a body-worn camera or change the recording medium. However, the camera should be activated in situations described above as soon as reasonably practicable. The circumstances shall be documented in the Officer's police report.

I. Except when a camera is allowed to be deactivated pursuant to this policy, Officers shall ensure that the body-worn camera is on ready-mode during their tour of duty. This ensures that the previous 30 seconds of video with no audio is captured when the camera transitions to the event mode.

J. Evidence Technicians processing a crime scene after the initial response by Officers, shall not activate their body-worn camera while processing the scene, unless they engage in another law enforcement activity that requires the activation of the body-worn camera.

K. Officers working events such as school crossings, down wires, railroad gate malfunctions, squad car being used to divert traffic, etc., which involve extended periods of traffic control do not have to activate their body-worn camera unless they encounter another law enforcement activity that requires activation.

L. Body-worn cameras will begin recording when external triggers are activated within 100 feet of the camera. External triggers may include activation of emergency lights and Taser 7.

M. Sleep-mode may be used during times when an Officer is within the station or other area with no foreseeable citizen interaction or contact. This will allow for the camera to not passively record or to actively record due to external triggers during times of privacy.

N. Body-worn cameras are capable of “live streaming" and will only be initiated with the Officer’s consent, during situations where attempts to contact the Officer via radio have failed, or during a life safety situation. A camera needs to be recording to “live-stream” any event.

O. During an Officer’s lunch period, regardless of the location the Officer takes the lunch break, the Officer may elect to put the Officer’s own body-worn camera in sleep mode.

V. Cessation of Recording

A. Once recording, the body-worn camera should remain recording continuously until the Officer reasonably believes that their direct participation in the incident is complete or the situation no longer fits the criteria for activation. In the event of an arrest, the incident is concluded when the subject is transported to the station and through the booking process. However, Officers have the discretion to continue recording even after the subject is placed in a cell. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

B. Body-worn cameras shall be placed in ready-mode when a victim, witness or community member reporting a crime requests that the camera stops recording. 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 or if Officer cannot determine the status of the person being recorded. 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). Officer's shall place the body-worn camera in ready-mode when interacting with a confidential informant or assisting a special division in a sensitive operation where confidentiality is imperative to the operation; in this instance, approval must be sought from the Officer’s supervisor or supervisor in charge of the case.

C. Body-worn cameras may also be placed in sleep-mode when the Officer is not engaged in law enforcement-related activities or when completing paperwork alone or while only in the presence of another Officer (50 ILCS 706/10-20).

VI. Privacy

A. Department Officers can record individuals in private residences or other places where a reasonable expectation of privacy exists and there is a lawful reason for the presence of law enforcement Officers. A subject who is being arrested does not have a reasonable expectation of privacy.

B. When the subject does have a reasonable expectation of privacy, Officers shall inform individuals that they are being audio and video recorded. Consent to continue audio recording must be obtained. Proof of notification and consent must be evident in the recording and documented in the Officer's police report. Once the initial notice has been provided, the notice requirement has been satisfied, even when another individual becomes a party to the communication. If an Officer is uncertain as to whether a reasonable expectation of privacy exists,

the Officer shall provide the verbal notice. As a general rule, if the Officer must legally ask permission to enter a premise, they should also ask if the resident will allow recording.

C. Officers shall place the body-worn camera in Ready mode in locations where a reasonable expectation of privacy exists, such as a dressing room, medical and psychiatric facility or the incident involves the exposure of private body parts, unless required for capturing evidence or the Officer reasonably believes it to serve a proper police purpose. When footage is needed for the purpose of capturing evidence, whenever possible, the recording Officer shall be of the same sex as the victim. If the victim self-identifies with a sex that is different from their assigned sex, the Officer shall inquire whether the victim has a preference as to the sex of the recording Officer.

D. Reasonable attempts shall be made to avoid recording persons other than the suspect or those who are involved in police call for service.

E. Officers shall place their body-worn camera in Ready mode during any court related activity, to include pre-trial conferences, depositions, interactions with prosecuting attorneys, or any other activity in the courtroom unless a new law enforcement activity occurs requiring law enforcement response and camera activation.

F. Body-worn cameras worn by department Officers will only be placed in ready-mode upon the order of the ranking supervisor that are involved at incident scenes that have been determined to be secure that is an Officer-involved death investigation, Officer firearm discharge, arrest or detention involving death or bodily harm, or any other serious use of force incident.

NOTE: A scene may be considered secure when the offenders are in custody or otherwise not in the area, medical aid has been requested/administered or fire personnel/paramedics are on the scene, the involved Officers have been identified and the incident scene has been established.

G. Officers who are assigned as perimeter security at any secured crime scene do not have to have the body-worn camera recording unless the scene assignment has a law enforcement-related function such as crowd control and other such public interaction.

VII. Surreptitious Use of The Body-Worn Camera

A. 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 allowed to record 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).

B. Officers shall not surreptitiously record another department Officer without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

VIII. Explosive Device

Many body-worn cameras emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

IX. Muting of Audio

Officers having short conversations with each other or supervisors that take place away from public contact may mute the audio for the purpose of discussing a tactical/situational consideration or a topic that is unrelated to the law enforcement related activity they are currently recording. Muting of audio on body worn cameras should not be a routine practice and should only be done when necessary in extremely important circumstances. Officers shall narrate a brief explanation of why they will be muting pre and post muting the recording. Majority of Officers' recordings should be continuous with no stoppages.

X. Documentation of Non-Recording Event

Officers shall indicate in the police report narrative when recordings were made. If the Officer fails to activate the body-worn camera to event mode, does not record the entire incident or interrupts the recording for any reason, the Officer shall document, on the recording, the time, place and reason why the recording was not made or was discontinued. This shall also be documented in the Officer's police report.

XI Prohibited Use of Body-Worn Camera

A. Officers are prohibited from using Department-issued body-worn camera 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.

B. Officers are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or body-worn camera or a personally-owned recorder. Officers shall not duplicate or distribute such recordings, except for authorized legitimate Department business purposes. All such recordings shall be retained at the Department.

C. Officers are prohibited from using personally-owned recording devices while on-duty.

D. Recordings shall not be used by any Officer for embarrassment, intimidation or ridicule.

E. Employees shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner body-worn camera recordings without prior written authorization by a supervisor. Any violations related to the unauthorized edits, alterations, and dissemination of this data shall be cause for disciplinary action.

XII. Uploading and Categorization

A. All body-worn camera recordings are considered evidence.

B. The body-worn camera system will be placed in the proper charging receptacle at the end of each shift. It will be the responsibility of each Officer that is assigned a body-worn camera to ensure the camera is properly placed in the charging receptacle and the videos are properly uploaded.

C. Once the recording has been uploaded, the Officer is responsible for reviewing the footage and assigning the proper category, identifier and title (when applicable) to the video in accordance with the records management system and Department policy.

D. Identification for the footage shall be the case or CAD event number along with Officer name, badge number, date and applicable category(s).

E. Each recording shall be properly categorized, identified and titled as soon as possible.

XIII. Identification and Preservation of Recordings

A. To assist with identifying and preserving data and recordings, Officers should download, categorize, identify and title evidence in accordance with procedure and document the existence of the recording on the first line of any related case report.

B. An Officer should transfer and categorize recordings when the Officer reasonably believes:

1. The recording contains evidence relevant to potential criminal, civil or administrative matters.

2. A complainant, victim or witness has requested non-disclosure.

3. A complainant, victim or witness has not requested non-disclosure, but the disclosure of the recording may endanger the person.

4. Disclosure may be an unreasonable violation of someone’s privacy.

5. Medical or mental health information is contained.

6. Disclosure may compromise an undercover Officer or confidential informant.

7. 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).

C. Any time an Officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a citizen complaint), the Officer should promptly notify a supervisor of the existence of the recording.

D. Recordings may be used for training purposes. Officers who recommend that a recording be used for training should notify a supervisor who will review the recording to determine its feasibility as a training tool.

XIV. Retention Requirements for Body-Worn Camera Recordings

A. Recordings made on body-worn cameras shall be retained for a minimum of 90 days. Recordings shall not be altered, erased or destroyed prior to the expiration of the 90-day storage period (50 ILCS 706/10-20).

B. After the 90-day storage period, recordings must be destroyed unless an encounter with any of the following occur (50 ILCS 706/10-20):

1. A formal or informal complaint has been filed.

2. The Officer discharged his/her firearm or used force during the encounter.

3. Death or great bodily harm occurred to any person in the recording.

4. 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.

5. The Officer is the subject of an internal investigation or otherwise being investigated for possible misconduct.

6. The supervisor of the Officer, prosecutor, defendant or court determines that the encounter has evidentiary value in a criminal prosecution.

7. The recording Officer requests that the video be retained for official purposes related to his/her official duties.

C. 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.

D. Recordings may be retained anytime 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.

XV. Release of Body-Worn Camera Recordings

Requests for the release of body-worn camera recordings shall be processed in accordance with the Freedom of Information Act, Records Maintenance and Release Policy. Requests for the release of audio/video recordings are set by the State of Illinois Law Enforcement Body-worn Camera Act (50 ILCS 706/10-20). The State of Illinois Law Enforcement Body-worn Camera Act as well as the Illinois Freedom of Information Act (5/ILCS 140/6(a)) will be adhered to when completing any request for the release of audio/video recordings. The State of Illinois Law Enforcement Body-worn Camera Act, Illinois Freedom of Information Act and Department Policy S-3, Records.

XVI. Review of Recorded Media Files

A. Officers shall not retain personal copies of recordings. Officers should not use the fact that a

recording was made as a reason to write a less detailed report.

B. When preparing written reports of incidents where an Officer is involved in or witness to an Officer-involved shooting, use of deadly force, or use of force involving great bodily harm any initial report shall be prepared without viewing body-worn camera recordings. Subject to a supervisor's approval, Officers may file an amended supplemental report after viewing body-worn camera recordings. These amended reports will contain documentation regarding how the Officer accessed the video footage. (50 ILCS 706/10-20)

C. In all other reporting instances than those listed above in XVII B, Officers should review their recordings as a resource prior to completing an incident report and other documentation. The recording Officer and their supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the Officer or their supervisor discloses that fact in the report or documentation. Officers who review recordings prior to completing incident reports or other documentation shall disclose that fact in the second line of any report or other documentation (50 ILCS 706/10-20). Any review of a video should also be documented in the Notes section of the video file contained within Evidence.com.

D. 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 the Officer's performance. See Section XIX, Supervisory Responsibilities for further.

E. Review of video from body-worn cameras utilizing the "video recall" function will only be accessed upon the Officer's request, when an Officer is involved in alleged misconduct, or as otherwise authorized by the Chief of Police. Video recall is not available during "sleep mode," when the unit is powered off, or while the unit is docked.

F. Recorded files may also be reviewed:

1. Upon approval by a supervisor, by any Officer of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

2. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

3. By media personnel with permission of the Chief of Police or the authorized designee.

4. In compliance with a public records request, if permitted, and in accordance with Policy S-4, Records.

5. By a Field Training Officer (FTO) with regard to training with the assistance of a supervisor.

G. 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.

XVII. Accidental Recordings and Deletions

In the event of an accidental activation of the body-worn camera during non-enforcement or non-investigative activities or in a situation where a reasonable expectation of employee privacy exists, Officers shall request the video be listed as restricted, given category of “Disregard, False Signal Test” and change ID to 9999999 as long as not part of a law enforcement related activity.

XVIII. Supervisory Responsibilities

A. Supervisors shall ensure Officers equipped with body-worn cameras utilize them in accordance to policy and training.

B. When a supervisor becomes aware that an incident has the propensity to generate community interest, the supervisor shall review only those recordings relevant to their investigative scope and conduct further

investigation that they deem appropriate. The supervisor is responsible for forwarding the information via the chain of command.

C. Supervisors will monitor their squad’s videos and take necessary steps to ensure Officers are categorizing, identifying and titling their videos.

D. Monthly, supervisors will randomly review recordings of the Officers they supervise to ensure that the equipment is operating properly and that Officers are using the cameras appropriately and in accordance with policy and training.

E. Recordings may not be reviewed indiscriminately for disciplinary purposes. Recordings will be reviewed when a complaint of misconduct has been made or discovered, or as part of the supervisory use of force or resisting/obstructing review.

F. Supervisors shall identify any areas in which additional training or guidance is required.

G. Recordings shall not be used to prepare performance evaluations, unless used for correcting substandard employee performance that was brought to the supervisor’s attention.

H. In general, minor infractions and minor deviations from department policy observed through review of the recordings will not be subject to the disciplinary process and will be treated as a training opportunity. Any incident which may lead to discipline will be investigated in accordance with Policy A-13, Internal Affairs.

XIX. Body-Worn Cameras and Other Recorded Interviews

A. Detectives who are assigned a body-worn camera will operate/activate the camera in the same manner as other Department Officers as outlined in this policy. Detectives shall always activate the camera they are conducting initial or follow-up investigations where there is contact between Officers of the department and the public.

B. Department Officers will adhere to the recording rules outlined in Public Act 099-0882 (725 ILCS 5/103-2.1) of the State of Illinois as well as the electronic recording guidelines set forth by the Cook County State's Attorney's Office for interviews / interrogations with individuals in custody that are conducted inside the police facility. Such interrogations/ interviews will be conducted in interview rooms that are equipped with audio/visual recording capabilities.

C. Witnesses, victims and community members reporting a crime can request the camera be returned to ready-mode, but the request should be captured on the recording.

XX. Annual Reporting

The Skokie Police Department must provide an annual report on the use of Officer-worn body cameras to the Illinois Law Enforcement Training and Standards Board, on or before May 1 each year. The report shall include:

A. a brief overview of the makeup of the agency, including the number of Officers utilizing Officer-worn body cameras.

B. the number of Officer-worn body cameras utilized by the law enforcement agency.

C. any technical issues with the equipment and how those issues were remedied.

D. a brief description of the review process used by supervisors within the law enforcement agency,

E. any other information relevant to the administration of the program.

APPENDIX A
APPLICABLE ACCREDITATION STANDARDS

OPR 01.11

SKOKIE POLICE DEPARTMENT

PERSONAL PROTECTIVE EQUIPMENT

General Order: F-57
Effective Date: 01 November 2023

Replaces:
General Order: F-57
Effective Date: 01 July 2019

Indexed As: Body Armor

POLICY:

The total elimination of all vulnerability to Police Officers in a free society is unrealistic. It is realistic, however, that this Department and its Officers take reasonable precautions to reduce needless vulnerability because of the significant use of deadly weapons in the United States today. It is also the policy of this Department to mandate the use of body armor.

PROCEDURE:

I. Definitions:

A. Operational Member: Sworn members of the Department that primarily work outside the Police facility and are tasked with the daily enforcement of laws or investigation of crimes. Operational members include but are not limited to members of the Watch, Investigators, SET and any member serving on a detail assignment.

B. Administrative Member: Sworn members of the Department that primarily work within the Police facility and do not routinely enforce laws or investigate crimes. Administrative members include but are not limited to Support Services Officers, Professional Standards Officers and the Office of the Chief.

II. Availability of Body Armor

A. As mandated by the prevailing collective bargaining agreement, the Skokie Police Department provides funds to all sworn Officers for the purchase of authorized uniform items, including body armor, through a uniform account.

B. All Officers are required to purchase and periodically replace individual, uniquely fitting body armor. This

body armor may be concealable or worn in approved outside vest carriers.

C. Officers on routine patrol will have Level IV Hard Plate Carriers available for their use over their own personal body armor. Level IV Hard Plate Carriers are standard equipment for marked police motor vehicles assigned to Patrol and may be deployed to other department vehicles as available.

D. Officers assigned to the Tactical Intervention Unit (TIU) are required to wear body armor provided by the Department while performing tactical operations.

III. Mandatory Wearing

With the exception of Special Enforcement Team and Investigations personnel while engaged in covert surveillance operations, all operational members are required to wear body armor at all times while on duty. This mandate does not apply while performing administrative duties at the Police Department or in training.

IV. Supervisory Responsibility

Supervisors will ensure this policy is followed by all operational members.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.05

SKOKIE POLICE DEPARTMENT

RESIDENTIAL SECURITY CHECKS

General Order: F-58
Effective Date: 01 August 2024

Replaces:
General Order: F-58
Effective Date: 01 Nov. 2020

Indexed As: Away-from-Home Checks
Vacation Checks
Residential Security Checks

POLICY:

The Department recognizes that a resident may not have someone available to check on their home when they are away for an extended period of time. The Department also recognizes that being able to have this done gives the resident a sense of security while away. The Department Residential Security Checks (RSC) program provides this service to residents.

PROCEDURE:

I. Requests for RSCs will be accepted via the Skokie Police Department website or by telephone to the Desk Officer.

II. Residents should be advised that the most effective prevention for burglaries while on vacation is the watchfulness of a neighbor and the utilization of an alarm and video security system.

III. A "Residential Security Check" will only be accepted under the following conditions:

A. The resident must be leaving for a minimum of four days.

B. The maximum check will be for one month. Residents who will be gone for longer periods should be advised to contact a private security firm to conduct site visits to the home.

C. No vacant houses will be taken as an RSC.

D. Due to limited access, no apartments or condominiums without direct outside entrances will be accepted for RSCs.

E. No RSC will be accepted for any home in which any individual will be in residence for any portion of the watch period.

F. A keyholder who resides in the local area needs to be identified and entered into the RSC. If a local keyholder is not available, obtain contact information for someone else in the event it is needed. The RSC will not be denied if the resident does not have a contact to provide while away.

IV. Once it has been determined that the proper criteria are met, the Desk Officer will enter the RSC into the Records Management System (RMS).

V. The Desk Officer shall ask the resident if they will give officer permission to enter their residence in the event they find evidence the residence is unsecured. This shall be documented in the notes section of the RMS entry.

V. RSCs will be accessed through Mobile Computer Terminals (MCT). Officers shall be responsible for checking the Security Check tab of the CAD Query Screen in the MCT for RSCs in their assigned beats.

VI. Officers will conduct a physical check of each location at least once every four days. This check will be documented by the Officer via an MCT.

VII. Upon notification from the resident that they have returned home, the Desk Officer will be notified so that he may update the return date within the Residential Security module of RMS.

SKOKIE POLICE DEPARTMENT

LESS LETHAL KINETIC ENERGY IMPACT MUNITIONS

General Order:	F-59	Replaces: General Order: F-59
Effective Date:	01 April 2023	Effective Date: 01 Mar. 2022
Indexed As:	Beanbag Munitions Extended Range Kinetic Energy Impact Munitions Impact Weapons Less Lethal Weapon System Response to Resistance Use of Force	

POLICY:

The Skokie Police Department recognizes that combative, armed and/or violent subjects create handling and control problems, and create a significant risk to Officers, citizens and the subjects. The Department recognizes that Officers responding to such incidents may find themselves in a position where the use of a lethal response is not justified, but other alternatives are not viable due to the significant risk to which the Officers would be exposed. It is the policy of the Department to equip, train, and certify Officers in the utilization of less lethal kinetic energy impact munitions to offer the Officers a possible alternative solution to de-escalate and resolve these incidents.

PROCEDURE:

I. Definitions

A. “Extended range kinetic energy impact munitions” means munitions which can be propelled for the purpose of encouraging compliance, overcoming resistance, or preventing more serious injury without posing a significant potential of causing death (commonly referred to as less lethal munitions).

B. “Less Lethal Deployment Officer (LLDO)” are Officers who have successfully completed the Department’s approved training course and are certified/authorized to deploy less lethal munitions.

II. Use

A. The utilization of extended range kinetic energy impact munitions can assist in achieving the protection of life, property, or the restoration of order and are intended to provide the Officer with an option between a nonlethal and lethal response.

B. The level or energy necessary to cause incapacitation does create the potential for injury. When deployed, the probability of causing serious physical injury or death is low. Because there is potential for causing serious physical injury or death when utilizing these projectiles, only Officers who have completed the approved training course will be authorized to deploy these munitions.

C. The use of the less lethal kinetic energy impact munitions is dictated by Department General Order A-15, Use of Force, Section VII.

D. Members of this Department shall not unnecessarily endanger themselves or the public in applying this policy to actual situations.

III. Authorized Munitions and Delivery Systems

A. Department issued 12-gauge shotguns, 37mm and 40mm launchers are the only authorized delivery systems. The 37mm and 40mm six-shot launcher(s) are only authorized for use by trained TIU personnel. All other personnel will utilize the 12-gauge shotgun or the 40mm LMT single shot as a delivery system.

B. Department issued 12-gauge, 37mm and 40mm extended range kinetic energy impact munitions are the only munitions authorized for use by trained Department personnel.

IV. Training

A. To become certified to deploy extended range kinetic energy impact munitions, Officers must first attend, and satisfactorily complete, an approved Department training course taught by a certified less lethal weapons instructor.

B. To maintain certification, Officers must complete an annual recertification course. The training and proficiency must be documented in Department records.

V. Deployment Areas

A. The extended range kinetic energy impact munitions will be delivered to the Department-established target areas based upon the Officer's use of force determination. The number of rounds delivered to the target areas will also be based upon this determination. Officers shall not deploy a munition in a manner that targets the head, neck, groin, anterior pelvis, or back. In addition, Officers shall not discharge an impact munition indiscriminately into a crowd.

B. The Department designated target areas have been divided into three categories (see Appendix A: Monadnock Baton Chart).

1. Green Areas

These areas will be considered when incapacitation is necessary and a minimal potential for injury is the appropriate response.

2. Yellow Areas

These areas will be considered when a response above the green areas is necessary and appropriate, acknowledging an increase in the potential for serious physical injury. Escalation above the green areas may be made when efforts to incapacitate the suspect by striking the green areas are ineffective or not feasible.

3. Red Areas

These areas have a high potential for serious physical injury or death. The head, neck, groin, back, anterior pelvis and thoracic cavity shall not be targeted by kinetic energy impact munitions.

VI. Deployment Procedures

A. Any Department trained LLDO responding to an incident can determine that the use of extended range kinetic impact munitions is appropriate and justified per General Order A-15, Use of Force.

B. Once the LLDO has determined that extended range kinetic impact munitions may be deployed, the following procedures will be followed:

1. The LLDO will designate an assistant at the scene.

2. The LLDO will secure his delivery system (12-gauge/37mm-40mm) and remove and secure all rounds

that are not extended range kinetic energy impact munitions. The assistant will witness and double check the weapon to ensure no rounds were missed. The rounds will not be secured on the LLDO's person. They may be secured with the assistant, another Officer or in a squad car.

3. The LLDO will then conduct a check of the weapon to ensure that it is unloaded and safe. The assistant will conduct a second check of the weapon to ensure that it is unloaded and safe.

4. The LLDO will then acquire the extended range kinetic energy impact munitions and together with the assistant begin to load the weapon. Each round will be visibly inspected by the LLDO and assistant prior to loading to ensure that it is in fact a less lethal round.

5. The LLDO is now ready to deploy the munitions. The assistant will serve as the LLDO's lethal cover as long as the LLDO is in a tactical position to deploy the munitions.

C. Once the LLDO has determined that extended range kinetic energy impact munitions may be used and is moving into position to deploy them, the LLDO will do the following if the situation and time permits.

1. Announce via the radio "Call sign, less lethal ready; Call sign, less lethal ready." This announcement is intended to make all personnel aware who the LLDO is, that the LLDO is in position and that he has properly prepared the delivery device for deployment. This will ensure that Officers do not confuse the deployment of the munitions with that of a live round.

2. If practical, call out in a loud clear voice "less lethal" immediately prior to deployment.

D. When engaging a subject, the LLDO should evaluate the effectiveness of each round. Compliance and/or incapacitation are the desired goals and alternative target areas/response considerations will be based on the Officer's use of force determination. The situation and circumstances will dictate the actions taken by the LLDO, not the manufacturer's specifications.

E. After the resolution of the incident and the scene is secure, an Evidence Technician will recover the extracted munition shell(s), and if possible, the deployed device(s). These items will be placed into property custody and held for investigation and/or

evidence. The E.T. will also determine the distance of engagement and photograph any injuries the subject may have sustained.

VII. Handling of Persons Struck by Extended Range Kinetic Energy Impact Munitions.

A. The LLDO or another Officer on the scene will request the Skokie Fire Department personnel to respond to the scene if a subject is successfully engaged and struck by extended range kinetic energy impact munitions.

B. If the subject requests medical treatment, the LLDO or another Officer who was on the scene will report to the hospital to provide the hospital staff with the printed munitions product specification sheet (Appendix B). If possible, the Officer will also be available to brief the hospital staff on the approximate distance of engagement, number of impacts and location of impacts.

VIII. Reporting Procedures

A. See Department General Order A-15, Use of Force.

B. Details of the deployment shall include, but are not limited to:

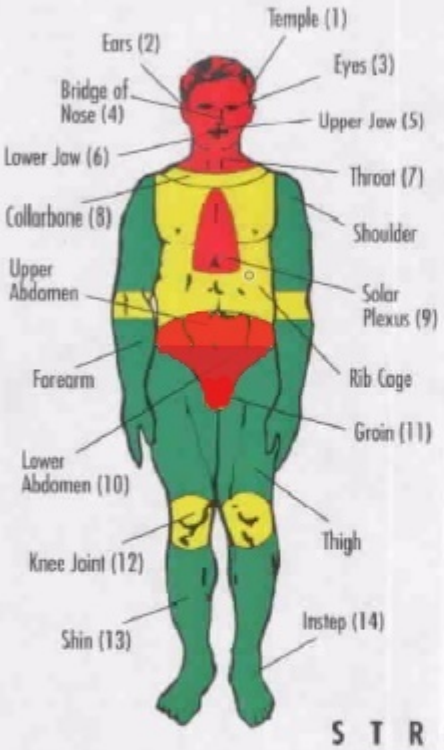
1. Type: 12 gauge, 37mm, 40mm.
2. Model number and type of rounds used.
3. Distance of deployment: 0-5 feet, 6-10 feet, 11-15 feet, greater than 16 feet.
4. Number of rounds fired.
5. If not effective, reason: i.e., heavy clothing, missed, other.

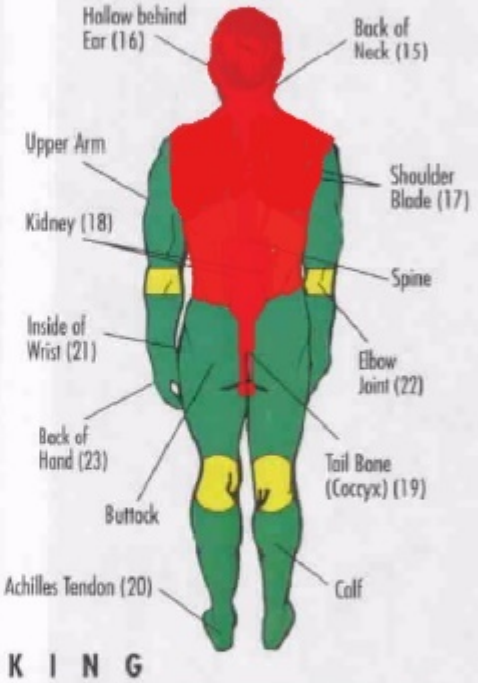
Appendix A - BATON CHART

F-59.6

Escalation of Trauma by Vital and Vulnerable Striking Areas

From 1998 Monadnock Training Council, Inc.





S T R I K I N G

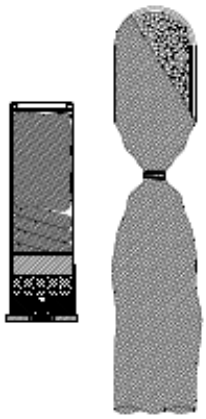
GREEN TARGET AREAS	YELLOW TARGET AREAS	RED TARGET AREAS
REASONING: Minimal level of resultant trauma. Injury tends to be temporary rather than long-lasting, however exceptions can occur. Except for the HEAD, NECK, and SPINE, the whole body is a Green Target Area for the application of baton blocking and restraint skills.	REASONING: Moderate to serious level of resultant trauma. Injury tends to be more long-lasting, but may also be temporary.	REASONING: Highest level of resultant trauma. Injury tends to range from serious to long-lasting rather than temporary and may include unconsciousness, serious bodily injury, shock or death.

APPENDIX B

CTS COMBINED TACTICAL SYSTEMS

PRODUCT SPECIFICATIONS

MODEL No.	DESCRIPTION:
2581	12GA Super-Sock® Bean Bag
	Revision A 01/14



NOT TO SCALE

PHYSICAL & OPERATIONAL	
Type	Point Control Impact Munitions
Caliber	12 GA
Weapon Compatibility	Cylinder Bore, 18" Barrel Minimum
Cartridge Length	2.40" (61 mm)
Effective Range*	75' (25 M)
Projectile Weight	40 gm
Projectile Material	Shot Filled Ballistic Fiber
Overall Weight	51 gm
Velocity	270-290 ft./sec
Warranty	5 Years from Shipment Date

All specifications are average and are subject to change without notice.
All performance specifications are based on testing conducted in Jamestown, PA USA, At an elevation of 1,058 feet above sea level at ambient temperature conditions.

WARNING: CSI manufactures a variety of CTS less lethal products which are under pressure, pyrotechnic, incendiary, emit projectiles, generate smoke, or are explosive in nature. When used in accordance with CTS training guidelines and the individual agency's policy, they are intended to cause varying degrees of pain and injury, which are temporary. These products are restricted to law enforcement, corrections, and military personnel and are used to gain compliance, disperse crowds, restore order, or temporarily incapacitate dangerous persons. In rare circumstances, CTS less-lethal products may cause damage to property, serious bodily injury or death. Therefore, any person using the force option depicted on this page should receive proper training to ensure the safest and most effective use.

SHIPPING INFORMATION	
Proper Shipping Name	Cartridges for Weapons Inert Projectile
UN Number	0012
Hazard Class	1.4 S
Labels Required	Explosive 1.4S
Quantity Per Package	5 Cartridges in Cardboard Box
Total Package Weight	50 lb. (400 Cartridges)
Package Type	Fiberboard Box
Package Dimensions	17 x11 x 6
Net Explosive Weight	.23 gm

*The Model 2581 Super-Sock® is in its deployed state immediately upon exiting the barrel. It does not require a minimum range to "unfold" or "stabilize." The Super-Sock® is an aerodynamic projectile. However, accuracy is relative to the shotgun, barrel length, environmental conditions, and the operator. The Super-Sock® is very accurate. However, effectiveness depends on many variable, such as distance, clothing, stature, and the point where the projectile impacts.

CAUTION: Shots to the head, neck, thorax, heart, or spine can result in fatal or serious injury.

CSI COMBINED SYSTEMS
CTS COMBINED TACTICAL SYSTEMS | CTS TRAINING INSTITUTE | CTS PENN ARMS

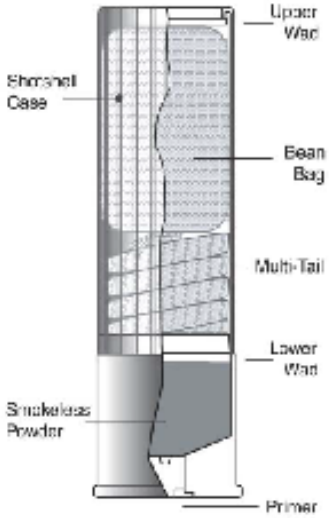
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12-GAUGE DRAG STABILIZED ROUND

DEFENSE TECHNOLOGY

PRODUCT SPECIFICATIONS	
Diameter	12-Gauge
Length	2.50 in / 6.3 cm
Projectile Count	1
Velocity	270 fps / 82 mps
Minimum Safe Range	20 ft / 6.1 m
Maximum Effective Range	75 ft / 22.9 m
PROJECTILE SPECIFICATIONS	
Material	Tear-shaped bag with tails filled with #9 shot
Length	5.00 in / 12.7 cm
Weight	1.43 oz / 40 g
Part No.	3027
Warranty	5 years from date of manufacture

ALL SPECIFICATIONS ARE AVERAGES AND SUBJECT TO CHANGE



The 12-Gauge Drag Stabilized™ Round is comprised of a translucent 12-Gauge shell loaded with a 40 gram, tear shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four (4) stabilizing tails. The 12-Gauge Drag Stabilized™ Round utilizes smokeless powder as the propellant.

The 12-Gauge Drag Stabilized™ Round has secured its place as the Law Enforcement Communities' number one choice for Specialty Impact Munitions to be used as a dynamic, high energy, single target round for incapacitation or the distraction of a non-compliant, aggressive subject. It has been successfully used against a broad range of individuals from fleeing subjects to "suicide by cop" situations.

The 12-Gauge Drag Stabilized™ Round is intended to be direct fired. The operator should be adequately trained in the use of Less Lethal Impact Munitions and have a thorough understanding of the round and considerations for selecting shot placement such as level of threat, target distance, size, and clothing.

The 12-Gauge Drag Stabilized™ Round proves most successful in incapacitation when used within its effective range of approximately 20 to 50 feet. These ranges offer the necessary energy and accuracy to target the large muscle groups of the buttocks, thigh and even the knees of the subject. These areas provide sufficient pain stimulus and affect the mobility of the subject while significantly minimizing serious or life-threatening injuries.

Statistics show that subject's are rarely incapacitated after only one deployment. Most encounters require two to three shots placed on the subject. It is extremely critical to deploy an accurate round, such as the 12-Gauge DS, in order to place these multiple shots in areas were pain might be maximized, while serious injuries are minimized. It is the need for accuracy that led to the deployment of the drag stabilized design.

The 12-Gauge Drag Stabilized™ Round can also be deployed in crowd control situations to protect the riot line, cover or enhance chemical munitions, or target specific agitators and organizers of the crowd. When used in this fashion, it is primarily both a psychological deterrent and physiological distraction serving as a pain compliance device to either get the crowd (or subject) moving or keeping them at a designated distance.

FR CM TD INDOORS/OUTDOORS

WARNING: THIS PRODUCT IS TO BE USED ONLY BY AUTHORIZED AND TRAINED LAW ENFORCEMENT, CORRECTIONS, OR MILITARY PERSONNEL. THIS PRODUCT MAY CAUSE SERIOUS INJURY OR DEATH TO YOU OR OTHERS. THIS PRODUCT MAY CAUSE SERIOUS DAMAGE TO PROPERTY. HANDLE, STORE AND USE WITH EXTREME CARE AND CAUTION. USE ONLY AS INSTRUCTED.

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Safariland, LLC Rev. 09/15

THE SAFARILAND GROUP

SECURITY DEVICES INTERNATIONAL
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www.securitydii.com | info@securitydii.com

BIP SPECIFICATIONS SHEET
40MM LESS-LETHAL AMMUNITION

OPERATIONAL & SHIPPING SPECIFICATIONS



Description	BIP Standard, Cartridge, 40mm
Model Number	S-1000 BIP
Type	Blunt impact kinetic energy round with collapsible head
Compatibility	All 40mm Launchers
Operational Range	6.6 – 262 feet (2 –80 meters)
Cartridge Material	Glass Filled Nylon
Diameter	1.57 in (40mm)
Length	3.98 in (101mm)
Weight	1.77 oz (50.3g)
Muzzle Velocity	290 feet/second (88.4 meters/second)
Kinetic Energy at Muzzle	208 J (153 ft•lb)
UN Number	0012
Hazard Class	1.4 S
Quantity per Box	25
Deployment	It is stressed that shot placement is critical. Shots to the head, neck, thorax, heart, or spine can result in fatal or serious injury. ***As a result, SDI recommends shooters target areas according to their agency's use of force model.***

All specifications are standard and are subject to change without notice.

MADE IN AMERICA

APPENDIX B (Continued)

DEFENSE TECHNOLOGY

40MM 250-SHOT TRAINING KIT

PRODUCT SPECIFICATIONS	
Diameter	1.60 in / 40 mm
Length	3.36 in / 8.5 cm
Velocity	Comparable to Operational Rounds
Effective Target Range	120 ft / 36.6 m
Kit Includes (Usage Rate)	25 – Yellow Plastic Projectiles (10x) 25 – Blue Bases (10x) 250 – Propellant Cartridges (1x)
Part No.	6530
Warranty	5 years from date of manufacture

ALL SPECIFICATIONS ARE AVERAGES AND SUBJECT TO CHANGE

The 40mm eXact iMpact™ / Direct Impact® 250-Shot Training Kit contains twenty-five (25) yellow plastic projectiles designated for training only, twenty-five (25) blue anodized aluminum shell bases w/ set screws, and two hundred fifty (250) propellant cartridges. Each projectile and shell base is intended to be used 10 times, and then discarded. The #6530 is a new version that incorporates an improved projectile design and steel insert instead of aluminum.

The eXact iMpact™ / Direct Impact® Kit can be used in place of the Sponge Round Training Kit (Part No. 6525, 24-Shot) as a more cost effective training alternative. The eXact iMpact™ Reload Kit incorporates reusable components that simulate the accuracy of the following rounds to a training range of 37 meters:

- eXact iMpact™ (6325)
- Direct Impact® (6320, 6322, 6323, 6326)

The plastic projectile and the blue base were designed and tested to be used ten (10) times; beyond that the performance of either of these components may be compromised. If they are fired more than ten (10) times, the product liability and warranty associated with the #6530 will be voided.



FR TD

WARNING: THIS ROUND IS INTENDED TO BE USED FOR TRAINING ONLY ON TARGETS CAPABLE OF ABSORBING BLUNT TRAUMA. DO NOT SHOOT HUMANS OR ANIMALS AS IT MAY CAUSE DEATH OR SERIOUS BODILY INJURY. DO NOT USE ON HARDENED TARGETS THAT WILL DEFLECT THE ROUND BACK TOWARD THE LAUNCHER OR OTHER PERSONS OR OBJECTS NEARBY. DO NOT USE AT CLOSE RANGE.

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THE SAFARILAND GROUP

APPENDIX B (Continued)

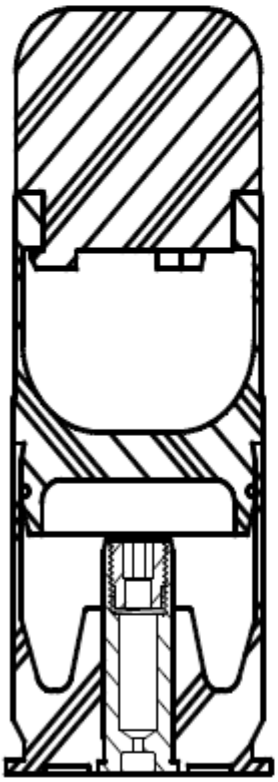
SAGE CONTROL ORDNANCE, INC.

6340 North Sage Street
Oscoda, MI 48750

Telephone: 989-739-2200
Fax: 989-739-7098

Technical Data Sheet

Model No	Stock No	Description
KO41-PCC	100176P	Cartridge, KO41 Impact Baton, Standard Energy w/Plastic CC
KO41MR-PCC	100180P	Cartridge, KO41 Impact Baton, Mid-Range Energy w/Plastic CC
KO41LE-PCC	100175P	Cartridge, KO41 Impact Baton, Less-Energy w/Plastic CC



10-08

PHYSICAL & PERFORMANCE CHARACTERISTICS

- **Description:** Cartridge, 40mm, Impact Baton with plastic cartridge case
- **Model Number:** KO41-PCC
  KO41MR-PCC
  KO41LE-PCC
- **Type:** Spin stabilized Kinetic Energy Impact Baton
- **Velocity:** KO41-237 fps (72.2 mps)
  KO41MR-209 fps (63.7 mps)
  KO41LE-170 fps (51.8 mps)
- **Range:** KO41-100 meters
  KO41MR-40 meters
  KO41LE-20 meters
- **Cartridge Case Material:** Plastic M212-Modified
- **Projectile Weight:** 76.5 grams
- Projectile Material: Polyurethane ogive, plastic body with integral rotating band
- **Cartridge Overall Height:** 122.43mm
- **Cartridge Overall Weight:** 111.4 grams
- **Compatibility:** Sage GL1, Sage GL6, M203, M79 and most weapons chambered for Mil-Spec 40 x 46 NATO ammunition
- **Waterproof:** Yes
- **Deployment:** Most effective ranges are between 1 meter and 100 meters. It is stressed that shot placement is the most important aspect in the deployment and shot placement will determine the extent of injury caused. Shots to the head, neck, thorax, heart and spine can cause death or serious injury.

SHIPPING INFORMATION

- **UN Number:** UN0012
- **Proper Shipping Name:** Cartridges for Weapons, Inert Projectile or Cartridges, Small Arms
- **Hazard Classification:** 1.4S
- **Quantity Per Package:** 25
- **Total Package Weight:** 6.1 kg.
- **Package Type:** Cardboard-Individual Round and Cardboard Master Pack (24) POP
- **Package Dimensions:** 10-3/4" Long x 9-3/4" Wide x 6" Deep

APPENDIX B (Continued)

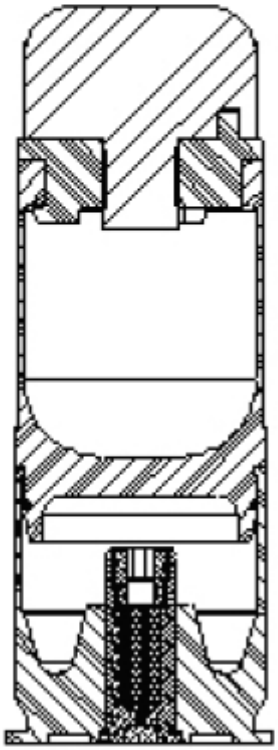
SAGE CONTROL ORDNANCE, INC.

6340 North Sage Street
Oscoda, MI 48750

Telephone: 989-739-2200
Fax: 989-739-7098

Technical Data Sheet

Model No	Stock No	Description
KO48ST-PCC	100179P	Cartridge, KO48ST Impact Baton, Standard Energy w/Plastic CC
KO48ST/MR-PCC	100178P	Cartridge, KO48ST Impact Baton, Mid-Range Energy w Plastic CC
KO48ST/LE-PCC	100177P	Cartridge, KO48ST Impact Baton, Less-Energy w/Plastic CC



PHYSICAL & PERFORMANCE CHARACTERISTICS

- **Description:** Cartridge, 40mm, Soft Tip Impact Baton with plastic cartridge case
- **Model Numbers:** KO48ST-PCC
  KO48ST/MR-PCC
  KO48ST/LE-PCC
- **Type:** Spin stabilized Kinetic Energy Impact Baton
- **Velocity:** KO48ST-237 fps (72.2 mps)
  KO48ST/MR-209 fps (63.7 mps)
  KO48ST/LE-170 fps (51.8 mps)
- **Range:** KO48ST-100 meters
  KO48ST/MR-40 meters
  KO48ST/LE-20 meters
- **Cartridge Case Material:** Plastic, M212
- **Projectile Weight:** 77.1 grams
- **Projectile Material:** "Soft Tip"-Polyurethane ogive, nylon body with integral rotating band
- **Cartridge Overall Height:** 122.43mm
- **Cartridge Overall Weight:** 112.9 grams
- **Compatibility:** Sage Deuce, Sage GL1, Sage GL6, M203, M79 and most weapons chambered for Mil-Spec 40 x 46 NATO ammunition
- **Waterproof**: Yes
- **Deployment**: Most effective ranges are between 1 meter and 100 meters. It is stressed that shot placement is the most important aspect in deployment and shot placement will determine the extent of injury caused. Shots to the head, neck, thorax, heart and spine can cause death or serious injury.

SHIPPING INFORMATION

- **UN Number:** UN0012
- **Proper Shipping Name:** Cartridges for Weapons, Inert
- Projectile or Cartridges, Small Arms
- **Hazard Classification:** 1.4S
- **Quantity Per Package:** 25
- **Total Package Weight:** 6.1 kg.
- **Package Type:** Cardboard-Individual Round and Cardboard Master Pack (24) POP
- **Package Dimensions**: 10-3/4" Long, 9-3/4" Wide x 6" Deep

10-10

APPENDIX B (Continued)

DEFENSE TECHNOLOGY®

40MM eXact iMpact™ SPONGE ROUND

PRODUCT SPECIFICATIONS	
Diameter	1.60 in / 40 mm
Length	3.65 in / 9.3 cm
Projectile Count	1
Velocity	345 fps / 105 mps
Minimum Safe Range	5 ft / 1.5 m
Maximum Effective Range	131 ft / 40 m
PROJECTILE SPECIFICATIONS	
Material	Foam
Height	2.62 in / 6.7 cm
Diameter	1.60 in / 40 mm
Weight	1.06 oz / 30 g
Part No.	6325
Warranty	5 years from date of manufacture

ALL SPECIFICATIONS ARE AVERAGES AND SUBJECT TO CHANGE

The 40mm eXact iMpact™ Sponge Round has evolved from the design of the 40mm XM1006 projectile, developed by the US Army Research Laboratory. This lightweight, high-speed projectile incorporates a plastic body and a foam (sponge) nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The round utilizes smokeless powder as the propellant and has velocities that are extremely consistent.

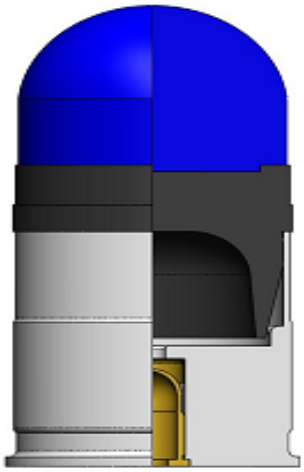
The 40mm eXact iMpact™ Sponge Round is a "point-of-aim, point-of-impact" direct fire roundthat is most commonly used by tactical teams in situations where maximum deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject. In many municipalities, these are being selected for both tactical call outs and as an available option for patrol.

The 40mm eXact iMpact™ Sponge Round is intended for direct fire deployment. The operator should be adequately trained in the use of Less Lethal Impact Munitions and have a thorough understanding of the round and considerations for selecting shot placement such as level ofthreat, target distance, size and clothing.

The 40mm eXact iMpact™ Sponge Round will prove most successful for incapacitation when used within its optimal energy range of approximately 5 – 40 meters, although it may used in situations from 1.5 – 50 meters. The optimal zone offers the necessary energy and accuracy to target the large muscle groups of the buttocks, thigh, and even the knees of the subject. These areas provide sufficient pain stimulus, while greatly reducing serious or life-threateninginjuries.

The 40mm eXact iMpact™ Sponge Round can also be deployed in crowd control situations to protect the riot line, cover or enhance chemical munitions, or targeting specific agitators and organizers of the crowd. When used in this fashion, it is primarily both a psychological deterrent and physiological distraction serving as a pain compliance device to either get the crowd or subject moving or keeping them at a designated distance.

NTOA MEMBER TESTED and RECOMMENDED 2016



⚠ WARNING

This product can expose you to chemicals including Lead Salts and Hexavalent Chromium, which are known to the State of California to cause cancer, and Lead Salts, which are known to the State of California to cause birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov.

FR CM TD INDOORS/OUTDOORS

WARNING: THIS PRODUCT IS TO BE USED ONLY BY AUTHORIZED AND TRAINED LAW ENFORCEMENT, CORRECTIONS, OR MILITARY PERSONNEL. THIS PRODUCT MAY CAUSE SERIOUS INJURY OR DEATH TO YOU OR OTHERS. THIS PRODUCT MAY CAUSE SERIOUS DAMAGE TO PROPERTY. HANDLE, STORE AND USE WITH EXTREME CARE AND CAUTION. USE ONLY AS INSTRUCTED.

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APPENDIX B (Continued)

40MM DIRECT IMPACT® EXTENDED RANGE OC, CS, INERT & MARKING

DEFENSE TECHNOLOGY®

PRODUCT SPECIFICATIONS	
Diameter	1.60 in / 40 mm
Length	3.86 in / 9.8 cm
Projectile Count	1
Velocity	355 fps / 108 mps
Active Agent / Powder Weight	OC 0.24 g OC / 5 g total CS 1.5 g CS / 5 g total Inert 5 g Marking 3.8 g
Minimum Safe Range	33 ft / 10 m
Maximum Effective Range	230 ft / 70 m
PROJECTILE SPECIFICATIONS	
Material	Foam
Height	2.84 in / 7.2 cm
Diameter	1.60 in / 40 mm
Weight	1.45 oz / 41.1 g
Part No.	OC 6320LE CS 6322LE Inert 6323LE Marking 6326LE
Warranty	5 years from date of manufacture

ALL SPECIFICATIONS ARE AVERAGES AND SUBJECT TO CHANGE

NTOA MEMBER TESTED and RECOMMENDED 2016



The 40mm Direct Impact® Extended Range Round has evolved from Defense Technology® design of the Direct Impact®. This lightweight, high-speed projectile consists of a plastic body and a foam (frangible) nose which is spin stabilized via the incorporated rifling collar and the 40mm launcher's rifled barrel. The rounds utilize smokeless powder as the propellant and have velocities that are extremely consistent.

The 40mm Direct Impact® Extended Range Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload area can hold inert, marking, OC or CS powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload.

The 40mm Direct Impact® Extended Range Round is a "point-of-aim, point-of-impact" direct fire round that is most commonly used by tactical teams in situations where greater accuracy and deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject at longer distances.

The 40mm Direct Impact® Extended Range Round is intended for direct fire deployment. The operator should be adequately trained in the use of Less Lethal Impact Munitions and have a thorough understanding of the round and considerations for selecting shot placement such as level of threat, target distance, size and clothing.

The 40mm Direct Impact® Extended Range Round will prove most successful for incapacitation when used within their optimal energy range of 10 – 70 meters. Extensive testing was done on the Direct Impact® Extended Range Round to ensure that the round is less lethal when fired within the optimal energy range and at the large muscle groups of the buttocks, thigh, and knees. These areas provide sufficient pain stimulus, while greatly reducing serious or life-threatening injuries.

The 40mm Direct Impact® Extended Range Round is intended to be used in applications that exceed the performance capability of the standard Direct Impact® Round. The Direct Impact® Extended Range Round should only be used at ranges beyond 10 meters, targeting the subject's large muscle groups of the buttocks, thigh, and knees. Impacts closer than 10 meters or targeting the subject's head, neck, or upper torso can result in serious injury or death.

⚠ WARNING

This product can expose you to chemicals including Lead Salts and Hexavalent Chromium, which are known to the State of California to cause cancer, and Lead Salts, which are known to the State of California to cause birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov.

FR CM TD INDOORS/OUTDOORS

WARNING: THIS PRODUCT IS TO BE USED ONLY BY AUTHORIZED AND TRAINED LAW ENFORCEMENT, CORRECTIONS, OR MILITARY PERSONNEL. THIS PRODUCT MAY CAUSE SERIOUS INJURY OR DEATH TO YOU OR OTHERS. THIS PRODUCT MAY CAUSE SERIOUS DAMAGE TO PROPERTY. HANDLE, STORE AND USE WITH EXTREME CARE AND CAUTION. USE ONLY AS INSTRUCTED.

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APPENDIX C

APPLICABLE ACCREDITATION STANDARDS

ADM.05.02

SKOKIE POLICE DEPARTMENT

SEIZURE/FORFEITURE OF DRUG-RELATED ASSETS

General Order: F-60
Effective Date: 01 May 2024

Replaces:
General Order: F-60
Effective Date: 01 Mar. 2022

Indexed As:
Asset Forfeiture
Drug Money Forfeiture
Drug Money Seizure
Real Estate Forfeiture
Real Estate Seizure
Vehicle Forfeiture
Vehicle Seizure

POLICY:

State and Federal laws allow for the seizure and forfeiture of assets as they relate to specific criminal cases. It is the policy of the Skokie Police Department to aggressively utilize these laws when they are both applicable and appropriate to the circumstances of the criminal case.

I. Responsibilities

A. Arresting/Investigating Officer

1. It is the Arresting Officer’s responsibility to ensure that vehicles subject to seizure are processed under the guidelines of Department General Order F-24, Towing, Impoundment and Seizure of Vehicles.

2. When seizing currency or property, it is the Arresting Officer's responsibility to complete the necessary paperwork and submit it to the Asset Forfeiture Supervisor for review. The Asset Forfeiture Supervisor will be responsible for the submission of the asset forfeiture documentation to the Cook County State's Attorney's Office and the State of Illinois as delineated in Section I, paragraph B of this general order.

Any asset seized under the Drug Asset Forfeiture Procedure Act or Article 36 requires the completion of a Cook County Notice of Preliminary Review Form (Appendix A), a Cook County Law

Enforcement Preliminary Review Worksheet (Appendix B), and an Illinois State Police Notice/Inventory of Seized Property (4/64a) Form (Appendix C).

3. It is the Arresting Officer's responsibility to provide the owner of the seized property with a copy of the Cook County Notice of Preliminary Review Form.

   a) The owner will sign the Cook County Notice of Preliminary Review Form.

   b) The Arresting Officer will direct the owner of the seized property to review the instructions on the form to determine the next available hearing date. The owner does not have to attend this hearing.

4. The Arresting Officer shall provide the owner with an itemized receipt of all seized property as soon as is practicable. This receipt will be in the form of a property voucher completed in the Records Management System (RMS).

5. The paperwork required by the States Attorney's Office includes:

   a) Cook County Law Enforcement Preliminary Review Worksheet (See Appendix B).
   b) Arrest Reports
   c) Criminal Complaints/Citations
   d) Felony 101 Form
   e) General Reports
   f) Supplemental Reports
   g) Canine Reports (if applicable)
   h) Inventory/Property Sheet/Forms
   i) Rap Sheets
   j) Printout of Digital Photos (if applicable)
   k) Search Warrant (if applicable)
   l) Cook County Notice of Preliminary Review Form with Signature (See Appendix A)
   m) Written Statements (if applicable)
   n) Tow Report, (if applicable)
   o) Leads Printout of Driver's License
   p) Driver's Abstract
   q) Leads Printout of Vehicle Registration and Title Search, (if applicable)
   r) Illinois State Police Notice/Inventory of Seized Property Form.

   The above packet must then be turned in to the Asset Forfeiture Supervisor for review and follow-up with the Cook County State's Attorney's Office.

B. Special Operations – Asset Forfeiture Supervisor

The Special Enforcement Team Sergeant will be designated as the Asset Forfeiture Supervisor. It will be the responsibility of the Asset Forfeiture Supervisor to ensure that all applicable laws, ordinances, regulations and Department policies regarding asset seizure and forfeiture are followed. Accordingly, it shall be the responsibility of the Asset Forfeiture Supervisor to:

1. Review all assigned cases eligible for the seizure and forfeiture of assets to ensure conformance with Department Policy warranting such action, law and current guidelines as set forth by the Cook County State's Attorney.

2. Ensure that all required paperwork for cases that meet seizure/forfeiture criteria is completed and properly submitted to proceed with the forfeiture of assets.

3. Coordinate, communicate, and record all required information necessary to return assets initially seized for forfeiture, but not filed upon or later determined such seizure action was no longer applicable.

4. It is the Asset Forfeiture Supervisor's responsibility to email the required paperwork to the State's Attorney's Office Asset Forfeiture Unit within four calendar days of the seizure. The email address is sao.assetforfeiture@cookcountysao.gov. In addition, the Illinois State Police Notice/ Inventory of Seized Property (4/64a) Form must be entered into the Illinois State Police Asset Forfeiture Reporting Website: sjw.justware.com/IL-SPAFJWEB/, and emailed to: isp.asset.forfeiture@illinois.gov.

5. Maintain records as to the status of all property that has been referred for asset forfeiture.

6. Upon receiving notification of hearing determinations as to the ruling of the court to award an asset to the Department, will record and coordinate with Identification Section personnel, and any other Departmental personnel as necessary, to have the property transferred to its appropriate location.

7. Coordinate with the Identification Section to return the property to the owner, if so ruled by the court.
8. Vehicle retention responsibilities are as follows (see Department General Order F-24: Towing, Impoundment and Seizure of Vehicles for further guidance):

   Coordinate movement of the seized vehicle(s) from the Department tow service impound lot to a designated storage facility.

   Under Illinois State law, a vehicle subject to forfeiture action must be secured and held until the proceedings are completed.

9. Drug asset forfeiture responsibilities are as follows:

   a) Any asset seized under the Drug Asset Forfeiture Procedure Act requires an inventory of the seized property, including an estimate of the property's value.

   b) The Illinois State Police are to be provided a copy of the property inventory and estimated value within 35 days.

   c) See Notice Requirements (Appendix D).

10. Real Estate responsibilities are as follows:

   a) It will be the responsibility of the Asset Forfeiture Officer to notify the State's Attorney of the seizure of any property within 52 days, informing them of the facts and circumstances giving rise to the seizure.

   b) The State's Attorney will be provided with the inventory of the property and its estimate value.

   c) See Notice Requirements (Appendix D).

II. Seizures/Forfeitures

Seizure/forfeiture of assets are generally governed under Chapter 720 ILCS 570/505, Illinois Controlled Substances Act; 720 ILCS 5/36;740 ILCS 147/40, Illinois Street Gang Terrorism Omnibus Prevention Act;725 ILCS 150, Drug Asset Forfeiture Procedure Act; Cannabis Control Act; Methamphetamine Control and Community Protection Act; 625 ILCS 11/501 or 625 ILCS 11/204.1.

A. Vehicle Seizure/Forfeiture

In any case in which a vehicle is identified as an object of seizure under Department General Order F-24, Towing, Impoundment and Seizure of Vehicles, the procedures contained within this policy shall be followed to process such vehicles.

B. Real Estate Seizure/Forfeiture

1. If a drug sale takes place on any real estate owned by the defendant or in any business or home being purchased by the defendant, a forfeiture action may be warranted.

2. The forfeiture procedure does not make allowances for the seizure of real estate if the only charge is simple possession. There must be more than simple possession of drugs before any seizure or forfeiture action can be recommended.

3. However, in cases where large quantities of drugs are involved, intent to sell or deliver may be established. The Asset Forfeiture Officer will discuss the merits of such cases with the appropriate authorities on a case-by-case basis.

4. Real Estate Seizure/Forfeiture Guidelines

   a) If drug possession takes place in a home or a business, a registered letter will be sent to the defendant, owner, or interest holder, putting that person on notice that the Department is prepared to recommend a forfeiture action be initiated based upon the facts, circumstances and conduct giving rise to the forfeiture.

   b) If drug possession or sale takes place on property which is being rented from an innocent third party by the person arrested, no forfeiture action will be considered since the property owner may have had no knowledge of the crime.

C. Currency Seizure

1. Any cash or valuables associated with a drug case may immediately be seized by arresting Officers if specific criteria outlined in the Drug Asset Forfeiture Procedure Act are met.

a) A separate property voucher shall be prepared for any money seized in connection with a drug offense.

b) The arresting Officer, with the approval of a supervisor, will make a determination as to what action will be initiated on all drug money seized.

2. Currency Seizure Guidelines Under Chapter 720 ILCS 550/12, Chapter 720 ILCS 570/505, and 720 ILCS 646/85

a) With regard to all possession charges, a sum of currency with a value less than $500 shall not be subject to forfeiture under these Acts.

b) With regard to all other offenses under these Acts (i.e. Manufacture/Delivery, etc.), a sum of currency with a value less than $100 shall not be subject to forfeiture.

c) It is not necessary that the money be with the drugs found. The fact that drugs and money were in close proximity is sufficient to make a presumption that the funds are drug related and subject to seizure and forfeiture.

d) Officers shall evaluate on a case-by-case basis whether the currency should be seized. Some factors to assist in making this determination are:

(1) No defined source for currency (not employed).

(2) Does the owner have a means to ingest the recovered drugs?

(3) Are the drugs individually packaged for sale?

(4) Does the owner have multiple bundles of currency? How is the currency packaged? (i.e. rubber bands or bank wraps)

(5) Does the owner have money in denominations consistent with drug purchases/sales?

e) It will be the responsibility of the Arresting Officer to inventory any and all drug funds taken on a separate property voucher.

III. Exemptions From Forfeiture

A property interest is exempt from forfeiture if it is clearly established by the circumstances of each case, in that the owner or interest holder is not legally accountable for the conduct giving rise to the forfeiture:

A. In the case of personal property:

1. The owner or interest holder did not consent or acquiesce in the conduct giving rise to the forfeiture.

2. The owner or interest holder did not know and could not reasonably have known of the conduct giving rise to the forfeiture or that the conduct was likely to occur.

B. In the case of real property:

The owner or interest holder did not solicit, conspire, or attempt to commit the conduct giving rise to the forfeiture.

IV. Reporting and Utilization of Forfeited Assets

It will be the responsibility of the Special Operations Commander to complete the annual report of asset seizures made under the various forfeiture laws to the Illinois State Police. The report filed with the Illinois State Police shall show the amounts received and expended and the ways in which the proceeds were used. All assets obtained through drug seizure/forfeiture proceedings will be utilized by the Police Department in furtherance of drug enforcement and drug education efforts in accordance with existing guidelines.

Appendix A

Link to Writeable PDF

COOK COUNTY
NOTICE OF PRELIMINARY REVIEW

You are being given this notice because a law enforcement agency has seized some type of property from you. The property may be money, personal property (computer, television, art work, jewelry, etc.), or a vehicle. The property has been seized with the intent to forfeit the property pursuant to one of the following laws: the Illinois Controlled Substances Act, Cannabis Control Act, or the Methamphetamine Control and Community Safety Act. Forfeitures pursuant to these acts are accomplished according to the rules set forth in the Drug Asset Forfeiture Procedure Act, 725 ILCS 150. A vehicle may also be seized for forfeiture if it used in the violation of one of the criminal offenses contained in Article 36 of the Criminal Code, 720 ILCS 5/36-1. The rules regarding Article 36 seizures are contained within the statute.

A preliminary review of the seizure of your property will be held before a Judge of the Circuit Court of Cook County. The purpose of this hearing is to determine whether there was probable cause to seize your property and to hold the property until the formal forfeiture hearing that will occur pursuant to the applicable law as set forth above. The hearing will be held within 14 days of the date of seizure, in room 1707 of the Richard J. Daley Center, 50 West Washington Boulevard, Chicago, Illinois 60602, on Tuesdays and Thursdays at 10:00 a.m. In order to determine the exact date, count out 14 days from the date of seizure on the calendar and then go back to the nearest Tuesday or Thursday. If you unsure of the date of the hearing you may also go to the asset forfeiture tab on the Cook County State's Attorney Web Site where you will find a chart which lists every day of the year and the preliminary review hearing date for property seized on that date. If you do not have access to the internet please call the Asset Forfeiture Unit of the Cook Count State's Attorney's Office at 312-603-6462, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday (closed holidays) and someone will assist you in determining the date of the preliminary review hearing. You will need to know the exact date of seizure in order to determine the preliminary review hearing date.

This hearing is **NOT** the formal forfeiture hearing. With respect to money or personal property you will not be able to present witnesses or address the Court at this time. Witness presentation and claims related to the various affirmative defenses contained in the statutes set forth above are reserved for the formal forfeiture hearing. With respect to vehicles you will be able to address the Court for the limited purpose of establishing the existence of a substantial hardship. If the Court finds that there is probable cause to hold the vehicle for feature but also finds that a substantial hardship exists, you will be asked to return within 7 days with notarized documents and sworn affidavits which support the existence of your hardship. The Judge may release the vehicle to you or a designated party and may order such conditions as are needed to protect the interests of the state and yourself including: limitations on who may drive the vehicle, and when the vehicle may be driven and the posting of a cash security with the Clerk of the Circuit Court. The cash security may be forfeited if you fail to comply with the statutory forfeiture procedures as set forth in the Drug Asset Forfeiture Procedure Act or Article 36, if the car is damaged or reduced in value, if another offense is committed by you or any other person designated to drive the vehicle, the vehicle is removed from Cook County, you fail to return the vehicle, or any of the conditions set by the Judge are violated. In all cases, before release, the vehicle must have valid license plates, a city sticker (if applicable), and must be insured. You or the person designated to drive the vehicle must have a valid driver's license. You may also be required to prove your ownership of the vehicle.

The seizure for forfeiture under state law is separate and apart from any municipal fines, tickets, towing, and storage fees. The municipality (city, town, village, etc.) may require payment of these fees, fines, and other costs, before a vehicle will be released on an interim basis awaiting the formal state law forfeiture proceeding or after the release of the vehicle if you win at the formal forfeiture hearing.

If the Judge finds there was no probable cause to seize money, property, or vehicle, the seizing agency will contact you regarding how to obtain the return of your property.

Notice Received by: _____ Police Official: _____

Appendix B

Link to Writeable PDF

COOK COUNTY LAW ENFORCEMENT
PRELIMINARY REVIEW WORKSHEET

Agency_____Skokie Police Department_____ Agency Case #_____
Contact Person_____(Name/Rank/Star)
Telephone_____(Desk/Cell/fax)
Person Property Seized From_____
Address Where Notices or Mail Will be Received _____
_____
Person Notice Given To_____(If Different than Seized From)
Location Where Notice Left_____
(Search Warrant/Other Circumstances)
Items Seized:

	Date	Location of Seizure	Inventory #	Amount (USC/Value (Property)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Additional – Attach Separate Sheet (reference case #, Person Property seized from)

Vehicles: Make_____ Model_____ Year_____ Color _____
Vin#_____ Condition Used for FMV Determination_____
Driver_____
Registered Owner:_____
Address of Registration_____
Address to Receive Notices (If Different)_____
Fair Market Value_____ Source Used _____NADA Website_____
Lien Holder_____ Amount_____
Lien Holder Contact Info_____
Narcotics/Cannabis/Meth/Pills/Other Controlled Substances/ Type_____ Weight_____
Field Test?_____ Y/N # of Bags/Packaging/Other Distinctive Features_____

Article 36: Basis for Seizure_____

Please Provide:

Arrest Reports	Inventories	Notice of Preliminary Review with Signature
Case Reports	Rap Sheets	Waiver of Rights Forms/Handwritten
Supplemental Reports	Printout of Digital Photos	Stmnts or Other Summary
Canine Report	Copy of Search Warrant	Complaints/Citations
Felony 101		

PLEASE SUBMIT THIS WORKSHEET AND ANY REPORTS AND ANY OTHER DOCUMENTS ELECTRONICALLY – ASAP TO:

SAO.ASSETFORFEITURE@COOKCOUNTYIL.GOV OR FAX: 312-603-6488

Questions – John Karnavas, Administrative Supervisor: 312-603-5738
Or
Merle Shearer, Attorney Supervisor 312-603-4972

Appendix C

Link to Writeable PDF

AGENCY ORI #: ☐☐☐☐☐☐☐ SEIZING AGENCY CASE #: _____

ILLINOIS STATE POLICE

(Please Type) *NOTICE/INVENTORY OF SEIZED PROPERTY*

1. Date of Seizure:	2. Case No.:	3. County of Seizure:
4. Seizing Agency/ *Name:* *Address:* *City, State, Zip:*	5. Property Seized From/ *Name:* *Address:* *City, State, Zip:*	
6. Contact Person:	7. Phone No.:	7a. Fax No.:
8. Location where property was seized:	8a. E-mail Address:	

NOTE: LIST ONLY THOSE ITEMS WHICH ARE SUBJECT TO FORFEITURE
Attach Supplemental Form (ISP 4-64b) if additional space is needed.

9. LIST CONVEYANCES (Vehicles, Aircraft, Vessels):

WHOLESALE / LOAN NADA/VALUE: S/A/O USE ONLY

Exhibit: _____ Description: _____

Year: _____ VIN: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ $ _____ _____

Make: _____ Miles: _____ Color: _____

Model: _____ Registration #: _____ State _____ ☐ ASF Use Only _____

Stored at: _____

(IF APPLICABLE, ATTACH SEPARATE SHEET LISTING LIEN HOLDER AND AMOUNT OF LIEN)

Registered Owner (Name/Address) Lien Holder (Name/Address)

☐ CHECK HERE IF SEIZING AGENCY INTENDS TO PAY OFF ANY OUTSTANDING LIEN.

_____ _____

_____ _____

_____ _____

Amount: $ _____

10. LIST OTHER PROPERTY SEIZED: (Cash, Jewelry, Mobile Phone, etc.) ASF USE ONLY

Exhibit: _____ Description: _____ _____ $ _____ _____

Stored at: _____ _____

Exhibit: _____ Description: _____ _____ $ _____ _____

Stored at: _____ _____

Exhibit: _____ Description: _____ _____ $ _____ _____

Stored at: _____ _____

Exhibit: _____ Description: _____ _____ $ _____ _____

Stored at: _____ _____

11. TOTAL VALUE OF OTHER PROPERTY SEIZED: $ 0.00

12. TOTAL VALUE OF ALL SEIZED PROPERTY: $ 0.00

13. List other law enforcement agencies which participated in this case and percentage of involvement.

Primary Agency _____ *ORI# IL* ☐☐☐☐☐☐☐ *Percent of Participation* _____

Agency 2 _____ *ORI# IL* ☐☐☐☐☐☐☐ *Percent of Participation* _____

Agency 3 _____ *ORI# IL* ☐☐☐☐☐☐☐ *Percent of Participation* _____

** Final law enforcement share will be 65% of total seizure* ** Total 100%* 0

14. Award Request: *For Dept. Use* ☐ *Yes* ☐ *No* *If Yes, follow up with award request later.* *Exhibit #* _____

Auctioned ☐ *Yes* ☐ *No* *If multiple items are requested to be awarded, identify item by exhibit number.*

Exhibit(s): _____

NOTICE TO SEIZING AGENCY

15. Forfeiture proceedings pursuant to the ☐ "Drug Asset Forfeiture Procedure Act" ☐ "Money Laundering Article" (Check one) are being accepted and initiated against those items marked with an "A" on this form and/or denied for those items marked with a "D".

_____

State's Attorney *County* *Date*

REQUIRED FORWARD:

- Attach copies of reports setting forth circumstances of seizure and mail to the State's Attorney's Office.
- Forward electronically to ISP. (ISP Asset Forfeiture Contact # 217-524-6656)

Appendix D

NOTICE REQUIREMENTS

Drug Forfeiture

* *State's Attorney must be notified within fifty-two days (52) of seizure.*
* *Must promptly forward to the Director, Illinois State Police (35 days).*
* *Must immediately mail to SOS, if vehicle is seized.*

Money Laundering

- *State's Attorney must be notified within ninety days (90) of seizure*
* *Must promptly forward to the Director, Illinois State Police (35 days).*
* *Must immediately mail to SOS, if vehicle is seized.*

Where there is more than one agency involved in a seizure, the seizing agency is responsible for completing and forwarding the Notice/Inventory of Seized Property Form. Only one form should be submitted **(Other agencies involved should not submit a duplicate form.)** *The seizing agency must identify any other agencies involved in the seizure and the percentage of their participation. These percentages will be used as a basis for the distribution of proceeds from the forfeited property. The seizing agency should forward a copy of this form to each agency listed in block number 13.*

PLEASE FORWARD TO:

Illinois State Police
Asset Forfeiture Section
801 South 7th St., Suite 700-A
P.O. Box 19461
Springfield, IL 62794-9461
(217) 524-6656

Secretary of State
Vehicle Records Division
501 South Second St., Room 408
Springfield, IL 62756

SKOKIE POLICE DEPARTMENT

MOBILE DATA COMPUTERS

General Order: F-61
Effective Date: 01 November 2023

Replaces:
General Order: F-61
Effective Date: 01 Jan. 2019

Indexed As: Mobile Data Browsers
Mobile Data Computers

POLICY:

It is the policy of the Skokie Police Department to provide personnel with timely and accurate information. The mobile data computer (MDC) enhances an Officer's ability to perform job-related duties. As vital information is immediately available, Officer safety is enhanced.

PROCEDURE:

I. The Police Department Information Technology Specialist or his designee shall be responsible for the logistical support of the MDC program.

II. All Officers shall receive training on MDC operation. No person shall operate an MDC prior to being trained in its use.

In addition, no Officer may utilize an MDC until he receives LEADS training and demonstrates proficiency sufficient to become "less than full LEADS access certified." Recertification shall be required every two years.

III. Officers are to sign onto the MDC using their individual password, at the beginning of their tour of duty. They are required to log off the MDC at the conclusion of their tour of duty.

IV. Officers operating the MDC while the vehicle is in motion shall exercise caution and ensure that this activity does not interfere with safe driving practices.

V. Traffic stops will continue to be called in by radio unless articulable circumstances exist and then an MDC may be used.

VI. Personnel will not disseminate any law enforcement sensitive information provided by the MDC to unauthorized individuals.

A. Officers should ensure that law enforcement sensitive data contained on the MDC screen cannot be observed or read by unauthorized persons.

B. The confidentiality mandates of Department rules and LEADS agreements shall be enforced.

VII. Use of the MDCs and data transmitted and/or received via MDCs is restricted to the performance of official duties.

A. Downloading of software is not permitted without authorization from the Police Department Information Technology Specialist.

B. The manipulation or alteration of agency-owned software or agency-owned MDCs, laptop computers, desktop computers, servers, or any other data storage device is strictly prohibited.

C. All transmissions will be automatically logged and archived for future reference.

D. Unless directly related to police operations, employees are prohibited from using the internet for personal gain, or to access pornographic or gambling websites.

E. The use of the MDC will be consistent with the Village of Skokie's "Electronic Communication Systems Policy" and Department General Order A-24, Computer Administration and Security.

F. There is neither a right to nor an expectation of privacy concerning an employee's use of the internet, and both the Police Department and the Village of Skokie reserves the right to monitor its use without notification of the employee.

VIII. All "HITS" will be verified through the Communications Center. Confirmation will be made through the originating agency.

IX. Officers are responsible for checking the MDC for damage at the beginning of their tour of duty. Any damage or malfunction of hardware or software shall be reported to the Police Department Information Technology Specialist, as well as the on-duty supervisor. The repair of MDCs and related equipment shall be the responsibility of the Police Department Information Technology Specialist.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.06

SKOKIE POLICE DEPARTMENT

STOLEN VEHICLE RECOVERY SYSTEM

General Order: F-62
Effective Date: 01 August 2025

Replaces:
General Order: F-62
Effective Date: 01 Oct. 2021

Indexed As: LOJACK Recovery System
Stolen Vehicle Recovery System

POLICY:

It is the policy of the Skokie Police Department to employ proactive countermeasures in the suppression of auto theft. A computer-based stolen vehicle recovery system is an important element of auto theft prevention. Included in those countermeasures will be technology-based (computerized/GIS) stolen-vehicle recovery systems.

PROCEDURE:

I. System Overview

A. The LOJACK recovery system provides the Department with an additional means of recovering stolen vehicles/equipment.

B. A radio transceiver is installed in a citizen's vehicle/equipment by a private vendor. An alphanumeric code designates both the transceiver and the vehicle identification number (VIN) in the Illinois L.E.A.D.S. system.

C. The transceiver in the stolen vehicle/equipment is activated when the vehicle identification number (VIN) is entered into L.E.A.D.S. as stolen

D. Department vehicles/equipment equipped with LOJACK tracking computers will receive both audible and visual signals from the transceiver of the stolen vehicle. Department members will be directed to the stolen vehicle by means of a homing signal.

II. Patrol Officer Responsibilities

A. Only utilize the equipment if the Officer has previously completed Department-required training.

B. Will report broken, malfunctioning, or missing equipment as soon as practical to the Fleet Management Officer, utilizing the same system as other vehicle deficiencies (PS Tracker).

C. A query of the transponder's reply code should be made if an activated signal is received.

D. Assure that other police units are informed about the description of the stolen vehicle.

E. Notify a supervisor of the activation and subsequent tracking. Officers will not track a vehicle outside of Skokie without supervisory approval.

F. Aid other law enforcement agencies that extend their tracking into Skokie. A field supervisor and the Communications Division will coordinate the interagency tracking effort.

G. Consult Department General Order F-28, Stolen/Recovered Autos, for questions concerning stolen/recovered autos. Jurisdictional questions should be directed to a supervisor.

III. Communications Division Responsibilities

When notified of an incident involving a stolen vehicle recovery system, Communications personnel shall:

A. Provide support for Department members engaged in vehicle tracking.

B. Make the appropriate notifications in both the tracking and recovery phases.

C. Be cognizant of the fact that a recovered vehicle must have its transmitter silenced without delay.

SKOKIE POLICE DEPARTMENT

GRAFFITI ABATEMENT AND COUNTERMEASURES

General Order: F-63
Effective Date: 01 July 2024

Replaces:
General Order: F-63
Effective Date: 01 July 2020

Indexed As:
Criminal Damage to Property
Graffiti Abatement and Countermeasures
Vandalism
Criminal Defacement

POLICY:

It is the policy of the Skokie Police Department to aggressively report, investigate and facilitate the rapid removal of graffiti, tagging, and other defacements of property which result from acts of vandalism or criminal damage to property. It is also the policy of the Police Department to strictly enforce all State laws and Village ordinances prohibiting acts of criminal damage in any form.

PROCEDURE:

I. Graffiti Reporting and Removal

A. Responsibilities of Patrol Officers

1. While on patrol, Skokie Police Officers must be alert for new or unreported graffiti within their beat or area of assignment. Upon discovery of an incident of graffiti believed to be new and/or unreported, the Officer shall make a reasonable attempt to contact an agent of the property for reporting purposes. The Officer shall also conduct an inquiry with Communications to ascertain whether or not the incident has been reported, and then take the appropriate action.

2. All graffiti and tagging incidents reported to or discovered by Officers of this Department shall be documented on a General Report.

3. All reports shall include an accurate and specific geographic location of the graffiti and complete description of the markings or etchings present.

4. Upon completion of the initial investigation, Officers shall provide a “Graffiti” informational pamphlet to the affected property or its agent. Supplies of the Graffiti pamphlet shall be maintained in Report Writing and the lobby of the Police facility.

5. An Evidence Technician or a Beat Officer using a squad car cell phone camera shall be summoned to the scene by the reporting Officer for preservation of evidence through photographic and other means, as applicable. The Officer taking the photograph is responsible for uploading them into Evidence.com and submitting applicable reports.

6. The reporting Officer shall submit the completed report prior to ending their tour of duty.

B. Responsibilities of Records Unit

The Records Unit shall forward all reports of graffiti to one of the following:

1. The Building Department: graffiti/tagging incidents involving commercial, residential, or government-owned (other than the Village of Skokie) property.

2. The Public Works Department: graffiti/tagging incidents involving Village-owned property.

3. Skokie Park District: graffiti/tagging incidents involving Park District property.

II. Enforcement

A. Persons arrested for acts of graffiti or tagging may be charged under applicable Illinois Statutes or the Skokie Village Code.

B. Adults may be charged at the discretion of the arresting Officer or the Investigator assigned to the case.

C. Juveniles are charged at the discretion of the Juvenile Officer in accordance with procedures delineated in F-2, Juvenile Procedures.

D. Per Skokie Village Code, the parent or guardian of any minor shall have the responsibility regarding such minor's activities relating to applying graffiti or defacing property and may also be cited.

SKOKIE POLICE DEPARTMENT

MISSING PERSONS

General Order: F-64
Effective Date: 01 April 2025

Replaces:
General Order: F-64
Effective Date: 01 May 2024

Indexed As: Missing Children
Missing Persons
Runaway

POLICY:

It is the policy of the Skokie Police Department to thoroughly investigate and document all reports of missing persons. Particular care will be exercised in cases of missing and unidentified children, and unidentified persons who may be mentally or physically impaired, under a doctor's care or on life-sustaining medication. Additionally, this agency holds that every person reported as missing is considered "at risk" until information to the contrary is confirmed.

Jurisdictional conflicts are to be avoided when a person is reported missing. If a missing person either resides in or was last seen in this jurisdiction, this agency will immediately initiate the required reporting and investigatory process. If a person resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a Missing-Person Report, this agency will assume reporting and responsibility. The Investigations Division will be responsible for communicating the Missing-Person Report to the appropriate jurisdiction(s) and assisting in the coordination, as appropriate.

Questions concerning parental custody occasionally arise in relation to missing child reports. It is the policy of the Skokie Police Department to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child(ren) is paramount, members of this agency will initiate an investigation

when it can be shown that the child has been removed, without explanation, from his or her usual place of residence.

PROCEDURE:

I. Definitions

A. For purposes of this and related policies, the term "missing adult" refers to a person who is:

1. Twenty-one (21) years of age or older, and

2. Whose absence is contrary to his or her normal patterns of behavior and may be due to one or more of the "At Risk" factors listed in this policy.

B. For purposes of this and related policies, the term "missing child" refers to a person who is:

1. Less than 21 years of age, and

2. Whose whereabouts are unknown to their parent, guardian, or responsible party.

C. The term "at risk" refers to a missing person who may have one or more of the following characteristics (references to "person" include both adults and children):

1. A missing child 13 years of age or younger: This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control and do not have the survival skills necessary to protect themselves from exploitation on the streets.

2. Out of the zone of safety for his or her age, developmental stage, and physical condition: The zone of safety will vary depending on the age of the person and his or her developmental stage. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a

school-aged child the zone of safety might be the immediate neighborhood, or the route taken between home and school.

3. Mentally diminished: If the person is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating with others about needs, identity or address. The disability places the person in danger of exploitation or other harm.

4. Drug dependent, including both prescription and illicit substances: Any drug dependency puts a missing person at risk. The diabetic or epileptic person requires regular medication or his or her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.

5. A potential victim of foul play or sexual exploitation: Risk to the person can be assumed if investigation indicates a possible abduction, violence at the scene of abduction, or signs of sexual abuse. This includes any past threats or acts of violence against the missing person.

6. In a life-threatening situation: The environment in which the person is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler or an all-night truck stop for a teenager.

7. Absent from home for more than 24 hours before being reported to law enforcement as missing: While some parents may incorrectly assume that 24 hours must pass before law enforcement will accept a missing-person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.

8. If a person is missing longer than 30 days, they are considered at risk.

9. Believed to be with others who could endanger his or her welfare: A missing child in such

circumstances is in danger not only of sexual exploitation, but also of involvement in criminal activity such as burglary, shoplifting and robbery.

10. A child is absent under circumstances inconsistent with established patterns of behavior: Most children have an established routine that is reasonably predictable. Significant, unexplained deviations from that routine increase the probability of risk to the child.

11. A person that is missing or has eloped from a nursing home is considered at risk.

12. Any person whose disappearance involves circumstances that would cause a reasonable person to conclude that the person should be considered at risk.

II. Responsibilities

A. Communications and/or Desk Officers:

1. Determine if circumstances of the report meet the definition of a missing adult or child as set forth in this policy. If based on the information provided it is apparent that the missing person is at risk, a Watch Supervisor should be notified immediately.

2. Dispatch an Officer, in a prompt manner, to the scene of the report. The handling of a missing-persons report over the telephone is discouraged since accurate assessments of risk to the person are more difficult to make via telephone.

3. Transmit appropriate radio alerts to Skokie Police Department personnel and make notifications (APERN, Chicago Priority, TYPE III, Mutual Aid) when directed to do so. If it is apparent that the missing person is at extreme risk based on the information provided when the call is received, communications personnel should

immediately make these notifications and then advise a Watch Supervisor of their completion.

4. Search agency records for any potential related information on the missing person, family, associates and other related reports that may aid the responding Officers.

5. Safeguard all pertinent records to include notes, radio and telephone communications.

B. Reporting Officer: The initial Officer or first responder to the report of a missing person shall:

1. Respond to the scene of the report in a prompt manner. Unless in immediate response to the person's safety, Officers should not stop to search for the missing person.

2. Identify and interview everyone at the scene, including the complainant.

3. Obtain and dispatch a description of the missing person. Obtain a recent photograph(s) of the missing person, if available. Attach this photo to the missing person's name record in the Records Management System (RMS) and email the photo to the rest of the Department.

4. Verify that the person is in fact missing (never assume that searches conducted by friends and family are thorough and complete). Conduct a thorough search of the scene/residence.

5. Confirm custody status for a missing child.

6. Identify the circumstances of the disappearance.

7. Determine when, where and by whom the missing person was last seen.

8. Interview individual(s) who last had contact with the missing person.

9. Identify the missing person's zone of safety for his or her age, and physical and mental state.

10. Determine whether the missing person is "at risk" as defined by this policy. If the missing person is at risk, immediately notify the Watch Commander.

11. Check RMS for prior missing reports and locations of where located.

12. Request responding units to activate Squad car cameras if the missing person is a child or the incident is suspicious in nature.

13. Make the required notification to the parent or legal guardian of the entry of a missing child into LEADS/NCIC. The reporting Officer will annotate in the missing-persons report that this notification was made. Prompt notification is required. The method of notification may be written, by telephone or by personal contact. If the parent or guardian requests a hard copy printout of the LEADS/NCIC entry, they will be provided one by the reporting Officer.

14. If the missing person is under 18 years of age, a Missing Person Card containing contact information for the National Center for Missing and Exploited Children (NCMEC)shall be given to the complainant by the Reporting Officer (1-800-THE-LOST or 1-800-843-5678).

15. If the missing person is 18 years of age or older, the Reporting Officer shall give the complainant a Missing Person Card containing contact information for the National Missing and Unidentified Persons System (NamUs) (1-855-626-7600).

16. Create a missing person informational bulletin (critical reach) and/or email and disseminate the informational bulletin to the rest of the Department and other agencies when appropriate.

C. Watch Commander: The Watch Commander, upon notification that a missing person is at risk, shall:

1. Obtain a briefing from the reporting Officer.

2. Confirm with the Reporting Officer the at-risk determination.

3. Notify an Investigations Division Supervisor with pertinent details.

4. Determine if additional personnel, resources and notifications are required to assist in the investigation. Consideration should be given, but not limited to the following:

   a. A Smart911/Rave Alert
   b. APERN/ISPERN/MDB and other broadcasts as appropriate (Fleet Watch, Skokie Fire Department, Public Works)
   c. Canine Unit
   d. Mutual Aid Requests
   e. Police Air Operations
   f. Amber Alert/Silver Search
   g. Department Social Media
   h. Contacting the persons cell phone carrier to locate their phone.

5. Establish a command post, if required.

6. Organize and coordinate search efforts, if required.

7. Establish a liaison with the victim’s family, if required.

D. The investigator(s) assigned to a report of a missing person at risk shall:

1. Obtain a briefing from agency personnel.

2. Recontact the complainant or reporting persons as necessary to verify the accuracy of all information and explore the basis for any conflicting information.

3. Initiate a neighborhood canvass.

4. Obtain a brief history of recent family dynamics.

5. Implement effective case management.

6. Evaluate the need for additional resources, specialized services, and notifications. Consideration should be given, but not limited to, the following:

    a. Federal Bureau of Investigation
    b. Critical Reach Notifications
    c. Use of media (social, print, radio, television)
    d. NORTAF
    e. Social Services
    f. Team Adam: National Center for Missing and Exploited Children (NCMEC). Team Adam is a team of retired federal, state and local law enforcement officers that are available on call to respond to the scene of a child abduction or case of possible child exploitation to assist the responding agency. Team Adam is available 24 hours a day by calling the NCMEC hotline at 1-800-THE-LOST (1-800-843-5678).
    g. National Missing and Unidentified Persons System (NamUS)

7. Update descriptive information as necessary.

E. All personnel with responsibilities under this policy will reference the At-Risk Missing-Person Checklist (Appendix A) and the Investigative Checklist for First Responders (Appendix B) in cases involving at-risk missing persons. The purpose of this reference is to ensure that all available and appropriate actions are taken and that none are overlooked in the response to an investigation of an at-risk missing person.

F. Investigations of missing persons (not believed at risk)

1. Ongoing investigations of missing persons may require specific additional actions by the assigned investigator when appropriate, such as:

    a. Re-contacting the complainant or reporting person(s)
    b. Interviewing friends and associates of the missing person
    c. Thoroughly checking the location where the missing person was last seen
    d. Contacting local hospitals, as well as the Medical Examiner's Office
    e. Providing identification and related information to other law enforcement agencies
    f. Providing information to local news media if necessary
    g. Preparing a flyer/bulletin with a picture of the missing person and descriptive information if necessary
    h. Issuance of Critical Reach Bulletins.

2. Investigators assigned these cases will maintain routine ongoing contact with the missing person's closest relative(s) concerning the progress of the investigation.

G. Investigations of missing persons not located within 30 days:

1. If the person identified in the missing person report remains missing after 30 days, but not more than 60 days, the investigator may:

    a. Obtain DNA samples from family members or from the missing person along with any needed documentation or consent forms.

    b. Obtain authorization for release of dental or skeletal x-rays of the missing person.

    c. Obtain fingerprint records.

2. DNA sample submissions may be provided to a NamUs partner laboratory. A Department-approved laboratory may be utilized provided that the samples are uploaded

into the State DNA Index System (SDIS) and National DNA Index System (NDIS).

3. All DNA samples obtained in missing person cases from family members of the missing person may not be retained after the location of the missing person or identification of the remains of the missing person unless there is a search warrant signed by a court.

4. Nothing in this policy precludes an Investigator or Department member from obtaining the aforementioned materials prior to the 30-day expiration.

5. Within 45 days of the initial missing person report, the assigned Investigator shall enter all collected information into the NamUs database. In the case of a high-risk missing person, the information shall be entered within 30 days.

III. Reporting

A. Information generated during the preliminary investigation of a missing person by the reporting Officer will be documented on the Incident Report as circumstances dictate.

B. Any photograph obtained of the missing person should be attached to the missing person's Name Record in RMS and a copy should be placed in Evidence.com.

C. The Missing-Person Information Release Form (Appendix C) is required for all missing-persons reports. The completed form will be submitted in conjunction with the original report. The Missing Children Bulletin Publication portion of this report is required for all missing children (younger than 21 years of age). The LEADS/NCIC portion of the report is required for all missing persons.

D. Immediately upon conclusion of the preliminary investigation, the reporting Officer will complete the appropriate report and cause that report to be approved and printed by a supervisor. The reporting Officer will then take a copy of the report to communications for entry into the appropriate law enforcement information systems.

E. The reporting Officer will determine the correct NCIC missing-person file category as outlined in Appendix D. The file category will be annotated in the narrative portion of the report.

IV. A Smart911/Rave alert will be generated to inform the public of the missing person and advise them to call the Department to report any relevant information. Messages may be sent by geographic area or by selecting previously determined contacts or locations.

A. The following criteria must be met to activate A Smart911/Rave Alert:

1. The missing person must be considered "At Risk" as defined in this policy.

2. The reporting person must be an adult family member, teacher, or another adult (guardian) who is responsible for the child/individual.

3. Must be approved by the Watch Commander or Investigations Supervisor.

B. Communications personnel will record and immediately relay information received from the public regarding the missing person to the Skokie Police Department personnel investigating the missing person.

C. If a sighting of the missing person is confirmed, the Support Services Supervisor or their designee should consider using an A Smart911/Rave alert again, using the most-recent known location in the notification to residents. This is particularly important if the sighting location is a significant distance away from the last known location included in the original alert.

D. Follow-Up Investigation

1. When the missing person is found, a follow-up Smart911/Rave alert will be sent advising of the recovery.

2. If the missing person is not found by the end of the current Watch investigating the original report, the Watch Commander/Investigations Supervisor will coordinate with the next shift and make them aware that a Smart911/Rave alert was sent.

VI. Amber Alerts/Silver Search

A. The following criteria must be met to activate an Amber Alert:

1. Law enforcement must confirm a child has been abducted.

2. The child must be under the age of 16 or have a proven mental or physical disability.

3. Law enforcement must believe the child is in danger of serious bodily harm or death.

4. There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

B. The following criteria must be met to activate an Endangered Missing Person Advisory (Silver Search):

1. The person is missing under unexplained or suspicious circumstances.

2. The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditions or in the company of a potentially dangerous person or some other factor that may expose the person to be possible harm or injury.

3. Public information is available that could assist in the safe recovery of the person.

4. The circumstances do not fit the criteria of an AMBER Alert.

C. The Amber Alert/Silver Search Plan will be activated in the following manner:

1. The Watch Supervisor will confirm that the above criteria have been met.

2. The Amber Alert Notification Plan (Appendix E) or the Endangered Missing Person Advisory Form – "Silver Search" (Appendix F) will be completed and faxed to the Illinois Springfield Communications Center (ISCC). Alerts may also be telephoned into the Illinois State Police District Chicago at (847)294-4400, or faxed to the ISCC at (217)-786-7191.

3. Names and phone numbers must be provided for the Department contact and the Department Media Coordinator.

4. Disseminate necessary information via LEADS/NLETS message (LUUU).

5. Coordinate broadcast of ISPERN (Chicago priority) message through Illinois State Police District Chicago.

6. If a current photo of the child is available, forward it electronically along with a copy of all abduction details/summaries to the Illinois State Police Clearinghouse for Missing and Exploited Children Manager at ***isp.missing@illinois.gov.***

   a. Telephone number for the Manager is (800)843-5763.
   b. Fax number for the Manager is (217)558-7152.

7. Subsequent updates, within eight hours should be provided to the Illinois Springfield Communications Center (ISCC).

8. Updates after eight hours from the time of abduction/missing should be made to the Missing and Exploited Children Manager or Illniois Springfield Communications Center (ISCC).

D. Canceling the Alert/Locating the Child:

If the child has been located or upon closure of the child abduction case, call the ISCC or complete the Amber Alert Notification Plan Cancellation Form (Appendix G) and fax it to the ISCC. If the endangered missing person is located, call the ISCC at (217)-786-6677).

VII. Unidentified Persons

Officers assigned to the report of an unidentified person, whether living or deceased, shall:

A. Notify a Watch Supervisor.

B. Obtain a complete description of the person.

C. Enter the unidentified person's description into the NCIC Unidentified Person File.

D. Utilize all resources to aid in identification of the person (e.g. NamUs, Critical Reach).

E. Cancel all notifications after identification is confirmed.

VIII. Return of Missing Persons and Case Closure

A. In all cases, reporting parties will be informed of the well being of the located missing person.

B. The returned missing person will be questioned to verify their return and establish the circumstances surrounding their disappearance and whether criminal activity was involved. This should be accomplished at the earliest possible time.

C. The reporting Officer will complete a supplemental report indicating the facts of the return and information obtained from interviews with the missing person.

D. The reporting Officer shall cause to be cancelled the LEADS and NCIC entries for the returned missing person.

E. Whenever practicable, a Juvenile Officer will be assigned to investigate a returned missing juvenile, i.e., a missing child under age 18.

1. The Juvenile Officer will determine the appropriate course of action and recommendation, as well as discuss the issues with the youth's parent or legal guardian.

2. When a Juvenile Officer is not available to investigate calls of returned missing juveniles, the reporting Officer is to gather appropriate information and advise the parents or legal guardians.

F. Arranging for intervention services if necessary.

Officers/Investigative personnel should be alert for indications that additional services may be needed before the child can be safely reunited with his/her family. These services may include mental and/or physical health examinations and arrangements for family counseling.

IX. Abductions

In the event a person has been abducted, the Watch Commander will ensure the Chief of Police is notified as soon as possible.

APPENDIX A

Village of Skokie Police Department
At-Risk/Missing Checklist

- ☐ Dispatch provides SPD units with detailed description and last known location upon receiving call.
- ☐ Activate all in-car squad cameras throughout the Village.
- ☐ First responding Officer provides any additional pertinent details to all SPD units. Obtain a recent photograph that can be sent to all SPD computers.
- ☐ A Watch supervisor should be on scene and in charge.
- ☐ The first responding Officer is responsible for conducting a thorough search of the area from where the person went missing, including areas not granted to the public. Also, when missing from a residence, all inside and outside locations should be searched, including neighboring properties.
- ☐ Consider use of Police K-9.
- ☐ Broadcast on area Police Emergency Network.
- ☐ Broadcast on Illinois State Police Emergency Network.
- ☐ Post on Village of Skokie and Skokie Police Department social media accounts.
- ☐ Notify Village of Skokie Fleet Watch.
- ☐ Prepare and initiate a Smart911/Rave alert.
- ☐ Check SPD Records for previous reports involving missing or family members.
- ☐ Confirm missing parental-custody status.
- ☐ Consider use of additional police personnel in search efforts.
- ☐ Establish a command post (Community Outreach Police Substation 7300), if beneficial.
- ☐ Notify Investigations Division Commander.
- ☐ Notify Field Division Deputy Chief.
- ☐ Consider contact to National Center for Missing and Exploited Children (800)843-5678.
- ☐ Consider use of Mutual Aid
- ☐ Consider use of media.
- ☐ Establish a Police liaison for family.
- ☐ Assign SPD personnel to re-check last area missing person was seen. Use personnel other than the first responding Officer.
- ☐ Evaluate if Amber Alert/Silver Search qualifications are met.
- ☐ Document date and time of all actions taken.
- ☐ Consider use of Drone.
- ☐ Evaluate if exigency to ping phone location exists.

APPENDIX B

INVESTIGATIVE CHECKLIST FOR FIRST RESPONDERS

This Checklist is meant to provide a framework of actions, considerations, and activities that may assist in performing competent, productive, and thorough missing/abducted-children investigations.

First Responder

- [ ] Activate patrol-vehicle-mounted video camera, if circumstances warrant, when approaching the scene to record vehicles, people, and anything else of note for later investigative review.
- [ ] Interview parent(s)/guardian(s)/person who made the initial report.
- [ ] Confirm the child is in fact missing.
- [ ] Attempt to verify the child's custody status.
- [ ] 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.
- [ ] Make an **initial assessment**, based on the available information, of the type of incident whether nonfamily abduction; family abduction; runaway; or lost, injured, or otherwise missing.
- [ ] Obtain a **detailed** description of the missing child, abductor, and any vehicles used.
- [ ] Secure photos/videos of the missing child/abductor, and don't forget photos that may be available on cell phones.
- [ ] Evaluate whether the circumstances meet **AMBER Alert™ criteria** and/or other immediate community-notification protocol if not already activated. Discuss plan activation with supervisor.
- [ ] Evaluate whether the circumstances warrant requesting the National Center for Missing & Exploited Children®'s (NCMEC) Team Adam. If a Child Abduction Response Team (CART) is in the area, does the child's case meet their activation criteria?
- [ ] Relay detailed descriptive information to communications unit for broadcast updates.
- [ ] Determine need for additional personnel including investigative and supervisory staff.
- [ ] Brief and bring up-to-date all additional responding personnel.
- [ ] 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. Video cameras affixed to patrol vehicles 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.
- [ ] Obtain and note permission 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**.
- [ ] 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, so evidence is not destroyed during or after the initial search and to help ensure items that could help in the search for and/or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph/take videos of these areas.
- [ ] Evaluate the contents and appearance of the child's room/residence.
- [ ] Inquire if the child has access to the Internet and evaluate its role. Do not overlook activity on social-networking websites and teen chatlines.
- [ ] Ascertain if the child has a cell phone or other electronic communication device and obtain the most recent records of their use.
- [ ] Extend search to surrounding areas and vehicles, including those that are abandoned, and other places of concealment such as abandoned appliances, pools, wells, sheds, or other areas considered "attractive nuisances."
- [ ] Treat areas of interest as potential crime scenes including all areas where the child may have been or was going to be located.
- [ ] Determine if surveillance or security cameras in the vicinity may have captured relevant information. This information may be used to help locate the child and/or corroborate or refute witness statements.
- [ ] 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.

APPENDIX B (Continued)

[ ] Review sex-offender registries to determine if registered individuals live/work in the area or might otherwise be associated with the case. Call NCMEC toll-free at 1-800-THE-LOST® (1-800-843-5678) to request assistance with this step.
[ ] 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. Carefully review NCIC categories before entering the case, and be sure to use the Child-Abduction flag whenever appropriate.
[ ] Prepare flier/bulletin with the child/abductor's photo and descriptive information. Distribute in appropriate geographic regions. Call NCMEC toll-free at 1-800-THE-LOST (1-800-843-5678) for assistance with this step.
[ ] Prepare reports/make all required notifications.

Supervisory Officer

[ ] Obtain briefing and written reports from the first responding officer and other personnel at the scene.
[ ] 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.
[ ] Determine if additional assistance is necessary from
  [ ] State/Territorial Police.
  [ ] Missing-Children Clearinghouse.
  [ ] Federal Bureau of Investigation (FBI).
  [ ] Specialized Units.
  [ ] Victim-Witness Services.
  [ ] NCMEC's Project ALERT®/Team Adam.
  [ ] CARTs.
[ ] 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 radio, television, and newspapers to assist in the search throughout the duration of the case.

Investigative Officer

[ ] Obtain briefing from the first responding officer and other on-scene personnel.
[ ] Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
[ ] Initiate a neighborhood canvass using a standardized questionnaire.
[ ] Obtain a brief, recent history of family dynamics.
[ ] Correct and investigate the reasons for conflicting information offered by witnesses and other individuals.
[ ] Collect article(s) of the child's clothing for scent-tracking purposes.
[ ] Review and evaluate all available information and evidence collected.
[ ] Secure the child's latest medical and dental records.
[ ] 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.
[ ] Develop and execute an investigative plan.
[ ] Conduct a criminal-history background check on all principal suspects, witnesses, and participants in the investigation.
[ ] Determine what additional resources and specialized services are required.
[ ] Ensure details of the case have been reported to NCMEC.
[ ] Prepare and update bulletins for local law-enforcement agencies, missing-children clearinghouse, FBI, and other appropriate agencies.
[ ] Establish a phone hotline for receipt of tips and leads. Consider establishing an e-mail address and other methods of electronically receiving leads as well.
[ ] Establish a leads-management system to prioritize leads and help ensure each one is reviewed and followed up on. **Note**: NCMEC has developed software, named the Simple Leads Management System, designed to manage and prioritize leads associated with missing-child investigations. It is available at no cost by calling NCMEC's Missing Children Division toll-free at 1-800-THE-LOST (1-800-843-5678).

This "pocket guide" 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 investigative Checklists and materials. To request a free copy or technical assistance for specific cases, call **NCMEC at 1-800-THE-LOST (1-800-843-5678)**. This project was supported by Grant No. 2013-MC-FX-K001 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 and does not constitute legal advice or professional opinion on 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. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. Copyright © 2004, 2006, and 2011 National Center for Missing & Exploited Children. All rights reserved. National Center for Missing & Exploited Children®, 1-800-THE-LOST®, and Project ALERT® are registered trademarks of the National Center for Missing & Exploited Children. NCMEC Order #89.

Village of Skokie Police Department
Missing-Person Information Release Form - Incident

Missing Children Bulletin Publication

As the legal guardian of _____, whose age is _____, I hereby consent to allow the use of all information and photographs for publication in the Department of Law Enforcement Missing Children Bulletin and for distribution over the I-Search, L.E.A.D.S., or other appropriate information networks.

_____
Name of Parent / Legal Guardian - Printed

_____ _____
Signature of Parent / Legal Guardian Date of Signature

L.E.A.D.S. / N.C.I.C. Release Form

The information contained in the corresponding Missing-Person Report is accurate to the best of my knowledge and I have the authority to request this person be located. I authorize the Skokie Police Department to enter this person into the computer system in an effort to locate him / her. I also agree to assume the responsibility to arrange and pay for transportation of the missing person. **In addition, I agree to allow the Skokie Police Department to utilize any and all means including social media, photos, etc., in an effort to locate the missing person.**

_____
Name of Person Initiating Report – Printed

_____ _____
Signature of Person Initiating Report Date of Signature

APPENDIX D

NCIC Missing-Person File Category

When a missing person is entered into NCIC, a file category is required. It is the responsibility of the reporting Officer to determine the proper file category, annotate it in the appropriate report, and inform communications prior to entry.

The following are the NCIC File Categories:

Missing Child:

Juvenile Endangered	A person under the age of 18 and is missing under circumstances indicating that his/her physical safety is in danger.
Juvenile Involuntary	A person under the age of 18 and is missing under circumstances indicating that the disappearance is not voluntary or foul play is suspected.
Juvenile Parental Abduction	A person under the age of 18 and is missing and known to be with a parent (custodial or non-custodial).
Juvenile Runaway	A person under the age of 18 and is missing and known to have left home on his/her own accord.
Juvenile Habitual Runaway	A person under the age of 18 and is missing and has a history of running away.
Juvenile Disability	A person under the age of 18 and is missing and thought to be in a disabled condition.
Juvenile Catastrophe Victim	A person under the age of 18 and is missing after a catastrophe.
Juvenile	A person under the age of 18 and is missing and does not meet any of the entry criteria set forth in other categories.
Note:	Children under the age of 8 years old cannot be entered as Runaway or Habitual Runaway. Eight (8) years old has been established as the age of reasoning; children under the age of 8 would be less likely to comprehend leaving home.

APPENDIX D (Continued)

Missing Adult:

Endangered	A person who is missing under circumstances indicating that his/her physical safety is in danger
Involuntary	A person who is missing under circumstances indicating that the disappearance is not voluntary or foul play is suspected.
Disability Physical	A person who is missing and is obviously suffering from a physical disability.
Disability Mental	A person who is missing and thought to be mentally disabled or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
Catastrophe Victim	A person who is missing after a catastrophe.

Missing Persons:

Accident Victim	A person of any age who is an accident victim and is unable to communicate with authorities or relatives.
Incarcerated Person	A person of any age who has been arrested and taken into custody.
Note:	Accident victims and incarcerated persons should be entered when the individuals and/or law enforcement have been unable to make notification to family about their whereabouts. This is done to prevent them from being entered as missing persons under another category by another law enforcement agency.

Appendix E

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)
FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department)_____

(Contact)_____

Telephone #: _____ Facsimile #: _____

OCA (LEADS/NCIC) Number:_____

Subject: AMBER ALERT

CHILD ENDANGERMENT/ABDUCTION EMERGENCY NOTIFICATION MESSAGE

PHOTOGRAPH OF THE CHILD, ABDUCTOR, OR VEHICLE AND THE COMPLETED FORM SHOULD BE SENT TO: isp.scc@illinois.gov

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in error, please contact the sender immediately.

EMERGENCY NOTIFICATION MESSAGE CRITERIA

The child is under the age of 16 **or** has a proven mental or physical disability
and,
Police **must believe** the child is in danger of serious bodily harm or death.

ABDUCTION INFORMATION

Date Abducted:			Time Abducted:		
Location/Place of Abduction:		City:	State:	Zip:	County:
Vehicle Description	Color:	Year:	Make:	Model:	Style:
License Plate:	State of Issue:	Direction of Travel/Destination:			
Incident Details:					

CHILD INFORMATION *(Complete an additional page for each additional child abducted)*

Last Name:		First Name:		MI:
Date of Birth:	Age:	Race:	Gender:	
Height:		Weight:	Eyes:	Hair:
Clothing	Shirt:		Pants:	
Shoes:		Outerwear:		
Identifying Features:			Photo Emailed:	

ABDUCTOR INFORMATION *(Complete an additional page for each additional abductor)*

Last Name:		First Name:		MI:
Date of Birth:	Age:	Race:	Gender:	
Height:		Weight:	Eyes:	Hair:
Clothing	Shirt:		Pants:	
Shoes:		Outerwear:		
Identifying Features:			Photo Emailed:	

LAW ENFORCEMENT CONTACT INFORMATION

Department:	Contact Phone #:	Media Inquiry #:
Department ORI:	Contact Email:	

Although each case has its own set of circumstances, police must follow the abduction criteria as closely as possible.
This process should not replace departmental policy/procedure on conducting follow-up investigation to include collecting photographs of any missing or abducted child.

For ISP Use ONLY:
Clearinghouse notified Yes No IDOT notified Yes No District 15 notified Yes No

Appendix F

State of Illinois

Endangered Missing Person Advisory

Facsimile Transmission

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department) _____

(Contact) _____

Telephone #: _____ Facsimile # _____

OCA (LEADS/NCIC Number): _____

Endangered Missing Person Advisory Alert

PHOTOGRAPH OF THE MISSING PERSON, COMPANION, OR VEHICLE AND THE COMPLETED FORM SHOULD BE SENT TO: isp.scc@illinois.gov

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in error, please call us immediately at the number listed above.

Appendix F (Continued)

ENDANGERED MISSING PERSON ADVISORY NOTIFICATION CRITERIA

- **The person is missing under unexplained or suspicious circumstances.**
- **The person is believed to be in danger because of age, health, mental or physical disability, environment, weather conditior or in the company of a potentially dangerous person of some other factor that may expose the person to possible harm injury.**
- **Public information is available that could assist in the safe recovery of the person.**
- **The circumstances do not fit the criteria of an AMBER Alert.**

INCIDENT INFORMATION

Date of Incident:			Time of Incident:		
Location/Place of Incident:		City:	State:	ZIP:	County:
Vehicle Description	Color:	Year:	Make:	Model:	Style:
License Plate:		State of Issue:	Direction of Travel/Destination:		
Incident Details:					

MISSING PERSON INFORMATION *(Complete an additional page for each endangered missing person)*

Last Name:		First Name:		MI:
Date of Birth:	Age:	Race:		Gender:
Height:	Weight:	Eyes:	Hair:	
Clothing	Shirt:	Pants:		
Shoes:	Outerwear:			Photo emailed:
Additional Significant Identifiers:				

COMPANION INFORMATION *(Complete an additional page for each additional companion)*

Last Name:		First Name:		MI:
Date of Birth:	Age:	Race:		Gender:
Height:	Weight:	Eyes:	Hair:	
Clothing	Shirt:	Pants:		
Shoes:	Outerwear:			Photo emailed:
Additional Significant Identifiers:				

LAW ENFORCEMENT CONTACT INFORMATION

Department:	Contact phone:	Media Inquiry number #:
Department ORI:	Contact Email:	

This process should not replace departmental policy/procedure for conducting follow-up investigation to include collecting photographs, dental records, etc. of any missing person.

Appendix F

State of Illinois
AMBER ALERT
Notification Plan

(Public Act 92-0259)
FACSIMILE TRANSMISSION PACKET

Date: _____ Time: _____

To: Illinois Springfield Communications Center
Telephone #: 217-786-6677
Facsimile #: 217-786-7191

From: (Department)_____

(Contact)_____

Telephone #: _____ Facsimile #: _____

OCA (LEADS/NCIC) Number:_____

Subject: CANCELLATION

CHILD ENDANGERMENT/ABDUCTION
EMERGENCY NOTIFICATION MESSAGE

Name: _____ **DOB:** _____

Reason for Cancellation: _____

_____

If you have any questions regarding this transmission, please call the sender at the telephone number listed above.

This facsimile contains CONFIDENTIAL INFORMATION which may also be legally privileged and is intended only for the use of the individual or entity to which it is addressed. Unauthorized disclosure or dissemination may be prohibited by state and federal statutes. If you have received this communication in

APPLICABLE ACCREDITATION STANDARDS

OPR.04.01

SKOKIE POLICE DEPARTMENT

CANINE UNIT

General Order: F-65
Effective Date: 01 April 2022

Replaces:
General Order: F-65
Effective Date: 01 Jan. 2016

Indexed As:
Canine Bites
Canine Handler
Canine Requests
Canine Unit
K-9 Unit
Police Dog

POLICY:

It is the policy of the Skokie Police Department to provide and maintain a Canine Unit for use in the provision of related services to the community.

PROCEDURE:

The Department will utilize a Canine Unit in the following situations:

I. Objectives

A. To track and apprehend persons who have escaped or who are in the process of escaping from crime scenes, arrests, correctional or mental health institutions.

B. To track missing persons.

C. To search for criminals, criminal evidence, cadavers and controlled substances.

D. To provide a strong psychological deterrent to certain types of criminal misconduct, including unlawful assembly.

E. To provide demonstrations in order to further community relations.

F. To provide assistance to other law enforcement agencies.

II. Legal Issues

A. The use of a trained police dog by its Handler in the performance of his duties may, depending upon the circumstances, be considered "use of force" as stated in Department General Order A-15, Use of Force.

B. The use of a specially trained dog is a valid investigative tool that may be used in developing probable cause for the issuance of a search warrant. The courts have upheld that the use of certain sense-enhancing instruments (dog) to aid in the detection of contraband or evidence in unprotected areas is a permissible search under the Fourth Amendment.

III. Ownership of Dog

A. Any dog accepted for training and used by the Skokie Police Department is the sole property of the Skokie Police Department. The dog is to be considered by the Handler as a valuable tool issued to him by the Department. Proper care and maintenance of the dog is the responsibility of the Handler. This responsibility is assumed by the Officer at the time they are assigned as the Canine Handler.

B. Police dogs will not be used for any purpose other than official duties. Prohibited uses include:

1. Use for personal gain.

2. Entry in any dog show or exhibition, or registrations with any society or organization without authority.

3. Use of the dog for breeding purposes without authorization of the Chief of Police.

C. The decision to retire a police dog due to age, injury, ineffectiveness or any other reason is solely the decision of the Chief of Police. Should a dog be retired, the Chief of Police shall determine the disposition of the dog in accordance with the Police K9 Retirement Act (510 ILCS 82/5).

IV. Selection of Canine Handlers

A. Openings for the position of Canine Handler will be announced agency-wide and will be filled using a fair and impartial selection process.

B. Service as a Canine Handler will be voluntary.

C. Prospective Canine Handlers must:

1. Have an interest in dogs and their application to law enforcement.

2. Realize that Canine Handlers must devote more than merely assigned on-duty time. Canine Handlers are responsible for off-duty care, exercise, and maintenance of the police dog.

3. Realize that, due to the time and expense involved in the training of the Handler and dog, changes in duty assignments will not ordinarily be made.

D. Canine Handlers will be required to:

1. Complete a rigorous training program selected by the Department.

2. Maintain themselves in sufficient physical condition to perform the strenuous assignments given to the Canine Unit.

3. Have a minimum of two years of law enforcement experience.

4. Have the support of those they reside with, if applicable, to become a Canine Handler.

5. Commit to serving as the Canine Handler for the working life of the dog.

6. Reside in a dwelling consistent with the needs of a police canine.

7. Reside within a 45-minute response time.

8. Ensure the proper care and maintenance of the dog.

V. Canine Unit Supervision

The Canine Officer shall be a uniformed Police Officer assigned to Field Operations. The Canine Officer shall be under the direct supervision of a designated sworn supervisor. For matters involving training, equipment, and preplanned activities, however, the Canine Officer will normally consult with the Canine Unit Coordinator.

VI. Canine Handler Responsibilities

A. Must successfully complete the required initial training.

B. Must attend and complete in-service refresher course assignments and requirements in order to maintain proficiency and State certification for both the handler and the canine.

C. Must practice techniques and strengthen weak areas off-duty.

D. Must provide the Canine Coordinator with a detailed list of all deployments and training on a monthly basis.

E. Must complete data entry into the Canine Tracking Module in the Records Management system (RMS)for each deployment and training event, as soon as practical.

F. Additional responsibilities and duties of the Canine Officer are delineated in the Canine Officer job description.

VII. Canine Unit Coordinator Responsibilities

A. Report directly to the Deputy Chief of Field Operations.

B. Oversee the operation of the Canine Unit.

C. Coordinate pre-planned activities of the Canine Unit with affected Watch Commanders, Department Divisions, and other agencies, as necessary.

D. Review and maintain usage and training records of the Canine Unit.

E. Assist in the selection process for the Canine Officer position.

F. Assist the Canine Unit in obtaining or replacing equipment for Unit use.

G. Monitor and stay abreast of applicable statutes, case law, and accepted canine unit practices.

VIII. Initial Training

A. Initial training of the Handler and dog will be conducted under the supervision of a trainer who is selected by the Skokie Police Department or a canine training facility of a federal, state, or local law enforcement agency. The length of training, time, and location will be decided by the trainer.

B. In no case will the Canine Unit be deployed until such time as they have successfully completed the initial training program.

IX. In-service Training

A. In-service training assignments may only be made by the Canine Unit Coordinator or the Training Director.

B. Formal in-service refresher training will be conducted at least 16 hours per month, when practical.

1. Canine Handlers shall expend the necessary hours training to maintain their dog's proficiency in tracking, scent detection, obedience, obstacle course capabilities, protection and aggression.

2. Formal in-service training will be conducted by a certified trainer

3. Work assignments do not constitute training.

4. Exceptions include time off for vacation or illness/injury to the dog or Canine Handler.

C. Informal proficiency in-service training will be conducted on a weekly basis.

1. Canine Handlers shall expend, whenever possible, an average of at least four hours each week training their dog, i.e., maintaining proficiency and introducing the dog to new problems, circumstances and stimuli.

2. The training location will be the police building or area sights chosen by the Handler.

3. It will be the responsibility of the Handler to ensure that proper training is conducted to keep the dog operating at its highest potential and to maintain a State-certified status.

X. Usage of Drugs for Canine Unit Training

A. Only drugs supplied by the State of Illinois to the Department or DEA-licensed training facility, or pseudo drugs utilized by the handler during drug-detection training not conducted at the approved training facilty, will be authorized for training of drug detection canines. The drugs used in training are Heroin, Cannabis, Cocaine, Methylenedroxymeth-amphetamine(commonly known as MDMA and Ecstasy), Methamphetamine, and Psilocybin (commonly known as hallucinogenic mushrooms). The drugs are to be used in

various weights and purity levels in order to present different scent levels necessary for this type of training.

B. Security

In the event the Department uses or stores drugs for canine training:

1. All drugs used for canine training will be stored in a secure cabinet permanently affixed within the Police facility.

2. For purposes of security and accountability, access to the secure canine controlled substance cabinet will require the presence of the Canine Officer and either the Canine Unit Coordinator or their immediate supervisor.

3. Control of the drugs authorized by the Department for canine training will be the sole responsibility of the Canine Officer.

4. Use of the drugs will be strictly limited to canine training purposes.

5. Drugs used for canine training will be inspected and weighed at least annually. The inspection and weighing will be conducted jointly by the Canine Officer and the Canine Coordinator, or his immediate supervisor.

6. The Canine Officer will record the results of the inspection and weighing on the Department-approved log, as well as in the Canine Unit monthly report.

C. Records

1. The Canine Unit Coordinator will be responsible for maintaining the records pertaining to the Canine Unit training drugs.

2. A Canine Unit Drug Training Log form will be used to document the amounts of Canine Unit training drugs stored in the designated cabinet. The Canine Officer shall weigh the drug packages to be used for training when taken out of the cabinet, and shall weigh the packages again prior to placing them back in the evidence cabinet after training. This transaction will be logged on the Canine Unit Drug Training Log form.

XI. Canine Vehicle

A. The canine vehicle will be a marked patrol unit that is specially equipped to transport the dog and maintain security for the animal.

B. The canine vehicle will be used for the transportation of Skokie police dogs and duty assignments in accordance with applicable policies and procedures, ordinances and laws. This will include attendance at all in-service training functions.

C. The canine vehicle will also be equipped with special items that may be required for canine operations and care, in addition to the basic equipment provided in regular marked police vehicles. Special items shall include, but not be limited to, various collars, harnesses, leads and canine ballistic vest.

D. The Canine Handler will be responsible for facilitating the replacement or replenishment of the special canine vehicle items. The Fleet Management Officer will be responsible for facilitating the replacement or replenishment of basic equipment provided in regular marked police vehicles.

E. Only Canine Unit dogs are to be transported in the canine vehicle. Transporting other animals in this vehicle will increase the potential of the police dog contracting harmful diseases. This restriction applies to animals of all types, not just to dogs.

F. The canine vehicle shall not be used for the regular ride-along program. The only persons allowed to "ride-along" in the canine vehicle are the Canine Unit Coordinator, a member of the Canine Officer's immediate family or a person approved by a sworn supervisor and the Canine Officer.

XII. Canine Equipment

A. Canine Handlers shall be provided a vehicle and the equipment necessary to perform their duties. Funds will be allocated in the Department budget for the purchase and replacement of necessary items and equipment.

B. Standard canine unit equipment will include, but not be limited to:

1. Short and extended-length leads

2. Duty and training collars

3. Care and maintenance equipment; i.e., brushes, food bowls, etc.

4. Other equipment as deemed necessary by the Canine Unit Coordinator.

C. The emergency lighting, siren and basic equipment of the canine vehicle will be consistent with that of all other police patrol vehicles as delineated in Department General Order F-23: Patrol.

XIII. Requests for Canine

A. In incidents concerning the apprehension of persons wanted for criminal acts, the Canine Handler, whenever possible, shall utilize a backup Officer who will accompany the Handler on the search or track. This backup Officer shall follow directions given by the Canine Handler. Sworn supervisors of this Department will make arrangements to supply appropriate backup Officers for canine service incident calls. Sworn supervisors will make the backup request of other agencies when they ask for assistance. If manpower permits, a sworn supervisor of this Department may allow an Officer of this Department to accompany the Canine Unit to assist another agency.

B. Requests for the Canine Unit from Skokie Police Department personnel will be made to a sworn supervisor.

1. If the request is granted, a backup Officer will be assigned as stated previously.

2. The Canine Handler will record the use of the canine in the Canine Tracking Module of RMS, detailing use of the dog.

C. Requests for the Canine Unit from outside agencies will be directed to the Watch Commander.

1. Every effort should be made to accommodate outside agency requests.

a) Response to outside agencies will be at the discretion of a sworn supervisor.

b) If the request is granted, a backup Officer will be supplied or requested as stated above.

c) A sworn supervisor will notify the Canine Unit Coordinator and the Deputy Chief of

Field Operations of all requests granted. Notification may be made by email.

2. The Canine Handler assigned to an outside agency will complete the required data entry in the Canine Tracking Module of RMS and an assist-other-agency Report, as soon as practical.

D. Off-duty Call-out for this Department

1. Must be approved by a sworn supervisor.

2. Handler will not respond unless approved by a sworn supervisor. Once approved, the Handler may respond to the scene.

3. Backup Officer will be assigned as stated previously.

4. Handler will document the incident and the use of the canine in the Canine Tracking Module of RMS as soon as practical.

E. Off-duty Call-out for an Outside Agency

1. Must be approved by the Watch Commander.

2. Handler will not respond unless approved by the Watch Commander. Once approved, the Handler may respond to the scene.

3. Backup Officer will be assigned or requested as stated previously.

4. Handler will document the incident and the use of the Canine in the Canine Tracking Module of RMS and complete an assist-other-agency report prior to terminating the call-out.

F. Call-out of an Outside Agency's Canine Unit for Skokie if Skokie Police Department's Canine Unit is Unavailable

1. Must be approved by a sworn supervisor.

2. Backup Officer from the Skokie Police Department will be assigned or requested from the assisting outside agency.

3. The requesting Officer will document the usage and results of the outside agency's Canine Unit's activity on the proper report.

4. The requesting Officer will forward a copy of that report to the Canine Unit Coordinator.

G. Requests for Planned School Searches

1. Requests by local school districts for the purpose of searching for and seizing controlled substances shall only be authorized after the following criteria have been met:

   a) A written request signed by the chief school administrator must be made to the Chief of Police.

   b) The request must state that the search is directed toward maintaining a safe and secure school environment.

   c) Upon completion of the request, the Canine Handler shall make the proper detailed report of the search and results. A copy of this report shall be filed with the written request.

2. Canine Unit School Search Procedures

   a) Only locker, vehicle or room searches will be conducted; no body searches will be performed (student or faculty).

   b) The Canine Handler will mark lockers or areas where the dog gives indications. The Canine Handler will <u>not</u> open or pry into these areas.

   c) Criminal Action

      The Canine Handler shall mark the lockers of areas where the dog makes indications for the purpose of securing a search warrant to enter and seize items from the locker.

3. The Canine Unit may be summoned to assist with <u>individual</u> incidents at school without a written request to the Chief of Police. Individual incidents will not constitute complete building searches for controlled substances, and thus not be considered a "planned search" as referenced in this policy.

H. Other Planned Searches

Requests by an agent of other organizations or businesses for planned or recurring searches will be made to the Canine Unit Coordinator for approval.

I. Department Crowd Control

1. Must be approved by the Chief of Police or the Deputy Chief of Field Operations prior to use. (If conditions do not permit the time required for such approval, a sworn supervisor may authorize such use. This should only be considered as a final resort to protect the safety of Officers and the public.)

2. If the Canine Unit is authorized for crowd control by a sworn supervisor, every effort will be made to notify the Chief of Police or the Deputy Chief of Field Operations as soon as possible, to advise them of the situation and the order authorizing use of the Canine Unit.

J. Outside Agency Crowd Control

Crowd control use of the Canine Unit by an outside agency will be permitted only with the express approval of the Chief of Police or the Deputy Chief of Field Operations. The only permissible exception will be when used in its official capacity as part of a NIPAS Mobile Field Force activation.

K. Public Relations Demonstrations of Canine Operations

1. Must be approved by the Deputy Chief of Field Operations.

2. Will be coordinated and implemented by the Canine Unit Coordinator.

3. Will not be permitted if publicized for the purpose of selling admission to the event.

4. Will be documented in the Canine Tracking Module of RMS to include the name of the sponsoring group, and forwarded to the Canine Unit Coordinator.

XIV. Handler Control Procedures

A. Handlers will keep their dogs under control at all times, with exceptions as defined in the next paragraph.

B. Handlers may release the dog from lead while maintaining verbal control when it is necessary to:

1. Protect a citizen or Police Officer from physical attack.

2. Pursue and stop a fleeing felon or person whom the Handler has probable cause to believe has committed a felony.

3. Search a structure or enclosure for the purpose of locating a hidden offender.

   Prior to the search of any structure or enclosure, the Canine Handler shall make a loud verbal advisement announcing the intent to release the canine in the structure or enclosure. This announcement shall include a request for any person in the structure or enclosure to identify themself and surrender. This advisement shall be repeated three times prior to release of the canine.

   Canines used in conjunction with Tactical Intervention Unit operations may be used covertly without prior announcement on the authority of the Tactical Intervention Unit Commander based on the threat.

4. Track a subject or conduct field and article searches.

5. Guard and restrain an arrested person to prevent flight.

C. Absent exigent circumstances, such as a T.I.U. critical incident, the Canine Handler will coordinate with a sworn supervisor for off-lead assignments. The sworn supervisor, to the best of their ability, will ensure that police personnel and non-involved citizens are clear of the area of the building during off-lead incident searches/tracks. This should include an announcement via the police radio that the dog is about to be released.

D. Other than planned demonstrations or exhibitions of the canine, the Handler will discourage persons from attempting to pet, touch, or otherwise come in contact with the dog unless circumstances are such that the Handler is certain that complete safety of the individual is assured.

XV. Technical Procedures

A. The Canine Unit has been trained to detect and seize drugs, track persons, recover cadavers, control and subdue offenders on command. The Canine Handler shall review the specific circumstances of each situation and make the final determination whether the Canine Unit shall be utilized. If the circumstances warrant, canine body armor shall be worn by the dog as delineated in Section II of Department General Order F-57, Body Armor, or as directed by a supervisor.

B. Building Search

1. The building should be secured and no one allowed to enter.

2. Personnel should make every effort to remain clear of the suspected point of entry while awaiting the Canine Unit.

3. Attempts should be made to contact a keyholder to determine the possibility of someone lawfully occupying the premises, and to determine if there are any special conditions the Canine Handler should be advised of, such as chemicals, poisons, etc.

4. A backup Officer will be assigned as specified previously in this procedure.

5. Prior to the search of any structure or enclosure, the Canine Handler shall make a loud verbal advisement announcing the intent to release the canine in the structure or enclosure. This announcement shall include a request for any person in the structure or enclosure to identify themself and surrender. This advisement shall be repeated three times to release of the canine.

   Canines used in conjunction with Tactical Intervention Unit operations may be used covertly without prior announcement on the authority of the Tactical Intervention Unit Commander based on the threat.

C. Field Search

1. The area should be secured to the extent possible, and no one allowed to enter.

2. The Handler will determine the method and direction of the search.

3. A backup Officer will be assigned as specified previously in this procedure.

4. The Handler will determine, at the time of the search, whether the search will be conducted on or off lead.

D. Article Search

When searching an area for an article (lost/discarded), the area should be secured to the extent possible and no one allowed to enter the area.

E. Track

Unless the subject is in sight, the initial responding Officer should not attempt to follow a believed trail or search the area. Of special importance is the area where the subject was last seen.

XVI. Canine Unit Bite/Mistreatment of Dog

A. Department personnel are directed to refrain from teasing, harassing, or agitating any Canine Unit dog unless specifically directed to do so by the Handler as part of a training exercise.

B. Bite Procedure

The Canine Handler is responsible and will provide for:

1. Prompt medical attention to be rendered to the individual bitten, as delineated in Section V of Department General Order A-15, Use of Force.

2. Following all notification and reporting procedures as delineated in Section X of Department General Order A-15: Use of Force.

3. Notification of the Cook County Animal Control Department by prescribed written notice; a Cook County Animal Control Animal Bite Report.

C. Mistreatment of Dog

The appropriate status concerning treatment of police dogs will apply to any Department canine as set forth by the Illinois Compiled Statutes, Chapter 8, Section 704.03.

XVII. Veterinary Service, Kenneling, Sick Leave, Vacations

A. Veterinary Service

1. Department-approved service.

2. All medical arrangements are to be made by the Handler and veterinarian, with notification to the Canine Unit Coordinator.

3. In cases of extreme emergency, the closest veterinary service may be used and the Canine Unit Coordinator shall be notified as soon as possible.

4. All medical bills are to be sent to the Canine Unit Coordinator for approval and then forwarded to the appropriate individual for payment.

B. Kenneling

1. Dogs will be kept only in Department-approved kennels.

2. The Handler will submit all requests for kenneling to the Canine Unit Coordinator for approval.

3. The kenneling agent will not release the dog to anyone except the Handler without the written authorization of the Canine Unit Coordinator, Deputy Chief of Field Operations, or the Chief of Police.

C. Sick Leave, Handler or Dog

1. If the Handler is ill and neither the Handler nor his family can care for the dog, it will be kenneled at a Department-approved kennel.

2. If the dog is ill or injured, the Handler will determine if the dog should work. Prolonged or unusual illness will require the canine to be examined by the Department's veterinarian to determine if the dog is capable of working.

   The Canine Unit Coordinator shall be notified any time the dog cannot be used due to illness. The Handler will still report for duty.

D. Vacation

The dog will not accompany the Handler on vacation or any other out-of-the-Village non-duty activity without approval of the Chief of Police. If the Handler is on vacation or going out of town for an extended period of

time and no approved individual is available to properly care for the dog, the Department-approved kennel will be used.

XVIII. Handler Killed or Injured

A. In the event the Handler is killed or injured and it becomes necessary to remove the dog from the scene, the Watch Commander and Canine Unit Coordinator will be notified immediately.

B. It will be the Canine Unit Coordinator's responsibility to determine the method of removing the dog.

C. If the Canine Unit Coordinator is unavailable, the Watch Commander shall assume the responsibility for removing the dog.

D. Any attempt to remove the dog that may result in the animal being harmed or destroyed should be considered only as a last resort. If time permits, an Animal Control Officer or Department-approved canine trainer should be contacted to assist in safely removing the dog.

E. The safety of the Handler, other Officers, and the public is the prime consideration in the method and time lines of removing the dog.

XIX. Use of the Canine Unit

A. Canine Unit(s) may also be used in certain situations not specified by General Orders. In these instances, prior approval must be obtained from either the Deputy Chief of Field Operations or the Chief of Police.

B. Canine Handlers will at all times follow the guidelines in Department General Order A-15, Use of Force.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.09

SKOKIE POLICE DEPARTMENT

SEX OFFENDER REGISTRATION AND NOTIFICATION LAW

General Order:	F-66	**Replaces:** General Order: F-66	
Effective Date:	01 September 2023	Effective Date:	01 Oct. 2020

Indexed As: Sex Offender Community Notification Law
Sex Offender Registration
Murderer and Violent Offender Against Youth Registration

POLICY:

It shall be the policy of the Skokie Police Department to fully comply with the Sex Offender Community Notification Law (730 ILCS 152/101), the Sex Offender Registration Act (730 ILCS 150/2) and the Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154) of the Illinois Compiled Statutes. The Skokie Police Department shall strive to ensure the accurate registration of sex offenders, murderers and violent offenders, and the timely notification of persons or organizations who are authorized access to information contained in the registration files.

PROCEDURE:

I. Responsibility

A. The Special Operations Commander or their designee shall be the point of contact for the Skokie Police Department regarding the Sex Offender Registration Act, the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Registration Act.

B. The Special Operations Commander, or their designee, shall be responsible for staying abreast of changes to these and related statutes, and for making timely recommendations to the Chief of Police for required policy and procedural modifications, if any.

C. The Special Operations Commander, or their designee, shall assign a sworn officer(s) to maintain an information file on all sex offenders, murderers and violent offenders against youth who register with the Skokie Police Department. These files shall include,

at a minimum, a completed Sex Offender Registration Act Registration Form or Murderer and Violent Offender Against Youth Registration Act Registration Form, a criminal history, photographs, fingerprints and palm prints of the offender. Files will be retained in accordance with applicable Illinois Compiled Statutes and the Illinois Local Records Act.

D. The Special Operations Commander, or their designee, shall be responsible for maintaining documentation for entry of appropriate information into the Department's computerized data system and Offender Watch Program.

II. Registration of Sex Offenders

A. Persons required to register with the Skokie Police Department in accordance with Section 3 of the Sex Offender Registration Act (730 ILCS 150/1 et. seq.) and Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154) may do so through an assigned sworn officer(s) by appointment only.

B. Registration of a sex offender or murderer and violent offender against youth shall only be performed by an assigned sworn officer(s).

C. For each offender making their initial registration in accordance with this act, the assigned sworn officer(s) shall:

1. Document the registration with the completion of a Service Investigation Memo (SIM).

2. Conduct a criminal history check through the Law Enforcement Automated Data System (LEADS) in order to:

a) Ensure the offender is required to register;

b) Determine the current status of the offender;

c) Obtain information required to complete the registration form and Offender Watch Program; and

d) Determine whether the offender is a sex offender or murderer and violent offender against youth.

e) The LEADS printout will be retained with the Registration File.

3. Complete a Sex Offender Registration Form or a Murderer and Violent Offender Against Youth

Registration Form. The original signed copy of the form shall be retained until the requirement to register has expired. A copy of the form shall be provided to the offender. The assigned Investigator will upload a copy into Evidence.com under the original SIM report number.

4. Ensure that the offender reads and understands the form and indicates that understanding in writing, by properly initialing and signing the Sex Offender Registration Form or Murderer and Violent Offender Against Youth Registration Form.

5. Photograph the offender annually, and ensure photograph is attached to the Records Management System (RMS) record and forwarded to the Illinois State Police Sex Offender Registration Unit.

6. Obtain the offender's finger and palm prints.

7. Ensure prompt entry of registration information into LEADS, in all cases within three days.

8. Re-registration, due to a change in address or based on anniversary date, shall not require that steps 2 and 6 be completed again. Photographs shall be updated annually and forwarded to the Illinois State Police.

9. After completion of the registration, a file containing the aforementioned items and documents, and any other information deemed relevant for each registrant, shall be prepared.

10. A fee authorized by the State of Illinois shall be charged for initial registrations as well as re-registrations. Fees will be handled in accordance with Department General Order A-05: Fiscal Management.

11. The assigned sworn officer(s) will ensure sufficient information is gathered to complete and enter submission into the appropriate Offender Watch program database.

III. Public Access

The Sex Offender Community Notification Law and Murderer and Violent Offender Against Youth Registration Act further mandate that information on all sex offenders and murderers and violent offenders against youth, etc. required to register by the Skokie Police Department be made available for public inspection.

A. Public access to registered offenders is maintained through the Offender Watch web-based database.

B. Public inspection of the sex offender's information shall be available during normal public working hours.

C. The request to inspect the sex offender's information may be made via mail, telephone, or in person. Upon receiving the request, the person receiving the request shall direct the requestor to contact the Special Operations Division in order to make an appointment for the public inspection of information.

D. The sex offender's information must be made available for public inspection no later than 72 hours or three business days from the date of the request.

IV. Field Contact with Convicted/Adjudicated Sex Offenders

The LEADS system has been revised to permit the identification of sex offenders when they are the subject of a LEADS inquiry. The LEADS system is also equipped to monitor the movement throughout the State of sex offenders required to comply with the Sex Offender Registration Act. A LEADS hit on a sex offender will indicate the current registration status of the offender. Presented below is a list of those statuses and the corresponding action to be taken by the responding Officer.

A. Registered Offenders

1. Subject in Compliance - Officer will complete a Service Investigation Memo (SIM) and direct a copy be forwarded to the Investigations Division.

2. Subject Not in Compliance - Officer shall arrest the subject for Violation of a Duty to Register (730 ILCS 150/3) and complete a General Case Report.

B. Unregistered Offenders

1. Subject Notified, Failed to Register - Officer shall arrest the subject for Violation of a Duty to Register (730 ILCS 150/3) and complete a General Case Report.

2. Subject Not Notified, Failed to Register - Officer shall notify the subject of the Sex Offender Registration Act (730 ILCS 150/1 et. seq.) and his duty to register. The reporting Officer shall also complete a Service Investigation Memo (SIM) and direct that a copy be forwarded to the sworn

officer(s) responsible for registering sex offenders to ensure appropriate follow-up.

Appropriate follow-up shall include timely notification of the law enforcement agency of jurisdiction, i.e., the agency with whom the sex offender is required to register and the entry into LEADS of the date and time the notification was made.

3. Subject Not Required to Register - Officer shall complete a Service Investigation memo (SIM) and direct that a copy be forwarded to the sworn officer(s) responsible for registering sex offenders for follow-up.

C. Service Investigation Memos shall be completed using "Registered Sex Offender Contact" as the "Nature of the Incident."

D. All completed reports (both SIM's and General Reports) shall accurately and completely record the circumstances of the initial stop, to include associates and vehicles descriptions.

E. The reporting/responding Officer shall ensure that "add-on" information is appropriately entered into LEADS.

V. It is the responsibility of the sworn officer(s) responsible for registering sex offenders to conduct a residency check at least once each year unless the offender is currently incarcerated or out of the area.

SKOKIE POLICE DEPARTMENT

VIDEO/AUDIO RECORDING

General Order: F-67 **Replaces**: General Order: F-67
Effective Date: 01 December 2024 Effective Date: 01 Jan. 2020

Indexed As: Audio Recording
In-Car Video Camera
Mobile Video Recording
Public Camera
Red-Light-Camera Video
Station Video
Interview Room Recording

Policy:

The use of video and audio technology provides the Department with invaluable instruments with which to increase employee safety, enhance criminal prosecution, improve performance, direct training and investigate complaints. The use of this technology benefits both the Department and the community as it increases public safety; facilitates the detection and gathering of information relative to criminal activity; and helps ensure compliance with Departmental Policy and Procedures and Rules and Regulations.

Procedure:

I. Program Objectives

A. The Skokie Police Department has adopted the use of technology to provide an unbiased perspective documenting events of significant evidentiary, training, or administrative value as they occur. These technologies include:

1) Mobile video recordings (MVR)
2) Communications telephone and radio recordings
3) Police station video recordings
4) Red light camera video recordings
5) Public camera video recordings

6) Body Worn Camera video recordings (BWC), see Policy F-56
7) Axon Interview Room Cameras

B. The use of this technology will be conducted in a professional and ethical manner, in accordance with accepted legal concepts regarding privacy. All information obtained through the use of this technology will be used strictly for law enforcement purposes and will be preserved with utmost integrity and confidentiality consistent with Department policy and laws governing the handling of evidence and criminal justice records.

II. Mobile Video Recording (MVR)

A. MVR Video Recording

1) Whenever an Officer activates any level of the police vehicle's emergency lights and/or siren, the *video* capabilities of the MVR will be activated along with the officer's body-worn camera (BWC).

2) When feasible and safe to do so, Officers shall also record video of any police activity occurring within range of the MVR that may prove beneficial from an evidentiary, training, or administrative perspective. This applies to all Officers present at a police incident with vehicles equipped with MVRs. The MVR, if not already activated, may be manually activated for these purposes. Examples of these incidents include, but are not limited to the following:

(a) administration of field sobriety tests
(b) field interviews
(c) custodial arrests
(d) transporting non-Departmental personnel
(e) missing persons

3) Video recording may take place during contact with a person in the public domain where the person has no reasonable expectation of privacy.

Individuals do not have to be informed prior to or after being recorded on video.

B. MVR Audio Recording

The use of the audio recording capabilities of the MVR is limited by Illinois State Statute (720 ILCS 5/14 – Eavesdropping).

1) Officers will wear their assigned BWC, which contains audio recording software, in accordance with the BWC Policy F-56. Officers will also pair their BWC with the MVR via the Axon Fleet Dashboard in their assigned vehicle.

2) The audio portion of the MVR automatically activates in conjunction with the mobile video camera.

3) Officers should announce and introduce themselves as Skokie Police Officers.

4) Officers may temporarily mute the audio recording capabilities of the MVR for the purpose of discussing tactical/situational consideration or topic that is unrelated to the law enforcement related activity they are currently recording. Muting the recording should not be a routine practice and should only be done when necessary in extremely important circumstances. Officers shall narrate a brief explanation of why they will be muting pre and post muting the recording. Majority of Officer’s recordings should be continuous with no stoppages.

C. Once the MVR has been activated, Officers will not deactivate the video function of the recording until the event has fully concluded.

1) The event shall be considered concluded when a reasonable and prudent person considers the event to have reached a logical point. For example:

(a) At the completion of a traffic stop when there is no further contact with the traffic violator.

(b) When at the scene of a traffic crash and the investigation has deemed an arrest is unlikely or when assigned to direct traffic.

2) Any deactivation of the audio or video functions of the MVR, other than as authorized in this policy, shall require written notification prior to the end of an Officer's tour of duty to the Chief of Police via Chain of Command. The written explanation will contain sufficient information to describe the circumstances surrounding the deactivation.

D. Inspection

1) At the beginning of each shift or prior to the use of any police vehicle, Officer(s) shall be responsible for inspecting the MVR equipment in their assigned ~~police~~ vehicle to ensure operational readiness.

2) Officers shall log into Axon Fleet Dashboard and ensure that the following functions are operational:

(a) Officer's BWC is paired with their assigned vehicle.

(b) Verify all camera feeds, including the BWC, are appearing on the Axon Fleet Dashboard with the correct date, time, and car number noted under the settings tab. If the camera feeds appear in the Axon Fleet Dashboard, the camera is functioning properly.

4) If at any time an Officer finds that any MVR-related equipment is damaged, missing, or not functioning properly a watch supervisor will be personally notified as soon as practical, and in all cases prior to the end of the Officer's tour of duty. The Officer will subsequently complete the electronic Vehicle Inspection Form in PS Tracker detailing the problem by selecting the Axon Camera box under 'Interior' and then completing the narrative section of the form.

III. Other Video and Audio Recordings

A. Only Department-approved equipment will be utilized to create video and audio recordings.

B. No unauthorized recording, viewing, reproduction, retention, or distribution of recordings is permitted.

C. The recording of all video and audio will be in accordance with and conform to state and federal laws (720 ILCS 5/26-4 - Unauthorized video recording and live video transmission).

IV. Public Recording of Law Enforcement

A. Under the First Amendment, citizens are allowed to record police officers while on duty as public officials. The right to record should not be exercised in a way to interfere with law enforcement duties or compromise public safety.

B. No Officer may hinder or prohibit any person recording a law enforcement Officer in the performance of their duties in a public place or in a circumstance where the Officer has no reasonable expectation of privacy.

C. If the citizen’s recording is needed for investigative purposes Officers can do the following:

a. Ask the citizen to voluntarily share their video recording by means available.
b. Seek a search warrant to obtain the video recording from the citizen’s device.

V. Equipment, Training and Maintenance

A. Video and audio equipment will be operated in accordance with the manufacturer’s recommended procedures.

B. To ensure proper operation, Officers will be trained on this policy and in the use of the equipment prior to utilizing the equipment in the field.

C. Personnel are prohibited from intentionally damaging, repairing, or altering the MVR or related equipment, without being properly trained in such and authorized by the Chief of Police.

D. Maintenance and coordinated repair of the MVR equipment is primarily the responsibility of the Police Department Information Technology Specialist with assistance provided by the Fleet Management Officer as necessary. All repairs will be done in a timely manner.

V. Media Security, Access, Storage and Retention Schedule

A. A. Officers are responsible for maintaining their Evidence.com account, where they will have access to view their videos and ensure the correct ID, Title, and Category have been assigned.

B. When conducting an interview within the station’s interview/interrogation rooms, Officers will enter the necessary case details on the tablet located outside each room. Officers can view their recorded interview(s) and correct any ID, Title, or Retention Category in their Evidence.com account.

C. Recordings with subject matter determined by the Officer to have evidentiary, training or administrative value shall be brought to the attention of a supervisor.

D. All recordings having evidentiary, training, or administrative value will be uploaded to Evidence.com with the proper retention category attached. All other videos, station cameras (booking, lobby, etc.) and red-light cameras will be requested via e-mail.

1) The Officer/Employee is responsible for initiating the following procedures to preserve all video evidence of a crime, an arrest, or any other video of value.

(a) The Officer will check Evidence.com to ensure all the video recorded evidence, to include back-up Officer’s videos, have been uploaded and the appropriate ID, Title, and Retention Category have been assigned.

(b) The files of all evidentiary recordings queued for deletion until notified by the assigned Officer of the evidence or Court Liaison.

3) Recorded events containing material determined to be useful for training purposes shall be reviewed by the Officer's respective supervisor.

(a) The Officer or supervisor shall apply the 'Training' retention category to the video file and add the video file to the Training case file in Evidence.com (ID# 111111111) to ensure the event is saved for training purposes.

(b) The Officer or Supervisor will subsequently send an email to the Training Officer to notify them of the saved training file.

(c) All events saved in the Training case file shall only be queued for deletion by the original reviewing supervisor or an Axon Administrator.

4) Recorded events containing material determined to have an administrative value shall be secured for evaluation and appropriate use through the chain of command.

(a) The Officer or supervisor shall apply the Use of Force/Any Injury/Complaint/Risk Management/Legal category for the video to ensure the event files be saved for administrative purposes.

(b) Any recorded event of administrative value may be viewed by those personnel authorized by the Chief of Police or their designee.

(c) All recorded events of an administrative nature shall not be queued for deletion until notified by the Chief of Police or their designee that said files can be destroyed.

(d) Any administrative recording shall only be duplicated as authorized by the Chief of Police or their appointed designee.

5) Recorded events that are determined to have no immediate evidentiary, training or administrative value shall be stored in Evidence.com until the retention period has terminated.

6) Recorded events may be randomly viewed by an Officer's respective supervisor or an Axon Administrator at any time to ensure that vehicle MVRs are working correctly or that policy is being followed.

7) Evidence.com server maintains an audit trail log for evidence and Axon devices used to make the recordings. This audit trail log may be reviewed by any user at any time.

8) Personnel are prohibited from intentionally erasing, destroying, copying or duplicating any recorded media except as provided herein or by the authority of the Chief of Police.

9) Officers needing recordings from Station Cameras, Red Light Cameras, and 911/Radio Audio will email and include the Report#, date, time, location of the incident, the defendants name, and cc their supervisor to the respective email address listed below:

(a) Station Cameras (Booking, Lobby, Station) – SPDSubpoena@skokie.org
(b) Red Light Camera – ProgramsandPlans@skokie.org
(c) 911 and Radio Audio – Comm.recordings@skokie.org

APPENDIX A

APPLICABLE ACCREDITATION STANDARDS

OPR.01.11

SKOKIE POLICE DEPARTMENT

SEARCH AND SEIZURE

General Order: F-68	**Replaces:** General Order: F-68
Effective Date: 01 May 2025	Effective Date: 01 Aug. 2024

Indexed As: Search and Seizure

POLICY:

The Skokie Police Department will accomplish searches of people, places and things in a lawful manner. Since a search warrant provides the detached scrutiny of a judge, a search warrant will be obtained when a legal exception to the warrant requirement is not present.

PROCEDURE:

I. Search by Consent

A. Search by consent is a search conducted by a Police Officer after the subject of the search, or the person having privacy rights (standing) to the location to be searched consents. Anyone with an apparent right to occupy the property may consent to a search. The search is legal even if the person giving consent is later found to lack authority, as long as the police reasonably believe the person had authority. Consent is valid only if it is given voluntarily and not obtained by force or threats. Consent to search can be withdrawn by the consenting person at any time.

B. Ideally, the consent should be captured on body-worn camera, in writing, and documented on the Skokie Police Department "Permission to Search and Seize" form. (See Appendix A)

II. Stop and Frisk Search during Temporary Questioning

A. A stop-and-frisk search is also known as "Stop and Search," "Pat-Down Search," or "Terry Stop." Such searches stem from the U.S. Supreme Court decision in Terry v. Ohio, which, in summary, provides that an Officer in certain circumstances short of probable

cause may conduct a pat-down designed to discover weapons.

B. For a stop and search to be conducted, the following is required pursuant to 725 ILCS 5/107-14:

1. The Officer must reasonably infer from the circumstances that the person is committing, has committed, or is about to commit an offense in violation of the Illinois Compiled Statutes.

2. The Officer must identify themselves as a Police Officer.

3. The Officer must stop the subject in a public place for a reasonable period of time.

4. The Officer may demand the name and address of the subject and an explanation of the subject's actions.

5. Any detention or temporary questioning will be conducted in close proximity to where the person was stopped.

6. Upon completion of any stop involving a frisk or search, the Officer shall provide the person with a completed pedestrian stop card, when practical.

C. Pursuant to 725 ILCS 5/108-1.01, an Officer conducting a stop and frisk may frisk an individual for weapons if the Officer has stopped a person for temporary questioning and reasonably suspects that they or another person is in danger of attack. The search and seizure of weapons is for the limited purpose of protecting the Officer and others.

D. Any Officer who initiates a frisk must be able to articulate the reason(s) for suspecting that they or others in the immediate area are in danger. This information may be drawn from the Officer's training, education, or prior experience in similar situations.

E. The frisk cannot be for the purpose of searching for and seizing evidence, although during the course of a frisk, evidence may be discovered and become the basis for an arrest.

F. This "plain feel" doctrine is enunciated in Minnesota v. Dickerson which provides that an Officer may seize evidence other than a weapon if in conducting the frisk, the contraband nature of the evidence is "immediately apparent" to the Officer based on their

feel of the object through the suspect's clothing during the pat-down.

III Vehicle Searches

A. Movable Vehicle Exceptions

1. A vehicle may be searched without a warrant if there is probable cause to believe that the vehicle or property contained in it is subject to seizure, and the vehicle is mobile.

2. Mobility means that the vehicle is capable of being moved. It is not necessary that the vehicle has recently been in motion. A vehicle on blocks is not considered mobile.

3. If the standard is met, the vehicle may be searched upon being placed under police control, or it may be searched within a reasonable time afterwards (at the same or another location). However, if time and circumstances permit, it is generally preferable to obtain a warrant prior to search.

4. The scope of the search may include any part of the vehicle and any container inside the vehicle where the object(s) of the search could be hidden.

5. The vehicle exception applies whether there is probable cause to search the vehicle itself or the contents of a specific container within it. However, if probable cause is limited to a specific container, only the container (not the entire vehicle) may be searched.

6. Police may also reach into an auto to move papers in order to reveal the vehicle identification number.

7. If there is doubt about the applicability of the movable vehicle exception, the Cook County State's Attorney's Office should be contacted.

B. Inventory Searches

See General Order F-24, Towing, Impoundment and Seizure of Vehicles, for guidance regarding inventory searches.

C. Vehicle Searches Incident to Arrest

Consistent with Arizona v. Gant, searches of vehicles that result from the custodial arrest of an individual in or near that vehicle are limited to the following:

1. A search may be conducted incident to a recent occupant's arrest only if the detainee is unsecured and within reaching distance of the passenger compartment at the time of search, or

2. The Officer reasonably believes that the vehicle contains evidence for which the arrest has been made.

IV. Crime Scene Searches

A. Crime scene searches may fall into several areas of warrantless searches:

1. Consent
2. Plain view (See Section VII of this General Order)
3. Search incident to arrest (vehicle and persons)
4. Exigent circumstances

B. According to the principles of the U. S. Supreme Court cases Thompson v. Louisiana and Mincey v. Arizona, there is no "crime scene exception" to the Fourth Amendment mandates. Rather, Officers must be able to articulate consent, plain view, search incident to arrest, or exigent circumstances. However, in most instances it will be necessary to obtain a search warrant for a crime scene after it has been secured.

C. When in doubt about the legality of a crime scene search, the Cook County State's Attorney's Office should be contacted for advice.

V. Exigent Circumstances

A. The exigent circumstances exception to the warrant requirement allows an Officer to search in situations where the Officer recognizes that there is insufficient time to obtain a warrant. In essence, if the Officer were to delay the search, the evidence would be lost.

B. There are numerous factors which may establish the existence of exigent circumstances. Among the factors to be considered/articulated are:

1. The gravity of the offense.

2. The likelihood that the suspect is armed and dangerous.

3. There is probable cause that the suspect committed the offense.

4. There is a likelihood that the suspect will escape if not immediately apprehended.

5. The likelihood that evidence will be lost, destroyed, or tampered with.

6. Hot pursuit of a suspect.

C. No warrant is necessary to collect a blood sample in a DUI case. Similarly, fingernail scrapings and gunshot residue (GSR) may be collected without a warrant. However, if the subject refuses to provide consent or is unconscious, Officers shall contact the Cook County State's Attorney's Felony Review Unit to obtain a warrant.

D. A warrant is not required for an Officer to enter private premises, if the Officer has reason equivalent to probable cause to believe that immediate entry is necessary to respond to an emergency. Emergencies include such situations as fires, explosions, gunfire, hostage situation, or cries for help, etc.

E. A lawful entry and search in response to an emergency is limited to the emergency situation. Any further search or subsequent entry requires a search warrant or other authorization. Evidence in plain view, however, may be seized. Further search for evidence will require a warrant.

VI. Searches of Persons Incident to Arrest

A. An Officer who has made a lawful arrest may search the arrestee incident to the arrest. No warrant is required.

B. Illinois law states that Officers may reasonably search the person arrested and the area within such person's immediate control for the following purposes:

1. Protecting the Officer from attack.
2. Preventing escape.
3. Discovering fruits of the crime.
4. Discovering any instruments, articles, or things which may have been used in the commission of (or which may constitute evidence of) an offense.
5. For further information relative to searches prior to transport, see Section II of General Order F-1, Transporting Prisoners.

C. When discussing search and seizure, the term "immediate control" refers to the small area which surrounds the arrestee which is within the arrestee's span of control. The search of a vehicle incident to the arrest of an occupant is governed by Section III above.

VII. Plain View Searches

A. An Officer who is lawfully in a location, and who discovers an item(s) subject to seizure in plain view may seize the item(s). If the item(s) seized was in plain view, no "search" took place.

B. It is irrelevant whether the Officer was looking for the item or expected to find it.

C. Property is in plain view only if it can be seen and recognized as subject to seizure without being moved or otherwise disturbed. For example, rearranging an item to view the serial number would not be supported by the plain view doctrine.

D. Common visual aids such as binoculars or telescopes are generally permitted within the plain view doctrine. A flashlight is an acceptable tool if the Officer has a right to be at the location in question.

E. The plain view doctrine also applies to searches conducted pursuant to a warrant, even if the item(s) to be seized were not listed on the warrant. The criteria are as follows:

1. Is the Officer lawfully at the location in question?

2. Does the Officer have reason to believe the item(s) in plain view are evidence or contraband?

F. Garbage: Residents lose their expectation of privacy when they remove garbage from the curtilage of their residence and place it by the curb/alleyway. In order to ensure probable cause, Officers may be required to watch the garbage after it has been placed on the curb/alleyway to make certain evidence in the garbage was not placed there by a passerby or neighbor.

VIII. Open Field Searches

A. Areas surrounding buildings and homes are generally considered "curtilage" or the equivalent of a yard. This area is not within the scope of the open field’s exception to Fourth Amendment requirements.

B. Areas outside of the curtilage that have been ruled to be open fields include woods, pastures and grasslands.

C. The fact that an owner has taken steps to protect the area from trespass or observation will invalidate the existence of an "open field."

IX. Strip Searches

Strip searches shall be conducted strictly in compliance with Illinois Compiled Statutes (725 ILCS 5/103-1 "Rights on Arrest") and Skokie Police Department Policy F-29, Strip Searches.

X. Canine Applications

No "search" takes place when a dog is used to discover drugs or other contraband in a public place. The case of United States v. Place clearly establishes this principle.

Residents of apartments/patrons of hotels have an expectation of privacy in their dwelling. Absent exigent circumstances, a dog cannot perform a "sniff" of doors without probable cause, as it is considered a search.

A sniff is not a 4th Amendment Search when the object of the sniff is property (not a person), and at least one of the following applies:

1. you have a legal right to be at the location where the sniff is conducted, or

2. the property is in a public place (e.g., vehicle on the highway), or

3. the owner of the property has given you consent to conduct the sniff.

SKOKIE POLICE DEPARTMENT

PERMISSION TO SEARCH AND SEIZE

Complaint #_____

I, _____, residing at _____ Illinois, agree to permit the members of the Skokie Police Department to search my apartment/house, vehicle(s), other such property or other such structure(s) in my control located at _____, Illinois.

And I further agree to permit members of the Skokie Police Department to remove from the above premises any item(s) of property they deem relevant to their investigation. It is further understood that I will receive a receipt for any and all item(s) removed by the Skokie Police Department.

I am giving this written permission to the Skokie Police Department freely, voluntarily, without any threats or promises having been made to me, and after having been informed by the Skokie Police Department that I have the right to refuse to permit their search and seizure. I further understand that any item(s) seized, may be used in a court of law during a criminal procedure/prosecution against me.

_____
Signature

Date:_____Time:_____

_____
Witness

_____
Witness

SKOKIE POLICE DEPARTMENT

CONSENT TO SEARCH ELECTRONIC EQUIPMENT

Complaint #_____

I, _____, have been informed of my constitutional right not to have a search made of the computer system(s) or other electronic equipment owned by me and/or under my care identified below without a search warrant. However, knowing my right to refuse consent to such a search, I hereby authorize the following member(s) of the Skokie Police Department, or their agents, to conduct a complete search of my computer or other electronic equipment, system:

_____
_____

_____ _____
Brand of Electronic Equipment Model

_____ _____
Serial Number Passcode

These officers are also authorized by me to take from my premise and/or property and review my computer, computer discs, hardware, software, and any other electronic equipment for any crime related evidence. This written permission is given by me to the above-named person(s) voluntarily and without any threats or promises of any kind. I fully understand that I will be given a receipt for property taken.

_____
Signature

Date:_____Time:_____

_____
Witness

_____
Witness

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.02.02

SKOKIE POLICE DEPARTMENT

BICYCLE PATROL

General Order:	F-69	**Replaces:** General Order:	F-69
Effective Date:	01 December 2021	Effective Date:	01 May 2018
Indexed As:	Bicycle Patrol		

POLICY:

The Skokie Police Department is committed to fostering and advancing a closer relationship between members of the Department and citizens of the community. This is to be accomplished by using traditional patrol techniques along with new or innovative approaches. Therefore, the Department has established a Bicycle Patrol Unit to offer a non-confrontational approach to enhancing positive citizen contact, while maintaining full and complete services to the community.

PROCEDURE:

I. Assignment

A. Selection of the participating Officers will be conducted in accordance with existing policy regarding job assignments.

B. Assignment to the Bicycle Patrol Unit will be made by the Chief of Police or his designee.

C. Equipment assigned to the Bicycle Patrol Unit is authorized for use only by Bicycle Patrol Unit Officers.

D. Officers selected to the Bicycle Patrol Unit are to receive training in the use of bicycles for law enforcement as soon as feasible following their assignment to the Unit. Refresher training shall be provided as deemed necessary by the Bicycle Patrol Unit Coordinator.

II. Supervision

A. The Programs and Planning Sergeant will act as coordinator of the Bicycle Patrol Unit.

B. The Bicycle Patrol Coordinator will oversee the operations of the Bicycle Patrol Unit and make necessary reports and recommendations as deemed appropriate.

C. The Unit will function as an extension of existing Watch personnel and will be directly responsible to the on-duty Watch Commander during patrol hours of operation unless directed otherwise by the Coordinator.

III. Patrol Procedures

A. Bicycle patrols will normally be conducted during Watch II and Watch III.

B. The Bicycle Patrol Unit will act as a supplement to existing staffing assignments at the Watch level.

C. Bicycle Patrol Unit Officers will be assigned to the following activities:

1. Conduct patrols and STROLLs in neighborhood parks, recreation areas, bicycle paths, and business areas located within the Village.

2. Participate in special assignments, details and parades as assigned.

D. Bicycle Patrol Unit Officers should include as routine objectives to:

1. Interact with the public.

2. Apprehend criminals and enforce state and local laws.

3. Reduce the fear of crime.

4. Assist/backup Officers when necessary and practical.

5. Contribute to the overall public safety of the community by being more accessible to the general public.

E. The Department bicycles will generally not be used as a barricade, roadblock or obstruction on any roadway unless participating with and directed by the Northern Illinois Police Alarm System (NIPAS) Mobile Field Force.

F. Bicycle Patrol Unit Officers will ensure that Communications is notified and aware of the location of any activities engaged in outside of normal patrol.

This includes when an Officer radios "in service" at the start of a tour of duty and "out of service" at the end of the tour of duty.

G. Bicycle Patrol Unit Officers are responsible for riding on their assigned date and time.

1. If an Officer cannot ride or complete his ride during his assigned time, proper timely notification to the Bicycle Patrol Coordinator and affected Watch Commander is to be made.

2. Reasons for canceling a scheduled ride include:

a) Heavy winds, rain or severe weather
b) Fatigue
c) Excessive heat
d) Reassignment by the Watch Commander

H. Bicycles can be transported using the bicycle transportation rack. The rack will be temporarily mounted to a patrol vehicle. Bicycles may be transported to the area of the Village where Officers are going to ride in order to facilitate a more rapid response to targeted areas. The rack may also be utilized to transport bicycles and personnel back to the station in the event of inclement weather.

I. When Bicycle Patrol Unit Officers leave assigned bicycles unattended, they will secure the bicycles with the Department supplied bicycle lock.

If time does not permit use of the bicycle lock, a pair of handcuffs can be utilized to secure the bicycle.

IV. Uniforms

A. While on patrol as a Bicycle Patrol Unit member, the following uniform will be worn:

1. Authorized protective helmet
2. Navy button-down shirt
3. Navy blue bike patrol shorts, pants or zip-off style pants
4. Black athletic socks
5. Black high or low top cycling/coaching type shoes
6. Electronic control device
7. Body armor
8. Black duty rig (basket weave or nylon) to include:

a) Duty weapon
b) Handcuffs
c) Radio

B. Optional uniform/equipment will include:

1. Eye protection
2. Navy blue nylon jacket
3. Collapsible baton

V. Bicycle Maintenance

A. Bicycle Patrol Unit Officers will ensure that, prior to conducting patrol, the bicycle assigned is in proper working condition. This is to include the completion of any scheduled maintenance. There are no requirements regarding specialized police equipment to be kept on a bicycle.

B. Deficiencies, when detected, should be documented in an inter-office memo or email to the Bicycle Patrol Unit Coordinator.

C. Mechanical breakdowns during patrol should be handled in the following manner:

1. If a breakdown occurs while on patrol and during normal business hours of the authorized repair facility, the Officer should transport the bicycle directly to the repair facility.

   a) If a repair can be arranged, wait for the bicycle. Upon completion of the repair, return to normal bicycle patrol duties.

   b) If immediate repair is not feasible, leave the disabled bicycle at the repair facility and return to the station. Pick up a functioning backup bicycle and resume patrol.

2. Breakdowns that occur after the business hours of the repair facility are to be handled in the following manner:

   a) Transport the disabled bicycle to the station.

   b) Document the needed repair on an inter-office memo or email and direct it to the Bicycle Patrol Unit Coordinator.

   c) Pick up a functioning backup bicycle and resume bicycle patrol.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.08

SKOKIE POLICE DEPARTMENT

RADIATION DETECTION

General Order: F-70 **Replaces:** General Order:
Effective Date: 01 July 2023 Effective Date: 01 Jan. 2020

Indexed As: Personal Radiation Detector
Radiation Detection

POLICY:

The Skokie Police Department believes that safeguarding the public from the illegal or dangerous use of hazardous materials, including radioactive materials, is a crucial mission. The monitoring of radioactive materials that may be found in public is included as part of the Skokie Police Department's mission. The Skokie Police Department has acquired personal radiation detectors and provided the appropriate radiation detector training to members of the Department. It shall be the policy of the Skokie Police Department to utilize these detectors when possible to locate and identify sources of radiation that are either illegal or hazardous to the health of the general public.

PROCEDURE:

I. Purpose:

The purpose of this policy is to govern the use of radiation detectors deployed by the Skokie Police Department and to provide guidance to the members of the Department with regard to their use, training, and operation.

II. Definitions

A. Personal Radiation Detector (PRD): A PRD is a small detection device worn, mounted in a car, or carried by an officer that measures the ionizing radiation exposure.

B. Illinois Law Enforcement Alarm System (ILEAS): The consortium of local law enforcement agencies that has purchased the personal radiation detectors for use by this Department.

C. Illinois Emergency Management Agency (IEMA): The agency of state government charged with the responsibility for developing a plan for training and coordination between law enforcement and other agencies that will be assigned PRDs for use in their daily or routine response activities.

D. Radioactive Material: Any solid, liquid or gaseous substance that emits radiation at a level detectable by the PRD.

E. Radiological Duty Officer: A person assigned by IEMA to provide 24-hour technical assistance to Group B Reach Back personnel.

F. Group B Reach Back: The agency or multi-agency response team that is the first line of contact for an Officer who cannot resolve a radiation alarm after investigation.

III. Legal Standard

A. Officers will base traffic stops, investigative detentions, arrests, and searches of property on a standard of reasonable suspicion or probable cause. Department General Order F-68, Search and Seizure, governs an Officer’s ability to conduct a search and/or seizure.

B. Because radiation detection alone may not be indicative of criminal activity, Officers are prohibited from taking strict enforcement action based solely on a positive alert from the PRD. Stops based upon an alert from these devices may be made only when the Officer has reasonable suspicion or probable cause under the totality of the circumstances that a brief detention is warranted.

C. If there is a high exposure rate alarm (i.e., an alarm exceeding 2 mR/hour), there is a sufficient public health concern to justify further investigation. The Officer shall take reasonable efforts to determine the source of the radiation, taking into account the totality of the current circumstances.

IV. Training

A. No member of the Skokie Police Department shall operate the PRD or take enforcement action based upon any reading or alarm of the PRD, without first successfully completing the Department authorized training.

B. Such training shall include the operation of the PRD, interpretation of alarms, techniques involved in radiation-detection investigations, and procedures to follow if it is necessary to request assistance for further investigation or containment.

V. Procedure on PRD Alarm

A. Members of the Department shall follow the procedures as outlined in Appendix A with regard to actions taken as a result of the alarm.

B. Officers shall use appropriate judgment when making stops, investigations and taking other police actions based upon alerts from a PRD. Radiation detection is highly technical, involving intricate legal issues. Officers are encouraged to utilize the resources provided to assist with alarm interpretation.

C. When an Officer is investigating a high rate exposure alarm over 2 mR/hr, an attempt should be made to move the source to a safe secondary location out of traffic and away from critical infrastructure.

D. When the regional Group B Reach Back team arrives on scene, Officers shall provide support as requested. Skokie Police supervisors shall ensure that on-scene communication occurs between the Skokie Police Department and the responding agency, clarifying which agency is ultimately responsible for the scene and the investigation.

E. Officers shall follow investigative protocols as outlined in the authorized training when investigating radiological sources. Not all radioactive sources are illegal or dangerous. Absent exigent circumstances, Officers shall follow the protocol of attempting to identify a legitimate source for the alarm and potentially causing an unnecessary public safety response.

F. Alarms may be triggered by many different legitimate sources that are not life threatening, including but not limited to:

1. Legitimate radioactive materials or sources being transported legally in approved and properly prepared packaging.

2. Patients that have undergone recent medical treatments including certain types of radiation therapy, nuclear medicine, or PET scans.

3. Items in commerce that contain naturally occurring radioactive materials, including radium in pipe scale, granite rock, and certain fertilizers.

4. Detector malfunction or operator error.

5. Organizations and individuals that are licensed by the State and/or Federal government to possess legitimate radioactive sources.

G. In the event that a source of radiation cannot be determined or explained, guidance should be obtained through the regional Group B Reach Back team.

VI. Alarm Support System

A. IEMA has developed a Detection Response Protocol to assist law enforcement and fire agencies when the alarm cannot be resolved on scene. The Skokie Police Department shall use this Detection Response Protocol to resolve PRD alarms that cannot otherwise be resolved by the investigative Officer.

B. The IEMA protocol calls for three levels of investigation: Group A, Group B, and Group C.

1. Group A: The local law enforcement Officer on scene that makes the initial contact and primary screening of the radiological source.

2. Group B: The Skokie Fire Department Hazmat Team that provides 24/7 assistance to any Group A PRD user that is unable to resolve or adjudicate radiation alarms encountered while on duty. If the alarm is still unresolved, the MABAS Division 3 Hazmat Team will be activated by the Skokie Fire Department Duty Chief via Red Center for further investigation.

3. Group C: The IEMA Radiological Duty Officer, contacted via the IEMA Communication Center's 24-hour number, provides additional support to Group B personnel that cannot isolate, identify, or explain the presence of the radiation source.

C. When a detected radiation source is unresolved after initial investigation or the radiation source is believed to be illegal, the Skokie Police Department will contact the Group B Reach Back team.

D. If the situation cannot be resolved over the telephone, the Group B Reach Back team will then respond to the scene and conduct a secondary screening of the source using, in part, Radioactive Isotope Identifiers (RIIDs) to determine the source and spectra of the radioactivity.

E. If the Group B Reach Back team cannot resolve the alarm, they will contact Group C and request the assistance of the on-call Radiological Duty Officer.

F. If at any time an Officer's PRD exceeds a reading of 3R, thereby triggering the dose alarm, the Officer shall contact the Group C office and request the assistance of the on-call Radiological Duty Officer.

V. PRD Alarm Reporting

A. When an alarm is received that exceeds 25 uR/hr limit, the Officer shall complete the appropriate reports:

1. Prior to the end of the Officer's tour of duty, he shall complete the IEMA PRD Alarm Reporting Form

(Appendix B) for Group A and Group B alarms and forward the form to the Emergency Services and Security (ESS) Coordinator.

2. A Miscellaneous Incident Report shall also be completed when Group B or IEMA assistance is required, and a copy of the Miscellaneous Incident Report shall accompany the PRD Alarm Reporting Form for submission to the PRD Administrator.

B. The PRD Administrator shall review each PRD Alarm Reporting Form prior to submitting the form to IEMA and retain a copy of the form for Department records.

VI. Data Retention and Administrator

A. The PRD Administrator or his designee shall attend a PRD Administrator class as mandated by Illinois Emergency Management Agency (IEMA) and serve as the PRD Program Administrator.

B. Questions about standard operation of the instrument, maintenance and repair of the instruments, and procedures regarding how to handle unresolved alarms by using the Alarm Support System shall be directed to the Program Administrator or their designee.

C. The Program Administrator or his designee will be responsible for downloading data contained within each PRD to a computer, as assigned. This data must be logged and organized. The Program Administrator shall ensure each PRD shall undergo routine data downloads at least twice a year.

D. In the event that an alarm is used, in part or in whole, to justify a detention or seizure, the Officer shall provide the Administrator or his designee the PRD for immediate download of the alarm data prior to the end of his tour of duty. This data shall be retained as evidence and shall be maintained according to the Department General Order S-1, Property Custody.

APPENDIX A

Radiation Alarms

< 25 µR/hr – No Alarm	< 2mR/hr	>2mR/hr	Dose Exceeds 3 R
• Verify that your PRD is not in 'Search' mode. • Not life threatening. • Natural environmental factors and differences in background may be the cause of low radiation levels. • Brief investigation may be warranted if time and circumstances allow.	• Low level exposure rate alarm. • Not life threatening. • Potential radiation source in the vicinity. • Brief investigation may be warranted. **Step One – Determine Source** • Alarm cannot be the sole cause to effectuate a detention or search. • Alarm is part of the totality of circumstances. • Officer must be able to articulate reasonable facts, circumstances, and conclusions that support a seizure or detention. • If warranted, determine the location of the radioactive material and proceed to Step Two. **Step Two – Investigation** • Visually inspect and interview all personnel associated with the radioactive material. • If possible, establish a single subject focus (i.e. separate the driver/passengers from the vehicle) • Question individuals about possible sources for the radiation alarm. • If source is determined to be innocent, allow any detainees to go immediately. • If source is undetermined or illegal, proceed to Step Three. **Step Three – Reach Back** • Contact the next tier in the PRND response protocol (i.e., Group B).	• High level exposure rate alarm. • Investigation is warranted. **Step One – Determine Source** • Determine the location of the radiation source and proceed to Step Two. **Step Two – Investigation** • Visually inspect and interview all personnel associated with the radioactive material. • If possible, establish a single subject focus (i.e. separate the drive/passengers from the vehicle). • Question individuals about possible sources for the radiation alarm. • If source is determined to be innocent and legal, release any detainee immediately. • If source is undetermined or illegal, proceed to Step Three. **Step Three – Reach Back** • If not directly involved with critical infrastructure protection or lifesaving activities, isolate the area by setting up a safe zone at 2mR/hr. • Contact the next tier in the PRND response protocol (i.e., Group B).	• Dose exposure alarm. • DANGEROUS LEVELS. • Critical infrastructure protection or life saving activities shall be considered on a case-by-case basis.* **Step One – Evacuate** • If you are not conducting the activities specified above, remove yourself from the area immediately until you have reached an area of <2 mR/hr. **Step Two – Reach Back** • Isolate the area and set up a safe zone. • Contact the IEMA Radiological Duty Officer for assistance.

*IEMA has encouraged a 3R exposure limit. However, EPA guidance allows for protection of critical infrastructure to 10R, and life saving activities to 25R.

APPENDIX B

IEMA
Illinois Emergency Management Agency
Division of Nuclear Safety

Personal Radiation Detector (PRD) Alarm Reporting Form

Web Login & Additional Forms available at:
http://tier2.iema.state.il.us/PRND

GROUP A INFORMATION

(1st Responders Fill out this section only)

Responder **Information**	Date: Time:	
	Name: Agency/Dept.:	
	Contact number:	
	Contact email:	
	Dept. Specific Report# *(if any)*:	
Incident **Information**	Location:	
	Actions Taken:	
Alarm Information	PRD Reading:	
	PRD Serial Number:	
	Description or picture of suspect material available?	

GROUP A: Indicate Status of Alarm: ☐ No Assistance Needed ☐ Need Assistance

GROUP B INFORMATION

(RIID Equipped, Group B Personnel - Fill out this section)

Responder **Information**	Date: Time:	
	Name: Agency:	
	Contact number:	
	Contact email:	
	Dept. Specific Report# *(if any)*:	
Alarm **Information**	Equipment Type and Serial Number:	
	1. Background Spectra: *(specify file number)* 2. Unknown Sample Spectra: *(specify file number)*	
	Dose Rate:	
	1st Nuclide Identified:	Confidence Level:
	2nd Nuclide Identified:	Confidence Level:
	Distance from source:	Shielding: *(thickness/type)*
Description or picture of suspect material available?		

GROUP B: Indicate Status of Alarm: ☐ No Assistance Needed ☐ Need Assistance

Shipping Papers and Spectra: Email to: EMA.PRND.GROUPC@ILLINOIS.GOV Fax: (217)782-7774

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SKOKIE POLICE DEPARTMENT

BIAS-FREE POLICING

General Order:	F-71	**Replaces:** General Order:	F-71
Effective Date:	01 August 2025	Effective Date:	01 Dec. 2023

Indexed As: Bias-Free Policing
Discriminatory Practices
Traffic and Pedestrian Stop Data Collection

PURPOSE:

The purpose of this policy is to emphasize the Skokie Police Department's commitment to fair and bias-free treatment of all people and to clarify the circumstances in which agency personnel may consider specified characteristics when carrying out duties. Fair and bias-free policing enhances legitimate law enforcement efforts and promotes trust within the community.

POLICY:

It shall be the policy of the Skokie Police Department to provide law enforcement services and to enforce the law equally, fairly, and without discrimination toward any individual or group.

Personnel responding to calls for service should evaluate each call to assess whether any bias of the complainant may be influencing the reason for the complaint/police response. Personnel should draw upon their training and use their critical decision-making skills to assess whether they are being subjected to a complainant's bias when carrying out their duties.

PROCEDURE:

I. Definitions

Biased Policing: Discrimination in the performance of law enforcement duties or delivery of police services based on personal prejudices or partiality of agency personnel

toward classes of people based on specified characteristics.

Fair and Bias-Free Treatment: Conduct of agency personnel wherein all people are treated in the same manner under the same or similar circumstances, irrespective of specified characteristics.

Police Services: Sometimes referred to as community caretaking functions, these are actions and activities that may not directly include enforcement of the law, but that contribute to the overall well-being of the public. These include, but are not limited to, such tasks as welfare checks, death notifications, public assistance to persons who may be lost, confused, or affected by mental or physical illness, traffic control, medical emergencies, lifesaving services, crime prevention, public information, and community engagement.

Specified Characteristics: For this policy, real or perceived personal characteristics, including but not limited to race, ethnic background, national origin, immigration status, gender, gender identity/expression, sexual orientation, religion, socioeconomic status, age, disability, or political affiliation.

II. Bias-Free Policing

A. Biased policing is prohibited both in the enforcement of the law and the delivery of police services.

B. Department personnel shall take equivalent enforcement actions and provide bias-free services to all people in the same or similar circumstances. This does not mean that all people in the same or similar circumstances must be treated identically. For example, reasonable concessions and accommodations may be made, and sometimes should be made when dealing with people with disabilities, injury, or illness.

C. Department personnel may only consider specified characteristics when credible, timely intelligence relevant to the locality links a person or people with a specified characteristic(s) to a particular unlawful incident, or to particular unlawful incidents or criminal patterns. An example of this would be: *While parked by the side of Skokie Boulevard, a Skokie*

Police Officer receives an "All-Points Bulletin" to be on the lookout for a fleeing bank robbery suspect, a man of a particular race and particular hair color in his 30s driving a blue automobile. The Officer may use this description, including the race and gender of the particular suspect, in deciding which motorists to pull over.

D. Restrictions on the use of specified characteristics do not apply to law enforcement activities designed to strengthen the Department's relationship with its diverse communities.

III. Reporting Requirements

A. Where appropriate, Department personnel are encouraged to intervene at the time a biased policing incident occurs. Department personnel who witness or are aware of instances of biased policing shall report the incident to a supervisor immediately.

B. Department personnel who fail to report known violations of this policy are subject to disciplinary action.

C. Supervisors shall:

1. Ensure that all Department personnel under their command are familiar with the content of this policy.
2. Be alert and respond to indications that biased policing is occurring.
3. Respond to violations of this policy with training, counseling, discipline, or other remedial intervention as appropriate to the violation.
4. Ensure that those who report instances of biased policing are not subject to retaliation.

D. All allegations of biased policing or other discriminatory practices will be thoroughly investigated in accordance with Department General Order A-13, Internal Affairs.

E. Within the annual internal affairs summary report, all complaints of biased policing or discrimination will be enumerated. In addition, the Training Officer,

working in conjunction with the Professional Standards Commander, will conduct an administrative review of agency practices, including citizen concerns, on an annual basis. This written report shall be forwarded to the Chief of Police via the chain of command and shall contain (but may not be limited to) the following:

1. A listing of each complaint or citizen concern in which bias-based policing was alleged or found.

2. An explanation of action(s) taken

3. A listing and brief assessment of relevant training received by Department personnel during the past year.

4. Recommendations for future training, if any, and

5. Recommendations for changes in policy, if any

IV. Training

A. Instruction regarding biased policing shall be included in the curriculum of all Expanded Basic Training sessions.

B. The Training Officer shall ensure that sworn Department personnel periodically receive biased policing training, including training on this policy and related legal issues.

C. Supplemental diversity/inter-personal training shall be provided to any member or employee as circumstances warrant, or as deemed appropriate by the individual's supervisor or the Training Officer.

D. In concert with appropriate disciplinary action, appropriate remedial training shall be mandated for personnel with sustained bias policing (or other discrimination) complaints.

SKOKIE POLICE DEPARTMENT

ZERO TOLERANCE ENFORCEMENT

General Order: F-72 **Replaces:** General Order: F-72
Effective Date: 18 September 2023 Effective Date: 01 Dec. 2021

Indexed As: Zero Tolerance Enforcement

POLICY:

The consumption of alcohol by persons under the age of 21 represents a serious and ever-growing threat in today's society. Those who choose to drive after consuming alcohol pose an imminent threat to the safety of themselves and others. In order to combat this danger, the Skokie Police Department has adopted and will vigorously enforce Zero Tolerance as detailed in the Illinois Vehicle Code.

Zero Tolerance is not a criminal violation but rather an administrative sanction implemented by the Illinois Secretary of State. It is an effective deterrent to alcohol consumption and impaired driving by youth, and this Department is committed to using this enforcement tool to ensure the safe passage of motorists within the Village of Skokie.

PROCEDURE:

I. Driving Under the Influence

A. When encountering drivers under the age of 21 who are suspected of driving under the influence of alcohol or drugs and the elements of the offense have been clearly established, Officers shall follow Department General Order F-47, Alcohol and Drug Countermeasures and Enforcement.

B. When the elements of the DUI cannot be clearly established but only evidence of alcohol consumption exists, Officers should proceed following this Policy.

II. Zero Tolerance

A. A person less than 21 years of age who drives or is in actual physical control of a motor vehicle upon the public roadways, shall be deemed to have given consent to chemical testing for the purpose of determining alcohol content of the person's blood. This is applicable under the Implied Consent Statutes of the Illinois Vehicle Code.

B. Procedure

1. A driver under 21 years of age commits a traffic violation and is subsequently stopped by an Officer.

2. An Officer having reasonable suspicion to believe the driver has consumed any amount of an alcoholic beverage based upon evidence of the driver's physical condition or other knowledge shall request a chemical test(s) be conducted.

3. Prior to requesting a chemical test(s), a citation for any violation of the Illinois Vehicle Code or similar provision of a local ordinance shall be issued.

4. The driver is then requested to submit to a test(s). The tests authorized by the Department are breath test, blood test or urine test. Any one or combination thereof may be utilized at the discretion of the Officer.

C. Non-Custodial Situation

The Driver Consents to Chemical Testing

1. Secure the driver's vehicle in a safe, legal parking space where possible.

2. Provide non-custodial transportation to the appropriate facility for testing.

3. Issue a citation for any violation of the Illinois Vehicle Code or similar provision of a local ordinance is issued.

4. Admonish the driver using the "Zero Tolerance Warning to Motorist" form provided by the Secretary of State.

   a) Report a refusal, or test result of .01 or greater, to the Secretary of State using the "Zero Tolerance Sworn Report."

   b) A result of 0.009 or less requires no notifications.

   c) A result of 0.08 or higher cannot be used to subsequently charge the driver with DUI.

D. Custodial Situation

The Driver Refuses to Consent to Chemical Testing

1. Consumption of alcohol by a minor is a “Class A” misdemeanor. Custodial arrest is warranted for violating 235 ILCS 5/6-20, “Minor Consumption of Alcohol,” or similar local ordinance “unlawful Consumption, Purchase, or Possession” (Section 10-5(c)).

2. Handle the driver’s vehicle in accordance with Department General Policy F-24, Towing, Impoundment and Seizure of Vehicles.

3. Transport arrestee to the Skokie Police Department.

4. Issue a citation for any violation of the Illinois Vehicle Code or similar provision of a local ordinance.

5. Admonish the driver using the “Zero Tolerance Warning to Motorist” form.

6. Complete “Zero Tolerance Sworn Report.”

7. Forward appropriate copies of both Warning to Motorist and Sworn Report to the Secretary of State.

8. Complete appropriate tickets, complaints, other required forms, and fingerprinting as governed by applicable Department General Orders and Illinois State Statutes.

III. Cite and Release

The driver who refuses chemical testing or tests at or above 0.01 shall be provided with the Non-Discretionary Pretrial Release Conditions form and issued the citation or charges.

Department policy supports release to a responsible adult third party, whenever practical. See Department General Order F-13: Pretrial Release Procedures, for further guidance.

SKOKIE POLICE DEPARTMENT

TOBACCO COMPLIANCE ENFORCEMENT

General Order: F-73
Effective Date: 01 November 2023

Replaces:
General Order: F-73
Effective Date: 01 June 2019

Indexed As: Tobacco Compliance Enforcement

POLICY:

It is the policy of the Skokie Police Department to uniformly enforce the Village Tobacco Code by conducting controlled buy operations on a continuous basis.

PROCEDURE:

I. Definitions

A. Licensee: Holder of a license to sell tobacco.

B. Official Identification: Picture identification issued by the State of Illinois in the form of a driver's license or State ID card.

C. Volunteer: A volunteer who is under the legal age to purchase tobacco with the intent to assist the Police Department with controlled buy operations and/or other investigations pertaining to the Village Tobacco Code.

D. Supervising Officer: An Officer assigned to the controlled buy operations who will oversee the volunteer. This will usually be a Special Enforcement Team Officer (SET), but an Officer may also be designated.

II. Pre-operation Activities

A. The Special Enforcement Team (SET) is responsible for vice control and will maintain a 12-month schedule for monitoring all tobacco licensees in the Village that are open to the public. The SET Sergeant shall submit the schedule to the Chief of Police for review prior to implementation. Operations will be conducted at least three times a year, or as otherwise requested by the Health Department and approved by the Chief of Police.

B. The SET Sergeant will notify the Chief of Police not less than one week prior to any scheduled operation. The Health Department will provide the SET Sergeant with a list of licensees from the Village Clerk.

C. With the approval of the Chief of Police, operations may also be conducted in response to documented citizen complaints of underage purchases. The reasons for this special operation should be explained by the SET Sergeant.

D. ~~The~~ SET will assist in obtaining volunteer(s) to be utilized during the buys. Volunteers will be vetted by the Special Operations Commander prior to the operation date.

1. A certified copy of each volunteer's birth certificate or driver's license will be furnished to the Supervising Officer prior to the operation. Tobacco Enforcement volunteers will be between 15 and 20 years of age.

2. All approved volunteers shall be of good character. They will have no record of tobacco-related violations, nor will they have made any prior attempts to unlawfully purchase these items.

3. Volunteers should have the appearance, demeanor and mannerisms appropriate to their age.

4. Volunteers will dress appropriately for their age group, and will not have facial hair, nor wear any type of heavy make-up or excessive jewelry.

5. Volunteers under the age of 18 will have a parent complete a Parental/Guardian Consent Form (Appendix A), Youth Participant Consent Form (Appendix B), and Youth Participant Guidelines (Appendix C) prior to the operation date.

6. Volunteers will be available for testimony at hearings and field court proceedings at the request of the Village Prosecutor. If possible, the same clothing will be worn for the proceedings as was worn during the operations.

E. A briefing will be held prior to the operations by the SET Sergeant or the Supervising Officer.

1. The Supervising Officer will approve the volunteer's appearance and a photo will be taken of the volunteer. The volunteer's appearance will not be changed after that point.

2. The Supervising Officer will verify that the volunteer has official identification.

3. The volunteer will be instructed as follows:

   a) The volunteer will go directly to the targeted merchandise and then directly to the check out.

   b) The volunteer will at no time try to persuade the licensee/clerk to complete the sale, and they should speak only when necessary.

   c) If asked about their age, the volunteer is to reply with their correct age. If asked for their identification, the volunteer is to state that they don't have one.

   d) If the transaction is completed, the volunteer should try to obtain a receipt.

   e) The volunteer will understand that the success of the operation and their continued use as a volunteer is not dependent on making successful purchases.

4. The Supervising Officer will also have the authority to terminate the operation at any time for safety reasons.

II. Operational Instructions

A. Tobacco Dealers: The Supervising Officer will attempt to station themselves at a point from which they can observe the sale, whether inside or outside the store. They should not appear to be with the volunteer.

B. Restaurants: If practical, the Supervising Officer will attempt to station themselves outside the establishment where they can view any transaction between the volunteer and any representative of the establishment. If this cannot be accomplished, the Supervising Officer may enter the restaurant after the volunteer and will observe from a discreet location.

III. Completed Transactions by Tobacco Dealers

A. If the transaction occurs, the volunteer will exit the store and immediately turn the purchased item over to the Supervising Officer, along with any receipts.

B. When necessary, the Supervising Officer will reenter the store with the volunteer and have the volunteer verify the identity of the seller.

C. The Supervising Officer will identify themselves and ask to see the on-duty manager. The Supervising Officer will explain the violation to the manager and answer any questions pertaining to the transaction.

D. The Supervising Officer will issue a citation for “Sale of Tobacco Products to a Minor” to the clerk/seller and owner/manager.

E. The tobacco items will be preserved per the procedures governing evidence preservation.

IV. Reporting Procedures

A. Prior to the end of the shift, the involved officers will prepare a SIM for each location with a violation.

B. The SET Sergeant shall forward copies of all completed crime report, Tobacco Compliance Program data gathering sheets, citations, and a memo detailing the operation as soon as practical to the Office of the Chief of Police.

C. Copies of all applicable crime reports and memoranda will be forwarded by the Chief’s Office to the Village Prosecutor, Village Attorney, Village Clerk and Tobacco Control Commissioner.

APPENDIX A

TOBACCO ENFORCEMENT PROGRAM

PARENT/GUARDIAN CONSENT FORM

Youth Participant Name: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State _____ Zip _____

Home Phone Number: _____ Parent Work Number: _____

In case of emergency contact: _____at_____

I have read the Program Summary, Youth Participant Guidelines and Youth Participant Consent Form. I understand my child has expressed an interest in participating in the Tobacco Enforcement Program and will be supervised at all times by an Enforcement Officer.

I understand it is essential to maintain the confidential nature of the program, thus ensuring the effectiveness, accuracy and validity of the outcome.

At any time during the project, the Enforcement Officer, my child or myself may terminate this voluntary relationship.

I understand that compliance checks can result in the purchase of tobacco products. I understand that tobacco products will be treated as evidence and maintained by the Enforcement Agency. I understand that tobacco retailers, in violation of minimum age tobacco laws, can receive citations that result in monetary fines or suspensions and revocation of their license, and my child may be asked to participate in the judicial process of the compliance check.

I give permission for my child to participate in this project.

Youth Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Program Coordinator: _____ Date _____

APPENDIX B

TOBACCO ENFORCEMENT PROGRAM

YOUTH PARTICIPANT CONSENT FORM

Youth Participant Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone Number: _____ Date of Birth: _____

Gender: _____ Race: _____

I have read the Program Summary and Youth Participant Guidelines. I understand my participation is voluntary and I will be under the supervision of an Enforcement Officer at all times.

I understand it is essential to maintain the confidential nature of the program, therefore ensuring the effectiveness, accuracy and validity of the outcome.

I understand my participation in the project can be terminated at any time by either myself, a parent, or the Enforcement Officer.

I understand that compliance checks can result in the purchase of tobacco products. I understand that tobacco products will be treated as evidence and maintained by the Enforcement Agency. I understand that tobacco retailers, in violation of minimum age tobacco laws, can receive citations that result in monetary fines or suspensions or revocation of their license, and I may be asked to participate in the judicial process of the compliance check.

My signature on this document verifies my willingness to participate in this project and to follow the rules and procedures outlined in the training.

Youth Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Program Coordinator: _____ Date _____

APPENDIX C

TOBACCO ENFORCEMENT PROGRAM

YOUTH PARTICIPANT GUIDELINES

As a participant of the Tobacco Enforcement Program, I agree to adhere to the following guidelines. I understand that my participation in the Tobacco Enforcement Program is considered as temporary employment. I will conduct myself in a professional manner at all times. My failure to comply with these guidelines can and will result in my termination from the project.

1. I will wear casual attire that is acceptable at school, that does not indicate any gang or school affiliation, nor endorse the use of tobacco.
2. I understand that if at any time I feel uncomfortable at any location, I can indicate this concern to the Enforcement Officer and the location will be bypassed.
3. I will not use profanity.
4. I will arrive promptly at my scheduled work time to ensure a timely departure. Failure to arrive on time will be considered “tardy.”
5. I will contact my Enforcement Officer no less than 24-hours before my scheduled work time in the event of an expected absence.
6. I will contact my Law Enforcement Officer no less than two hours before my scheduled work time in the event of any unexpected absence.
7. I understand that I am allowed only one excused absence and one excused tardy. Any more will result in possible termination from program participation at the discretion of the Enforcement Officer.
8. My participation in this project will not have a negative affect on my academic or household responsibilities.
9. I understand that on my 20th birthday I am no longer eligible to participate in this project.

By signing this document, I understand the terms of this project and agree to abide by the terms.

Youth Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Program Coordinator: _____ Date _____

APPENDIX D

TOBACCO ENFORCEMENT PROGRAM

PARENTAL CONSENT FORM
RELEASE AND HOLD HARMLESS AGREEMENT

Skokie Police Department
7300 Niles Center Road
Skokie, IL 60077

I, _____, parent of _____, do hereby give permission for my son/daughter to participate in a Skokie Police Department controlled buy operation. I understand that my son/daughter, acting as a volunteer of the Department, will be attempting to purchase items that normally cannot be legally sold to minors.

In consideration of the foregoing, the undersigned, on behalf of myself and my son/daughter, hereby releases and holds the Village of Skokie, its Police Department, its Officers and/or its employees harmless from any and all liability, causes of action, suits, injuries, damages or demands of whatsoever nature arising out of the operations of the Village of Skokie Police Department. In addition, the undersigned intends, by executing this Release and Hold Harmless Agreement, to waive all claims the undersigned and/or my son/daughter has or may in the future have, whatsoever against the Village of Skokie, its Police Department, its Officers and/or its employees.

I understand my son/daughter may be requested to appear before the Village of Skokie Tobacco Commission and/or the 2nd District Circuit Court of Cook County. I will cooperate in making my son/daughter available for these appearances.

_____

Parental Signature Date

APPENDIX E

TOBACCO ENFORCEMENT PROGRAM

PROGRAM SUMMARY

The Illinois Liquor Control Commission (Commission) is the state agency designated to develop strategies to reduce the illegal sale of tobacco products to minors as prescribed in the Synar Amendment of the U.S. Public Health Service Act. To aid in this endeavor, the Commission is awarding grants to communities willing to conduct a comprehensive tobacco control program that includes retail education and retail compliance checks.

Illinois must ensure that a minimum of 80% of its tobacco retailers refuse to sell tobacco products to minors under the age of 21 when tested through compliance checks that utilize underage youth. Failure to achieve this 80% compliance rate can result in the state's loss of $28 million in Substance Abuse Treatment and Prevention Funding.

Enforcement Officers will carry out these compliance checks through the following steps:

1. The Enforcement Agency or Commission will identify youth participants willing to participate in the compliance checks program. Youth participants and their parent(s) must sign a consent form prior to participating.

2. Youth participants will receive training prior to conducting any compliance checks.

3. Enforcement Officers will transport the youth participants to the designated tobacco retailers. The youth participant(s) will be under the direct supervision of the Enforcement Officer at all times.

4. Compliance checks will result in the purchase of tobacco products by the youth participants. Tobacco products will be treated as evidence and maintained by the Enforcement Agency. Tobacco retailers in violation of minimum-age tobacco laws can receive citations that result in monetary fines or suspension or revocation of their license. Youth participants may or may not be required to participate in the judicial process of the compliance check.

5. After the completion of the scheduled compliance checks, youth participants will be dismissed at their residence. Youth participants will not be dismissed at any other location unless met with prior approval from their parent(s) and the Enforcement Officer.

You will be contacted by an Enforcement Officer with the scheduled training and inspection times.

SKOKIE POLICE DEPARTMENT

SCOFFLAW VEHICLE IMMOBILIZATION PROGRAM

General Order: F-74
Effective Date: 01 October 2022

Replaces:
General Order: F-74
Effective Date: 01 Jan. 2019

Indexed As: Immobilization Program
Scofflaw Vehicle Immobilization Program

POLICY:

The Skokie Police Department endeavors to work cooperatively with the Finance Department in the pursuit of parking ticket scofflaws. To this end, the scofflaw vehicle immobilization program has been implemented.

PROCEDURE:

I. The immobilization system is activated when a vehicle owner has accumulated five or more unpaid final determinations of liability for parking, standing, compliance or automated traffic law violations rendered pursuant to the Village of Skokie's administrative adjudication system.

   A. Computer software, common to the Finance and Police Departments, identifies scofflaws and their vehicles.

   B. Upon retrieval of this data, the Finance Department will perform an additional vehicle-registration check with the Illinois Secretary of State. Immobilization procedures will not be initiated until it is established that the respondent is legally responsible for the vehicle.

   C. A "Notice of Impending Vehicle Immobilization" is then generated by the Finance Department and sent via first-class mail to the respondent.

   D. If the respondent pays the amount owed within 30 days, the case is closed.

II. Immobilization

   A. If the respondent fails to pay the amount owed within 30 days, the Finance Department will place the vehicle on an immobilization list. The immobilization list

will be forwarded by the Finance Department to Watch II.

B. Department personnel may only immobilize vehicles within the Village of Skokie that are parked on a public roadway or in a Village-owned parking lot.

C. In order to immobilize a vehicle, department personnel shall utilize the department provided immobilization device according to the device manufacturer's specifications.

D. Department personnel are to affix a conspicuous Skokie Police Department notice to the driver's window of said vehicle. This notice will clearly explain the vehicle release procedures.

E. If the respondent then pays the amount owed, or amount mutually agreed to by the Village, the vehicle is released to the owner, who is then obligated to pay for the removal of the restraint device by the towing contractor or through the device manufacturer and return the device to the Police Department.

F. If the vehicle is not released within 72 hours, the vehicle will be towed and impounded in accordance with Department General Order F-24, Towing, Impoundment and Seizure of Vehicles. The Records Section will mail a "Notice of Impoundment" to the respondent. If the respondent fails to appropriately respond, the vehicle will be disposed of pursuant to Illinois law. The case is then closed.

G. If, however, the respondent pays the amount owed, the vehicle will be released to the owner and the respondent is liable for any and all amounts owed to the tow contractor or device manufacturer for removal and storage of the vehicle.

III. Demand for Pre-Immobilization Hearing

A. The respondent may submit a written demand for a pre-immobilization hearing to the Deputy Chief of Administrative Services within seven days of the respondent's notification.

B. The Deputy Chief of Administrative Services will conduct the hearing. If the Deputy Chief of Administrative Services is unavailable, the Professional Standards Commander will serve as the Hearing Officer.

C. The sole issue for the Deputy Chief of Administrative Services to consider is whether the respondent is liable for the particular vehicle. Liability of the underlying citations is not addressed by the Deputy Chief of Administrative Services.

D. If the respondent is found liable and fails to pay the amount owed, the vehicle is placed on the immobilization list.

E. If the respondent is found liable and pays the amount owed, the case is closed.

F. If the respondent is found not liable, the case is closed.

V. Demand for Post-Immobilization Hearing

A. Upon demand for a post-immobilization hearing, the respondent may obtain the release of his vehicle after posting a cash bond at the Police Department equal to 100 percent of the amount owed. The respondent will then be provided with a cash receipt for the posted bond.

B. If the respondent is found liable, the bond shall be forfeited, and the vehicle shall be released to the respondent.

C. If the respondent is found not liable, the bond will be returned to the respondent, and the Deputy Chief of Administrative Services shall notify the Finance Department of his/her decision.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.06.12

SKOKIE POLICE DEPARTMENT

TRAFFIC AND PEDESTRIAN STOP DATA COLLECTION

General Order: F-75
Effective Date: 01 January 2024

Replaces:
General Order:
Effective Date: 01 Feb. 2022

Indexed As: Traffic and Pedestrian Stop Data Collection

POLICY:

To ensure compliance with its Bias-Free Policing policy and in compliance with Illinois Compiled Statutes, the Skokie Police Department will collect and report data regarding all motorists stopped for violations of the Illinois Vehicle Code or similar provisions of the Skokie Village Code and pedestrians subjected to detention in a public place.

PROCEDURE:

I. Definitions

For the purposes of this Order, the term “Illinois Vehicle Code” includes those portions of the Skokie Village Code that regulate motor vehicle traffic.

II. Training

Instruction regarding traffic and pedestrian stop data collection shall be included in the curriculum of all Expanded Basic Training sessions.

III. Traffic and Pedestrian Stop Data Collection

Traffic law enforcement is an essential element in the delivery of effective police services to the community. Traffic stops are necessary in order to enforce traffic laws, deter violations of the vehicle code, promote a highly visible community presence and discourage criminal activity. Comprehensive traffic law enforcement is also essential to ensuring the safe and expeditious flow of traffic through the community. Officers will be encouraged

to conduct traffic stops to the fullest extent allowed by law.

A. Traffic Stops

1. Whenever an Officer issues a uniform traffic citation, a non-hazardous violation on P-Citation, or a warning citation as a result of an Officer-initiated traffic stop for an alleged violation of the Illinois Vehicle Code or similar provision of the Skokie Village Code, the Illinois Compiled Statutes require that the Officer shall record at least the following information on a Traffic Stop Data Form (Appendix A). This form is completed in the Mobile Computer Terminal (MCT).

   a) The name, address, gender, and the Officer's subjective determination of the race of the person stopped; the person's race shall be selected from the following list: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or White.

   b) The alleged traffic violation that led to the stop of the motorist.

   c) The make and year of the vehicle stopped.

   d) The date and time of the stop, beginning when the vehicle was stopped and ending when the driver is free to leave or taken into physical custody.

   e) The location of the traffic stop.

   f) Whether a consent search contemporaneous to the stop was requested of the vehicle, driver, passenger, or passengers; and, if so, whether consent was given or denied.

   g) Whether a search contemporaneous to the stop was conducted of the vehicle, driver, passenger, or passengers; and, if so,

whether it was with consent or by other means.

h) Whether a police dog performed a sniff of the vehicle; and, if so, whether the dog alerted to the presence of contraband; and, if so, whether an Officer searched the vehicle.

i) Whether contraband was found during a search; and, if so, the type and amount of contraband seized.

j) The name and badge number of the issuing Officer.

2. Whenever an Officer stops a motorist for an alleged violation of the Illinois Vehicle Code, but does not issue a uniform traffic citation or warning citation for an alleged violation of the Illinois Vehicle Code, he/she shall complete the Traffic Stop Data Form (Appendix A) in MCT containing information required pursuant to Illinois Compiled Statute that records the same information as listed in Section III., Paragraph A. of this General Order.

B. Pedestrian Stops

Whenever an Officer subjects a pedestrian to detention in a public place, he or she shall complete a Uniform Pedestrian Stop Data Sheet (Appendix B). For purposes of this General Order, “detention” means all frisks, searches, summons, and arrests. The Uniform Pedestrian Stop Data Sheet will be used to record the following information:

1. The gender, and the Officer’s subjective determination of the race of the person stopped. The person’s race shall be selected from the following list: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or White.

2. The alleged reasons that led to the stop of the person.

3. The date and time of the stop.

4. The location of the stop.

5. Whether a protective pat down or frisk was conducted of the person; and, if so, all the alleged reasons that led to the protective pat down or frisk, and whether it was with consent or by other means.

6. Whether contraband was found during the protective pat down; and, if so, the type and amount of contraband seized.

7. Whether a search beyond a protective pat down or frisk was conducted of the person or his or her effects; and, if so, all the alleged reasons that led to the search, and whether it was with consent or by other means.

8. Whether contraband was found during the search beyond a protective pat down or frisk; and, if so, the type and amount of contraband seized.

9. The disposition of the stop, such as a warning, a ticket, a summons, or an arrest.

10. If a summons or ticket was issued, or an arrest made, a record of the violations, offenses, or crimes alleged or charged.

11. The name and badge number of the issuing Officer.

C. Traffic and Pedestrian Stop Reporting

To ensure that traffic enforcement activities of Department personnel continue to conform to the provisions of state law, the Department will utilize an internal documentation and review process.

This process will require, as applicable:

1. Officers to complete the appropriate traffic stop report form in Mobile Field Reporting (MFR), documenting all information required for

submission to the Illinois Department of Transportation;

2. Officers to complete the Uniform Pedestrian Stop Data Sheet hard-copy form, documenting all information required for submission to the Illinois Department of Transportation;

3. All Uniform Pedestrian Stop Data Sheets to be completed and submitted to a police supervisor prior to the end of the Officer's tour of duty. Any delay must be authorized by a police supervisor.

4. Police supervisors to ensure that Uniform Pedestrian Stop Data Sheets are fully and accurately completed and subsequently forwarded to the Records Unit; and

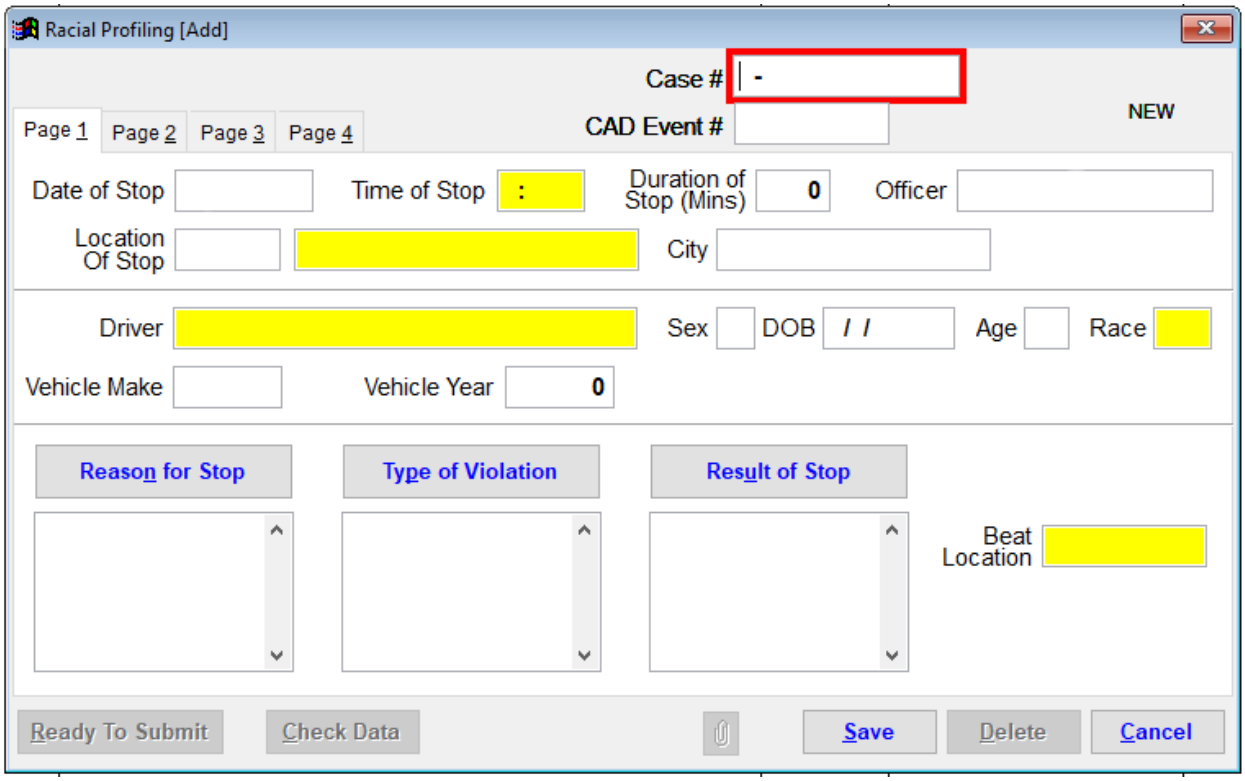
5. Records staff to enter the data from the Uniform Pedestrian Stop Data Sheets into the Illinois Traffic and Pedestrian Stop Study database, and file the hard-copy form, as appropriate.

D. Traffic and pedestrian stop data shall be analyzed, disseminated and retained as directed by the Chief of Police.

E. Traffic stop report data and Uniform Pedestrian Stop Data Sheets shall be retained as delineated in Department General Order S-6, Records.

APPENDIX A

Traffic Stop Data Form



APPENDIX B

SKOKIE POLICE DEPARTMENT - PEDESTRIAN STOP DATA SHEET

SPD Event # _____

Time of Stop (Military Time) _____ Hrs.

Officer Name / Badge # _____

Location of Stop _____

Supervisor Signature and Badge No. _____

Beat Location of Stop _____

Gender 1 ☐ Male 2 ☐ Female

Race

1 ☐ White 2 ☐ Black or African American 3 ☐ American Indian or Alaska Native

4 ☐ Hispanic or Latino 5 ☐ Asian 6 ☐ Native Hawaiian or Other Pacific Islander

Reason for Stop (Check all that apply)

1 ☐ Actions indicative of engaging in drug transaction
2 ☐ Fits description from radio broadcast / call for service
3 ☐ Fits description of an offender as described by victim or witness
4 ☐ Actions indicative of "casing" victim or location
5 ☐ Proximity to the reported crime location
6 ☐ Gang related enforcement
7 ☐ Suspicious Activity
8 ☐ Other (Specify) _____

Skokie Police Department **RECEIPT - PEDESTRIAN STOP DATA SHEET**

Reason for Stop (Check all that apply)

1 ☐ Actions indicative of engaging in drug transaction 2 ☐ Fits description from radio broadcast / call for service
3 ☐ Fits description of offender as described by victim or witness 4 ☐ Actions indicative of "casing" victim or location
5 ☐ Proximity to the reported crime location 6 ☐ Gang related enforcement 7 ☐ Suspicious Activity
8 ☐ Other (Specify) _____

Officer Signature and Badge No. _____

SPD Event # _____

SPD DOC #487535

PAT DOWN / FRISK

Pat Down / Frisk Conducted? 1 ☐ Yes 2 ☐ No **Pat Down / Frisk Conducted by** 1 ☐ Consent 2 ☐ Reasonable Suspicion

Reason for Pat Down / Frisk (Check all that apply)

1 ☐ Verbal threats of violence by suspect 2 ☐ Knowledge of suspect's prior criminal violent behavior/use of force/use of weapon
3 ☐ Actions indicative of engaging in violent behavior 4 ☐ Violent crime suspected
5 ☐ Suspicious bulge / object 6 ☐ Evasive, false or inconsistent response to officer's questions
7 ☐ Other reasonable suspicion of weapon (Specify) _____

If a Pat Down / Frisk was conducted, did it lead to a search beyond the pat down / frisk? 1 ☐ Yes 2 ☐ No

If yes, what was found? 1 ☐ Drugs 2 ☐ Drug Paraphernalia 3 ☐ Alcohol 4 ☐ Weapon 5 ☐ Stolen Property 6 ☐ Other

If contraband was drugs, amount? 1 ☐ <2 grams 2 ☐ 2 – 10 grams 3 ☐ 11 – 50 grams 4 ☐ 51 – 100 grams 5 ☐ >100 grams

---

SEARCH BEYOND

Search Beyond Pat Down Conducted? 1 ☐ Yes 2 ☐ No

Search Beyond Conducted by 1 ☐ Consent 2 ☐ Probable Cause 3 ☐ Search Incident to Arrest

Reason for Search Beyond (Check all that apply)

1 ☐ Drugs or drug paraphernalia found 2 ☐ Hard object felt during pat down 3 ☐ Firearm found during pat down
4 ☐ Other weapon found during pat down 5 ☐ Other probable cause (Specify) _____

If a Search Beyond a Pat Down / Frisk was conducted, was contraband found? 1 ☐ Yes 2 ☐ No

If yes, what was found? 1 ☐ Drugs 2 ☐ Drug Paraphernalia 3 ☐ Alcohol 4 ☐ Weapon 5 ☐ Stolen Property 6 ☐ Other

If contraband was drugs, amount? 1 ☐ <2 grams 2 ☐ 2 – 10 grams 3 ☐ 11 – 50 grams 4 ☐ 51 – 100 grams 5 ☐ >100 grams

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OUTCOME OF STOP **Summons Issued** 1 ☐ Yes 2 ☐ No **Arrest? (Person taken into custody)** 1 ☐ Yes 2 ☐ No

Violations / Charges

SKOKIE POLICE DEPARTMENT

U-VISA AND T-VISA CERTIFICATION PROGRAM

General Order: F-76 **Replaces:**
General Order:
Effective Date: 01 May 2022 Effective Date:

Indexed As: U-Visa Certification
T-Visa Certification
Visa Petitions and Certification

POLICY:

It is the policy of the Skokie Police Department to follow the U-Visa certification and T-Visa declaration guidelines set forth by the United States Citizenship and Immigration Services (USCIS) and by the Illinois VOICES Act, 5 ILCS 825/1 et seq.

PROCEDURE:

I. Definitions

A. Certifying Agency: A federal, state or local law enforcement agency, prosecutor or authority, federal or state judge who has responsibility for the investigation or prosecution, conviction or sentencing of the qualified criminal activity of which the petitioner was a victim. The Skokie Police Department qualifies as a Certifying Agency.

B. Certifying Official: The head of the Certifying Agency or any person in a supervisory role who has been specifically designated by the head of the Certifying Agency or a federal, state or local judge. The Skokie Police Department's Certifying Official is the Investigations Commander.

C. Helpful: The U.S. Citizenship and Immigration Services (USCIS) defines "helpful" as describing one who assists law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he or she is a victim. Victims who, after initiating cooperation, refuse to

provide continuing assistance when needed will not meet the helpfulness requirement. The Certifying Official will make the determination as to the helpfulness of the petitioner.

D. Petitioner: An individual who has requested the Skokie Police Department's assistance in certifying a U-Visa or declaration for a T-Visa on his or her behalf. The individual asserts that he or she is a victim of qualifying criminal activity or human trafficking and that he or she is, has been, or is likely to be helpful in the investigation or prosecution of the offender.

E. T-Visa: An immigration benefit that can be sought by victims of human trafficking who have complied with any reasonable request from a law enforcement agency for assistance in the investigation or prosecution of human trafficking.

F. U-Visa: An immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or are likely to be helpful in the investigation or prosecution of criminal activity.

II. Receiving U-Visa Petitions or T-Visa Applications

A. U-Visa petitions may be initiated by victims of qualifying criminal activity that occurred in the Village of Skokie, attorneys representing them, or a reputable non-profit legal service agency. Petitions shall be submitted on Department of Homeland Security Form I-918.

B. T-Visa applications may be initiated by victims of human trafficking that occurred in the Village of Skokie, attorneys representing them, or a reputable non-profit legal service agency. Applications shall be submitted on Department of Homeland Security Form I-914.

C. Petitions and applications shall be forwarded to the Investigations Commander. The Investigations Commander shall take the necessary steps to verify

that the petitioner or applicant is the actual victim or eligible party of a qualifying crime or of human trafficking.

III. Review Procedures

A. The Investigations Commander shall use the Department of Homeland Security Form I-918, Supplement B, as the certification form for U-Visas and the Department of Homeland Security Form I-914, Supplement B, for T-Visas.

B. For those requests that are approved, the Investigations Commander shall sign the certification or declaration form and return it by mail to the petitioner or applicant. The petitioner or applicant is responsible for submitting the certification or declaration to USCIS.

C. For those requests that are denied, the Investigations Commander shall notify the petitioner or applicant in writing regarding the reason(s) for denial.

D. The Investigations Commander will have 90 days to complete the review process from the date the request is received.

E. The Investigations Commander shall maintain a file of all approved and denied requests.

F. A list of qualifying crimes, the required forms, and guidelines for completing the review process can be found on the USCIS web site https://www.uscis.gov/tools/information-for-law-enforcement-agencies-and-judges

IV. Annual Reporting to the Illinois Attorney General's Office

A. In August 2021, the Way Forward Act became Illinois law and requires Illinois Certifying Agencies to annually report compliance with the Illinois VOICES Act to the Illinois Attorney General's Office.

B. Certifying Agencies must collect required information on a calendar year basis and submit it annually by March 01 of each year for information covering the

preceding calendar year. For example, information regarding calendar year 2022 must be reported by March 01, 2023.

C. If a Certifying Agency does not receive any requests for a U-Visa or a T-Visa in the reporting period, the agency must still certify and report that the agency received no such requests.

D. It will be the Investigation Commander's responsibility to collect and submit the required information.

E. The reporting form with required information can be found at: https://illinoisattorneygeneral.gov/rights/ILAG-LEA-Reports.xlsx

F. The reporting form is to be submitted to the Illinois Attorney General's office via email at LEA.Reports@ilag.gov

G. Instructions and guidance manuals can be found at https://illinoisattorneygeneral.gov/rights/civilrights.html

SKOKIE POLICE DEPARTMENT

General Order: **F-84**

Effective Date: **05 October 2012**

As of the effective date above, Department General Order F-84 was eliminated from the Policy and Procedure manual. This page will serve as a placeholder only.

SKOKIE POLICE DEPARTMENT

INVESTIGATIVE TASK FORCES

General Order:	F-77	**Replaces:** General Order:	
Effective Date:	01 December 2023	Effective Date:	O1 Aug. 2019
Indexed As:	Investigative Task Forces Task Forces		

POLICY:

It shall be the policy of the Skokie Police Department to coordinate its efforts and resources to proactively address emerging crime patterns and to apprehend criminal suspects known to be active within Village limits. Coordination may involve a cooperative effort among two or more Department components or may require an investigative partnership involving adjoining or concurrent jurisdictions.

PROCEDURE:

I. Implementation

A. Implementation of an investigative task force within the Department may be made with the approval of the Investigations Division Commander, Special Operations Commander, Deputy Chief of Field Operations or Chief of Police.

B. Participation in informal and ad hoc investigative task forces involving other law enforcement agencies shall require approval of the Chief of Police.

C. Participation in formal and/or long-term investigative task forces involving other law enforcement agencies shall require approval of the Chief of Police.

D. The Deputy Chief of Field Operations and the Investigations Division Commander shall be apprised of any investigative task force that is established within the Village of Skokie, as well as any multi-agency task forces in which Skokie Police Department Officers participate.

II. Criteria and Purpose for Implementation

A. Investigative task forces may be warranted when the combined use of personnel, expertise, equipment and resources will permit a more effective and efficient response to emerging criminal activity and/or the apprehension of criminal suspects.

B. Both internal and interagency investigative task forces may be created on an ad-hoc basis or may extend for greater periods of time as deemed necessary.

C. Investigative task forces may be formed to more effectively and efficiently deal with a multitude of offenses, including but not limited to:

1. Homicide and Non-Parental Kidnapping (NORTAF)
2. Robbery
3. Sex Offenses
4. Burglary
5. Motor Vehicle Theft
6. Major Thefts
7. Vice Offenses (Prostitution, Gambling, Liquor)
8. Narcotics-Related Offenses

III. Operations

A. Internal or Informal Ad Hoc Investigative Task Forces

1. The Investigations Division Commander or his designee shall generally command any investigative task force established within the Village of Skokie. As appropriate, however, the Special Operations Commander, Special Enforcement Team Sergeant or another supervisor may be designated to provide oversight.

2. Command of the task force shall include temporary command of personnel from outside agencies assisting in the task force operation.

3. When a task force has been established by any member of the Skokie Police Department, the Investigations Division Commander or his designee shall be both consulted and apprised regarding task force operational plans. Plans for task force operations shall:

a) Identify the purpose
b) Identify targets, subjects and suspect vehicles

c) Define Officer and agency authority, responsibilities, accountability and assignments
d) Delineate a coordinated plan of action
e) Identify available resources

4. When feasible, all investigative task force personnel will be drawn from the Skokie Police Department and any other law enforcement agency directly impacted by or interested in the operation.

5. When feasible, all equipment required by the task force will also be secured from the Skokie Police Department and participating agencies. Equipment may include, but is not limited to personal radios, telephones, vehicles, surveillance equipment, tracking systems, cameras, and other specialized equipment as deemed necessary.

6. Task force operations will be periodically evaluated by the Investigative Task Force Commander regarding effectiveness and continued necessity.

7. Upon termination of the task force, a reasonable effort will be made to assemble key task force participants for debriefing. Information regarding operational, personnel, equipment and resource effectiveness and deficiencies (if any) will be forwarded to the Deputy Chief of Field Operations by the Investigative Task Force Commander.

B. Formal Multi-Agency Investigative Task Forces

1. Formal or long-term investigative task forces involving multiple agencies shall require written interagency agreements, task force bylaws, and/or operational plans that:

a) Identify the purpose of the task force
b) Define the authority, written agreements and responsibilities or its participants
c) Provide for periodic review of task force operations, results and continued necessity.

2. When Skokie Police Officers participate in a task force operation commanded and controlled by an outside law enforcement agency, they shall follow the lawful orders of the commander or other individual in charge of that task force. While following these orders, Skokie Officers shall also

conform to the policies, procedures and rules of the Skokie Police Department. They shall also conduct themselves in a manner that is a credit to the Skokie Police Department.

SKOKIE POLICE DEPARTMENT

SPECIAL ENFORCEMENT TEAM

General Order: F-78
Effective Date: 01 May 2023

Replaces:
General Order: F-78
Effective Date: 01 April 2021

Indexed As:
Liquor Control
Narcotics
Organized Crime
Special Enforcement Team
Tobacco Control
Vice Control

POLICY:

It is the policy of the Skokie Police Department to take a proactive approach to law enforcement. In doing so, the Skokie Police Department will assign Officers to the Special Enforcement Team (SET) to assist in both the supplementation and coordination of patrol and investigative initiatives. The intent and spirit of this unit is to help promote coordination between short-term enforcement actions and long-range problem solving. Consequently, The Special Enforcement Team shall be responsible for responding to emerging and existing crime patterns.

It is also the policy of the Skokie Police Department to make every effort to suppress gang, vice, illegal drug activity, and organized crime operations within the community. Efforts shall be directed toward identifying persons active in gang, vice, drug activity, and organized crime, gathering intelligence to prove the existence of these operations, and assisting in the prosecution of such offenders.

PROCEDURE:

I. Special Enforcement Team (SET)

A. Special Enforcement Team Officers normally work in a plain-clothes capacity and may follow cases/investigations to wherever they may lead. The Special Enforcement Team maintains a close working relationship with personnel assigned to Uniform Patrol, Investigations, Special Operations (including the Intelligence Officer and Crime Analyst) and Crime Prevention/Community Relations, as well as myriad outside agencies.

B. The Special Enforcement Team is responsible for:

1. Cooperating with community agencies concerned with crime prevention.

2. Aiding Patrol Officers in conducting initial investigations when required.

3. Gathering and maintaining criminal intelligence information and coordinating with the Intelligence Officer.

4. Apprehending offenders.

5. Execution of arrest warrants when appropriate.

6. Maintaining liaison with local, state and federal law enforcement agencies for the exchange of criminal intelligence and other information, and the execution of shared enforcement actions.

7. Maintaining liaison with the Investigations Division, Uniform Patrol Division, Crime Prevention/Community Relations Unit, Intelligence Officer and the Crime Analyst within the Skokie Police Department for the exchange of criminal intelligence and other information.

C. Body armor shall be utilized by Special Enforcement Team personnel in accordance with Department General Order F-57, Personal Protective Equipment.

II. Special Enforcement Team Sergeant

A. The Special Enforcement Team Sergeant shall exercise supervisory responsibility over Special Enforcement Team personnel.

B. The Special Enforcement Team Sergeant will report directly to the Special Operations Commander.

C. The Special Enforcement Team Sergeant will review all reports submitted by members of the Team.

D. In conjunction with the Special Operations Commander, the Special Enforcement Team Sergeant shall determine mission assignments based upon the needs of the Department.

E. The Special Enforcement Team Sergeant shall ensure that all reports submitted are of the highest quality.

F. Special Enforcement Team members shall request approval for use of Investigative Fund as delineated in Department General Order F-10, Investigative Fund.

III. Assignment

A. Selection of participating Officers will be conducted in accordance with Department General Order P-1, Personnel Classification, Assignment, and Compensation.

B. Assignment to the Special Enforcement Team will be made by the Chief of Police.

C. Officers selected to the Special Enforcement Team will generally be assigned to the Special Enforcement Team for a period of four years. Changes to this guideline may be made based upon performance of the Officers and the needs of the Department with the approval of the Chief of Police.

D. Officers selected to the Special Enforcement Team will receive specialized training in Interview and Interrogation, Narcotics Identification and Investigation, Gang Identification, Physical Surveillance and Investigation and Juvenile Officer Certification as practical, and within fiscal limitations.

IV. Informants and Confidential Funds

A. Informants shall be utilized by Special Enforcement Team personnel in accordance with Department General Order F-36, Informants.

B. Investigative funds shall be utilized by Special Enforcement Team personnel in accordance with Department General Order F-10, Investigative Fund.

V. Investigative and Intelligence Assignments

A. The Special Enforcement Team is responsible for the investigation of the following activities:

1. Gang Activities

a. Graffiti
b. Mob action
c. All other gang-related crimes

2. Drugs and Narcotics

a. Possession
b. Sale
c. Distribution
d. Manufacturing

3. Vice Activities

   a. Gambling
   b. Prostitution

4. Liquor Control/Tobacco Control

   a. Unlawful Sale
   b. Distribution
   c. Village ordinance violations

B. Criteria for Assignment

1. All official complaints/reports made to the Skokie Police Department.

2. All reasonable anonymous complaints of gang, vice, or narcotics activities.

3. All on-view or self-initiated observations, or verbal information.

4. All allegations of this type of criminal activity from informants and other outside sources of information (S.O.I.), including other federal, state, county, or local law enforcement agencies.

C. Termination of Cases

All assigned cases will be terminated either by arrest, completion of all information gathering procedures, or completion of a thorough investigation with the approval of the Special Operations Division Commander.

D. Reports and Records

1. Criminal Reports will be in accordance with Department General Order F-3, Criminal Intelligence.

2. Intelligence files will be in accordance with Department General Order F-3, Criminal Intelligence.

3. The Special Enforcement Team supervisor shall provide written monthly status reports of all significant gang, vice, and narcotics control activities to the Chief of Police via the chain of command.

VI. News Media

Media related activities required by the Special Enforcement Team will be conducted in accordance with Department General Order A-10, Media Relations.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

TRN.02.01

SKOKIE POLICE DEPARTMENT

RESPIRATOR PROTECTION PROGRAM

General Order:	F-79	**Replaces:** General Order:	F-79
Effective Date:	01 December 2023	Effective Date:	01 Jan. 2020

Indexed As: Respirator Protection Program

POLICY:

The Department recognizes that some of its personnel may be called upon to respond to incidents involving nuclear, biological or chemical agents. Within the bounds of available resources, the Respirator Protection Program is established to provide protection. Pursuant to this policy, the Department shall make respirators available to employees who may be at risk based on their duties. This policy will outline the process of issuing, training and using protective respirators.

PROCEDURE:

Definitions:

Air Purifying Respirator (APR): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Fit Test: The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator to an individual.

Physician or Other Licensed Health Care Professional (PLHCP): An individual whose legally permitted scope of practice allows him to independently provide, or be delegated the responsibility to provide, the health care services required by the Occupational Safety & Health Administration (OSHA) regulation.

CBRN: Chemical, Biological, Radiological, Nuclear.

I. Responsibility

A. The Deputy Chief of Administrative Services is responsible to ensure that:

1. A Respirator Protection Program is instituted and enforced.

2. An operational and appropriate respirator and CBRN filter is available for every employee determined to require one.

3. Each employee issued a respirator has the appropriate training and testing pursuant to this directive.

B. The Tactical Intervention Unit (TIU) Commander administers the respirator program. They are responsible for:

1. Being familiar with this policy and having the appropriate training and understanding of the use of the respirators.

2. Developing training and testing regimen that meets the appropriate state and federal requirements and ensuring that it is followed.

3. In addition to their annual respirator training certification, personnel will receive instruction regarding both hazardous materials and appropriate protective measures during hazardous materials situations. This hazardous materials awareness refresher training will be conducted annually. Personnel may receive both entry level and refresher instruction by means of interactive classroom sessions, scenario-based drills, the physical demonstration of skills and internet-based instruction. Through training, personnel will be able to recognize hazardous materials situations and know how to summon appropriate technical authorities to assess the situation. Additionally, the training will enable personnel to protect themselves and others during hazardous materials events. Personnel will also be trained to implement appropriate perimeter control near a potentially contaminated area.

4. Maintaining medical (if necessary), training, equipment and testing records.

C. In collaboration with the TIU Commander the Training Officer will implement the training and testing regimen.

D. Officers are responsible for ensuring that:

1. They have the requisite skills for and a full understanding of the use of the respirators.

2. They have a full understanding of this policy and its requirements for air-purifying respirator use.

3. Equipment is maintained in good working order and all maintenance procedures are followed.

II. Selection of Equipment

Any respirator shall be certified as Personal Protective Equipment for CBRN use by OSHA. The respirator must also meet the standards of the National Institute of Safety and Health (NIOSH) (which were adopted by the U.S. Department of Homeland Security Science and Technology Division). Other supporting equipment such as carrying cases, lens inserts and other canisters may be selected by the Deputy Chief of Administrative Services.

III. Medical Evaluations

A. Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job, workplace conditions in which the respirator is used, and the medical status of the employee.

B. Prior to the issuing of a respirator to any employee, a medical evaluation questionnaire meeting OSHA requirements will be completed by the employee. The questionnaire will be forwarded to a designated PLHCP for review as required by the Illinois Department of Labor.

C. If the PLHCP needs to clarify any questions, the PLHCP will contact the employee directly.

D. If the PLHCP feels a medical condition of the employee may restrict the employee’s ability to safely wear and use a respirator, the employee will be referred to a physician for follow-up.

E. After consulting with the employee, the physician will then be requested to communicate the findings to the Chief of Police regarding the employee’s ability to safely wear and use the respirator.

F. The medical evaluation questionnaire will be maintained on file by the PLHCP.

G. If an employee develops medical signs or symptoms related to the ability to use a respirator, they will complete a new medical questionnaire and forward it to the PLHCP for evaluation and further action, if necessary. Employees shall report to the Chief of Police without unnecessary delay any changes in medical condition or any change in facial structure or hair growth that may affect their ability to wear a respirator.

H. Employees will complete a new medical questionnaire at least every four years as recommended by NIOSH.

IV. Issuance of Respirators

A. All Tactical Intervention Unit Operational members will be issued and must use respirators when warranted. All other Department Officers and CSOs may voluntarily use a respirator provided they comply with this policy.

B. Each employee required to wear a respirator will be issued the following equipment:

1. One approved CBRN NIOSH-approved Air Purifying Respirator

2. One CBRN NIOSH-approved Filter

3. One Storage Bag

V. Fit Testing Procedures

A. At the time of initial issuance and thereafter on an annual basis, a respirator fit testing shall be used to determine the ability of each employee to obtain a satisfactory fit with the issued respirator.

B. Fit testing will be conducted by a trained employee.

C. A written record of the fit testing will be completed, forwarded to and maintained by the Administrator of the Respiratory Protection Program.

D. If an employee has facial hair that interferes with the respirator’s seal, they are not authorized to wear a respirator and must turn it in.

E. If, during fit testing or actual use of a respirator, any observations are made related to an employee’s inability to use the respirator, these observations shall be reported to the Chief of Police either by the user of the respirator or the person observing.

VI. Prescription Eyewear

A. Use of ordinary prescription eyewear is prohibited when an employee is wearing a respirator.

B. Personnel who use prescription eyewear to correct their normal vision will be provided with monocle inserts for the respirator that have been made to the individual’s prescription. There will be no cost to the individual.

C. Personnel who need monocle inserts for their respirators will make arrangements with the Deputy Chief of Administrative Services for production of the inserts to their prescription.

VII. Limitations on Respirator Use

A. The respirator shall not be used for fire fighting or other oxygen-deficient environments.

B. The respirator is intended to be used as a means of personal respiratory protection in an incident involving chemical, biological, radiological or nuclear hazards.

C. Respirators are only effective if used with the correct filter for a particular biological or chemical substance.

VIII. Use of Respirators

A. Whenever an employee reasonably believes that an imminent threat or actual release of a chemical, biological, radiological or nuclear nature exists, they should put the respirator on, along with the CBRN filter provided with it.

B. CBRN filters are to remain in their sealed bag until needed. The normal shelf life of a filter in a sealed bag is 10 years. Once the filter has been removed from the sealed bag, the shelf life is reduced to approximately one year.

C. After putting the respirator on, the employee should ensure that it has a proper seal by performing a negative pressure test as demonstrated in training.

D. Employees shall remove themselves from the area of the threat before taking off the respirator.

E. It is imperative that the respirator remains intact and properly seals the face throughout the duration of the incident while the employee is in the threat area.

IX. Maintenance and Inspection

A. Cleaning

1. Employees shall be responsible for cleaning the respirator after each use and replacing the filters when necessary. Replacement filters should be requested from the Terrorism Liaison Coordinator.

2. Cleaning will be done according to the manufacturer's specifications.

B. Inspection

1. Personnel assigned a respirator will inspect them monthly to ensure a state of operational readiness.

2. In addition, respirators will be inspected semi-annually by the employee's supervisor. These inspections will be documented on the Skokie Police Department Personnel Inspection Checklist.

X. Training

A. All personnel issued a respirator shall be trained prior to its use.

B. Training shall cover the proper use of respirators including:

1. Putting the respirator on.
2. Putting the filter on the respirator.
3. Taking the respirator off.
4. Storage of the respirator.
5. Proper care, cleaning, and inspection.
6. Capabilities of the respirator.

C. Refresher training shall be conducted annually.

XI. Evaluation of Program

A. The Deputy Chief of Administrative Services will evaluate the Respirator Protection Program on an annual basis.

B. The purpose of the evaluation is to determine the effectiveness of the program.

C. The Deputy Chief of Administrative Services is responsible for amending the program, as required.

APPENDIX

AWARENESS LEVEL GUIDELINES

I. Nature of the Hazard. The hazard may be chemical, biological, nuclear/radiological, and/or explosive/hazardous materials.

A. Initial warning. With increased awareness and training about Weapons of Mass Destruction (WMD) incidents, first responders should recognize that a WMD incident has occurred.

B. Initial detection. The initial detection of a WMD terrorist attack will likely occur at the local level by either first responders or private entities.

1. First responders will be relied upon to identify unusual symptoms, patterns of symptom occurrence, and any additional cases of symptoms as the effects spread throughout the area.

2. First responders must be protected from the hazard prior to treating victims.

3. Detection of biological agents could occur days or weeks after exposed individuals have left the site of the release. Thus, the scene may shift to the public health facilities receiving unusual numbers of patients.

C. Investigation and containment of hazards. First responders will provide initial assessment or scene surveillance of a hazard caused by an act of WMD terrorism. Proper authorities capable of dealing with and containing the hazard are to be alerted. First responders must be able to assess the situation and request assistance as quickly as possible. The Skokie Police Department Disaster Plan contains an enumeration of federal agencies with counterterrorism roles.

II. Hazard Agents

A. Chemical. Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from paramedics, police, HazMat teams, and emergency room staff.

Appendix (Continued)

1. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination.

2. Since most chemical attacks will be localized, their effects will be evident within a few minutes.

    a. Persistent chemical agents may remain in the affected area for hours, days, or weeks.

    b. Non-persistent chemical agents have high evaporation rates, are lighter than air, and disperse rapidly in well-ventilated areas.

3. General indicators of possible chemical agent use.

    a) Unusual occurrence of dead or dying animals

        (1) Lack of insects
        (2) Dead birds

    b) Unexplained casualties

        (1) Multiple victims
        (2) Surge of similar 9-1-1 calls
        (3) Serious illnesses
        (4) Nausea, disorientation, difficulty breathing, or convulsions
        (5) Definite casualty patterns

    c) Unusual liquids, spray, or vapor

        (1) Droplets, oily film
        (2) Unexplained odor
        (3) Low-lying clouds/fog unrelated to weather

    d) Suspicious devices or packages

        (1) Unusual metal debris
        (2) Abandoned spray devices
        (3) Unexplained munitions

B. Biological. Recognition of a biological hazard may occur through various methods: 1) Identification through a credible threat, discovery of bioterrorism evidence (devices, agents, clandestine lab), 2) Diagnosis (identification of a disease caused by an

Appendix (Continued)

agent identified as a possible bioterrorism agent), 3) Detection (gathering and interpretation of public health surveillance data).

1. A characteristic of an infectious disease may include a delay between exposure and onset of illness, or an incubation period.

   a) Incubation may range from several hours to a few weeks, depending on the level of exposure and the pathogen.

   b) Initial response is likely to be made by direct patient care providers and the public health community.

2. Indicators of possible biological agent use.

   a) Unusual occurrences of dead or dying animals

   b) Unusual Casualties

      (1) Unusual illness for a region or area
      (2) Definite pattern inconsistent with natural disease

   c) Unusual liquids, spray, or vapor

      Spraying or suspicious devices or packages

C. Nuclear/Radiological. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of the radiation.

1. Explosion. Radioactive material may or may not be obvious (depending on the nature of the explosive device).

2. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain.

3. Indicators of possible nuclear weapon/radiological agent use.

   a) A stated threat to deploy a nuclear or radiological device

   b) The presence of nuclear or radiological equipment (spent fuel canisters or nuclear transport vehicles)

Appendix (Continued)

C) Nuclear placards or warning materials along with otherwise unexplained casualties

4. Scenarios constituting an intentional nuclear/ radiological emergency.

a) Use of an Improvised Nuclear Device (IND)

(1) An explosive device used to cause a nuclear yield

(2) Uranium or plutonium isotopes used to fuel the device

b) Use of Radiological Dispersal Device (RDD)

(1) Any explosive device utilized to spread radioactive material upon detonation

(2) Any improvised explosive device could be used by placing it in close proximity to radioactive material

c) Use of a Simple RDD that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) could be used.

D. Conventional Explosive Devices. This is the easiest to obtain and use.

1. Used to cause massive local destruction, disperse chemical, biological, or radiological agents

2. Categorized as explosive or incendiary

3. Categorized as the terrorist weapon most likely to be encountered

4. Can be outfitted with timers, remote triggers, activated by light, pressure, movement, or radio transmission

5. Historically, less than five percent of actual (or attempted) bombings were preceded by a threat

6. Devices may be employed covertly, and not readily detectable

7. Secondary devices may be targeted against responders

Appendix (Continued)

III. Potential Targets

A. Traffic

1. Roadways and bridges with large volumes of traffic
2. Points of congestion that could impede response or place citizens in a vulnerable area

B. Trucking and Transportation Activity

1. Hazardous material cargo
2. Weigh stations or transfer stations

C. Waterways

Map pipelines and process/treatment facilities

D. Trains

1. Note location of rails and lines, interchanges, and passenger terminals
2. Note any HazMat material that may be transported via rail

E. Government Facilities

1. Law enforcement
2. Fire/rescue
3. City Hall
5. Public services
6. Schools
7. Post Office
8. Government officials' residences

F. Recreation Facilities

1. Park District facilities
2. Golf courses

G. Utilities

1. Water plant and towers
2. Gas mains
3. Commonwealth Edison facilities and infrastructure
4. Telecommunications facilities and infrastructure

For a comprehensive description of responses to chemical, biological, radiological and nuclear weapons and hazardous materials, refer to Sections 1 through 5 of the Skokie Police Department Disaster Manual.

SKOKIE POLICE DEPARTMENT

DEALING WITH THE MENTALLY ILL/DEVELOPMENTALLY DISABLED

General Order: F-80
Replaces: General Order: F-80
Effective Date: 01 July 2024
Effective Date: 01 Apr. 2024

Indexed As: Mentally Ill

POLICY:

The need to assess the mental state and intentions of individuals is a routine requirement of Officers performing enforcement and investigative functions. Dealing with individuals known or suspected to be mentally ill/unstable carries the potential for misunderstanding, which could ultimately result in an unnecessary confrontation or violence. Officers must make preliminary judgments about the mental state of any individual potentially suffering from mental illness. Special knowledge and skill are required to safely and effectively interact with such persons.

Our “Be the Difference” philosophy emphasizes striving to create a community of partnership, mutual respect, and an environment of safety for all. The core objective of this policy is to provide guiding procedures to ensure the safety of responding officers and individuals experiencing a mental health crisis. The standard of care expected of officers calls for reflective thinking and problem-solving capabilities.

PROCEDURE:

I. Definitions

A. Mental Illness (405 ILCS 5/1-129)

The Illinois Mental Health and Developmental Disabilities Code defines mental illness as a mental or emotional disorder that substantially impairs a person’s thought, perception of reality, emotional process, judgment, behavior, or ability to cope with the ordinary demands of life. The definition does not

include a developmental disability, dementia or Alzheimer's disease absent psychosis, a substance abuse disorder, or an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

B. Developmental Disability (405 ICLS 5/1-106)

The Illinois Mental Health and Developmental Disabilities Code defines developmental disability as a severe, chronic disability, other than mental illness, found to be closely related to an intellectual disability (ID) because this condition results in impairment of general intellectual functioning or adaptive behavior similar to that of persons with ID, and requires services similar to those required for a person with an intellectual disability. In addition, a developmental disability:

1. is manifested before the individual reaches 22 years of age;

2. is likely to continue indefinitely;

3. results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, or economic self-sufficiency;

4. reflects the individual's need for a combination and sequence of special interdisciplinary or generic services, individualized supports, or other terms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

C. Psychosis

Psychosis is a loss of contact with reality, usually including delusions and/or hallucinations. Psychosis is often symptomatic of schizophrenia. However, it can also be a result of a bipolar (manic depression) condition or depression with psychosis. In addition, a person with dementia or Alzheimer's may experience psychosis. An Officer may also observe psychosis in a person who is having a reaction to drugs or alcohol. Psychotic behavior may also be exhibited under conditions of extreme stress. This behavior (commonly referred to as "reactive psychosis") typically lasts a few days.

D. Delusions

False beliefs based upon inconsistent cultural beliefs, or the person's level of intelligence and life experiences. Examples may include the belief that they are God or that they come from another planet. Delusions often involve paranoia. For example, a person may believe that they are being followed, or that their house is under surveillance. A person may be too paranoid to eat because they believe someone has poisoned their food. They may resist sleeping because they believe that they will never awaken.

E. Hallucinations

Major disturbances in perception may occur in the following forms: Visual, auditory, tactile, olfactory, somatic and gustatory.

1. Auditory Hallucinations
   Voices/sounds that a person hears that no one else can hear. These voices/sounds are often heard inside the person's head but may also be heard outside the person's head as well. Auditory hallucinations may become command hallucinations. This means that the voices inside the person's head are telling them what to do. It is common for a command hallucination to tell the individual to hurt themselves or someone else. Auditory hallucinations are the most common of all hallucinations. The majority of people with

schizophrenia suffer from auditory hallucinations.

2. Visual Hallucinations
   Visions that a person sees that no one else can see.

3. Tactile Hallucinations
   Sensations that a person feels on their skin, i.e., tingling or burning feeling or feeling that bugs are crawling on them.

4. Somatic Hallucinations
   Sensations that a person feels inside their body, i.e., snakes crawling inside their stomach.

5. Olfactory Hallucinations
   Odors that a person smells that have no basis.

6. Gustatory Hallucinations
   Tastes in a person's mouth that have no basis.

II. Determining Threat

A. Not all mentally ill persons present a threat. Some may represent a threat only under certain circumstances or conditions. Officers should be aware of the following indicators in helping to determine whether the person maybe a threat to themselves or others:

1. Intentionally causing physical injury to another, including sexual assault and domestic and dating violence.

2. Using language or engaging in behavior that threatens physical injury to another or themselves.

3. Brandishing or using a weapon in a threatening manner towards another.

4. Intentionally damaging property that has the effect of intimidating, frightening, coercing or provoking others.

5. Statements about planning or conducting a violent event or harming others.

6. Statements indicating a preoccupation with weapons, violence, violent events or persons who have engaged in violent acts.

7. Indicates a lack of concern for the future (giving belongings away, quitting job, etc.).

8. Makes suicidal comments or threats.

9. Verbal or written abuse or harassment of others including direct contact, voicemail, e-mail, social networking sites, etc.

10. Possesses a prior history of suicidal/homicidal.

III. Dealing with the Mentally Ill/Unstable

A. Whether dispatched, self-initiated or involved in an interview or an interrogation, Officers interacting with an individual suspected of having mental illness should have a back-up whenever practical. Mentally ill persons in crisis may be quite unpredictable. When responding to an incident involving an individual with a mental health condition, officers shall carefully assess the situation by determining the nature of the call and its context before deciding which resolution will be the most appropriate. Responding officers shall obtain information from Communications and the reporting party to determine if the incident involves a criminal act, weapons, or physical injuries.

B. Contact the Communications Center to request that the Co-Responder Team, if available, meet you on scene to assist in interviewing, assessing and providing any needed resources to the individual and their family. Officers may encounter a multitude of behaviors when responding to a call involving individuals with mental health conditions. Officers must assess and attempt to de-escalate the situation and make informed decisions regarding intervention strategies at the scene. When possible, a CIT officer should be requested to aid in de-escalation techniques.

C. Take steps to calm the situation. When possible, reduce/eliminate any stimuli. In the field, for example, avoid the unnecessary use of emergency lights or sirens. When at the person's home, ask to turn off/down any television, stereo or computer. During interviews or interrogations, take steps to minimize extraneous noise. Officers shall evaluate the nature and seriousness of the incident by considering any physical injury, behavioral cues, current environment, and safety. The officers' decisions to resolve the incident must be based on the totality of circumstances and the legal authority to act. Officers should be mindful of the number of individuals present when assisting an individual experiencing a mental health crisis, as too many people can increase stimulation and escalate the situation.

D. Avoid physical contact with the person. If possible, do not approach the person from behind.Use space when dealing with individuals experiencing mental health crisis. Keep your hands visible to the person and try to keep them at waist level. Mental health conditions are not limited by race, age, socioeconomic class, or occupation. Officers shall afford individuals with mental health conditions the same rights, dignity, and access to police and other government and community services as are provided to all citizens. It is imperative that officers work in partnership with fellow officers, mental health practitioners and community services to find the most practical measures to meet the needs of an individual experiencing a mental health crisis.

E. Try not to raise your voice. Speak in a calm tone. Officers should speak one at a time. When asking the person questions, make them short and simple. Allow the person time to respond. A fundamental understanding of the distinction between mental health conditions and developmental disability is clearly important for an appropriate response. However, officers shall not diagnose mental health conditions, and the intent of this policy is not to make officers diagnosticians or clinicians at the scene. Inaccurate classifications of mental health conditions may lead to inappropriate resolutions.

F. It is generally best not to *threaten* the person with detention (protective custody) or hospitalization, even if this may be the end result. When in the field and you intend to take the person into protective custody and when feasible and safe to do so, first explain that you need to talk to them further at the police station. Keep them as calm as possible to facilitate transportation. At the police facility, calmly explain the reason for the detention.

If you intend to take someone to the hospital for a psychological evaluation, you should not tell them that they will be hospitalized. Typically, such statements will only add to their stress, anxiety, or agitation. Only a physician may order the involuntary hospitalization of the person. Encourage the person to calmly accompany you to the emergency room to talk with the doctor. If the person is to be arrested and is admitted to the hospital, refer to Department General Order F-1: Transporting Detainees, Appendix B: Hospital Procedures for Detainees (MITTS)
Officers 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.

G. Do not antagonize the person. Do not make judgmental comments regarding appearance, lifestyle, etc.

H. It is not beneficial to try to talk someone out of their delusions. Typically, they will not believe you and they will perceive this as an act against them.

I. One should not tell the person that they are not really experiencing their hallucinations. For example, do not tell the person that they really are not hearing voices. From their distorted perspective, they *really are* hearing voices. They may or may not recognize that they are hallucinating. Even if they are aware that they are hallucinating, do not minimize it. For example, do not tell them to calm down and that the voices are not real. This is likely to agitate them. Instead, acknowledge what they are experiencing and assure them that you are there to help them.

J. Individuals determined to be a clear and present danger, as defined in Department Order F-33: Clear and Present Danger Reporting, shall be handled in accordance with Department General Order F-33 and this General Order.

IV. Procedure of Involuntary Psychiatric Hospitalization

A. Assistance

If needed, Officers will attempt to contact the Skokie Police Department Co-Responder Team or Social Worker for assistance/ consultation in formulating a petition for involuntary psychiatric hospitalization.

B. Criteria for Involuntary Admission

In order for an individual to be subject to an involuntary admission, the Officer must be able to articulate how the individual meets at least one of the three criteria delineated in State law. According to Illinois Compiled Statutes, a “person subject to involuntary admission on an inpatient basis” means:

1. A person with mental illness who because of his or her illness is reasonably expected, unless treated on an inpatient basis, to engage in conduct placing such person or another in physical harm or in reasonable expectation of being physically harmed;

2. A person with mental illness who because of his or her illness is unable to provide for his or her basic physical needs so as to guard himself or herself from serious harm without the assistance of family or others unless treated on an inpatient basis; or

3. A person with mental illness who refuses treatment or is not adhering adequately to prescribed treatment; because of the nature of his or her illness, is unable to understand his or her need for treatment; and if not treated on an inpatient basis, is reasonably expected, based on his or her behavioral history, to suffer mental or emotional deterioration and is

reasonably expected, after such deterioration, to meet the criteria of either paragraph 1 or paragraph 2 of this Section.

4. An individual who is developmentally disabled and unless treated on an inpatient basis is reasonably expected to inflict serious physical harm upon themselves or others in the near future.

5. A person who is in need of immediate hospitalization for the prevention of such harm (in relation to any of the above criteria).

6. Special consideration should be given to juveniles who have made suicidal or homicidal statements. If a parent does not want their juvenile child to go to the hospital and after considering the specific circumstances surrounding the current situation and past history with the family, the responding officer may choose to allow the juvenile to remain with the parent(s). If based on the specific circumstances (statements combined with overt acts of cutting, self-harm, past history of suicide attempts, parent's historical lack of good judgement. Etc.), the officer feels that the juvenile still needs to go the hospital, the officer may take protective custody of the juvenile and transport said juvenile to the hospital for evaluation by a medical professional. If a parent cannot be located, an officer may still take protective custody and transport to the hospital for an evaluation. In those circumstances, DCFS should be contacted and advised of the situation.

C. Transport of Persons to a Medical Facility

1. Officers will transport persons to the nearest available hospital, i.e., Skokie Hospital, St. Francis Hospital, Lutheran General Hospital, or Evanston Hospital to provide the proper and adequate treatment for persons experiencing a mental health crisis.

2. If a person requires medical attention for a physical condition, an ambulance should be called for transport to the hospital. This should also be considered in cases where the person is elderly or disabled.

3. When an Officer is transporting an individual to the hospital, a transport car should be used so the person does not attempt to flee.

4. Officers may restrain and/or use force in accordance with Department General Orders F-1: Transporting Detainees, and A-15: Use of Force on the individual based upon a threat to themselves and others.

D. Petition for Involuntary Admission

Upon taking the person to the emergency room, the Officer will be asked to fill out the petition for involuntary admission for a person eighteen (18) and older. Be as specific as possible when describing the person's behavior, mood, medication status, prior hospitalization and statements that warrant their hospitalization. Include quotes of any threats or bizarre statements that the person made. Be sure to sign the petition and include any known family member's name and phone numbers.

If the Officer did not witness any behaviors/statements warranting the person's hospitalization, the Officer should not be the person to complete the petition. For example, if the Officer is responding to a call based upon a family member/friend/neighbor's report of the person's suicidal/homicidal gestures or inability to care for themselves, and the Officer did not witness this when they arrived, the person who witnessed this behavior should complete the petition. The Officer must tell the person to accompany them or meet the Officer in the emergency room to fill out the petition. If the Officer transports the individual to the hospital, the Officer will still be required to sign the petition on page three (3) of the State

of Illinois Petition for Involuntary/Judicial Admission under “Transporting Officer’s Name”.

If the Officer was a witness to the suicidal/homicidal statements and the person voluntarily wants to be transported to the hospital for an evaluation, an Involuntarily Petition should still be completed.

The only time a Petition will not be completed is if the person requests a ride to the hospital, but will not elaborate about why they wish to speak to the crisis worker, or do not make suicidal/homicidal statements.

If the person seeking admission to the hospital is under eighteen (18) years old, and the parents of the minor wish to have them transported by Skokie Police to the hospital for an evaluation, the parents must meet the Officer at the hospital. If the parent(s) wish to drive the juvenile themselves, the Officer should follow up with the parent(s) to ensure they arrived at the hospital. A juvenile Petition for Involuntary/Judicial Admission is not necessary and does not have to be completed. It is important for the Officer to inform the hospital staff of any suicidal/homicidal comments made by the juvenile and advise hospital staff the parents are on the way. It should be documented in a report that the parents of the juvenile arrived on scene at the hospital. If hospital staff request for a petition to be completed, a petition should then be completed.

E. Persons Requiring Social Services vs. Hospitalization

1. During non-business hours, the Department Co-Responder Team or Social Worker are on call and may be contacted with sworn supervisor's permission. Should a person require support to meet a social/emotional need. If the issue can wait until the Co-Responder Team or Social Worker's next scheduled work day, make referrals to the Co- Responder Team or Social Worker. The Co-Responder Team or Social Worker will subsequently provide the appropriate support or outside referrals. If the Co-Responder Team or Social Worker are unavailable and a referral is needed, please refer to Appendix A for the community referral list.

2. Additionally, an individual 18 years and older may be taken to Turning Point's "The Living Room" daily. for support and counseling, when they do not meet the criteria for an involuntary petition and they do not wish to voluntarily go to the Emergency Room. "The Living Room" hours are Tuesday, Wednesday and Thursday between 8 a.m. and 8 p.m. and on all other days between 12 p.m. and 8 p.m.

V. For additional information regarding the transportation of persons suspected of being mentally ill, refer to Department General Order F-19: Transporting Non-Detainees.

VI. Training

It is the intent of the Skokie Police Department to ensure that appropriate Department personnel are trained to recognize and properly deal with persons suffering from mental illness, and to be kept abreast of current information regarding persons in need of psychiatric intervention. In order to do so:

A. All recruit Officers, during their Skokie Police Expanded Basic training, will receive instruction regarding the contents of Department General Order F-80, Dealing with the Mentally Ill from the Skokie Police Department Social Worker or designee.

B. The Skokie Police Department Co-Responder Team and Social Worker will meet as needed with the Training

Unit to assess the need for additional training bulletins.

D. The Skokie Police Department Co-Responder Team or Social Worker and the Training Unit will work together to review current policy and provide refresher training to all appropriate personnel at least every three years.

VII. Goals

The overall goals of responding to calls involving individuals experiencing mental health crises are to:

A. Reduce injuries to responding officers and individuals experiencing a mental health crisis by using proper de-escalation techniques;

B. Increase the safety of individuals by using appropriate communication strategies;

C. Identify a community-based approach as a response to those with mental health conditions;

D. Identify appropriate resolutions available to responding officers at the scene; and

E. Reduce the stigma associated with mental health conditions.

APPENDIX A
RESOURCE/REFERRAL LISTING

Child Abuse – DCFS Hotline	800-25-ABUSE
Elder Abuse Hotline After 5 p.m.	866-800-1409
Before 5 p.m.	847-425-7500
Runaway/Lockout Turning Point	847-933-0051

Domestic Violence Shelters

A Safe Place, Zion	847-249-4450
Apna Ghar (for Asian Women)	773/334-4663
Evanston Battered Women's Shelter	847-864-8445
Korean American Women in Need (for Asian Women)	312-583-0880
Muieres Latinas En Accion	312-738-5358
Shalva (for Jewish women only)	773-583-4673
Wings, Rolling Meadows	847-221-5680

Homeless Shelters

Pacific Garden Mission, 1458 S. Canal	312-492-9410
Connections, Evanston (no children)	847-475-7070 (Call first)

Take to any Chicago Hospital Emergency Room or Chicago Police Department to request shelter if the person's last residence was Chicago.

Social Detox Centers

Haymarket House, 932 W. Washington, Chicago	773-226-4357
Kenmore Center, 5517 N. Kenmore, Chicago	773-275-7962
Women's Treatment Center, 140 N. Ashland, Chicago	312-850-0050
Medical Detox – Any Emergency Room	
Skokie Hospital	847-677-9600
Chicago Behavioral Hospital, Des Plaines	844-756-8600

Outpatient Drug Counseling

Peer Services, 906 Davis, Evanston	847-492-1778
Alcoholics Anonymous	312-346-1475
Narcotics Anonymous	708-848-4884
Alanon (for family members)/Alateen	312-409-7245
Behavioral Services, 8707 Skokie Boulevard, Skokie	847-673-8577

Counseling

Metropolitan Family Services, Skokie	847-425-7500
Response Center (for kids)	847-676-0078
Turning Point, Skokie	847-933-0051

Jewish Family and Children Services, Skokie	855-275-5237
Village of Skokie Human Services Directory	847-933-8208
Trilogy Alternative Crisis Team	800-322-8400
Mental Health Crisis Line	9-8-8
MIRA (Middle Eastern Immigrant and Refugee Alliance	773-706-2757

APPENDIX B

APPLICABLE ACCREDITATION STANDARDS

OPR.07.02

SKOKIE POLICE DEPARTMENT

ABANDONED INFANTS

General Order: F-81 **Replaces:** General Order:
Effective Date: 01 December 2023 Effective Date:01 Nov. 2021

Indexed As: Abandoned Infants

POLICY:

Members of the Skokie Police Department will comply with the Abandoned Newborn Infant Protection Act (325 ILCS 2). The Act is intended to enable the parent(s) of a newborn to relinquish the infant to a safe environment, to remain anonymous, and to avoid civil or criminal liability for relinquishing the infant that is 30 days old or less and has no signs of abuse or neglect.

PROCEDURE:

I. Definitions

A. Newborn Infant: A child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished to an approved facility and who is not an abused or neglected child.

B. Relinquish: To bring a newborn infant to an approved facility and to leave the infant with personnel of that facility, if the person leaving the infant does not express an intent to return for the infant or states that he or she will not return for the infant.

C. Abused/Abandon/Neglected Child: This is as defined in the Abused and Neglected Child Reporting Act (325 ILCS 5).

D. Temporary Protective Custody: The temporary placement of a newborn infant within a hospital or other medical facility out of the custody of the infant’s parent.

E. Receiving Employee: Any Skokie Police Department employee that discovered, or received from another, a newborn infant.

F. Approved facility: Hospitals, emergency medical facilities, fire stations and police stations.

G. Emergency Medical Facility: A freestanding emergency or trauma center.

II. Relinquished Newborns

A. All Skokie Police Department employees must accept a newborn infant brought into the police station for the purpose of relinquishing an infant in accordance with the provisions of the Abandoned Newborn Infant Protection Act.

B. An ambulance will immediately be requested to transport the infant to a hospital for a medical examination. It is also the hospital's responsibility to take temporary protective custody of newborn infants until discharged to a child welfare agency or DCFS. It is the hospital's responsibility to notify the State's Central Registry (1-800-25-ABUSE) within 12 hours after receiving a newborn infant from the Police Department. This notification will begin the procedure for DCFS to transfer custody of the child to a child welfare agency or to DCFS itself.

C. A Watch supervisor will be notified as soon as practical.

D. Relinquishing a newborn infant does not, by itself, constitute a basis for a finding of abuse, neglect, or abandonment of the infant pursuant to the laws of the state nor does it, by itself, constitute a violation of the criminal code of 1961.

E. Neither a child protective investigation nor a criminal investigation may be initiated solely because a newborn infant is relinquished under the provisions of the Abandoned Newborn Infant Protection Act. An investigation may only be initiated if there is evidence of abuse or neglect.

F. If there is evidence of abuse or neglect, a criminal investigation will begin and the incident must be reported to DCFS.

G. If there is no evidence of abuse or neglect of the relinquished infant, the person relinquishing the newborn infant has the right to remain anonymous and leave the police station at any time and not be questioned, pursued, or followed.

H. If a newborn infant is relinquished at one of the other approved facilities in Skokie, the Skokie Police Department does not have a role, defined by the Act, unless there is evidence of abuse/neglect.

I. If the person who relinquished or a person claiming to be the parent of a newborn infant returns to reclaim the infant with 30 days after the infant was relinquished to the Skokie Police Department, the Department must inform such person of the name and location of the hospital to which the infant was transported.

III. Information for Relinquishing Person

A. The relinquishing person shall be offered information about the relinquishment process either in writing, or by referring such person to a website (DCFS Safe Haven website), or other electronic resource. Such information shall state that his or her acceptance of the information is completely voluntary. The information must include:

1. No sooner than 60 days following the date of initial relinquishment of the infant to an approved facility, the child welfare agency or DCFS will commence proceedings for the termination of parental rights and placement of the infant for adoption.

2. Failure of a parent of the infant to contact DCFS and petition for the return of custody of the infant before termination of parental rights bars any future action asserting legal rights with respect to the infant.

3. A resource list of providers of counseling services including grief counseling, pregnancy counseling, and counseling regarding adoption and other available options for placement of the infant.

4. Information that describes this Act and the rights of birth parents, including an option for the parent to complete and mail to DCFS a form that shall ask for basic anonymous background information about the relinquished child.

5. Information about the Illinois Adoption Registry, including a toll-free number and website information.

6. Information about a mother’s postpartum health.

IV. Reporting

A. If there is no evidence of abuse or neglect of the relinquished newborn infant, a report will be

completed using the offense title Child Abandonment.

B. If there is evidence of abuse or neglect, a report will be completed using the appropriate criminal offense and DCFS will be notified.

V. Investigations Division

A. If a relinquished newborn appears to more than 30 days old or shows signs of abuse or neglect, the Investigations Division will be notified.

B. Upon receipt of a report of the Skokie Police Department receiving a newborn infant, the Investigations Division will, to the extent possible, investigate to determine if the newborn infant is a possible missing child. This investigation will include the use of the National Crime Information Center (NCIC).

SKOKIE POLICE DEPARTMENT

IDENTITY THEFT

General Order: F-82
Effective Date: 01 August 2025

Replaces:
General Order: F-82
Effective Date: 01 Nov. 2021

Indexed As: Identity Theft

POLICY:

Identity theft is one of the fastest-growing economic crimes in the United States. It has a serious impact on financial institutions as well as persons whose identifying information has been illegally used. It is also a tool that terrorists and those who are attempting to evade the law can use to their advantage. Consequently, the Skokie Police Department shall take those measures necessary to record criminal complaints, assist victims in contacting appropriate investigative and consumer protection agencies, and work with federal, state, and local law enforcement and reporting agencies to identify and apprehend perpetrators. The purpose of this policy is to provide personnel with protocols for accepting, recording, and investigating identity theft offenses.

PROCEDURE:

I. Definitions

A. Identity Theft: Identity theft is the wrongful use of another person's identifying information to commit financial or other crimes. Identity theft is generally a means for committing other offenses, such as fraudulently obtaining goods, services, money, other property, financial credit, or loans, among other crimes.

B. Aggravated Identity Theft: A person commits the offense of aggravated identity theft when he or she commits the offense of identity theft against a person 60 years of age or older or a disabled person.

C. "Personal identifying information" means any of the following information:

1. A person's name
2. A person's address
3. A person's date of birth
4. A person's telephone number
5. A person's driver's license number or State of Illinois identification card as assigned by the Secretary of State of the State of Illinois or a similar agency of another state
6. A person's Social Security number
7. A person's public, private, or government employer, place of employment, or employment identification number
8. The maiden name of a person's mother
9. The number assigned to a person's depository account, savings account, or brokerage account
10. The number assigned to a person's credit or debit card, or other similar cards, whether issued by a financial institution, corporation, or business entity
11. Personal identification numbers
12. Electronic identification numbers
13. Digital signals
14. User names, passwords, and any other word, number, character, or combination of the same usable in whole or part to access information relating to a specific individual, or the actions taken, communications made or received, or other activities or transactions of a specific individual
15. Any other numbers or information which can be used to access a person's financial resources, or to identify a specific individual, or the actions taken, communications made or received, or other activities or transactions of a specific individual

D. "Document-making implement" means any implement, impression, template, computer file, computer disc, electronic device, computer hardware, computer software, instrument, or device that is used to make a real or fictitious or fraudulent personal identification document.

E. "Financial transaction device" means any of the following:

1. An electronic funds transfer card
2. A credit cards
3. A debit cards
4. A point-of-sale card

5. Any instrument, device, card, plate, code, account number, or personal identification number or other means of access to a credit account or deposit account, or a driver's license or state identification card used to access a proprietary account, other than access originated solely by a paper instrument, that can be used alone or in conjunction with another access device, for any of the following purposes:

    a) Obtaining money, cash refund, or credit account, credit, goods, services, or any other thing of value

    b) Certifying or guaranteeing to a person or business the availability to the device holder of funds on deposit to honor a draft or check payable to the order of that person or business

    c) Providing the device holder access to a deposit account to make deposits, withdraw funds, transfer funds between deposit accounts, obtain information pertaining to a deposit account, or making an electronic funds transfer

II. Legal Prohibitions

A. Identity theft offenses are punishable under federal law when any person knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a felony under any applicable state or local law.

B. Identity theft offenses are punishable under Illinois state law, which makes it a crime to use a person's identifying information to obtain credit, goods, services, or other property fraudulently.

III. General Offense Reports

A General Offense Report shall be made on any identity theft determined to have occurred within the Village of Skokie, and from any Skokie resident who becomes a victim of identity theft, regardless of where it occurred. To facilitate investigation, it is essential to include all relevant information and data in such reports by:

A. Fully recording information concerning criminal acts that may have been committed by illegally using personal identifying information, as covered by state and federal law.

B. Classifying as identity theft, fraudulent acts committed against an individual when there is evidence that, in the victim's name, the following types of unauthorized activities have taken place, including, but not limited to:

1. Credit card charges, debit cards, and ATM cards
2. Credit card checks written against their account
3. Credit card accounts opened or account addresses changed
4. Establishment of a line of credit at a store or obtaining a loan at a financial institution
5. Goods or services purchased in their name
6. Gaining access to secure areas
7. Used for computer fraud

C. Obtaining or verifying, as appropriate, identifying information of the victim to include date of birth, social security number, driver's license number, other photo identification, current and most recent prior addresses, and telephone numbers.

D. Documenting the nature of the fraud or other crime committed in the victim's name.

E. Determining what types of personal identifying information may have been used to commit these crimes and whether any of these have been lost, stolen, or potentially misappropriated.

F. Documenting any information concerning where the crime took place, the financial institutions or related companies involved, and the residence or whereabouts of the victim at the time of these events.

G. Determining whether the victim authorized anyone to use his or her name or personal information.

H. Determining whether the victim has knowledge or belief that a specific person or persons have used his or her identity to commit fraud or other crimes.

I. Determining whether the victim is willing to assist in the prosecution of suspects identified in the crime.

J. Determining if the victim has filed a report of the crime with other law enforcement agencies and whether such agency provided the complainant with a report number.

K. Documenting/describing the crime, the documents or information used, and how the victim's identifying information was obtained, if not otherwise provided.

L. Forwarding the report through normal procedures to the Investigations Division, but immediately to intelligence agencies and federal agencies if it appears to have national security implications.

IV. Assisting Victims

A. Officers taking reports of identity theft shall take those steps reasonably possible to help victims resolve their problem by providing victims with a Skokie Police Department Identity Theft pamphlet.

B. Victims of false unemployment benefits claims should be directed to contact the Illinois Department of Employment Security or its website, where a report can be filed and an investigation initiated.

V. Investigations

Where appropriate, investigations of identity theft shall include, but are not limited to:

A. Reviewing the crime report and conducting any follow-up inquiries of victims or others as appropriate for clarification/expansion of information.

B. Contacting other involved or potentially involved law enforcement agencies for collaboration and avoidance of duplication. These agencies include, but are not limited to:

1. Federal law enforcement agencies such as the U.S. Secret Service, the Federal Bureau of Investigation, and the U.S. Postal Inspection Service, as appropriate, whether or not the victim has filed a crime report with them.

2. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place.

VI. Community Awareness and Prevention

The Skokie Police Department will strive to increase public awareness regarding identity theft and its prevention through print and electronic media, and by disseminating informational brochures at appropriate community events. Further, officers engaged in public education (information forums, community crime prevention and awareness presentations) or similar efforts will provide information relevant to the prevention of identity theft, as appropriate.

SKOKIE POLICE DEPARTMENT

Automated License Plate Reader Cameras

General Order: F-83 **Replaces:** General Order: F-83

Effective Date: 01 September 2023 Effective Date:01 Jan. 2023

Indexed As: Automated License Plate Reader Cameras

PURPOSE:

The purpose of this directive is to provide Skokie Police Department (SPD) personnel with guidelines and principles for the use, collection, access, dissemination, retention and purging of Automated License Plate Reader (ALPR) data to ensure the information is used for legitimate law enforcement purposes only and the privacy, civil rights and civil liberties of individuals are not violated. ALPR cameras utilized by the Skokie Police Department are both fixed and mobile. Fixed ALPR camera systems are those cameras permanently attached to a structure, such as a pole. Mobile ALPR camera systems are those cameras attached to an official Skokie Police Department vehicle.

POLICY:

It is the policy of the Skokie Police Department to properly and appropriately utilize the ALPR cameras and system to increase public safety by providing a mechanism to assist in minimizing threats and risk of harm to the citizens and their property. Proper use of the ALPR system will increase Department efficiencies through real time response capability in crimes involving the use of vehicles. The use of the ALPR system will also assist in post-incident investigations.

DEFINITIONS:

ALPR System Administrator - The Special Operations Division is responsible for the administration of this system.

Automated License Plate Reader (ALPR) - Any device that automatically scans the license plates of vehicles and using machine learning, interprets the alphanumeric values of the plate.

Fixed Automated License Plate Reader (F-ALPR) - ALPR cameras that are permanently fixed to a structure, such as a pole, a traffic barrier, or a bridge.

Automated License Plate Reader System - A system that includes ALPR hardware and software that processes license plate images in full or partial to index scanned license plates into a data system for searching and retrieval.

Law Enforcement Purposes - The investigation and detection of a crime or violation of law. Examples include the searches for missing persons, vehicles involved in criminal activity, or hit and run crash investigations.

Alert - A visual and/or auditory notice that is triggered when the ALPR system receives a potential “hit” on a license plate.

Read - The capture of digital images or license plates and vehicles with associated metadata (date, time, GPS coordinates with vehicle image capture).

Hit - A read matched to a license plate that has previously been registered on the Department’s “hot list” of vehicle plates or on the local “hot list” on the ALPR’s computer that has been added by a user.

Hot List - License plate numbers of stolen vehicles, wanted subjects, missing persons, AMBER alerts, suspended, revoked, or expired registration, parking scofflaws, or any other criteria as determined by the ALPR System Administrators. Hot list information can come from a variety of sources including but not limited to: The National Crime Information Center (NCIC), Law Enforcement Agencies Data System (LEADS), Illinois Secretary of State, and the Department’s list of parking citation scofflaws. Officers may also manually add license plates to a local “hot list” during deployments based on information relayed to them regarding a law enforcement or public safety concern.

PROCEDURES:

I. The procedures for SPD will ensure the proper use of the ALPR system for the protection of the people of the Village of Skokie and their property, while maintaining the

highest respect for the privacy, and civil rights and liberties of those whose data is collected by the ALPR system.

A. All ALPR users must have successfully completed required Law Enforcement Agencies Data Systems (LEADS) certification and ALPR training prior to operating ALPR equipment or accessing ALPR data.
B. ALPR devices and information contained within the ALPR databases will be utilized for law enforcement purposes only.
C. The administration, maintenance, and training coordination for the ALPR system is the responsibility of the ALPR System Administrators.
D. Fixed ALPR installation locations may be determined by the Department through multi-point crime analysis of current criminal incidents, historical criminal incidents, high-density violent crime areas, intersections with a high number of crashes, and common entrance and egress locations for the Village of Skokie. The recommendation of Fixed ALPR installation location or relocation must be approved by the Chief of Police or their designee after following a similar analysis of criminal incidents near the proposed installation location.
E. The ALPR System Administrator shall be notified of any system repairs (hardware or software) or maintenance/equipment issues for the ALPR system.
F. An officer may not stop a vehicle or detain an individual based solely on the alert from the ALPR system unless the officer has reasonable suspicion that person is involved in criminal activity.
G. Officers will verify all ALPR activations prior to taking enforcement action. Verification should include:
    1. Visual inspection of the scanned license plate image regarding the plate letters, numbers, and issuing state. Confirm the plate was scanned correctly.
    2. Verify the plate matches the vehicle in question by also comparing the vehicle make, model and any other descriptors provided in the ALPR alert.
    3. Verify through the use of a query on the vehicle registration via the Illinois Law Enforcement Data System (LEADS).
    4. Notify Communications of the hit and your intention to take enforcement action.

H. Creation and use of internal Skokie Police Department Hot List:
   1. The Department internal Hot List is considered confidential information to the extent permitted by law.
   2. Use and creation of the Department's internal Hot List is limited to Sworn Supervisors, Investigations Division, Special Enforcement Team and Intelligence Unit.
   3. The Department's Hot List is a list of vehicle registrations where department members have reasonable suspicion to believe the vehicle is legitimately associated with the commission of a criminal offense, or involved in or planning criminal conduct or activity that presents a threat to any individual or community, or the person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal conduct or activity in said vehicle, etc.)
   4. Once a department member has sufficient articulable facts based on the above, an entry into the Department's internal Hot List may be made.
   5. Entries into the Department's internal Hot List must include the following:
      a) A complete license plate number (Partial plate entries are prohibited)
      b) License Plate State
      c) Case Number; if applicable
      d) Reason
   6. Department members creating an entry into the Department's internal Hot List shall set the entry to expire in no longer than 30 days from the date of entry.
   7. Department members may renew the entry after the initial 30 days for an additional 30-day period.
   8. ALPR System Administrators will routinely review Hot List entries for proper removal.
   9. Once the entering Department member is made aware their ALPR alert is no longer valid, they should immediately remove the vehicle from the Department's internal Hot List or request or have it removed by the ALPR system administrator.
   10. The Department's Hot Lists will not be shared with any other law enforcement agency or non-law enforcement ALPR user.

II. Data Security, Access and Privacy

A. The Skokie Police Department will not utilize the ALPR system to seek data on any individual or organization based solely on their religious, political, or social views or activities; their participation in a particular non-criminal organization or lawful event; or their race, ethnicity, citizenship, age, disability, gender, gender identity, sexual orientation, or other classification protected by law.

B. Employees shall not use the ALPR system to target any group or individual in a discriminatory manner or infringe on constitutionally protected activities. This shall not preclude the Chief of Police or the ALPR System Administrators from releasing general information as to the effectiveness of the ALPR program and other such communication.

C. Access to the ALPR system for the purpose of search queries will be granted to all SPD sworn Patrol Officers, Community Service Officers (CSO), and Communications Operators. These user accounts will enable search capability across the SPD ALPR network and other agency ALPR networks from law enforcement agencies that have agreed to ALPR data sharing.

D. Sworn Supervisors, Investigations Division, Special Enforcement Team and Intelligence Unit user accounts will have the additional user function of creation and use of the SPD internal Hot Lists.

E. Use of the ALPR system for queries must be related to a law enforcement purpose including but not limited to an official investigation, personnel complaint, administrative investigation, or criminal investigation.

F. When conducting investigative queries into an ALPR database, the requestor is required to enter:

1. The case number or CAD number for the incident associated with the case.
2. The type of crime associated with the search. (This entry will be associated with the search and be visible in the system audit logs. Queries regarding administrative or auditing purposes will be excluded from the requirement to provide a case number).

G. Employees are prohibited from releasing any specific information obtained by ALPR devices that would be considered a personal privacy issue, or create the

appearance of one, to non-law enforcement personnel unless required by law.

H. All use of the ALPR system must be in compliance with LEADS Protocol.

III. Data Storage, Retention and Sharing

A. The database retention period for all data collected by SPD ALPR hardware and stored on the ALPR cloud storage system shall not exceed 30 days.

B. Individual ALPR data records downloaded as part of an active investigation become records of the Department. All information gathered, or records created from the use of automatic license plate readers in connection with section 2-130 of the Illinois Vehicle Code are exempt from disclosure under the Freedom of Information Act (5 ILCS 140/7(d-7))

C. Downloaded records are to be treated as evidence and stored according to Departmental procedures and policy by the ALPR end user. Evidence created through use of ALPR query shall also be included in an officer's/analyst's investigative report.

1. Any data from the ALPR system which needs to be preserved as evidence shall be directly downloaded from the ALPR program and uploaded to Evidence.com to be stored as digital evidence.
2. Any other means of preserving evidence from the ALPR system, i.e. screenshots or photographs, is prohibited.

D. Illinois law enforcement agencies may request a query of SPD's ALPR system as part of an active investigation by the Illinois law enforcement agency. The Department will only share SPD ALPR data for official law enforcement purposes in accordance with Departmental policies and local, state, and federal laws and regulations.

E. Access to the Skokie ALPR system shall be limited to Illinois law enforcement agencies that have agreed to data sharing with Skokie PD.

F. Skokie ALPR data will not be shared with law enforcement agencies outside the State of Illinois without obtaining a written declaration from that agency affirming that ALPR data shall not be used in a manner that:

1. Denies or interferes with a persons 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

2. Permits the detention or investigation of a person based on the persons immigration status(625 ILCS 5/2-130)

G. Electronic online sharing of SPD historical ALPR data to external law enforcement agencies that use a compatible ALPR system is permissible.

H. At no time is ALPR data allowed to be sold, monetized, shared, or otherwise used for any commercial or non-law enforcement purpose, aside from those required by law.

IV. Training

The Department will establish end-user training for those employees provided direct access to ALPR data. ALPR system users will be trained prior to being granted access to the ALPR system. Training will include review of this policy, the requirements and processes of creating and deleting entries into the Department's internal Hot List, appropriate use of ALPR technology and possible penalties for ALPR policy violations.

ACCOUNTABILITY:

Any violation of the system will be investigated in accordance with General Order A-13; Internal Affairs.

REPORTING:

I. ALPR system audits shall be conducted annually by ALPR System Administrators to include:
   A. Verification of all ALPR users
   B. User role verification to include updating of user roles
   C. Verification of case / CAD numbers being used for search queries
   D. Total plate reads
   E. Total searches
   F. Total Hot List hits

II. Professional Standards will conduct monthly random audits of searches and Hot List entries to monitor compliance with this policy.

SKOKIE POLICE DEPARTMENT

INTERVIEW AND INTERROGATION ROOMS

General Order: F-85
Effective Date: 01 June 2025

Replaces:
General Order F-85
Effective Date: 01 Sep.2024

Indexed As: Interview Rooms
Interrogation Rooms

POLICY:

It shall be the policy of the Skokie Police Department that its interview and interrogation rooms be secure and safe environments for Officers and civilians during the interview/interrogation process. During that process, the civil and constitutional rights of the individual will be respected and maintained.

PROCEDURE:

I. Interrogation Rooms

Definition: Interrogation rooms are located within the secure holding facility in the Police Department. These rooms will normally be used for the interrogation of a suspect under arrest.

A. All Officers shall adhere to the security and weapons control measures detailed in General Order S-12: Detention Facility when entering or within the secure detention booking area. Officers shall also adhere to General Order S-12: Detention Facility regarding the use of the interrogation rooms.

B. In addition to any search conducted as part of the arrest process, a secondary pat-down search shall be conducted on all detainees prior to placement in an interrogation room. This search will be conducted by an Officer of the same gender as the detainee whenever practical.

C. Prior to and immediately after use, interrogation rooms shall be thoroughly searched for weapons, contraband, and damage.

D. Under normal circumstances, no more than two law enforcement Officers will be present in an interrogation room during an interrogation. More personnel may be

allowed under exceptional circumstances, such as a physical confrontation or medical emergency.

E. If an interrogation room must be utilized for temporary secure custody because the detention room and temporary holding room capacity have been exceeded, that detainee may be handcuffed to the ring on the wall. If the detainee is handcuffed to the wall ring, that detainee must be monitored per General Order S-12: Detention Facility. Officers may handcuff suspects to the wall ring if necessary for the safety of the Officer.

F. Officers will carry a portable radio equipped with an emergency identifier switch with them while in the interrogation rooms with a suspect, or will be accompanied by an Officer so equipped. This switch may be used to alert Communications personnel to an emergency situation within the facility.

G. Detainees placed in an interrogation room will be visually checked at least every 15 minutes (Procedures regarding juvenile detainees are delineated in General Order F-02: Juvenile Programs and Procedures). No detainee may be placed in an interrogation room unsupervised for more than a total of two hours. The two-hour time limit is a total aggregate of unsupervised time. The time that Officers are present in the interrogation room with the detainee does not count toward the two-hour time limit.

H. The subject being interrogated will be allowed access to a restroom and water and will be permitted comfort breaks on an as-requested or as-necessary basis. Subjects will be escorted by an Officer to an appropriate detention block depending on the presence, age, and gender of other detainees. The detention room will be inspected for weapons and contraband prior to placing the detainee in the detention room. Meals will be provided for subjects in custody during normal mealtime periods.

I. Equipment/items which may be kept in interrogation rooms will be a table and chairs.

J. While interacting with subjects in an interrogation room, officers will utilize body-worn cameras in accordance with General Order F-56: Body-Worn Cameras.

II. Interview Rooms

Definition: Interview rooms are non-secure rooms adjacent to the Investigations Division that are used for non-secure juvenile holding, report taking, and interviews of witnesses

or suspects who have not been arrested. Other rooms, including Interview Room #4 (adjacent to the detention facility), as long as the exterior door is left unlocked, the soft interview room, and the report-taking rooms adjacent to the lobby may be used for interviews as necessary.

A. Officers need not secure weapons when conducting interviews in the non-secure interview rooms, unless they believe the situation warrants it.

B. Under normal circumstances, no more than two law enforcement personnel will be present in the interview room during an interview. More personnel may be allowed under exceptional circumstances, such as a physical confrontation or medical emergency.

C. Officers will carry a portable radio equipped with an emergency identifier switch with them while in the interview room with a subject, or will be accompanied by an Officer so equipped. This switch may be used to alert Communications personnel to an emergency situation within the facility.

D. A subject of an interview will never be left unattended by sworn personnel in an interview room located within the secure areas of the Police facility. In the event the interview is being conducted by one Officer who needs to leave the interview room, another Officer will be summoned to stand by in the general area of the interview room.

E. Equipment/items which may be kept in interview rooms are a table and chairs.

F. The subject being interviewed will be allowed access to a restroom and water and will be permitted comfort breaks on an as-requested or as-necessary basis. Subjects being interviewed in an interview room located within the secure areas of the Police facility will be escorted to the restroom by a sworn Officer who will stand by outside the restroom door and then escort the subject back to the interview room. The restroom will be checked for contraband/weapons before and after the person is allowed to use it.

G. While interacting with subjects in an interview room, officers will utilize body-worn cameras in accordance with General Order F-56: Body-Worn Cameras.

Skokie Police Department

TERRORISM/HOMELAND SECURITY

General Order:	F-86	**Replaces:** General Order:	F-86
Effective Date:	01 January 2024	Effective Date:	01 Mar. 2019

Indexed As: Terrorism
Homeland Security
Terrorism Intelligence
Intelligence

POLICY:

It is the policy of the Skokie Police Department to investigate all situations, individuals and groups which may pose a bona fide terrorism threat to or within the Village of Skokie. It is also the policy of the Department to lawfully collect, maintain, and disseminate intelligence information, while safeguarding civil liberties and privacy protections, in order to protect the public from criminal conduct and acts of terrorism.

Definitions:

Terrorism: Terrorism is the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. As used in this section, "coerce" does not include an act of civil disobedience.

Domestic Terrorism: Domestic terrorism is the unlawful or threatened use of force or violence by a group or individual based and operating entirely within the United States or its territories, without foreign direction, committed against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

International Terrorism: International terrorism involves violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or any state or acts that would be a criminal violation if committed within

the jurisdiction of the United States or any state. These acts appear to be intended to intimidate or coerce a civilian population, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by assassination or kidnapping. International terrorist acts occur outside the United States or transcend national boundaries in terms of the means by which they are accomplished, the persons apparently intended to be coerced or intimidated, or the locale in which the perpetrators operate or seek asylum.

PROCEDURE:

I. Terrorism Related Information

The Skokie Police Department shall maintain a liaison with other organizations for the exchange of information related to terrorism. This liaison may be in the form of direct contact with specific departments or agencies such as the FBI Joint Terrorism Task Force, Statewide Terrorism & Intelligence Center (STIC), and Chicago Police Crime Prevention Information Center (CPIC).

The Special Operations Commander shall be responsible for the management of all terrorism-related information. The management of terrorism-related information includes receipt of information, dissemination and retention both from within the Department and to and from any outside agency.

All terrorism-related information or reports having a possible nexus to terrorism, whether generated internally at the Department or received from an outside agency, shall be forwarded to the Special Operations Commander. The Commander will be responsible for the review of this information and its further dissemination, as appropriate. The Commander or their designee shall approve the dissemination of all terrorism-related information both within the Department and to outside agencies. The Commander or their designee will maintain records of information received, retained and disseminated.

All terrorism intelligence information will be recorded, maintained and retained in accordance with Department General Order F-3, Criminal Intelligence.

II. The Commander or their designee will be notified as soon as practical, regardless of the hour of day, of all situations and possible criminal activity in which a perceived motive toward terrorism or the intent to affect the Village's security as described in the definitions above exists. These incidents include, but are not limited to:

A. Information that indicates known person(s) or suspect(s) has or intends to commit or aid, or somehow further or conceal an act of terrorism.

B. Details that indicate suspect(s) is providing materials or financial support with the intent that this support be used, in whole or in part, to further an act of terrorism.

C. Suspected immigration violations in which the investigating Officer, citizen, informant, or source believe the person(s) is engaged in activity supporting terrorism.

D. The presence or suspicion of activity related to the possession of any type of explosive device (except common fireworks) or manufacture of such a device.

E. Details that indicate any building or any portion of any infrastructure, communications, transportation, utilities or services are threatened, or the activity reported has a direct link to suspicious activity relating to terrorism.

F. Information that identifies a threat or suspicious activity that threatens any natural resource or the environment (except illegal dumping; i.e., old furniture, broken concrete, yard waste, or illegal burning of yard waste).

G. Information that indicates person(s) possesses or is manufacturing a chemical agent or any chemical substance, material or product or any component or compound that is considered highly dangerous, which the Officer or citizen reasonably believes is capable of causing death or substantial bodily harm; substantial deterioration or contamination of food, water, equipment, supplies or material of any kind; or substantial damage to natural resources or the environment.

H. Information pertaining to a letter, note or any other type of written correspondence of mail, or a package delivered by any person, or electronic mail, or delivered by any postal or delivery service, or any similar means of communication where the intent is terrorism.

III. Officer Duties and Responsibilities

A. If after responding to an incident or while conducting an investigation, the Officer believes there may be a nexus to terrorism, the Officer shall immediately advise Communications to notify the Watch Commander regarding the incident.

B. Officers should utilize their experience, training, and tools, such as the Terrorism Quick Reference Card, to assist in making an assessment and determination whether the incident is related to terrorism. If any question exists, the Officer shall consult with a Supervisor.

C. The Investigating Officer will complete the appropriate report to document any incident(s) in which a person, group of persons, structure, property, or a part of the infrastructure is threatened or is in imminent danger, or another crime has been committed and the motivation is suspected to be terrorism. The Incident Report and/or Field Interview shall be forwarded to the designated Commander for follow-up.

D. When terrorism-related evidence is observed or discovered, if safe to do so, the scene shall be secured. An Officer shall remain on the scene until the proper investigating agency is notified and responds.

E. If notification to another agency is made and/or a representative from another agency responds to the scene, the Investigating Officer shall document in the incident report the date and time of the notification as well as date and time the representative arrived on the scene.

IV. Communications Responsibilities

A. Contact numbers for the Commander and their designee will be maintained in the Communications Center.

B. A copy of contact numbers for the FBI Joint Terrorism Task Force, STIC, CPIC, Terrorist Screening Center (TSC), and any other agencies as appropriate will be maintained in the Communications Center.

C. Make notifications to appropriate agencies and/or persons as directed by the Watch Commander.

V. Watch Commander Responsibilities

A. Upon notification of an incident or receiving information that an investigation has revealed that a person or group is believed to be involved in or may be motivated by terrorism, as defined above, the Watch Commander shall cause the Commander or their designee to be notified.

B. In the event that the Commander or their designee cannot be reached, the Watch Commander will cause notification to be made to the Deputy Chief of Field Operations and Chief of Police. The Watch Commander will then cause notification to be made to the appropriate agency and coordinate the response.

VI. Special Operations Commander Responsibilities

A. Upon being notified by Communications, the Commander or their designee will respond to the scene, if necessary, and assist in the investigation as appropriate.

B. Notify the appropriate agency (FBI Joint Terrorism Task Force, STIC, CPIC, and TSC) and coordinate the appropriate agency response.

C. Ensure all information is provided to the appropriate agencies and coordinate further follow-up investigation and case management, as necessary.

D. The Commander or their designee shall coordinate all investigations and activities involving Department personnel that are directly related to Terrorism/Homeland Security.

VII. Crime Prevention/Community Relations Unit Responsibilities

The Crime Prevention/Community Relations Unit is responsible for coordinating and providing terrorism awareness training to community groups, Citizen Police Academies, and residents. This training should identify how to recognize indicators of terrorist activities and encourage reporting of suspicious activity, especially that which is related to terrorism.

VIII. Known or Appropriately Suspected Terrorist (KST) File

A. Definition:

The National Crime Information Center (NCIC) and the Known or Appropriately Suspected Terrorist (KST) File are designed to provide identifying information about suspected terrorists and terrorist organizations to law enforcement personnel. Information found within a specific KST record warns law enforcement officers of the potential danger posed by violent individuals. It also promotes the exchange of information about these organizations and members to facilitate criminal investigations. The information listed in this file is investigative/ intelligence information that has not been subjected to an independent judicial review. Intelligence data extracted from this file should not proceed with written documentation without proper authority. This information can be open to judicial discovery and jeopardize reliable and sensitive sources. Under no circumstances shall information from this file be disseminated to non-law enforcement/criminal justice personnel.

B. Duties and Responsibilities

1. When persons listed in NCIC as a KST are encountered, Officers must follow instructions listed in the computer hit. It is imperative to call the TSC. If a representative for the STIC contacts the Skokie Police Department subsequent to a KST hit, the Officer completing the report

shall provide the information requested to STIC and advise them that a copy of the report will be forwarded by the Terrorism Liaison Coordinator or their designee.

2. Each terrorist identity record in NCIC contains:

   a) A Handling Code: Notice to Officers that the encountered individual may have ties to Terrorism.

   b) The appropriate Law Enforcement Response regarding the individual: Arrest, detain in limited circumstances or elicit/obtain additional identifying information.

   c) A prohibition against unauthorized disclosure of watchlist information: Do not advise the encountered individual that he may be on the watchlist.

3. Complete the appropriate report(s) for the reason that contact with the individual was made; i.e., General, Field Interview, SIM. When completing the report, address the circumstances surrounding the contact, vehicles, other persons, etc., but do not document the fact that the individual is the subject of a KST hit or any of your actions related to that hit.

4. When Officers come into contact with a subject that is on the watchlist and provides an Arabic name, the Officer shall attempt to gather the following information from the subject during the interview:

   a) Subject’s given name
   b) Subject’s father’s name
   c) Subject’s grandfather’s name
   d) Subject’s family/tribe name

5. Any report that is generated as a result of a KST hit shall be forwarded to the Commander or their designee as soon as practical. A copy of the LEADS printout with the KST hit should be attached to the copy of the report for the Commander.

IX. Contact Information

A. FBI Joint Terrorism Task Force: (312)421-6700 (after hours hit 0# for radio room). Ask for the Duty Agent and advise of the incident.

B. Statewide Terrorism & Intelligence Center (STIC): (877)455-7842

C. Terrorist Screening Center (TSC): (866)872-9001

D. Chicago Police Crime Prevention Information Center (CPIC): (312)745-6300

SKOKIE POLICE DEPARTMENT

CRITICAL INCIDENTS ALL HAZARD PLAN

General Order: F-87
Effective Date: 01 June 2025

Replaces:
General Order: F-87
Effective Date: 01 Oct. 2024

Indexed As:
All-Hazard Plan
Critical Incidents Plan
Emergency Operations Plan
Hazardous Materials Plan

I. Purpose

The purpose of this directive is to establish guidelines to be used in the event of specific critical incidents occurring in the Village of Skokie. The type and size of incident and the Incident-Command-System process will determine the Department's role and responsibility in most critical incidents/disasters. Given that, the following incident-specific procedures are in place to provide guidance and direction prior to the ICS fully developing.

II. Critical Incidents

The procedures delineated below are to be followed in the case of one of these critical incidents:

A. Natural and Man-Made Disasters

The Department's response to natural and man-made disasters will vary based on the type, size, and intensity of the critical incident. The following initial tasks will apply to most all disasters and should be conducted by first-responding personnel and supervisors.

1. Assess the situation. What is the nature, size, location, and extent of damage/injury? Is there a risk to you and other responders? This information is to be reported to the on-scene supervisor (Incident Commander). Department

General Order F-22, Responsibility for Reporting, will apply.

2. Determine any immediate life-safety needs and act on or communicate those needs to the appropriate emergency personnel.

3. Establish control. Identify and communicate safe entrance and exit routes for responding personnel. Identify and communicate staging areas outside these routes to keep the routes clear and open for emergency vehicle traffic. Identify and communicate the location of the Command Post. Identify and establish the inner and then the outer perimeter.

B. Civil Disturbances

1. Assess the situation. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent. This information is to be reported to the on-scene supervisor (Incident Commander). Department General Order F-22, Responsibility for Reporting, will apply.

2. If currently or potentially violent, the Deputy Chief(s) or their designee may request assistance through the Northern Illinois Police Alarm System (NIPAS)by contacting the Northwest Central Dispatch System, 847-398-1130, resources per Department General Order F-7, Mutual Aid.

3. If assessed as not currently or potentially violent, establish communications with the leader of the disturbance, if it is safe and feasible to do so.

4. Develop and communicate legal parameters to the group that will facilitate their lawful demonstration.

5. Monitor the disturbance and act as necessary and justified by law.

C. Hostage/Barricade/Terrorist Incidents

1. Detailed procedures relating to hostage/ barricade/terrorist incidents are contained within Department General Order F-4, Tactical Intervention Unit.

2. Field supervisor checklist for hostage/ barricade/terrorist incidents. After the field supervisor at the scene of a hostage/barricade/ terrorist incident contacts the TIU Commander or their designee, briefs them on the incident, and determines whether the Tactical Intervention Unit is to be activated, the following steps should be taken:

   a) Inner and outer perimeter established. Scene isolated.

   b) Evacuate nearby apartments, residences, stores, and buildings, if able to do so safely.

   c) All Patrol Officers out of the subject's view. Radio traffic is not audible to the subject. Utilize the patrol vehicle's equipment to illuminate the structure.

   d) Report to the Tactical Intervention Unit command post, when established, to brief the Tactical Intervention Unit Commander.

   e) Have any witnesses transported to the command post or other designated area for debriefing.

   f) When notified by the Tactical Intervention Unit Commander, extract Patrol Officers from the inner perimeter.

3. In the event of a major hostage/barricade/ terrorist incident, assistance may be obtained under the auspices of the Illinois Law Enforcement Alarm System (ILEAS) and others as delineated in Department General Order F-7: Mutual Aid.

D. Active Shooter

Rapid deployment involves the swift and immediate deployment of law enforcement resources to ongoing, life-threatening situations, such as an active shooter, where delayed deployment could otherwise result in death or great bodily injury to innocent persons. By definition, this will not wait for the activation and deployment of the Tactical Intervention Unit.

1. Appropriate Deployments

   a) The event is ongoing, and the offender(s) is actively engaged in causing death or great bodily harm to persons, and

   b) The involved location is believed to contain multiple victims or potential victims.

2. First Responding Officer Responsibilities

   a) Locate the threat.

   b) Assess the events and circumstances known at the time, and take actions, as appropriate. This may include, but is not limited to:

      (1) Confronting the threat (lone-officer response).

      (2) Waiting for appropriate back-up to form a contact team.

      (3) Contact the Communications Center and share known information, as appropriate and when practical.

         (a) Location of Officer’s entry.
         (b) Location and number of offenders, if known.
         (c) Location and number of victims, if known.
         (d) Type of weapons and/or improvised explosive devices involved.

3. First Responding Supervisor

This is intended to refer to the first sworn Supervisor not engaged as a First Responding Officer.

a) Upon arrival, the First Responding Supervisor will assume command of the scene, announce that he or she is in charge, and provide their location.

b) Direct that all additional responding officers report to them.

c) Assess the events and circumstances known at the time.

d) Identify and request any further needed additional resources, including, but not limited to:

(1) Additional patrol units, to include mutual aid, as deemed necessary.
(2) Unmanned Aircraft System (UAS)
(3) Tactical Intervention Unit.
(4) Bomb Squad.
(5) Fire Department.

e) Deploy and direct additional responding Officers and resources.

f) In the event that the First Responding Supervisor is the Watch Commander, the Watch Commander will transfer these duties to the next Supervisor to arrive. The Watch Commander will then assume the duties and responsibilities of the Incident Commander.

4. Incident Commander

The Watch Commander will be the Incident Commander until and unless relieved of this duty by a superior. The incident will be directed consistently with the Incident Command System.

E. Bomb Threat/Bomb Emergency

1. In the event of a bomb threat that is telephoned into the Communications Center, personnel will

ask questions as delineated in Communications Procedure P-25, Bombs and Explosives. The information collected shall be included in a written supplementary report and submitted as soon as feasible.

2. In the event the Communications Center is contacted about a bomb threat that was telephoned into another location, personnel will still use Communications Procedure P-25, Bombs and Explosives, as a guide to ask questions pertaining to the threat. The required supplementary report will again be submitted.

3. Communications Center personnel will dispatch appropriate personnel to the scene and notify the Watch Commander of the threat.

4. Communications Center personnel will notify the Fire Department of the incident.

5. Watch supervisors will coordinate with the ranking fire official at the scene for deployment of fire personnel assisting with the incident.

6. Evacuation of the premises will be at the discretion of the designated person responsible for the property. Evacuation may be ordered by the ranking fire official at the scene or the Watch Commander when compelling information or evidence exists that indicates an explosive device is actually present.

7. When a search is necessary, it must be thorough, systematic, and supervised. An adult familiar with the premises should be asked to assist in the search.

    a) Civilians should be instructed not to move any suspicious or unidentified objects.

    b) Suspicious objects discovered by Officers must be brought to the immediate attention of the designated person responsible for the property. If the objects cannot be identified, they should be treated as an

undetonated explosive substance and not moved or touched.

8. Bomb Disposal

The Skokie Police Department will contact the Cook County Sheriff's Police Department Bomb Disposal Unit upon finding an explosive device or any article suspected of being an explosive device.

F. Suspected Bioterrorism Hazards

Due to terrorism threats, reports of letters, packages, and suspicious substances that may be contaminated with a chemical or biological agent should be considered legitimate (until further investigation determines otherwise). Department personnel should take all necessary precautions to prevent contamination to themselves and Department equipment.

1. Communications Procedures:

Upon receiving a call regarding suspicious materials or substances, Communications personnel will:

a) Obtain the location of the caller and the suspicious material.

b) Ask why the caller believes the package/letter or substance is suspicious.

c) Ask the caller to isolate the area where the material or substance is. Advise the caller not to allow anyone to touch the material or substance. If possible, ask the caller to wait outside the building/residence for the responding units.

d) Notify the Watch Commander.

e) Dispatch the Police and Fire units.

2. Response Procedures:

a) A Patrol Sergeant and Patrol Officer will be dispatched to the scene.

b) Coordinate response with the Fire Department.

c) Meet with the caller and determine the location of the suspicious material and/or substance.

d) Prior to taking any action with the suspicious material and/or substance, begin preliminary investigation with the caller.

e) Initial screening questions include, but are not limited to:

(1) Is the reporting person or business associated with a government entity or high-profile activity (news agency, professional sports, celebrity, political figure, etc.)?

(2) Does the reporting person know someone or are they related to someone in the above category?

(3) Does the reporting person have any ties to any foreign or domestic terrorist group, or to any person or business that may be a target of such a group?

(4) Did a direct threat accompany the package/letter (i.e., phone call, note, or letter attached)?

(5) Did anyone become ill or injured as a result of having contact with the material and/or substance?

(6) Why do you think you (or the business) would be a target?

(7) Is the return address familiar to you?

(8) Did you expect this package or letter?

f) If the response to question "5" is "yes," or if the Supervisor determines (after actual visualization of the package by Fire and/or Police personnel) that the contents of the package are suspicious, the Supervisor will initiate a telephonic threat assessment by calling the Federal Bureau of Investigations, Chicago Field Office. The Supervisor will request the duty person to locate/contact the FBI Weapons of Mass Destruction Coordinator.

3. On-Scene Procedures/Threat Credibility

a) The Fire Department will be responsible for the scene.

b) After the initial screening questions have been completed, only HAZMAT personnel will enter the scene. HAZMAT personnel have the ability to field test substances on scene to determine whether a substance could possibly contain biological or other threat substance.

c) Police personnel will remain on scene with the Fire Department to provide security. They will also locate and interview potential witnesses and perform other duties at the discretion of the on-scene Supervisor.

d) Fire Department personnel will notify the on-scene Supervisor of the field test results. The Supervisor will then determine the course of action.

e) The Patrol Officer and/or on-scene Supervisor will meet with the caller and explain the field test findings.

4. Statewide Protocol

a) Refer to "Handling Unknown Substance/Package and Biological Testing" Statewide Protocol (published by the Illinois Terrorism Task Force).

b) Prior to submitting a substance to the Illinois Department of Public Health for testing, a telephonic screening with the FBI must be completed. This hazard assessment includes such factors as radiation, corrosivity, flammability, and volatility.

G. Hazardous Materials

1. The Village's response to a hazardous materials incident will most often be led by the Skokie Fire Department. The Skokie Police Department maintains key roles in the response, which include the following:

a) Helping to identify the materials involved.

b) Helping to determine the risk or hazard posed by the spill.

c) Calling for additional resources.

d) Isolating the scene, restricting or rerouting traffic, and conducting an evacuation.

2. Personnel responding to hazardous materials incidents should attempt to do the following if feasible and safe to do so:

a) Approach upwind/uphill. Utilize respirators, based on the hazard, as directed in Department General Order F-79, Respirator Protection Program.

b) Remove people from harm's way.

c) Assess the situation. Is there a fire, spill, or leak? Is the hazardous material known? If so, consult the Hazardous Material Response Guide.

d) Communicate the assessment to supervisors, other responding police units, and the responding Fire Department.

III. Mass Arrests

The procedures delineated below are to be followed in the case of a mass arrest.

A. In the event that a mass arrest situation appears likely, the Watch Commander will be responsible for notifications per Department General Order F-22, Responsibility for Reporting. The Deputy Chief of Field Operations, in concert with the Watch Commander, will coordinate mass arrest activities.

B. The Deputy Chief of Field Operations, or their designee, will make notifications per the Cook County Multiple Arrest – Emergency Telephone List.

C. Improper procedures in making mass arrests frequently result in many cases being dismissed in court. A common problem is the lack of proper identification of the arrestee. This situation frequently develops when attempting arrests of large groups of people without adequate facilities and processing personnel immediately available. In order to minimize these problems, the following guidelines will be utilized when necessary under the circumstances:

1. A "Mass Arrest Booking Form" (Appendix A) will be completed on each arrestee. This form will be utilized for all field arrests in mass arrest situations. On the back of each form, a number should be printed of adequate size to be legible in a photograph and each card should bear a different sequential number.

2. Each card should be filled out in its entirety to include:

   a) The full name of the person arrested.
   b) The arrest case number.
   c) The arrestee's date of birth and social security number.
   d) The date and time of arrest.
   e) The offense and the place of arrest.
   f) The name, badge number and department or organization of the arresting Officer.
   g) The name, department and badge number of the transporting Officer.

h) The right thumb and right forefinger fingerprints of the arrestee. (An ink stamp pad will be available.)
i) A brief narrative on the reverse side of the form.

D. Arrest Team Procedure

1. Each arrest team will be composed of at least two Officers. A photographer will be centrally available to take photos.

2. As each arrest is made by the team, the Mass Arrest Booking Form will be completed immediately by one Officer. After completion of the arrest card, the photographer will take a picture of both the arrestee and at least one of the arresting Officers.

3. If physical restraint is necessary, disposable flexicuffs may be utilized as handcuffs (if available). All restrained arrestees should be handcuffed behind their backs.

E. Transportation of Arrestees

1. The Department is responsible for arrestee transportation. Arrest buses or vans, if available from other resources, may be used.

2. When mass arrest transport vehicles are unavailable, police vehicles equipped with detainee transport safety barriers will be used. No more than two arrestees will be transported in a Police Department vehicle. The provisions of Department General Order F-1, Transporting Detainees, shall apply.

3. Officers transporting arrestees will be responsible for transporting the required report forms and related data to ensure proper records maintenance.

4. All arrestees will be thoroughly searched for weapons prior to being placed in a vehicle.

F. Bookings and Detention

1. Unless advised otherwise, all arrestees will be transported to the designated jail or detention facility for booking. The Department may designate alternate facilities, i.e., 5600 Old Orchard Road, for mass detention circumstances. In all cases, necessary human comforts will be provided to include sanitation facilities and the provision of meals, when necessary.

2. All arrestees will be properly searched and identified prior to booking. All property, including identification, will be logged and secured. The provisions of Department General Order S-12, Detention Facility, will apply.

3. In the event an arrestee requires medical attention, Fire Department Paramedics will be notified to respond for treatment.

G. Control of Evidence

1. Evidence seized during the actual arrest should be photographed with the arrestee, when feasible, and then marked accordingly with the arrest number of the arrestee. All evidence should then be tagged for logging and kept in a secure place until it can be placed in an evidence locker.

2. Evidence will not accompany the arrestee to the detention facility.

3. Each arrest team will have a supply of evidence bags for seized evidence.

4. It will be the responsibility of each arrest team to secure and log all evidence obtained unless an evidence team is otherwise designated for this purpose.

H. Juvenile Arrestees

In the event juvenile arrestees are encountered, the procedures defined in Department General Order S-12, Detention Facility, and Department General Order F-2, Juvenile Procedures, will apply.

I. The Department will provide food, water, and sanitation as necessary to personnel of the department and to assisting personnel of other departments and agencies.

J. The Department will provide security to the area affected by the civil disturbance. If the arrestees are housed in a location other than an established detention facility, security will be provided.

IV. VIP Security and Special Events

The procedures delineated below are to be followed in cases of VIP security and special events.

A. VIP Security Procedure

1. A VIP is any high official or person of great influence or prestige.

2. When, by virtue of status or association, a VIP, their family, or their companions may be in danger of physical harm or other crime within the jurisdictional boundaries of the Village, appropriate security measures will be implemented as delineated in Department General Order F-5, VIP/Dignitary Protection.

B. Special Events Procedure

1. A special event may include an activity such as a parade, athletic contest, public demonstration, or celebration that necessitates control of traffic, crowds, or criminal activity.

2. The coordination of the Department's special events coverage will be the responsibility of the Special Operations Commander or their designee.

3. The Department's effectiveness in handling special events will depend on the thoroughness of the contingency response plans developed. Therefore, an Incident Action Plan will be developed and implemented for each large-scale special event, and each plan will consider, at a minimum:

a) Personnel and equipment requirements and usage.
b) Use of special operations personnel (if any).
c) Use of drones.
d) Fire/EMS plan.
e) Mutual aid/Staging area.
f) Traffic, routes, crowd control, crime problems expected, and security measures.
g) A contingency plan for traffic direction and control.
h) Overall logistical requirements.
i) Coordination within and outside the Department.
j) Weather and evacuation plan.

4. An after-action summary report will be made by the event supervisor. This report will be forwarded through the Special Operations Commander to the Chief of Police via the chain of command.

V. Training

The Training Officer is responsible for scheduling and documenting annual training on Emergency Operations and the Critical Incidents All Hazard Plan for all affected agency personnel. Training may include, but is not limited to, training bulletins, roll-call training, policy review, training videos, in-service training and web-based training.

VI. Policy Review and Availability

This Department General Order is made available to all Department personnel via the PowerDMS.

SKOKIE POLICE DEPARTMENT

MASS ARREST BOOKING FORM

Arrestee Name: _____ Report Number: _____
(First) (Middle Int.) (Last)

Arrestee DOB: _____ Arrestee Detention #: _____

Date of Arrest: _____ Time of Arrest: _____ Arrest Number: _____

Location of Arrest: _____

Offense/Charge(s):
1.
_____

2.
_____

Arresting Officer(s): Name Badge Number Department
1.
_____

2.
_____

Transporting Officer(s): Name Badge Number Department
1.
_____

2.
_____

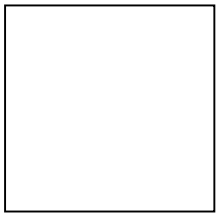
Arrestee Claims Injury or Illness: ( ) Yes ( ) No

_____

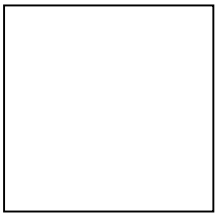
IT IS ESSENTIAL THAT A PHOTOGRAPH OF THE ARRESTEE
AND AT LEAST ONE OF THE ARRESTING OFFICERS BE TAKEN TOGETHER.

_____

RIGHT THUMBPRINT



RIGHT FOREFINGER



APPENDIX B

APPLICABLE ACCREDITATION STANDARDS

OPR.04.01, OPR.04.02, OPR.04.03, OPR.06.06

SKOKIE POLICE DEPARTMENT

RMS NAME ALERTS

General Order:	F-88	**Replaces:** General Order:	F-88
Effective Date:	01 March 2022	Effective Date:	01 Jan. 2022

Indexed As:
CAD Alerts
Master Name Alerts
RMS Name Alerts
Special Needs Alert Program
Special Needs Locations
Disabled Individuals

POLICY:

The Department is committed to protecting the safety and welfare of the public, those residents who may require special considerations to access services, and its employees.

RMS/CAD data may be used to aid Officers in response to those residents or family/caregivers of residents who request an alert be recorded to notify Officers of their special needs. Additionally, RMS/CAD data captured through intelligence functions, voluntary sharing or routine contact with individuals may be used to alert Officers to cautionary, historical, and/or status information in an effort to maintain safety.

Individuals with disabilities and/or special needs are entitled to equal access and fair treatment in all contacts with employees of this agency during the performance and execution of their duties.

PROCEDURE:

I. Definitions

A. "Disability" means an individual's physical or mental impairment that substantially limits one or more of the major life activities; a record of such

impairment; or when the individual is regarded as having such impairment.

B. "Special Needs Individuals" mean those individuals who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by individuals generally.

C. "C.A.D." means Computed-Aided Dispatch system, which refers to the system used by SPD Communications staff to digitally record and organize data generated through the receipt and dispatch of calls for service.

D. "R.M.S." means Records Management System.

E. "Alert" means a computer-generated message indicating some predefined information stored in the Department RMS system is available for dissemination based upon contact with an individual name or location name.

F. "Mental Illness" means a mental or emotional disorder that substantially impairs a person's thought, perception of reality, emotional process, judgment, behavior, or ability to cope with the ordinary demands of life.

G. "Mental Health Crisis" means a circumstance in which a person's behavior puts them at risk of hurting themselves or others or prevents them from being able to care for themselves.

II. Standards for Entry of Alert

A. The Special Needs Alert will be entered into RMS/CAD by the Intelligence Officer or Crime Analyst upon receipt of a completed Special Needs Alert Entry Request form.

1. Prior to the entry of a Special Needs Alert, permission for entry of a Special Needs Alert must be obtained from a parent, guardian, family member, caregiver, or the Special Needs Individual themselves, whenever possible.

2. Individuals requesting a Special Needs Alert must be advised that the information provided will not result in any type of preferential treatment to the individual.

B. Time-sensitive alerts may be entered by any sworn Officer or Community Service Officer via Mobile Field Reporting. The entry of time-sensitive alerts into RMS/CAD must be documented in a General Incident or Service Investigation Memo report. Reports documenting the entry of time-sensitive alerts will be marked for forwarding to the Intelligence Officer. Time-sensitive alerts include the following: Combative, Criminal Trespass Warning, Medical, Mentally Ill, Carries Needles, and Solicitor Warning.

C. Emergency Contact, Explosives License, Firearms/ Weapons History, Federal Firearms License Holder, immediate Notification Request and Twin alerts are only to be entered by the Intelligence Officer or Crime Analyst. SPD personnel requesting the entry of an alert listed in Paragraph C must complete a General Incident or Service Investigation Memo report documenting their justification for the alert entry. A copy of the General Incident/SIM shall be attached to an Alert Entry Request form. Completed forms with the General Incident/SIM reports attached shall be forwarded to the Intelligence Officer or Crime Analyst for entry into the RMS/CAD system.

III. Alert Names and Intention

A. Special Needs Alert – the intent of this alert is to make Department personnel aware of the special needs specific to an involved/potentially involved person relative to a call for service.

B. Combative – the intent of this alert is to make Department personnel aware of a person’s history of attempts to fight Police Officers and/or a history of attempts to flee apprehension, defeat custodial arrest, or escape custody.

C. Medical – the intent of this alert is to make Department personnel aware of a medical condition or diagnosis for a specific person which may influence the approach or protections utilized by Officers.

D. Mentally Ill (to include suicide) - the intent of this alert is to make Department personnel aware of a specific person's previously identified mental illness (as defined in Section I of this general order) which may influence the approach or protections utilized by officers. Additionally, Officers may consider requesting a response by a CIT-trained Officer or the Co-Responder Unit, when available.

E. Carries Needles - the intent of this alert is to make Department personnel aware of a person's history of being an IV drug user or having dangerous needles in their possession.

F. Solicitor Warning – the intent of this alert is to make Department personnel aware that a person has been issued a solicitation warning, pursuant to Skokie Village Code.

G. Criminal Trespass Warning – the intent of this alert is to make Department personnel aware that a person has been issued a warning by a law enforcement officer that he/she is subject to arrest if he/she enters or remains on private property after being warned not to on behalf of the property owner. This alert requires that the entering Officer identify the property owner and their willingness to sign a criminal complaint in both a General Incident/Service Investigation Memo report and the alert notes.

H. Emergency Contact – the intent of this alert is to make Department personnel aware that Emergency Contact information is available in RMS for a specific person or person's guardian.

I. Explosives License – the intent of this alert is to make Department personnel aware of a specific person's license to handle explosives. The alert does not presume validity of the license.

J. Firearms/Weapons History - the intent of this alert is to make Department personnel aware of a person's history of carrying a firearm or other weapon. The alert does not presume the person's criminal history includes charges or convictions for such offenses and therefore may not appear in LEADS.

K. Federal Firearms License Holder – the intent of this alert is to make Department personnel aware of a specific person's status as a Federal Firearms Licensee, the alert does not presume validity of the license.

L. Immediate Notification Request – the intent of this alert is to make Department personnel aware that if contact is made with a specific person, notification of that contact should be made immediately to the requestor by means stated in the alert (i.e. telephone or email).

M. Twin – the intent of this alert is to make Department personnel aware that a specific person is a twin (identical) and therefore another person may look substantially similar.

III. Notice to Personnel Upon Receiving an Alert

A. Upon receipt of an alert, responding personnel are to utilize intelligence in a manner to protect life safety, make sound decisions for approach of complex incidents and maintain fair and equal access to law enforcement services for all.

B. Upon receiving a Mental Illness Alert, the Officer(s) shall handle the call for service in accordance with Department General Order F-80, Dealing with the Mentally Ill.

IV. Responsibility for Alert Data

A. The RMS database will be the repository of information relative to all RMS name alerts.

B. Communications Operators shall relay alert information to responding personnel in order to provide the most current information available.

C. Information gathered to formulate alerts is strictly confidential and shall only be used to assist in the response of emergency personnel. No employee shall knowingly violate this confidentiality provision.

D. The Intelligence Officer will be responsible for maintaining the overall integrity of all alerts. The

Intelligence Officer must develop and maintain an internal process for:

1. Proper records retention.
2. Ensuring the accuracy of RMS/CAD entries.
3. Recommending changes in dispatch protocols.
4. Reviewing and updating alerts at least every two years, as well as when information included in an alert is changed or revised.

E. Forms

1. The Special Needs Alert Entry Request Form (Appendix A) shall be used to secure proper documentation acknowledging an individual's participation in the program.

    a. The form shall be completed by the Officer, special needs individual, or person providing the special needs information, as appropriate.

    b. Forms shall be available to the general public within the Police and Fire Department lobbies and publicized through reasonable methods to include, but not limited to, Crime Prevention pamphlets, Police Department social media and Village websites.

2. The RMS Name Alert Entry Request Form (Appendix B) shall be used by SPD personnel to request entry of a new CAD Alert or update of alert information.

APPENDIX A

Skokie Police Department
Special Needs Alert Program

A Skokie Police Department Special Needs Alert allows those individuals with special needs access to the same public safety services provided all citizens of the community.

This option is strictly voluntary and provides police, fire and emergency medical service personnel with information about special needs individuals as related to an address or location within the Village of Skokie.

Upon receipt of the information provided below, it is entered into an electronic database, and kept confidential for use by necessary personnel in dealing with situations or emergencies involving a special needs individual.

In response to a call for service or an emergency, dispatchers are automatically notified that a special needs individual may be present at such location. Dispatchers then inform responding personnel of the special needs individual, location, and any requirements necessary to ensure a proper response.

Individuals/legal guardians/caregivers wishing to participate in the Special Needs Alert Program must complete and sign the Special Needs Alert Program Notification Form.

Special Needs Alert Program Notification Form

The information provided in this notification form will be kept confidential and used only by police, fire, and EMS personnel in order to adequately respond to situations or emergencies involving a special needs individual.

By signing this form it is understood that participating is voluntary and the information provided herein will not result in any type of preferential treatment to the individual. The Village of Skokie, its Police and Fire Departments or any other responding agencies will not be held liable for duties relating to the reporting of special needs individuals.

The undersigned also grants permission to capture and maintain a photographic record or other descriptive information of the named individual for purposes of identification only.

Furthermore, the undersigned acknowledges responsibility to notify the Skokie Police Department of any updates or changes to physical or medical conditions of the special needs individual as they occur, or when relocating out of the area making it no longer necessary to maintain this record. The information contained within this form shall expire two (2) years from the date received, unless renewed. I acknowledge inquiries to update this information may be made from time to time by authorized personnel and hereby allow such contact to be permitted.

I understand and agree to these terms:

Signature	Print Name	Date Signed

Special Needs Alert Notification/Special Needs Entry Form

Name of the Special Needs Person (Last, First, Full Middle)						Date of Birth		
Address of Residence (Include Unit #, City, State, and Zipcode)								Telephone #
Address of Employment					Employer			Telephone #
Sex	Race	Height	Weight	Build	Complexion	Hair	Eyes	Language Spoken
Scars, Tattoos, Etc.								
Special Needs Information: Known Medical Conditions, Disabilities Impairments, Medications Precautions for Public Safety Personnel								
Information Provider / Contact Information								
Name (Last, First, Full Middle)						Relationship to the Special Needs Person		
Address of Residence (Include Unit #, City, State, and Zip Code)						Cell Telephone #		Home Telephone #
Place of Employment (Include City)								Business Telephone #
Attach Photograph Here if Available								
Subject's Name:								

Verifying Employee	Star / Employee #	Supervisor Approving		Star / Employee #
Intelligence Operator	Star / Employee #	Date Entered by Intelligence	Date Updated	Updated By

RMS Name Alert Entry Request Form

Name of Alert Subject (Last, First, Full Middle)							Date of Birth	
Address of Residence (Include Unit #, City, State, and Zip Code)								Telephone #
Sex	Race	Height	Weight	Build	Complexion	Hair	Eyes	
Scars, Tattoos, Etc.								
Intelligence Information: Alert Requested Justification for alert entry:								
Attach Copy of Related Reports								
Requesting Employee		Star / Employee #						

FORWARD THIS COMPLETED FORM TO THE INTELLIGENCE OFFICER OR CRIME ANALYST

SKOKIE POLICE DEPARTMENT

PHOTOGRAPHIC/PHYSICAL LINEUPS AND SHOWUPS

General Order: F-89
Effective Date: 01 November 2024

Replaces:
General Order: F-89
Effective Date: 01 Nov. 2020

Indexed As:
Lineups
Photographic Lineups
Physical Lineups
Showups

Policy:

It is the policy of the Skokie Police Department to carry out witness identification procedures in a manner that is consistent with applicable court rulings, and state and federal laws.

PROCEDURE:

I. Definitions

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

B. Fillers: A person or a photograph of a person with similar features who is not suspected of an offense and is included in a lineup.

C. Independent administrator: A lineup administrator who is not directly participating in the investigation of the criminal offense and is unaware of which person in the lineup is the suspected perpetrator.

D. Lineup: Includes a photo lineup or live lineup.

E. Lineup administrator: The person who conducts a lineup.

F. Live Lineup: A procedure in which a group of people are displayed to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime but does not include a showup.

G. Photo Lineup: A procedure in which photographs are displayed to an eyewitness for the purpose of determining whether the eyewitness is able to identify the perpetrator of a crime.

H. Sequential Lineup: A live or photo lineup in which each person or photograph is presented to an eyewitness separately, in a previously determined order, and removed from the eyewitness's view before the next person or photograph is presented, in order to determine if the eyewitness is able to identify the perpetrator of a crime.

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

J. Simultaneous Lineup: A live or photo lineup in which a group of people or array of photographs is presented simultaneously to an eyewitness for the purpose of determining if the eyewitness is able to identify the perpetrator of a crime.

II. Lineup Procedure

All Lineups shall be conducted using one of the following methods:

A. An independent administrator, unless it is not practical.

B. An automated computer program or other device that can automatically display a photo lineup to an eyewitness in a manner that prevents the lineup administrator from seeing which photograph(s) the eyewitness is viewing until the lineup is completed.

The automated computer program may present the photographs to the eyewitness:

1. Simultaneously, or
2. Sequentially

C. A procedure in which photographs are placed in folders, randomly numbered and shuffled, and then presented to an

eyewitness such that the lineup administrator cannot see or know which photograph or photographs are being presented to the eyewitness until after the procedure has been completed.

Photographs may be presented to the eyewitness:

1. Simultaneously, or
2. Sequentially

D. Any other procedure that prevents the lineup administrator from knowing the identity of the suspected perpetrator or seeing or knowing the persons or photographs being presented to the eyewitness until after the procedure is completed.

E. Under normal conditions and when practical, the use of a simultaneous lineup will be conducted. A sequential lineup may be conducted as necessary.

III. Lineup Administrator Procedures

A. Before a lineup is conducted, the eyewitness(es) will be instructed that:

1. An audio and video recording of the lineup will be made for the purpose of accurately documenting all statements made by the eyewitness, unless the eyewitness refuses to the recording of the lineup, and that if a recording is made it will be of the persons in the lineup and the eyewitness;

   If the eyewitness refuses to allow an audio and/or video record to be made the refusal shall be documented in the official report required to be submitted by the lineup administrator (Appendix B).

2. The perpetrator may or may not be presented in the lineup;

3. If an independent administrator is conducting the lineup, the independent administrator does not know the suspected perpetrator's identity or if the

administrator conducting the lineup is not an independent administrator, the eyewitness should not assume that the lineup administrator knows which person in the lineup is the suspect;

4. The eyewitness should not feel compelled to make an identification;

5. It is as important to exclude innocent persons as it is to identify a perpetrator; and

6. The investigation may continue whether an identification is made.

B. The eyewitness shall acknowledge the receipt of instructions listed on the Lineup Advisory Form (see Appendix A) by signing the same and initialing their choice in the "consent/do not consent to record" section of the form. The lineup administrator is required to document the eyewitness's actions regarding the Lineup Advisory Form in a supplementary report.

1. In cases where the eyewitness refuses to be recorded, the Request Not to Record Lineup Form (Appendix B) must also be completed by the lineup administrator and signed by the eyewitness.

2. If the eyewitness refuses to sign, the lineup administrator will complete either the Lineup Advisory Form and/or the Request Not to Record Lineup Form with all case information, writing "refused" on the eyewitness signature line. The lineup administrator will then sign each document. The refusal must be documented in the lineup administrator's supplemental report.

3. For cases involving juvenile eyewitnesses, a parent or legal guardian shall also sign each form used. If the juvenile eyewitness or parent/guardian refuses to sign, the documentation required in Section III.B., paragraphs 1. and 2. above will be completed by the lineup administrator.

C. The lineup administrator shall separate all eyewitnesses in order to prevent the eyewitnesses from conferring with one another before and during the lineup procedure. If separating the eyewitnesses is not practicable, the

lineup administrator shall ensure that all eyewitnesses are monitored and that they do not confer with one another while waiting to view the lineup and during the lineup.

D. Each eyewitness shall perform the identification procedures without any other eyewitness present. Each eyewitness shall be given instructions regarding the identification procedures without other eyewitnesses present.

E. The lineup shall be composed in a manner to ensure that the suspected perpetrator does not unduly stand out from the fillers. In addition:

1. Only one suspected perpetrator shall be included in a lineup.

2. The suspected perpetrator shall not be substantially different in appearance from the fillers based on the eyewitness's previous description of the perpetrator or based on other factors that would draw attention to the suspected perpetrator.

3. At least five fillers shall be included in a photo lineup, in addition to the suspected perpetrator.

4. When practicable, at least five fillers shall be included in a live lineup, in addition to the suspected perpetrator, but in no event shall there be less than three fillers in addition to the suspected perpetrator.

5. If the eyewitness has previously viewed a photo lineup or live lineup in connection with the identification of another person suspected of involvement in the offense, the fillers in the lineup in which the current suspected perpetrator participates shall be different from the fillers used in the prior lineups.

F. To the extent possible, if there are multiple eyewitnesses, the suspected perpetrator shall be placed in a different position in the lineup or photo array for each eyewitness.

G. Nothing shall be communicated to the eyewitness regarding the suspected perpetrator's position in the lineup or regarding anything that may influence the eyewitness's identification.

H. No writings or information concerning any previous arrest, indictment, or conviction of the suspected perpetrator shall be visible or made known to the eyewitness.

I. If a photo lineup is conducted, the photograph of the suspected perpetrator shall be contemporary in relation to the photographs of the fillers and, to the extent practicable, shall resemble the suspected perpetrator's appearance at the time of the offense.

J. If a live lineup is conducted, any identifying actions, such as speech, gestures, or other movements, shall be performed by all lineup participants.

K. If a live lineup is conducted, all lineup participants must be out of view of the eyewitness at all times prior to the lineup.

L. The lineup administrator shall obtain and document on the Eyewitness Statement (Appendix C) any and all statements made by the eyewitness during the lineup as to the perpetrator's identity.

M. If the eyewitness identifies a person as the perpetrator, the eyewitness shall not be provided any information concerning the person until after the lineup is completed.

N. Unless otherwise allowed under Section II.A. Lineup Procedure, there shall not be anyone present during a lineup who knows the suspected perpetrator's identity, except the eyewitness and suspected perpetrator's counsel if required by law.

O. When the lineup administrator conducts a sequential lineup, the following shall apply:

    1. Solely at the eyewitness's request, the lineup administrator may present a person or photograph to the eyewitness an additional time, but only after

the eyewitness has first viewed each person or photograph one time.

2. If the eyewitness identifies a person as a perpetrator, the lineup administrator shall continue to sequentially present the remaining persons or photographs to the eyewitness until the eyewitness has viewed each person or photograph.

IV. Documentation

The lineup administrator shall make an official report of all lineups, which shall include all of the following information:

A. All identification and non-identification results obtained during the lineup, signed or initialed by the eyewitness, including any and all statements made by the eyewitness during the lineup as to the perpetrator's identity.

B. If the eyewitness refuses to sign, the lineup administrator shall note the refusal of the eyewitness to sign the results and shall also sign the notation.

C. The names of all persons who viewed the lineup.

D. The names of all law enforcement officers and counsel present during the lineup.

E. The date, time, and location of the lineup.

F. Whether it was a photo lineup or live lineup and how many persons or photographs were presented in the lineup.

G. The sources of all persons or photographs used as fillers in the lineup.

H. The actual photographs shown to the eyewitness, if a photo lineup was conducted.

I. A photograph or other visual recording of the lineup that includes all persons who participated in the lineup, if a live lineup was conducted.

J. The eyewitness's refusal to be recorded, if applicable.

K. The reason for any impracticability in strict compliance with this policy, if applicable.

V. Showup Procedure

A Showup is a permissible and legitimate law enforcement method for one-on-one suspect identification by witness(es). However, showups can be inherently suggestive if proper safeguards are not followed by Department personnel. The procedures and safeguards delineated below shall be followed when conducting showups:

A. Showups are only permissible if conducted soon after occurrence of the crime.

B. A complete description of the suspect shall be obtained from the witness(es) prior to conducting the showup.

C. Suspects subject to a showup do not have the right to an attorney.

D. A showup shall not be performed for a witness unless the witness has displayed an ability to make a clear identification of the perpetrator of the crime.

1. Officers shall explain the showup process to the witness(es) prior to conducting the showup.

2. Officers shall instruct the witness that the actual perpetrator may or may not be in the showup, and that the witness should not feel compelled to make an identification.

3. Officers shall not ask for the witness' degree of assurance that the suspect was the perpetrator.

E. Whenever possible, the witness(es) shall be transported to the location of the suspect.

F. Suspects subject to a showup shall not be moved to another location, unless necessary.

G. Suspects subject to a showup shall not be visibly handcuffed, placed into the back of a squad car, or otherwise restrained, unless the Officer reasonably

believes the suspect is violent, dangerous, or a flight risk.

H. Multiple witnesses:

1. If there are several witnesses to a crime, each witness shall view the suspect separate, and away, from the other witnesses.

2. Instruct each witness to avoid discussing details of the incident with other witnesses, before and after the showup.

I. Officers shall document in their report or supplemental report the location, individuals present, environmental factors, and any witness statements made while conducting a showup.

J. Conduct to avoid includes:

1. Limit radio traffic while in the presence of the witness(es), which may otherwise provide information regarding the stop or identity of the suspect.

2. Presenting the same showup suspect to the same witness more than once.

3. Requiring the suspect to put on clothing worn by the perpetrator.

4. Requiring the suspect to speak words uttered by the perpetrator.

5. Requiring the suspect to perform other actions of the perpetrator.

6. Words or conduct of any type by the Officers that may suggest to the witness that the individual is or may be the perpetrator, including in response to witness questions.

SKOKIE POLICE DEPARTMENT

LINEUP ADVISORY FORM

Agency Case # _____

To Be Read to Eyewitness and Acknowledged Pursuant to 725 ILCS 107A-2(e)

I, _____, agree to view a lineup/photo spread administered
(Print Name)

by _____, at _____ .
(____ Independent/ ____ Non-Independent Administrator) (Location of Lineup)

I understand the following;

1. The lineup may be recorded and is recommended under Illinois Statute 725 ILCS 107A-2(e) for the purposes of accurately documenting any statements unless I, the viewer, refuse to be recorded.

2. The perpetrator may or may not be present in the lineup.

3. I do not assume that the person administering the lineup knows which person is the suspect.

4. I should not feel compelled to make an identification.

5. It is important to exclude innocent persons as it is to identify a perpetrator.

6. The investigation will continue whether or not an identification is made.

_____ I consent to the recording of the lineup
(Initials)

_____ I do not consent to the recording of the lineup. (Complete Refusal Form)
(Initials)

(Signature of person viewing the lineup/photo spread)		Date	Time
(Signature of Parent/Guardian, if applicable)		Date	Time
(Signature of Administrator)	Badge #	Date	Time
(Signature of Witness)	Badge #	Date	Time

SKOKIE POLICE DEPARTMENT

REQUEST NOT TO RECORD LINEUP FORM

Agency Case # _____

Victim/Witness Refusal to be Recorded - Pursuant to 725 ILCS 107A-2(e)(2)

I, _____ (Victim/Witness) do hereby request
(Print Name)

that _____, located at _____
(Name of Administrator) (Location of Lineup)

request not to record any portion of the lineup I am about to view.

1) I understand there is a preference under the law [725 ILCS 107A-2(f)(10)] that this procedure is to be recorded.

2) No police officer has suggested in any way that I should refuse to have this lineup recorded.

3) The refusal to have this lineup recorded is my own personal preference.

(Signature of person viewing the lineup) Date Time

(Signature of Parent/Guardian, if applicable) Date Time

(Signature of Administrator) Badge # Date Time

(Signature of Witness) Badge # Date Time

APPENDIX C

SKOKIE POLICE DEPARTMENT

EYEWITNESS STATEMENT FORM

Agency Case # _____

Date: _____, 20_____. Time: _____.

I, _____, identified suspect Number_____.

The following is a summarized account of the statement. It should not be interpreted as a detailed chronicle of the interactions between the victim/ eyewitness and the lineup administrator. For a complete account, the video and audio recording should be viewed in its entirety. (Unless viewer requested not to be recorded)

The victim / eyewitness stated:

_____

_____

_____

_____

_____

_____

_____

_____

_____
(Signature of Person Making Statement)

This statement was given to _____, who identified
(Administrator's Name)

himself / herself as a _____.
(Agency and Position or Title)

Witness: _____

Witness: _____

SKOKIE POLICE DEPARTMENT

ACCESS TO NON-VILLAGE BUILDINGS

General Order: F-90
Effective Date: 01 June 2024

Replaces:
General Order:
Effective Date: 01 June 2020

Indexed As:
Access to Buildings
Key Fobs
Keyed Access
School Key Fobs

POLICY:

The Skokie Police Department believes that immediate response to critical incidents and emergencies within the Village is vital to the preservation of life. The Skokie Police Department may acquire access keys to structures within the Village to allow immediate entry to buildings in the event of such emergency.

It shall be the policy of the Skokie Police Department to utilize these keys only in response to a critical incident.

I. DEFINITIONS

A. Active Shooter: An offender actively engaged in causing death or great bodily harm to persons at a location containing multiple victims during an on-going event.

B. Critical Incident: An occurrence or event, natural or man-made, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, hostage or barricaded subject incidents, fires, floods, hazardous-materials spills, nuclear accidents, aircraft or train crashes, earthquakes, weather-related events, public health and medical emergencies, and other occurrences requiring an emergency response.

C. Keys: Physical keys, fobs or any other item that permits authorized entry into a structure.

II. PROCEDURE

A. The Chief of Police may authorize Department possession of keys to critical locations within the Village. Only keys to authorized locations will be held by the Department.

B. In the event of a critical incident, active shooter or other qualifying emergency, responding SPD officers may use Department-held keys to gain access into authorized buildings.

C. The following procedures shall apply to the use of Department-held keys:

1. Skokie Police Officers shall only use the keys to enter the property during an active shooter event, critical incident or other emergency situation.

2. Non-emergency visits or responses to locations require SPD personnel to check in at the main business entrance of the locale.

3. Use of a Department-held key requires a SPD General Incident Report or Service Investigation Memo be completed, and forwarded to the Chief of Police via chain of command as soon as practical following the event. At a minimum, documentation shall include who accessed the property, through what entry point it was accessed (i.e., which door number) and for what reason.

4. Department-held keys will be affixed to each "Go-Bag." They will be attached via a retractable key chain to ensure ready access in the event of an emergency. General maintenance of the keys shall be the responsibility of the Fleet Management Officer.

5. Removal of the key from the “Go-Bag” for any reason other than that delineated above in Section II, paragraph C (1), is strictly prohibited. Officers will verify the presence of the keys during their daily vehicle inspection, and immediately report any missing keys to their supervisor.

6. Providing access to any non-Law Enforcement personnel is strictly prohibited unless necessary for the preservation of life or property.

7. If a key is lost, for whatever reason, an SPD Supervisor is to be notified immediately. The Supervisor will then notify the Fleet Management Officer so that he may take appropriate action.

APPENDIX

KEYS AUTHORIZED BY THE CHIEF OF POLICE

- Niles Township School District 219 (All Buildings)
- Illinois Holocaust Museum and Education Center

SKOKIE POLICE DEPARTMENT

EXCITED DELIRIUM

General Order:	F-91	**Replaces:** General Order:	
Effective Date:	01 March 2025	Effective Date:	01 Apr. 2024

Indexed As: Excited Delirium
Sudden In-Custody Death

POLICY:

Police Officers frequently come in contact with individuals who exhibit bizarre or unusual behavior. When these individuals are under the influence of alcohol or drugs, have a mental illness, or a combination thereof, there is an elevated risk to both Officer and subject. If specific behavioral and physical cues consistent with excited delirium are observed, great care should be taken by the Officer to prevent injury or death to those involved.

This policy will provide specific guidelines to approach excited delirium syndrome as a medical event. It is essential that the patrol and communications sections of the Skokie Police Department work closely together with the Skokie Fire Department. With direct communication and cooperation between these units, individuals suffering from excited delirium syndrome will receive appropriate medical attention and significantly reduce the possibility for sudden in-custody death.

The Skokie Police Department recognizes and respects the value and integrity of each human life. If signs of excited delirium are observed, Skokie Police Officers should prioritize safe and consistent de-escalation, utilizing mental health and crisis intervention training to provide an appropriate response to the individual's needs, while ensuring the safety of everyone involved whenever reasonably possible.

PROCEDURE:

I. Definitions

A. "Excited Delirium", also known as Agitated Delirium, is a category of symptoms in people such as bizarre or aggressive behavior, violent struggles, extreme physical strength or paranoia usually resulting from ingesting stimulants.

B. "Sudden In-Custody Death" is the death of any person who is in the process of arrest, is being transported to the Skokie Police Department or medical facility or is incarcerated at the Skokie Police Department. Sudden In-Custody Death is brought upon more quickly by the use of illicit drugs, predisposed medical conditions, or head injuries.

II. Phases of Excited Delirium

A. Hyperthermia

1. High core body temperature (usually 103 to 110 degrees)

2. In excited delirium cases, hyperthermia is usually a result of the ingesting of a stimulant such as cocaine.

3. The skin of the subject may become discolored (flushing, redness, etc.).

B. Delirium with Agitation

1. May be caused by disease, infection, or drugs.

2. The subject's demeanor and mood fluctuate repeatedly

3. The subject may become disoriented about place, time, purpose, or self

4. Hallucinations (hearing voices, talking to inanimate objects/invisible people)

5. Psychotic in appearance

6. The subject may scream for no apparent reason

7. Frequently strip off all clothing

8. Diminished sense of pain and apparent superhuman strength

C. Respiratory Arrest

1. The subject begins to have difficulty breathing

2. Respiratory arrest occurs as a result of a combination of physical and pharmacological effects.

D. Cardiac Arrest

When not treated as a medical emergency, excited delirium syndrome can result in cardiac arrest and sudden in-custody death.

III. Factors that Add to Risk

A. Subject is under the influence of alcohol and/or drugs.

B. Typically, stimulants such as cocaine increase the chance for excited delirium syndrome.

C. Subject fails to take prescription drugs

D. Dehydration

E. Hypoglycemic (low blood sugar)

F. Epilepsy

G. Head injury (prior or current)

H. Psychiatric disease such as paranoid schizophrenia

I. Cardiomegaly (enlarged heart)

IV. Skokie Police Department and Skokie Fire Department Response

A. Officers believing to have an Excited Delirium subject will make it known via radio, whenever practical. Officers should speak directly to the reporting party, if feasible, by phone or in person in order to gather relevant information about the subject in crisis.

B. Police Department will have a minimum response of three Officers to all suspected excited delirium events, whenever practical. Depending on shift requirements and availability, a supervisor should clear as many units as possible to assist with the capture and containment of the subject. A CIT officer(s) and Co-Responder Team should be dispatched, if available.

C. At least one Police Department supervisor shall respond to all suspected excited delirium events when practical. Upon arrival, the Police Department supervisor will assist with coordinating the incident between both Police and Fire personnel. Constant communication shall be encouraged throughout the entire process. If a family member or another person who has a rapport with the individual is available and can safely participate, enlist his/her assistance in attempting to gain the individual’s cooperation.

D. The anticipated Fire Department response is one truck, one ambulance, and the Battalion Chief.

1. Skokie Fire Department will stage in a position that will allow them a line of sight view of the capture of the affected subject. If for whatever reason it is not feasible or safe to do so, Fire Department will stage at a greater distance to provide better cover to their personnel.

2. When a subject suspected of experiencing excited delirium is encountered inside a residence or building, a line of sight view by Skokie Fire Department will not be possible. In such instances, it will be the responsibility of the Officers on scene to communicate safe passages for Fire Department via radio (i.e., the scene is safe through the front lobby).

3. Skokie Fire Department should remain inside their vehicles until notified by Skokie Police Officers or Communications personnel that the scene is secure.

4. If feasible, and without compromising safety, lower the volume on police radios, turn off flashing lights, bright lights, or sirens. Stimuli may agitate the response by the subject of the call or encounter.

E. While individuals in a state of excited delirium are often unresponsive to verbal commands, officers should, if it can be done safely, attempt to de-escalate the situation through verbal communication. Ideally, only one officer should engage the person in conversation. However, if the person is unresponsive or non-compliant with the first officer, attempts to communicate should be made by other officers present. The officers should project calmness and confidence and speak in a conversational and non-confrontational manner. The statements should include reassurance and that the officer is trying to help the person. Whenever possible, determine if the person can answer simple q questions; this will give the officers at the scene an idea of the level of coherence of the person.

F. Attempt to have the individual sit down, which may have a calming effect.

V. Five Steps of Containment

A. Capture

1. Whenever practical, the Officers on scene are encouraged to coordinate a plan in relation to the current situation.

2. Until more units arrive, Officers should not engage the subject. Instead, they should attempt to surround and contain the subject. This will minimize the potential injury to the Officer and prevent the subject from traversing a wider area.

   If the subject is causing bodily harm to another party or an Officer, the Officer(s) on scene shall engage the subject and not wait for other units to arrive.

3. When the recommended numbers of Officers arrive on scene, the affected subject should be taken into protective custody quickly to minimize stress and the potential for cardiac arrest later on.

   Taking into protective custody of the subject may be accomplished by the following methods:

   a. Electronic Control Device (ECD) – The quickest and most effective method for capturing subjects with excited delirium syndrome.

   b. Oleoresin Capsicum Spray.

   c. Department-authorized baton.

   d. Extended range kinetic energy impact munitions.

   e. Hands-on control techniques.

4. In vesting law enforcement officers with the authority to use physical force to protect public welfare, a careful balancing of all human interests is required. At times, officers may be required to use physical control to subdue an individual in an excited delirium state. Every attempt will be made to achieve control through warnings or persuasion when possible. All officers shall adhere to Department policy, specifically Department General Order A-15, Use of Force.

B. Control

1. Attempt to safely and quickly control the subject to minimize stress to the subject's heart.

2. The preferred method of control shall be a separate Officer for each limb

   a. Whenever possible, the subject shall be controlled while laying in the prone position.

   b. Both arms of the subject shall be extended out to the sides and elevated to prevent further movement.

   c. Officers should take great care to not put pressure on the subject's back or neck.

   d. The subject's legs shall be extended outward to prevent further movement, unless a Department authorized leg hobble is used to restrain the subject's legs.

3. The supervisor on scene shall coordinate the efforts of each Officer(s) to more effectively accomplish the task.

C. Sedate

1. Under most circumstances, Skokie Fire Department will administer medication to sedate the affected subject. It shall always be at the Fire Department's discretion whether the medication is administered. At no time will a member of Skokie Police Department order Skokie Fire Department personnel to administer the medication.

2. An Officer on scene shall communicate with Skokie Fire Department personnel ahead of time so that they have time to draw the proper dose.

3. While Skokie Police Department units control the subject, Skokie Fire Department personnel may administer the medication via a nasal spray.

   If the preferred method of administering medication changes, Skokie Fire Department personnel shall do so in a way that provides safety to both Skokie Fire Department and Skokie Police Department personnel.

4. At times, an Officer or supervisor may have to assist with restraining the subject's head while the medication is administered.

D. Restrain

1. The subject's hands shall be secured together with handcuffs.

    a. Depending on the size of the subject, three to four sets of handcuffs may be necessary to provide more comfort and less stress to the individual.

    b. Officers should communicate every step of the handcuffing process to avoid losing control of an arm.

2. The subject's legs shall be secured at the ankles with a leg hobble whenever practical. If a leg hobble is not available, standard leg shackles may be used. At no time shall the subject's hands and feet be secured together in a "hog-tied" fashion.

3. If safe to do so, the subject should be rolled onto his or her side until Skokie Fire Department personnel bring a backboard for transport to the hospital.

4. Officers 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.

E. Transport

1. Officers should assist Skokie Fire Department personnel with placing the subject onto a backboard, if needed.

2. At least one Officer shall remain with the subject at all times and ride in the ambulance. It is preferable that the Officer with either the most knowledge of the subject, or the one who has the greatest rapport with the subject, rides inside the ambulance.

3. Officers on scene should communicate any known information regarding the subject to Skokie Fire Department personnel (i.e., Drugs or medications taken, mental or physical issues, etc.).

VI. Responsibilities

A. Officers

If Officers use force in response to resistance put forth by the subject, their responsibilities and reporting procedures shall be as delineated in Department General Order A-15, Use of Force.

B. Communications

1. Communications Operators shall attempt to gain as much information as possible from the callers on scene. The Communications Operator should attempt to determine if the incident in question is in fact an excited delirium event based on specific criteria (i.e., psychotic in appearance, sweating profusely, naked, grunting or guttural sounds).

2. Once it is believed that an excited delirium event is occurring, the Communications Operator shall immediately dispatch Police Department and Fire Department personnel based on the guidelines of this General Order.

3. The Communications Operator shall continue to update Police and Fire personnel with any additional information obtained.

4. Notify Police Supervisor

C. Supervisors

If Officers use force in response to resistance put forth by the subject, supervisory responsibilities and reporting procedures shall be as delineated in Department General Order A-15, Use of Force.

VII. Training

A. Police Officers and Communications personnel shall receive in-service training at least annually regarding excited delirium syndrome.

B. All new hires to the Police Department shall receive excited delirium training during their in-house extended basic program.

SKOKIE POLICE DEPARTMENT

COMMUNITY OUTREACH POLICE SUBSTATION (COPS)

General Order: F-92
Effective Date: 01 September 2024

Replaces:
General Order: F-92
Effective Date: 01 July 2020

Indexed As:
Community Outreach Police Substation (COPS)
Command Vehicle
Mobile Substation

POLICY:

The Community Outreach Police Substation (COPS) is intended as a multi-use vehicle whose primary purpose is to enhance the effectiveness of the Police Department through increased accessibility to Police services for the public. Because of the vehicle's inherent operational flexibility, it also provides many operational and tactical advantages when used as a Command Post in response to critical incidents.

I. Objectives for Use. The primary uses of the Community Outreach Police Substation (COPS) include, but are not limited to:

   A. Serving as a mobile substation capable of being deployed in neighborhoods, near parks and in areas experiencing emerging crime patterns;

   B. Serving as a mobile meeting place for the public;

   C. Serving as a Command Post for critical incidents, special events and other approved uses.

II. Authorization for Use

   A. Use of the COPS vehicle by Skokie Police Department personnel requires the prior approval of a Watch Commander or other working Commander.

   B. Use of the COPS vehicle by other Village Departments or outside agencies requires the prior approval of a Deputy Chief or the Chief of Police.

III. Training and Certification

A. No employee may operate the COPS vehicle without having completed Department authorized training and demonstrating proficiency in its use.

B. Absent exigent circumstances or in a supervised training situation, no employee may operate the COPS vehicle without possessing the required specialty license classification.

C. The Training Unit shall be responsible for coordinating the training and certification of all employees authorized to operate the COPS vehicle.

D. The Training Unit shall provide on an annual basis a current list of Skokie Police Department personnel authorized and licensed to operate the COPS vehicle to the Chief of Police, via chain of command.

IV. Use and Reporting

A. The COPS vehicle keys will be maintained in the key control box located in the Patrol Supervisor’s Area. The keys will be returned to the control box as soon as practical following the vehicle’s use, and always prior to the end of the operator’s tour of duty.

B. The operator of the COPS vehicle shall be responsible for the care of the vehicle and related equipment during its use. The operator shall inspect the vehicle and its equipment prior to and after each use. Any deficiencies identified will be documented in PSTracker prior to the end of their tour of duty.

C. Upon deployment as a command post, the operator of the COPS vehicle shall be responsible for emptying the greywater container and filling the freshwater container, both located under the kitchenette sink.

D. The use of the COPS vehicle will be reported by e-mail to the Fleet Management Community Service Officer as soon as practical subsequent to its use. The report will detail the authorized operator’s name, reason for deployment, location and duration of use, and any issues experienced during its use. Absent an incident

report, an email containing the required information may be used.

E. Upon completion of deployment, the operator shall be responsible for replacing all equipment into the assigned storage area, removal of all trash, and return of COPS vehicle to the designated parking space at the Skokie Police Department. Once parked at the Police Facility, the main power switch (located in the battery compartment immediately to the rear of the front-passenger door) will remain in the “on” position. The interior main power switch (located on the display above the driver’s seat) will remain in the “on” position. The vehicle’s “shore power” cord will then be attached to the correct port. The COPS vehicle will be refueled with diesel fuel, located at the Public Works facility, before being returned to its designated parking space at SPD.

F. The Chief of Police, Deputy Chief of Field Operations and the Commander authorizing use of the COPS vehicle shall be copied in the reporting process.

V. Required Equipment

At a minimum of the following equipment shall be maintained in the COPS vehicle:

1. CAD-Equipped Laptop Computers
2. 50-Foot Extension Cords (6)
3. Com-Ed Shore Line Extension Cord
4. Bike Rack
5. Light Towers (4, exterior mounted)
6. Fire Extinguishers (3)
7. First Aid Kit
8. A.E.D.
9. Personal Protective Equipment
10. Traffic Cones (4)
11. Flares (2 boxes)
12. Spare Keys (in overhead compartment in front room and hanging on dry-erase board)
13. Go Bag
14. Radios/Batteries

VI. COPS Vehicle Maintenance and Inspections

A. The Department's Fleet Management Community Service Officer shall be responsible for coordinating the maintenance, cleaning and operational readiness of the COPS vehicle.

B. The Fleet Management Community Service Officer is also responsible for maintaining a current list of equipment, tools, materials and supplies utilized and stored within the vehicle. This list is located in PSTracker.

C. Maintenance of the vehicle will include, but will not be limited to, the vehicle and all equipment affixed to or stored within the COPS vehicle. This includes radio equipment; computers, monitors and peripherals; computerized whiteboard and accessories and all other operational tools and equipment as identified on the aforementioned equipment list.

D. The Fleet Management Community Service Officer shall conduct an inspection of the COPS vehicle at least once per month. This inspection shall include assessment of the vehicle's condition, an inventory of all required equipment, and verification of its operational readiness (to include an inspection of computers and wifi equipment).

E. The Fleet Management Community Service Officer will personally remedy deficiencies as practical and will coordinate the resolution of issues beyond their ability/authority. Excess equipment, not critical to any of the vehicle's primary functions, will be removed at the time of each inspection. Any deficiencies that were corrected will be documented in the Fleet Management Community Service Officer's monthly activity report.

F. Mechanical repairs only will be performed by qualified vendors, or by Village of Skokie personnel who have successfully completed the training required to do so.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.08

SKOKIE POLICE DEPARTMENT

OFFICER-INVOLVED SHOOTING OR DEATH

General Order: F-93
Effective Date: 01 July 2023

Replaces:
General Order: F-93
Effective Date: 01 July 2021

Indexed As: Officer-Involved Shooting
In-Custody Death

POLICY:

It is the policy of the Skokie Police Department that serious uses of force and Officer-involved deaths, whether on or off duty, be investigated so as to determine whether Officer actions conform with law and this Department's policies, procedures, rules, regulations and training. This policy establishes procedures for the investigation of an incident in which a person is injured, resulting in great bodily harm or killed as the possible result of Officer involvement.

PURPOSE:

The purpose of this policy is to ensure that such incidents be investigated in a fair and impartial manner and to provide guidelines for the investigation.

PROCEDURE:

I. Definitions:

A. Companion Officer: An Officer who is not directly involved in the critical incident in question who is assigned to another Officer to provide emotional support and assistance following a critical incident. The assigned Officer may be another Officer who has had a similar experience, a close friend, member of a peer support program, etc.

B. Critical Incident: An incident that is unusual, is violent, and involves perceived threat to, or actual loss of human life. The incident is a significant emotional event that breaks through an individual's normal coping mechanisms and may cause extreme psychological distress.

C. Great Bodily Harm: (serious physical injury), as used in this policy, is defined as any physical harm which carries a substantial risk of death; any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity; any physical harm that involves some permanent disfigurement, or that involves some temporary serious disfigurement.

D. Serious Use of Force: Any use of force that resulted in great bodily harm as defined above.

E. 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).

F. Involved Officer: Unless otherwise indicated, refers to any Skokie Police Officer who while on duty, or off duty and acting in an official capacity as a Police Officer within Village jurisdiction:

1. discharges a firearm which may have resulted in the great bodily harm or death of another; or

2. whose use of force may have contributed to the great bodily harm or death of another; or

3. whose direct action may have resulted in the great bodily harm or death of another; or

4. whose intentional failure to act may have resulted in the great bodily harm or death of another.

II. Procedure

A. Officers shall be thoroughly familiar with this General Order and Department General Order P-10, Trauma Counseling and Critical Incident Stress Debriefings. Awareness of and attempts to mitigate the potential effects of critical incident stress, combined with professionally-accepted investigative procedures provide the best opportunity for establishing an

accurate record of events surrounding Officer-involved shootings.

B. Officers involved in a serious use of force shall, to the degree reasonably possible, take initial steps to protect their safety, render aid, and to preserve evidence.

C. Incident Command Responsibilities: The Watch Commander will immediately, or as soon as practical, respond to the scene and shall serve as Incident Commander (IC) and brief superior Officers on the incident status when turning over IC responsibility. The IC shall assign responsibility for completion of the following tasks as appropriate and in the order deemed necessary.

1. Identify any remaining threats and take necessary action.

2. Determine the physical condition of Officers, suspects, and third parties; provide emergency first aid if necessary; and ensure that emergency medical assistance has been summoned.

3. Secure and protect the scene.

4. Attempt to obtain a brief overview of the situation from any non-involved Officer(s).

5. If necessary, a supervisor may order any Officer to immediately provide information essential to ensure public safety. Public safety information shall be limited to such things as outstanding suspect information, direction of shots fired, parameters of the incident scene, identity of known witnesses and similar information. This includes the following information:

    a. Are you injured?
    b. If you know of anyone who is injured, what is their location?
    c. In what direction did you fire your weapon?
    d. In what direction did the suspect fire their weapon?
    e. If there are any suspects at large, what are their descriptions?
    f. What was their direction of travel?
    g. What is their vehicle description?
    h. How long ago did they flee?
    i. For what crimes are they wanted?
    j. With what weapons are they armed?
    k. Does any evidence need to be preserved?
    l. Where is it located?
    m. Did you observe any witnesses?

n. Where are they?
o. Any other information necessary to ensure Officer and public safety and to assist in the apprehension of at-large suspects.

6. Establish and ensure the adequacy of the inner perimeter. Direct that an outer perimeter be established to prevent all from entering except those who have a specific function to perform. Ensure the names of all those who enter the perimeter are recorded.

7. Locate and secure—or secure in place—the Officer's weapon(s). Physically check the firearms and other weapons of all Officers who were present during the incident for evidence of a discharge. Weapons that were fired shall be secured as evidence, and primary service firearms shall be replaced by a similar firearm as soon as reasonably possible. This action should be performed discreetly and in private when possible. Do not leave members unarmed absent extraordinary circumstances that would preclude the arming of Officers.

8. Locate and secure in place weapons used by the suspect.

9. Collect information available about the suspect from anyone at the scene.

10. Ensure that all potential witnesses have been identified and separated and ask that they remain on hand to provide a statement. If witnesses wish to leave, obtain their contact information for future communications. If people were present but indicate that they did not witness the incident, obtain their contact information as well.

11. Locate and secure as evidence any clothing or other personal items that may have been discarded or removed from suspects or Officers by medical personnel. The involved Officer(s) shall not clean, remove, or alter clothing so that potential evidence would be destroyed until authorization by a member of an investigating unit is granted or is required by medical necessity.

12. Separate and remove all involved Officers from the immediate scene. Ensure that a companion Officer is assigned to each. Avoid isolating involved members and encourage efforts by involved team members to contact and reach out to family members, clergy, and counsel.

13. Direct all involved Officers and those who are witnesses not to discuss any aspects of the incident or shooting among themselves or with others with the exception of their attorney, a qualified mental health professional, or authorized investigative personnel. Discussions with Department representatives (e.g., Union) will be conducted pursuant to applicable State statutes.

14. Require each involved Officer who discharges their firearm causing death or injury to a person or persons to submit to drug and alcohol testing in accordance with the provisions of 50LCS 727/1-25. The drug and alcohol testing shall take place as soon as practical, but no later than the end of the involved Officer’s tour of duty.

15. Whenever possible, photograph the involved Officer as they appear at the scene, to include any injuries sustained.

16. Offer a peer-support counselor to the involved Officer’s family for security, support, and management of media inquiries and visitors.

17. Ensure all necessary Department notifications have been made to include medical examiner notifications as well as next of kin, if applicable.

18. Establish an Incident Command Post when it appears that an extended on-site investigation will be necessary.

19. Assign an Officer to serve as a “recorder,” with responsibility for making a chronological record of activities at the scene, to include persons present and those who have been at the scene and actions taken by police, EMTs, or other personnel.

20. If equipment is available, ensure that video recordings are made of the entire crime/incident scene and those present, including witnesses and bystanders. Determine whether video recordings were made by body-worn cameras, in-car cameras, electronic control weapons, or surveillance cameras and secure them as evidence as soon as reasonably possible.

21. Ensure that a media staging area is established beyond the outer perimeter and that it is appropriately staffed.

D. All involved Officers and those who may have been in close proximity to the involved Officer at the time of the incident shall be transported to the hospital and will undergo a medical evaluation immediately following the incident. Involved members may not be able to evaluate themselves adequately or accurately. Adverse physiological system changes to blood pressure, pulse, and respiration are sure to affect members involved in the incident—even those not suffering from external injury mechanisms. If practical, avoid having the members evaluated at the same hospital as the suspects, at-risk subjects, or offenders. If an Officer is transported to the hospital, ensure that the companion Officer accompanies the involved Officer there.

1. The companion Officer should provide all reasonable support to the involved Officer and act as liaison between the Officer and the hospital.

2. If the involved Officer is incapable of making contact with their family, the companion Officer shall notify or ensure that another Department member notifies the involved Officer's immediate family as soon as possible and in person, whenever reasonably possible. The notification shall provide the family members with basic information on the status of the Officer and when and where they will be able to see him or her. At this time, the companion Officer shall coordinate their transportation to the hospital or other location as required. In the case of serious injury or death, notifications shall be conducted in person and will be coordinated by the Deputy Chief of Field Operations.

E. Practices and procedures to be followed for incidents which include an Officer-involved death or serious use of force will include the following:

1. The actions and post-incident actions of involved Officers will be requested to be investigated by an independent agency or entity. The investigators from that agency/entity will not be employed by the Department. The Deputy Chief or Chief will immediately or as soon as practical initiate the request to the investigating agency/entity. The investigative report issued by the primary investigative agency or entity becomes the sole-source documentation of the use-of-force incident. Duplicate interviews or reports can lead to potential inaccuracies and inconsistencies. Interviews of members will be at a time and place agreed upon between the investigating agency or

entity and the members and/or members' counsel. Members and their counsel will be allowed to walk through the scene, speak with other involved team members, and view any video of the incident under the control of the investigating agency prior to the interview. The goal is not collusion; the goal is to obtain the most accurate history of the incident. This process also applies to members who witnessed the use-of-force incident and those who may have been in close proximity to the use of force.

A concurrent administrative investigation will be conducted by the Skokie Police Department in accordance with Department General Orders A-15, Use of Force, and A-13, Internal Affairs. Reporting to the FBI Use of Force Database and the Illinois Criminal Justice Information Authority will be in accordance with Department General Orders A-15, Use of Force, A-13, Internal Affairs, and S-12, Detention Facility.

2. Should the request for the investigation of the qualifying incident be denied by the independent agency, the Skokie Police Department shall conduct the investigation consistent with all applicable federal and State laws, Department General Orders and Rules and Regulations, and accepted best practices.

3. After securing the scene and identifying witnesses, the focus should transition to the psychological well-being of those involved in the use of force. Specifically, attention should transfer to the involved members as well as witnesses who were in the immediate vicinity of the use of force. Department General Order P-10, Trauma Counseling and Critical Incident Stress Debriefing apply.

4. The Department recognizes that members involved in situations involving a death or a serious use of force that resulted in death or great bodily harm are likely to experience one or more of the following reactions:

   a. increased pulse, blood pressure, and respirations,
   b. a sense of slow motion caused by an accelerated thought process,
   c. a sense of detachment, including auditory blocking,
   d. tunnel vision,
   e. a skewed sense of time and space relations,

f. nausea or vomiting,
g. involuntary bodily functions,
h. speech impairment,
i. uncontrollable crying,
j. feelings of shock, guilt, anger, disbelief, and
k. other stress-related reactions.

5. With the exception of the public-safety statement, Department members involved in the death or serious use-of-force incident should avoid interviews or report writing for at least 72 hours. This recommendation is based on known and documented reactions that the involved Department members may experience.

6. In order to ensure the Officer(s) Garrity rights, it is important that the administrative and independent agency investigations be kept separate and distinct.

   a. Department personnel conducting the internal investigation should not participate directly in any voluntary interview of the Officers with the independent agency investigators.

   b. If requested, involved Officer(s) will be afforded the opportunity to consult individually with a representative of their choosing or an attorney, prior to speaking with investigators. However, in order to maintain the integrity of each individual Officer statement, involved Officers shall not consult or meet with a representative or attorney collectively with other involved Officers prior to being interviewed.

   c. Any voluntary statement provided by an Officer will be made available for inclusion in the administrative and/or other related investigations.

   d. Absent consent from the involved Officer or as required by law, no administratively coerced statement(s) will be provided to any investigators.

7. Investigators will make reasonable accommodations to the Officer’s physical and emotional needs.

F. Reporting: Facts that are relevant and should be documented in the appropriate reports contain but are not limited to the following:

1. Information noted by the dispatcher from background noises during the call, as well as information provided by the reporting party that may be related to the subject's behavior, use of drugs or alcohol, previous law enforcement encounters, presence of weapons, and mental health concerns.

2. Officer observations of the subject's behavior in the course of making the arrest, for example, was the person

   a. calm or emotionally charged,
   b. rational or confused,
   c. able to communicate or difficult to engage in conversation,
   d. experiencing hallucinations or delusions,
   e. perspiring heavily,
   f. wearing inappropriate clothing or in a state of undress,
   g. exhibiting a high tolerance for pain, or
   h. engaging in a protracted physical encounter with Officers.

3. Whether family or friends indicate that the subject had been drinking heavily, using drugs, or both; whether the subject had been involved with the police on prior occasions; any other relevant information provided; and whether the subject was threatening anyone or in possession of a weapon.

4. Whether the subject was visibly injured in any way when the police arrived and what, if any injuries were sustained prior to death.

5. What measures the Officer(s) took to gain control and custody, such as

   a. attempting to calmly "talk the person down,"
   b. maintaining distance,
   c. reducing noise by turning off sirens,
   d. reassuring the subject,
   e. buying time,
   f. asking simple questions to determine the subject's level of coherence,
   g. attempting to deescalate the situation or other actions, and
   h. directing others at the scene to move away.

6. Whether immediate custody was required.

7. The length of time it took to gain control of the subject. Whether there was a protracted struggle, or the subject was subdued quickly.

8. The means used to restrain the subject.

9. When in custody, where and how the individual was situated (e.g., rolled to one side on the ground, in a seated position, in a police vehicle sitting or lying down).

10. The physical reactions of the subject once arrested. For example, did he or she become calm or continue to struggle and act physically and verbally combative?

11. Whether EMS was called and, if so, at what point during the confrontation.

12. How often the subject's condition (such as breathing and consciousness) was monitored after arrest. Whether the subject became unresponsive, who was present at the time, and what steps were taken by the Officer(s).

13. When death was pronounced and by whom and the results of the autopsy.

14. The information provided in the subject's medical history and lifestyle.

15. Conduct and behavior of the subject being confronted as perceived by the Officer at the time of the incident.

16. The relative age, size, strength, and physical ability of the Officer to the subject.

17. Experience of the Officer.

18. The number of Officers present.

19. Potential influence of alcohol or drugs.

20. Subject's proximity to weapons.

21. Weapons used or threatened to be used by the subject.

22. Force options available to the Officer.

23. Seriousness of the offense, basis for subject contact, and information known about the subject by the Officer.

24. Potential for injury to the public, Officer, or subject.

25. Risk of escape.

26. Degree of subject resistance.

27. Use of restraints.

28. Other exigent circumstances.

29. If the subject did not die but was seriously injured or admitted to a medical facility, discover the answers to these questions:

    a. What were the nature and severity of the injuries?

    b. Were the injuries consistent with the use of force described by the Officer(s)?

F. Reports by Involved Officers

1. While the involved Officer may write the report, it is strongly recommended that reports be completed by assigned Investigators. 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 involved suspects. Care should be taken not to duplicate information provided by involved Officers and other reports.

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

III. Involved Officer Assignment Status

Department employees whose actions or use of force in an official capacity result in great bodily harm or death to any persons will be removed from their duty assignment and placed on “Administrative Leave” immediately.

A. This leave shall be without loss of pay or benefits, pending the results of the investigation administrative review.

B. The assignment to Administrative Leave will not be interpreted to imply or indicate that the Officer has acted improperly.

C. While on Administrative Leave, the Officer shall remain available at all times for official Department interviews and statements regarding the incident.

D. The Officer's return to regular duty after Administrative Leave will be determined by the Chief of Police in consideration of factors including, but not limited to:

1. results of the administrative investigation;

2. information received relative to Department General Order P-10: Trauma Counseling; and

3. discussions with the involved Officer.

IV. Application to Civilian Employees

The policies and procedures delineated in this general order similarly apply to civilian employees, with the exception of the requirement that the incident be investigated by an independent agency and related language.

APPLICABLE ACCREDITATION STANDARDS

ADM.05.03

SKOKIE POLICE DEPARTMENT

PERSONNEL CLASSIFICATION, ASSIGNMENT, AND COMPENSATION

General Order: P-1
Effective Date: 01 September 2024

Replaces:
General Order: P-1
Effective Date: 01 Nov. 2020

Indexed As:
Compensation
Duty Assignments
Job Analysis
Job Assignments
Job Classification
Job Descriptions
Specialized Assignments
Transfers

POLICY:

The Skokie Police Department shall ensure that job classifications are based on an analysis of position requirements including job tasks and the frequency with which they are performed, as well as an assessment of the requisite skills, knowledge and abilities.

PROCEDURE:

I. Village Classification and Salary Plan

A. The Police Department will comply with the Village of Skokie Classification and Salary Plan. This plan is based upon comprehensive studies and analyses of performance requirements, needed qualifications, education, training and experience for each employee position, and the grouping of like positions into classes for assignment and compensation purposes. The system permits common position descriptions for each classification and an equitable compensation structure, avoiding separate job requirements and pay determination for each employee.

B. The plan also serves as a guide to Department personnel and their supervisors regarding the specific duties and responsibilities for each position or assignment.

C. The grouping of like job requirements into classes facilitates the comparative evaluation of personnel against a common performance standard.

D. The plan shall be used by the Department to assist in identifying entry-level, in-service, and specialized training needs.

E. At the direction of the Chief of Police, the plan shall also be used to assist in identifying and evaluating positions not requiring sworn personnel.

II. Reclassification of Positions

Reclassification of Department members and employees is under the authority and responsibility of the Village Manager.

III. Duty Assignments

A. The Department has developed “Duty Assignments” within the framework of the overall Village position classification system. These descriptions are used to aid in identifying the specific duties and responsibilities associated with each particular position or assignment within the Department.

B. All Duty Assignments are consistent with the Village Classification and Salary Plan and are reviewed periodically by the Department to ensure continuing relevancy and need. Input regarding the development and modification of duty assignments is sought from affected personnel and their respective supervisors.

C. Where proposed functional changes in a Duty Assignment might impact on the Village Classification and Salary Plan, written recommendations will be prepared and submitted by the Chief of Police to the Village Manager for consideration.

D. Duty Assignments are available for review by all Department personnel via the Intranet. Duty Assignments are located in the Administrative Information Section, under the “Job Descriptions” tab.

IV. Duty Assignments and Transfers

A. The Chief of Police has final approval authority for all assignments and intra-departmental transfers. Assignments may be filled through appointment or utilizing a structured selection process.

B. Vacancies to be filled through a structured selection process will be communicated in writing to all eligible Department personnel.

1. The selection process shall be conducted in a fair and impartial manner.

2. Included in all announcements of position openings will be a summary of the skills, knowledge and abilities (SKA) that will be considered in evaluating the qualifications of candidates, as well as any formal educational or experience requirements.

3. In addition to an evaluation of the requisite SKA's for each candidate, the following criteria may also be considered.

   a) Report Writing: Accuracy, neatness and completeness. It can be assumed that a person who is strong in this area will continue to produce quality written work in another assignment.

   b) Work Habits: Interview the person's immediate supervisor with respect to tardiness, attendance, attention to detail, loyalty, and initiative demonstrated in the person's present assignment.

   c) Sick Days: Examine records for established patterns.

   d) Seniority: Organizational knowledge gained through time on the job. This may be considered as a factor; however, consideration should also be given to an employee’s potential retirement plans to ensure sufficient time for unit growth and productivity.

   e) Adaptable Character: An individual placed in a new assignment will quite often encounter a change in work schedule. In addition, a new position might require training of extended duration.

   f) Growth Potential: This assignment will most likely benefit the Department and the individual.

4. A reasonable period of time will be permitted for those interested in any assignment to make application.

5. The submission of a résumé documenting relevant work experiences, achievements and accomplishments may be required.

6. Interviews will be conducted for those who best meet the required criteria.

7. The interview panel convened for these interviews will make a report to the Chief of Police recommending the individuals who could best serve in the assignment.

8. The Chief of Police will make the final determination as to the candidate who is selected or appointed based upon the operational needs of the Department.

SKOKIE POLICE DEPARTMENT

RECRUITMENT, SELECTION AND PROMOTION

General Order:	P-2	**Replaces:**	General Order: P-2
Effective Date:	01 July 2023		Effective Date: 01 July 2020
Indexed As:	Promotion Recruitment Selection		

POLICY:

The Skokie Police Department is dedicated to recruit, select and promote the best possible candidates.

The Skokie Police Department is committed to recruit, select and promote personnel in a manner that is consistent with State law, Village Ordinances, Equal Opportunity/Affirmative Action guidelines and Fire and Police Commission Rules and Regulations, as applicable.

The Chief of Police and the Department will establish and maintain procedures that fairly and efficiently administer the various recruitment, selection and promotion processes established in cooperation with the Fire and Police Commission, the Village Director of Human Resources and the Village Manager.

PROCEDURE:

I. Fire and Police Commission Responsibility

A. The Commission is guided by the Illinois Compiled Statutes in its conduct for testing and the development of an original eligibility list for entry-level sworn positions. The Commission is similarly guided in its conduct regarding promotional testing and the development of promotional eligibility lists for the rank of Sergeant.

B. In all cases where there is a conflict, the ordinances adopted by the Village of Skokie under home rule provisions shall prevail.

C. The Commission abides by all adjudications in the State of Illinois in these matters.

D. Unless otherwise stated, the Commission means the Board of Fire and Police Commissioners of the Village of Skokie, Illinois.

E. Any reference to the Agency shall mean the Police Department of the Village of Skokie, Illinois.

II. Recruitment

The Skokie Police Department will at all times strive to recruit, select and retain the highest caliber personnel available. Such recruitment shall be done in a manner that is fair, consistent and nondiscriminatory. To this end, the following procedures will be utilized during the recruitment process.

A. Administrative Practices

The Chief of Police and Deputy Chief of Administrative Services, or his designee, will work closely with the Fire and Police Commission and the Village's Personnel Office to ensure effective coordination of recruitment activities.

1. Anticipated recruiting for positions will be well publicized, to include:

   a) Notifications of position openings to national, local, and Chicago metropolitan area media and all members of the Police Department.

   b) Notifications of position openings to civic organizations such as the Kiwanis, Rotary, League of Women Voters, etc.

   c) Notifications of position openings to community organizations and visits to educational institutions.

2. The Department has an assigned Recruitment Officer and encourages all of its members and employees to participate in the recruiting process by internally publicizing any openings and encourages personnel to become involved in seeking out qualified personnel to apply.

3. The Deputy Chief of Administrative Services, or his designee, with the assistance of the Support Services Supervisor, will ensure that all personnel selected to participate in active recruiting and/or testing are knowledgeable of and trained in personnel matters, to include the following areas:

a) Equal Employment Opportunity;

b) Agency career opportunities, salaries, benefits and training; and

c) All aspects of the recruitment and selection process.

d) The community and its demographics, community organizations and educational institutions.

4. Whenever possible, minority and protected class personnel, including employees who speak languages prevalent in the community, shall be included in the recruitment process.

B. Recruiting

1. Objectives

a) To recruit, select and retain the highest caliber candidates possible.

b) To actively recruit qualified applicants from minority and protected classes.

c) To have a diversified workforce representative of the Village in order to better serve the public with understanding, transparency and improved communication.

2. Recruiting Schedule

a) Recruiting for sworn positions will be coordinated and scheduled to coincide with planned testing dates and eligibility-list expirations.

b) All recruiting for sworn positions will be keyed to the expiration of the existing Police Officer Eligibility List or Vacancies in the Lateral Entry Pool.

C. Advertisement and Publicity

1. Media releases, recruitment brochures and position announcements shall be disseminated a reasonable length of time prior to application deadlines and/or testing. Application filing deadlines will be readily indicated on all literature and postings. Position announcements will be advertised through:

a) Area newspapers
b) Area radio/television/cable media
c) Social media
d) Educational institutions
e) Civic and community organizations
f) Social service agencies
g) Village of Skokie and Skokie Police Department internet websites
h) Appropriate Law Enforcement internet websites

2. Job announcements will generally describe duties and responsibilities, requisite skills, minimum educational level, physical requirements and application deadlines.

3. All position announcements and applications shall identify Skokie as an equal opportunity employer. Brochures, if developed, will attempt to visually display this commitment to equal opportunities.

D. Recruitment Budget

The Deputy Chief of Administrative Services, or his designee, and the Village Personnel Director shall ensure that sufficient money is allocated to administer the recruitment program.

1. Advertising and Announcements
2. Postage for Mailings
3. Personnel Costs
4. Travel Expenses

E. Recruitment Assistance

1. During recruiting periods, recruitment information may be disseminated to:

a) Neighborhood groups
b) Local civic organizations, e.g., Kiwanis, League of Women Voters, Rotary, Chicago Urban League, etc.

2. When contacting community organizations, it is important to stress the fact that the Skokie Police Department encourages and seeks assistance from them in its recruiting activities.

F. Application Process

1. The Human Resources Department will be responsible for maintaining contact with all applicants from initial application through final employment disposition. Notification of final employment

disposition will be made in writing to all applicants.

2. No application will be rejected because of omissions or deficiencies that can be corrected prior to the testing or interview process. This does not apply to intentional or fraudulent omissions or deficiencies as determined by the Personnel Director or the Fire and Police Commission, as applicable.

3. The Department Recruitment Officer shall maintain informal contact with applicants as they progress through the hiring process to keep them appraised of their standing and foster trust with the Department.

III. Selection

A. Sworn Personnel

1. The Fire and Police Commission is charged with the responsibility for administering the selection process for sworn personnel.

2. The Chief of Police, or his designee, functions in a limited capacity as an advisor and liaison to the Commission in the selection process, for the delegated responsibility to ensure a thorough background investigation and to perform probationary evaluations on the selected candidate(s).

3. The Board of Fire and Police Commissioners shall ensure that all applicable elements of the selection process for all positions be administered, scored, evaluated and interpreted in a uniform manner and that all steps in the selection process are conducted by trained personnel.

4. A description of the various elements of the selection process can be found in Chapter III of the Fire and Police Commission Rules and Regulations.

B. Civilian Personnel

1. The Personnel Department is charged with the responsibility for coordinating the selection process for civilian personnel.

2. The Personnel Department shall maintain written directives that describe all elements of activities of the selection process for all full-time personnel.

3. The Personnel Department shall ensure that all applicable elements of the selection process for all positions be administered, scored, evaluated and interpreted in a uniform manner and that all steps in the selection process are conducted by trained personnel.

4. The Personnel Department shall ensure that candidates for all positions are informed in writing of the following at the time of their initial application:

   a) All elements of the selection process

   b) The expected duration of the selection process

   c) The Village’s policy on reapplication

5. The Personnel Department shall ensure that all candidates are informed in writing regarding the final disposition of their employment application.

6. The Personnel Department shall ensure that selection materials, if any, are securely stored when not in use, and are disposed of in a manner that prevents disclosure of the information contained therein.

7. The Police Department shall ensure the conduct of a background investigation of each candidate prior to their appointment to probationary status. Background investigations shall only be conducted by Department personnel trained in the investigation, collection and reporting of background information, or outsourced to vendors deemed qualified to do so. The background investigation will include, at a minimum:

   a) Verification of qualifying credentials

   b) A criminal history check and follow-up as necessary

   c) Verification of at least three personal references

8. If polygraph or other instruments for the detection of deception are used in the selection process:

   a) Only examiners licensed by the State of Illinois shall be utilized to administer the examination and to interpret the results;

   b) At the time of the polygraph appointment but prior to examination, candidates will be provided with a list of areas from which questions may be drawn; and

   c) The results of the examination shall not be utilized as the single determinant of employment status. Instead, the results will be considered in conjunction with all other selection data specific to the candidate, including experience and credentials, background information, test scores and interviews, as applicable.

IV. Records Retention

The Personnel Department shall securely maintain selection data and testing results; background investigations; results of medical and psychological evaluations; and other records of all candidates not selected in accordance with all Federal, State and local requirements. Records retention shall be consistent with the Illinois Local Records Act. Access shall be restricted to those persons legally entitled to review these records.

V. Promotion

A. The Fire and Police Commission is charged with the responsibility for administering the police sergeant supervisory promotional process.

B. The Chief of Police, or his designee, functions in a limited capacity as an advisor and liaison to the Commission in the promotional process. The Chief of Police, or his designee, is responsible for administration of the promotability performance rating form approved by the Commission, providing the Commission with the Chief's promotional points and performing probationary evaluations on promoted personnel.

C. A description of the promotional process can be found in the Fire and Police Commission's Promotion Manual for Police Officers.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

PER.01.01, PER.01.02, PER.01.03, PER.01.04, PER.01.05

SKOKIE POLICE DEPARTMENT

PERFORMANCE APPRAISALS

General Order:	P-3	**Replaces:** General Order:	P-3
Effective Date:	01 August 2023	Effective Date:	01 Feb. 2021

Indexed As: Evaluations: Annual, Quarterly
Performance Appraisal
Performance Evaluations
Employee and Performance Evaluation Form
Performance Report

POLICY:

It is the policy of the Village of Skokie and the Police Department to evaluate personnel performance on a formal, periodic basis; promote common understanding of individual needs, work objectives and standards of acceptable performance; provide subordinates with feedback as to how well the supervisor feels the subordinate is meeting expectations; suggest specific course of action the subordinate can take in order to meet or exceed expectations; provide supervisors with feedback as to how they can help subordinates in their personal growth and development; and set objectives for future performance.

PROCEDURE:

I. Employee and Performance Evaluation Form

A. All full-time employees, except the Chief of Police, must be evaluated and counseled at least annually on or about their anniversary date using the Employee and Performance Evaluation Form. The rating will be based exclusively on the time period as indicated on the form. Annual anniversary dates may be subject to change due to promotion or salary adjustment.

B. Probationary Personnel

Full-time, entry-level and lateral transfer probationary employees shall also be evaluated using this form at one year and eighteen months time after hire. At the completion of the probationary period, the respective Deputy Chief shall submit a recommendation to the Chief of Police regarding the permanent status of the probationary employee. The Chief of Police, in turn, shall forward his recommendation to the ~~Personnel~~ Human Resources Director and/or the Board of Fire and Police Commissioners, as appropriate.

C. Forms for Specific Positions

Specific evaluation forms have been developed for both Non-Supervisory Personnel and Supervisory/Professional Administrative Personnel. These forms have been designed to address the specific performance requirements of these positions.

D. Instructions in Use of Forms

A Village of Skokie Manual for Performance Evaluation shall be made available via the Police Department intranet to all supervisors for use in appraising the performance of Village of Skokie personnel. This manual includes specific instructions on the proper application of the Employee and Performance Evaluation Form and should be read in its entirety before appraising the performance of subordinate personnel.

E. Evaluation Scale

The rating system defined in the instructions portion of the evaluation forms shall be used to compare the performance of the employee being rated against the performance criteria listed for each factor. Examples of past performance must be cited as directed in the manual for performance evaluations.

F. Review of Evaluations

1. All Performance Evaluations will be reviewed and signed by the rater's supervisor to assure fairness and objectivity of the rating and validity of the process. Further, all Employee and Performance Evaluation Forms shall be forwarded to the appropriate Deputy Chief of Police prior to final review with and counseling of the employee.

2. All personnel being evaluated will be requested to sign the completed Employee and Performance Evaluation Form indicating that it has been read. This signature indicates only that the employee has read the report and does not imply agreement or disagreement with the content. If the employee refuses to sign the form, the rater should so note and record the reasons(s), if given.

3. On the last page of the Employee and Performance Evaluation Form, space is provided for written comments by the employee. Employees not satisfied with their evaluation may request an additional review.

G. Completed Forms

1. The original Employee and Performance Evaluation Form will be forwarded through the chain of command to the Office of the Chief. A copy of the form will be maintained in the individual's Employee History file for the entire term of their employment. The original form shall be forwarded to the Village Personnel Department.

2. A copy of the completed Performance Evaluation will be sent to the employee by the Office of the Chief.

3. The annual evaluation allows supervisors to rate important factors and overall performance, identify remedial and developmental activities, and recommend pay step changes.

II. Performance Report Form

A. The Performance Report Form may be utilized between annual evaluations to review work performance, allow for guidance and direction and to ensure effective communication.

B. The Performance Report Form may be used to document effective or superior performance, positive work skills.

C. In documenting unsatisfactory performance, the supervisor shall utilize the Records Management System (RMS) Citizen Complain Module to enter remedial training, coaching, and counseling to define actions to be taken to improve performance. The supervisor will print out the RMS entry and have the employee sign to acknowledge receipt. The supervisor will then scan the signed RMS copy back into the RMS entry as an attachment. The signed original copy shall be forwarded to the Office of the Chief to be scanned into the employee's RMS Personnel file.

D. Whenever possible, non-probationary employees shall be advised, in writing, of their unsatisfactory performance at least 90 days prior to the end of their annual rating period.

E. Employees not satisfied with their evaluation/reprimand may request an additional review. The review shall be conducted as delineated in Section IV of this general order.

F. Distribution of the Performance Report Form shall be made by the Office of the Chief as indicated at the bottom of the form, i.e., Employee, Rater, Deputy Chief, and Office of the Chief. Performance Report

Forms shall be maintained for a one-year period prior to the annual evaluation rating.

III. Performance Improvement Plans

A. A Performance Improvement Plan (PIP) (Appendix A) is a tool designed to provide employees with specific information regarding how to improve their performance. The PIP is an interactive process between an employee and the employee's supervisor and includes specific objectives and timelines to help the employee improve performance. The PIP may include a variety of strategies to assist in this process such as coaching, mentoring, training, goal setting and accomplishment, etc.

A PIP may be initiated at any point at which employee performance is considered to be deficient. In order to initiate a PIP, the supervisor must receive approval from the Deputy Chief of the employee's assigned Division.

B. If in the opinion of the supervisor the employee's overall performance is at the "Meets Expectations" category in the Employee Performance Evaluation Form, the PIP should still be used to explain to the employee how performance can be improved to "Above Expectations" or better to avoid potential loss of F+ pay status.

C. A PIP generally has a duration period of 90 days. The PIP may be closed prior to 90 days if the objectives have been met and performance has improved satisfactorily. During the PIP, the supervisor and employee will meet monthly to discuss the progress toward achievement of the objectives and performance improvement. The supervisor will complete the PIP Progress Report Form (Appendix B) for discussion and documentation for the monthly meetings. If performance has not improved at the conclusion of 90 days, then further discussion and additional plans may be implemented.

D. The PIP Form will be scanned into the citizen complaint module of RMS for tracking purposes. The PIP Progress Report Forms will also be uploaded to RMS, and meeting dates will be documented in the tracking section of RMS.

IV. General

A. All evaluations of employee performance shall pertain to a specific time period, and the criteria utilized for performance evaluations shall be applied to the specific assignment of the employee during that rating period.

B. Specific comments and demonstrated examples must be cited in support of any rating other than “Meets Expectations” or “Above Expectations.”

C. All personnel shall be rated by their immediate supervisor. For employees who have been supervised by more than one supervisor during a reporting period, the designated rating supervisor should confer with the other supervisors(s) in preparing the evaluation form.

D. All performance evaluations shall be accompanied by a personal discussion and conference between the supervisor and the employee being rated. The results of the performance evaluation just completed and the expectations for future performance shall be discussed and communicated to the employee at this time. Subsequent to their performance evaluation, employees shall be provided the opportunity to discuss career-related matters such as advancement, specialized assignments, and training options.

E. Copies of all Employee and Performance Evaluation Forms shall be provided to the employee who was evaluated. The employee shall be provided the opportunity to sign the form and to make written comments regarding the performance evaluation received.

F. Management and administrative uses of these evaluation forms include identifying personnel training needs, guiding decisions regarding probationary service, salary adjustments, promotions, reassignments, specialized assignments, disciplinary action and terminations.

G. Supervisors have the obligation to conduct special evaluations whenever the need arises.

H. Raters will be evaluated by their supervisors on the quality of ratings given subordinates.

I. All newly promoted Sergeants, Communications Shift Supervisors, and all persons hired directly into a supervisory position will receive training in performance evaluation and career development counseling. Refresher training will be provided to supervisory staff as directed by the Chief of Police or their designee.

IV. Additional Reviews

A. Prior to requesting an additional review, employees should meet with their evaluator to discuss the differences and potentially resolve them at this level.

B. If issues involving the Employee and Performance Evaluation or Performance Report cannot be resolved between the employee and the evaluator, the employee may request an additional review. When an additional review is requested, it will be conducted as follows:

1. The Deputy Chief of the employee will arrange a meeting between themselves, the Chief of Police, the Professional Standards Commander and the employee requesting the review.

2. During the meeting, the employee will explain the basis for the request, provide any and all information they wish to be considered, and engage in a discussion to provide a clear understanding of their position and reasoning.

3. The Chief of Police, respective Deputy Chief and Professional Standards Commander will then consider the information gained at the employee meeting, in conjunction with any relevant information previously available, and render a decision.

4. Once approved by the Chief of Police, the decision regarding the additional review is final.

APPENDIX A.

SKOKIE POLICE PERFORMANCE IMPROVEMENT PLAN

Part 1: Performance Plan Information

Employee	
Supervisor	
Consulting Supervisor	
Participants in Performance Plan Meeting	

Part 2: Areas Identified for Performance Improvement – Areas shown as *"Development Needed", or "Unsatisfactory". May also be used for "Meets Expectations" if plan is being used to help employee avoid potential loss of merit pay.*

General and Specific Rating Factors	Requirements/Activities to Improve Rating
Skills and Knowledge	
Teamwork	
Quality of Work	
Initiative	
Communication	
Responsibility	
Customer Service	
Safety	
Work Practices	
Professionalism and Integrity	
Sick Leave and Punctuality	

Part 3: Notes/Comments/Summary

Part 4: Signatures and Employee Acknowledgement

Supervisor's Signature **Date**

Employee's Signature **Date**

Appendix B

SKOKIE POLICE PERFORMANCE IMPROVEMENT PLAN

PROGRESS REPORT

Part 1: Performance Plan Information

Employee	
Supervisor	
Consulting Supervisor	
Participants in Progress Meeting	
Date of Progress Meeting	
Type of Report	☐ 30 Day ☐ 60 Day ☐ 90 Day

Part 2: Progress Evaluations

Select the factor from the PIP that is being addressed:

☐ Skills & Knowledge ☐ Initiative ☐ Customer Service ☐ Professionalism & Integrity
☐ Teamwork ☐ Communication ☐ Safety
☐ Quality of Work ☐ Responsibility ☐ Work Practices ☐ Sick Leave & Punctuality

Current Rating:

___ Above Unsatisfactory Meets Expectations Development Expectations Needed

Explain progress toward the requirements/activities documented on the PIP.

Select the factor from the PIP that is being addressed:

☐ Skills & Knowledge ☐ Initiative ☐ Customer Service ☐ Professionalism & Integrity
☐ Teamwork ☐ Communication ☐ Safety
☐ Quality of Work ☐ Responsibility ☐ Work Practices ☐ Sick Leave & Punctuality

Current Rating:

___ Above Unsatisfactory Meets Expectations Development Expectations Needed

Explain progress toward the requirements/activities documented on the PIP.

Select the factor from the PIP that is being addressed:			
□ Skills & Knowledge	☐ Initiative	☐ Customer Service	☐ Professionalism & Integrity
□ Teamwork	☐ Communication	☐ Safety	
□ Quality of Work	☐ Responsibility	☐ Work Practices	☐ Sick Leave & Punctuality

Current Rating:				
___ Unsatisfactory	Above Expectations	Meets Expectations	Development Needed	

Explain progress toward the requirements/activities documented on the PIP.

Select the factor from the PIP that is being addressed:			
□ Skills & Knowledge	☐ Initiative	☐ Customer Service	☐ Professionalism & Integrity
□ Teamwork	☐ Communication	☐ Safety	
□ Quality of Work	☐ Responsibility	☐ Work Practices	☐ Sick Leave & Punctuality

Current Rating:				
___ Unsatisfactory	Above Expectations	Meets Expectations	Development Needed	

Explain progress toward the requirements/activities documented on the PIP.

Part 3: Notes/Comments/Summary

Part 4: Signatures and Employee Acknowledgement of progress meeting.

_____

Supervisor's Signature Date

_____

Employee's Signature Date

APPENDIX C

APPLICABLE ACCREDITATION STANDARDS

PER.05.01, PER.05.02

SKOKIE POLICE DEPARTMENT

GRIEVANCE PROCEDURE

General Order:	P-4	**Replaces:** General Order:	P-4
Effective Date:	01 December 2021	Effective Date:	01 May 2018

Indexed As: Grievance Procedure

POLICY:

It is the policy of the Skokie Police Department to deal fairly and promptly with employee complaints; to minimize personnel dissatisfaction, increase morale, and identify potential problems in the Police Department; and to maintain the positive perception employees have of the organization.

PROCEDURE:

I. All Department personnel shall follow grievance procedures as delineated in the Village Personnel Manual.

II. Police Officers represented by the union shall utilize procedures outlined in the collective bargaining agreement between the Village of Skokie and the Fraternal Order of Police, Lodge No. 68, for grieving all items covered by that agreement.

III. Annual Review and Analysis - Department Coordination

A. The Deputy Chiefs will review and analyze all grievances filed by their respective personnel on an annual basis. The analysis is intended to discern general grievance patterns and trends, as well as specific management or personnel issues that may contribute to grievances. The analysis shall be submitted in writing to the Chief of Police and will include accommodations for the resolution of any issues identified.

B. The Office of the Chief of Police is responsible for overall Department coordination of the grievance procedure.

IV. Confidentiality of Records

All grievances will be treated confidentially and retained in secure files. Those handled at the Division level will be retained by the respective Deputy Chief. Those handled by the Chief of Police or Village Manager will be separately retained by them.

SKOKIE POLICE DEPARTMENT

OVERTIME

General Order: P-5
Effective Date: 01 June 2024

Replaces:
General Order: P-5
Effective Date: 01 Dec. 2020

Indexed As:
Compensatory Time
Court Time
Duty Time
Overtime
Payment for Overtime

POLICY:

The operations of the Police Department may impose time requirements on personnel over and above their normal tour of duty. The Village of Skokie compensates Police Officers in accordance with the Collective Bargaining Agreement. The Village of Skokie compensates all other non-contract employees in accordance with the Village Personnel Manual and any other applicable policies as established by the Village of Skokie.

The requirement that overtime must be compensated may not be waived by agreement between the supervisor and the employee.

PROCEDURE:

I. Overtime

A. Absent exigent circumstances, the employee must receive approval from their supervisor prior to working overtime.

B. Employees will not work more than 16 consecutive hours unless authorized to do so by a Commander or position of higher rank.

C. Employees who work 16 consecutive hours or more must have seven and one-half hours off before their next scheduled duty assignment unless authorized as in paragraph B above.

D. The above limitations apply to all duty types, including details.

E. The above limitations do not apply to court appearances.

II. Recording and Reporting

A. Personnel who work overtime must submit all required information into the Department’s scheduling system at the end of their tour of duty.

B. Supervisors are required to review, approve or deny all hire back submissions from their subordinates during each tour of duty.

C. All overtime shall be reported for the exact time worked.

D. Personnel shall be given credit for overtime in increments of fifteen minutes, and only if they have worked at least eight minutes in that period.

E. the personnel working the overtime are responsible for ensuring their PACE entry is accurate and does not overlap with their other shifts.

III. Application for Return of Compensatory Time

Unit supervisors will be responsible for accessing the Department’s scheduling system to record the use of compensatory time by a subordinate. This shall be completed on the day the compensatory time is used.

SKOKIE POLICE DEPARTMENT

TRAINING

General Order: P-6
Effective Date: 01 August 2022

Replaces:
General Order: P-6
Effective Date: 01 May 2020

Indexed As:
Advanced Training
In-Service Training
Recruit Training
Refresher Training
Remedial Training
Specialized Training
Training Procedures

POLICY:

It is the goal of the Skokie Police Department to engage in a continuum of training that will foster cooperation and unity of purpose within the Department. It is also our intent to provide a guide to training that will better prepare Skokie Police personnel to 1) make decisive and informed decisions, 2) maximize effectiveness and productivity, 3) minimize civil or criminal liability through training in proper police procedures, and 4) be prepared for professional and personal opportunities of growth and service.

PROCEDURE:

I. Training Organization and Administration

A. Department Training Officer

1. Appointed by the Chief of Police, the Training Officer reports to the Professional Standards Commander.

2. Responsible for implementation of duties outlined in this directive.

3. Directs efforts of the Department's Officers and supervisors involved with in-service and interagency training.

4. Provides liaison with licensed training academies and other agencies offering courses of instruction dealing with police and management related subjects.

5. Schedules training, when available, that relates to each person's duty assignment and may augment current skill levels.

B. Training Schedule Requirements

1. The Training Officer shall give advance notice of training in cooperation with the Division Commanders.

2. Exceptions

a) Personnel who are on vacation shall not be required to attend training programs.

b) Exceptions may be granted by Unit Commanders for good cause (such as court subpoena, illness, or personal business of an emergency or serious nature).

c) The Training Officer shall bring evidence of continuing exceptions by a particular individual to the attention of the Chief of Police via the Chain of Command.

3. Documentation

a) The Training Officer shall maintain a training record which permanently records attendance of Department personnel at all training sessions.

b) Copies of all training diplomas or certificates shall be submitted to the Training Officer for review and inclusion in the Officer’s training file.

c) All available training program evaluations or test results shall also be submitted to the Training Officer.

C. Available training resources include governmental agencies and private sector organizations that will enhance the Department's training objectives and programs.

Several potential resources are listed below.

1. Chicago Police Academy
2. Cook County Sheriff's Police Academy and Library
3. F.B.I.
4. International Association of Chiefs of Police
5. Illinois Association of Chiefs of Police
6. Suburban Law Enforcement Academy
7. Local Libraries
8. National Institute of Justice Films
9. North East Multi-Regional Training Unit
10. Northwest Municipal Conference
11. Northwest Police Academy
12. Police Training Institute, Champaign
13. Skokie Police Department Library (Texts, Periodicals, and Resource Guides)
14. Northwestern University Center for Public Safety, Evanston
15. Southern Police Institute, University of Louisville
16. Northeastern Illinois Public Safety Training Academy

D. Program Evaluation

As test scores alone do not provide complete feedback as to the relevancy and benefits derived from training, the Training Officer shall implement the following additional assessment procedures, as needed:

1. Receive a written course evaluation, noting:

   a) The identification of any positive or negative aspects of the course.

   b) The need for additional training in the topic.

2. Monitor test scores of Department personnel to assure that acceptable performance standards are achieved.

   a) If personnel are unable to successfully complete training for unforeseen and valid reasons, retraining shall be scheduled whenever possible.

   b) In the case of recruit training, academic failure shall be grounds for dismissal from the Department.

3. Maintain ongoing liaison with training facilities. The Training Officer shall provide continuous input, cooperation and support for training agencies.

E. Financial Obligations

1. When Department personnel attend mandatory training, the following reimbursements shall apply:

   a) A personal vehicle mileage allowance will be provided at the current Village rate. Personnel will be paid for mileage which exceeds that of a round trip between their home of record and the Skokie Police Department.

   b) If the training is conducted outside of the Village of Skokie, a meal allowance will be provided at the current Village rate.

   c) Overnight accommodations will be provided as appropriate. In situations where, cost-effective housing is available through the training facility, personnel will be lodged at said facility. In all cases, the most cost-effective housing shall be utilized.

   d) Mileage and meal allowances will not be paid to Officers who attend commuter basic training facilities.

   e) All tuition and required fees (for materials, books, etc.) will be paid by the Village.

2. Reimbursement for approved off-duty vocational training and higher education is outlined in the Village of Skokie Personnel Manual.

F. Training Injury Liability

1. Department personnel who incur physical injuries during scheduled training shall notify the Department Training Officer and follow the applicable procedures delineated in Department General Order P-16: Reporting Injuries and Illnesses.

2. Injuries sustained while performing training tasks shall become the responsibility of the Department. The Department may seek reimbursement from the training vendor for injuries caused by negligence on the part of the vendor.

G. Training Records

1. The training and educational history of Department personnel shall be documented in three general categories.

   a) Training: Basic, in-service, and specialized

   b) Formal Education: Degrees conferred, or the number of credit hours earned

   c) Certification: Department, statewide, or national

2. Confidentiality shall be maintained with specific exceptions:

   a) Court subpoena

   b) Compliance with Illinois law permitting individuals to review their own personnel records

   c) Compliance with the Freedom of Information Act

II. Recruit Training

A. Orientation

Recruit Officers reporting for duty with the Skokie Police Department shall be under the direct supervision of the Department Training Officer. The Training Officer shall arrange recruit orientation in Department policies and procedures and the accreditation process. Orientation to the accreditation process shall be provided to the recruit within 30 days after graduation from the recruit Academy. The Personnel Department will familiarize the recruit with Village personnel policies.

B. Recruit Standards

During the orientation and training phase, Recruit Officers shall be expected to follow Department regulations governing appearance and conduct. Questions regarding duty hours, scheduling, manner of dress, etc., shall be clarified by the Training Officer.

C. Uniforms and Equipment

1. Recruit Officers shall not purchase the Skokie Police uniform until authorized to do so by the Training Officer. Each recruit's clothing and equipment purchase requires the approval of the Training Officer to ensure compliance with Department regulations.

2. Officers attending recruit training shall conform to the dress code of that particular academy.

3. Recruit Officers shall purchase their initial uniforms through the Department's uniform allowance. In cases where the allowance does not cover the initial uniform outfitting, all other uniform items may be purchased at the Officer's own expense, or the Officer's account can show a negative balance until replenished. Thereafter, maintenance of their uniforms will be through the uniform allowance which is administered through the Field Services Unit.

4. Recruit Officers shall not carry lethal or less lethal weapons, whether on or off duty, nor shall they serve in a capacity to make an arrest, until:

   a. They have successfully completed a recruit training program authorized and approved by both the Illinois Law Enforcement Training and Standards Board and the Skokie Police Department (ILETSB);

   b. They have been provided with copies of and been instructed in all Skokie Police Department policies, procedures and regulations regarding the use of force;

   c. They have been given authorization by the Training Officer.

D. Recruit School

1. All sworn personnel must comply with the state's mandatory basic training requirement. A Recruit Officer shall either:

   a) Complete recruit training within six months from date of appointment at a recruit training academy authorized and approved by the ILETSB (a 90-day extension may be granted by the Board's executive director for good cause), or

b) Receive a waiver of the basic training requirement as a result of the Officer having already successfully completed a recruit training program authorized and approved by the ILETSB.

2. The Department will only utilize the services of recruit academies approved and authorized by the ILETSB. The recruit training program shall include:

a) A curriculum that is based upon the tasks most frequently associated with the duties of Police Officers;

b) Utilization of evaluation techniques and testing designed to measure competency in the required skills, knowledge and abilities (SKAs);

c) Compliance with State of Illinois training mandates for police officers; and

d) Any applicable legal requirements relevant to the performance of duties.

3. Officers attending recruit school shall be expected to observe all rules and regulations set forth by the course director. Passing grades must be maintained on recruit school examinations.

4. A violation of training academy rules or failure to maintain a passing grade may result in dismissal from the Department.

5. Recruit Officers shall maintain liaison with the Training Officer during their training academy session, keeping the Training Officer apprised of their progress and any problems encountered.

6. The Training Officer will convey relevant recruit training information to the academy director as appropriate.

7. The Department's financial obligation to the academy is limited to the payment of tuition.

E. Field Training Officers (FTOs)

1. As openings occur for FTOs, a recruitment of qualified personnel, as determined with input from supervisory staff, will occur.

2. The selection of FTOs shall be determined through an interview with a panel selected by the Chief of Police or their designee.

3. The requisite skills, knowledge and abilities of the FTOs are contained in the Skokie Police Department Policy and Procedure Manual under the job description of an FTO.

4. No Officer shall serve in the capacity of an FTO until he has completed an FTO training course. This course shall include such topics as:

   a) instructional techniques,
   b) interpersonal dynamics,
   c) evaluation and measurement, and
   d) evaluation form

5. FTOs shall receive additional training as deemed necessary by the Training Officer in conjunction with the Programs and Planning Supervisor.

6. If possible, all Skokie Police recruits shall be assigned to multiple FTOs for the duration of the field portion of their expanded basic training.

   a) The assignment of Recruit Officers to FTOs shall be made by the Programs and Planning Supervisor, or their designee.

   b) Recruit Officers shall receive field training consistent with ILETSB standards, as applicable.

   c) FTOs shall follow the training policies and guidelines set forth in the Field Training Evaluation Manual and shall submit daily written evaluations of the Recruit Officer's progress to the Programs and Planning Supervisor, or their designee using standardized forms.

   d) The Programs and Planning Supervisor, or their designee shall ensure that all recruits complete a written evaluation of the field training process following their release to solo status. Each recruit shall also be expected to personally discuss their evaluation of the field training process with the Programs and Planning Supervisor, or their designee.

F. Supervision of Field Training Officers

1. The Programs and Planning Supervisor, or their designee shall be responsible for the supervision of personnel performing field training as it relates to the training function.

2. This distinction shall not preclude nor interfere with the chain of command but confirms the special relationship of specific personnel and the Programs and Planning Supervisor, or their designee.

G. Relationship between Classroom and Field Training

1. The Training Officer shall ensure the relevancy of field training by informing Training Officers as to the subjects that have been covered in the classroom instruction.

2. The Training Officer shall provide specific check-lists or outlines concerning the skills, knowledge, and abilities to be assessed, taught, or performed.

3. The Field Training Evaluation Manual establishes guidelines for FTOs and provides an ongoing evaluation system to monitor recruit progress.

H. Post Academy Training

After graduation from the police academy, Skokie recruits shall complete approximately 17 weeks of training.

1. Phase One of recruit training terminates at graduation from the police academy.

2. Phase Two of recruit training begins after graduation from the police academy. Phase Two involves approximately 200 hours of classroom instruction and practical exercises. The objective of Phase Two is twofold:

a) To expand upon several topics covered in the police academy.

b) To orient certain basic skills (such as police report writing; policies and procedures) to the particular needs of the Department.

c) During Phase Two, Instructors that encounter issues with recruits during Expanded Basic shall relay that concern in writing to the Training Officer.

3. Phase Three (field training) will last approximately 12 weeks. It is intended that three FTOs will train each recruit.

4. An Officer will not be assigned to solo patrol unless he has completed all three training phases and has been evaluated with a minimum of 40 Daily Observation Reports (DORs).

5. Reductions in the duration of training required for Phase Three will not be routinely authorized. The Programs and Planning Supervisor must accomplish a careful evaluation of credentials and prior training. In order for the duration of Phase Three to be reduced for a specific Recruit Officer, there must be an affirmative recommendation by the following personnel:

a) Field Training Officers
b) Programs and Planning Supervisor
c) Special Operations Commander

III. In-Service Training

The intent of in-service training is to augment previous training and skills with current information regarding management; changes in legislation; advances in technology; and revisions in policy, procedures and rules which affect Departmental personnel, etc.

A. The Training Officer will ensure that skill development and training given to all personnel is in accordance with ILETSB training mandates.

B. The Training Officer will utilize Performance Development Reviews in developing and revising training curricula and program goals.

C. In determining training needs, numerous resources may be utilized. Among these resources are:

1. The "Training Needs Analysis" booklets of North East Illinois Multi-Regional Training Unit
2. Internal affairs investigative reports
3. Training critique forms
4. Inspection reports
5. Performance evaluation reports
6. Safety Review Board analysis and recommendations
7. Staff reports and meeting minutes

8. Field observations and consultations with patrol personnel
9. The input, participation, and approval of the Chief of Police

D. In-service Training Classifications

1. Roll Call Training

a) All uniformed personnel will routinely be provided with training during roll call. Subjects to be covered will include items of an immediate need-to-know nature (such as new or revised laws and ordinances, amended policies, and the handling of new equipment).

b) Roll call training will also include written bulletins, practical demonstrations, and/or other media as appropriate.

2. On-the-Job Field Training

On-the-job training consists of instruction and skill development by supervisors or Field Training Officers. Phase Two of recruit training and remedial training are examples of on-the-job training.

3. Retraining/Refresher Training

a) Refresher training of Department personnel shall be conducted annually, as well as on an "as needed" basis at the request of supervisory staff, the Training Officer, the Chief of Police or by policy requirements.

b) Annually, all sworn personnel shall receive training in topics that will enhance the requisite SKAs of their position. (Other topics that may be addressed in retraining are suggested in Appendix C.)

4. Management Training

a) Both in-house and formal management and leadership training are designed to expand the management skills and knowledge of administrative or supervisory personnel.

b) All newly promoted sworn personnel shall receive formal management training commensurate with their new duties within one year of their promotion.

c) The Chief of Police may select additional personnel for formal management and leadership training to meet the needs of the Department and to assist with individual career development.

5. Remedial Training

a) Upon the recommendation of a supervisor, the Training Officer may schedule training for persons who:

(1) Consistently demonstrate a lack of skill, knowledge or ability in job-tasks performance (based upon evaluation reports and observation by supervisor), and/or

(2) Have received disciplinary action that can be corrected through supplemental training.

b) Failure to participate or respond to remedial training may result in a recommendation to the Chief of Police for appropriate disciplinary action.

IV. Specialized Training

A. Specialized training consists of instruction for newly appointed or promoted personnel or personnel assigned to new positions within the Department. This also includes training that is designed to maintain or upgrade specialized skills. This training may take place either within or outside the Department.

B. Positions requiring specialized training include:

1. Supervisor
2. Investigator
3. Hostage Negotiator
4. Tactical Intervention Officer
5. Range Officer and Weapons Instructor
6. Defensive Tactics Instructor
7. Crime Prevention Officer/Media Relations
8. Field Training Officer/Classroom Instructor
9. Community Service Officer
10. School Safety Officer/Officer Friendly
11. Identification Officer
12. Evidence Technician
13. Breath/Alcohol Operator
14. Communications Operator
15. Canine Officer
16. Bicycle Patrol Officer

17. Truck Enforcement Officer
18. School Resource Officer
19. NIPAS Team Members
20. Special Enforcement Team Officer
21. Accreditation Manager
22. Crime Analysis Officer
23. Criminal Intelligence Officer
24. Animal Control Officer
25. Co-Responder Team Members

C. The Training Officer shall ensure that specialized training is provided to sworn and civilian personnel as soon as practical following functional reassignment or promotion. The Training Officer shall also ensure retraining is provided as required. All training specific to specialized positions shall be provided as delineated in the Specialized Training Schedule.

Specialized training may include the following:

1. Expanded knowledge base and skill development relevant to the particular position.

2. Familiarization with management, administration, supervision, personnel policies, and support services impacting the specialty.

3. Emphasis on performance standards unique to the assignment.

4. Definition of Department policies, procedures, rules and regulations that specifically relate to the particular position.

5. Supervised on-the-job training to complement classroom instruction.

6. Completion of any state-mandated training specific to the position or assignment.

V. Involvement with Outside Agencies

A. Skokie Police personnel shall receive training and/or training materials from criminal justice agencies outside the Department. Some of these agencies include:

1. Cook County State's Attorney (i.e., legislation and court decisions affecting law enforcement)

2. FBI (press relations, terrorist activities, etc.)

B. Outside agencies shall be involved in many Department training and information programs, such as:

1. Interdepartmental Investigator meetings to exchange intelligence on criminal activity.

2. Breath/alcohol certification - Illinois Department of State Police.

3. Northwestern University Center for Public Safety research and development studies.

C. When appropriate, the skills of outside professionals may be utilized to accomplish Department training goals. It is the responsibility of the Training Officer to coordinate the search for the best qualified instructor(s).

D. Any outside instructor selected must possess the skills, knowledge, and abilities to effectively teach the topic. Approved lesson plans must be a part of the instructional program. The Chief of Police must approve any outside instructor. The level of compensation for the outside instructor shall be based upon budgetary considerations and the financial value of the instruction. Any outside instructor shall be under the direct supervision of the Training Officer.

VI. Department Members as Training Instructors

A. Classroom Instructors

The Training Officer shall receive training that minimally includes the following:

1. Lesson plan development (See Appendix A)
2. Performance objective development
3. Instruction techniques
4. Learning theory
5. Testing and evaluation methods
6. Resource availability and utilization

B. All instructors and Field Training Officers must exhibit clear proficiency in their assigned instructional topic. Said proficiency shall be determined by the Training Officer in concert with the Programs and Planning Supervisor.

C. The tenure of training instructors shall be based upon the needs of the Department and the effective performance of the instructor.

D. Training Tests

Formal classroom instruction may include written examinations.

1. Passing scores of 70% apply to all written tests administered.

2. Personnel failing any written test may be given additional training in areas of deficiency. A retest must be administered within 30 days of the training.

VII. Post-Training Course Evaluation

A. Personnel returning from advanced or specialized training conducted outside the Department may be required to submit a written course evaluation critiquing the merits of the course attended and its relevance to the Department.

B. Written course evaluations and a debriefing may provide a barometer for the advisability of continued involvement in specific training as well as enable the Chief to offer appropriate feedback to training facilities.

VIII. Civilian Employee Orientation

All newly appointed non-sworn personnel shall participate in a structured orientation process within 30 days of date of hire coordinated by their direct supervisor which includes but is not limited to the following:

A. Familiarization with the Department's purpose, goals, policies and procedures.

B. Familiarization with the Department's rules and regulations.

C. Familiarization with the accreditation process.

D. A discussion of work conditions and employee rights.

E. An understanding of job duties and responsibilities.

APPENDIX A

LESSON PLAN PREPARATION

I. All Skokie Police in-service training shall require lesson plans in NEMRT approved format.

II. Instructors shall ensure that all periods of instruction are adequately covered by lesson plan outline.

III. Lesson plans shall include, as applicable, the following:

A. Teaching techniques (lectures, group discussion, panel, etc.)

B. Field experiences (operational experiences, observations)

C. Presentation (lecture, lecture/discussion, lecture/demonstration)

D. Problem solving (as reviewed by the Training Director)

E. Simulations (case study and role play)

F. Students Performance Objectives

1. Focus on job descriptions for which the training is required

2. Provide clear statements of what is to be learned

3. Indicate any skills that must be demonstrated

4. Relate training to expected job performance

G. Identification of any tests to be used.

IV. Lesson plans shall be prepared in the format exhibited in Appendix B.

V. Lesson plans shall be submitted to the Training Officer for approval prior to the training date. Lesson plans must be approved by the Training Officer, the Deputy Chief of Administrative Services and Chief of Police. Approved lesson plans shall be maintained by the Training Officer.

APPENDIX B

TO: TRAINING OFFICER

FROM:

DATE:

SUBJECT: TRAINING LESSON PLAN

1. Instructional Topic: _____

2. Instructor Name(s): _____

3. Training Location: _____

4. Total Time: _____

5. References: _____

_____

_____

6. Instructional Materials Required: _____

_____

7. Instructional Techniques: _____

_____

8. Student Performance Objectives: _____

_____

_____

_____

9. Performance Standard: _____

_____

_____

10. State Mandates Met: _____

_____

_____

Attach an outline of the material to be presented.

REVIEW SIGNATURES

Approved_____ Disapproved_____ Comments Attached____

_____ Date:_____

Approved_____ Disapproved_____ Comments Attached____

_____ Date:_____

Approved_____ Disapproved_____ Comments Attached____

_____Date:_____

Approved_____ Disapproved_____ Comments Attached____

_____ Date:_____

APPENDIX C

SUGGESTED REFRESHER TRAINING TOPICS

1. Contingency Plans (Riots and Disasters)
2. Crime Prevention Techniques and Public Awareness
3. The Department's role as part of the Criminal Justice System
4. Department Policy, Procedures and Rules (with emphasis upon changes and areas needing improvement)
5. Discretion in Police Work
6. The Detection and Apprehension of Alcohol/Drug Impaired Motorists
7. Emergency Medical Services (including First Aid and CPR)
8. Evidence Collection and Preservation
9. Hazardous Materials (Chemicals and Explosives)
10. Interview and Interrogation Techniques
11. Interpersonal Communication
12. Intradivisional Cooperation (Team Effort and Leadership)
13. Law and Policy on Use of Force
14. Performance Evaluations (Process and Purpose)
15. Police Management
16. Report Writing
17. Statutory or Case Law
18. Technological Advances in Law Enforcement (CAD, Records Management, etc.)
19. Domestic Violence/Victim Assistance
20. Community Policing
21. Law Enforcement Accreditation (ILEAP)
22. Other topics as needed

APPENDIX D

APPLICABLE ACCREDITATION STANDARDS

ADM.05.02,
OPR.05.01, OPR.4.05.02,
PER.08.02,
TRN.01.01, TRN.01.02, TRN 02.01, TRN.02.02, TRN.02.03, TRN.02.04

SKOKIE POLICE DEPARTMENT

CAREER DEVELOPMENT

General Order: P-7
Effective Date: 01 April 2022

Replaces:
General Order: P-7
Effective Date: 01 Aug. 2018

Indexed As: Career Counseling
Career Development
In-Service Training

POLICY:

It is the policy of the Skokie Police Department to ensure that all personnel have an opportunity to participate in a structured program of training and career development that will prepare them to successfully perform assigned duties and meet new challenges.

PROCEDURE:

I. Career Development Goals

The Career Development Program is designed to provide opportunities for individual growth and development while promoting effective, efficient and productive job performance. It is intended to enhance job satisfaction, provide mobility within the organization, and develop management skills.

II. Career Development Objectives

A. To ensure that training remains consistent with the Department's mission, values, goals and objectives.

B. To identify in-service training needs relative to an individual's job requirements.

III. Career Development Procedures

Responsibilities of the Training Unit

A. To manage all training programs within the Department.

B. To direct and coordinate the Career Development Program and the in-service training for the Department.

C. To maintain liaison with other police training agencies including colleges, universities and other training resources.

D. To maintain a current and comprehensive record of all training provided to Department personnel.

1. Each individual's training record will document the officer's skills, knowledge and abilities (SKA), and information regarding his educational background, training courses completed, special skills, and knowledge of foreign languages.

2. Complete confidentiality of records information will be observed by adhering to the Illinois Freedom of Information Act and the Review of Personnel Records Act.

E. To maintain an inventory of duty assignments, including specialized training required to perform in said specialty.

F. To provide in-service proficiency and duty assignment training for personnel. A record will be maintained of all proficiency and duty assignment training received by Department personnel.

G. To stay abreast of outside resources used in the program.

H. To maintain current information regarding schools and other training opportunities.

I. To administer the tuition reimbursement and personal self-development programs as established in the Village of Skokie Personnel Manual.

IV. The Performance Development Plan

A. Performance development is a major part of the Career Development Program.

B. The supervisory staff are assigned to conduct performance evaluations.

C. Supervisory staff will be provided formal training within the first year of attaining a supervisory position, to include staff support and resources needed for counseling and evaluation responsibilities.

Instruction in career and performance development will be provided during supervisory training sessions.

D. Training requirements for supervisors may include, but are not limited to:

1. Counseling techniques
2. Assessment techniques
3. Training opportunities
4. Educational opportunities
5. Awareness of diverse cultural and ethnic backgrounds with an emphasis on equal employment opportunity and affirmative action guidelines
6. Record keeping
7. Availability of outside resources

E. At the time of an individual's annual performance evaluation, the supervisor will also review the training records of each individual.

Each individual will be counseled regarding their expected level of future performance, as well as opportunities for specialization, transfer and promotion, as they become available.

F. All personnel will receive training which updates their skills, knowledge, and abilities required to perform their duties.

G. Upon selection to a specialized position, the training/career development emphasis will shift to acquiring the skills, knowledge, and abilities to perform that position. The training deemed appropriate for those specialized positions will be determined by that position's coordinator in consultation with the Training Unit.

SKOKIE POLICE DEPARTMENT

COLLECTIVE BARGAINING

General Order:	P-8	**Replaces:** General Order: P-8	
Effective Date:	01 December 2023	Effective Date:	01 Sept. 2018

Indexed As: Bargaining Unit
Collective Bargaining
Contract Negotiations
Labor Negotiations

POLICY:

As granted by the "Illinois Public Labor Relations Act," it is the right of Village employees to organize into collective bargaining units. It is the policy of the Village of Skokie and its Police Department to recognize the bargaining agent of its employees, to bargain in good faith, to enforce the terms of the contract agreement in both letter and spirit, and to obey the provisions of the Act.

PROCEDURE:

I. Any representative unit of employees that desires representation through collective bargaining may petition the Illinois Labor Relations Board to conduct and certify an election. The Village of Skokie will recognize the official results of this election as a "bargaining unit."

II. The Village of Skokie and the bargaining unit will specify a bargaining team prior to any negotiations. The members of the Village bargaining team will be selected by the Village Manager in consultation with the Chief of Police and Personnel Director.

III. Ground rules for the conduct of the collective bargaining sessions should be determined as soon as practicable after the recognition of the exclusive bargaining unit. Further, the Village of Skokie and the Police Department will abide by the ground rules established.

IV. The bargaining team shall comply with Illinois State Law and bargain in good faith over those issues that are the mandatory subjects of bargaining.

V. A written record of final agreements will be drafted into a contract signed by both management and representatives of the bargaining unit.

   A. A copy of the written contract shall be provided to the Chief of Police and union representatives, and a copy shall be made available for review by affected personnel within 10 days of the date the contract agreement is executed by both parties.

   B. Within 90 days of the contract agreement, all Department directives, policies or rules will be reviewed and corrected by the Office of the Chief of Police to conform to current contract provisions.

VI. Should an impasse prevent a contract agreement being reached, the provisions of the "Illinois Police Labor Relations Act" will be followed, including those provisions which permit the mutual agreement of both union and management to enter into an alternative impasse procedure.

SKOKIE POLICE DEPARTMENT

CLOTHING ALLOWANCE

General Order: P-9
Effective Date: 01 May 2023

Replaces:
General Order: P-9
Effective Date: 01 Oct. 2020

Indexed As:
Civilian Clothing Allowance
Equipment: Damaged
Equipment: Lost
Specialized Equipment
Uniform Allowance

POLICY:

The identifying mark for the majority of Police Officers and many employees working within the Police Department is the police uniform. To ensure the quality of the image made by this clothing, it is the policy of the Village of Skokie to provide sufficient funds for the purchase and maintenance of this uniform. Any specialized uniforms or equipment required due to assignment will also be provided by either direct purchase or uniform allowance funds.

PROCEDURE:

I. Funds for uniform clothing will be provided annually to all sworn Police Officers, Tactical Intervention Unit personnel, Community Service Officers and Communications Operators. New employees requiring a uniform will be provided two years upfront of the budgeted allowance to cover uniform outfitting. If an employee changes job positions (i.e. CSO to Officer or CSO to Communications), the employee will receive two years allowance at the new position. In cases where the allowance does not cover the initial uniform outfitting, such as a new employee uniform outfitting purchase, promotional outfit purchase, or grant related outfit purchase the employee’s account can show a negative balance until replenished. Additional purchases of uniform items that are after the initial outfitting will be purchased at the employees’ expense until the employees account no longer has a negative balance.

II. Clothing allowance ledgers will be maintained by the Administrative Specialist to permit employees to review their respective balances.

III. All members and employees eligible for a clothing allowance

will be required to maintain a uniform in good repair and fit sufficient to fill any assignment requiring a uniformed individual.

IV. Personnel on assignments requiring frequent or periodic use of formal business or business casual civilian clothing may be authorized by the Chief of Police to purchase this type of clothing through this allowance. These assignments will include but are not limited to: Deputy Chiefs, Investigators, Special Operations Officers, Crime Prevention Officers, and School Resource Officers. This does not, however, preclude the individual from adherence to Section III of this Order.

V. The Chief of Police will determine those items of uniform clothing or equipment eligible for purchase through the clothing allowance.

A. A listing of all current authorized items and their prices will be published and maintained up to date on the Department Intranet. The document will be titled “Uniform Price/Specification List.” The Uniform Price/Specification List will be reviewed annually by the Support Services Supervisor to ensure the best available current products/prices.

B. All requests for purchase of clothing or equipment will be made on a Department-authorized Uniform Request Form and submitted through the uniform purchase process. If the purchase requires approval, the form should be submitted to the Deputy Chief of the employee’s unit of assignment. Once reviewed, approved and signed by a Deputy Chief, the form shall be forwarded to the Support Services Administrative Specialist for processing.

C. The ultimate authority to authorize or deny any purchase request rests with the Chief of Police.

VI. Department-authorized clothing or equipment lost or damaged during the course of official duty will be replaced from the individual's clothing fund balance.

VII. In the event that it is determined that specialized clothing or equipment will be required for a particular assignment, e.g., Evidence Technician or Tactical Unit, the Officer or employee will secure the items through the responsible supervisor.

SKOKIE POLICE DEPARTMENT

TRAUMA COUNSELING AND CRITICAL INCIDENT STRESS DEBRIEFINGS

General Order: P-10
Effective Date: 01 September 2023

Replaces:
General Order: P-10
Effective Date: 01 Jan. 2020

Indexed As:
Counseling
Critical Incident Stress Debriefing
Employee Counseling
Trauma Counseling
Social Service Assistance & Referral Program

POLICY:

The Skokie Police Department recognizes that by virtue of their profession Police personnel may encounter situations that require them to take action that may result in emotional and psychological trauma. It is therefore the policy of the Skokie Police Department to assist personnel in understanding the impact of such incidents by providing professional treatment and Critical Incident Stress Management (CISM) services.

In addition, the Village is committed to developing and encouraging participation in programs designed to alleviate stress, anxiety, depression and other problems caused by critical incidents and any other type of stress situation that may require professional attention.

PROCEDURE:

I. Definitions

A. A *Traumatic or Critical Incident* means any situation faced by Department personnel that may cause individual(s) to experience strong emotional or psychological reactions that have the potential to interfere with an employee's ability to function.

Traumatic or Critical Incidents include, but are not limited to, police shooting incidents or police

vehicle crashes that result in injury or death, incidents in which employees are fired upon, etc. For purposes of this policy, the terms “traumatic incident” and “critical incident” may be used interchangeably.

B. *Critical Incident Stress Debriefing (CISD)* is a formal educational and psychological group process designed to mitigate the impact of a critical incident to accelerate normal recovery, by normal people, with normal reactions, to an abnormal situation.

C. *Stress* is the body’s nonspecific response to any demand. A person’s perception, competency, and support systems all contribute to the ability to manage stress.

D. The *CISM Team* consists of trained mental health professionals from the Northern Illinois Critical Incident Stress Management Team (NICISM).

II. Traumatic Incident Procedures

A. For traumatic incidents directly involving no more than two employees, Section II, Traumatic Incident Procedures shall be utilized. Procedures for critical incidents involving three or more employees are outlined in Section III, Critical Incident Stress Management, of this policy.

B. Mandatory Counseling - Traumatic Incident Procedure

1. When a traumatic incident occurs, the ranking Officer at the scene will ensure that the Watch Commander on duty is promptly notified. If the affected employees are assigned to the Communications Division, the Communications Director will also be promptly notified.

2. The Watch Commander or Unit Supervisor/ Coordinator will advise the affected employee that counseling is mandatory in a traumatic incident.

3. Within 24 hours, the Watch Commander will arrange for an appointment with the appropriate counselor. (Refer to Department General Order A-31: Peer Support Program for additional guidance).

4. Consultation with a professional counselor will afford the employee the opportunity for "debriefing." Any conversation between the counselor and the employee will be totally confidential. All costs for this counseling will be paid by the Village.

5. The Watch Commander or Unit Supervisor/ Coordinator will forward copies of the reports relative to this incident to the Chief of Police for review. A copy of the appointment schedule with the counselor will be included.

6. The professional counselor will make a recommendation to the Chief of Police as to the length of time that the individual may have to be:

   a) Absent from duty with pay;

   b) Assigned to special duty;

   c) Required to continue attending mandatory counseling. However, the individual will not be returned to their regularly assigned duties prior to 24 hours after the incident occurred.

7. Upon return to active duty the individual shall be assigned to one of their supervisors for a period of time in order to monitor the individual's performance.

C. Authority to Initiate Voluntary Counseling

1. Personnel may contact the counseling service or the Employee Assistance Program for information or a counseling appointment.

2. All command and supervisory personnel have the authority and responsibility to recommend the

counseling service to individuals under their control where there is reason to believe that a stress-related problem exists which is interfering with the individual's job performance.

3. If the individual elects to take advantage of these services, the supervisor will assist the individual in securing said services, if requested.

4. Attendance in these sessions is strictly voluntary.

5. Any conversation between the counselor and employee of the Department will be confidential.

6. The Village will pay the cost of all counseling which arises out of job-related situations. All other costs will be paid by the employee and/or health insurance. In cases where the Employee Assistance Program is applicable, the Village will pay the costs.

7. Employees do not have to inform their supervisors, Department or Village if participating in voluntary counseling.

III. Critical Incident Stress Management

A. The responsibility for identifying and recognizing specific incidents that could be considered critical incidents lies with all personnel, especially supervisors. All command and supervisory personnel similarly share the responsibility to recommend CISM services commence as appropriate.

1. Any employee may request CISM services through their immediate supervisor or any member of the CISM Team.

2. All requests for CISM services will be brought to the attention of a supervisor.

3. The Chief of Police or their designee will act as the contact person for the CISM facilitator.

B. Should a debriefing session be warranted, it shall occur within 24-72 hours following the critical incident. The session would require notification of and coordination by the CISM Team. The debriefing session must include:

1. A review of the incident.

2. A review of the possible symptoms of stress reaction.

3. Distribution of appropriate handout material.

C. Not every critical incident will require on-scene or immediate post-incident intervention. The following incidents may cause a debriefing to be scheduled or requested:

1. Line-of-duty death.

2. Severe duty-related injury.

3. Unexpected death of any Police Department personnel.

4. Serious multiple casualty incident.

5. Traumatic death of a child.

6. Events with excessive media interest.

7. When victims are related to/known by Department members.

8. A prolonged rescue, especially those with a negative outcome.

9. Any event with powerful impact on personnel.

D. At the direction of the Chief of Police, the post incident debriefing may be considered mandatory for individuals involved.

E. A decision to request CISM services may be indicated should any of the following conditions exist:

1. Many individuals appear distressed following an incident.

2. Many individuals appear distressed following a debriefing session.

3. Personnel demonstrate behavioral changes.

4. Personnel request help.

5. The event is extraordinary.

F. The Department Social Worker and a designated supervisor will be trained in CISM services and shall be responsible for facilitating and/or organizing CISM services with the approval of the Chief of Police. The Social Worker and designated supervisor will assess the critical incident, the need for intervention, and the type of intervention required and shall then facilitate the debriefing with NICISM, if appropriate. The Chief of Police or their designee will contact the NICISM Team at 800-225-2473, as necessary.

The Northern Illinois CISM Team is a group of volunteer mental health professionals and emergency service peers. Other Department personnel also trained in CISM may assist in the coordination and facilitation of CISM services. (See Department General Order P-22, Police Chaplain Program.)

G. Accessing the Debriefing Team

Contact the Department Social Worker (CISM Coordinator) or designated supervisor (CISM Facilitator) regardless of whether they are presently on duty.

H. Information Requirements

1. The Department contact person will assist the CISM Team Coordinator in the arrangement for the debriefing.

2. The CISM Team Coordinator will require the following information for each CISM service request:

a) Date and time of incident
b) Duration of incident
c) Number of police personnel involved and their affiliation
d) Number of victims
e) Type of incident
f) Outcome of incident
g) Convenient times for the debriefing

I. Timing, Location and Set-up for Debriefing

1. Whenever possible, debriefing sessions should be conducted within 24-72 hours.

2. The session location requires an area that provides ample space, privacy and freedom from distractions.

J. Debriefing Session Participants

1. Personnel directly involved with the incident are strongly encouraged, and may be mandated, to attend.

2. Media personnel are not allowed to participate.

3. No observers are allowed in attendance.

K. Debriefing Procedures

Debriefings ask that participants engage in discussion of the critical incident. Information is elicited about both the physical and emotional responses to the incident and discussion is encouraged about the signs and symptoms of stress.

L. Nothing in this section prohibits the use of procedures delineated in Section II B, Traumatic Incidents: Mandatory Counseling, for selected individuals involved in a multiple-employee critical incident.

M. Peer Support Team members will be made available for employees at the time of the debrief.

IV. Supervisor Responsibility

A. The procedures contained in this Order do not abrogate the responsibility of supervisors to counsel personnel as set forth in existing Department orders.

B. These programs will not be used as a substitute for normal disciplinary processes and/or to delay the normal disciplinary processes.

C. These programs are offered as alternative and/or additional measures to facilitate the reinstatement of the high-level job performance and well-being of all personnel.

SKOKIE POLICE DEPARTMENT

DEATH AND INJURY NOTIFICATION

General Order:	P-11	**Replaces:** General Order:	P-11
Effective Date:	01 December 2021	Effective Date:	01 Apr. 2018

Indexed As: Death Notifications
Serious Injury Notifications

POLICY:

The Skokie Police Department recognizes its duty to make death and serious injury notifications to families when requested by responsible agencies, or in the event of a Department employee being injured in the line of duty. Recognizing this responsibility, it is of paramount importance that the emotional impact be minimized by a tactful, sympathetic approach.

PROCEDURE:

I. Serious Injury or Death Notifications to Skokie Residents

A. All requests received for death or serious injury notifications will be turned over to the shift supervisor or Watch Commander for verification and assignment.

B. A complaint number will be assigned to the incident and a report completed by the assigned Officer.

C. Two Department members, generally including a supervisor, will respond to the assigned location and make personal notification. The second Department member may be an Officer, a Department Social Worker or the Police Chaplain.

II. Death or Serious Injury to Police Department Personnel

A. It will be the responsibility of each employee of the Department to provide a current home/business address of the person to be contacted in case of injury. Employees may also provide the name of a current peer within the Department whom they would like to be present for a death or serious injury notification. This information will be recorded and updated in the

Records Management System Employee Administration module by the Office of the Chief.

B. In any case of death or serious injury to an employee of the Police Department while on duty, a sworn supervisor along with the employee's identified peer, if available, and/or Police Chaplain or Police Social Worker, will make personal contact with the individual's family to make such notification. In no case will a telephone be used for this notification.

C. When necessary, transportation for the family will be arranged for or provided by the assigned supervisor.

D. In all cases of serious injury or death to a Department employee while on duty, the duty supervisor will make notification of the incident to the appropriate Deputy Chief and the Chief of Police.

III. Death or Serious Injury Notification to On-Duty Police Personnel

A. All requests for death or serious injury notifications of family members to Police Department personnel while on duty will be turned over to the shift supervisor or Watch Commander for verification.

B. The Watch Commander will be notified of the request for notification. If available, a peer support team member and/or Police Chaplain or Police Social Worker will also respond to the station to assist the Police personnel.

C. The individual concerned will be advised to respond to the Police station where personal notification will be made by the shift supervisor or Watch Commander assigned.

D. Under no circumstances will notification be made to any individual by the use of radio, telephone, or mobile data browser.

SKOKIE POLICE DEPARTMENT

UNIFORM AND EQUIPMENT SPECIFICATIONS FOR SWORN PERSONNEL

General Order: P-12 **Replaces**: General Order: P-12
Effective Date: 01 January 2021 Effective Date: 01 Feb. 2020

Indexed As: Equipment
Uniforms
Uniform Specifications for Sworn Personnel

POLICY:

The general public's opinion of the quality of police service and overall ability of individual Officers is influenced to a great degree by the appearance of the uniform. The Village of Skokie, in striving to assist the Police Department in gaining the public respect it deserves, has allocated funds for the specific purpose of maintaining the uniform in good, serviceable condition.

It is the policy of the Skokie Police Department to require standards of dress commensurate with the image of professionalism desired of its members.

PROCEDURE:

I. Definitions:

A. Operational Member: Sworn members of the Department that primarily work outside the Police facility and are tasked with the daily enforcement of laws or investigation of crimes. Operational members include but are not limited to members of the Watch, Investigators, SET and any member serving on a detail assignment.

B. Administrative Member: Sworn members of the Department that primarily work within the Police facility and do not routinely enforce laws or investigate crimes. Administrative members include but are not limited to Support Services Officers, Professional Standards Officers and the Office of the Chief.

II. Uniform Regulations

A. All Officers shall maintain a summer and winter uniform in good order, regardless of assignment.

B. The prescribed uniform shall be worn by members of the Department while on duty. Civilian clothing is authorized for members in the Investigations Division, Special Enforcement Team (SET), and any Officers specifically designated by the Chief of Police.

C. The uniform shall be clean and pressed with no tears, rips, holes, fraying, stains or soil apparent, and shall be worn in the manner specified by Departmental orders. In the event a part of the uniform becomes torn or soiled during a tour of duty, the Officer shall change the affected part of the uniform as soon as practical.

D. It is the responsibility of each member of the Department to obtain needed alterations in their uniform in the event of a significant weight loss or gain.

E. All articles of the uniform shall conform to the uniform standards, and no other insignias, pins, chains, etc., may be worn on the uniform unless the prior express permission of the Chief of Police has been obtained.

Pins approved for wear are:

1. Crisis Intervention Team (CIT) Pin centered above the name.
2. Northern Illinois Police Alarm System (NIPAS) Pin centered above the name.
3. Officer Leos Memorial Pin centered on mic strap or below the name.

F. Changes in style, type, and wearing of the uniform require the prior approval of the Chief of Police. Requests for changes or additions should be made to the Programs and Planning Unit.

G. Only items which appear on the Uniform Price/ Specifications List (see tab on the Skokie Police Department intranet) will be authorized for wear/carry. Older style items which are substantially similar will remain on the Uniform Price/Specifications List but will be given a wear-out date. On the wear-out date, the item will be removed from the list and will no longer be authorized to be worn.

H. Officers may remove their outer vest carrier while performing administrative duties within the Police Department facility. However, if an Officer is to engage with the public, the Officer's uniform shirt must have a name and star/badge displayed or the Officer must put their outer vest carrier back on. Interaction with the public with a uniform shirt that does not have a name and star/badge is prohibited.

III. Uniform Purchase Request Procedure

A. Uniforms

1. The Uniform Purchase Request will be completed by the Officer ordering the uniform items.

2. Requests will be forwarded through the chain of command to the employee's respective Deputy Chief for approval.

3. Upon receipt of the completed order, the Support Services Administrative Specialist will check each item for quality, and compliance with Department specifications.

4. When the Officer is satisfied with the tailoring and fit of the items ordered, that Officer will complete the Uniform Purchase Request by placing the date and signature in the proper space and returning the form to the Support Services Administrative Specialist.

B. Civilian Clothing

1. Officers authorized to purchase civilian clothes from their clothing allowance may purchase items from any civilian clothing supplier. Items may be purchased with cash or placed on charge to be paid by check from the Village.

2. The Uniform Purchase Request is to be completed and approved as in Section III.A, paragraphs 2 and 3 of this Order, and submitted together with a receipt from the clothing supplier. The receipt shall clearly describe and delineate the items purchased. A photograph of the items may be included, as necessary.

3. A purchase requisition will be forwarded to the Village Finance Department with a request for issuance of a check to the Officer or to the clothing supplier, as specified, for the amount of the purchase.

C. Bookkeeping Procedure

1. A clothing account spreadsheet will be maintained by the Support Services Administrative Specialist.

2. A ledger will be established for each Officer eligible to draw from the uniform fund.

3. Entries shall be made on the ledger indicating each purchase made by the Officer and a running total of the debits, credits and balance left in the account.

4. At the beginning of each fiscal year, the amount provided for each Officer in the Village budget will be added to the balance on the Officer's sheet. The new total will then represent the amount the Officer may draw upon until the end of that budget year.

5. Debit purchases will not be allowed, except by the authority of the Chief of Police.

IV. Uniform Classifications

A. Seasonal weather changes and varying duty assignments necessitate variations in the class of uniform worn by police personnel. The determination of the uniform of the day will be made by the individual Unit Commanders.

B. Uniform Classifications

1. Summer

a) Cap (navy five-star)
b) Blue short-sleeve shirt
c) T-shirts worn under short-sleeve shirts shall be white or navy blue in color. Any logos or other markings present on a t-shirt shall not be visible.
d) Pants
e) Outerwear
f) Duty rig
g) Shoes/boots

2. Winter

a) Cap
b) Blue long-sleeve shirt. (Blue tie or blue SPD turtleneck is optional.
c) T-shirts worn under long-sleeve shirts shall be white or navy blue in color. Any logos or other markings present on a t-shirt shall not be visible.

d) Pants
e) Outerwear
f) Duty rig
g) Shoes/boots

3. Dress Uniforms – Patrol Officers

a) Dress blouse with silver buttons
b) Blue pants to match blouse
c) White shirt with Skokie patches
d) T-shirts shall be white in color. Logos not visible.
e) Black tie
f) Silver tie bar
g) Silver nameplate
h) Five-star cap with blue elastic band in place with silver cap band and buttons
i) Applicable silver service stripes on left sleeve
j) Shoes (normally uniform oxford dress style)

(The duty rig will not be worn with the dress blouse.)

4. Dress Uniforms – Supervisors

a) Dress blouse with brass buttons
b) Blue pants to match blouse
c) White shirt with Skokie patches and applicable indicator of rank
d) T-shirts shall be white in color. Any logos or other markings present on a t-shirt shall not be visible.
e) Black tie
f) Gold tie bar
g) Gold name plate
h) Five-star cap with blue elastic band in place with gold cap band and buttons
i) Ceremonial dress cap for Commanders, Deputy Chiefs, and the Chief of Police (Optional)
j) Applicable gold service stripes on left sleeve
k) Blue shoulder boards with gold trim indicating rank (except for Chief of Police)
l) Shoes (normally uniform oxford dress style)

(The duty rig will not be worn with the dress blouse.)

5. Civilian Clothes – Investigators

Investigators are authorized to wear business formal or business casual attire as defined below:

a) Slacks, pants and suit pants – Slacks or khakis which are similar to Dockers, 5.11s and other makers of cotton or synthetic material pants. Wool pants, flannel pants and dress pants are also acceptable. Inappropriate attire includes jeans, sweatpants, exercise pants, shorts, bib overalls, leggings and any spandex or other form-fitting pants such as those worn for exercise.

b) Shirts, tops, blouses and jackets – Casual collared shirts will have minimal patterns and no bold prints. Dress shirts, golf-type collared shirts and turtlenecks are acceptable attire. Suit jackets will also adhere to the same guidelines. Inappropriate attire includes tank tops, midriff tops, shirts with offensive or large wording other than “Police”, logos, pictures, cartoons or slogans, halter tops, sleeveless tops, sweatshirts and t-shirts.

c) Shoes and footwear – Walking/hiking shoes, loafers, dress shoes, boots, flats, and low dress heels are acceptable. All footwear must be conservative in nature. Inappropriate attire includes gym shoes, sneakers, clogs, high heels, flip flops, slippers and any shoe with an open toe.

6. Civilian Clothes – SET – Are authorized to wear items authorized for investigators. In addition, SET members may wear t-shirts, blue jeans and gym shoes. The following items are not authorized for wear unless specifically authorized for a limited objective by a Special Operations supervisor:

a) Any clothing with offensive writing, pictures or slogans as determined by a Special Operations Supervisor, Deputy Chief or Chief.
b) No ripped clothing, clothing with holes or dirty clothing.
c) No tank tops or sleeveless tops.
d) No sweat pants or spandex type pants.
e) No sandals or open-toed shoes.

7. Court – Members that wear their police uniform in their daily assignment will wear the watch uniform of the day (summer or winter) in court. Members authorized to wear civilian clothes will wear business formal, business casual attire as defined for investigators above, or the patrol uniform of the day.

8. Training – Members attending training will wear civilian clothes that adhere to the above Investigators policy unless specifically directed otherwise by the training instructor, or the patrol uniform of the day.

V. Regulations on Wearing the Duty Rig

All sworn members will wear a duty rig while on duty. The duty rig will consist of:

A. Duty Belt

Shall be used to support duty accessories.

B. Holsters

1. The duty-weapon holster shall be worn on the right hip for all right-handed personnel and on the left hip for all left-handed personnel.

2. The electronic-control-device holster (if carried) shall be worn on the opposite side of the body as the primary duty weapon.

C. The following accessories must be worn on the duty belt:

1. Magazine Ammunition Carrier – minimum of two
2. Handcuff Case
3. Electronic Control Device (Operational members only - if available. If no ECD is available, a baton and baton holder must be worn on the duty rig or the outer vest carrier.)
4. Portable Radio (if not carried on the outer vest carrier)
5. Tourniquet (if not kept in side pocket or ankle)

D. Belt Keepers

A minimum of two must be worn, unless using a Velcro belt.

VI. Service Stripes and Buttons

A. One service stripe will be worn for each five years of continuous service with the Police Department.

B. The service stripe(s) shall be silver in color for Officers and gold in color for Sergeants, Commanders and Deputy Chiefs.

C. The service stripe(s) will be worn on the left sleeve of the jacket and dress coat.

D. The Service stripe(s) will be worn with the bottom edge of the service stripe patch four inches above the bottom of the sleeve and centered on the outer half of the sleeve.

E. The stripe(s) shall be sewn on with a matching color thread and with professional skill.

F. Buttons on all jackets must be silver in color for Patrol Officers and gold for supervisors.

VII. Equipment list

Unless otherwise issued or provided by the Department, all of the items listed below must be purchased/acquired by and readily available to all sworn Police Officers while on duty. Further, all items not marked with an asterisk (*) are mandatory wear/mandatory carry items for Uniform Patrol personnel.

A. Required Accessories

1. Star (metal or embroidered)
2. Cap shield
3. Nameplate (metal or embroidered)
4. Chevrons or rank insignia (if applicable)
5. Black shoes
6. Black or dark blue socks mid-calf socks are required with low- or mid-cut shoes.
7. Black pants belt
8. Shoulder patches on all shirts, blouses, jackets and long-sleeve sweater.
9. Tie bar (If tie is worn)
10. Dress uniform blouse (Must be purchased before beginning one’s fourth year of employment.)*
11. Handcuffs
12. Electronic Control Device (If available. See Section V, paragraph C, of this General Order for further guidance.
13. Baton and baton holder* (Required only if an ECD is not available. See Section V, paragraph C, of this General Order for further guidance.)
14. OC spray and OC holder (operational members only)
15. Service weapon
16. Department issued ammunition
17. Flashlight*
18. Whistle*
19. Portable radio and radio holder
20. Traffic vest (as required by applicable Department General Orders)
21. Tourniquet (operational members only)

22. Body Armor (See Department General Order F-57: Personal Protective Equipment for further guidance.
23. Helmet, shin guards, gloves and PR-24 baton.

B. Optional Accessories

1. Black gloves and ear flaps
2. Rain gear
3. Dark blue sweater
4. Cap cover
5. Outer vest carrier. (Will be blue if wearing a blue uniform shirt. May be blue or white if wearing a white uniform shirt. May be blue or black if wearing civilian clothes.)
6. Black rubber boots
7. Multi-purpose tool/holder, or authorized knife (See Department General Order A-15} Response to Resistance)
8. Other Department–approved items that appear on the Uniform/Price Specifications List not previously listed in this policy

VIII. The duty rig and accessories worn by all sworn members will also adhere to the following:

A. Uniform operational personnel – Will be of basket-weave design unless unavailable and approved for purchase.

B. Uniform administrative personnel – May be of basket-weave or solid black design but all items must be of the same design unless unavailable and approved for purchase.

IX. All items worn or carried not only must comply with this General Order but also to any further specifications listed in the Skokie Police Department Uniform Price/Specifications List.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

PER.08.01

SKOKIE POLICE DEPARTMENT

SOCIAL MEDIA

General Order:	P-13	**Replaces:** General Order:	P-13
Effective Date:	01 February 2023	Effective Date:	01 Dec. 2020
Indexed As:	Social Media		

POLICY:

The Skokie Police Department endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this Department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media. Rather, it is intended to address social media in general in order to remain relevant and applicable as advances in technology occur and new technologies and tools emerge.

Social media provides a new and effective means of assisting the Skokie Police Department and its personnel in meeting community outreach, problem-solving, investigative, crime-prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel.

The Skokie Police Department also recognizes the role that these tools play in the personal lives of some Department personnel. The personal use of social media can have bearing on Departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department personnel.

PROCEDURE:

I. **Definitions**

A. Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."

B. Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

C. Post: Content an individual shares on a social media site or the act of publishing content on a site.

D. Profile: Information that a user provides about himself or herself on a social networking site.

E. Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

F. Social Media Tools: Computer-based platforms that providers have created to facilitate the monitoring of social media channels or search and retrieval of public records. Does not apply to simple internet-based searches such as Google.

G. Social Networks: Online platforms on which users can create profiles, share information, and socialize with others using a range of technologies.

H. Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

I. Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

J. Wiki: Web page(s) that can be edited collaboratively.

II. Department-Authorized Use

A. Department Representation

1. Purpose

a) Where possible, each Skokie Police Department social media page shall include an introductory statement that clearly specifies the purpose and scope of the Department's presence on the website.

b) Social media page(s) shall be designed for the target audience(s) such as residents, youth, potential police recruits, and other members of the public.

c) Where possible, the page(s) should link to the Department's official website.

2. Guidelines, Requirements and Restrictions

a) Creation of all Department social media sites or pages requires prior approval by the Chief of Police or his designee. Approved sites shall be administered by Support Services personnel or as otherwise determined by the Chief of Police.

b) Where possible, social media pages shall clearly indicate that they are maintained by the Skokie Police Department and shall have Department contact information prominently displayed.

c) Social media recording content, management and retention, shall adhere to all applicable laws, regulations and policies, including the Freedom of Information Act.

d) Where possible, social media pages shall state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Department.

(1) Pages shall clearly indicate that posted comments will be monitored and that the Police Department reserves the right to remove threats, obscenities, malware and defamation.

(2) Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

3. Department-Sanctioned Use

a) Department personnel authorized to represent the Police Department via social media outlets shall:

(1) Identify themselves as a member of the Skokie Police Department.

(2) Conduct themselves at all times as representatives of the Skokie Police Department and, accordingly, shall adhere to all Department standards of conduct, including all rules, policies and procedures, and observe conventionally accepted protocols and proper decorum.

(3) Not make statements regarding the guilt or innocence of any suspect or arrestee or comments concerning pending prosecutions; nor post, transmit, or otherwise disseminate confidential information, including but not limited to, photographs or videos related to Department training, activities, or work-related assignments, without the express permission of the Chief of Police or his designee.

(4) Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media)

(5) Not conduct political activities or private business.

b) The use of Department computers or other technology (including desktops, laptops, tablets, mobile computer terminals) by personnel to access social media sites, to include investigatory based accounts is limited to authorized account users (See Section IV, Utilization of Social Media, of this Order for further guidance). Those personnel who are not authorized account users are prohibited from using Department computers to access any form of social media accounts, to include personal accounts.

c) Employee use of personally-owned devices to manage the Department's social media activities, or in the course of official duties, is prohibited without the express permission of the Chief of Police or their designee.

d) The Professional Standards Commander shall collaborate with appropriate Department supervisors to develop and maintain a current master list of Department-authorized social media users. They shall also coordinate a review of the list on an annual basis and shall forward a memorandum documenting the results of the review to the Chief of Police.

B. Social Media Uses and Objectives

1. Social media is a valuable investigative tool when seeking evidence or information about:

a) Missing persons;
b) Wanted persons;
c) Gang participation;
d) Crimes perpetrated online (i.e., cyberbullying, cyberstalking);
e) Information, photos or videos of a crime or criminal activity posted by a participant or observer; and
f) Lost/found pets.

2. Social media can be used for community outreach and engagement by:

   a) Providing crime prevention tips;
   b) Offering online-reporting opportunities;
   c) Sharing crime maps and data;
   d) Soliciting tips about unsolved crimes,
   e) Press releases;
   f) Community partnership;
   g) Response to general inquiries;

3. Social media can be used to make time-sensitive notifications related to

   a) Road closures,
   b) Special events,
   c) Weather emergencies
   d) Missing or endangered persons.
   e) Rapidly developing situations, and
   f) Any other events of interest to the community

4. Persons seeking employment or volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment mechanism.

5. This Department may review Internet-based content when conducting investigations, including background investigations of job candidates.

III. Personal Use and Off-Duty Use

A. Precautions and Prohibitions

Barring state law or collective bargaining agreement requirements to the contrary, Skokie Police Department personnel shall abide by the following when using social media in any account they access regardless of the username, screen name, or other identifiers on the account. Privacy or restricted settings within accounts shall have no bearing during an investigation of potential misuse of social media. Violations of this policy and subsequent discipline may include termination of employment.

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships within this Department, impede the performance of duties, impair discipline and harmony among coworkers, negatively affect the public perception of the Department, or violate any rule, policy or procedure of the Department or Village.

2. As public employees, Department personnel are cautioned that speech, on or off duty, made pursuant to their official duties (i.e., speech that owes its existence to the employee's professional duties and responsibilities) is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any rule, policy or procedure of the Skokie Police Department or Village of Skokie. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office, the Department and the Village.

3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief of Police or his designee.

4. For safety and security reasons, Department personnel are discouraged from publishing photos of themselves or family members in Department uniforms or clothing displaying Department insignia. Personnel shall not:

    a) Use any Skokie Police Department patch, uniform or Departmental reference for any purpose or in any manner which is detrimental to the Department's reputation, or in any manner which purports the official sanction, sponsorship or authority of the Department.

    b) Post, transmit or disseminate any pictures or videos of Department training, activities or work-related assignments that would

compromise an on-going investigation or portray confidential activities.

c) Post any form of visual or personal identification of themselves if working, or reasonably expected to work, in undercover operations.

5. When using social media, Department personnel must be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the Department's rules, policies and procedures, and code of conduct is required in the personal use of social media. In particular, Department personnel are prohibited from:

a) Using speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.

b) Using speech involving themselves or other Department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

c) Engaging in speech that is by this directive prohibited, or that may provide grounds for undermining or impeaching an Officer's testimony in criminal proceedings.

6. Department personnel may not divulge information accessed as a result of their employment; make any statements, speeches, appearances, or endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Department or Village of Skokie without express authorization from the Chief of Police or his designee.

7. Department personnel should be aware that they may be subject to civil litigation for, among other things:

a) Publishing or posting false information that harms the reputation of another person, group, or organization;

b) Publicizing information about another that places the other before the public in a false light, which is offensive to a reasonable person, when done with reckless disregard to the falsity of the publicized matter and the false light;

c) Publishing or posting, without their permission, private facts and personal information about someone that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;

d) Using someone else's name, likeness, or other personal attributes without that person's permission and for commercial benefit; or

e) Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

8. Department personnel should be aware that privacy settings and social media sites are constantly in flux. It should never be assumed that personal information posted on such sites is protected.

9. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time without prior notice.

10. Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this directive shall notify his or her supervisor immediately for follow-up action.

IV. Utilization of Social Media

A. While on duty, employees will utilize social media, access social media websites, online aliases, and social media monitoring tools only for a valid law enforcement purpose and only as authorized within this General Order. The utilization of an online alias or social media monitoring tool for personal use is prohibited and is considered employee misconduct.

B. Employees will only utilize social media to seek or retain information:

1. Is based upon a criminal predicate or threat to public safety; or

2. Is based upon reasonable suspicion that an identifiable individual, regardless of citizenship or U.S. residency status, or organization has committed an identifiable criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity (criminal intelligence information); or

3. Is relevant to the investigation and prosecution of suspected criminal incidents; the resulting justice system response; the enforcement of sanctions, orders, or sentences; or the prevention of crime; or

4. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety; or

4. Is relevant to pre-employment background investigations.

6. Is relevant to a valid community-outreach or engagement purpose.

C. The Skokie Police Department will not utilize social media to seek or retain information about:

1. Individuals or organizations solely on the basis of their religious, political, social views or activities;

2. An individual's participation in a particular non-criminal organization or lawful event;

3. An individual's race, ethnicity, citizenship, place of origin, disability, gender, or sexual orientation unless such information is relevant to the individual's criminal conduct or activity or if required to identify the individual; or

4. An individual's age other than to determine if someone is a minor.

D. The Skokie Police Department will not directly or indirectly receive, seek, accept, or retain information from:

1. An individual or nongovernmental information provider who may or may not receive a fee or benefit for providing the information if there is reason to believe that the information provider is legally prohibited from obtaining or disclosing the information; or

2. A source that used prohibited means to gather the information.

V. Authorization to Access Social Media Websites

This section addresses the authorization necessary to utilize social media and access social media websites for crime analysis and situational awareness/assessment reports; intelligence development; criminal investigations and community outreach and engagement.

A. Public Domain
No authorization is necessary for general research, topical information or other law enforcement uses that do not require the acquisition of an online alias.

B. Online Alias
An online alias may only be used to seek or retain information that:

1. Is based upon a criminal predicate or threat to public safety;

2. Is based upon reasonable suspicion that an identifiable individual, regardless of citizenship or U.S. residency status, or organization has committed a criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity;

3. Is relevant to the investigation and prosecution of suspected criminal incidents; the resulting justice system response; the enforcement of sanctions, orders, or sentences; or the prevention of crime; or

4. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety.

C. Authorization for Online Aliases

1. Department personnel must submit a written request for an online alias via the chain of command to the Chief of Police or their designee. No other personnel are authorized to submit requests for an online alias or to use an online alias in the performance of their official duties.

2. The written request must contain the following information:

   a) Purpose for the request (i.e., type of investigative activity);

   b) Username;

   c) Identifiers and pedigree to be utilized for the online alias, such as email address, username and date of birth. Do not include password(s) for online aliases and ensure password(s) are secured at all times; and

d) Photograph(s) to be used with online alias(es), if applicable.

3. The unit supervisor must evaluate the request to determine whether an online alias would serve a valid law enforcement purpose. The unit supervisor must maintain the requests for online alias and their status (approved/denied) for two years from the date of deactivation of the online alias.

4. Personnel with an approved online alias may use their online alias to make false representations in concealment of personal identity in order to establish social media accounts (i.e., a Facebook account). The establishment of a social media account with an approved online alias must be documented and provided to the Professional Standards Commander.

D. Authorization for Online Undercover Activity

1. Online undercover activity occurs when authorized officers utilizing the online alias interact with a person via social media. Online undercover operations will only be utilized when there is reason to believe that criminal offenses have been, will be or are being committed (e.g., internet chat rooms where child exploitation occurs).

2. A sworn officer who has a Department-authorized online alias may also request authorization from the Chief of Police or designee, via the chain of command, to engage in online undercover activity. Only Officers authorized to do so may engage in online undercover activity utilizing the online alias.

3. The request to engage in online undercover activity must contain the following information:

a) Online alias(es) to be used in the online undercover activity;

b) Social media accounts utilized;

c) Valid law enforcement purpose.

4. The unit supervisor must evaluate the request to determine whether online undercover activity is appropriate. If the request is subsequently approved by the Chief of Police or their designee, the authorization must be maintained in the file containing the record of the online undercover activity.

5. In situations involving exigent circumstances, the unit supervisor may provide verbal authorization for online undercover activity. The unit supervisor shall provide to the Chief of Police, or their designee, via chain of command, written documentation of the request, the exigent circumstances, and the circumstances of the verbal authorization as soon as practical.

6. A record of online undercover activity will be maintained utilizing the Village's social media back-up software in accordance with Illinois Compiled Statutes.

7. All approved online undercover activity requests will be reported monthly by the unit supervisor and reviewed by the Deputy Chief of Field Operations to ensure a continued need exists for the online undercover activity. Approved online undercover activity that does not provide information regarding a valid law enforcement purpose within 30 days will be discontinued unless circumstances warrant.

8. A summary will be placed in the file or detailed within an incident report indicating the date of termination of the online undercover activity. The online alias may be maintained if it is anticipated that it will be utilized again.

VI. Utilization of Social Media Monitoring Tools

A. Social media monitoring tools may only be used by Investigations Division and Special Operations personnel for a valid law enforcement purpose including, but not limited to:

1. Pre-employment background investigations;

2. Crime analysis and situational assessment reports (e.g., during sporting events, demonstrations or other large gatherings that require a law enforcement presence to ensure the safety of the public);

3. Criminal intelligence development; and

4. Criminal investigations.

B. Source Reliability and Content Validity

Information developed from social media sites shall be corroborated in accordance with Department General Order F-3: Criminal Intelligence/Intelligence Unit.

C. Documentation and Retention

All information obtained from social media websites shall be handled and retained in accordance with Department General Order F-3: Criminal Intelligence/Intelligence Unit.

SKOKIE POLICE DEPARTMENT

SPECIAL DETAILS

General Order: P-14

Effective Date: 01 October 2024

Replaces:
General Order: P-14
Effective Date: 01 Sep. 2020

Indexed As: Details
Special Details

POLICY:

It is the policy of the Skokie Police Department to assure that special details are administered in a fair structured manner. A program that establishes a methodology of distribution, compensation, and staffing is desirable.

Officers working a special detail shall be subject to all Skokie Police Department policies, procedures, rules and regulations.

PROCEDURE:

The Chief of Police shall designate a Detail Program Coordinator who shall manage and approve all requests for special details.

I. Recurring Details

A. Recurring details are those details that recur at least once in a consecutive seven-day period at a fixed location. A detail which occurs on a seasonal basis, or less frequently shall be considered a non-recurring detail.

B. Distribution Methodology

1. Recurring details will be distributed on a bi-monthly basis every year, starting with January/February and continuing throughout the calendar year. Details will be distributed equitably, with preference given to those Officers with fewer overall detail hours for that calendar year. The Detail Program Coordinator has the ability to assign hours at their discretion based on the event requirements.

2. The Detail Program Coordinator will email a list of available recurring details to Officers who

elect to be on the “Detail Group” emailing list. This email will be sent out two months prior to the start of the recurring detail period (example: November for January/February).

3. Any Officer who wishes to be considered for a recurring detail shall submit an email to the Detail Program Coordinator no later than the date and time requested for each two-month period. Officers are to list all dates they are available to work, and for which details they are requesting.

4. Once a month, the Detail Program Coordinator will post an up-to-date list of Officers and the number of detail hours worked/assigned to them as of the date of the posting.

5. Officers assigned to a recurring detail shall be responsible for designating a replacement when the assigned Officer is unable to work the detail. If a replacement is not available, the assigned officer needs to notify the Detail Program Coordinator or an on-duty Supervisor as soon as possible.

6. When recurring details become available, the Detail Program Coordinator will email those Officers on the “Detail Group” email list in an attempt to fill the detail. Officers will be given the opportunity to request the available detail and it will be filled equitably with preference given to those Officers with fewer overall detail hours for that calendar year. If time requires the Detail Program Coordinator to fill the detail immediately, the email will indicate that the first Officer to respond will be awarded the detail.

II. Non-recurring Details

A. The Detail Program Coordinator shall inform customers who request police personnel for details that said requests should be made as soon as possible prior to the detail.

B. Without specific approval from the Chief of Police, Officers will not be assigned to a detail where the sale or service of alcoholic beverages is the main source of income of the business or event.

C. When a request for a non-recurring detail is received, the Detail Program Coordinator will email those Officers on the “Detail Group” email list. Officers

will be given the opportunity to request the available detail and it will be filled equitably, with preference given to those Officers with fewer overall detail hours for the calendar year. If time requires the Detail Program Coordinator to fill the detail immediately, the email will indicate that the first Officer to respond will be awarded the detail.

III. Compensation and Fee Structure

A. Detail hours will be billed at the current F+ Patrol Officer time-and-one-half rate. All sworn personnel will be compensated at the F+ rate. Sergeants and Command Officers who elect to work special details to be compensated at the F+ Patrol Officer time-and-one-half rate, unless the detail requires a Police Supervisor, or a Supervisor is specifically requested.

B. Recurring details (i.e., traffic details) are billed at a one hour minimum. Non-recurring details are billed at a three-hour minimum. Those receiving the services of special detail personnel will be minimally billed for the number of hours scheduled.

C. If a cancellation notice is not received at least 24 hours prior to a scheduled non-recurring, special detail, the three-hour minimum billing will apply. Recurring details that fail to give 24-hour prior notice will be billed for the hour(s) of the detail.

D. In the event a detail is cancelled after it has begun, Officers will be compensated, and customers billed for the entire scheduled duration of the detail.

E. As authorized by the Village Manager’s Office and reviewed each fiscal year, an hourly administrative fee is added to the billable hourly rate.

F. As authorized by the Village Manager’s Office and reviewed each fiscal year, when police vehicles are used during a special detail, an hourly fee is billable.

V. Staffing Levels

The Department will determine the requisite staffing levels for special details. If the Department determines that an Incident Action Plan is necessary, hours for planning and set-up will be billed.

A. Detail staffing levels involving traffic control will be determined on a case-by-case basis.

B. Details involving crowds will be staffed at a minimum of one Officer per 1,000 attendees, or at the discretion of the Chief of Police or their designee.

C. Details involving crowds will be staffed at a minimum of two Officers per 1,000 attendees when alcohol is present, or at the discretion of the Chief of Police or their designee.

D. For any detail request that requires more than three Officers, the fourth shall be a Supervisor. A span of control should not exceed one Supervisor to seven Officers.

E. The Department has the right to recommend minimum personnel requirements based on the potential impact on traffic and/or other public safety concerns.

VI. Investigation of Complaints

Any complaint regarding an Officer's performance at a detail assignment shall be investigated in accordance with Department General Order A-13, Internal Affairs.

SKOKIE POLICE DEPARTMENT

OUTSIDE EMPLOYMENT

General Order: P-15
Effective Date: 01 July 2024

Replaces:
General Order: P-15
Effective Date: 01 Mar. 2020

Indexed As: Employment: Outside
Outside Employment

POLICY:

It is the policy of the Skokie Police Department to permit regulated outside employment. At no time shall outside employment present a conflict of interest. Outside employment will never subordinate a member's or employee's primary work obligation to the Department.

Any act or omission made during outside employment is made in the capacity of a private citizen. Members and employees are nevertheless governed by Departmental rules, regulations and policies at all times.

PROCEDURE:

I. Outside employment is defined as gainful activity or work which originates apart from Departmental hireback ~~or~~ off-duty detail assignments or those who are engaging duty within the US Armed Forces.

II. Prior to engaging in outside employment, a member or employee must submit an application for outside employment (SPD 289).

III. The member or employee will present the completed application to their supervisor who will approve or disapprove the request. It will then be routed to the Chief of Police, via the chain of command, for approval or disapproval. The Chief of Police will retain one copy for the individual's personnel file and send the other two to the supervisor. The supervisor will maintain one copy and return the third copy to the member or employee.

IV. Approved applications expire on December 31 of each year. Renewals are required of members or employees who intend to continue employment into the following year. Any changes of employment require a new application. If an individual

terminates outside employment, a timely notification must be made to the Chief of Police via the chain of command. In this manner the outside employment application may be cancelled.

V. The regulation of outside employment is done with concern for the efficiency and reputation of the Department. When proposed employment is of a questionable nature, all doubt will be resolved in favor of the Department. Patrol Officers who wish to appeal the decision of the Chief of Police may file a grievance in accordance with their collective bargaining agreement. Other members and employees may appeal through the grievance procedures contained within the Village Personnel Manual.

VI. The conditions enumerated below are general guidelines concerning outside employment. While the following list is not all inclusive, several prohibited types of employment are identified.

A. Employment which will tend to lower the image of the Department.

B. Employment which will reduce the efficiency of the employee.

C. Employment which requires an allegiance superior to that due the Department.

D. Employment at a location where the primary business is the sale of alcoholic beverages. Police members and employees may not work in a security capacity within any lounge or bar.

E. Employment at or related to any cannabis-related business including, but not limited to dispensaries, transportation, and/or cultivation. Police Department employees shall not work in a security capacity in any defined “social use” lounge or shop where cannabis or cannabis-infused products are permitted to be used or consumed.

F. Employment as a private detective or any similar activity.

G. Employment as the principal owner or as one having proprietary interest in any security firm which conducts business within the Village of Skokie which may present a conflict of interest.

H. Employment in excess of 20 hours per week, except during vacation periods.

I. At no time may the police uniform be worn or police credentials displayed while in the course of off-duty employment.

VII. Members and employees are encouraged to seek outside employment which will build the prestige of the Department. The following activities are encouraged:

A. Instructing training classes in police topics.

B. Engaging in research and development tasks within the law enforcement field.

VIII. As liability may attach during said employment, members and employees should confer with their employer regarding insurance coverage.

SKOKIE POLICE DEPARTMENT

REPORTING INJURIES AND ILLNESSES

General Order: P-16
Effective Date: 01 July 2024

Replaces:
General Order: P-16
Effective Date: 01 July 2020

Indexed As:
Injuries
Reporting Injuries
Supervisor's Investigative Report
Traffic Crashes
Worker's Compensation Report

POLICY:

It is the policy of the Skokie Police Department to endeavor to locate, analyze and eliminate conditions that may be potentially hazardous to its personnel.

PROCEDURE:

I. Reporting Duty-Related Injuries

A. An injury sustained by Department personnel while on duty shall be reported as soon as practical to an on-duty supervisor. Medical attention shall be secured as required. Injuries or exposures involving a communicable disease are governed by the procedures delineated in Department General Order P-21, Communicable Disease Control Procedures.

B. The on-duty supervisor is responsible for conducting a thorough investigation to determine the facts, circumstances and cause of injury. The investigation will be conducted in accordance with Department General Order A-13, Internal Affairs. The supervisor will complete a Worker's Compensation Report (Illinois Form 45: Employers' First Report of Injury, IC45, **www.iwcc.il.gov/forms.htm** (Appendix A) and the Injury Section of the Internal Affairs Module of the Records Management System (RMS).

1. The Worker's Compensation Report and any supporting documentation shall be forwarded by the investigating supervisor within 24 hours and notification of the incident shall be made to the Chief of Police via the chain of command.

2. Prior to the end of the supervisor's tour of duty on the date of the injury or as soon as practical, the hard-copy forms and all required fields/screens within the Injury Section of the Internal Affairs Module shall be filled out completely and accurately and reflect the comprehensive investigation of the incident. This will be completed in accordance with the "RMS Internal Affairs Module Instructions."

3. The Chief's Office will process and forward the appropriate reports to the Village Personnel/Risk Management Division.

4. All forwarded forms, doctors' notes, and paperwork related to the injury will be scanned into the Injury Module of RMS by the Office of the Chief.

C. Employees off from work for a period in excess of three work days due to a work-related injury/illness are responsible for reporting their status to the Department. The form to be used is the Village of Skokie Attending Physician's Return to Work Recommendations Form. This form will be mailed, emailed, faxed or otherwise provided to the employee by the Office of the Chief upon request (Appendix B).

The employee shall supply this completed form, and all other relevant documentation, following each medical appointment or treatment, or as otherwise directed. The completed form is to be provided directly to the Office of the Chief (hard copy, email or fax) as soon as practical after it is completed. The Office of the Chief will notify the employee's supervisor of the contents of the report.

II. Reporting Non-Duty Related Injuries or Illnesses

An employee off from work for any surgery, non-job-related accident or injury, an illness or other medical treatment that hospitalizes or incapacitates the employee for more than three calendar/work days needs a written certification of their medical release to return to work. The form to be used is the Village of Skokie Attending Physician's Return to Work Recommendations Form and this form may be completed during any visit to the employee's physician related to the specific illness or injury. The form will be mailed, emailed or faxed to the employee by the Office of the Chief upon request (Appendix B).

The employee shall supply this completed form and all other relevant documentation following each medical appointment or treatment or as otherwise directed. The completed form is to

be provided directly to the Office of the Chief (hard copy, email or fax) as soon as practical after it is completed). The Office of the Chief will notify the employee's supervisor of the contents of the report.

III. Injuries Relating to Village Property

A. All injuries occurring on Village owned property, property leased by the Village, or involving Village vehicles or Village equipment operated by a Village employee are to be reported as soon as practical to an on-duty supervisor.

B. An investigation shall be completed and recorded as specified in Section I.B. of this General Order, except for those incidents listed above that do not involve a Village employee or Village vehicle/equipment.

APPENDIX A

ILLINOIS FORM 45: EMPLOYER'S FIRST REPORT OF INJURY

Please type or print.

Employer's FEIN	Date of report	Case or File #	Is this a lost workday case? Yes No
Employer's name		Doing business as	
Employer's mailing address			Employer's email address
Nature of business or service			SIC code
Name of workers' compensation carrier/admin.		Policy/Contract #	Self-insured? Yes No
Employee's full name			Birthdate
Employee's mailing address			Employee's e-mail address
Gender Male Female	Marital status Married Single	# Dependents	Employee's average weekly wage
Job title or occupation			Date hired
Time employee began work	Date and time of accident		Last day employee worked
If the employee died as a result of the accident, give the date of death.		Did the accident occur on the employer's premises? Yes No	
Address of accident			
What was the employee doing when the accident occurred?			
How did the accident occur?			
What was the injury or illness? List the part of body affected and explain how it was affected.			
What object or substance, if any, directly harmed the employee?			
Name and address of physician/health care professional			
If treatment was given away from the worksite, list the name and address of the place it was given.			
Was the employee treated in an emergency room? Yes No		Was the employee hospitalized overnight as an inpatient? Yes No	
Report prepared by	Signature	Title and telephone #	Email address

Please send this form to: **ILLINOIS WORKERS' COMPENSATION COMMISSION 4500 S. SIXTH ST. FRONTAGE RD SPRINGFIELD, IL 62703**
By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. Filing this form does not affect liability under the Workers' Compensation Act and is not incriminatory in any way. This information is confidential. IC45 8/12

APPENDIX B

ATTENDING PHYSICIAN'S RETURN TO WORK RECOMMENDATIONS

Village of Skokie
5127 Oakton St., Skokie, IL 60077
847/933-8213 FAX: 847/933-8200

Patient's Name (Last) (First) (Middle Initial)	Date of Injury/Illness

TO BE COMPLETED BY ATTENDING PHYSICIAN - PLEASE CHECK:

DIAGNOSIS/CONDITION (Brief Explanation)

I saw and treated this patient on _____*(date)* and based on the above description of the patient's current medical problem:

1. ☐ Recommend his/her return to work with no limitations on _____*(date)*.

2. ☐ He/She may return to work on _____*(date)* with the following limitations:

CHECK ONLY AS RELATES TO ABOVE CONDITION(S)

	DEGREE	LIMITATIONS
	Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	1. In an 8-hour work day patient may: a. Stand/Walk ☐ None ☐ 4 - 6 hours ☐ 1 - 4 hours ☐ 6 - 8 hours b. Sit ☐ 1 - 3 hours ☐ 3 - 5 hours ☐ 5 - 8 hours c. Drive ☐ 1 - 3 hours ☐ 3 - 5 hours ☐ 5 - 8 hours 2. Patient may use hands for repetitive ☐ Single Grasping ☐ Pushing & Pulling ☐ Fine Manipulation 3. Patient may use feet for repetitive movement as in operating foot controls ☐ Yes ☐ No 4. Patient is able to:
	Light Work. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.	
	Medium Work. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.	
	Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds	

	Frequently	Occasionally	Not at all
Bend	☐	☐	☐
Squat	☐	☐	☐
Climb	☐	☐	☐
Twist Body	☐	☐	☐

OTHER INSTRUCTIONS AND/OR LIMITATIONS INCLUDING PRESCRIBED MEDICATIONS:

3. These restrictions are in effect until _____*(date)* or until patient is reevaluated on _____*(date)*.

4. He/She is totally incapacitated at this time. Patient will be reevaluated on _____*(date)*.

5. Referred to: ☐ None ☐ Private Physician _____*(doctor)* ☐ Return Here _____*(date)*
☐ A Consultant _____*(doctor, date & time)*

Physician's Name	Address	Telephone No.
Physician's Signature		Date

SKOKIE POLICE DEPARTMENT

REPORTING SICK LEAVE

General Order: P-17 **Replaces**: General Order: P-17
Effective Date: 01 September 2020 Effective Date: 01 Aug. 2020

Indexed As: Reporting Sick Leave
Sick Leave Reporting Procedure

POLICY:

Sickness on the part of Department personnel or their family may, on occasion, require an absence from a regular working assignment. To ensure that sufficient manpower is available to accomplish the Department's mission, the following procedures are established.

PROCEDURE:

I. Scope

A. All personnel who are absent from duty, other than regularly scheduled days off, vacation, floating holidays or compensatory time off, must report such absence from duty and the reason to a supervisor at least one hour prior to the start time of their duty assignment. Sworn personnel and Community Service Officers assigned to the Patrol Division will contact a sworn Watch supervisor, while all other staff will contact a supervisor from their unit of assignment.

In the event that a supervisor cannot immediately be reached in the police facility or via cellular phone, personnel shall provide the Communications operator with contact information for call back by a supervisor.

The Supervisor receiving the message will enter the absence in to PACE Scheduler (PACE) and make notification to the oncoming Watch and/or specialty group supervisor. Notification will be made in person or by email.

B. In addition, when an employee fails to report for duty, it is the responsibility of the Watch Supervisor to contact the employee to determine the reason for their absence and why proper notification was not provided. If the Watch Supervisor is unable to reach the employee or their emergency contacts, the local Police

Department in the employee's area should be contacted to conduct a well-being check.

C. Personnel applying for future leave either with or without pay must submit a written request for such leave to their immediate Supervisor or Commanding Officer with sufficient time and notice to permit rescheduling of their workload.

D. It is the individual's responsibility to notify the Department of their location and telephone number where they can be reached, if other than home, when on sick leave.

II. Authority and Responsibility

A. Each supervisor or Commanding Officer will assume the duties and obligations of their position to prevent abuses of sick leave.

B. Any abuses suspected by a supervisor will be investigated in accordance with established procedures.

C. If an absence without leave extends for more than one day, The Watch Supervisor will submit a written report to the Chief of Police through the chain of command.

D. If the leave extends for more than three days, or if there is repeated occurrence of illness, the supervisor will require a medical certificate or Village return to work form requests and doctor's notes from the member or employee (see Department General Order P-16: Reporting Injuries and Illnesses).

E. Applicable written reports, including extended medical absence or emergency leave will be submitted through the chain of command to the Office of the Chief.

III. Reporting Responsibility

A. Absence Notification Report

The supervisor receiving the telephone call (or message) regarding an employee's absence from duty shall ensure the absence and reason for the absence are entered into PACE, and notification is made to the oncoming Watch and/or specialty group supervisor. Notification will be made in person or by email.

B. Telephone Message

1. In the event that the appropriate supervisor cannot be contacted by the reporting employee, the telephone message will be completed by the Communications Operator receiving the original notification.

a) The Communications Operator will note the date and time of notification, who made the notification, and contact information for call-back purposes.

b) The telephone message will be forwarded to the appropriate section, unit or Watch supervisor according to identified operating procedures.

C. Daily Shift Report

1. The supervisor in charge on the date of the reported absence will be responsible for entering the absence information into PACE.

2. An entry of the reported absence will be made in PACE in the applicable individual's name and date box: A selection of sick, emergency leave, etc. will be made in the time off drop-down menu. The type of sickness will also be noted in the "sick reason" box.

V. Routing of Reports

The pink telephone message routing note form shall be given to a supervisor of the individual involved.

SKOKIE POLICE DEPARTMENT

General Order: **P-17**

Effective Date: **01 November 2021**

Department General Order P-17 was eliminated from the Policy and Procedure manual. This page will serve as a placeholder only.

SKOKIE POLICE DEPARTMENT

PERSONAL APPEARANCE

General Order: P-18
Effective Date: 01 July 2022

Replaces:
General Order: P-18
Effective Date: 01 Oct. 2021

Indexed As: Grooming
Appearance

POLICY:

All members of the Department are visible representatives of the Village of Skokie and its Police Department. In an effort to present ourselves as recognizable to the public and to project a consistent and impartial image to all with whom we have contact, a neat, clean, and well-groomed appearance is required.

PROCEDURE:

I. Standards for Sworn Personnel and Community Service Officers

A. Hair

1. Members shall keep their hair clean and neatly groomed.

2. Members shall style their hair in a manner that does not interfere with vision, uniform headgear, or any specialized equipment and will not interfere with the member's safety and effectiveness.

3. Hair length shall not extend beyond the top edge of the uniform collar while on duty. Hair that exceeds collar length shall be pulled back, pinned, or otherwise fastened in a way so as not to interfere with their uniform or equipment or pose a risk to the member's safety and effectiveness.

4. Dyeing or highlighting hair is permitted, but members' hair color must be consistent with naturally occurring colors. Members are prohibited from dyeing patterns, prints, etc.

5. Extreme hairstyles are prohibited.

6. The unique quality and texture of curled, waved, and straight hair are recognized. Natural hairstyles are permissible if officer's vision is not obstructed and the length and/or arrange is compliant with the above.

7. Wigs and hairpieces shall also be a natural occurring color and in compliance with this General Order.

B. Facial Hair

1. Members shall keep all facial hair clean and neatly trimmed.

2. Mustaches, goatees and/or beards are permitted with the following conditions:

a) Mustaches shall follow the natural arch of the mouth and shall not exceed the upper lip or extend more than one-half inch horizontally beyond the corners of the mouth.

b) Goatees shall not extend more than a quarter-inch below the bottom of the chin.

c) Beards shall be a minimum of one quarter inch in length and shall not extend beyond one-half inch from the face and no portion of the beard shall be longer than the rest. The neck must remain clean shaven and the perimeter lines of the beard shall be defined.

d) Extreme mustache styles are prohibited.

3. Sideburns shall not exceed a quarter-inch below the bottom of the earlobe and shall be trimmed with a clean horizontal line along the base, unless attached to a beard. Extreme sideburn styles are prohibited.

4. Facial hair must be natural in color with no patterns or designs.

5. Members must begin growing facial hair at the beginning of a minimum of 7 days off in a row.

6. Members who do not have facial hair must be clean shaven while on duty.

B. Cosmetics (if worn) are to be applied so as to be subtle and present a professional appearance. All applications are to be natural in color. False

eyelashes, heavy eyeliner and prominent colors are prohibited.

C. Fingernails shall be trimmed so as not to extend further than 1/4 inch from the edge of the finger. Longer nails impede the ability to operate weapons and equipment and pose a risk of injury during physical confrontations. Nail polish may be worn but must be a single clear or natural color. No decals, applications, designs, etc. are allowed.

D. Jewelry

1. Members may wear:

a) One ring on each hand. (A combination wedding ring and engagement band is considered one ring.)

b) One watch.

c) One wrist bracelet.

d) One visible neck chain no more than one-quarter inch wide that does not lay on the outside of the uniform.

2. Members may wear one matched pair of plain metal, gold or silver colored earrings, with one earring in each ear. Pierced earrings must be of the stud type. No other visible body piercing jewelry or ornamentation, real or imitation, is permitted, including the tongue.

3. Any jewelry worn must not present a hazard to the Officer.

4. Any jewelry worn that is not under the uniform and is visible to the public must be unobtrusive and must present a neutral and non-offensive appearance.

E. Tattoos/Branding/Intentional Scarification/Body Art and Mutilation/Body Piercing

In recognition of the service-oriented mission and nature of the Skokie Police Department, sworn personnel and Community Service Officers must consistently maintain a professional attitude, demeanor and image. Consequently, while the Skokie Police Department does not seek to deny any employee the ability to personally express themselves, it must nevertheless ensure that those with routine contact with the public present a impartial and neutral appearance by prohibiting any image or appearance that might be construed as

offensive or unprofessional. In order to achieve this goal, compliance with the following standards is required of all sworn personnel and Community Service Officers unless otherwise exempted:

1. Tattoos

   a) Tattoos are not permitted on the ears, face, head, neck, hand or fingers.

   b) At no time while on duty or representing the Department in any official capacity, or at any time while within the Police Facility, shall any offensive tattoo be visible. Examples of offensive tattoos include but are not limited to those that symbolize affiliation with illegal gangs, supremacist or extremist groups; advocate illegal acts or drug use; is considered obscene, sexually explicit, or advocates discrimination of any kind; bring discredit upon the Department.

   c) Employees with visible tattoos may be required to wear the Department long sleeve uniform at the discretion of the Chief of Police or designee, in response to specific circumstances, events or assignments when deemed to be in the best interest of the Department. Alternate forms of covering an offensive tattoo, including but not limited to watches, wristbands, or neoprene sleeves, are not permitted.

   d) Tattoos visible through an open shirt collar or visible above the collar of a shirt are prohibited.

   e) Cosmetic tattoos shall not be considered tattoos for the purpose of this policy so long as they would not constitute a violation of any other policy if they had been applied using a temporary technique such as conventional make up.

   f) Note: Policies and prohibitions regarding tattoos apply to ALL forms of body art, permanent or temporary, including but not

limited to branding, intentional scarification and skin implants.

1. Mutilation and Body Piercing

Body piercing, mutilation or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features, and which is not medically required, is prohibited. For purposes of this order, such body alteration includes, but is not limited to:

a) tongue splitting or bifurcation;

b) the complete or transdermal implantation of any material or substance other than hair replacement;

c) abnormal shaping of the ears, eyes, nose, mouth or teeth to include ear gauging; and

d) branding and intentional scarification, as discussed in previous text.

F. Uniform and Clothing Standards

1. Uniforms/Civilian Clothes must meet specifications set by the Chief of Police and delineated in this General Order as well as Department General Order P-12: Uniform and Equipment Specifications for Sworn Personnel, and Department General Order P-19: Uniform and Equipment Specifications for Community Service Officers.

2. Clothing will be neat and clean and in good repair.

3. If worn, suspenders will not be visible.

4. Shoes and boots will be shined, clean, in good repair and not worn down at the heels.

5. Unauthorized flags, insignias, patches, pins and similar items will not be worn.

6. All shirts must be completely buttoned, except the top button. All long-sleeve shirts must have the sleeves down and buttoned (sleeves will not be rolled or tucked).

II. Standards for Civilian Personnel (Excluding Community Service Officers)

With the exception of Community Service Officers, whose personal appearance guidelines are stated above, the standards for the acceptable personal appearance of civilian personnel shall be as delineated in the Village of Skokie Human Resources Manual.

III. Exceptions and Exemptions

A. Reasonable accommodations to this policy may be permitted by the Village Manager or his designee for verifiable medical or religious reasons. Requests must be made in writing and submitted through the chain of command.

B. Temporary exceptions to this policy may be made by the Chief of Police or his designee when required by the nature of the assignment or circumstance.

IV. Supervisor's Obligation

It shall be the responsibility of the immediate supervisor to conduct frequent inspections for the purpose of ensuring compliance with the contents of this General Order. Those members who are required to act to remedy infractions shall be afforded a reasonable amount of time to conform.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

PER.08.01

SKOKIE POLICE DEPARTMENT

UNIFORM AND EQUIPMENT SPECIFICATIONS
FOR COMMUNITY SERVICE OFFICERS

General Order: P-19
Effective Date: 01 March 2024

Replaces:
General Order: P-19
Effective Date: 01 Feb. 2020

Indexed As:
Equipment
Uniform Specifications for Community Service Officers
Uniforms

POLICY:

The general public's opinion of the quality of service and overall ability of individual Community Service Officers (CSOs) is influenced to a great degree by the appearance of the uniform. The Village of Skokie, in striving to assist the Police Department in gaining the public respect it deserves, has allocated funds for the specific purpose of maintaining the uniform in good, serviceable condition.

It is the policy of the Skokie Police Department to require standards of dress commensurate with the image of professionalism desired of its members.

PROCEDURE:

I. Definitions

A. Operational Member - Community Service Officers who primarily work outside the police facility and are tasked with the daily enforcement of parking regulations, assistance to Police Officers at scenes and the handling of calls that do not require a sworn Police Officer. Operational members also include CSOs performing booking operations and Desk Officer duties. Operational members include but are not limited to CSOs assigned to the Watch, Desk Officers and those serving on a detail assignment.

B. Administrative Member – CSOs who primarily work within the police facility and are not tasked with the daily enforcement of parking regulations, assistance to Police Officers at scenes and the handling of calls that do not require a sworn Police Officer. Administrative members include but are not limited to

CSOs assigned to Support Services, Records and Professional Standards.

II. Uniform Regulations

A. All CSOs shall maintain in good order a summer and winter uniform, regardless of assignment.

B. The prescribed uniform shall be worn by CSOs while on duty.

C. The uniform shall be clean and pressed with no tears, rips, holes, fraying, stains or soil apparent, and shall be worn in the manner specified by Departmental orders. In the event a part of the uniform becomes torn or soiled during a tour of duty, the CSO shall change the affected part of the uniform as soon as practical.

D. It is the responsibility of each CSO to obtain needed alterations in their uniform.

E. All articles of the uniform shall conform to the uniform standards, and no other insignias, pins, chains, etc., may be worn on the uniform unless the prior express permission of the Chief of Police has been obtained.

Pins approved for wear are:
1. Crisis Intervention Team (CIT) Pin centered above the name.
2. Northern Illinois Police Alarm System (NIPAS) Pin centered above the name
3. Officer Leos Memorial Pin- Centered on mic strap or below the name

F. Changes in style, type, and wearing of the uniform require the approval of the Chief of Police. Requests for changes or additions should be made via chain of command.

G. Only items which appear on the Uniform/Price Specifications List (see tab on the Skokie Police Department intranet) will be authorized for wear/carry. Older style items which are substantially similar may remain on the Uniform/Equipment Specifications List but will be given a future wear-out date, at which time they will be removed from the list and no longer authorized to be worn.

H. CSOs may remove their outer vest carrier while performing administrative duties within the Police Department facility. However, if a CSO is to engage

with the public, the CSOs uniform shirt must have a name and star/badge displayed or the CSO must put their outer vest carrier back on. Interaction with the public with a uniform shirt that does not have a name and star/badge is prohibited.

III. Uniform Purchase Request Procedure

A. Uniforms

1. The Uniform Purchase Request will be completed by the CSO ordering the uniform items.

2. Requests will be forwarded through the chain of command to the employee's respective Deputy Chief for approval.

3. Upon receipt of the completed order, the Support Services Administrative Specialist will check each item for quality and compliance with Department specifications, check uniform allowance balances and process the request.

B. Bookkeeping Procedures

1. A clothing account worksheet will be maintained by the Support Services Administrative Specialist.

2. A ledger will be established for each CSO eligible to draw from the uniform fund.

3. Entries shall be made on the ledger indicating each purchase made by the CSO and a running total of the debits, credits and balance left in the account.

4. At the beginning of each fiscal year, the amount provided for each CSO in the Village budget will be added to the balance on the CSO's sheet. The new total will then represent the amount the CSO may draw upon until the end of that budget year.

5. Debit purchases will not be allowed, except by the authority of the Chief of Police.

IV. Uniform Classifications

A. Seasonal weather changes and varying duty assignments necessitate variations in the class of uniform worn by CSOs. The determination of the uniform of the day will be made by the individual Unit Commanders.

B. Two Uniform Classifications

1. Summer

a) Cap
b) Short-sleeve shirt
c) T-shirts – must be short sleeve and white or dark blue in color. Any logos or other markings present on a t-shirt shall not be visible.
d) Pants
e) Outerwear

2. Winter

a) Cap
b) Long-sleeve shirt (Tie or SPD turtleneck optional – turtleneck worn shall be of the same color as the uniform shirt)
c) T-shirts - must be white or dark blue in color. Any logos or other markings present on a t-shirt shall not be visible.
d) Outerwear
e) Pants

C. Regulations on Wearing the Duty Rig

All operational CSOs will wear the duty rig while on duty. The duty rig will consist of:

1. Duty belt – shall be used to support duty accessories
2. Handcuff case
3. Portable radio (if not carried on the outer vest carrier)

D. The duty rig and accessories worn by all CSOs will also adhere to the following:

1. Civilian Operational Member – Will be of basket-weave design unless unavailable and approved for purchase.

2. Civilian Administrative Member – Will be of basket-weave or solid black design but all items must be of the same design unless unavailable and approved for purchase.

V. Equipment List

A. Required Accessories

1. Badge (metal or embroidered)
2. Cap shield
3. Nameplate (metal or embroidered)
4. Black shoes/boots
5. Black or dark blue socks
6. Shoulder patches on all shirts, blouses, and jackets
7. Flashlight (operational members only)
8. Tie bar (If tie is worn)
9. Black whistle (operational members only)
10. Black pants belt
11. Traffic vest (operational members only)
12. Handcuffs with handcuff case (operational members only)
13. Baton with baton holder (operational members only)
14. Department-issued oleoresin capsicum (OC) Spray with OC pouch (operational members only)
15. Tourniquet (operational members only)

B. Optional Accessories

1. Black gloves and ear flaps
2. Rain gear
3. Dark blue sweater
4. Cap cover
5. Black rubber boots
6. Body armor
7. Outer vest carrier (light blue in color)
8. Multi-purpose tool/holder or authorized knife (see Department General Order A-15: Use of Force)
9 Duty belt
10. Belt keepers (unless using a Velcro belt)
11. Other Department-approved items that appear on the Uniform Price/Specifications List.

VI. All items worn or carried not only must comply with this General Order but also to any further specifications listed in the Skokie Police Department Uniform Price/Specifications List.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

PER.08.01

SKOKIE POLICE DEPARTMENT

HEALTH, WELLNESS AND PHYSICAL FITNESS

General Order: P-20
Effective Date: 01 March 2024

Replaces:
General Order: P-20
Effective Date: 01 Jan. 2020

Indexed As: Health and Wellness

POLICY:

The Department recognizes that periodic strenuous physical activity is an aspect of every Police Officer's duties. All members shall maintain themselves in good physical condition so that they can fully perform as Police Officers. The Tactical Unit has a specialized task and all members will maintain themselves in accord with physical fitness and agility requirements.

The Department is committed to establishing and maintaining a wellness program for all employees and members. This program will provide direct benefits to the individual person, co-workers and the Department throughout one's career.

PROCEDURE:

I. Health and Wellness

A. The Village of Skokie through its health insurance program, Health Department, and Personnel Director encourages all personnel to actively participate through the listed programs:

1. Medical and mental health examinations; health risk profiles
2. Smoking cessation programs
3. Weight control and nutrition programs
4. Hypertension detection and control programs
5. Immunization (flu)
6. Exercise and fitness programs
7. Organized sports programs
8. Stress management
9. Financial counseling/programs
10. Individual/Group counseling and programs
11. Employee assistance programs
12. Police Chaplain Program (P-22)
13. Peer Support Program (P-31)
14. Annual wellness examination

B. Fitness Room

The Department has provided a fitness room adjacent to the locker rooms for use by Department personnel and other persons designated by the Chief of Police. Department personnel are encouraged to use this equipment during off-duty hours. The Field Services Coordinator is responsible for the maintenance of the fitness equipment.

II. General Fitness

A. General Physical Condition

As required by Department Rule 320.65, all members shall maintain themselves in good physical condition. Periodical stressful physical activity is a mandatory, integral aspect of the duties of a Police Officer.

Department members are encouraged to refer to the fitness guidelines established by the Illinois Law Enforcement Training and Standards Board. These guidelines include minimum acceptable standards for performance in four specific areas (sit and reach test, sit-ups per minute, bench press, and 1.5 mile run). A full copy of these standards and how to achieve them is available from the Training Director.

B. Medical or Psychological Examinations

1. The Chief of Police has a responsibility to ensure that Officers who are not physically or mentally competent shall not be utilized in an active sworn status for the safety of themselves, their fellow Officers and the public.

2. If questions arise concerning a member's fitness for duty, the Chief of Police may require a medical or psychological/mental health examination at the Department's expense.

3. Periodic medical, physical or psychological/mental health tests may be required to ensure the health of Department members.

III. Tactical Intervention Unit Assignments

A. The Tactical Intervention Unit Commander, with approval of the Chief of Police, will set appropriate mandatory physical condition requirements for Tactical Intervention Unit Members.

B. Tactical Intervention Unit Members shall meet the set physical standards prior to formal assignment and at

least semi-annually thereafter as a member of the Tactical Intervention Unit.

SKOKIE POLICE DEPARTMENT

COMMUNICABLE DISEASE/OTHER POTENTIALLY INFECTIOUS MATERIALS PROCEDURES

General Order: P-21 **Replaces:** General Order: P-21

Effective Date: 01 February 2025 Effective Date: 01 Mar. 2021

Indexed As: AIDS
Communicable Disease Policy
Other Potentially Infectious Materials
Infectious Diseases

POLICY:

The purpose of this Order is to establish procedures relating to the prevention of communicable diseases and exposures to other potentially infectious materials. It is the policy of this Department to protect personnel from communicable diseases and other potentially infectious materials without sacrificing essential police services.

It shall be the policy of this Department to continuously provide personnel with up-to-date safety procedures and communicable disease information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of communicable diseases. These procedures are based upon current medical knowledge. Amendments may be made as relevant medical discoveries are announced.

PROCEDURE:

I. Definitions

A. Body Fluids: Liquid secretions including blood, semen, and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

B. Communicable Disease: Those infectious illnesses that are transmitted through contact with the body fluids of an infected individual.

C. Exposure or Contact: All actual contact by blood, other body fluid, or other potentially infectious materials to an unprotected area of the skin or the body.

D. HIV: The human immunodeficiency virus or any other identified causative agent of AIDS.

E. Personal Protective Equipment (PPE): PPE is designed to protect Department personnel from infectious materials (e.g. disposable gloves, antiseptic wipes, eye shield/mask, particle mask and impervious gear).

F. High Risk Exposure:

1. The handling of bloody items or items wet with body fluids when scratches, cuts, or open sores are present.

2. Direct contact with the bodily fluids of any person in an area where there is an open sore, puncture or cut.

3. Direct mouth-to-mouth resuscitation of any person.

4. Direct contact with infectious materials such as Carfentanil and Fentanyl.

II. Universal Precautions. In every situation where biohazard waste or other potentially infectious material is present,— personnel will use universal precautions which include the use of PPE and will wash the affected area (e.g., hands, face, clothing, etc.) with soap and water immediately, or as soon as possible following exposure. In the event that washing facilities are not readily available, members will decontaminate the affected area with antiseptic wipes. When appropriate and dependent upon the type and level of exposure, members will confer with the appropriate supervisor without delay to determine whether medical attention/advice is required.

III. Personal Protective Equipment

A. PPE, under normal conditions, will help to prevent blood or other potentially infectious materials from reaching a member's clothing, skin, eyes, mouth, or nose. Members will use the necessary PPE items to reduce occupational exposure.

B. Members will determine which PPE items to use based on the reasonably anticipated occupational exposure, the guidelines set forth in this policy and the training provided.

C. The following PPE items will be available in the Evidence Technician Room:

1. Disposable latex gloves
2. Disposable eye shields/masks
3. Impervious gowns
4. Impervious shoe coverings
5. Antiseptic wipes
6. Biohazard waste bags (also found in the Detention area)

Particle masks will be issued to each Officer during first-aid training at Expanded Basic. Extra masks will be stored in the Evidence Technician Room.

D. All contaminated PPE items will be removed in such a manner as to prevent further contamination. Contaminated PPE items will be placed in a biohazard waste bag before leaving the scene. Biohazard waste bags will be disposed of in the appropriate container within the Police Facility:

1. Contaminated items will be placed in the RED biohazard bags in the Detention area.

2. The Skokie Health Department will be contacted by the Field Services Coordinator and a pickup by an approved waste company will be arranged.

3. The waste will be stored in the secure supply closet in the Detention area until pickup.

4. In the event there is a large amount of biohazard waste, a special pickup can be arranged by the Skokie Health Department.

At incident scenes, contaminated items should be collected by the Skokie Fire Department.

IV. Specific Cautions and Protective Barriers for personnel

A. Any bandages that cover vulnerable portions of the body should always be maintained in a clean and dry condition.

B. A fresh sore affords a means of entry for a virus and must be covered.

C. Wear gloves when in direct contact with any bodily fluid or potentially infectious materials.

D. Utilize a protective shield/mask when administering CPR.

E. Use a particle mask and eye protection when in direct contact with potentially infectious materials such as Carfentanil and Fentanyl.

V. Decontamination and Safety Procedures

A. All members are encouraged to receive the Hepatitis "B" vaccination series and other approved vaccines as offered by the Skokie Health Department as a precaution to communicable diseases.

B. Hand washing is a primary defense against communicable diseases. Hot water should be used in addition to soap or an antibacterial scrub. Antiseptic wipes are located in the go-bags for on-scene decontamination.

C. It is the responsibility of Department personnel to decontaminate/dispose of all personal uniform/equipment items.

D. All contaminated items shall be placed in a biohazard waste bag and disposed of in a biohazard waste container located within the Police Facility Detention area.

E. CPR shields/masks should be discarded after use.

F. Utilize extreme caution when conducting searches. Do not blindly place one’s hands anywhere.

G. When placing a syringe and needle, razor blade, or any other sharp object into property custody, that object is to be placed into a clear Sharps evidence/property container. This is to ensure that those handling the item are protected from injury.

H. Evidence suspected to be contaminated should be clearly marked with a warning; i.e., “Bio-Hazard.”

I. Officers have an obligation to notify appropriate personnel during a transfer of custody when the suspect has body fluids present on their person, or has stated that they have a communicable disease.

J. Suspects taken into custody with body fluids on their persons shall be directly placed in the designated holding area for processing. The holding area shall be posted with a “Bio-Hazard” sign until cleaned.

K. Officers shall document on the appropriate arrest or incident form when a suspect taken into custody has

body fluids on their person, or has stated that they have a communicable disease.

L. In any situation in which any potential infectious materials such as Fentanyl-related substances might be present or is suspected to be present, Officers shall notify the appropriate personnel and follow safety protocols to avoid accidental exposure.

VI. Transportation Procedures

For guidelines regarding the transport of persons suspected of having a communicable disease, refer to Department General Order F-19: Transporting Non-Detainees.

VII. Occupational Exposure to Contagious Disease

A. In cases where direct personal contact is made, one should immediately scrub the area with hot water and soap. An antibacterial scrub is a preferred option and is maintained in the booking area washroom.

B. Notify the appropriate supervisor without delay. The supervisor shall ensure that all necessary reports including a "First Report of Injury" (Appendix A) and a "Communicable Disease Exposure Form" (Appendix B) are initiated. Also refer to Department General Order P-16, Reporting Injuries.

C. The supervisor shall ensure that the individual receives immediate medical care or advice. A clinical assessment of the exposure will be made by a licensed physician. This assessment may include appropriate blood screening tests.

D. If the incident is a high-risk exposure or is determined to be a potentially infectious exposure, the individual shall report to their Unit Commander as soon as possible. The individual will be apprised that blood screening is mandatory and that subsequent disability benefits, which might arise from the exposure, may depend on this test.

E. Continued HIV antibody testing and medical evaluation is mandatory and will be performed at the Department-authorized health care facility.

The confidential results of any HIV antibody test will be released to the individual and to the Department. As confidentiality must be maintained, the Department will release information solely on a "need to know" basis. The confidentiality of the test results is

waived to the Illinois Commerce Commission or the Skokie Police Pension Board in the event of disability claims.

F. The Village Risk Manager and the Chief of Police will assure that appropriate treatment and counseling is afforded to the individual.

VIII. Occupational Exposure to Other Potentially Infectious Materials

A. In cases where direct personal contact is made, one should immediately wash area with cool water. If inhaled, move to fresh air. If in direct contact with the eyes and mouth, wash with cool water.

B. If direct contact is made and any of the following symptoms occur, SEEK IMMEDIATE MEDICAL ATTENTION!

1. Respiratory depression or arrest
2. Drowsiness
3. Disorientation
4. Sedation
5. Pinpoint pupils
6. Clammy skin.

Onset of the above symptoms occurs within minutes of exposure.

C. Be ready to administer Naloxone (Narcan) in the event of exposure. Naloxone is an antidote for opioid overdose. If symptoms do not improve, continue to administer one dose of Naloxone every two to three minutes until individual is breathing on his/her own or until Skokie Fire Department Emergency Medical Services (EMS) arrive. If at any time the individual stops breathing and, when practical, administer CPR. If symptoms improve, monitor the individual until EMS arrive. Refer to Department General Order F-21: Drug Overdose Prevention Program for additional information.

D. Notify the appropriate supervisor without delay. The supervisor shall ensure that all necessary reports including a "First Report of Injury" (Appendix A) are initiated. Also refer to Department General Order P-16, Reporting Injuries.

E. The supervisor shall ensure that the individual receives immediate medical care or advice. A clinical assessment of the exposure will be made by a licensed physician. This assessment may include appropriate blood screening tests. The individual will be apprised that blood screening is mandatory and that subsequent

disability benefits, which might arise from the exposure, may depend on the test.

F. The Village Risk Manager and the Chief of Police will assure that appropriate treatment and counseling is afforded to the individual.

IX. Source Contact Testing for HIV

A. The source of the contact can be tested for HIV antibodies with or without their consent if an Officer in the line of duty was in direct skin or mucous membrane contact with the blood or bodily fluids of an individual which is of a nature that may transmit HIV as determined by a licensed physician. The results will be released to the member/employee and to the person being tested. Both a "Motion for Defendant to be Tested for Infection with Human Immunodeficiency Virus (HIV)" (Appendix C) must be filed, and a court order (Appendix D) approved by a judge obtained before HIV tests are given.

B. Department personnel shall not attempt to arrange involuntary medical evaluations or HIV antibody testing of the source of the contact without an applicable court order.

C. Criminal charges may be sought against any person who intentionally acts to expose an Officer to a communicable disease.

X. Infected Personnel with a Communicable Disease

A. Personnel with evidence of HIV or other blood-borne infections shall not be routinely restricted in their duties solely because of this evidence.

B. Personnel with health conditions that normally would restrict their duties shall be restricted regardless of the presence or absence of HIV and other blood-borne infections.

XI. Training and Evaluation

In-service training on the implementation of this policy shall be afforded annually to all sworn personnel. All new Officers shall receive instruction during recruit training. Documentation of all training shall be maintained within the individual's training files.

XII. Duties and Responsibilities

A. Each Individual:

1. Shall comply with all aspects of this policy and future communicable disease/other potentially infectious materials orders and bulletins.

2. Shall report all potentially communicable disease and other potentially infectious materials exposures.

3. Shall notify their supervisor of situations that need to be addressed in regard to communicable diseases and other potentially infectious materials exposures.

4. Shall promptly notify their supervisor if the individual has come into contact with any person or animal having a contagious disease, or has been exposed to a contagion.

5. No employee shall knowingly harbor any serious communicable disease which may endanger other persons.

6. Shall ensure that all potential communicable disease/other potentially infectious materials exposures are reported according to the provisions of Department guidelines as delineated in this General Order and in Department General Order P-16: Reporting Injuries and Illnesses. A potential or suspected communicable disease exposure will be treated as an injury for purposes of reporting.

B. The Deputy Chief of Administrative Services or their designee:

1. Shall be responsible for reviewing, implementing and monitoring of communicable disease/other potentially infectious materials control procedures and practices in conjunction with the Chief's Office and the Village Risk Manager.

2. Shall undertake a continuous analysis of all facilities under their control to determine potentially communicable disease/other potentially infectious materials exposure risks and strive to minimize or eliminate those risks whenever possible.

3. Shall arrange for the retraining of all personnel in communicable disease/other potentially infectious materials whenever necessary.

4. Shall ensure compliance with this policy and future communicable disease/other potentially infectious materials orders and bulletins.

5. Shall ensure that the supplies necessary to comply with this policy and future communicable disease/other potentially infectious materials orders and bulletins are consistently and adequately maintained by their unit.

C. The Professional Standards Commander:

1. Shall report all incidents of property not packaged in accordance with this policy to the supervisor of the responsible individual.

2. Shall forward a copy of this report to the Deputy Chief of Administrative Services.

D. The Support Services Supervisor:

1. Shall maintain an adequate stock of appropriate supplies and provide them as needed.

2. Shall ensure, in conjunction with Skokie Fire, Public Works and Health Departments that appropriate procedures are followed for housekeeping. This includes coordination for the disposal of both ordinary and infectious waste.

E. The Training Officer:

1. Shall ensure that appropriate training is created for communicable disease/other potentially infectious materials. A documented, ongoing training program will be provided for Officers.

2. Shall update this policy and future communicable disease/other potentially infectious materials orders and bulletins. Thus, the Department policies, procedures and training will reflect the most current information about communicable disease control.

F. The Chief of Police:

1. The Chief's Office shall maintain written records, review and monitor all exposures to ensure continued medical testing and personnel support where appropriate.

2. Shall interface with the Health Department Director and the Village Risk Manager so that an appropriate employee communicable disease/other potentially infectious materials protocol is maintained.

3. Shall evaluate additional procedures and supplies that may improve practices regarding communicable disease/other potentially infectious materials practices.

APPENDIX A

Form 45: **Employers First Report of Injury or Illness** Please Type or Print

Filling this report does not affect your liability under the Workers' Compensation Act and is not incriminatory in any sense.

A	***45** Illinois unemployment compensation number		Date of report	Month Day Year	Case or file number		
B	Employer's Name Village of Skokie				Is this a lost Workday case?	Yes ☐ No ☐	
C	Doing business under the name of Skokie Police Department			City, State Skokie, Illinois		Zip code 60077	
D	Mail address Laramie at Main Street			City, State Skokie, Illinois		Zip code 60077	
E	Employer location is different from mail address 5127 W. Oakton Skokie, Illinois 60077						
F	Nature of business or service Law Enforcement	SIC code		Total number of employees at the location where illness or injury occurred			
G	Name of worker's comp. Insurance carrier Custard Claims Management Services	Policy number N/A		Self insured Yes [ ] No [	County where injury occurred		
H	Employee's name (Last, First, Middle)			Social Security Number			
I	Home Address	City, State			Zip Code		
J	Male Female ☐ ☐ Married		Birth Date	Month Day Year	Number of depended children under 18 at time of injury or Illness		
K	Date and Time of injury or exposure	Month/Day/Year	Time	Employee's average weekly earnings	$	Last day employee worked	Month Day Year
L	Job title and occupation			Department normally assigned			
M	Address of location where injury or exposure occurred		City, State		Zip Code		
N	Did employee die as a result of the injury or illness ? Yes ☐ No ☐		If employee died as a result of the injury or illness, give date of death		Month Day Year		
O	Was the injury or exposure on the employer's premises Yes ☐ No ☐	Did this incident result in: ☐ occupational injury ☐ occupational disease			Was employee given Industrial commission Handbook Yes ☐ No ☐		
P	Nature of the injury						
Q	Part of the body affected (be specific)						
R	What task was employee performing when illness or injury occurred?						
S	Object or substance responsible for injury or illness (source)						
T	How did accident or illness occur (type) ?						
U	What hazardous conditions, methods or lack of protective devices contributed?						
V	What unsafe act by a person caused or contributed to the injury of illness						
W	Have medical services been rendered to the employee?	Yes ☐ No ☐	Is or has the employee been hospitalized?		Yes ☐ No ☐		
X	Name and address of physician		City, State		Zip Code		
Y	Name and address of hospital		City, State		Zip Code		
Z	Report prepared by:		Signature		Title and telephone number		

ACCIDENT REPORTING DEPT. ILLINOIS INDUSTRIAL COMMISSION, 100 Randolph Street, Chicago Illinois 60601

Without written approval of commission, this form may not be reproduced.

NOTE: DISCLOSURE OF THIS INFORMATION TO THE INDUSTRIAL COMMISSION IS MANDATORY UNDER IL. REV. STAT. CH.48. 136.6. FAILURE TO PROVIDE ANY INFORMATION COULD RESULT IN PROSECUTION. APPROVED BY FORMS MANAGEMENT

VILLAGE OF SKOKIE
COMMUNICABLE DISEASE EXPOSURE FORM

Name: **Department Assigned:**

Date: **Exposure Date and Time:** **a.m.**

Incident Number:

Specifically describe why you feel that you may have been exposed. Describe any treatment that has been started.

Mode of transportation or type of exposure (i.e. needle puncture, blood or saliva transfer, etc.):

List person(s) directly involved (i.e. arrestee, witness, etc.):

(This portion of the form is to be completed by the immediate supervisor to whom the incident is reported.)

Medical facility contacted:

Date and Time: **a.m.**

Discussed case with:

Was follow-up case, treatment or testing recommended? **Yes** ☐ **No** ☐
If yes, describe:

Diagnostic test administered. The date and time test administered must be clearly enumerated: Date and Time: **a.m.**

COMMUNICABLE DISEASE EXPOSURE FORM
ONGOING MEDICAL TEST DATES AND RESULTS

2nd Test Date (Approximately 6 Weeks Subsequent):

Results:

3rd Test Date (Approximately 3 Months Subsequent):

Results:

4th Test Date (Approximately 6 Months Subsequent):

Results:

5th Test Date (Approximately 1 Year Subsequent):

Results:

(If employee receives positive test results, the following data must be recorded.)

Date and time of medical facility notification to the Department:
Date and Time: a.m.

Date and time the Chief of Police was notified:
Date and Time: a.m.

Date and time the Village of Skokie's Risk Manager was notified:
Date and Time: a.m.

Additional information (such as medical treatment or counseling given following a determination of positive results):

APPENDIX C

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

IN THE CIRCUIT COURT OF COOK COUNTY
COUNTY DEPARTMENT, CRIMINAL DIVISION

PEOPLE OF THE STATE OF ILLINOIS Plaintiff	)	
VS.	)	Case No.
Defendant(s)	)	

MOTION FOR DEFENDANT TO BE TESTED FOR INFECTION WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)

NOW COMES the People of the State of Illinois, by their Attorney, **Eileen O Burke**, State's Attorney of Cook County, Illinois, through her Assistant, , and moves this Honorable Court pursuant to 720 ILCS 5/12-18 (e), to order the defendant to be tested for infection with Human Immunodeficiency Virus (HIV).

In support of this motion, the People say the following:

1. An indictment/information has been filed charging the defendant with a violation of of the Criminal Code, and

2. ***, the person who was the victim of the aforementioned violation of has requested that the defendant be compelled to submit to such testing, and

3. Under these circumstances, it is mandatory under the statute that the prosecuting State's Attorney seek the order which is the subject of this motion.

WHEREFORE, the People of the State of Illinois respectfully request that this Honorable Court order the defendant, , to be tested for infection with Human Immunodeficiency Virus (HIV).

Respectfully submitted,
Eileen O Burke
State's Attorney of Cook County
By: _____

Assistant State's Attorney

DATED:

APPENDIX D

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PEOPLE OF THE STATE OF ILLINOIS)
)
v.) CASE NO.
)
)

ORDER

IT IS HEREBY ORDERED and decreed pursuant to the AIDS Confidentiality Act, Ch. 410 ILCS 305/7

that M/F (race), DOB: , IR#

Cook County Jail ID# , the defendant in the above captioned matter, be tested for infection with

Human Immunodeficiency Virus (HIV) under the following conditions:

1. a physician has determined in his/her medical judgment, the direct ski8n or mucous membrane contact of the law enforcement officer with the blood or bodily fluids of the defendant , is of such a nature that may transmit HIV, and

2. The law enforcement officer was acting in the line of duty at the time the contact occurred, and

3. pursuant to the above Act the defendant's consent is not required, and

4. the testing shall be performed only by appropriately licensed medical practitioners at Cermak Hospital and its authorized agents, and

5. the test shall consist of an enzyme-linked immunosorbent assay (ELISA) test, or such other test as may be approved by the Illinois Department of Public Health, and

6. in the event of a positive result, the Western Blot Assay or a more reliable confirmatory test shall be administered, and

7. the results of the test shall be kept strictly confidential by all medical personnel involved in the testing and must be personally delivered in a sealed envelope to this Court for the Court's inspection in camera, and

8. the costs of the testing shall be paid by the County of Cook, Illinois.

IT IS SO ORDERED

_____
Judge

Dated:

SKOKIE POLICE DEPARTMENT

POLICE CHAPLAIN PROGRAM

General Order:	P-22	**Replaces:** General Order:	P-22
Effective Date:	01 April 2022	Effective Date:	01 Mar. 2020
Indexed As:	Chaplain Program Police Chaplain Program		

POLICY:

It is the policy of the Skokie Police Department to establish and maintain a volunteer Police Chaplain Program through which spiritual guidance and counseling may be provided to those employees who seek it. The Police Chaplain(s) shall also help meet other ministerial needs of the Department, its employees and their families, to include ceremonies of celebration, conducting invocation functions at Department events, and assisting in death notifications, traumatic events and critical incidents, and to provide comfort in times of crisis or need.

PROCEDURE:

I. Appointment

The Police Chaplain shall be a position appointed by, and will serve at the discretion of, the Chief of Police.

II. Qualifications

To be eligible for appointment as a Police Chaplain, the candidate must be duly ordained/licensed, or duly appointed by their ecclesiastical body, serving in an official capacity within the related denominational organization they are representing. Further, they must meet all of the eligibility requirements as delineated in the established Police Chaplain "duty assignment."

III. Authority and Restrictions

A. Police Chaplains are not sworn police officers and shall possess no law enforcement authority other than that of a private citizen of the State of Illinois.

B. They shall in no way interfere with members of the Department in the performance of their duties.

C. They are not authorized to release any information to the media, insurance companies or individual citizens regarding cases in which they are involved or have knowledge.

IV. Responsibility

The Police Chaplain(s) is not intended to replace an individual's personal pastor, priest, rabbi or other clergyman, nor is the Chaplain Program intended to replace or supplant the Department's existing employee assistance program. Rather, the Police Chaplain Program seeks to support the care and concern of every church or place of worship for its members, members who are employed in a profession with extraordinary risks. In that vein, the Police Chaplain(s) shall serve all Department employees and citizens with whom they interact as a Department representative, regardless of nationality, race, gender, religion, orientation, age, ethnicity or any other factor.

V. Personal Communication

Employees may contact a Police Chaplain for personal reasons without having to notify his or her supervisor, or any other Department member. Any and all personal communication with a Police Chaplain shall be strictly confidential, and will not be disclosed unless mutually agreed upon.

VI. Department Notifications

The notification of a Police Chaplain regarding an event or incident warranting their services and assistance shall be made in the following manner:

A. Emergency Notification

1. The on-duty Communications supervisor shall be responsible for notifying the Police Chaplain of applicable emergencies as soon as feasible. Notification, however, shall only be made with the prior approval of the Watch Commander.

2. Notification for emergency incidents involving Department personnel shall be made regardless of the time of day or day of week.

3. Emergency incidents include, but are not limited to:

a) A deadly force incident involving a Department member.

b) The death, serious injury, or serious illness/incident involving Department personnel or their family members.

c) Other incidents as deemed appropriate by the Watch Commander.

B. Non-Emergency Notification

1. Notification of the Police Chaplain regarding non-critical incidents shall be made by the Communications supervisor at the earliest convenience on Watch II or Watch III.

2. Notification shall require the prior approval of the Watch Commander and must be accomplished within 24-hours of the occurrence.

3. Non-critical incidents requiring notification include family issues of Department personnel (including retirees) such as the birth of a child or non-emergency hospitalization of themselves or a family member.

VII. Training

A. The chaplain(s) must complete a basic Department Orientation.

B. The Chaplain(s) will be encouraged to attend Basic and Advanced Critical Incident Stress Management programs and the Citizen's Police Academy, and to periodically participate in ride alongs.

C. The Chaplain(s) may also choose to attend additional training specific to emergency services offered by either the Department or outside providers.

SKOKIE POLICE DEPARTMENT

General Order: **P-23**

Effective Date: **01 January 2018**

Department General Order P-23 was eliminated from the Policy and Procedure manual. This page will serve as a placeholder only.

SKOKIE POLICE DEPARTMENT

PERSONNEL EARLY WARNING SYSTEM

General Order: P-24
Effective Date: 01 June 2024

Replaces:
General Order: P-24
Effective Date: 01 July 2020

Indexed As: Personnel Early Warning System

POLICY:

The Skokie Police Department values its employees. It also recognizes that Department employees are subject to the frailties of humankind and that sometimes the problems of the human experience may negatively impact work performance and expected conduct. Employees are responsible for their performance and behavior.

Nevertheless, any issues that affect an employee's ability to perform at an acceptable level or impact the Department's ability to serve and protect must be recognized and addressed by management. Once recognized, it becomes the individual employee's responsibility to change the subject behavior and the Department's responsibility to assist in that change. The purpose of the Personnel Early Warning System (PEWS) is to help identify and assist employees who display behavior consistent with job-related stress and to correct the behavior before it becomes detrimental and monitor their subsequent performance.

PROCEDURE:

I. The Personnel Early Warning System (PEWS) is a four-step program:

   A. Phase I – Identification
   B. Phase II – Development
   C. Phase III – Implementation
   D. Phase IV – Monitor performance
   E. Phase V – Documentation and Exit

II. A comprehensive written review of the PEWS program will be conducted annually by the Chief of Police or their designee.

III. The establishment of the PEWS shall not preclude the Skokie Police Department from imposing alternative administrative action as authorized by policy should an employee's action warrant.

Commanders, Sergeants and civilian supervisors are responsible for monitoring the performance of their subordinates. The PEWS is only one of the methods by which employees are identified as possibly needing assistance with performance and/or stress-related problems. Sworn and civilian supervisors should not depend solely upon the Early Warning System. They should informally coach and counsel their employees upon the first sign of intervention being required.

IV. Phase I – Identification

A. The Records Management System (RMS) will automatically generate an early-intervention warning message to the supervisor of an employee when that employee meets the pre-defined criteria below. The criteria have been developed to assist supervisors in identifying individuals that may be in need of some type of intervention and may be assisted by our PEWS:

1. Internal Investigation(s)/Citizen Complaints (at least three (3) or more in the last 90 days)

2. Police (Fleet) Vehicle Traffic Crashes (at least two (2) or more in the last 365 days)

3. Use of Force Incidents (at least three (3) or more in the last 90 days)

4. Pursuits (at least three (3) or more in the last 90 days)

5. Any combination of the above (five (5) or more in the past 365 days.

B. When a supervisor receives an early intervention warning message through RMS, the supervisor will do the following:

1. Review all of the incidents present that caused the warning message to be generated.

2. If the supervisor receiving the warning message is not the employee’s supervisor, a printed version of the incident list shall be forwarded to the employee’s supervisor.

3. The employee’s supervisor shall:

a. Review any evaluations of the employee that have been completed in the last 90 days.

b. Review any injuries to the employee that have occurred in the last 90 days.

c. Review the employee's attendance for the last 90 days, specifically the use of sick time.

d. Make an assessment based on the totality of the incidents/events causing the RMS warning message to be generated, and any other relevant information the supervisor may obtain or have knowledge of. The assessment will seek to determine whether the employee is in need of some form of intervention or assistance to address an issue that may be causing the work-related issues above.

e. Document their review, analysis and recommendation on a memorandum to the Chief of Police via the chain of command within seven working days of receiving the early intervention warning.

f. Submit a supplementary memorandum which highlights the additional event(s). Should there be additional incidents involving the employee which fall into the categories listed in Section IV, paragraph A, after the submission of the initial memorandum.

C. When an employee is recommended for entry into the program, a meeting will be scheduled by the Chief of Police (or their designee) to be conducted within 30 days. Participants shall include, when feasible, the following individuals:

1. Employee
2. Chief of Police (or their designee)
3. Employee's Deputy Chief
4. Employee's Watch Commander/Program Director
5. Employee's immediate supervisor
6. Professional Standards Commander

D. Entry into the program will be made on a case-by-case basis, based on information presented at the conference. At the conference, the committee may determine that extenuating circumstances may exist that deem the employee is not in need of counseling or special training even though the employee was recommended.

E. If circumstances warrant entry into the program, the employee will enter the development phase.

V. Phase II – Development

A. The Chief of Police (or their designee) shall designate a supervisor(s) to counsel the employee and to develop an individual course of assistance.

B. Development of a course of assistance within the guidelines of Department directives and collective bargaining agreements may include, but is not limited to:

1. Counseling
2. Physical examination.
3. Fitness for duty evaluation.
4. Voluntary participation in the Employee Assistance Program.
5. Remedial training.
6. Change of duty assignment.
7. Weekly performance reviews by a supervisor(s).
8. Assignment to various supervisors for individual tours of duty.
9. Participation in daily conversations with the employee.
10. Any combination of the above or other appropriate course of assistance.

C. When a course of action has been developed, the designated supervisor(s) will document the plan on the "PEWS Development Phase" form (see Appendix) and/or a Performance Improvement Plan (see General Order P-3: Performance Appraisals). The original copy of the plan will be returned to the Office of the Chief of Police.

VI. Phase III – Implementation

A. After reviewing the information contained in the "PEWS Development Phase" form and/or the Performance Improvement Plan, the Chief of Police (or their designee) shall forward the approved course of action to the employee. Copies of this approved course of action will be forwarded to the affected employee, the employee's Deputy Chief, Watch Commander/Program Director and designated supervisor(s).

B. The designated supervisor(s) will:

1. Coordinate adjustments in the employee's duty schedule to allow the employee to attend the approved course of action.

2. Ensure that the employee completes the approved course of action in a timely manner.

VII. Phase IV – Monitor performance

The designated supervisor(s) will:

1. Assess whether the employee requires continuous or case-specific monitoring.

2. Following the initial intervention, the employee's performance will be subject to monitoring via both observation and evaluation.

VIII. Phase V – Documentation and Exit

A. The designated supervisor(s) will:

1. Verify that the employee participated in the program and successfully completed the approved course of action.

2. Prepare and forward an interoffice memorandum to the Chief of Police via the Chain of Command containing the following information:

a) Narrative account of the development process.

b) Narrative account of the implementation process.

3. Attach any supporting documentation to the interoffice memorandum.

B. When an employee successfully completes the PEWS program, the Chief of Police (or their designee) will forward an interoffice memorandum to the employee and the employee's chain of command approving the employee's exit from the program.

C. Employees who have successfully completed the PEWS program will exit the program.

IX. Document Control

A. At completion of the five-phase cycle of an employee's involvement in the PEWS program, all documents and forms related to the program will be forwarded to the Office of the Chief.

B. The Office of the Chief will maintain, retain, and control access to the documents and forms in a secure file for a period of time consistent with established employee record policies.

DEVELOPMENT PHASE
PERSONNEL EARLY WARNING SYSTEM

Date: _____

The Development Phase of the Personnel Early Warning System is a phase where the identified employee can have quality counseling time with assigned supervisor(s). It is the responsibility of all supervisors in the employee's chain of command, as well as the employee to contribute in this planning stage for preparing a program of training/assistance to assist the employee.

On _____ (date) employee _____ and supervisor(s)_____ met and the following course of assistance/plan of action was developed:

_____
_____
_____
_____
_____
_____

_____
Supervisor's Signature

Chief's Comments:

_____
_____
_____
_____
_____
_____

_____
Chief's Signature

Employee Comments:

_____
_____
_____
_____
_____
_____

_____
Employee's Signature/Employee #

SPD FORM #54

SKOKIE POLICE DEPARTMENT

EMPLOYEE ASSISTANCE PROGRAM

General Order: P-25
Effective Date: 01 March 2025

Replaces:
General Order: P-25
Effective Date: 01 Apr. 2021

Indexed As: Employee Assistance Program

POLICY:

The Skokie Police Department makes available to employees an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/ stress and other personal matters.

PROCEDURE:

I. Eligibility

This comprehensive program is a benefit to Skokie Police Department employees and is in the best interest of the employee and Department. All employees and their dependants are eligible to participate in the program.

II. Administration

A. All eligible persons who wish to participate in the program should contact the Employee Assistance Program for confidential assistance. The program is administered by Espyr. Espyr can be reached at 1-800-869-0276, TDD 1-800-697-0353, 24 hours a day, seven days a week.

B. What is the Employee Assistance Program (EAP)?

1. The Employee Assistance Program is intended to assist employees who are suffering from persistent problems that may tend to jeopardize the employee's psychological and/or physical well-being. The goal of the program is to help individuals who have developed problems with services for consultation, treatment and rehabilitation in order to prevent their condition

from progressing to the point that it prevents the employee from functioning effectively in the workplace.

2. The EAP is a professional and confidential counseling service designed to help address any personal concern. EAP services are available to employees and their dependants and are accessed by contacting ComPsych.

3. The EAP can help deal with a variety of personal problems including:

   a) Marital and/or Family
   b) Alcohol or Drug Abuse
   c) Anxiety
   d) Financial/Legal Concerns
   e) Emotional
   f) Loss/Grief Issues
   g) Depression

   The EAP counselor will help define concerns and develop a plan of action for the employee or family member. The plan may include counseling within the EAP, or a referral to a specialist or community resource.

C. Referral to the program may be made orally or in writing through either a self-referral or a supervisory referral. An employee's referral may be voluntary in which the employee elects to participate in the program, or it may be a supervisory referral in which a supervisor uses Department guidelines to refer an employee into the program.

   1. Self-Referral

      a) An employee or family member who desires confidential assistance for a personal problem may at any time contact the EAP. The EAP will provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications or reports will be held in strict confidence unless the employee or family member requests, through a signed waiver, that the Village be notified. (See Section D, “Confidentiality” for any exceptions to this.)

      b) The employee or dependent will receive a maximum of three counseling sessions per presenting problem if such problem is

determined by the EAP provider to be resolvable within the number of sessions. If the participant's presenting problem is determined not to be resolvable in the above number of sessions, the participant will be referred for alternative services after assessment.

c) If and when the participant has need to pursue the alternative services or longer-term counseling, the participant will bear the cost of such treatment. Insurance coverage for such longer-term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee should correspond directly with the insurance carrier in order to determine available benefits in each case.

d) Assistance is also available through the Peer Support Program if alternative services or long-term counseling is needed. See Department General Order A-31: Peer Support Program.

2. Supervisory Referral

a) An employee's supervisor may require the employee to report to the Employee Assistance Program for initial counseling or evaluation of a particular on-the-job problem. This option would be applicable when the employee's work performance has changed markedly or some other work-related problem is observed. Such referral must be approved by the Chief of Police and the Personnel Director as delineated in the Village of Skokie Personnel Manual.

b) Once approved, the Personnel Director will provide the applicable forms and instructions for the referral process. The employee will receive a maximum of three sessions per presenting problem if such problem is determined by the EAP provider to be resolvable within the number of sessions. If the participant's presenting problem is determined not to be resolvable in the above number of sessions, the participant will be referred for alternative services after assessment.

c) If and when the participant has need to pursue the alternative services or longer-

term counseling, the participant will bear the cost of such treatment. Insurance coverage for such longer-term counseling may or may not be available under the medical insurance coverage provided to employees by the Village. The employee should correspond directly with the insurance carrier in order to determine available benefits in each case.

d) Assistance is also available through the Peer Support Program, if alternative services or long-term counseling is needed. See Department General Order A-31: Peer Support Program.

d) An employee has the option to refuse referral and has the right to discontinue participation at any time. However, failure to comply with a mandatory supervisory referral may result in disciplinary action. Failure to comply with the Employee Assistance Program counselor's recommendations may also result in disciplinary action.

e) The Chief of Police may mandate participation in a counseling program as specified in Department General Order P-10, Critical Incident Stress Debriefing and Trauma Counseling.

3. Referral to the Employee Assistance Program does not excuse unacceptable conduct or performance and it does not preclude disciplinary action based on that unacceptable conduct or performance.

D. Confidentiality

1. Participation in the program shall be handled in a confidential manner.

2. Breach of confidentiality shall only be in accordance with all existing state and federal laws governing release of information.

3. The Village will receive statistical information from the service provider regarding usage of the program that will not disclose the identity of any participants utilizing program services. In the case of a participant introduced to the program by supervisory referral, reports from the service provider on the progress of such participant shall, at the Village's request, be made available

to the supervisor and Personnel Director, as appropriate.

E. The Deputy Chief of Administrative Services will coordinate the training of all personnel regarding available EAP program services, roles and responsibilities, and identification of employee behaviors which may indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance.

1. Refresher training will be provided to all sworn and civilian personnel at least every three years.

2. New supervisors and new employees will be instructed as part of their new-supervisory or new-employee orientation.

3. A list of some distress signals is as follows:

a) Marriage and Family Relationships

(1) A feeling of loneliness or isolation
(2) Broken lines of communication
(3) Unhappiness, depression, gloominess
(4) Financial difficulties
(5) Frequent anger and frustration
(6) Work absence due to family quarrels/problems
(7) Conflicts over religious, social, or other issues involving self or family
(8) Preoccupation with time and events outside the family circle

b) Emotional Illness

(1) Change of appetite leading to weight loss or gain
(2) Compulsive or erratic actions
(3) Constant tiredness or extreme fatigue
(4) Wide mood changes
(5) Continued depression
(6) Exaggerated fear or great anxiety
(7) Negative feelings toward oneself and/or others
(8) Extreme frustration and anger

c) Drug Abuse

(1) Changes in attendance at work
(2) Changes from normal capabilities, work habits, or efficiency
(3) Confused thinking
(4) Stupor or dullness

(5) Sudden aggressive behavior
(6) Poor physical appearance such as inattention to dress or personal hygiene
(7) Very erratic judgment

d) Alcoholism

(1) Increased tolerance to alcohol
(2) Occasional or partial memory lapses
(3) Drinking beyond one's intentions
(4) Increased dependence on alcohol
(5) Sneaking consumption of alcoholic beverages
(6) Preoccupation with alcohol
(7) Resentful when one's drinking is discussed
(8) Futile, frustrating detoxification attempts
(9) Rationalizing or denying that a problem exists

e) Financial Problems

(1) Always spending more than you make
(2) Excessive use of credit cards to pay normal monthly bills
(3) Unable to manage a home budget
(4) Fear of bill collectors calling you at home or at work
(5) Fear of a wage garnishment or garnishment has taken place

SKOKIE POLICE DEPARTMENT

EMPLOYEE IDENTIFICATION

General Order: P-26 **Replaces:** General Order: P-26
Effective Date: 01 September 2024 Effective Date: 01 Nov. 2021

Indexed As: Employee Identification
Personal Identification
Identification Cards

POLICY:

It is the policy of the Skokie Police Department to ensure that appropriate identification cards are issued to each employee and volunteer.

PROCEDURE:

I. All employees and volunteers will be issued a photo identification card upon hire or acceptance as an agency volunteer. Upon approval of the Chief of Police or his designee, the Identification Section will process and photograph the sworn employee or volunteer for the Department-issued identification card. Identification cards for non-sworn employees will be issued through the Village of Skokie.

II. The identification card will be carried upon the person of all employees and volunteers at all times they are on duty or otherwise representing the Village of Skokie.

A. Sworn Officers

1. Sworn Officers shall carry one of their Police Department-issued identification cards on or about their person at all times while on duty, unless doing so is likely to jeopardize Officer safety or the successful completion of a public safety assignment.

2. Department-issued identification cards for sworn Officers shall include, at a minimum, a unique employee identification number, date of birth,

rank, star number, photograph, ~~Village seal~~ and Police Department patch.

3. Sworn Officers on duty will verbally identify by last name and star number. If requested, Officers will display the Department issued identification card when safe and reasonable to do so. Sworn Officers working an undercover/covert assignment are exempt from this requirement.

4. Sworn Officers shall have their Department-issued identification cards updated and revised at least every five years.

B. Non-Sworn Employees

1. Non-Sworn employees shall carry their Village-issued identification cards on or about their person at all times while on duty, unless it is likely to jeopardize their safety or the successful completion of a public safety assignment.

2. Village-issued identification cards for non-sworn employees shall include, at a minimum, the Village seal, employee name and photograph, and employee’s position title.

3. Non-Sworn employees on duty will verbally identify by last name and a job title. If requested, employees will display the Department issued identification card.

4. Identification cards for non-sworn employees shall be issued by the Village of Skokie.

C. Volunteers

1. Volunteers in Policing members shall carry their Department-issued identification cards on or about their person whenever working in the capacity of a Skokie Police Department volunteer. Identification cards will be secured in the Crime Prevention/Community Relations office. The cards will be distributed upon the start of a volunteer assignment and collected upon completion of the assignment. The volunteer identification card

will be displayed prominently so the volunteer may be readily identified.

2. Volunteer identification cards shall include, at a minimum, the Village seal, name and photograph of the volunteer, and have the word “Volunteer” displayed at the bottom of the card. All volunteer identification cards shall expire one year from date of issuance.

3. Unless such an action would jeopardize the successful completion of a public safety assignment, volunteers shall at all times display the identification card via lanyard or ID card holder.

D. Loss of ID/Replacement

1. If the Police Department-issued identification card of a sworn Officer is lost or stolen, a police report shall be completed as soon as practical. The incident and loss will also be entered into LEADS. If the report is completed in another jurisdiction, the Officer will obtain both the police incident number, a copy of the report and the LEADS number. In cases where the police report does not sufficiently detail the incident, a memorandum detailing the incident will be promptly prepared and forwarded to the Chief of Police via the chain of command.

2. If the Village-issued identification card of any Police Department employee is lost or stolen, that employee shall promptly prepare a memorandum or provide a police report detailing the circumstances of the incident and forward the document to the Chief of Police via the chain of command.

3. If the Department-issued identification card of a Police Department volunteer is lost or stolen, the Volunteers in Policing Administrator shall investigate the incident, and shall forward a memorandum detailing the circumstances of the event to the Chief of Police via chain of command.

4. Upon notice from the Chief of Police or his designee, the employee or volunteer will be issued a new identification card as appropriate.

E. Surrender of Identification Card

The employee/volunteer identification card is the property of the Village of Skokie and must be returned upon demand or separation of employment.

SKOKIE POLICE DEPARTMENT

CELLULAR PHONE USAGE

General Order:	P-27	**Replaces:** General Order:	P-27
Effective Date:	01 October 2023	Effective Date:	01 Jan. 2020

Indexed As: Cellular Phone Usage
Telephone Usage

POLICY:

Cellular telephones are used to assist Department personnel while conducting official business.

PROCEDURE:

I. Department-Issued Cellular Telephones

The use of Department cellular telephones is generally limited to official business.

A. Personal calls shall be limited in both frequency and duration.

B. If a telephone call results in extra charges or fees, an explanatory inter-office memo to the Chief of Police must accompany the financial reimbursement for the call.

C. All Department personnel who have been issued or temporarily assigned cellular telephones will have the device turned on, carry it on their person whenever practical, and keep it within hearing range when not being worn.

D. Cellular telephones that are utilized in a shared capacity shall be inspected for operational readiness at least monthly by the organizational component to which they have been assigned.

E. Monthly cellular telephone usage is monitored by the Purchasing Department. The Purchasing Department may request cellular telephone users to supply additional written justification to determine whether a call qualifies as official business. Charges incurred for personal usage will require reimbursement by the individual user.

F. The Communications Center cellular telephone will be maintained in the Communications Center; charged and turned on.

G. For safety reasons, civilian employees are not to utilize a Department-issued cellular telephone for any function while driving any vehicle unless a "hands-free" type device is utilized. Civilian employees will pull to the side of the road and stop the vehicle before utilizing a Department-issued telephone.

H. Police Officers are also encouraged to adhere to these safety precautions. However, this guidance does not apply to Police Officers in those situations where they are performing their official duties.

I. Additional guidelines regarding the use of Village issued/assigned cellular telephones are provided in the Village of Skokie Personnel Manual. Authorized users of Department-issued cellular telephones are expected to familiarize themselves with these guidelines.

II. Personal Cellular Telephones

A. For safety reasons, civilian employees are not to use their cellular telephone for any function while driving any vehicle for Village purposes unless a "hands-free" type device is utilized. Civilian employees should pull to the side of the road and stop the vehicle before utilizing a cellular telephone. Employees are expected to keep their eyes on the road and concentrate on driving.

Police Officers are also encouraged to adhere to these safety precautions. However, this guidance does not apply to Police Officers in those situations where they are performing their official duties.

B. Additional guidelines regarding the use of personal cellular telephones and similar devices during work hours shall be governed by the Village of Skokie Personnel Manual. Employees are expected to familiarize themselves with these guidelines.

III. Village Telephones

The use of Village telephones during work hours shall be governed by the Village of Skokie Personnel Manual.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.06

SKOKIE POLICE DEPARTMENT

PROPERTY CUSTODY

General Order: S-1
Effective Date: 01 July 2023

Replaces:
General Order: S-1
Effective Date: 01 July 2022

Indexed As:
Destruction of Property
Found Property
Property Custody
Recovered Property
Seized Property

POLICY:

It is the policy of the Skokie Police Department to inventory all property which comes into the Department's control from any source. Standard procedures have been adopted in order to guarantee the property rights of owners and provide proper identification and storage of evidence.

PROCEDURE:

I. Authority and Responsibility

A. All property which is seized, recovered, found or otherwise taken into custody by Department personnel will be inventoried and documented in Department records prior to the end of the Officer’s tour of duty.

B. A written report will be completed which details the circumstances under which property is taken into the Department's custody. In addition, the Skokie Police property voucher will be prepared as delineated in Section III of this General Order.

C. The Officer who takes the property into custody will be responsible for safeguarding the property until it is returned to the owner, or until the property is placed in the custody of a Property Officer.

D. The Officer who takes property into custody shall be responsible for investigating and attempting to locate the owner of the property to ensure that the property is returned to its owner, turned over to a Property Officer, or placed in a secured storage locker prior to the end of his tour of duty.

E. If evidence or property is transferred to another person prior to being logged into Property Custody, then the following information will be recorded on the incident report or on a supplemental report as appropriate. A voucher will not be completed in these cases.

1. The name of the Skokie Police Department personnel transferring the evidence or property.

2. The date and time of the transfer.

3. The name and functional responsibility of the person receiving the evidence or property.

4. The location the evidence or property is transferred to and from and a summary of the event.

5. The reason for the transfer of evidence or property.

6. Date of transfer to an outside laboratory (to include the name and location of the laboratory and the exams requested) and/or agency (to include the name and location of the agency), if applicable.

F. The recovering Officer is responsible for packaging and labeling evidence and other property in accordance with the methods recommended in the "Evidence Packaging Procedures" manual of the Illinois State Police (ISP) Division of Forensic Services and Identification. The ISP “Evidence Packaging Procedures” can be found on the Skokie Police Department intranet within the Forensic Technician Manual. The Officer is also responsible for the accurate completion and routing of the property voucher.

G. Department personnel shall not solicit nor accept for their own use any property taken into custody.

II. Property Officer

A. The Property Officer(s) shall be responsible for the receipt, accounting, storage, security, and disposition of all evidence and other custodial property.

B. Specific secure areas of the Police Department shall be designated for property and evidentiary custody. Access to these areas shall be restricted to the Property Officer(s), or persons personally escorted by a Property Officer. With the exception of the Property Officers, ALL persons entering the secured property

custody area will be required to document their access on the Property Room Access Log.

C. Currency, jewelry, weapons, and drugs will be stored in a separate secured area within the Property Custody room.

D. The Property Custody room will be monitored with security cameras, and both the Property Custody Room and the off-site Laramie Avenue garage shall be monitored by an intrusion alarm.

E. Offsite vehicle storage at Linmar shall be in a service location of the facility under video surveillance.

III. Property Voucher Preparation

A. The property voucher must be prepared whenever Department personnel take possession of property for any reason, with the following exceptions:

1. Property which is non-evidentiary which can be turned over to its rightful owner immediately. In these cases, Officers will document the property and to whom it was returned in the appropriate report.

2. Vehicles that are towed/impounded by the Department need not be documented on a property voucher, unless specifically listed below. The Department Towing/Impound report will serve to officially document the Department's control over these vehicles.

a) Vehicles that are being held by the Department for seizure/forfeiture review will be documented and inventoried on a property voucher.

b) Vehicles that are physical evidence of a crime will be documented and inventoried on a property voucher.

B. Before starting the inventory, property shall be packaged separately as follows:

1. Evidence and non-evidence

2. Destination, i.e., Property Officer, Medical Examiner, Crime Lab

3. Numerous items of property having different owners shall be packaged separately for better accountability.

IV. Distribution of Forms

Hard copies of the property voucher will be distributed as follows:

A. One copy will be placed into the property locker with the item, or in the Identification Section mailbox, or sent electronically directly to the printer in the Identification Section office.

B. One hard copy will be placed in the case file.

V. Property Intake Procedure

A. All property taken into custody will be turned over to a Property Officer or placed in the property lockers and locked prior to the end of the Officer's tour of duty.

B. Property items too large for the property lockers (including the oversized property lockers located within the evidence bay of the Police Facility), such as tires, bicycles, cars, etc. shall be stored in the appropriate secured bay of the Laramie Avenue Police Evidence Garage as follows:

1. Enter the garage through the personnel door on the south end.

2. Retrieve the key to the empty garage bay you plan to use. If a key is missing, the bay is in use.

3. Notify Communications to have the alarm deactivated. Place the property in the bay, complete a Property Identification Tag and attach it to the property, close the garage door and notify Communications to re-activate the alarm.

4. Place the garage bay key along with the property voucher into a secure custody locker at the Police Facility.

5. Bicycles shall be placed in the foyer area through the south personnel door and not in an open bay. Locks and chains are provided for securing bicycles to the wall. Complete and place the property voucher in the Property and ID Section mailbox.

6. Fireworks in small amounts may be temporarily stored in the Property Custody Room Boom Box until they are moved to the Laramie Garage for storage. Other explosive devices shall be secured at the Laramie garage. If there are large quantities,

notify the Watch Commander to determine whether the Cook County Bomb Squad should be called.

7. If a bicycle is evidence and has been or needs to be processed, secure the bicycle as you would any oversized evidence in its own unoccupied bay and turn the bay key into the PC locker at Skokie Police Department.

C. Perishable property or evidence (blood samples) shall be sealed and properly secured in a locked refrigerated compartment within the Evidence Packaging area.

D. No dangerous materials will be secured at the Skokie Police Department Headquarters building. Only very small amounts of toxic, flammable, and other dangerous materials will be secured in the Property Custody Boom Box on a temporary basis until they can be transferred to the Laramie Avenue garage facility or another secure off-site location as required for safety purposes. Large amounts of any dangerous material will need to be disposed of as soon as practical by the Cook County Bomb Squad or other appropriate entity.

E. A Property Officer will make daily checks of the intake locations within the Skokie Police Department Headquarters building, with the exception of Saturdays, Sundays and holidays. The Laramie Avenue Garage and any other off-site property-storage location will be checked at least once per week.

F. Narcotics and/or controlled substances shall be counted and weighed by the reporting Officer prior to being placed into an evidence container, sealed and forwarded to the Identification Section.

G. A Property Officer will check items of evidence as practical to ensure that they are properly packaged and that the property vouchers are complete and accurate.

H. When errors are found, an email notification listing the errors shall be completed and forwarded to both the employee making the error and the employee’s supervisor.

VI. Temporary Release of Property from Custody

A. Officers that need to temporarily remove property for court purposes are to notify a Property Custody Officer. If a subpoena is available, a copy should be provided. A Property Custody Officer will attach it to the electronic record of the item within the Evidence Module of the Records Management System (RMS).

1. The temporary release of items for court purposes will only be permitted immediately prior to the assigned court time. The Officer removing property should be prepared to specify the incident number(s) of the items to be temporarily released from custody.

2. The Property Custody Officer will indicate in the computer data base that the item has been temporarily released for court purposes. This entry will include date, time, names and signatures of the Property Officer and Officer removing the items.

3. If the Officer who removes the item(s) for court purposes relinquishes the item(s) to the State's Attorney, the Officer will have the State's Attorney sign and print his name on the voucher that is attached to the property. The Officer will place the date, time, and his signature on the voucher as well, and return the voucher to a Property Officer.

4. The Property Officer will update the Evidence Module in RMS. The voucher will be electronically attached in the Evidence Module of RMS.

5. If the item(s) is not retained by the State's Attorney, the Officer will return the item into a secured property custody locker without unnecessary delay, and in all cases, prior to the end of the Officer's tour of duty or end of the Officer's court appearance.

6. A Property Custody Officer will subsequently remove the item(s) from the property custody locker and document its return by updating the Evidence Module of RMS.

B. If an Investigator takes custody of an item held in Property Custody for investigative purposes, the item shall be returned to either a Property Custody Officer or a secured property custody locker by the end of the Investigator's tour of duty.

1. If the Investigator transfers custody of the item over to another authorized party, the Investigator will have the other party sign and print their name on the voucher that is attached to the property. The Investigator will place the date, time, and his signature on the voucher as well, and return the voucher to a Property Custody Officer within 24 hours of relinquishing the property. The Property Custody Officer will attach the voucher with signatures to the Evidence

Module of the Records Management System (RMS) and update the disposition of the property.

2. A Property Custody Officer will subsequently remove the item(s) from the property custody locker and document its return by updating the Evidence Module of RMS.

VII. Found Property

A. A finder of property may defend his rights to such property against all but the true owner. The Illinois Compiled Statutes provides procedural information for those seeking to obtain ownership of found property. A copy of these statutory provisions shall be made available to the finder.

B. If the property is required as evidence or if an investigation of ownership is being conducted at the time of the claim by the finder, he will be advised that he will be notified when custody is no longer required.

C. Once the owner of found property has been identified, a letter will be sent to them by the Identification Section advising them to claim their property. If after six months has elapsed the property has not been claimed, it will be disposed of consistent with Illinois State statutes and this General Order.

VIII. Disposal of Property

A. In order to minimize the length of time an owner is deprived of his property and to prevent overloading the property management system, the Department will attempt to reach a final disposition of each item within six months of recovery, in accordance with Illinois Compiled Statutes.

B. A Property Officer shall conduct periodic status inquiries on property items by issuing property disposition tracers to the original reporting Officer or assigned detective/supervisor.

C. A Property Officer shall attempt to identify and notify the owner or custodian of property items taken into the Department's custody. Property may be disposed of by the Department if not claimed by the identified owner within six months of being notified. Similarly, when the owner is unknown and the evidence or found property has no resale value and is not needed for prosecution, it may be disposed of after six months has elapsed from the time the property was taken into custody.

D. Property that has been authorized for disposal by either court order, the investigating Officer, or request of the owner, may be disposed of by one of the following procedures:

1. Incineration (drugs, weapons)
2. Poured into drain system (alcohol)
3. Shredded
4. Rendered inoperable and placed in the garbage
5. Retained for government use
6. Public auction
7. Donated to charitable organizations
8. Turned over to other government agency.

E. Non-contraband items with resale potential, where the owner cannot be identified, may be sold at public auction. The auction will be held in accordance with Village of Skokie's procedures, with all proceeds turned over to the Village General Fund.

F. Regardless of the disposal method, the final disposition of the property item will be entered in the Evidence Module of RMS. The destruction of contraband items will be witnessed by the Property Officers and their supervisor.

IX. Inspection and Control

A. An electronic record within the Evidence Module of RMS will be maintained by the Property Officer(s) to indicate the status of all property and evidence within the system.

B. The Professional Standards Commander shall conduct inspections on a quarterly basis to ensure that property and evidence custody procedures are being followed.

C. Unannounced inspections of the property and evidence storage area will be conducted at least twice per year as directed by the Chief of Police.

D. Annually, a supervisor not routinely or directly connected with control of property and evidence shall be designated by the Chief of Police to conduct an audit of property held by the Department.

E. Records shall be compiled of all property and evidence custody inspections and audits. The results of all inspections and the annual property and evidence audit shall be submitted in writing to the Chief of Police.

F. Quality control of the property vouchers will be the responsibility of the Property Officers. Property vouchers that fail to adhere to established guidelines

will be returned to the reporting Officer for correction.

G. Whenever an employee is assigned to or transferred from the Identification Section, a comprehensive inventory of property shall be conducted.

1. When an employee is assigned to the Identification Section, a property inventory shall be conducted jointly by the newly assigned employee and a designee of the Chief of Police.

2. When an employee is transferred from the Identification Section and is not immediately replaced, a property inventory shall be conducted jointly by the remaining Property Officer(s) and a designee of the Chief of Police.

3. The purpose of the property inventory is to ensure that all records are correct and properly annotated and that all property is accounted for at that time.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.16.01, ADM.16.02, ADM.16.03, ADM.16.04
OPR.06.07

SKOKIE POLICE DEPARTMENT

AGENCY-OWNED PROPERTY

General Order: S-2
Effective Date: 01 June 2023

Replaces:
General Order: S-2
Effective Date: 01 June 2020

Indexed As: Department Property
Inventory
Property

POLICY:

The Field Services Coordinator, under the direction of the Support Services Supervisor, is responsible for the procurement, inventory, issuance, and maintenance of agency-owned property.

PROCEDURE:

I. Agency-Owned Property

A. Responsibility for procurement, inventory, maintenance, and disposal of Department-owned property is vested in the Field Services Coordinator. This person is accountable for the following types of property:

1. Installed Property
2. Uninstalled Property
3. Equipment
4. Personal Wear Items
5. Expendable Items

B. Distribution and issuance of most Department-owned property necessary for the personal use of an individual is the responsibility of the Field Services Coordinator. A computerized log indicating the name of each individual and the date of issuance and return will be maintained.

C. Stored items of Department-owned property will be under the control of the operational units to which it is assigned and will be issued as required.

D. Prior to being placed in service, all new agency equipment must be received, inspected, and recorded by the Field Services Coordinator or Support Services Supervisor. Agency property not received by Support

Services personnel, due to size or delivery method, must be reported as soon as practical to the Field Services Coordinator or Support Services Supervisor.

E. It shall be the responsibility of the employee receiving the property to make appropriate and timely notifications to the Field Services Coordinator or Support Services Supervisor of such receipt. Further, it shall be the responsibility of the employee receiving the property to forward all invoices, packing slips, operation manuals or other pertinent documents to the Field Services Coordinator. Copies of all invoices and packing slips will also be forwarded to the Support Services Administrative Specialist via interdepartmental mail or via e-mail using field.services@skokie.org.

F. Only the Field Services Coordinator or Support Services Supervisor will determine whether the property meets criteria for the inclusion in the Department inventory. Nominal-cost consumables will generally not be inventoried, i.e. office supplies.

G. It is the responsibility of each unit and program supervisor to ensure that agency property assigned to that unit or program is maintained in a state of operational readiness. Unit and program supervisors shall inspect assigned agency property on a regular basis.

An inventory and operational readiness inspection of all agency-owned property shall be coordinated by the Field Services Coordinator on a periodic basis, as directed by the Chief of Police.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.15.04

SKOKIE POLICE DEPARTMENT

ACCOUNTABILITY OF DEPARTMENT FORMS

General Order: S-3

Effective Date: 01 May 2024

Replaces:
General Order: S-3
Effective Date: 18 Sep. 2023

Indexed As:
Cash Receipts
Form Control
Parking Citations
Printing Orders
Property Records
Traffic Citations
Warning Citations

POLICY:

The Skokie Police Department shall establish and maintain procedures to ensure the accountability of all Department forms, printing orders and activities relating to property custody and disposition, traffic and parking citations, and cash receipts.

PROCEDURE:

I. Form Control

A. The accountability of all Department forms, including the establishment of a written record of all forms, form numbers and subsequent form revisions is the responsibility of Administrative Services.

B. No form may be developed or revised and put into use by any employee below the rank of Deputy Chief without first forwarding the proposed form to the Field Services Coordinator for processing and review.

1. Upon receipt, the Field Services Coordinator shall:

a. Assure that the form is not duplicative;

b. Assure that the format is consistent with Department printing protocols, including font, spacing, required data/information fields; and

c. Forward the form through the chain of command to the Chief of Police for approval.

2. Upon final approval from the Chief of Police, the Field Services Coordinator shall:

a. Assign the form an identifying number;

b. Include the form in the Department Master Forms File;

c. Ensure the form is added/updated on the Police Department Intranet;

d. Notify the submitting person that the form has been approved and provide them with a copy of the final approved version; and

e. Forward a copy to the Management Analyst for distribution to all impacted employees through the PowerDMS system.

f. Remove the form to be replaced from all common areas of the facility and resupply stock with the newly approved form.

C. The Field Services Coordinator is responsible for:

1. Ensuring the completion of a comprehensive review in collaboration with applicable Department units and staff, of all Department forms at least every three years, or more often as directed by the Chief of Police. The review shall include, but not be limited to:

a. assessment of the continued need and use of each form;

b. verification that any form deriving from another agency or organization remains current; and

c. verification that applicable forms remain compliant with Federal, State, County and local statutes, laws and ordinances.

2. Submitting a written summary of the findings of the review to the Chief of Police via the chain of command, including but not limited to a detailed listing of the forms impacted, the issues identified, the changes made to remediate the issues, and copies of the revised forms.

II. Print Orders

The Field Services Coordinator is responsible for developing and implementing procedures to facilitate control over all Department print orders.

III. Property Forms

All property records will be documented in and generated through the property voucher module of the Records Management System (RMS).

IV. Traffic Citation Forms

A. All traffic citations will be documented and generated through the citation module of RMS. Traffic citation books will be issued to Officers only as a back-up resource to use in the event the citation module is unavailable.

B. Traffic citation books are pre-numbered and supplied to the Department by the Circuit Court of Cook County. The accountability of these forms is maintained in the following manner.

1. Citation books are signed for and inventoried by the receiving employee. Complete numerical sequence must be ensured when books are received from the Clerk of the Circuit Court.

2. Police Supervisors are responsible for the secure storage and issuance of traffic citation books.

3. Traffic citation books shall be securely stored in the locked cabinet Storage Room B.

4. Each citation book must be signed for by the Officer in the manner prescribed in Department General Order F-53, Traffic Citation Control.

5. The Records Unit will enter the control number of each citation it receives from field personnel into the citation module of RMS.

6. The Records Unit will prepare a computerized transmittal sheet on all citations and forward it to the Court Clerk's Office. The Court Clerk then audits the transmittal sheet to ensure that all citations are accounted for and will notify the Records Supervisor should a citation be missing.

7. The Records Unit maintains a copy of all traffic citations for archive purposes.

8. The date, time, license number and citation number of all traffic stops are entered into the citation module.

V. Warning Citation Forms

A. All warning citations will be documented and generated through the citation module of RMS. Warning citation books will be issued to Officers only as a back-up resource to use in the event the citation module is unavailable.

B. Warning citation books used by the Department are printed and pre-numbered by a commercial printing establishment. Accountability of these forms shall be maintained in the following manner:

1. At the time the warning books are received from the printing vendor, an inventory is conducted by the Field Services Coordinator. This inventory ensures that the correct warning citation books have been received and that the proper control sheets are prepared.

3. A Police Supervisors shall be responsible for the storage and issuance of warning citation books. Warning citation books shall be stored in the locked cabinet in Storage Room B.

4. When obtaining a warning citation book, the beginning and ending warning number of that book, the date, and the officer’s signature are required in the control sheet book. The control book will then be co-signed by the Police Supervisor issuing the warning book to verify numerical sequence.

5. The control book shall be maintained by the Police Supervisor and kept in the secured cabinet with the warning citation books.

6. The Records Unit enters the control number of each warning it receives from field personnel into the citation module of RMS.

7. The date, time, license number, warning number, and all other warning information is entered into the citation module.

8. The Records Unit shall maintain a copy of all traffic warning citations for a period consistent with the State of Illinois Records Retention Act.

VI. Parking Citation Forms

A. All parking citations will be documented and generated through the citation module of RMS. Parking citation books will be issued to Officers only as a back-up resource to use in the event the citation module is unavailable.

B. Parking citations used by the Department are printed and pre-numbered by a commercial printing establishment. The accountability of these forms is maintained in the following manner.

1. At the time the forms are received from the printing vendor, an inventory is conducted by the Field Services Coordinator. This inventory ensures that the correct citation books have been received and that the proper control sheets are prepared.

2. Police Supervisors shall be responsible for the secure storage and issuance of parking citation books. Parking citation books shall be stored in the locked cabinet in Storage Room B.

3. When obtaining a citation book, the beginning and ending citation number of that book, the date, and the Officer's signature are required in the control book. The control book will then be co-signed by the Police Supervisor issuing the citation book to verify the numerical sequence.

4. The control book shall be maintained by the Police Supervisor and kept in the secured cabinet with the citation books.

5. Issued parking citations are collected daily by a Records Clerk.

6. Citations are then sent to the Parking Division.

7. The Finance Department is responsible for audits of skipped/missing citations and notifies the Department of these citations so that a follow-up can be initiated.

8. Documentation for citations requested for non-suiting is maintained by the Office of the Chief of Police.

9. Further information regarding parking citations can be found in Department General Order F-53, Traffic Citation Control.

VII. Local Ordinance Citations & Local Ordinance Admin Hearings

A. All local ordinance (LO) citations and Local Ordinance Admin Hearings (LE) will be documented and generated through the citation module of RMS. LO and LE books will be issued to Officers only as a back-up resource to use in the event the citation module is unavailable.

B. LO and LE citations are provided to the Department by the Legal Department.

1. Police Supervisors shall be responsible for the secure storage and issuance of LO and LE citation books.

2. LO and LE citation books shall be stored in the locked cabinet in Storage Room B.

3. When obtaining a citation book, the beginning and ending citation number of that book, the date, and the Officer's signature are required in the control book. The control book will then be co-signed by the Police Supervisor issuing the citation book to verify the numerical sequence.

4. The control book shall be maintained by the Police Supervisor and kept in the secured cabinet with the citation books.

5. The Records Unit shall enter the appropriate data from each citation it receives from field personnel into the citation module of RMS.

6. A copy of each citation received in Records will be forwarded to the Legal Department. The original shall be forwarded to the Circuit Court.

7. Additional information regarding LO and LE citations can be found in Department General Order F-53, Traffic Citation Control.

VIII. Cash Receipt Forms

A. It is the policy of the Skokie Police Department to provide copies of certain police reports to the public. The Department charges the public a specified fee for each report.

B. All Records personnel and all employees assigned to serve as the Desk Officer are authorized to receive monies for police reports, permits and registration fees.

C. A cash receipt or other appropriate form shall be prepared in all cases where cash is tendered by the public.

D. The BS&A system maintains documentation of all cash receipts. The Records Unit is responsible for reconciling cash received as delineated in Department General Order A-5, Fiscal Management.

APPENDIX A

APPLICABLE ACCREDITATION STANDARDS

ADM.15.03

SKOKIE POLICE DEPARTMENT

RECORDS

General Order:	S-4	**Replaces:** General Order:	S-4
Effective Date:	01 December 2024	Effective Date:	18 Sep. 2023

Indexed As:
Arrest Reports
Central Records
Criminal History Files
Master Name Records
Modus Operandi Files
Offense Reports
Traffic Accident Reports
Traffic Citations

POLICY:

A strong and accurate records management system is essential to any law enforcement agency. It is the policy of the Skokie Police Department to review for accuracy and content all reports entering the system, to maintain a secure central repository and to provide the necessary access to this information to Department personnel.

PROCEDURE:

I. Central Records Repository

A. It shall be the responsibility of the Records Unit to review all incoming reports and to direct them to the proper area for computer input.

B. The paper copies of all reports will be controlled and maintained in the central Records Unit or Records Archives.

C. A program to electronically record or otherwise preserve appropriate reports will be coordinated by the Records Supervisor.

D. With specific exceptions, all records will be available for search and viewing by personnel on a 24-hour basis.

1. Access will be provided through computer terminals located throughout the agency. Access to enter or change information will not generally be available

to personnel other than authorized Records Unit personnel.

2. During regular business hours, access to hard-copy records will be facilitated through Records Unit personnel.

3. Original records shall not be removed from the Records Unit facility.

E. All police incidents or calls for service that require written documentation will be assigned a controlled, consecutive number.

All reports having an incident number will be capable of being retrieved in any of the following manners:

1. Name (Victim, Offender, Witness, etc.)
2. Location
3. Date
4. Type of Incident
5. Type of Property
6. Modus Operandi
7. Any criteria included in the written reports.

II. Criminal History Information

A. An arrest report will be completed by the arresting Officer on all individuals arrested, taken into physical custody or charged with a class B or C misdemeanor.

B. All persons custodially arrested shall be given a unique identification number.

C. All adults charged with Class A Misdemeanors or higher shall be fingerprinted. Juveniles shall be fingerprinted in accordance with Department General Order F-2: Juvenile Programs and Procedures.

D. Central repository for all criminal history information shall be with the Illinois State Police Bureau of Identification, which shall open a file on all charged offenders and shall issue and maintain a single identification number based on fingerprint information.

E. By written agreement, the Skokie Police Department has the authority to inquire into all State of Illinois criminal records under the Criminal History Information Users Agreement.

F. The Skokie Police Department Identification Section shall forward photographs of all individuals charged with criminal offenses to the Records Unit. When

electronic transmission to the State of Illinois is unavailable, copies of fingerprints will be maintained by the Skokie Police Department Identification Section.

III. Juvenile Records

A. Hard copies of all juvenile arrest records will also be maintained in files separate from adult arrest records.

B. Juvenile information is considered confidential. Procedures for storage and dissemination will be in accordance with Illinois Compiled Statutes.

IV. Traffic Records

A. All traffic crash information shall be maintained in a separate component of the Records Management System.

B. All traffic citations utilized by the Skokie Police Department will be control numbered and issued through the Cook County Court system.

C. Officers will sign for the receipt of all traffic citation books as prescribed in Department General Order F-53, Traffic Citation Control.

D. As citations are issued to violators, the receipt of each will be maintained within the Records Unit and the citation information placed into the "Citation" module of the Records Management System.

E. Information on traffic citations can be extracted via the following criteria:

1. Name
2. Address
3. Date of Birth
4. Date
5. Location
6. Type of Offense
7. Arresting Officer
8. Court Date
9. Citation Number
10. Operator License Number

V. Case Dispositions

As contained in the automated record keeping system, a current case status and disposition will be maintained on all criminal incidents. This status will be updated at each change as indicated in supplementary reports or case disposition forms.

VI. Statistical Reporting

The Skokie Police Department will maintain an incident reporting system consistent with the mandates of the Illinois Department of State Police, Illinois Department of Corrections, Illinois Department of Transportation, and any other entity as required by law.

VII. Records Integrity

The Skokie Police Department is dedicated to a centralized records system to maintain case integrity. To this end, all case files and reports used by operational units will be photocopies. All original Police reports will remain in the Records Unit or Records archives.

VIII. Release of Records

A. The Records Supervisor will oversee the internal and external release of all police records to ensure compliance with applicable federal laws and Illinois Compiled Statutes, to include the Illinois Uniform Conviction Information Act and the Illinois Local Records Act.

B. Freedom of Information Act (FOIA) Requests

1. The Records Supervisor will designate a Records Clerk to be the Department FOIA liaison to the Village FOIA Officer.

2. All FOIA requests will be received and processed by the Village FOIA Officer.

3. Any employee receiving a FOIA request directly will forward that request to the Village FOIA Officer to be entered into the system and processed according to policy. The employee will also forward a copy of the FOIA request to the Police Department FOIA liaison.

4. The Department FOIA liaison will coordinate the gathering and receipt of all documents pertaining to a FOIA request from other Police Department work units and personnel.

5. Department personnel providing documents in response to a FOIA request will submit those documents to the Department FOIA liaison.

6. The Department FOIA liaison will forward all documents applicable to a FOIA to the Village FOIA Officer for review, redaction and response to the requestor.

C. The Records Supervisor, or their designee, will provide other departments within the Village of Skokie with a copy of a police report when it is needed for a legitimate business purpose and the report does not contain information protected by statute.

IX. Records Retention

A. All Police records will be retained as consistent with Illinois State law.

B. Prior to destruction of any official Police record, an electronic or other approved copy will be made for archival purposes.

C. Written approval for destruction of records will be obtained from the Local Records Commission of the State of Illinois prior to any destruction in accordance with Illinois Compiled Statutes.

SKOKIE POLICE DEPARTMENT

TRAFFIC RECORDS

General Order: S-5
Effective Date: 01 June 2025

Replaces:
General Order: S-5
Effective Date: 01 Dec. 2021

Indexed As: Traffic Citations
Traffic Records

POLICY:

The Department's Records Unit shall maintain a traffic information database that will be utilized for management decisions. This data will be the basis for reviewing past and current experiences, violations, arrests, and other factors affecting traffic enforcement objectives.

PROCEDURE:

I. Responsibility

A. Records Unit

The Records Unit Supervisor has primary responsibility for all traffic record-keeping functions under the direction of the Deputy Chief of Administrative Services.

B. Security and Dissemination of Records

The processing and retention of traffic records is the responsibility of all Records Unit personnel. Security shall be rigorously maintained and controlled in compliance with current State statutes and regulations.

C. Duplication of Effort

Because some of the required traffic-related information is provided by other agencies, the Department will, to the greatest extent possible, avoid duplicate record-keeping activities.

II. Traffic Records System

A. The traffic records system shall include the following:

1. Traffic Crash Data: Reports/locations

2. Traffic Enforcement Data: Citations and arrests, locations, dispositions

3. Roadway Hazard Reports: Service Investigation Memos and Police Condition Reports as needed. Immediate phone contact to correct as needed.

B. Report Copies

1. Prompt transmittal of required data shall be made to local government agencies as established by policy or statute.

2. For a reasonable fee, copies will be made of applicable reports.

C. Recording of Traffic Crash and Citation Locations

1. File/computer data will be maintained to reflect the locations of traffic crashes and citations issued for enforcement reference.

2. The Village of Skokie Traffic Engineering Division has access to all crash reports in the Police Department's Record Management System. The Village Traffic Engineer maintains spot traffic crash maps, files traffic crash reports received from the Police Department by intersection, mid-block, alley, pedestrian, and train categories, and prepares collision diagrams as requested.

3. Copies of traffic crash reports involving damage to Village property are forwarded to the appropriate Village Department.

D. Traffic Report Review

1. Report Review personnel and field supervisors will review all reports and written work for content, accuracy, and completeness.

2. The Deputy Chief of Administrative Services or their designee will continuously review the process to ensure system capabilities are used and understood.

E. Accountability for Traffic Citations and Notices

1. The Records Unit is responsible for the following:

   a) Recording of the status of citations, etc.

2. Appropriate documentation to the Chief of Police and Records Unit will be forwarded through the chain of command in case of the following:

   a) Amended Citations
   b) Requests for non-suiting of citations
   c) Lost or Stolen Citations
      (This includes summons and tickets for which the Department is responsible.)

3. Officers will be issued physical citation books when the electronic ticketing system is unavailable. See Department General Order F-53, Traffic Citation Control.

F. Preparation and Distribution of Traffic Data and Summaries

The Department shall prepare and distribute traffic crash and enforcement summaries:

1. To support field operations
2. For program planning
3. To develop effective countermeasures
4. To evaluate program effectiveness

SKOKIE POLICE DEPARTMENT

REPORT REVIEW

General Order: S-6
Effective Date: 01 October 2024

Replaces:
General Order: S-6
Effective Date: 01 Sep. 2020

Indexed As: Report Distribution and Status
Report Review

POLICY:

It shall be the policy of the Skokie Police Department to ensure that all reports are properly completed, reviewed by supervisory personnel and controlled for distribution and status purposes.

PROCEDURE:

Report Review

All reports are subject to review to ensure proper, accurate and thorough completion.

A. Field supervisors will review all reports for accuracy, legibility and completeness. The supervisor will demonstrate approval of reports by signature or electronic approval.

B. Records Supervisor/Review and Analysis Officer

The Records Supervisor or their designee:

1. Will review all reports to ensure their completeness and quality.

2. Will route copies for follow-up and or reference to:

a) Other Village Departments - Any report for which the reporting Officer has requested distribution to a specific Village Department, i.e., Health, Fire, Public Works, Traffic Engineering.

b) Other Department Units - All reports which have specific meaning to interdepartmental units, i.e., Crime Prevention/Community Relations, Communications.

c) Skokie Park District – All reports occurring on Skokie Park District Property.

3. Will generate and forward copies in compliance with all applicable records, privacy and juvenile laws.

SKOKIE POLICE DEPARTMENT

CRIME ANALYSIS

General Order: S-7

Effective Date: 01 June 2019

Replaces:
General Order: S-7
Effective Date: 01 Dec. 2012

Indexed As: Crime Analysis

POLICY:

It shall be the policy of the Skokie Police Department to employ accepted crime analysis techniques utilizing available data to aid administrative and field units in their operations.

PROCEDURE:

I. Crime Analysis Function

A. Special Operations shall be primarily responsible for the crime analysis function. It shall be the responsibility of Special Operations to:

1. Collect and refine information that may be utilized in developing tactical enforcement and community-oriented policing strategies. Sources include:

a. Detecting methods of operation (modus operandi) of criminals.
b. Recognizing patterns of activity both in time and location.
c. Analyzing data from field contacts, as well as formal arrests.

2. Anticipate future crime trends to enable the establishment of long-range plans and priorities. This process is accomplished by:

a. Collecting and collating crime data.
b. Dissemination of analyzed data to appropriate command personnel.
c. Feedback analysis and program evaluation.
d. Recommendations to the Chief of Police through the chain of command.

3. Assist operational units in screening and developing suspect lists.

4. Consolidate incident reports that may involve offenders in custody.

B. Crime analysis data may be extracted from several sources, including but not limited to:

1. Offense Reports
2. Arrest Reports
3. Field Interviews
4. Other Department Reports
5. Other Law Enforcement Agencies
6. Computer Systems:

   a. Law Enforcement Agencies Data System (L.E.A.D.S.)
   b. National Crime Information Center (N.C.I.C.)
   c. In-House software

C. Distinguishing factors extracted through crime analysis may include:

1. Frequency by Type of Crime
2. Geographic/Topographic Factors
3. Chronological/Temporal Factors (Time of Day, Month of Year, Seasonal)
4. Victim and Target Commonalties
5. Suspect/Vehicle Descriptions
6. Modus Operandi Distinctions
7. Physical Evidence Similarities

II. Dissemination of Crime Analysis Information

A. The Chief of Police shall be briefed on crime trends within the Village as they occur or upon the Chief's request. The Chief of Police shall also receive all Crime Analysis Bulletins and copies of intelligence briefing summaries.

B. Internal distribution to affected units shall be accomplished on a timely basis.

1. Data relevant to operational tactical plans or problem oriented or community policing strategies of specific line units shall be directed accordingly:

   a. Deputy Chief of Field Operations
   b. Deputy Chief of Administrative Services
   c. Watch Commanders
   d. Investigations Commander
   e. Special Operations Commander

2. Data relevant to the development of the Department's strategic planning shall be provided to the appropriate organizational components:

    a. Patrol Division
    b. Investigations Division
    c. Special Operations
    d. Crime Prevention/Community Relations Unit
    e. Training Unit

C. In many instances, external dissemination of crime analysis data may enhance public awareness and generate community support. It may also improve crime suppression and offender apprehension. Public comment and suggestions shall be invited whenever feasible. Means of dissemination may include:

1. Community Outreach Programs
2. Crime Prevention Programs
3. Social Media and Press Releases
4. Detective Meetings

D. Confidential information derived from intelligence operations shall be restricted and disseminated only within the Skokie Police Department and to other law enforcement agencies. Examples include:

1. Known Offenders
2. Suspects
3. Investigative Leads
4. Modus Operandi

III. Use and Feedback on Crime Analysis

In an effort to ensure the relevancy and usefulness of crime analysis data, the Crime Analysis Officer will periodically solicit feedback from the Department Commanders. Commanders are expected to employ tactical and strategic crime analysis data in order to effectively utilize and deploy manpower and resources.

SKOKIE POLICE DEPARTMENT

CRIME PREVENTION/COMMUNITY RELATIONS

General Order: S-8
Effective Date: 01 September 2023

Replaces:
General Order: S-8
Effective Date: 01 July 2019

Indexed As:
Community Relations
Crime Prevention
Neighborhood Watch

POLICY:

The Skokie Police Department is committed to the continuing development and operation of crime prevention and community relations programs involving all sectors of the community. Programs will be developed and implemented on the basis of actual crime data and trends, and to address community perceptions and misperceptions of crime. All personnel of the Police Department share the responsibility for reducing crime by making crime prevention and community relations a part of their daily activity.

PROCEDURE:

I. Neighborhood Watch Program

A. Neighborhood Watch groups heighten public awareness of self help and foster a sense of community and common purpose, which in turn helps the Police Department to serve more effectively.

B. The following methods may be utilized to establish and maintain liaison with Neighborhood Watch programs throughout the Village of Skokie.

1. Distribution through printed and/or electronic means of information on criminal activity to Block Captains and/or Block Watch participants.

2. Selective Media Releases

3. Direct contact by a Crime Prevention/Community Relations or Patrol Officer.

4. Periodic meetings between block representatives, Crime Prevention/Community Relations Officers and other members of the Department.

5. Quarterly dissemination of the "Neighborhood Watch Newsletter" to all Block Watch participants, the public and Department personnel.

6. Availability of the Neighborhood Watch Newsletter and other pertinent materials will be digitally available and may also be printed.

7. Installation of "Neighborhood Watch" signs on participating blocks.

8. Encouragement of participants to contact the Crime Prevention/Community Relations Unit if they have questions on police service or wish factual information regarding criminal activity.

II. Security Surveys

The Crime Prevention/Community Relations Unit shall perform or coordinate the assignment of trained police personnel to conduct security surveys. The Police Department may target individuals or areas and solicit surveys or respond on request.

A. Types of Surveys

1. Residential
2. Commercial
3. Special Consultation

B. Corrective Recommendations

1. Permanent marking or photographing of property.
2. Installation of quality locking devices for doors, windows and other security hardware.
3. Improving both interior and exterior lighting.
4. Installation of a burglar, holdup or intrusion alarm system.
5. Explanation of the importance of procedural security emphasizing that failure to utilize security equipment renders it useless.

C. The Officer conducting a specific survey shall render information on current criminal activity that may affect the structure being surveyed.

D. Survey recommendations will be presented in person whenever possible. Records of surveys will be retained by the Crime Prevention/Community Relations Unit.

III. Crime Prevention/Community Relations Presentations

Presentations to neighborhood social and fraternal groups, business organizations and retail merchants are promoted as a means of reaching a specific group of people with either a particular area of interest or in response to recent crime trends. Specialized presentations will be conducted by Crime Prevention/Community Relations Officers or other Department personnel having expertise in a specific area of crime or loss prevention.

A. Scheduled presentations will be publicized in the media or promoted to special interest groups.

B. Topics may include, but are not limited to, loss prevention, robbery, theft, forgery and counterfeiting, internal theft, sex crimes, child safety, burglary prevention and auto theft or another crime of immediate concern.

C. The School Safety Officer shall make presentations in schools to parent groups and others concerned with child safety.

IV. Community Relations

To maintain the cooperation of the community, the Police Department must anticipate and respond to specific problems. This relationship shall be maintained by:

A. Assisting in the establishment of community groups where they are needed.

B. Assisting in the organization of crime prevention groups in both residential and business areas as indicated by an analysis of relevant crime data.

C. Regular attendance by Crime Prevention/Community Relations Officers at meetings scheduled by community groups.

D. Prompt response to information received through correspondence.

E. Hosting and participating in interagency meetings at regular intervals with organizations or associations having common concerns for crime prevention.

F. Hosting crime prevention fairs or booths at schools or shopping malls.

G. Placing crime prevention brochure racks in public or commercial buildings frequented by a high volume of people.

H. Publicizing Department goals and objectives, problems, and successes through newspaper articles, cable television spot announcements, talk shows, interviews and presentations.

I. Conducting and/or participating in a survey of citizen attitudes and concerns at least every three years.

J. Issuing web-based notifications via www.skokie.org, Smart 911, Facebook or Twitter.

V. Crime Prevention through Environmental Design

A. The Crime Prevention/Community Relations Unit shall cooperate with the Building and Zoning Departments in reviewing and providing input regarding:

1. Plans and blueprints of forthcoming building projects.
2. Recommendations of other Village Departments.
3. Development and/or revision of zoning policies, building codes and fire codes.
4. Issuance of residential and commercial building permits.

B. Personal and property safety is of prime importance to those individuals residing or working within a particular structure. Therefore, safety issues should be given serious consideration when evaluating future designs and projects.

C. Written recommendations will be submitted through the chain of command after information is thoroughly reviewed by the Crime Prevention/Community Relations Unit.

VI. Foreign Language Specialists

To ensure that all members of the Community are served, the Crime Prevention/Community Relations Unit has access to foreign language specialists from within the Department and the Community at large. Consideration shall also be given to deaf and hearing-impaired citizens in the provision of crime prevention services.

VII. Information and Testing

The Crime Prevention/Community Relations Unit will be responsible for training other Department personnel in crime prevention and community relations informing them of new methods, programs and technology in the field of prevention. This will be accomplished by in-service training, bulletins and handouts.

VIII. Evaluation of Programs

The Deputy Chief of Administrative Services or their designee, will evaluate the effectiveness of the Department's crime prevention and community relations programs on an annual basis, and will forward a written evaluation to the Chief of Police. These evaluations will include a review of juvenile prevention programs and take into consideration empirical crime data with which to target programs by crime type and geographic area, as well as community perceptions and misperceptions of crime.

SKOKIE POLICE DEPARTMENT

SOCIAL SERVICES

General Order: S-9
Effective Date: 01 August 2024

Replaces:
General Order: S-9
Effective Date: 01 June 2020

Indexed As:
Crisis Intervention
Social Services
Social Worker

POLICY:

The Department recognizes that many individuals coming in contact with the police have social service needs. In addition, victims and witnesses of crime may have problems resulting from victimization. It is the policy of the Skokie Police Department to ensure that the social service needs of the Community are satisfied and that the Social Worker is available to consult with Department personnel when the need for crisis intervention arises.

PROCEDURE:

I. Referrals to Department Social Worker

The Social Worker will review copies of General Reports and Service Investigation Memos received from Investigations Division supervisors to determine whether intervention or follow-up services are required.

A. The following types of situations should be referred to the Social Worker or Co-Responder Team at the discretion of an Investigations Supervisor:

1. All Sexual Assaults

2. All Domestic Violence Cases and Domestic Disturbances

a) Battery and Assault (Including Threats)
b) Child Abuse/Neglect
c) Elder Abuse/Neglect

3. Violent crimes where the victim requires medical or emotional assistance.

4. Individuals needing referral for psychiatric assistance or evaluation.

5. Suicide Attempts and Suicides

6. Individuals needing referral for an alcohol/drug problem.

7. Hostage Situations

8. Runaway/Missing Child

9. If victim requests services.

10. If an Officer sees the need for services.

11. Death situations where surviving family may require emotional assistance.

12. Unhoused Persons

13. Families requiring intervention and assistance.

B. On-duty hours for the Social Worker shall be determined with the Commander of the Investigations Division based on the needs of the organization. If an incident requiring crisis intervention occurs during on-duty hours, the Social Worker may be authorized by the Investigations Commander, supervisor, or the Watch Supervisor to report to the scene. When not in the office during on-duty hours, the Social Worker will be available by telephone.

C. When the Social Worker and/or Co-Responder Team are not on duty and a crisis situation arises, the Social Worker, if available, can be called out by the Investigations Division Commander and Investigations Sergeant. In the absence of the Investigations Division Commander or Investigations Sergeant, the Watch Commander may contact the Social Worker directly. A determination will be made by a supervisor and Social Worker as to the type of intervention needed, i.e., referral to appropriate agency, phone counseling, reporting to the scene or station. Instances requiring this type of emergency intervention might include when an individual is extremely traumatized and in need of immediate supportive or referral services, such as in cases of sexual assault, child abuse or neglect, domestic violence, hostage situation, etc. Refer to Department General Order S-20, Victim/Witness Assistance, for specific situations requiring immediate call out of the Social Worker.

D. Cooperation between the Social Worker and investigating Officer shall be maintained.

E. The Social Worker will contact the reporting Officer should further information be required for follow-up. The Social Worker shall determine appropriate follow-up, contacting the victim, witness, parent/guardian or referring agencies as needed keeping in mind the goals of the investigative effort which may be occurring simultaneously.

II. Referrals to Social Service Agencies

A. For domestic violence incidents resulting in the need for emergency shelter, Officers should contact the Evanston Shelter or alternate shelter as specified in Department General Order F-16, Domestic Violence.

B. Residents or transients in need of a meal or shelter during regular business hours should be referred directly to the Skokie Office of Human Services. In addition, people can be referred to the Niles Township Respite Day Shelter program located in St. Paul Lutheran Church at 5201 Galitz, between the hours of 9 a.m.- 5 p.m., Monday-Friday. Appointments must be made first by calling (847) 868-2758. After business hours, the Watch Commander should be contacted regarding alternate procedures for obtaining assistance.

SKOKIE POLICE DEPARTMENT

LICENSE/PERMIT APPLICANT RECORDS CHECK

General Order: S-10
Effective Date: 01 June 2024

Replaces:
General Order: S-10
Effective Date: 01 May 2023

Indexed As:
Background Investigation
Criminal History Checks
Handbill Permit
Liquor License
Massage Services Establishment License
Massage Therapist License
Records Checks
Solicitor's Permit

POLICY:

The Skokie Police Department is responsible for conducting records checks, driver's license checks, and background investigations on specified license and permit applicants and local government employees in accordance with established Department and Village procedures and state laws.

I. Definitions

A. Background Investigation: an investigation into a person's professional and personal history that validates or disproves their character and identity. It includes, but is not limited to, a check of criminal records, education, employment history, references and associates.

B. Criminal History Record Check: the process of submitting a person's fingerprints to the Illinois State Police and Federal Bureau of Investigation and receiving their arrest and conviction information in return.

C. Criminal History Record Information (CHRI): the process of submitting a person's name through the Law Enforcement Automated Data System (LEADS) utilizing the CHRI form and receiving the arrest and conviction information for that name in return.

D. Local Records Check: the process of submitting a person's name through the Department's Records

Management System (RMS) and producing a list of Department records that contain that name.

E. Computerized Hot File Check: the process of submitting a person's name through LEADS utilizing the CHRI form and receiving any notices that the person is wanted, has warrants, has cautions, and the status of their drivers' license.

F. Driver's License Check: the process of submitting a person's name through LEADS utilizing the universal formats message key and receiving the driver's license information, type and status.

II. Procedure

A. Requests for records checks not covered within this general order must be forwarded to the Deputy Chief of Administrative Services for approval prior to being acted on.

B. Liquor Licenses and Massage Services Licenses

1. License applicants will be directed by the Legal Department to contact the Identification Section to be fingerprinted.

2. The Identification Section will have the applicant complete the applicable Village of Skokie License Application Information Form (Appendix A or Appendix B).

3. Applicants must produce acceptable government-issued identification and pay the required fee prior to fingerprinting. A photocopy of the identification will be made and retained with the application.

4. The applicant will be fingerprinted and photographed via LiveScan as a fee applicant utilizing purpose code "LIQ" for liquor licenses or "LGE" for massage services.

5. The Identification Section will coordinate a local records check.

6. The applicant will be informed that processing will take approximately seven to ten business days.

7. Upon receipt of the CHRI and the local records check, the Identification Section will review the

results. Records will be referred to the Chief of Police for review.

8. For all applicants, the Identification Section will make two packets and handle as follows:

   a. One copy of the printed application and photograph will be forwarded to the Chief of Police.

      1) This copy will be reviewed and then forwarded by the Office of the Chief to the Village Legal Department.

      2) A digital copy will be maintained by the Office of the Chief.

      3) One copy of the packet will be maintained in the Identification Section.

   b. Application files will be retained by Identification Section until forwarded to the Records Unit for disposal.

C. Solicitors – Commercial Door to Door and Handbill

1. Applicants for commercial solicitation and handbill permits will be directed to the Identification Section during public fingerprinting hours. Applicants either arrive with an Application for Commercial Solicitation (Appendix C) obtained from the website or they will be provided one by the Identification Section.

2. Applicants must complete the application in full and provide payment.

3. The Identification Section will make a photocopy of the applicant’s government-issued identification, work identification, and copy of handbill (if applicable) as well as for any other solicitor listed and retained with the application.

4. The applicant will be informed that processing will take approximately seven to ten business days.

5. The Identification Section will check the solicitation database for any prior complaints involving the applicant.

6. The Identification Section will enter the approved solicitor permit information into the solicitation database and print the individual solicitor permits.

7. The Identification Section will contact the applicant and advise them of the approval (or denial).

8. Approved applicants will be advised to pick up their approved permits at the Police facility. The application and all related items will be filed in the Identification Section.

9. All complaints regarding solicitors will be documented on an appropriate report. The Records Department will update the Solicitation Database with the complaint information.

D. Village Employee Driver's License

1. The Department will verify the type and status of drivers licenses of Village employees pursuant to Village policy.

2. No other information, cautions, alerts, etc., will be provided to the requestor other than the license type and whether it is valid.

E. Village Employee Background Investigations

1. The Village Personnel Department contracts a vendor to perform background investigations for all non-sworn Village employees.

2. The Police Department will conduct background investigations for Police Department employees and for specific Village positions upon request from the Village Personnel Director. Background investigations for sworn Fire Department personnel will be conducted by the Police Department in conjunction with the Fire Department.

3. CHRI may be utilized for the background investigation of Police Department employees only.

4. Background Investigations will be coordinated and conducted by the Investigations Division.

F. Police Department Visitors

1. LEADS allow CHRI inquiries for the following visitors to the Police Department:

a. Citizen Police Academy participants;
b. Individuals going on ride alongs;
c. Vendors and contractors; and
d. Police Department volunteers.

2. Support Services will be responsible for conducting these checks.

G. Criminal History Record Check

1. Will be done via LiveScan.

2. Police Department employees will be processed as a Criminal Justice Applicant (Code CJE).

3. All others will by processed as a fee applicant as follows:

a. Fire Fighters, Police Interns and other City/Village Employees as requested by the Personnel Director

1) Code: LGE
2) Cost Center: 6165
3) Agency NCIC Number: Change from IL0164A00 to ILL13406S

b. Liquor License

1) Code: LIQ
2) Cost Center: 6164
3) Agency NCIC Number: Change from IL0164A00 to IL0164A0L

c. Massage Services License

1) Code: LGE
2) Cost Center: 6165
3) Agency NCIC Number: Change from IL0164A00 to ILL13406S

H. Local Records Check

1. Local records checks will be conducted pursuant to other local, state and federal government agencies in the process of performing employment checks. The Local Records Check form (Appendix D) will be utilized.

2. Local records checks will also be conducted at the request of any citizen for themselves. The Citizen

Request for Record Check (Appendix E) will be utilized.

3. Local Records Checks will be conducted by the Records Department.

I. Computerized Hot File (CHF) Check. LEADS allow the use of CHF to screen carnival workers. Special Operations will be responsible for coordination of CHF checks for carnivals operating within the Village.

III. Restrictions

A. The following systems are not allowed to be utilized by user agreement for employment-related background checks:

1. National Insurance Crime Bureau (NICB)

2. Clear Thomson Reuters

B. The following systems may be used for Police Department employee background checks but not for any other employee related background checks:

1. Law Enforcement Information Exchange (LInX).

2. Chicago I-Clear

C. Before utilizing any system to conduct checks pursuant to this General Order, employees will ensure those checks conform to Policy and user agreements.

IV. Retention of Files

A. Shall be in accordance with the Illinois Local Records Act.

B. Annually, the Identification Section will transfer all Liquor and Solicitor records for the previous year to the Records Unit for storage and eventual destruction when allowed by law.

APPENDIX A

S-10.7
License/Permit
Applicant Records Check

VILLAGE OF SKOKIE
LIQUOR LICENSE APPLICATION INFORMATION

☐ **NEW APPLICATION** ☐ **TRANSFER** ☐ **NEW MANAGER**

DATE OF APPLICATION:

NAME OF APPLICANT:

DATE OF BIRTH: **PLACE OF BIRTH**:

SOCIAL SECURITY #: **D/L #** **STATE**:

APPLICANT'S ADDRESS:

CITY: **ZIP**: **TEL**:

APPLICANT'S RESIDENCES THE LAST FIVE (5) YEARS:

ADDRESS: **CITY**:

ADDRESS: **CITY**:

ADDRESS: **CITY**:

ADDRESS: **CITY**:

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE? ☐ **YES** ☐ **NO**

NAME UNDER WHICH EST. WILL OPERATE:

ADDRESS OF ESTABLISHMENT:

IF TRANSFER, INDICATE PREVIOUS HOLDER:

NAME OF PREVIOUS ESTABLISHMENT:

DATE APPLICATION APPOINTMENT WAS MADE:

DATE APPLICANT WAS FINGERPRINTED AND PHOTOGRAPHED:

ISB RESPONSE DATE: **FBI RESPONSE DATE**:

APPENDIX B

S-10.8
License/Permit
Applicant Records Check

VILLAGE OF SKOKIE
MASSAGE SERVICE APPLICATION INFORMATION

☐ **New Application** ☐ **New Manager**

Name of Applicant:

Date of Application: **Social Security #**

Height: **Weight:** **Hair:** **Eyes:**

Date of Birth: **Place of Birth:**

Applicant's Address:

City: **State:** **Zip Code:**

APPLICANT'S RESIDENCES THE LAST FIVE (5) YEARS:

Address: **City**:

Address: **City**:

Address: **City**:

Address: **City**:

Name under which establishment will operate:

Address of establishment:

Corporation's Name:

Date fingerprinted and photographed:

Name of processing officer:

Additional Comments:

_____

_____

Chief of Police **Date**

APPENDIX C

Village of Skokie, Illinois
Application for Commercial Solicitation

This application is for solicitation on private property only, including door-to-door solicitation and commercial handbill distribution. This application is not applicable to charitable groups, for which a separate application is required. Commercial Solicitation is not permitted on public property and/or the public right-of-way. All regulations with regard to commercial solicitation can be found in the Skokie Village Code, section 78-31 to 78-91.

Door-to-Door Solicitation: This typically involves face-to-face interactions between solicitors and residents.
FEE: $20.00 per door-to-door solicitor

Commercial Handbill Distribution: This typically involves no face-to-face interaction and is not subject to.
FEE: $25.00 for one (1) month; $50.00 for six (6) months, $75.00 for one (1) year

1. *Name, address, and telephone number of organization/company:*

Organization: _____ Telephone #: _____

Address _____ City: _____ State: _____ Zip: _____

2. *Name and address of person directly in charge of solicitation:*

Name: Last: _____ First: _____ Middle Initial: _____

Address _____ City: _____ State: _____ Zip: _____

Home phone number: ( ) _____ Work phone number: ( ) _____

Date of Birth (month/day/year): _____

Sex: _____ Race: _____ Height: _____ Weight: _____

Driver's License Number: _____ State: _____

Social Security Number:

Have you ever been convicted of a felony? Yes ☐ No ☐ If "Yes,"

When: _____ Where: _____

Charge(s): _____

Have you ever been convicted of a violation of a solicitor's ordinance? Yes ☐ No ☐

If "Yes," explain _____

3. *Specific Area where solicitation will take place in the Village of Skokie:*

_____

_____

_____

4. *Number of agents and employees to be engaged in solicitation:* _____

5. *Please indicate the expected dates of solicitation:* _____ ***to*** _____

Door-to-Door solicitation shall not exceed 30 consecutive days, however the Village of Skokie reserves the right to limit that solicitation period.

6. *Please name any other community in which this organization has solicited within the past 3 years:*

_____

_____

7.*Please list each solicitor individually on page 3.*

The following questions, #8 - #10, apply only if commercial handbills are to be distributed.

8. ***How do you intend to distribute handbills?*** Door-to-door ☐ In hand ☐

9.*A copy of the handbill must be submitted for approval.*

According to the Skokie Village Code, Sec. 6-43:

It shall be unlawful for any person to post, hand out, distribute or transmit any sign, or any commercial or noncommercial handbill:

(1) Which may reasonably tend to incite riot or other public disorder, or which advocates disloyalty to or the overthrow of the government of the United States or of this State by means of any artifice, scheme, or violence, or which urges any unlawful conduct, or encourages or tends to encourage a breach of the public peace or good order of the community; or

(2) Which contains obscene, libelous or other language which is made unlawful by any law of the Village, the State, or the United States.

10. **During the permitted period, <u>any new handbills, or changes to current handbills must be approved by the Skokie Police Department or the permit may be revoked.</u>**

Does the applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement by the Village of Skokie or by any department thereof?

☐ **Yes** ☐ **No**

Does the applicant certify that if a permit is granted, no children under the age of 16 years of age will be permitted to solicit money without parent/guardian supervision?

☐ **Yes** ☐ **No**

All of the above statements are true to the best of my knowledge, information and belief. All questions have been answered, and if any change in fact, policy or method occurs subsequent to the date of this application, or the issuance of a permit, the applicant will notify the Village Manager in writing within 24 hours after such a change.

Signed:_____

<u>Name:</u>

<u>Title:</u> _____

<u>Organization:</u> _____

<u>Organization Address:</u>

<u>Date:</u>

FOR OFFICE USE ONLY

Date Received:
_____

Date Approved:
_____

Mayor
George Van Dusen

Village Clerk
Pramod C. Shah

Trustees
Michele L. Bromberg
Karen Gray-Keeler
Ralph Klein
Randall E. Roberts
Edie Sue Sutker
Ilonka Ulrich

Village Manager
John Lockerby

Corporation Counsel
Michael M. Lorge

Door-to-Door Solicitation Permit Roster

Name: Sex Race: D.O.B: Soc. Security #:_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____

PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY

Group Leader: Telephone:

Organization: Date:

APPENDIX D

Skokie Police Department
7300 Niles Center Road
Skokie, IL 60077
847-982-5900

Local Records Check

REQUESTOR'S NAME:

LAST _____ FIRST _____ RANK/ BADGE NUMBER _____

AGENCY _____ DATE OF REQUEST _____

REQUESTOR'S CONTACT INFORMATION:

EMAIL ADDRESS: _____

WORK NUMBER: (_____)_____ FAX NUMBER: (____)_____

SUBJECT'S NAME:

LAST _____ FIRST _____ MIDDLE _____

SUBJECT'S DATE OF BIRTH: _____ _____ _____
MONTH DAY YEAR

REASON FOR REQUEST:

_____

_____

If juvenile records are sought, please note that offender information will **ONLY** be released in accordance with the Juvenile Court Act to authorized persons when necessary for the discharge of their duties. Please select one:

- ☐ Juvenile record not requested
- ☐ Law enforcement officers, [705 ILCS 405/1-7(A)(1)]
- ☐ Prosecutors, probation, social workers, etc. [705 ILCS 405/1-7(A)(2) & (A)(3)]
- ☐ Adult and Juvenile Prison Review Board, [705 ILCS 405/1-7(A)(4)]
- ☐ Authorized military personnel, [705 ILCS 405/1-7(A)(5)]
- ☐ Researchers with written permission from a juvenile court judge, [705 ILCS 405/1-7(A)(6)] DCFS, [705 ILCS 405/1-7(A)(7)]
- ☐ School officials only as defined [705 ILCS 405/1-7(A)(8)]
- ☐ Mental health professionals only as defined [705 ILCS 405/1-7(A)(9)]
- ☐ President of a park district by the ISP only as defined [705 ILCS 405/1-7(A)(10)]

FOR OFFICE USE ONLY

TYPE OF IDENTIFICATION SHOWN: _____

VERIFIED BY: _____ **DATE:** _____

APPENDIX E

Skokie Police Department
Request For Individual Background Check

* Skokie local history only
* Individuals may request background information only for themselves and only after showing valid photo identification

REQUESTOR'S NAME:

_____ _____ _____
LAST FIRST MIDDLE

_____ _____
MAIDEN NAME SOCIAL SECURITY NUMBER

REQUESTOR'S ADDRESS:

_____ _____ _____ _____
#STREET CITY STATE ZIP CODE

CONTACT INFORMATION:

_____
EMAIL ADDRESS (optional)

_____ _____ _____
HOME PHONE WORK PHONE CELL PHONE

REQUESTOR'S DATE OF BIRTH: _____ _____ _____
MONTH DAY YEAR

REQUESTOR'S SIGNATURE: _____ DATE: _____

FOR RECORDS USE ONLY

TYPE OF IDENTIFICATION SHOWN:

DRIVER'S LICENSE #:
w/ STATE PHOTO _____ STATE: _____

OTHER (EXPLAIN) _____

RECORD CHECKED BY: _____ DATE: _____

SKOKIE POLICE DEPARTMENT

DEPARTMENT LIBRARY

General Order: S-11
Effective Date: 01 January 2022

Replaces:
General Order: S-11
Effective Date: 01 Aug. 2019

Indexed As: Department Library
Library Books
Police Library

POLICY:

It is the policy of the Skokie Police Department to provide a modern library designed to aid members and employees in enhancing their professional and performance standards.

PROCEDURE:

I. Authority and Responsibility

A. Control

1. The Department library will be under the control of the Training Officer to include research of contemporary literature in law enforcement.

2. The Training Officer will be responsible for:

a) Establishing and maintaining a sign-out log for all books removed from the Department library.

b) Research and procurement of contemporary literature in the law enforcement field as directed by the Training Officer.

c) Ensure the prompt return of all books removed from the library.

B. Accessibility

1. All personnel of the Skokie Police Department are eligible to withdraw literature from the Department library for a period of 30 days.

2. At the conclusion of the initial 30-day period, the book must be returned.

3. The Training Officer will monitor and control the withdrawal and return of all library materials.

4. Renewals will be granted if the book has not been placed on reserve by another member or employee.

5. In the event an individual wishes to withdraw a book to be used as a text for courses being attended outside the Department, he may apply for a waiver of return from the Training Officer for the length of the course.

C. Lost or Misplaced Books

Any member or employee of the Department losing or misplacing a book from the Department library is financially responsible for its replacement.

SKOKIE POLICE DEPARTMENT

DETENTION FACILITY

General Order: S-12
Effective Date: 01 April 2024

Replaces:
General Order: S-12
Effective Date: 18 Sep. 2023

Indexed As:
Arrestees
Detainees
Detention Facilities
Holding Facilities
Jail
Lockup
Prisoners
Restraint Chair
Temporary Holding Room

POLICY:

Persons held in the custody of the Skokie Police Department will be treated in a manner that provides security and safety to personnel of the Department, the persons held, and the facility without violating the rights of those so held. Procedures will comply with Illinois Compiled Statutes, and the Illinois Department of Corrections Municipal Jail and Lockup Standards.

PROCEDURE:

I. Responsibility

A. Deputy Chief of Administrative Services

The Deputy Chief of Administrative Services is responsible for overall administration and operation of the Department's detention facility. These responsibilities include:

1. Management, care and feeding of detainees
2. Maintenance and inspection of the facility
3. Facility safety and security
4. Records maintenance and security
5. Training of personnel via the Training Unit.

B. Training Unit

1. The Training Unit is responsible for ensuring that new Department personnel receive position-appropriate training and/or orientation consistent with Illinois Compiled Statutes.

   Training will include, but is not limited to the following:

   a) Handling medical emergencies
   b) Supervising detainees
   c) Methods for the application of physical restraint including the Safety Restraint Chair (SRC)
   d) Liability issues
   e) Security procedures
   f) Report writing
   g) Arrestee rules and regulations
   h) Grievance and disciplinary procedures pertaining to detainees
   i) Rights and responsibilities of detainees
   j) Emergency procedures
   k) Fire suppression equipment
   l) Detention procedures for women, transgender and juveniles
   m) Special requirements of mentally disturbed and handicapped detainees

2. The Training Unit is also responsible for ensuring that position-appropriate refresher training is provided to impacted employees at least every three years.

C. Arresting Officer

The arresting Officer is responsible for detainee(s) until such time as all preliminary processing procedures are completed. This includes, but is not necessarily limited to:

1. Informing the Watch Commander or Patrol supervisor that a detainee is in custody.

2. Determining if the charge is a detainable offense.

3. Taking photographs, LiveScan or inked fingerprints and completing related forms.

4. Searching of detainee prior to booking/processing and again each time prior to placing the detainee in a detention room.

5. Arranging for FAX transmittal of fingerprint cards (if appropriate).

6. Checking to determine if the person is wanted by other agencies.

7. Completing or arranging for completion of complaint forms.

8. Completing the following reports:

   a) Arrest report/Case file,
   b) Incident report, if required,
   c) Property voucher, if necessary,
   d) Complaints, as appropriate,
   e) Other reports as prescribed by law or Department procedure,
   f) Detainee Intake Log (see Appendix A).

9. Noting current health/physical condition and mental condition of the detainee and any required medication on the Detainee Intake Log. "Physical condition" would include existing injuries, bruises, trauma markings, lesions, deformities and communicable diseases. "Mental condition" would include unusual behavior, state of consciousness, alertness, suicidal tendencies, threats and overall mental status.

10. Searching the detention room and any other areas in which the detainee is placed or permitted access, prior to its use.

11. Creating a written inventory of all property taken from the detainee upon placement into the detention room or prior to release to another agency.

12. Storing the detainee’s property. Property, excluding that which the detainee is wearing, will be placed in property envelopes or other storage solutions that are consistent with Cook County Jail guidelines. Property not allowed at Cook County Jail will be placed into property custody.

13. Storing evidence or related property.

14. Once the detention room is secure, the Officer will contact Communications by phone to provide the following information, which will be documented by the Communications staff on the Skokie Police Department Communications Detainee Log:

    a) Detainee’s name (last, first, middle initial)
    b) Identifies as male or female
    c) Date of arrest
    d) Cell number
    e) Arresting agency
    f) Incident number
    g) Charge
    h) Special attention (officer safety, suicide watch, medical, juvenile, etc.)

    The Arresting Officer will also:

    1) Ensure that the Watch Commander is promptly informed and will request a Detention Officer, if one is not already assigned;

    2) Ensure that the Watch Commander, Desk Officer and Communications staff are promptly notified of the information listed in bullets a, d, g and i above for entry onto the daily bulletin; and

    3) Update the Jamboard with the detainee’s name, charge, cell and notes or cautions.

15. Upon completion of an arrest case file(s), Officers will present the completed case file(s) to an on-duty supervisor for review whether or not the detainee remains in custody. Supervisors will identify deficiencies to be corrected or approve (sign/date/time) the case files prior to release of the Officer from duty or assignment. After necessary corrections, Officers will again have the case file reviewed by an on-duty supervisor until approved. Approved case files of those persons remaining in custody will, at this time, be kept at the front desk area. The Desk Officer, upon receipt, will file approved case files in the appropriate bin.

D. Watch Commander

1. The Watch Commander is responsible for all detainees who are in custody at the Police facility. The Watch Commander must remain aware of the number and status of people being held in custody (i.e., charges, etc.).

2. The Watch Commander is also responsible for ensuring that persons held in detention are, under ordinary circumstances, personally observed at least every half hour in addition to ongoing remote observations via the monitoring devices. Juvenile restrained and suicidal detainees shall be checked at least every 15 minutes.

3. Immediately prior to the end of each shift, the Watch Commander shall brief the oncoming Watch Commander of the number of detainees and their status.

E. Communications Shift Supervisor

The Communications Shift Supervisor is responsible for ensuring the:

1. Monitoring of detainees via closed circuit television at least every 30 minutes, or more frequently in the case of higher security risk or suicide risk detainees. If the continued well-being of a detainee cannot be determined through

the use of the closed-circuit video system, an in-person check will be conducted by the Desk or Booking Officer.

2. Monitoring of audio and other emergency communication systems.

3. Monitoring of all physical interaction between detainees and police personnel.

4. Inclusion of appropriate notations in the Communications Center Detainee Log (Appendix B) including time, checker's initials and any other relevant information.

5. Assignment of a Detention Officer by the Watch Commander.

F. Detention Officer

Detainees shall be visually and directly monitored by qualified personnel at least every 30 minutes.

1. A direct visual check by personal inspection of each detainee shall be conducted, not including observation by a monitoring device, at least once every 30 minutes. Juvenile restrained and suicidal detainees shall be checked in this manner at least every 15 minutes.

2. Direct visual checks shall be recorded by using the electronic detainee management system. In the event that the electronic detainee management system is not functioning, direct visual checks will be logged in ink using the Detainee Visual Inspection Form (Appendix B) indicating:

   a) time of check
   b) signature, initials, and badge number of the responsible person; and
   c) any relevant remarks.

3. The requirements of the two preceding paragraphs are in accordance with Illinois Administrative Code and Illinois Municipal Jail and Lockup Standards.

II. Safety, Sanitation and Security

A. Fire Prevention Practices and Procedures

1. The Support Services Supervisor shall ensure that an inspection of the detention facility is conducted on a weekly basis. In addition to required procedures delineated in subsequent text, this weekly inspection shall include visual examination and observation of fire detection equipment for functionality and operational readiness.

2. The Support Services Supervisor will also coordinate the testing of fire detection and suppression systems and equipment semi-annually, and more often as deemed necessary. All equipment inspections and testing shall be documented.

3. Fire equipment shall be located in areas approved by the Skokie Fire Department to ensure accessibility and afford minimum opportunity for tampering.

4. The facility will have an automatic fire alarm system, including heat and smoke detection, that is approved by the Skokie Fire Department.

5. A first aid kit and Automated External Defibrillator (AED) are available to personnel within the detention facility.

6. A written emergency exit plan and diagrammed escape route will be conspicuously posted within the processing area of the detention facility, within each block of detention rooms and near the temporary holding room. Emergency exits will be clearly marked.

B. Security and Emergency Alarm Systems

1. The Support Services Supervisor is responsible for ensuring the weekly documented inspection of the physical safety and security of the detention facility. This includes, but is not limited to:

a) Evidence of tampering
b) Doors
c) Locks
d) Security access panels
e) Audio/visual equipment
f) Other related security equipment
g) Weapons, tools and contraband
h) Damage

2. There is an audiovisual communication system between the Communications Center and the detention areas.

   a) This equipment will be used to assure the safety and well-being of Department personnel, as well as all other persons in the detention facility.

   b) The audio-visual equipment is not intended to be used to invade the personal privacy of detainees. Further, measures will be taken to reduce the possibility of invading a detainee's personal privacy. (High-risk security cases will be monitored with closer scrutiny than the general population.)

   c) All persons in the detention facility will be monitored via the audiovisual equipment by Communications personnel.

C. Keys

The Deputy Chief of Administrative Services is accountable for all keys and electronic access fobs.

1. The Department access fob issued to Department personnel opens passage doors in the detention facility.

2. Detention room doors are electronically controlled by Communications personnel. Manual detention room keys, for use in the event of an emergency or failure of the electronic locking system, will be located in the key cabinet within

the detention facility and also at the front desk.

3. Gun security locker keys will remain in the locks of unused lockers and will be kept with the Officer after a gun or a multi-purpose tool is placed in it.

4. The food-slot key will be located in the locked storage closet within the detention facility.

5. All keys taken from the designated key cabinet located in the Detention Facility or safe located at the front desk will be returned as soon as practical after their use.

6. Duplicate keys will be maintained by the Support Services Supervisor.

7. The on-duty Desk Officer is responsible for maintaining physical control of detention facility door keys in the event of a system failure.

8. To ensure a rapid response to any emergency or unusual occurrence in the detention facility, and to conduct required prisoner checks, a qualified staff member will be present in the Police Facility at all times when detainees are housed in the detention facility.

D. Sanitation Inspections and Pest Control

1. Sanitation inspections

The Support Services Supervisor is responsible for ensuring:

a) A documented weekly sanitation inspection of the detention facility; and

b) The maintenance of other such records as may be deemed appropriate to the discharge of this responsibility.

2. Pest control

    a) The Support Services Supervisor is responsible for reporting pest control issues to the Health Department and/or the Public Works Department, as appropriate. The Support Services Supervisor will also serve as liaison to contracted pest/vermin control services.

    b) Procedures for the elimination of vermin and pests are the co-responsibility of the Health Department and Public Works.

E. First Aid Kit and AED

1. The first aid kit will be sufficiently supplied to handle minor medical emergencies.

2. Inspection of the first aid kit and AED shall be conducted and documented in conjunction with the weekly detention facility inspection, and the first aid kit will be replenished as necessary.

3. Persons removing items from the first aid kit or utilizing the AED will report this to the Support Services Supervisor so that supplies can be replenished as soon as practical.

III. Facilities Management and Operation

A. Administrative Guidelines

1. Detainees must remain under the direct care and supervision of Department personnel at all times, including:

    a) A count of detainees by direct visual observation, at least once each watch.

    b) Direct visual observation at least every 30 minutes. Observation time, date, and any relevant remarks will be recorded on the electronic detainee management system or noted on the Detainee Visual Inspection Form, when applicable.

2. All perimeter doors in the detention facility will be kept closed and locked. Perimeter doors may be propped open to accommodate facility tours authorized by the Chief of Police or his designee.

3. Detainees will not be housed more than one person to a detention room. This does not apply to the temporary holding room.

   a) If this is not possible due to the number of people housed, arrangements will be made to transport the excess people to another community or Cook County Jail.

   b) Any detainee held in custody in another community remains the responsibility of the Skokie Police Department, including but not limited to:

      (1) Transportation to court
      (2) Meals
      (3) Consultation with legal counsel
      (4) Cited and Released

4. Male and female detainees will be housed in separate Detention Blocks. A Block will be defined as a separate and distinct cluster of Detention Rooms.

5. No detainee will be given authority over another.

6. Personnel of the opposite sex of the detainee, who may be assigned to a security check, will exercise care in assuring the privacy of the detainee.

7. Viewing windows in the detention room doors will be used to make the visual security checks.

8. Care will be taken that the detainee does not anticipate the observation.

9. Mail and other property (i.e., cigarettes, money, personal property, etc.) will generally not be

accepted for persons being detained. Such items will only be accepted from an outside source, with the approval of the Watch Commander.

a) While medications and pharmaceuticals may also be accepted on behalf of a detainee with the approval of the Watch Commander, dispensation of either will be conducted in accordance with “Management of Pharmaceuticals,” Article III, Section D, Paragraph 11, of this General Order.

b) All items accepted on behalf of a detainee shall be thoroughly inspected before being provided to the detainee or placed in a property locker.

c) All property accepted on behalf of a detainee shall be documented on the detainee’s Prisoner Property Inventory Sheet.

B. Operational Guidelines

1. Prior to entering the detention facility:

a) While authorized O.C. spray, electronic control devices (ECDs) and batons are permitted in the detention facility, all firearms, multi-purpose tools, and any other similar items will be placed in locked gun drawers outside the detention facility. The exception to this requirement is delineated in “Emergency Situations,” Article III, Section D, Paragraph 7, of this General Order.

b) The detention facility will be checked for unauthorized objects.

2. Immediately upon entry into the detention facility, all detainees will be thoroughly searched to prevent the entry of weapons or contraband. This includes all footwear and socks. All detainees will be instructed to remove their footwear and socks for inspection. The custodial

officer will visually and physically inspect the footwear and socks for contraband before the detainee is allowed to wear them.

The search may include the use of a handheld metal detection scanner. However, a handheld metal detection scanner may not be used as a substitute for a complete and thorough search.

3. All personal property taken from the detainee will be inventoried and securely stored. Also, refer to Article III, Section B, paragraph 17c of this policy General Order for Cook County Sheriff's Department (CCSD) guidelines.

4. When deemed necessary, detainees will be handcuffed to the wall rings.

5. Prior to and immediately after unaccompanied use by a detainee, the bathroom, shower area, interrogation rooms, temporary holding room, client room, and assigned detention room will be thoroughly searched for weapons, contraband and damage. Documentation of this search will be recorded on the Detainee Intake Log in the "Additional Comments" section, noting location, time and the Officer completing the search.

6. Detainees will be searched prior to being placed in, removed from, or returned to any detention room. The search may include the use of a hand-held metal detection scanner. Documentation of this search will be recorded on the Detainee Intake Log in the "Additional Comments" section, noting location, time and the Officer completing the search.

7. Prior to a detainee being placed in a detention room or if the detainee is eligible for pretrial release, a Patrol Supervisor will be contacted to review the facts of the incident to determine if all applicable procedures have been followed. The supervisor will then authorize the pretrial release or detention of the detainee for a pretrial release hearing and the use of the TIPS system, as appropriate. The arresting Officer

will note the name of the supervisor contacted on the back side of the Arrest Case File Folder on the line with the check-off boxes for "SUBJECT WAS RELEASED" and "SUBJECT IS BEING HELD IN DETENTION ROOM #." The supervisor's name should be printed under the respective action taken.

8. Department personnel entering a detention block must notify Communications personnel prior to such entry in order to ensure proper monitoring of the activity, and personnel safety. Personnel will also notify Communications staff of any interaction with a detainee housed in a detention room other than a security/well-being check (e.g., meal service or refusal, removal/return of detainee from/to detention room, dispensation of pharmaceuticals).

9. All Department personnel entering the detention facility will carry a portable radio equipped with an emergency identifier switch, or will be accompanied by an employee carrying a portable radio so equipped. This switch may be used to alert Communications Center personnel to an emergency situation within the facility.

10. Authorized personnel from other law enforcement agencies entering the detention facility will be issued, and carry, a portable radio equipped with an emergency identifier switch Alternatively, they may be accompanied by personnel carrying a portable radio which is equipped with an emergency identifier switch.

11. To ensure the safety and the welfare of both Officers and detainees, the following procedures will be adhered to when placing a resistant detainee into any detention room, area or space:

    a) The presence and assistance of at least two Officers is preferred.

    b) If a third Officer is present, that Officer will remain outside of the detention room. It will be that Officer's responsibility to contact Communications to unlock/disengage

the detention room door. The Officer will subsequently close the detention room door upon the exit of the other Officers from the detention room.

c) Due to the physical layout of the detention facility, care should be taken to avoid putting oneself or another Officer in a dangerous position. For example, it is extremely difficult and potentially dangerous for two Officers and a detainee to enter a detention room simultaneously. Consequently, it is recommended that one Officer enter the detention room sideways with the detainee, and the second Officer is to immediately follow. Officers should attempt to maintain constant control.

d) Recommended methods for placing a resistant detainee into a detention room area or space include the high goose neck control technique, wrist manipulation for pain compliance, rear wrist lock, or a combination of any two.

e) The detainee should be placed in a kneeling position on the mattress, cement bench, or floor whenever practical.

f) If a detainee becomes violent or overly aggressive in the corridor of a detention block, Officers should attempt to bring the detainee into the main detention processing area. The added space of that area will help prevent possible injuries caused by colliding with metal doors, locks, etc., and allow for the use of other techniques not available in a more confined space.

g) The detainee restraint chair and/or handcuffing are acceptable alternatives when a detainee is likely to continue struggling in a detention block corridor.

h) The food slot in the detention room door may be used to remove handcuffs from a detainee

who has been placed in a detention room. This method provides for greater safety of the Officer.

i) Officers are encouraged to attempt to verbally gain compliance to safely convince a detainee to enter a detention room of their own accord.

12. All uses of force occurring within the detention facility will be reported, investigated and reviewed in accordance with Department General Order A-15, Use of Force.

13. Absent exigent and/or extreme circumstances, only sworn Officers may enter a detainee-occupied detention room.

14. Officers will enter a detainee-occupied detention room only to remove a detainee, to respond to a medical emergency, or to remove items used by a detainee to cause damage or to obstruct the operation of the audiovisual equipment and/or the viewing window. When entering a detention room occupied by a detainee that has demonstrated hostile behavior, backup Officer(s) and a supervisor, when practical, will also be present prior to the entry. In all cases, there will be continuous audio-visual monitoring by Communications personnel. It is the Officer's responsibility to notify Communications personnel that these factors are present.

15. The interrogation rooms are designed to hold detainees in temporary secure custody for the purposes of interrogation and/or processing of juvenile delinquent offenders. The interrogation rooms are not approved for long-term detention. All unsupervised detainees placed in an interrogation room will be visually checked at least every 15 minutes (inspections for both adults and juveniles will be documented using the electronic detainee management system or in the Visual Inspection section of the Detainee Intake Log).

16. Interview room #4 is located adjacent to the detention facility.

    a) Interview room #4 is designed for Officers to conduct interviews with adult or juvenile suspects. In juvenile-related cases, parents or guardians are permitted in this room. The exterior (east) door #22 will be preset in the unlocked position. This means that no key or fob will be required to enter or exit this door. Door #23 which leads into the detention facility will remain locked at all times, unless entry is required into the detention facility. Entry into the detention facility will be by key fob access, or remotely opened by the Communications Center upon request, and will only occur when door #22 has been secured.

    b) Door #22 is secured when an Officer activates the red push button located on the (south) wall of interview room #4. When an Officer makes the determination to secure door #22 and press the red push button, an alarm is activated in the Communications Center and, as indicated, door #22 locks. Communications personnel are required to check the Officer’s status by video. In the event that the red button is activated and an Officer is not observed or does not answer on the intercom, Communications personnel should dispatch immediate assistance to Interview Room #4. When this room is in an activated alarm mode, entry can still be accessed using a key fob.

    c) When an Officer has activated the red push button, the button should remain depressed until the suspect has been secured within the detention facility. After returning to interview room #4 when the suspect is secured in detention, the red push button can be deactivated by turning this button clockwise. After the red button is deactivated, Communications can reset the alarm, which will release/unlock door #22.

Officers are reminded that this area is covered by a building security camera which records video only after the red button has been depressed, or after the camera has been activated by key in the adjacent corridor.

17. Detainees are entitled to up to three telephone calls to communicate with an attorney of their choice and/or a member of their family as soon as practical upon being taken into custody, but no later than three hours after arrival in the detention facility as defined by Illinois State Statute. The phone calls may be made with a Department phone or the detainee's cellular phone. If the detainee's phone is being inventoried, the detainee should be allowed to access the contact list on the phone to obtain phone numbers. This process may be observed or facilitated by Department personnel as necessary to prevent possible destruction of evidence. If the detainee is asleep or otherwise incapacitated, the three-hour requirement does not apply.

    a) The Skokie Police Department detention facility and detention rooms are equipped with a fully-automated detainee telephone system referred to as the Texas Inmate Phone System (TIPS). This system may be made available to detainees to enable them to make telephone calls without the assistance of a Department member. Instructions for using the TIPS telephones and notice that all calls may be monitored and recorded are affixed to each phone.

    b) All telephone calls made outside of a detention room, both successful and unsuccessful, will be documented on the Detainee Intake Log by the Officer providing security for the calls. A detainee's refusal to make any telephone calls will also be documented on the Detainee Intake Log. TIPS calls will generally not be notated on the Detainee Intake Log.

c) All telephone calls made utilizing the TIPS equipment may be monitored and recorded.

d) The TIPS control panel is located in the detention facility. The on/off control switches for the detention facility and each detention room are clearly labeled and are to be maintained in the “off” position. When a detainee is housed in a detention room, he may have the opportunity to utilize the TIPS collect call telephone system, pending approval of the Watch Commander or Patrol supervisor. Subsequent to approval, the securing Officer will be responsible for activation of the TIPS telephone. Any Officer removing or transferring a detainee from a Skokie Police Department detention room shall be responsible for deactivation of the TIPS telephone.

e) When usage of the TIPS telephone may compromise an investigation, endanger the safety of others, violate an Order of Protection, or be used to call a domestic violence victim, Officers will communicate their concerns to the Watch Commander or Patrol supervisor as soon as practical. A determination of whether a detainee’s telephone privileges will be limited or suspended will be made at this time. Failure to comply with booking procedures and/or disruptive behavior may also be cause to suspend a detainee’s TIPS telephone privileges.

f) Recordings of telephone calls placed by detainees utilizing the TIPS system will only be reviewed by supervisors, detectives or other authorized personnel. Reviewing TIPS data is approved for investigative, training, administrative or Officer safety purposes only. Each time a detainee’s TIPS data is accessed by authorized personnel, a TIPS Telephone Recording/Monitoring Report (Appendix C) will be completed and presented

to a supervisor for notification. The Recording/Monitoring Report will then be forwarded to the Communications Director. When a Department member believes that TIPS recorded data may have evidentiary, investigative, training, administrative or Officer safety value, that member shall complete a TIPS Recording/Monitoring Report so that the necessary steps can be taken for data preservation. Data considered to have evidentiary value will be treated and safeguarded in the same manner as all other evidence in accordance with Department General Order S-1, Property Custody. Further, any TIPS recording with the potential of containing evidence of an offense is to be considered as evidence.

g) Telephone calls may be monitored unless prior special arrangements have been made to make or receive confidential telephone calls to or from the detainee's attorney. A notice stating that calls may be monitored or recorded shall be posted by each telephone from which detainees may place calls.

18. The right to private consultation with an attorney must be observed.

a) Consultations between an attorney and a detainee will generally occur via the attorney/client room located immediately adjacent to the detention facility. Exceptions must receive prior authorization from the Watch Commander.

b) Consultation procedures utilizing the attorney/client room:

(1) Approval shall be obtained from the Watch Commander prior to such consultation.

(2) The attorney's identity will be documented and recorded on the Detainee Intake Log.

(3) The Communications Center must be notified of the relocation of the detainee prior to entering the client area of the detention facility.

(4) While the right to private attorney/detainee consultation will be facilitated, an Officer must nevertheless be present within the detention facility for the duration of the consultation.

(5) Detainees and the “client” portion of the attorney/client room will be searched before and after the consultation. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(6) Attorneys and their possessions will be searched before and after the consultation if the consultation occurs within the detention facility rather than the attorney-client room. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(7) Information regarding visits from legal counsel will be documented on the Detainee Intake Log.

(8) Attorneys shall be escorted out of the Police Station at the conclusion of the consultation.

c) Consultations within the detention facility:

Absent exigent circumstances, attorneys will NOT be allowed in the detention facility. However, if a consultation within the

detention facility is thought to be warranted, the following will apply:

(1) Approval shall be obtained from the Watch Commander prior to such consultation.

(2) The documented name, address, gender, and date of birth of all persons granted access to the Detention Facility for the consultation will be recorded on the Detainee Intake Log or a Supplemental Report.

(3) The Communications Center shall be notified of the relocation of the detainee prior to entering the client area of the Attorney/Client Room within the detention facility.

(4) An Officer must remain present within the detention facility for the duration of the visit.

(5) Detainees will be searched before and after the visit. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(6) The attorney and his possessions shall be searched before and after meeting with the detainee. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(7) All searches of attorneys shall be performed by a trained Department member of the same gender as the attorney.

(8) The attorneys shall be escorted out of the detention facility and Police Station at the conclusion of the visit.

19. A person arrested, with or without a warrant, shall be taken without unnecessary delay before the nearest and most accessible judge in that county, in accordance with Illinois State Statute.

20. Detainees also have a right to expect the return of their property upon release within a reasonable length of time. The person must sign for receipt of property on the Detainee Property Inventory Sheet.

a) If the detainee is released to an Officer for transfer to another facility, the transporting Officer will sign for receipt on the Detainee Property Inventory Sheet.

b) Contraband and evidence will not be returned to the detainee.

c) When a detainee is taken to court for a First Appearance court hearing or transferred to the Cook County Department of Corrections, he/she must first be turned over to the Cook County Sheriff’s Department.

Only the items of personal property listed in Appendix D will be accepted by the Cook County Sheriff’s Department of Corrections upon intake of a prisoner. Items not falling into any of these categories are to be processed according to existing Skokie Police Department policy.

Any items in the possession of a detainee that are not on this list are to be included on a Detainee Property Inventory Sheet, inventoried on a Property Voucher, placed in a separate Detainee Property Envelope and placed in a property locker. The incident report number will be written on the back of

the Detainee Property Inventory Sheet in the section entitled “Notification Regarding Your Property.” The arresting Officer will read this form to the detainee prior to his/her signature and ensure that the detainee understands the relevant procedures.

If the detainee is eligible for pretrial release, all items will be returned. The detainee will sign for his/her items on the back of the Detainee Property Inventory Sheet.

21. Detainee Rules and Regulations

Personal items will not be allowed in detention rooms.

22. Visitors (To Detainees)

For the purposes of this policy, the term “visitors” shall refer to persons other than attorneys who come to the Police Facility for the specific purpose of meeting with a detainee. Workers, contractors, tour participants, and other Village employees are excluded from this definition.

a) Visits to detainees shall generally occur through the utilization of the Attorney/Client Room immediately adjacent to the detention facility. Exceptions must receive prior authorization from the Watch Commander, and will be governed by the procedures delineated below in paragraph 22c) of this General Order, Visitations Within the Detention Facility.

b) Visitation Procedures Utilizing the Attorney/Client Room:

(1) Approval shall be obtained from the Watch Commander prior to such visit.

(2) The documented name, address, gender, and date of birth of all persons granted access to the Attorney/Client room for the visit will be recorded on the Detainee Intake Log or a Supplemental Report.

(3) The Communications Center shall be notified of the relocation of the detainee prior to entering the client area of the detention facility.

(4) An Officer must remain present within the detention facility for the duration of the visit.

(5) Detainees and the “Client” portion of the Attorney/Client Room will be searched before and after the visit. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(6) Visitors and their possessions are subject to search before and after meeting with the detainee.

(7) All searches of visitors shall be performed by a trained Department member of the same gender as the visitor. If a search of a visitor is conducted, documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(8) All visitors shall be escorted out of the Police Station at the conclusion of the visit.

(9) Detainees’ attorneys will be afforded private consultation in the Attorney/Client Room as delineated in

Article III, Section B, paragraph 17 of this General Order.

c) Visitations Within the Detention Facility:

Absent exigent circumstances, visitors will NOT be allowed in the detention facility. However, if a visitation within the detention facility is approved by the Watch Commander, the following will apply:

(1) Approval shall be obtained from the Watch Commander prior to such visit.

(2) The documented name, address, gender, and date of birth of all persons granted access to the Detention Facility for the visit will be recorded on the Detainee Intake Log or a Supplemental Report.

(3) The Communications Center shall be notified of the relocation of the detainee prior to entering the client area of the detention facility.

(4) An Officer must remain present within the detention facility for the duration of the visit.

(5) Detainees will be searched before and after the visit. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(6) All visitors and their possessions shall be searched before and after meeting with the detainee. Documentation of this search will be recorded on the Detainee Intake Log in the “Additional Comments” section, noting location, time and the Officer completing the search.

(7) All searches of visitors shall be performed by a trained Department member of the same gender as the visitor.

(8) All visitors shall be escorted out of the detention facility and Police Station at the conclusion of the visit.

(9) Detainees' attorneys will be afforded private consultation in the Attorney/Client Room as delineated in Article III, Section B, paragraph 17 of this General Order.

23. Non-Essential Persons

a) To ensure that neither facility operations nor a detainee's right to privacy are compromised, non-essential persons (including maintenance staff and contracted repairmen) will not be permitted access to any area of the facility in which a detainee is directly present.

b) Further, all non-essential persons entering the detention facility must notify the Communications Center prior to entry.

c) All non-essential persons entering the detention facility are subject to search.

C. Temporary Holding Room Guidelines

A detainee placed in the temporary holding room should be seated at all times and may be either handcuffed or not handcuffed at the discretion of the arresting or investigating Officer. This decision must be based on the detainee's perceived level of cooperation and compliance with the arrest process. However, the presence of two or more detainees in the holding room shall require each of them to be cuffed to a cuff ring, and separated whenever possible by sufficient distance to be out of reach of one another.

Unless exigent circumstances exist, an Officer will not enter the temporary holding room when it is occupied by a detainee without the presence of another Officer within the detention facility. This does not prohibit a single Officer from placing a detainee in the airlock of the temporary holding room allowing the detainee to pass through on his own. This airlock shall be defined as the passage between the detention facility common area and the temporary holding room.

Detainees who are waiting to be processed may be placed in the temporary holding room. The following conditions must be met when the arresting Officer utilizes the temporary holding room.

1. Property must be removed and may be inventoried prior to its placement into a temporary detainee locker. Property will be inventoried if a detainee is placed into a detention room.

2. The Skokie Police Department Detainee Visual Inspection Form/electronic detainee management system will not be utilized for detainees in the temporary holding room unless they are left unsupervised for a period of 30 minutes. The arresting Officer has the responsibility to notify the Communication Center and the detention Officer when the arresting Officer is leaving the detention facility for any period beyond 15 minutes and no other Officer is present in the detention facility. The detention Officer will be responsible for a visual check of the detainees and will make the determination if detainees are to be transferred to a detention room.

3. If processing does not take place in a reasonable period of time, the detainee must be transferred to a detention room.

4. At no time will juveniles and adults be placed into the temporary holding room together.

5. Detainees of the opposite sex may not be in the temporary holding room together.

6. It will be up to the arresting or investigating Officer's discretion if a single detainee in the temporary holding room will be uncuffed while under constant supervision. If left unsupervised, all detainees will be cuffed. Further, if more than one detainee is to be held in the holding room at one time, each must be cuffed to a cuff ring and separated whenever possible by sufficient distance to be out of reach of one another.

A detainee who is deemed to be potentially suicidal or self-destructive will not be given a blanket. He/She will be kept under constant supervision. He/She may be placed in the temporary holding room until they modify their behavior and the Watch or Unit Supervisor decides the detainee can be placed in a detention room with 15-minute intervals between checks.

The outer temporary holding room airlock door will be secured upon release of a detainee. The inner door may remain open when no detainees are present in the temporary holding room.

D. Special Detention Procedures

1. Screening for risk of victimization and abusiveness

a) All detainees will be screened for risk of victimization and abusiveness upon entry to the booking area.

The screening process will be documented through the completion of the Department Detainee Intake Log (See Appendix A).

b) Detainees who present a risk of being sexually abused/harassed or sexually abusive/harassing toward other detainees will not be placed in the temporary holding room with other detainees or kept in the common space of the booking area.

c) All Officers shall consider the following as part of the screening process:

(1) Is there a mental, physical, or developmental disability?

(2) Does the detainee's age, physical build, and/or appearance make him/her a risk?

(3) Does the alleged offense and criminal history of the detainee make them at risk?

(4) Is the detainee transgender or intersex?

d) If the detainee is found to be at risk or to pose a risk, they shall be housed away from sight and sound with other detainees.

e) The Department shall provide training to all personnel who have contact with detainees on sexual-abuse prevention, detection, and policy and procedure.

f) The Department shall provide annual refresher training to ensure that all personnel who have contact with detainees understand current Departmental policy and procedure regarding sexual abuse and sexual harassment.

2. Violent or mentally impaired detainees

a) Detainees who are violent, self-destructive, mentally impaired, or under the influence of drugs or alcohol to such an extent that they are physically endangered may only be detained within the police facility under special circumstances with the approval of a sworn supervisor.

b) Severely impaired persons in need of medical attention will be transported as soon as practical to the nearest medical or detoxification center by paramedics.

c) In instances of severely violent, mentally impaired or apparently self-destructive persons, the arresting Officer shall notify the Watch Commander as soon as practical to determine whether the subject should be transported to the hospital for evaluation.

d) In instances where a person is transported to a medical or mental health facility:

(1) If the person is charged with a local ordinance violation or misdemeanor offense (excluding domestic-related offenses – see Department General Order F-1, Transporting Detainees, Appendix A), the arresting Officer will arrange for a conditions of pretrial release form to be completed.

(2) If a person is charged with a serious offense, a police guard will be posted until a mittimus is obtained to transfer the detainee to the custody of the Cook County Sheriff's Department. Also, see Department General Order F-1, Transporting Detainees, for specific CCSPD guidelines regarding hospital guard duties.

3. Safety Restraint Chair

a) The Safety Restraint Chair (SRC) may be used whenever a detainee exhibits disruptive, dangerous or injurious behavior toward themselves or Department members that requires action to be taken to mitigate such behavior.

b) Any Officer may authorize the use of the SRC; however, a supervisor must be notified in a prompt manner as soon as practical.

c) The authorizing Officer must insure that a sufficient number of Officers are present to safely place a detainee in the chair. After the detainee is properly secured in the SRC,

the authorizing Officer is to ensure that the detainee has proper circulation by checking for proper fit of restraints.

d) During the utilization of the SRC, the Department member will encourage detainee compliance by explaining the procedure, reasons for the procedure, and the behavior necessary to end the use of the SRC.

e) A supervisor or his designee will check the restraints at least every 30 minutes until the detainee is removed from the SRC.

f) As with all high-risk detainees, the Department member(s) assigned shall check the detainee in the SRC every 15 minutes. Inspections shall be logged using either the electronic detainee management system or on the Detainee Visual Inspection Form.

g) A detainee may remain in the SRC for up to two continuous hours, at which time a supervisor is again to be notified. The supervisor will determine if it is necessary for the detainee to be examined for physical or psychological problems. If the detainee has exhibited proper behavior and it is reasonable to believe that the detainee will continue to exhibit proper behavior, the detainee will be removed from the SRC. A supervisor may direct the detainee to be re-confined to the chair if the detainee's behavior necessitates ~~his~~ being returned to the chair.

h) While in use, the SRC will be placed in a location that provides safety and security for the detainee, other detainees, and Department members, and is easily and completely visible by the detention area camera. Notification shall be made to Communications personnel who will then visibly and audibly monitor the detainee at least every 15 minutes.

i) A detainee restrained in the SRC will be afforded food services at regular meal times and an opportunity to use toilet facilities at least every two hours.

j) Department members utilizing the SRC shall document in the SPD Incident or Supplementary Report the time the detainee was placed in the chair, time out of the chair, and the supervisor who was notified. A copy of the documentation, to include an Incident or Supplementary Report, shall be forwarded to the Deputy Chief of Field Operations.

k) The SRC shall be inspected for contraband and functionality before and after each use.

l) In order to ensure operational readiness, the SRC will be thoroughly cleaned and disinfected after each use, and the straps/buckles will be returned to the ready position in accordance with training.

m) Female detainees known to be pregnant will not be placed in the SRC.

n) The use of the SRC shall be considered a use of force and, as such, the reporting, investigation and administrative review of the event will be conducted in accordance with Department General Order A-15, Use of Force.

o) The use of the SRC shall also be considered an “extraordinary or unusual occurrence” as defined by the Illinois Department of Corrections (IDOC). Consequently, a report documenting the event shall be forwarded to the IDOC as delineated in Section VIII, Incident Reports, of this General Order.

p) Annual training regarding the use of the SRC will be provided to all affected Department personnel as a component of Use of Force training.

4. Female detainees

   a) Must be housed in a detention block separated from male detainees by sight and sound.

   b) All searches will be conducted by a female, when practical.

5. Transgender detainees will be treated, processed and housed according to the gender they identify with. Officers will be discreet when asking which gender this is and will not communicate to other detainees that a person is transgender.

6. Juvenile detainees

   a) Officers will follow Skokie Police Department procedures for handling juveniles. (See Department General Order F-2, Juvenile Procedures.)

   b) If housing is required for a juvenile detainee, he/she will be transported to the Cook County Juvenile Temporary Detention Center or other appropriate facility.

7. Physically-challenged detainees

   a) If the physical challenge is minor in nature or does not pose an immediate threat to the safety of the detainee or others, the detainee will be treated as any other detainee.

   b) If the condition is deemed serious in nature, the investigating Officer should obtain a mittimus to transfer custody as per the most current applicable training bulletin. The physical transfer of the detainee will be conducted in accordance with Department General Order F-1, Transporting Detainees.

8. Escape from detention room

   a) The Watch Commander will be notified immediately.

   b) Attempts by detainees to contact police personnel will not be acknowledged until a field supervisor is on the scene.

   c) If appropriate, procedures regarding barricaded subject and hostage situations will be implemented. (See Department General Order F-4, Tactical Intervention Unit.)

   d) If a detainee escapes from the Skokie Police Department detention facility, a Watch Supervisor or his designee will:

      (1) Notify Skokie Police Department dispatchers and dispatchers from other law enforcement agencies (via Chicago Priority and APERN) of the escape. Provide sufficient details of the escape and the escapee(s) to enable the radio dispatcher to help coordinate apprehension efforts.

      (2) Provide to the dispatcher specifically:

         (a) Location of the escape.
         (b) Escapee's direction of travel.
         (c) Physical description of the escapee.
         (d) Charges pending against the escapee.
         (e) Apprehension efforts undertaken, or to be undertaken.
         (f) Other information that may assist apprehension efforts.

      (3) Notifications that will be required:

         (a) Watch Commander
         (b) Chicago Priority and APERN Dispatcher, as appropriate

(c) Deputy Chief of Field Operations and Deputy Chief of Administrative Services
(d) Chief of Police
(e) Additional manpower or specialized units, i.e., TIU or K-9 Units pursuant to approval by the Watch Commander.
(f) Investigations Commander

(4) Reports that will be required:

(a) Incident Report or Investigative Action (depending on the circumstances)
(b) Inter-department memo to the Chief of Police via the chain of command
(c) Other required reports as determined by the Deputy Chief of Field Operations
(d) Illinois Department of Corrections "Unusual Occurrence Form."
(e) LEADS teletype message, as appropriate

(5) In recapture attempts, the Department General Order A-15, Use of Force, will apply.

(6) The arresting Officer or any Officer responsible for apprehension of escapee will charge the detainee with the appropriate criminal offense(s) regarding his escape or escape attempt. An arrest warrant will be obtained if immediate apprehension efforts fail.

e) When the detainee is recaptured, the Watch Commander will end the alert and will notify the Deputy Chief of Field Operations, the Deputy Chief of Administrative Services and the Chief of Police as soon as practical.

9. Emergency situations

   a) Circumstances permitting, the use of gas/smoke/chemical irritant grenades in the event of an emergency within the detention facility requires the express approval of the Watch Commander.

   b) Personnel may not enter the detention facility in possession of firearms unless the potential for the authorized use of deadly force is present or likely.

   c) Notify the Fire Department, the Deputy Chief of Administrative Services and the Deputy Chief of Field Operations in the following emergencies:

      (1) Fire
      (2) Bomb threat
      (3) Actual bombing
      (4) Electrical malfunction (after business hours)
      (5) Heating loss (after business hours)
      (6) Broken water pipes (after business hours)
      (7) Other emergency situation occurring after business hours which would fall within their area of responsibility.

10. Emergency evacuation plan

   a) In the event of an emergency, the detainee(s) will be evacuated through the closest exit located at either end of the detention facility.

      (1) If electronic locks fail, detention room keys are locked in the key cabinet in the detention facility and also maintained at the front desk.

      (2) If appropriate, the detainee(s) will be temporarily held in another area of the Skokie Police Station:

(a) Sallyport
(b) Range
(c) Secure vehicle garage

Detainees may be escorted out of the building and placed in the back seat of a squad car in the secure police parking lot. The detainees will be continuously monitored by a Department member.

(3) Officers are reminded that the detainee's property is also the responsibility of the Department in these situations.

(4) Fire Department paramedics will transport any persons requiring urgent medical care.

b) Detainees will be transferred to detention facilities of the Lincolnwood, Morton Grove and/or Niles Police Departments if any serious emergency or condition exists that would endanger the safety or security of detainees.

c) A written evacuation plan and an evacuation route schematic will be conspicuously posted within the processing area of the detention facility, within each detention block, and near the temporary holding room.

d) Detainees may be evacuated in stages. The First stage of evacuation will be from individual detention rooms to the common area of the detention facility. The Second stage of evacuation will be from the common area of the detention facility to another area of the Skokie Police Station or outside the building as described in 10(a). The Watch Commander, on-scene supervisor, or most senior Officer when no supervisor is present, will determine the best route for evacuation.

11. Storage of detainee personal property

    Storage lockers corresponding to the individual detention rooms are located in the detention facility. Officers are expected to:

    a) Inventory property on the Detainee Property Inventory Sheet.

    b) Lock the property in the correct locker (small items in property envelopes).
    c) Attach locker key to case file, which will be held at the Desk Officer position.

12. Emergency health care services for detainees

    a) Procedures for gaining access to medical services will be posted in areas used by detainees.

    b) The Watch Commander will be notified immediately of any medical problems or unusual situations involving a detainee.

    c) The Fire Department paramedics will be contacted for any medical emergency.

        (1) Fire Department paramedics are in direct contact with local hospital emergency rooms.

        (2) Paramedics have a fully-equipped Advanced Life Support ambulance(s)(ALS) for transportation to the nearest hospital.

        (3) Unless paramedics in contact with emergency room physicians deem otherwise, Skokie Hospital will be utilized for any detainee medical emergency, when practical.

        (4) Anytime an ambulance is summoned for a detainee involved in a defined “extraordinary or unusual occurrence,”

the reporting procedures delineated in Section VIII must be followed.

d) Medical care will only be provided by a licensed physician or licensed paramedic following accepted protocol and/or in consultation with a licensed physician.

e) Notification of next of kin in the event of serious injury or death of a detainee is the responsibility of the on-duty Watch Commander. See Section VIII, Paragraph 2 for additional procedures.

f) Events pertinent to a detainee's medical treatment will be recorded on a Service Investigation Memo (SIM) report or a related incident report.

13. Management of pharmaceuticals

a) Dispensing Pharmaceuticals

(1) In many instances, detainees allege that they are in need of medication. Medication in the possession of a detainee, regardless of whether it is in a prescription labeled container or an over-the-counter medication, will not be dispensed to the detainee until both the detainee and the medication have been examined by a licensed physician, and this Department has been given approval to dispense same. Thus, in most cases, the detainee must be transported to a medical facility.

(2) Only medication specifically prescribed by a licensed physician will be administered.

(3) The Watch Commander or his designee is responsible for dispensing pharmaceuticals and labeled drugs to detainees.

b) Records of pharmaceuticals/medications dispensed:

(1) Shall be recorded whenever possible using either the electronic detainee management system or on the Detainee Visual Inspection Log. Should neither of these methods be applicable, as in the unlikely event that pharmaceuticals must be dispensed during the transport of a detainee, the incident will be recorded on a SIM.

(2) Shall be kept separate from arrest records.

(3) Shall list amount dispensed.

(4) Shall name pharmaceutical.

(5) Shall note time dispensed.

(6) Shall include the name and star number of person administering pharmaceutical.

(7) Shall indicate the condition of arrestee at time of dosage.

14. Detainee food and provisions

a) Three meals per 24-hour period are provided to each detainee at approximately 6 a.m., 12 p.m. and 6 p.m.

b) Under no circumstance are meals to be withheld as a disciplinary action.

c) Meals meeting the caloric count prescribed by the Illinois Department of Corrections will be obtained from local restaurants.

d) Special diets

(1) Only with the prior approval of the Watch Commander will efforts be made to accommodate special diets.

(2) Reasonable efforts may be made to accommodate special diets such as a vegetarian or religious diet, or a diet prescribed by a physician.

e) Culinary equipment is not permitted within the detention facility. Tools will not be allowed in the detention facility when detainees are being processed or detained. Further, all areas in which maintenance or repairs are made will be searched for tools and other items immediately upon completion of the event. All areas through which maintenance staff or contractors have passed in order to perform the maintenance/repair will be similarly inspected for safety and security purposes.

f) Records of food served to detainees

(1) All meals served to detainees will be noted using either the electronic detainee management system or in the Detainee Visual Inspection Form.

(2) Refusals of meals will also be noted.

(3) Meals may be served through the food slot in the detention room door. (Key is located in the detention facility storage closet.)

(4) Meals are served under the supervision of Department personnel assigned by the Watch Commander.

15. Detainees held in excess of eight hours will be provided with a bed and blanket, unless articulable circumstances exist that do not

justify its use (for example, suicidal subject, etc.).

16. Each detention room will be equipped with a toilet and combination washbasin/drinking fountain.

17. Clean blankets will be provided to persons placed in a detention room. Upon detainee release, used blankets will be deposited in the appropriate receptacle.

IV. Detention of Outside Agency Detainees

A. Approval of the Watch Commander is required.

B. The Officer presenting a person for detention will be required to produce positive identification. At a minimum this shall include:

1. A badge and agency identification card, and/or

2. Other appropriate credentials (with photo)

3. Verification of identity by phone or radio/telex communication, as necessary.

C. A copy of criminal charges and full identifiers are necessary before any person will be accepted for detention by this Department.

D. A Skokie Police Department Detainee Intake Log will be prepared by the receiving Officer. The name and badge/star number of the Officer from the outside agency presenting the person for detention will be noted on the Detainee Visual Inspection Form or by using the electronic detainee management system.

E. The presenting agency is responsible for the detainee, including but not limited to:

1. Transportation to court
2. Meals
3. Consultation with legal counsel
4. Release of the detainee

F. High-risk subjects, i.e., suicidal, medical, mental or violent, will not be accepted for detention by this Department.

V. Safeguarding Detainee Records

It is the responsibility of the Deputy Chief of Administrative Services to ensure detainee record information is collected and stored in a manner to ensure its security, completeness and accuracy.

A. Dissemination of arrest records

1. The dissemination of arrest information will be in compliance with all applicable federal and state laws.

2. Detainee Visual Inspection Logs will be maintained by the Records Section in accordance with applicable federal and state laws. Electronic records will be maintained by the Police MIS Unit.

3. Detainee records will be stored in a secure area so that they are protected from theft, loss, tampering and destruction.

B. Records resulting from medical treatment of any detainee will be kept in a separate confidential file.

C. The Deputy Chief of Administrative Services is responsible for ensuring compliance with lawful orders to expunge records relating to persons arrested by this Department.

D. Uniform Crime Reports (U.C.R.)

1. Reporting of recorded data to Uniform Crime Reports is an established practice of this Department.

2. A detainee population accounting system is maintained.

VI. Detainee Release

A. After receiving supervisory approval, the Department member assigned to release a detainee is responsible for ensuring that:

1. The person being released is positively identified.

2. There are no holds on the subject for outstanding warrants.

3. Non-contraband/evidence property is returned. Detainee will sign receipt on back of the Prisoner Property Inventory Sheet.

4. The conditions of pretrial release form are correctly completed.

5. Release time is indicated on the Detainee Intake Log.

6. Communications and the Desk Officer are advised that the detainee has been released.

7. Inner and outer detention room and detention facility doors are appropriately secured.

B. Guidelines pertaining to the release of detainees by this Department also apply when releasing a detainee to another law enforcement agency.

1. The guidelines stated above will be followed.

2. The Officer from the outside agency will check in with a Skokie Police Officer. The Skokie Officer will verify the Officer's credentials and that the detainee in question is in our custody.

3. The Skokie Officer will advise the outside agency Officer to drive their vehicle into the sally port where will meet them or another Skokie Police Officer. For safety reasons, a sworn Skokie Police Officer will perform this function.

4. Firearms and prohibited items of the Officer from the outside agency will be secured before entry into booking is allowed.

5. The Officer from the outside agency will sign for the property of the detainee and all other paperwork, if any, will be completed before the detainee is brought from the detention room.

6. The Skokie Officer will escort the outside agency Officer and the detainee to that Officer's vehicle in the sally port. Only after the detainee is secured in the vehicle will the sally port doors be opened.

7. Communications and the Desk Officer will be advised that the detainee has been released from our custody.

C. The authority of the person taking the detainee, if other than a Skokie Police Officer, will be documented on the Detainee Intake Log in the comments section.

1. Name
2. Badge Number
3. Agency Name

D. The transporting Officer will sign the Prisoner Property Inventory Sheet for custody of the detainee’s property.

E. A copy of the warrant, L.E.A.D.S./N.C.I.C. message or criminal complaint will be maintained with the Skokie Police Department's arrest report.

VII. Access of Media to the Detention Facility

Media representatives will be granted access to the detention facilities under the following conditions:

A. Approval to enter the facility may only be granted by the Chief of Police or a Deputy Chief of Police.

B. The Communications Center will be notified prior to entry.

C. An Officer will accompany media representatives at all times while within the detention facility.

D. Media representatives accessing the detention facility are subject to search.

E. Access will be exclusively for inspection purposes and only when no detainees are present.

VIII. Incident Reports

A. All incidents that threaten the detention facility or any person therein will be reported as soon as practical to the Chief of Police via the chain of command.

B. Pursuant to Illinois Municipal Jail and Lock Up Standards, all extraordinary or unusual occurrences involving detainees will be reported as soon as practical, but always within three business days of the occurrence, to the Illinois Department of Corrections on form DOC 0135, “Report of Extraordinary or Unusual Occurrence” (Appendix E/Document #140947), or its replacement.

1. Reports shall include, but are not limited to:

a) Name and address of the jail
b) Date, time and type of occurrence
c) Information regarding any detainee involved in the occurrence, including name, date of birth, date confined and arresting charge
d) Information regarding any death, including the name of the deceased, the circumstances of the occurrence, and the date, time and specific cause of death
e) Information regarding any detainee that was transported to a hospital or medical facility for treatment and whether he or she was admitted as an inpatient or released
f) A summary of the facts and circumstances surrounding the occurrence
g) Any recommendations to prevent subsequent occurrences
h) Signature of the reporting Officer and the date of the report

2. The State of Illinois, under the Illinois Municipal Jail and Lockup Standards, requires “all extraordinary or unusual occurrences which involve or endanger the lives or physical welfare of jail Officers or detainees will be reported.” The State of Illinois has defined “extraordinary or unusual occurrences” to mean:

   a) Death, regardless of cause
   b) Attempted suicide (if hospitalization or medical treatment is required)
   c) Serious injury, to include accidental or self-inflicted injuries
   d) Escape from confinement or attempted escape
   e) Serious fire resulting in property damage, personal injury or evacuation
   f) Any disturbance involving four or more individuals, a riot or hostage situation
   g) Battery of a staff member, visitor or volunteer
   h) Battery of a detainee by a staff member
   i) Battery of a detainee by another detainee (only if hospitalization or medical treatment is required)
   j) Sexual assault or attempted sexual assault
   k) Occurrences of contagious or infectious disease or illness within the facility (excluding names of detainees or others involved)
   l) Discovery of firearms or weapons, as defined in Illinois Compiled Statutes, in cells, detention rooms or other detainee areas.
   m) A written or oral act of intimidation by a detainee or detainees or staff for which criminal charges result
   n) Excessive use of force by staff
   o) Involuntary administration of medicine
   p) Use of a control device, such as chemical agents, oleoresin capsicum (OC), electro-muscular disruption device, restraint chair, baton, etc.
   q) Major property damage.

2. If an incident meeting one of the above criteria occurs, the Watch Commander or Acting Watch

Commander will immediately be notified and will be responsible for conducting a thorough investigation as to what occurred. It is the responsibility of the (Acting) Watch Commander or their designee to ensure the completion and submission of the Illinois Department of Corrections "Report of Extraordinary or Unusual Occurrence" form (Appendix E/Document #140947), along with appropriate Department reports or memos, to the Chief of Police via the chain of command within 24-hours of the incident. After review, the Chief of Police will direct a copy of all memos, reports and the "Report of Extraordinary or Unusual Occurrence" form to be forwarded to the Support Services Supervisor for filing and forwarding to the Illinois Department of Corrections.

C. In the event of the death of or serious physical injury to a detainee, the Chief of Police will be notified directly, as soon as practical, by the Watch Commander or acting Watch Commander.

D. At the direction of the Chief of Police, the Illinois State Police Public Integrity Unit or other outside agency may be requested to investigate any in-custody death. The Chief of Police may also elect to employ an outside agency in the event of a serious physical injury to a detainee. The Chief of Police shall appoint a Family Liaison Officer to notify the next of kin as soon as practical to provide them with a factual account of the circumstances surrounding the death. The Family Liaison Officer will maintain contact with the family to communicate ongoing developments with the investigation, provide information and practical support, assist with pastoral or counselor support, and/or obtaining the deceased medical records.

E. The federal Death in Custody Reporting Act (DICRA) requires state and local criminal justice agencies to report information to the Department of Justice's Bureau of Justice Statistics regarding the death of any person who is in the process of arrest, is en route to being incarcerated, or is incarcerated at a

municipal or county jail, state prison, or other local or state correctional facility.

While DICRA Guidelines still exist, there are no reporting forms. If a death does occur, further reporting instructions can be found at www.BJS.gov or by calling the Arrest-Related Death Help Desk at 877/475-7039.

F. The State of Illinois requires that in the event of an in-custody death, or as a result of a peace officer's use of force, that a law enforcement agency shall investigate and report the death in writing to the Illinois Criminal Justice Information Authority within 30 days. The written report shall include:

1. Facts concerning the death that are known to the law enforcement agency conducting the investigation.
2. Race
3. Age
4. Gender
5. Brief description of the events surrounding the death.

There are currently no reporting forms available from the ICJIA. If a death occurs, email cja.irc@illinois.gov or call 312-793-8422.

G. The Internal Affairs Director shall work with the law enforcement agency investigating the death to ensure that federal and state guidelines are met for reporting an in-custody death.

H. An arrest-related death is defined as a homicide, suicide, accidental death, or death due to intoxication and medical conditions which occur during a civilian interaction with a law enforcement officer. If a death occurs under any of the following categories, an Illinois Uniform Crime Reporting Program—Arrest Related Death Incident Form (Appendix F) will be completed.

Arrest-Related Categories:

1. While a person is detained or shortly after a person’s freedom to leave is restricted.

2. During an attempted arrest or in the process of arrest.

3. While the person is in custody (before incarceration).

4. While the person is incarcerated.

Instructions for reporting a death in custody along with proper forms are included in Appendix F.

APPENDIX A

Skokie Police Department Detainee Intake Log – Incident

CAUTIONS: ☐ VIOLENT ☐ SUICIDAL ☐ ESCAPE RISK ☐ IV DRUG USER			
☐ Standard Check: Every 30 minutes	☐ High Risk / Juvenile Check: Every 15 minutes		
Arrestee's Name (Last, First, Middle)	Race	DOB	Cell #
☐ Male ☐ Female ☐ Transgender	Electronic Cell Monitoring: ☐ yes ☐ no (if no, complete SPD DOC #364599)		
☐ Hold for Skokie Charges / Investigation Investigator approving:	☐ Hold for other agency: Name of agency:		

Visual Check of Detainee		Detainee Questionnaire	
Is there obvious pain or injury?	☐ yes ☐ no	(If female) Are you pregnant?	☐ yes ☐ no
Is there obvious sign of infection?	☐ yes ☐ no	Attempted suicide / serious harm?	☐ yes ☐ no
Under the influence of alcohol/drugs?	☐ yes ☐ no	Currently responsible for any minors?	☐ yes ☐ no
Signs of alcohol/drug withdrawal?	☐ yes ☐ no	Is DCFS contact necessary? (if yes, report documentation required)	☐ yes ☐ no
Appears to be despondent?	☐ yes ☐ no	**Are you a citizen of United States?	☐ yes ☐ no
Appears to be irrational?	☐ yes ☐ no	**Is consular notification mandatory? (if yes, complete appendix C and D / F-83 policy)	☐ yes ☐ no
Carrying medication?	☐ yes ☐ no	**Advised of his/her right to contact consulate?	☐ yes ☐ no
Does the detainee need an interpreter?	☐ yes ☐ no	Date/Time fax was sent:	**Fax included in case file? ☐ yes ☐ no

If yes to above questions, explain or indicate question refusal:

**indicates an explanation is not required if "yes" is answered

Screening for Risk of Sexual Abuse or Sexual Harassment

Is there a mental, physical, developmental disability?	☐ yes ☐ no
Do age, physical build, and appearance make them at risk?	☐ yes ☐ no
Does the alleged offense and criminal history make them at risk?	☐ yes ☐ no
Is the detainee transgender or intersex?	☐ yes ☐ no
Identifies with which gender?	☐ male ☐ female ☐ n/a

If yes to above questions, explain:

APPENDIX A (Continued)

☒ same date as above

Telephone Log

Date / Time	Telephone # Dialed	Detainee Initials	Ofcr. Initials / Star
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			

Detainee Search Log

*Detainees will be searched prior to being placed in room and removed from room.

*Rooms will be searched prior to and after unaccompanied use by detainee.

☒ same date as above

Date/Time	Room Key symbol	Room Search	Person Search	Cross-gender Search	Ofcr. Initials / Star
		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	
☐		☐yes ☐no	☐yes ☐no	☐yes ☐no	

Additional comments or explain cross-gender search:

Key: BS (Bathroom / Shower Area), IR 1-4 (Interrogation Room, e.g. IR1 for room 1), TH (Temporary Holding Room), AC (Attorney/Client), Cell #

Release Information

Date / Time [redacted]	[redacted]

Method of identity confirmation / Check all that apply:

☐Driver's License/State ID ☐Fingerprint confirmation ☐Previous booking photo

☐Other / explain:

If appropriate, name of person detainee was released to and relationship:

Releasing Officer Name and Star #

Supervisor Approving Name and Star #

APPENDIX B

Village of Skokie Police Department

Incident #

Detainee's Name			Detention Room #
☐ **Standard Check: Every 30 Minutes**		☐ **High Risk/Juvenile Check: Every 15 Minutes**	
Visual Inspection by Officer:	Date	Time	Detainee Status (See # Codes Below)

APPENDIX C

TIPS TELEPHONE RECORDING / MONITORING REPORT

DATE: _____ TIME: _____

DETAINEE NAME *(PRINT)*

NAME: _____
LAST FIRST

DOB_____/_____/_____

RD#_____CHARGE(S)_____

OFFICER NAME *(PRINT)*

_____
NAME STAR# EMPLOYEE#

SUPERVISOR NOTIFIED: _____
NAME DATE TIME

RECORDING COPY/COPIES REQUESTED? NO___ YES___ IF YES, HOW MANY? _____

CALL ORIGINATED FROM: *(CIRCLE ONE)*

CELL # 1 2 3 4 5 6 7 8 9 10 11 12 13 14 Booking Area

DATE OF CALL RECORDING TO BE ACCESSED: _____

APPROXIMATE CALL TIME FRAME: _____

TX#(S) CALLED: _____/_____

_____/_____/_____

REASON FOR ACCESS: *(CHECK ONE)*
___Officer Safety ___Investigation/Evidence ___Training ___Other

Summary Explanation:
_____
_____
_____

Copy provided to Communications Director: Date: _____Officer Initials _____

APPENDIX D

Compliant Arrestee Property

Compliant Property Consists of:

- United States currency
- Credit card(s); The name on credit card must match the subject's identification; if the credit card does not match, it will be considered non-compliant
- Transit card(s) (e.g., Ventra, Metra)
- Government-issued identification (e.g., driver's license, state identification, passport)
- One plain wedding ring (no engraving or stones)
- Personal keys (e.g., home, automobile)
- Prescription eyeglasses (limit 2)
- Prescription Medication (with a pharmacy label matching the subject's identification)
- Religious text with soft cover only (e.g., Bible, Koran)
- Legal documents with soft covers only
- Only one layer of clothing (e.g., one pair of pants with one shirt)
- Only one outer garment (e.g., jacket, coat or sweater)
- One belt
- One pair of shoelaces
- Necessary medical items directly related to the treatment of a medical condition (e.g., slings, bandages, prosthetics), unless there a risk to safety or security

All other arrestee property will be considered Non-Compliant Property

APPENDIX E

ILLINOIS DEPARTMENT OF CORRECTIONS

Report of Extraordinary or Unusual Occurrences

Report all extraordinary or unusual occurrences involving detainees in writing within three business days to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards
1301 Concordia Court, P. O. Box 19277
Springfield, Illinois 62794-9277
Telephone: (217) 558-2200, ext. 4212
Fax: (217) 558-4004

Check one: ☒ **County**
☒ **Municipal** (except Chicago)
☐ **Chicago Police Department**, include
R.D. Number: _____

Facility Name: _____ **Telephone #:** _____

Address: _____ (Street) _____ (City) ____ (State) _____ (Zip Code)

Date of Occurrence: _____ **Time of Occurrence:** _____ ☐ a.m. ☐ p.m.

Type of Occurrence:
☐ Suicide (method) _____ ☐ Suicide Attempt (method) _____
☐ Homicide ☐ Homicide Attempt ☐ Escape ☐ Escape Attempt ☐ Fire ☐ Serious Injury
☐ Battery ☐ Riot or Rebellion ☐ Sex Offense ☐ Assault on Staff ☐ Assault among Detainees
☐ Fighting among Detainees ☐ Restraints Used ☐ OC Spray Used ☐ Other (specify): _____

Detainees Involved			
Name	**Date of Birth**	**Date Confined**	**Arresting Charge**

Any injuries? ☐ No ☐ Yes, (briefly describe): _____

Any resulting death? ☐ No ☐ Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: _____

Specific cause of death: _____

Date & time of death: _____

Was deceased on suicide watch at or immediately before time of death? ☐ Yes ☐ No

Reported by: _____

Was deceased examined by a physician? ☐ No ☐ Yes, on: _____

Did deceased display signs of illness? ☐ No ☐ Yes, describe: _____

_____

Distribution: Office of Jail & Detention Standards
Reporting Facility

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DOC 0135 (Rev. 2/2016)

APPENDIX E (Continued)

Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

Officials Interviewed	
Name	Title

Principal cause of occurrence: _____

Summary of specific details of occurrence (include date and time): _____

Recommendations to prevent future occurrences: _____

Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date

Print Shift Commander's Name	Badge #	Shift Commander's Signature	Date

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.

Distribution: Office of Jail & Detention Standards
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APPENDIX F

ILLINOIS UNIFORM CRIME REPORTING PROGRAM - ARREST RELATED DEATH INCIDENT FORM

Complete one form for each victim

Agency Name: _____ NCIC ORI: IL

Date of Incident: _____

Incident Case #: _____

OFFICER INFORMATION

☐ Does Not Apply (Medical, Suicide, Homicide by Other)

Age	Sex	Race	Ethnicity	Total # of Years as Officer	Is Officer a Federal Officer ?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

To Report 'NO INCIDENTS'

Please check box below and include reporting month and year.

☐

____ / ____ (MM/YY)

DECEASED INFORMATION

Age	Sex	Race	Ethnicity	Date of Death	Time of Death

Ethnicity
H - Hispanic or Latino,
N - Not Hispanic or Latino
M - Group of Multiple Ethnicities
U- Unknown

Race: 01 -White, 02 - Black or African American, 03 - American Indian or Alaska Native, 04 - Asian, 05 - Group of multiple races, 06 - Native Hawaiian or Other Pacific Islander

ADDITIONAL DECEASED INFORMATION - If death occurred in city/county jail, skip 1-8 and go to 9 - Location

1. Manner of death

- ☐ Justifiable homicide by officer(s)
- ☐ Homicide by officer(s)
- ☐ Homicide by officer(s) Not yet determined if justifiable or criminal homicide
- ☐ Justifiable homicide by other
- ☐ Homicide by other
- ☐ Suicide
- ☐ Accidental injury to self
- ☐ Accidental injury caused by another
- ☐ Accidental alcohol/drug intoxication
- ☐ Medical condition

2. Charges against deceased (check all that apply)

- ☐ Yes - pre-existing
- ☐ No - but intended
- ☐ No - probation/parole violation
- ☐ No - medical/mental health assistance call for service

3. Offense(s) deceased was or would have been charged with at time of death (check all that apply)

- ☐ Homicide
- ☐ Criminal Sexual Assault
- ☐ Robbery
- ☐ Aggravated Battery
- ☐ Aggravated Assault
- ☐ Kidnapping
- ☐ Battery
- ☐ Assault
- ☐ Burglary
- ☐ Theft
- ☐ Motor vehicle theft
- ☐ Arson
- ☐ Human Trafficking - Commercial Sex Acts
- ☐ Human Trafficking - Involuntary Servitude
- ☐ Criminal Damage and Trespass to Property
- ☐ Resist, Obstruct, Disarm an Officer
- ☐ Other Weapon Offense
- ☐ Other Felony Offense
- ☐ Other Misdemeanor Offense
- ☐ Drug Offense
- ☐ Traffic Offense
- ☐ Wanted on Warrant

4. Cause of death

- ☐ A - Medical condition only (e.g. heart attack)
- ☐ B - Injuries sustained during incident
- ☐ C - Both medical condition and injuries sustained
- ☐ D - Unknown (UPDATE WHEN KNOWN)

If cause of death is B or C

- ☐ Inflicted by officer(s) at scene
- ☐ Inflicted by others at scene
- ☐ Inflicted by officers during transit
- ☐ Inflicted by officers during booking
- ☐ Self-inflicted (accidental)
- ☐ Self-inflicted (suicide)

APPENDIX F (Continued)

ADDITIONAL DECEASED INFORMATION continued

5. Use by officer(s) during arrest process (check all that apply)

- ☐ Handcuffs
- ☐ Leg shackles
- ☐ Pepper spray/mace
- ☐ Nightstick or baton
- ☐ Electronic control weapon (stun-gun, laser)
- ☐ Other device
- ☐ None
- ☐ Does Not Apply

6. Deceased characteristics/actions (check all that apply)

- ☐ Appear intoxicated
- ☐ Appear to be under the influence of drugs
- ☐ Exhibit mental health illness
- ☐ Verbally threaten officer(s) involved
- ☐ Resist being handcuffed or arrested
- ☐ Attempt to flee/escape from custody
- ☐ Attempt to disarm the officer(s) involved
- ☐ Disarm the officer(s) involved
- ☐ Assault the officer(s) involved
- ☐ Batter the officer(s) involved

7. During incident check all that apply to deceased

- ☐ Carry or possess a weapon
- ☐ Use of weapon to threaten officer(s)
- ☐ Use a weapon to threaten other person(s) at the scene
- ☐ Use a weapon to injure the officer(s)
- ☐ Use a weapon to injure other person(s)
- ☐ Intelligence info 'known to carry firearm'
- ☐ No weapon

8. Weapon associated with death

- ☐ Handgun
- ☐ Rifle/shotgun
- ☐ Firearm (unspecified)
- ☐ Knife or sharp instrument
- ☐ Nightstick or baton
- ☐ Electronic control weapon (stun-gun, laser)
- ☐ Hands/fist/feet
- ☐ Other weapon
- ☐ No weapon

9. Location

- ☐ At incident/crime/arrest scene
- ☐ Enroute to booking center/police lockup
- ☐ Booking center
- ☐ Temporary holding facility
- ☐ City jail
- ☐ County jail
- ☐ Enroute to medical facility
- ☐ Other

If location is city or county jail, complete the following

Entry into jail:

Time :_____

Date: _____

At time of entry, deceased:

- ☐ Appear intoxicated
- ☐ Appear under influence of drugs
- ☐ Exhibit any mental health issues
- ☐ Exhibit any medical problems
- ☐ None of the above

Who caused death

- ☐ Deceased
- ☐ Other detainees
- ☐ Sworn officer(s)
- ☐ Other jail staff
- ☐ Unknown (UPDATE WHEN KNOWN)
- ☐ Not applicable, cause of intoxication, drug overdose, illness

Weapon

- ☐ Firearm
- ☐ Nightstick or baton
- ☐ Electronic control weapon (stun-gun, laser)
- ☐ Other blunt instrument
- ☐ Knife, cutting instrument
- ☐ Hanging, strangulation
- ☐ Intoxication (alcohol poisoning)
- ☐ Drug overdose
- ☐ Other
- ☐ Not applicable, cause illness

Illinois State Police
Illinois Uniform Crime Reporting
801 South 7th Street, 300-South, Springfield, Illinois 62703
Fax Number 217/524-8850
Call I-UCR program staff at (217) 557-6482
if you have any questions regarding this form.

APPENDIX F (Continued)

Chapter 50 of the Illinois Compiled Statutes, 709/5, mandates the collection of information regarding the deceased, the officer, the weapon used by the officer and/or the deceased, and circumstances surrounding an **arrest-related death**. The U.S. Department of Justice, Bureau of Justice Statistics (BJS) has been collecting arrested related/custodial death data as directed by the Custodial Death Act from law enforcement agencies awarded certain federal grants. The expansion to collect this data from all law enforcement agencies at the federal level will occur in the near future. In anticipation of this, the guidelines set forth mirror many of the concepts in the BJS reporting guidelines in an effort to minimize guidelines changes when reporting at the federal level becomes a reality.

Arrest-related death is defined as homicides, suicides, accidental deaths, and deaths due to intoxication and medical conditions that occur during a civilian interaction with a law enforcement officer. There are four primary categories of arrest-related deaths that will be defined in detail.

Law enforcement officer is defined as any officer, agent, or employee authorized to engage in or supervise the prevention, detection, or investigation of violations of criminal law, or authorized to supervise accused persons or sentenced criminal offenders. The definition encompasses local, county, state, and federal law enforcement officers, and jail personnel who may or may not have arrest powers.

REPORTING RESPONSIBILITY

All Illinois law enforcement agencies must submit a monthly arrest-related death report. If no incidents occurred, similar to Hate Crime and Supplemental Homicide reporting, a "No Incident" report must be submitted. If an incident has occurred, an "Incident" record is entered into the reporting tool, followed by the submission of the reporting form by mail, fax, or e-mail. A separate form must be submitted for each deceased within an incident.

Updates must be provided at the conclusion of an arrest related death investigation if UNKNOWN was reported in the 'manner of death', 'cause of death', or 'who caused death fields'. To update an incident, submit a completed, revised form.

If only one law enforcement agency is involved in an arrest-related death incident, that agency is responsible for reporting the incident. Follow the guidelines below for other scenarios.

- Multi-agency: the agency of the officer whose actions resulted in the death must report the incident.
- Multi-agency (unable to determine which officer's actions resulted in the death): The primary jurisdictional agency must report the incident. Examples:
  Local police department – Sheriff's Department: local police department reports
  Local police department – State agency: local police department reports
  Sheriff's Department - state agency: Sheriff's Department reports
- Off Duty Officer: The agency with whom the officer is employed must report the incident.

APPENDIX F (Continued)

- Federal Agency: On or off-duty officer, the primary jurisdictional agency must report the incident. There is a field to indicate a federal officer was the officer involved rather than an officer from the reporting agency.
- MEG/Task Force Member: The agency with whom the officer is employed must report the incident.

ARREST-RELATED CATEGORIES

1. While a person is detained or shortly after a person's freedom to leave is restricted.
2. During an attempted arrest or in the process of arrest.
3. While the person is in custody (before incarceration).
4. While the person is incarcerated.

1. While a person is detained or shortly after a person's freedom to leave is restricted.

All deaths that occur while a person is being detained must be reported. Although the majority of deaths to be reported will involve criminal suspects, individuals not considered subjects of arrest can be detained by law enforcement. Examples include pedestrian and vehicle stops.

All deaths that occur shortly after a person's freedom to leave is restricted must be reported if the circumstances causing the death occurred during the interaction with the officer. If a detained individual sustained an injury during interaction with an officer, and died later as a result of those injuries, the death must be reported.

Individuals may be in the custody of law enforcement for medical or mental health assistance. These calls for service may involve individuals who are suicidal or displaying erratic behavior. Law enforcement oftentimes assists during transport to a hospital or mental health facility. The death of noncriminal person that occurs in the custody of law enforcement personnel in these circumstances should **not** be reported, unless circumstances change and the person commits a criminal action. Example: A person is being transported to the hospital for a psychiatric evaluation. During transport the person begins kicking out the windows of the squad car. If the incident escalates and the officer's actions result in the death of the individual, the incident must be reported.

2. During an attempted arrest or in the process of arrest.

All deaths that occur during an interaction with an officer in the process of arrest or attempted arrest must be reported, regardless of whether physical custody was established before the death. Deaths occurring before arrest include those attributed to events that transpired during apprehension or while the decedent was detained for questioning prior to arrest.

Deaths that occur while law enforcement personnel attempt to apprehend or arrest an individual (including those that occur during foot pursuits and standoffs or barricaded situations) must be reported. Common examples include officer-involved shootings; deaths related to the use of force or law enforcement compliance weapons (tasers, stun guns, nightsticks); or fatal

accidental injuries sustained while attempting to elude officers, such as falls from heights and drowning; and suicides committed during standoff and barricade scenarios.

Deaths that are the result of a vehicular pursuit are only reported if there was direct police action (roadblocks, spike strips, or ramming of the suspect vehicle) that contributed to the fatal crash. Deaths resulting from vehicular pursuits, regardless of the speed, are NOT reported if no law enforcement action was taken against the subject and the officer was merely following the subject.

Deaths that occur during interviews and interrogations, or while a suspect is detained for questioning must be reported. These deaths may take place at a law enforcement agency's headquarters or in the field. Examples of these types of deaths include those attributed to alcohol and drug intoxications, sudden medical conditions (e.g., cardiac arrest, asthma, stroke or seizure), choking on ingested objects or other forms of asphyxiation, and suicides.

All deaths caused by an officer's use of restraint tactics must be reported. These include fatal injuries caused by physical fighting or struggle with the officer; deaths caused by positional asphyxia or restraint in prone position; fatal injuries due to use of control holds or neck restraint; and deaths caused by complications due to body compression.

3. While the person is in custody (before incarceration).

Deaths that occur after law enforcement has established physical custody of an arrestee must be reported. These in-custody deaths can occur at the scene of the incident; during transport of a criminal suspect; or while a suspect is being held at a booking facility or temporary detention/lockup center.

4. While the person is incarcerated.

Deaths that occur when an offender has been incarcerated in a municipal or county jail must be reported by the agency responsible for the administrating the jail. Deaths that occur in juvenile facilities must be reported. If an incarcerated offender is outside of the jail parameters when the death occurs, the final four components of data entry related to the jail must not be submitted. Examples include: when an offender is being transported to or appears in court; and transported to, seeking treatment at, or admitted to a medical facility.

REQUIRED DATA FIELDS FOR EACH INCIDENT

- Agency name
- Agency ORI
- Case Number – unique identifier assigned by reporting agency
- Date of incident
- Date of death
- Time of death

- Officer(s) Indicator to identify Federal officer(s)
  - Age
  - Race
  - Sex
  - Ethnicity
  - Total number of years as officer
  - Does not apply (medical, suicide, homicide by other)

- Deceased
  - Age
  - Sex
  - Race
  - Ethnicity

IF THE DEATH OCCURRED IN A CITY OR COUNTY JAIL, GO TO FIELD #9 ON THE FORM, LOCATION, AND DO NOT COMPLETE THE FOLLOWING FIELDS.

- Manner of death
  - Justifiable Homicide by officer(s)
  - Homicide by officer(s)
  - Homicide by officer(s) Not yet determined if justifiable or criminal (if used the incident MUST be modified to reflect the investigation outcome)
  - Justifiable homicide by other
  - Homicide by other
  - Suicide
  - Accidental injury to self
  - Accidental injury caused by another
  - Accidental alcohol/drug intoxication
  - Medical condition

- Charges against deceased
  - Yes
  - No – but intended
  - No – probation/parole violation
  - No – medical/mental health assistance call for service

- Offense(s) deceased was or would have been charged with at time of death (check all that apply)
    - Homicide
    - Criminal Sexual Assault
    - Robbery
    - Aggravated Battery
    - Aggravated Assault
    - Kidnapping
    - Battery
    - Assault
    - Burglary
    - Theft
    - Motor Vehicle Theft
    - Arson
    - Human Trafficking – Commercial Sex Acts
    - Human Trafficking – Involuntary Servitude
    - Criminal Damage and Trespass to Property
    - Resist, Obstruct, Disarm an Officer
    - Other Weapon Offense
    - Other Felony Offense
    - Other Misdemeanor Offense
    - Drug Offense
    - Traffic Offense
    - Wanted on Warrant

- Cause of death
    - A -Medical condition only (e.g. heart attack)
    - B - Injuries sustained during incident
    - C - Both medical condition and injuries sustained
    - D - Unknown (UPDATE WHEN KNOWN)

        - If B or C
            - Inflicted by officer(s) at scene
            - Inflicted by others at scene
            - Inflicted by officers during transit
            - Inflicted by officers during booking
            - Self-inflicted (accidental)
            - Self-inflicted (suicide)

- Use of by officer(s) during arrest process (check all that apply)
    - Handcuffs
    - Leg shackles
    - Pepper spray, mace

- Nightstick/baton
- Electronic Control Weapon (stun-gun, laser)
- Other device
- None
- Does not apply

- Deceased characteristics/actions (check all that apply)
  - Appear intoxicated
  - Appear to be under the influence of drugs
  - Exhibit mental health issues
  - Verbally threaten officer(s) involved
  - Resist being handcuffed or arrested
  - Attempt to flee/escape from custody
  - Attempt to disarm the officer(s) involved
  - Disarm the officer(s) involved
  - Assault the officer(s) involved
  - Batter the officer(s) involved)

- During incident check all that apply to deceased
  - Carry or possess a weapon
  - Use a weapon to threaten officer(s)
  - Use a weapon to threaten other person(s) at the scene
  - Use a weapon to injure the officer(s)
  - Use a weapon to injure other person(s)
  - Intelligence info 'known to carry firearm"
  - No weapon

- Weapon associated w/death
  - Handgun
  - Rifle/shotgun
  - Firearm (unspecified)
  - Knife or sharp instrument
  - Nightstick or baton
  - Electronic Control Weapon (stun-gun, laser)
  - Hands/fist/feet
  - Other weapon
  - No weapon

- Location of death
  - At incident/crime/arrest scene
  - Enroute to booking center/police lockup
  - Booking center
  - Temporary holding facility

- City jail
- County jail
- Enroute to medical facility
- Medical facility
- Other

If location is city or county jail complete the following.

- Entry into jail
  - Time
  - Date

- At time of entry, deceased
  - Appear intoxicated
  - Appear under influence of drugs
  - Exhibit any mental health issues
  - Exhibit any medical problems
  - None of the above

- Who caused death
  - Deceased
  - Other detainees
  - Sworn officer(s)
  - Other jail staff
  - Unknown (UPDATE WHEN KNOWN)
  - Not applicable, cause of intoxication, drug overdose, illness

- Weapon
  - Firearm
  - Nightstick or baton
  - Other blunt instrument
  - Electronic Control Weapon (stun-gun, laser)
  - Knife, cutting instrument
  - Hanging, strangulation
  - Intoxication (alcohol poisoning)
  - Drug overdose
  - Other
  - Not applicable, cause illness

APPENDIX E

ILLINOIS DEPARTMENT OF CORRECTIONS

Report of Extraordinary or Unusual Occurrences

Report all extraordinary or unusual occurrences involving detainees in writing within three business days to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards
1301 Concordia Court, P. O. Box 19277
Springfield, Illinois 62794-9277
Telephone: (217) 558-2200, ext. 4212
Fax: (217) 558-4004

Check one: ☒ **County**
☒ **Municipal** (except Chicago)
☐ **Chicago Police Department**, include
R.D. Number: _____

Facility Name: _____ **Telephone #:** _____

Address: _____ (Street) _____ (City) ____ (State) _____ (Zip Code)

Date of Occurrence: _____ **Time of Occurrence:** _____ ☐ a.m. ☐ p.m.

Type of Occurrence:
☐ Suicide (method) _____ ☐ Suicide Attempt (method) _____
☐ Homicide ☐ Homicide Attempt ☐ Escape ☐ Escape Attempt ☐ Fire ☐ Serious Injury
☐ Battery ☐ Riot or Rebellion ☐ Sex Offense ☐ Assault on Staff ☐ Assault among Detainees
☐ Fighting among Detainees ☐ Restraints Used ☐ OC Spray Used ☐ Other (specify): _____

Detainees Involved			
Name	**Date of Birth**	**Date Confined**	**Arresting Charge**

Any injuries? ☐ No ☐ Yes, (briefly describe): _____

Any resulting death? ☐ No ☐ Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: _____

Specific cause of death: _____

Date & time of death: _____

Was deceased on suicide watch at or immediately before time of death? ☐ Yes ☐ No

Reported by: _____

Was deceased examined by a physician? ☐ No ☐ Yes, on: _____

Did deceased display signs of illness? ☐ No ☐ Yes, describe: _____

_____

APPENDIX E (Continued)

Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

Officials Interviewed	
Name	Title

Principal cause of occurrence: _____

Summary of specific details of occurrence (include date and time): _____

Recommendations to prevent future occurrences: _____

Print Reporting Officer's Name	Badge #	Reporting Officer's Signature	Date

Print Shift Commander's Name	Badge #	Shift Commander's Signature	Date

Note: Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.

APPENDIX G

APPLICABLE ACCREDITATION STANDARDS

OPR.07.02

SKOKIE POLICE DEPARTMENT

POLICE VEHICLE INSPECTION

General Order: S-13
Effective Date: 01 January 2022

Replaces:
General Order: S-13
Effective Date: 01 Aug. 2016

Indexed As: Vehicle Inspection
Inspections

POLICY:

Inspections of all police vehicles will be conducted as necessary to help ensure operator safety, proper vehicle appearance and equipment serviceability.

PROCEDURE:

I. Authority and Responsibility

A. The Fleet Management Coordinator shall be responsible for the scheduling and coordination of inspections of all Police Department vehicles with Public Works.

B. Inspections shall be conducted bimonthly, and shall include examination of all major mechanical systems, emergency equipment, accessories, and required provisions.

C. Department personnel utilizing a Department vehicle shall be responsible for conducting a vehicle inspection at the beginning of their tour of duty or before otherwise using a Department vehicle. In the event of an emergency situation, vehicle inspections may be delayed but must be completed as soon as practical.

II. Inspection Procedure

A. For vehicles equipped with a computer, the user shall use the PS Tracker software to complete a daily inspection. By logging missing or broken items identified through the vehicle inspection, the Fleet Management Coordinator will be automatically notified of the inspection issue.

B. For vehicles not equipped with a computer, the user shall complete a daily inspection and make an email notification to the Fleet Management Coordinator utilizing the email address: Fleet.Police@skokie.org for all missing or broken items.

C. Mechanical deficiencies will be recorded using the Collective Data System (Fleet Management) so that repairs can be scheduled. This is for all SPD vehicles.

D. Computer issues (computer and camera system) will be written up using PA Tracker under "New Trouble Ticket" in the "vehicle" section.

E. If damage to a vehicle is observed, it must be reported to an on-duty supervisor. The on-duty supervisor will then enter it into PS Tracker (photos of the damaged area are requested to be added) which will also notify the Fleet Management Coordinator. The Fleet Management Coordinator will make arrangements to have the vehicle repaired, if needed. If a supervisor deems it necessary, a report should be generated.

F. Should the inspection uncover a serious mechanical defect, the vehicle shall be immediately taken out of service and a red OUT OF SERVICE tag shall be placed hanging from the rearview mirror. The vehicle status shall then be entered in the Fleet Management Software and updated on the Jamboard.

III. Reporting Procedure

The Fleet Management Coordinator will be responsible for ensuring the replenishment, repair or replacement of all supplies and equipment identified as deficient or in disrepair at the time of the bimonthly inspection. However, Officers assigned to a vehicle will perform a daily check, personally replenish consumable items and supplies such as flares, report forms, etc., and shall report all other deficiencies or defects in a timely manner.

IV. Follow-up

The Fleet Management Coordinator may issue a summary to the Deputy Chief of Administrative Services as needed, detailing any trends or significant vehicle inspection findings.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.02

SKOKIE POLICE DEPARTMENT

REPORTING CASE AND COURT DISPOSITIONS

General Order: S-14
Effective Date: 01 November 2024

Replaces:
General Order: S-14
Effective Date: 01 Oct. 2020

Indexed As:
Case Dispositions
Court Dispositions

POLICY:

It is the policy of the Skokie Police Department to provide reliable and meaningful data for the status on all cases and on all persons, who are arrested and referred to the courts for disposition.

PROCEDURE:

I. Definitions

A. Arrest: When an Officer has probable cause to believe a person is committing or has committed a crime and takes that person into custody by means of restraint, by moving them to another location involuntarily or detaining them for a long period of time.

B. Detention: When an Officer has reasonable suspicion to believe a person is committing, has committed or is about to commit a crime and detains that person for a reasonable limited time.

II. The arresting Officer shall prepare the Skokie Police Department Arrest Jacket and complete an Arrest Report in the Records Management System (RMS) every time they arrest a person. Arrest Jackets and Arrest Reports will not be completed for persons who were only detained.

III. An Officer appearing in court will be given their assigned Arrest Jackets by the Court Liaison Officer. Immediately after the charge is heard, the Officer will record the court’s findings on the Arrest Jacket and return the Arrest Jacket to the Court Liaison Officer. It is the Officer’s responsibility to complete the charge disposition and date of disposition on the Arrest Jacket. In the event the initial charge is reduced, the Officer will enter the amended charge and findings. If an Officer is not present in court, the Court Liaison Officer shall record the court’s findings.

IV. All continuances will be written in the applicable spaces on the Arrest Jacket.

V. The Records Unit will be responsible for obtaining and entering court dispositions for cases that concluded without any Department personnel present in court.

VI. Case Status Dispositions

A. At the end of the narrative, the following case statuses will be utilized by personnel when completing incident and supplemental reports:

1. Referred to Detective Section: This applies to any case in which a crime has occurred, complaints will be signed, and all of the offenders have not yet been arrested. The report should contain specific details as to possible suspects, what occurred, and what investigative follow-up the reporting officer completed.

2. Inactive at Victim/Complainant Request: A crime has been committed and the offender has not been identified. The victim is reporting the incident as a matter of record only and requests that a follow-up not be conducted, or the victim is uncooperative.

3. Failed to File/Adult or Failed to File/Juvenile: The offender is identified, but there is not enough evidence to constitute probable cause for arrest.

4. Cleared Arrest/Adult or Cleared Arrest/Juvenile: The case was solved, and an adult or juvenile was arrested, charged or turned over to the court for prosecution.

5. Exceptional Clearance/Adult or Exceptional Clearance/Juvenile:

If all the following questions can be answered in the affirmative:

a. Has the investigation definitely established the identity of the offender?

b. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?

c. Is the exact location of the offender known?

d. Is there some reason outside law enforcement control that precluded arresting, charging and prosecuting (i.e. death of offender, victim's refusal to cooperate, denial of extradition, etc.)

6. Referred to Responsible Jurisdiction:
A crime has been reported to the Skokie Police Department, and it is determined through the investigation that the crime actually occurred in another jurisdiction. These cases are not to be unfounded because a crime did indeed occur.

7. Cleared by Arrest/Warrant Obtained:
An arrest warrant has been obtained for the offender.

8. Unfounded: During the investigation it was determined no offense occurred, was found to be false, baseless or due to a miscommunication between the involved parties.

B. The following case statuses are used in relation to Service Investigation Memos (SIM):

1. SIM: Indicates the report is not an offense and is classified as a Service Investigation Memo.

2. SIM-Reviewed by Investigations: A SIM has been reviewed by the Investigations Division.

3. Condition Remedied: A SIM has been followed up and any necessary action has been completed.

C. At the end of the narrative, the following case statuses will be utilized by Investigative Personnel:

1. Active/Pending: Used to indicate that an offense has been assigned to an Investigator and is active.

2. Inactive Pending Information: The complainant/victim would like to sign a complaint; however, not all of the information or evidence needed to continue the investigation is available. The report should indicate what information is needed, what is being done to obtain it and a date when the case will be reviewed.

3. Inactive Leads Exhausted: The Investigator has completed their investigation; however, the offender cannot be identified.

4. Inactive Assigned as Information Only: The case has been forwarded to an Investigator for

informational purposes only. The case is not assigned for active investigation.

D. Case Clearances: The above case statuses will be reported as follows in accordance with the Federal Bureau of Investigations Offenses Cleared guidance:

1. Cleared by Arrest

   a. Cleared Arrest Adult
   b. Cleared Arrest Juvenile
   c. Cleared by Arrest/Warrant Obtained

2. Cleared by Exceptional Means

   a. Exceptional Clearance Adult
   b. Exceptional Clearance Juvenile

3. Not Cleared

   a. Referred to Detection Section
   b. Inactive at Victim/Complainant Request
   c. Pending Investigation
   d. Inactive Pending Information
   e. Inactive Leads Exhausted
   f. Failed to File Adult
   g. Failed to File Juvenile

4. Not Reported as an Offense

   a. Referred to responsible jurisdiction
   b. Unfounded

SKOKIE POLICE DEPARTMENT

POLICE VEHICLE CRASHES

General Order: S-15
Effective Date: 01 April 2022

Replaces:
General Order: S-15
Effective Date: 01 July 2018

Indexed As: Police Vehicle Crashes
Reporting Police Vehicle Crashes

POLICY:

It is the policy of the Skokie Police Department to thoroughly investigate and document all accidents involving damage to Department vehicles.

PROCEDURE:

I. Authority and Responsibility

A. All vehicle crashes involving Police Department vehicles will be reported and investigated, regardless of the extent of damage. Police Department vehicle crashes that may have contributed to the death of another will be investigated pursuant to Department General Order F-93: Officer-Involved Shootings or Deaths.

B. It shall be the responsibility of the on-duty supervisor to:

1. ensure all reports and forms are completed within the prescribed time limit and forwarded to the proper office; and

2. ensure that drug and alcohol testing is completed, pursuant to Skokie Police Department Special Order 13-01, applicable Department General Orders, the Collective Bargaining Agreement and/or the Village of Skokie Personnel Manual, as applicable.

C. It shall be the responsibility of the Officer investigating a crash involving a Department vehicle to attempt to obtain written and signed statements at the scene from individuals, either as drivers or witnesses of that crash.

II. Involved Employees

When a crash occurs involving a Police Department vehicle, the employee using the vehicle shall:

A. Immediately activate the vehicle's emergency lights (if equipped) after being involved in a crash.

B. Report any crash to Communications as soon as practical and request a supervisor and Evidence Technician to the scene.

III. Reporting/Investigating Officers

When a crash occurs that may have involved a Police Department vehicle:

A. The initial crash report and/or supplementary reports will be completed by the Police Officers directed to do so by an on-duty supervisor, and

B. The sworn supervisor conducting the internal administrative crash investigation and approving the initial crash report must be of equal or higher supervisory authority than the employee involved.

IV. Reports to be Completed

A. The Illinois Traffic Crash Report (Form SR-1050) shall be completed by any authorized Police Officer other than the employee(s) involved.

B. An on-duty watch supervisor is responsible for conducting a thorough internal administrative crash investigation. See Department General Order A-13, Internal Affairs. After investigating the facts and circumstances surrounding the crash, the supervisor will document the investigation in the Fleet Accident Module in the Records Management System (RMS). The completed report and all supporting documents, supplementary reports, etc., will be forwarded to the Chief of Police via the chain of command.

C. In the event of injury to an employee, the provisions of Department General Order P-16, Reporting Injuries, will be followed. In the event the employee is incapable of completing these reports, it will be the responsibility of the individual's supervisor to see that they are completed.

D. All individuals reporting general liability claims shall be directed to contact the Village of Skokie Legal Department, 5127 Oakton Street, Skokie, Illinois.

V. Review of Incidents

A. When a supervisor documents a crash investigation, he will then review any prior incidents of crashes and classify the incident as defined below. This classification will be included in the documentation within RMS.

1. Classification I (Non-Chargeable)

a) Aware of impending hazard, alert to its consequences and skillful in minimizing the effect of the occurrence.

b) Exercised required skill and good judgment.

c) Legally stopped, standing or parked during lawful/proper operation.

d) Operating during conditions when the occurrence could be excused.

e) Insufficient information to classify incident.

f) No damage.

2. Classification II (Chargeable)

a) Failed to exercise due care.

b) Was careless or used poor judgment.

c) Deviated from general safety practices.

d) Was overzealous in the performance of duty.

3. Classification III (Chargeable)

a) Member/employee is found to be in Classification II for the third time within 12 consecutive months; and/or

b) Member/employee utilized equipment or acted in such a manner that demonstrated disregard for safety or persons or property.

B. The following guides will generally be used in recommending corrective action:

1. Classification I: No penalty

2. Classification II: No penalty, coaching, counseling verbal or written reprimand, or suspension

3. Classification III: Written reprimand, suspension, transfer of assignment and/or loss of position, demotion in rank or discharge from employment.

SKOKIE POLICE DEPARTMENT

ANIMAL CONTROL

General Order: S-16
Effective Date: 01 May 2021

Replaces:
General Order: S-16
Effective Date:

Indexed As:
Animal Abandonment
Animal Bites
Animal Complaints
Animal Control
Animal Cruelty
Animal Neglect
Domestic Animals
Stray Animals
Wild Animals

POLICY:

This policy establishes procedures and guidelines for the handling of animal complaints and enforcement in accordance with the Village of Skokie Code of Ordinances, Chapter 18, Animals. This policy covers a variety of topics including licensing, rabies prevention, nuisances, cruelty, dangerous animals, and impounding animals at large. It is the responsibility of each Animal Control Officer (ACO) and Police Officer to be familiar with all Policy and Procedures, Village Codes, Cook County Animal Control Ordinances (www.cookcountyil.gov/AnimalControl) and Illinois State Statutes (510 ILCS 5, Animal Control Act) pertaining to animals.

DEFINITIONS:

See Village Code, Chapter 18, Animals or Illinois State Statutes, 510 ILCS 5/2 Et. Al. under the Animal Control Act (510 ILCS 5/) for definitions pertaining to animals.

PROCEDURE:

I. Animal Bites

A. Animal bite reports will be assigned to the On-Duty ACO. When such personnel are not on duty, animal bite reports will be assigned to a Police Officer.

B. Department personnel will encourage the victims of all animal bites to seek medical treatment.

C. Personnel assigned to handle an animal bite complaint will complete an Incident/Offense Report.

D. Whenever a Police Officer handles an animal bite complaint, the approved Incident/Offense Report will be assigned to an ACO for a follow up via the Animal Control Incident Dashboard by a Watch II Permanent Sergeant. In cases where an ACO handles an animal bite complaint, the follow-up will be handled by the reporting ACO.

E. After Hour procedures when no ACO is on duty: Call an ACO for assistance if needed. If the animal is a dead domesticated animal and on the smaller size bring it to the SPD ACO refrigerator and notify an on-duty supervisor to coordinate with the next scheduled on-duty ACO, or the on-call ACO, to assist with the rabies testing procedures on the following business day.

   All wild animals (dead or alive) and larger sized animals, bring the animal to Blue Pearl Veterinary Partners (Appendix A).

F. If the bite is derived from a domestic animal and the owner is identified, the owner will be instructed by the reporting officer to have the animal examined within 24 hours of the incident by a licensed veterinarian.

   1. If the animal is currently vaccinated for rabies, it will be confined in the owner’s home for a period of ten days. The animal will then be re-examined on the tenth day following the initial examination by a licensed veterinarian.

   2. If the animal is not currently vaccinated for rabies, it will be impounded in an animal hospital at the owner’s expense for a period of 10 days for rabies observation. Impounding will take place within 24 hours of the bite whenever feasible.

G. If the bite is derived from an apparent stray domestic animal and the owner cannot be identified, every

attempt should be made to capture the animal and impound it at a Skokie Police Department approved animal care facility (Appendix A) for the required ten-day rabies observation period.

H. If the bite is derived from a wild animal, reasonable attempts should be made to capture the animal. Once captured, the animal will be transported to a Skokie Police Department's approved animal care facility where it will be humanely euthanized and prepared for submittal to IDPH. If the wild animal is captured and there is no ACO on-duty, one should be called in to assist.

I. If the biting animal is dead, it will be transported to a Skokie Police Department approved animal care facility for preparation and submittal to IDPH.

J. If an animal must be destroyed, it should be done in a manner that will leave the cranium intact, if possible. The cranium and its contents are submitted to IDPH.

K. Submitting specimens to IDPH for rabies testing.

ACOs must discuss with a permanent Watch II Supervisor the procedure for submitting specimens to IDPH for rabies testing prior to shipping. Animals submitted to the laboratory must be accompanied by the IDPH Rabies Submission Form (Appendix B).

1. General Information: A person who has been bitten by an animal, or who is reasonably believed to have had an open wound or raw abrasion and has come into contact with infective saliva, should be urged to seek a medical evaluation by a physician. Domestic animals that have bitten a person should be captured and confined for a 10-day rabies observation period. Wild animals shall be humanely euthanized immediately and submitted for testing.

2. Information Required: All specimens must be submitted with a completed IDPH Rabies Submission Form. Place the form in an envelope and securely tape the envelope to the outside of the delivery container (i.e. Cardboard Box).

3. When euthanizing the animal, do not damage the brain. Small animals, such as bats, may be submitted whole. For larger animals (e.g., skunks, raccoons, dogs or cats), submit only the head. Larger animals shall be taken to a Skokie Police Department approved animal care facility for head removal. Please call ahead.

   The specimen shall be stored in the Animal Control freezer/refrigerator located in the generator room until delivery can be arranged. This must be accomplished as soon as practical.

4. Packaging the Specimen: Triple bag each specimen. Sufficient ice packs/bags shall be placed around the specimen in the delivery container (i.e. cardboard Box) to maintain the specimen at 35° F. The volume of ice packs/bags should be double the size of the specimen (never use ice cubes without a bag).

5. ACO or Police Officer will deliver the specimen within one business day to: Illinois Department of Public Health Chicago Laboratory, 2121 W. Taylor St., Chicago, IL 60612 (312/793-4746)

II. Domestic Animals

A. For the purposes of this Order, domestic animals shall generally include:

   1. Dogs
   2. Cats
   3. Ferrets
   4. Pet birds
   5. Snakes and other exotic animals

B. ACOs are responsible for the capture and transportation of stray domestic animals. When no ACO is on duty, a Police Officer will be dispatched to make an assessment of the situation for appropriate action or resolve the incident if possible.

C. Animals will only be transported in vehicles designated for use by ACOs unless authorized to utilize an alternate vehicle by a Patrol Supervisor.

D. Department personnel will attempt to identify the owner of a stray domestic animal by using one or more of the following methods, as appropriate:

1. Checking the animal for a city/Village license tag.

2. Checking the animal for a county rabies tag. The Cook County Animal Care and Control Act (www.cookcountyil.gov/AnimalControl) requires an owner to obtain a rabies vaccination for a dog, cat, or ferret and have the corresponding tag displayed on the animal when not confined to the owner's property.

3. Checking the animal for any other personal identification (i.e., tattoos).

4. Compare animal's description with those reported lost in an Incident/Offense Report in RMS and/or on the Animal Control's "Lost Animal" page of the Google Jamboard.

5. Scan the animal for microchip identification with the microchip scan tool located in the Equipment Room or in an Animal Control vehicle.

E. When an owner can be identified, reasonable attempts will be made to return the animal to the owner prior to impounding.

F. If the owner is unknown or is known but cannot be contacted, the stray domestic animal will be impounded during business hours at an animal care facility by an ACO or Police Officer. An Impoundment Notice (Appendix C) will be completed and left at the owner's address or at the address where the animal was found.

G. In the absence of an ACO or after business hours, Police Officers will transport stray domestic animals to the Police Department for temporary holding until a scheduled on-duty ACO or an on-call ACO can respond and resolve the incident. Temporary holding will not include a vehicle unless the vehicle has a compartment that is specifically designed to transport/hold animals and the compartment is well ventilated, such as the compartment in the Animal Control vehicle.

H. If an ACO/Police Officer takes custody of a sick or injured domestic animal, it will be transported and impounded at a Skokie Police Department approved animal care facility. The veterinarian will decide whether an injured domestic animal should be provided emergency treatment or euthanized. If treatment is the decision, the animal will receive humane care from a licensed veterinarian until an owner can be contacted, or for up to seven days if the animal is properly licensed with the Village of Skokie, or for up to five days if the animal is unlicensed, after which time the animal will be euthanized, transferred to an adoption agency or disposed of as required by Illinois State Statute (510 ILCS 5 Animal Control Act).

   If a domestic animal is in critical condition such animal may be humanely euthanized unless the owner comes forward beforehand and assumes responsibility for immediate removal and care.

I. Whenever a stray domestic animal is impounded, if appropriate, citation(s) will be issued to the owner using the mobile RMS system. All copies of the citation(s) will be maintained by the Records Unit. The case report number will be entered on all citations.

J. Personnel impounding a domestic animal are responsible for completing the appropriate reporting requirements in CAD, the Records Management System (RMS), and making an entry on Animal Control's "Found Animal" page of the Google Jamboard.

K. Owners of impounded animals must respond to SPD's Front Desk and pay an 'Administrative Impound Fee' as delineated per Village Code (Article II, Sec 18-35, Licensed Impounded Animals, Sec 18-35, Unlicensed Impounded Animals and Sec 46-37, Dogs and Cats).

   1. A receipt for the fee along with any citation(s) will be issued directly to the owner at this time. Any fees collected will be placed into the bond safe along with documentation. Appropriate documentation into CAD or RMS will be completed, if required.

2. The owner will present the receipt of payment of the Village of Skokie impound fee to the animal hospital to obtain release, after paying any applicable boarding or service fee(s) directly to the animal hospital.

L. Impounded healthy stray domestic animals will be boarded no longer than seven days if the animal is properly licensed with the Village of Skokie, or for up to five days if the animal is unlicensed, at any approved boarding/impounding facility.

M. Whenever a domestic animal becomes 'unattended' due to the incapacity or death of its owner, abandoned due to legal action such as an eviction,when a dwelling is being posted as uninhabitable, or some similar event, the ACO/Police Officer shall take action to ensure the safekeeping of the pet by:

1. Arranging for the transfer of the pet(s) to other family members or friends of the pet owner, or

2. Making other arrangements requested by the pet owner at their expense, or

3. Impounding the pet(s) at a Skokie Police Department approved animal control facility on behalf of the pet owner when no other boarding arrangements can be made due to exigent circumstances.

4. The Department **Will not** take a domestic animal from any pet owner due to their inability or desire to be a pet owner. Pet owners will instead be directed to an animal care facility listed in Appendix A or any other local animal shelter.

N. Lost-Animal Reports

1. Generally, lost-animal reports will be taken via the telephone or from walk-in complainants at the Front Desk.

2. When a citizen wishes to report their animal is lost, Front Desk personnel will:

a) Try to match the description of the lost animal with a reported found animal in

previous CAD events, Incident/Offense reports, or Animal Control's "Found Animal" page on the Google Jamboard.

b) If unsuccessful, the appropriate information concerning the lost animal and owner should be logged in a Domestic Animal Incident Report listing the animal as property, and an entry with a picture should be made on Animal Control's "Lost Animal" page on the Google Jamboard.

It will be the responsibility of the Day Shift ACO to complete a bi-monthly animal audit. This will include attempting a follow up contact with complainants listed in Animal Control's Incident Dashboard to verify the status of the missing animal, and to complete a supplemental report when necessary.

III. Cats

A. Feral Cats

Feral cats are the offspring of domesticated cats that were abandoned by their owners, strayed into wild areas, or were born in the wild and never handled by or associated with humans. A feral cat will generally not allow people to approach it, will not meow, and if cornered will spit and hiss.

Feral cats are not domesticated animals and should be handled like any other wild animal as delineated in this General Order, Section VI, Paragraph B, Animal Control Officer Response. The only exception is if a feral cat is considered a nuisance as follows:

1. Conduct by stray or feral cats that disturb the peace. Stray or feral cats may create a nuisance by:

   a. Habitually or continually howling, crying or screaming; or

   b. Habitually and significantly destroying, desecrating or soiling property against the wishes of the owner of the property.

2. In instances where a call for service results in the capture or possession of a feral cat follow these procedures:

a. Due to the Trap, Neuter, and Return Program, as delineated in Cook County Ordinances, if the cat is ear tipped, take no action and leave the cat alone.

Note: Ear tipping is defined as the practice of removing a small portion of the left ear in a straight-line cut. It is a universal sign of a spayed/neutered domestic outdoor cat or feral cat that belongs to a feral cat colony.

b. If the cat has not been ear tipped or is a nuisance, call Treehouse Humane Society (7225 N. Western Avenue, Chicago, IL, 773-262-400 - Appendix A) during business hours for assistance in relocation to get the cat spade, neutered, vaccinated, and released.

c. If outside of business hours for Treehouse Humane Society, bring the cat to Animal Medical Center (AMC, 8343 Skokie Blvd., Skokie, IL, 847-673-2616, Appendix A) and have them hold the cat until Treehouse Humane Society can assist.

d. If outside of business hours for both, Treehouse Humane Society and AMC, bring the cat to SPD and hold until an ACO can assist.

e. Be advised, once the cat is spade or neutered, the cat will be returned to the wild in the vicinity it was captured.

B. Domesticated Cats

Definition: Tattoos on a cat: Often found on the inside of the outer ear or the inner leg. The tattoo is often a number that corresponds to a registry that maintains the owner’s information.)

1. Domesticated cats may be identified by their friendly demeanor, the presence of a collar/tags, microchip identification, tattoos, or documentation of the lost cat in an Incident/Offense Report in RMS and/or on the Animal Control’s “Lost Animal” page of the Google Jamboard.

2. Calls for service involving stray domesticated cats will be resolved in one of the following manners:

    a) If the animal is listed as lost in a prior RMS report and/or on Animal Control's "Lost Animal" page of the Google Jamboard, reasonable attempts should be made to contact the owner to take possession of the animal on scene or within the tour of duty of the ACO/Police Officer.

    b) Kittens up to four weeks of age which have been abandoned or whose mother has been killed will be taken to the Animal Medical Center (AMC) (Appendix A for further) for purposes of placement in an animal adoption program.

    c) If there is no identification of the domesticated cat, it will be impounded at AMC (Appendix A for further) and held for up to seven days if the animal is properly licensed with the Village of Skokie, or for up to five days if the animal is unlicensed. If the cat is not claimed, the Animal Control Center will work with the ACO and other resources to have the cat adopted or released to a holding shelter/rescue.

IV. Cruelty to Animals

A. ACO/Police Officer will fully investigate any complaint in which cruelty to an animal(s) is alleged and, if substantiated, take appropriate action to prevent further cruelty from occurring.

B. Cruelty to Animals is a violation under Illinois State Statute, 510 ILCS 70, Humane Care for Animals Act.

C. Any animal cruelty complaint deemed to be beyond the capability of Department personnel may be referred to the Illinois Department of Agriculture with supervisory approval.

Springfield Office - Administrative Headquarters
State Fairgrounds
P.O. Box 19281
Springfield, IL 62794-9281
Phone: 217-782-2172
TDD/TTY:866.287.2999
Fax: 217-785-4505

V. Removal of Dead Animals

A. Domestic Animals

1. The owner of any dead domestic animal is responsible for disposal of the remains within 24 hours of the death. The Village prohibits open cremation (burning) of any dead animal within the Village limits.

2. If the owner is physically unable to dispose of the dead domestic animal an ACO/Police Officer may transport the animal to a veterinarian, under the condition the owner will be responsible for the associated costs. An ACO/Police Officer may also pick-up the dead animal and transport the animal to Public Works for proper disposal.

   In these cases, an Incident/Offense report will be generated.

3. If the owner of a deceased domestic animal cannot be located on-scene or the animal is unclaimed, an ACO will remove the remains and follow the below procedures. When there is no ACO on duty, a Police Officer will be dispatched to remove the remains.

   a) The remains will be scanned for a microchip or identified via tags or photo. The identified animal will be turned over to the owner for disposal.

   b) If the owner is not contacted or located, the dead animal will be photographed and then placed in a plastic bag within the freezer located in the generator room for a period of 72 hours to contact/locate the owner. The photograph of the animal will be attached to the outside of the plastic bag for identification purposes. If the owner

cannot be contacted/located, the remains will be disposed of.

c) ACO/Police Officer handling such incidents are responsible for recording all known information about the deceased domestic animal in an Incident/Offense Report and entering the information on Animal Control's "Found Animal" page of the Google Jamboard, noting the date the animal was placed in the freezer. A Watch II permanent Sergeant will be responsible for the follow-up.

B. Wildlife

1. It is generally the responsibility of the property owner or tenant to dispose of dead wildlife found on his property. If a request is made for assistance, an ACO may respond if available.

a) If unusual or exigent circumstances exist, the Patrol Supervisor may authorize the removal and disposal of the dead animal, if accessible.

b) Dead wildlife removed by Department personnel will be placed in a plastic bag and transported to Public Works for proper disposal.

2. ACOs/Police Officers are authorized to remove dead wildlife from Department owned traps. The animal will be transported to Public Works for proper disposal.

3. Dead wildlife found on public roadway within the Village limits will be removed by an ACO/Police Officer and transported to Public Works for proper disposal.

VI. Animal Control Officer Response

A. Calls to be Dispatched to ACOs Include:

1. Attacking or threatening animal
2. Injured animal (domestic, wildlife or rodents)
3. Animal Bite
4. Animal cruelty cases

5. Animal in a trap
6. Animal in an enclosed vehicle
7. Animal in the living space of a house (NOT the attic), or other structures – when there is an immediate threat to citizens or where there is a threat of substantial property damage.
8. Trapped animal in accessible spaces (Not including rodents) window well, large hole, fenced-in area, garbage can, etc.
9. Person holding a stray domestic pet which was found in Skokie (dog, cat, rabbit, etc.)
10. Dog running loose
11. Dead animal on public way or dead domestic animal to be removed when no owner is present
12. Dog in a park (not on a leash)

B. Wildlife Complaints

1. ACOs/Police Officers will only respond to wildlife complaints that involve public safety issues, or sick/injured wildlife.

2. In those cases, in which the wildlife is present on private property but DOES NOT constitute an immediate threat of injury to citizens and/or the threat of substantial property damage or will require specialized equipment to resolve (bee and wasp removal, etc.), the complainant will be advised to seek the assistance of a commercial animal relocation service.

3. Only trained ACO/Police Officer are authorized to trap or remove wildlife from traps placed by the Village of Skokie. Traps may be set by citizens after signing the Village of Skokie Trap Agreement (Appendix D) and only after the citizen has been shown how to use the trap. Citizens may also trap wildlife with a trapping license when property obtained through the Illinois Department of National Resources (IDNR). Should it become necessary to trap or remove wildlife from a Village owned trap, Department personnel will adhere to the following procedures:

   a) All skunks that are captured will be euthanized, placed in plastic bags, and disposed of in a proper manner.

b) In a capture or possession of a feral cat that has not been ear tipped, call Treehouse Humane Society (7225 N. Western Avenue, Chicago, IL, 773-262-4000) for assistance in relocation to get the cat spade, neutered, and released. See Section III, Cats, Paragraph A, of this policy for further.

c) All other captured wildlife will be released on site or humanely euthanized as necessary.

C. Bee/Wasp Nest Complaints

1. Any nest on private property – resident advised to call a private removal service.

2. If nest is on public right of way, Animal Control will respond and make an assessment.

a) An ACO will not take action if:

(1) nest is eight feet or more in the air; or
(2) does not provide an unusual risk (for example, near a park, school, overhead balcony or window).

Educate resident on issue/minimal risk if removal is not necessary or recommended (nest will die off come winter)

b) Eradicate nest if:

(1) Nest is less than eight feet above the ground; or
(2) Poses an unusual risk given type, size, location, etc.

In certain circumstances, Public Works will assist Animal Control by providing and operating an aerial lift.

3. If a nest is on/in Village buildings, Public Works Building and Grounds Superintendent should be contacted for direction.

D. ACO/Police Officer encountering injured or sick wildlife will evaluate the seriousness of the animal’s condition. Animals requiring immediate destruction

will be humanely euthanized via the safest and most reasonable method available for the time, location and circumstance. See Section V, Removal of Dead Animals, Paragraph B, of this policy for removal procedures.

E. When appropriate, the ACO/Police Officer may recommend, arrange or provide transport of the wild (Appendix A).

F. Prioritization of workflow during the workday

All animal calls should be completed efficiently and without undue delay; however, certain priority calls should be handled as quickly as possible by an ACO/Police Officer.

1. Calls that should be handled immediately:

   a) Animal attacking or threatening citizen
   b) Injured animal
   c) Animal involved in a bite
   d) Citizen holding stray animal
   e) Dangerous animal or an animal causing substantial damage in the living portion of the home
   f) Animal caught in a trap
   g) Animal stuck in a garbage can, window well, net or fence, etc.
   h) Cruelty Complaints
   i) Dog at large

2. General Animal Control Calls (Nuisance Calls). These calls should be worked into the ACO’s daily schedule.

   a) Leash Law Complaints
   b) Barking Complaints
   c) Other Animal Control Ordinance Violation Complaints
   d) Dead Animals

3. Any questions about priorities should be directed to a Patrol Supervisor.

G. Duties after hours

Generally, an ACO can be called in at any time of day with the permission from a supervisor. When feasible, an oncoming Watch II ACO should be called in between

0300-0645 hours and a prior Watch III ACO should be called in between 2315-0300 hours.

1. When a Police Officer is unable to handle the situation and only after receiving permission from a Supervisor, an ACO should only be called in for the following reasons:

    a) Injured domestic animal with an unknown owner
    b) Dangerous animal in the living area of home
    c) Wild animal involved in a bite and animal is on scene or captured
    d) Citizen Holding stray animal and no ACO is scheduled for 16 hours
    e) Animal attacking or threatening a citizen
    f) Animal caught in a Village of Skokie trap and no ACO is schedule for the next shift
    g) Formal request for mutual aid by another agency for assistance relating to animals.
    h) Bats in the residence – Resident must maintain constant visual of bat

2. Careful consideration and good judgment should be exercised in situations not covered by this or any other Department General Order.

3. Communications should collect the name, address and phone number of the caller to assist the ACO’s response.

ACOs who are not on call may need to respond to emergency situations if the on-call ACO cannot be reached or cannot respond. This will also apply to situations where animals are in the care of Skokie contracted facilities and care of the animal by an ACO is required after hours.

VII. Investigation of Animal Complaints

ACOs/Police Officers are responsible for enforcing Village Ordinances delineated in Chapter 18, Animals, and Illinois State Statutes delineated in 510 ILCS 5, Animal Control Act, which covers a variety of situations including licensing, rabies prevention, nuisances, cruelty, dangerous animals, and impounding animals at large. It is the responsibility of each ACO/Police Officer to be familiar with all Village Codes and IL State Statutes pertaining to

animals, and to have a copy of the codes/violations available to them in print or electronic form.

A. Procedures

1. Upon receipt of the complaint, the assigned ACO/Police Officer will check CAD and RMS for prior offenses, and then proceed to the site to investigate. Contact the animal owner and obtain the owner's name, address and phone number, if possible.

2. Response and investigation of the incident should be conducted in accordance with Department General Order F-68, Search and Seizure.

3. Nuisance complaints shall include the name, address and phone number of complainant, address of animal owner and description of the problem. Anonymous complaints should be discouraged but are allowed.

4. Most violations of Village Code, Chapter 18 - Animals, are considered nuisances and can be handled by issuing a Warning Citation or a Pre-Payment Citation along with providing the owner with guidance.

5. If no prior violations exist, a Warning Citation can be issued advising of the violation and requesting that immediate steps be taken to correct the problem.

6. If prior violations exist, or in more serious situations, a Local Ordinance Citation or a long form complaint should be issued.

7. Department employees are prohibited from keeping, fostering or attempting to own or possess animals which have come into the control of the Department at any time.

8. Personnel access to a Village of Skokie contracted animal care facility during non-business hours is determined by the facility. This access is necessary for the care of the impounded animals.

9. Refer to Illinois Department of National Resources (IDNR)

B. Citations

ACOs/Police Officer will conduct an investigation prior to issuing a citation. Appendix E lists Village Code violations, and whether the first step is typically a Warning Citation, a Local Ordinance Pre-Payment/Administrative Hearing citation, or a Long Form Complaint.

Types of Citations:

1. Warning Citation - Warning Citations are issued for minor infractions

2. Local Ordinance Citation (LO)

   a) Pre-Payment – Citation can be issued instead of a Warning Citation. The owner is required to pay a $50 fee set by Village Code.

      Pre-Payment due dates are handled the same way as those for Administrative Hearings. Individuals who have received a Pre-Payment Citation are permitted to pay the fee and do not have to appear at the hearing.

   b) Local Ordinance/Administrative Hearing Citation - All other ordinance violations and either non-compliance with a Warning Citation or repeat violations for all other nuisance violations, will receive a Local Ordinance Citation to include an Administrative Hearing Date. Per the Village of Skokie Ordinances, Chapter 18 - Animals, with the exception of pre-payment citations, the defendant is required to appear at an Administrative Hearing for all other ordinance violations.

3. Long Form Complaints - Criminal Investigation - Used for serious violations of Illinois State Statutes.

4. Circuit Court - It is rare that ACO cases will be sent to Circuit Court. The Legal Department will

make the determination in consultation with the Police and Health Department and based upon the findings from the ACO/Police Officer's investigation.

C. Completing Citations

Warning or Local Ordinance Citations may be issued for violation of Village Code Chapter 18, Animals. Formal citations or criminal long forms may be issued for violation of Illinois State Statutes (ILCS 5/510, Animal Control Act). All citations and long form complaints should be completed electronically.

Each field in the citation must be completed:

1. Violations entered on a citation - Print the correct Code Section number on the designated line.

2. The Citation should be marked as to whether or not the violation was observed by the investigating ACO/Police Officer.

3. Administrative Hearing Appearance Date

   a) Individuals who receive a Local Ordinance Citation must pay $50, if it is a pre-payment citation, or appear at an Administrative Hearing. The Hearings are held on the second Friday of each month. The deadline for Local Ordinance Citations to be included on that hearing date is the fourth Friday of the prior month.

   b) At the time of issuance of a Local Ordinance Citation that is not a pre-payment citation, the defendant shall be given Administrative Hearing Instructions and be informed of the date, time, and location of the hearing.

D. Voiding Citations

No erasures or changes are permitted on citations. If the ACO/Police Officer notes an error on the citation at the time of issuance, the citation will be voided, and another will be issued. Citations will be voided by utilizing the Village of Skokie Non-Suit Form and procedure as delineated in Department General Order

F-53, Traffic Citation Control, and the Village of Skokie Administrative Non-Suit Policy.

E. Citation Distribution and Tracking Procedures

Citations will be turned in to the watch box located in Report Writing for review by a patrol supervisor and forwarded to the Records Unit for distribution and tracking.

VIII. Use of Animal Control Equipment/Vehicle

A. Any attempt by ACO/Police Officer to capture a stray or lost animal shall be done in a professional and competent manner. The assigned ACO/Police Officer shall assess the situation (location, animal's behavior, proximity to the public, etc.) and use the reasonable tactics necessary to safely capture the animal.

B. All ACO/Police Officers involved in an animal control capture effort should equip themselves with the minimum equipment necessary to control stray animals, usually a leash or suitable length of rope. For the safety of the ACO/Police Officer and the animal, a snare or catch pole should be used to capture an injured or frightened animal.

C. Use of an Animal Control vehicle is for the performance of ACO and CSO functions. The Animal Control vehicle will generally not be utilized for traffic enforcement, and only sworn personnel are authorized to use this vehicle in pursuits.

D. The Animal Control vehicles will generally be driven by an ACO. There is no special training requirement to operate the vehicles. Vehicle operations will be conducted in accordance with Department General Order F-38: Emergency Vehicle Operations.

E. On every duty day, ACOs will be responsible for identifying and replenishing equipment necessary to perform their Animal Control duties. The appropriate basic equipment to fulfill this role will be kept in the Animal Control vehicles. Equipment that becomes worn, damaged, or broken should be documented via memorandum as soon as practical and directed to a

Watch II permanent Sergeant through the ACO's respective supervisor first.

F. Animal Control vehicles are equipped with a variety of protective equipment, animal boxes, and snare/rabies poles. This equipment shall be requested at the scene for use in a situation involving domesticated or wild animal(s) when specialized equipment is necessary for the ACO/Police Officer's protection or to ensure the successful completion of the service call.

In addition to the equipment required to be maintained in a patrol vehicle (as delineated in Department General Order F-23, Patrol, Section VIII, Paragraph A, excluding items 5, 6 and 9), the following additional equipment must also be maintained in the Animal Control vehicles:

1. Snare/Rabies pole
2. Traps
3. Firearm for euthanasia
4. Nets
5. Leashes
6. Animal crates
7. Plastic trash bags
8. Bleach
9. Rubber gloves, Lightweight leather gloves, welding gloves, wildlife gloves
10. Goggles
11. Rope
12. Blankets
13. Basic tools
14. Animal food
15. First aid kit

IX. Use of Firearms for the Destruction of Vicious/Dangerous Animals

A. The use of firearms in animal incidents is limited to circumstances in which all other methods of removal/control have been considered and are deemed impractical.

B. If necessary, a firearm may be used to dispose of an animal in the following circumstances:

1. A vicious animal that poses an immediate threat to the public or Department personnel.

2. Severely injured wildlife.

C. Whenever possible, injured pets should not be disposed of by use of firearms but transported to a licensed veterinarian unless Officer safety is jeopardized.

D. Any time a firearm is used, it will be used in a manner in which if the projectile were to pass through the animal it would enter the ground. This prevents discharging a firearm in such a manner that the projectile could ricochet and become a hazard to nearby bystanders or property.

E. The type of firearm appropriate for use will be determined by the ACO.

F. In cases of an emergency when the humane and ethical euthanasia of the animal must occur without delay, the euthanasia may be conducted by a Police Officer with the permission of the on-duty supervisor. In these cases, the patrol rifle should normally be utilized.

G. The handling of firearms, firearms training, and qualifications will be conducted in accordance with Section XI, Training, Paragraph B, of this General Order.

H. In all cases in which a firearm is used on an animal, the circumstances will be documented within a CAD event or on an Incident/Offense Report.

I. All incidents which require an animal be euthanized by Department personnel shall be handled in a professional and competent manner. The assigned Officer shall assess the situation (location, animal’s behavior, proximity to the public, etc.) and use the safest method possible. If the situation permits, consult a supervisor prior to euthanizing the animal.

X. Fees

All fees are established by Village of Skokie Ordinance Chapter 46 - Fees for Licenses, Services and Permits Section 46-37 - Dogs and Cats. Fees shall be paid to the respective Village Departments for services rendered with respect to dogs and cats for:

A. Annual Pet License – Village Hall

B. Individual Breeder License – Village Hall

C. Replacement of Lost License Tag for Dog or Cat – Village Hall

D. Redemption of an Impounded Dog or Cat – Police Department

XI. Training

A. An ACO is a CSO who will complete an Animal Control curriculum as defined by the Department.

B. An ACO will become familiar with the ACO's weapons system and show proficiency in its use under the guidance of an SPD Range Officer. The handling of firearms, firearms training and qualifications will be conducted in accordance with Department General Order A-16: Firearms.

C. Rabies Vaccinations required for ACOs

1. Initial Vaccine Series
In accordance with guidelines from the Centers for Disease Control and Prevention and the Illinois Department of Public Health, all ACOs must receive the rabies vaccine to protect themselves from exposures that could occur in their work. This type of vaccination (pre-exposure vaccination) consists of three rabies vaccine injections.

2. Titers
The Village of Skokie's contracted healthcare provider recommends that ACOs have their rabies immune titers tested every two years, because Illinois is a "rabies epizoic" area.

3. An ACO who is exposed to rabies must receive two booster injections three days apart immediately after exposure, regardless of their prior titers.

APPENDIX A

Skokie Animal Care Facilities

1. Animal Medical Center, 8343 Skokie Blvd, 847-673-2616, during normal business hours. M-Th: 8am–6pm, Fri: 8am-4pm, Sat: 8am-3pm, Sun: Closed

2. Blue Pearl Veterinary Partners (24 hours), 3735 Dempster, 847-673-9110, after business hours.

3. Chicago Exotics Animal Hospital 3757 Dempster,847-329-8709. Hours of Operation: M-F: 9am-6pm, Sat: 9am-2pm, Sun: Closed

4. Treehouse Humane Society, 7225 N. Western Avenue, Chicago, 773-262-4000. Hours of Operation: Tue-Sun: 12pm-6pm, Mon: Closed

CHICAGO AREA WILDLIFE REHABILITATION RESOURCES

Flint Creek Wildlife Rehabilitation Barrington, IL
847-842-8000
http://www.flintcreekwildlife.org/

Chicago Bird Collision Monitors
773-988-1867
www.birdmonitors.net

3D Wildlife Rescue & Rehab, Kankakee and
815-954-5155

3D Wildlife North, Oak Lawn IL
708-537-4258
https://m.facebook.com/wildlife3D/

Willowbrook Wildlife Center, Glen Ellyn, IL
630-942-6200
http://www.willowbrookwildlife.com/

Fellow Mortals, Lake Geneva, WI
262-248-5055
http://fellowmortals.org/

Fox Valley Wildlife Center, Elburn, IL
630-365-3800
https://www.fvwc.org/
McHenry County Conservation District's Wildlife Resource Center (they handle endangered species only)
815-728-8307
https://www.mccdistrict.org/about_us/leadership___staff/wildlife_resource_center.php

The Bird Conservation Network (resources page)
http://bcnbirds.org/birdrehab.html

APPENDIX B

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
IDPH
PROTECTING HEALTH, IMPROVING LIVES

ANIMAL RABIES LABORATORY SUBMISSION FORM

INSTRUCTIONS

Use one form for EACH specimen
Complete all Information
Label each specimen to correspond with the submission form
Read full instructions on last page

FOR LAB USE ONLY

Laboratory Assigned Number _____
Date Received _____
Time Received _____
Method of transport _____

SUBMITTER INFORMATION

Name of facility _____ Phone _____
Street Address _____ Fax _____
City _____ State _____ Zip code _____

ANIMAL INFORMATION

Animal Species _____ Date of collection/death/euthanasia _____
Other _____ Did the animal show signs of rabies? ○ Yes ○ No ○ Unknown

DOMESTIC ANIMALS ONLY

Was animal vaccinated for rabies? ○ Yes, up-to-date ○ Yes, not up-to-date ○ No ○ Uknown
If dog, breed? _____

OWNER INFORMATION

Last Name _____ First Name _____ Phone _____
Street Address _____
City _____ Zip Code _____ County _____

LAB SUBMISSION REASON (must select one)

- ○ Bite from high risk animal must = neurologic animal, bat, raccoon, skunk, fox, or coyote
- ○ Saliva from high risk animal into open wound or mucus membrane
- ○ Bat in room with person sleeping or person/pet had physical contact with bat
- ○ Bat in area with pet, small child, person with dementia or impaired individual
- ○ Bat in house or public setting where anxiety is high and there is concern about people seeking PEP
- ○ Neurologic animal that a veterinarian suspects could have rabies, even with no exposure to a pet or person
- ○ Dog, cat, or ferret dying during the 10-day confinement after a bite

Please provide Point of Contact Information if selecting one of the three options below

- ○ Dog, cat, or ferret that cannot survive the 10-day confinement for humane reasons after approval from local health department
- ○ Unprovoked bite from pet, after approval from local health department
- ○ Other: Approved by local or state health department

Name of Approval Contact _____ Agency _____

Telephone Number _____

APPENDIX B Continued

LAB SUBMISSION CONTINUED

IDPH will NOT test:

- Healthy dogs, cats, ferrets, small rodents or rabbits that have bitten someone in a provoked manner
- Bats found outside with no known exposure to people or pets
- Domestic animals euthanized before the end of the 10-day confinement quarantine, without a humane issue
- Large animals (goats, sheep, llama, horse, cattle)

EXPOSURE INFORMATION

Date of exposure _____ ○ Domestic animal ○ Human

Last Name _____ First Name _____

Street Address _____

City _____ Zip Code _____ County _____

Phone Number of person exposed or owner of the exposed pet _____

Site of exposure _____

Date of exposure _____ ○ Domestic animal ○ Human

Last Name _____ First Name _____

Street Address _____

City _____ Zip Code _____ County _____

Phone Number of person exposed or owner of the exposed pet _____

Site of exposure _____

Date of exposure _____ ○ Domestic animal ○ Human

Last Name _____ First Name _____

Street Address _____

City _____ Zip Code _____ County _____

Phone Number of person exposed or owner of the exposed pet _____

Site of exposure _____

Decription of exposure (bite,scratch, saliva, etc.)

APPENDIX B (Continued)

GUIDELINES FOR SUBMISSION OF RABIES SPECIMENS

What animals can be submitted for rabies testing at the IDPH Laboratory?

1. Select the appropriate choice under lab submission reason.

2. NOTE: All healthy dogs, cats and ferrets who bite in a provoked manner and are euthanized before the 10 day observation period, rabbits, rodents, bovine, deer, elk, horse, ovine, and other large animals should be submitted to the University of Illinois Veterinary Laboratory. Any mammal can be submitted. A fee is charged for testing.

University of Illinois Veterinary Diagnostic Lab
2001 South Lincoln Ave
PO Box U, Room 1137
Urbana, IL 61802
217-333-1620 (phone)

How to prepare specimen

1. Head/brain removal for rabies suspect animals should only be done by individuals who are immunized against rabies and trained in the proper precautions and wear personal protective equipment to avoid exposure
2. Clean and disinfect all instruments used for head removal after each use

Submission to the IDPH laboratory

- **NO** live animals will be accepted
- If animal weighs less than 2 lbs (e.g. bat) whole carcass can be submitted
- For all other animals only submit the head
- **ONLY** rabies testing is done on animal brains
- No fee for testing at the IDPH laboratories

Packaging and Transportation

1. IDPH has no pickup and delivery service and assumes no responsibility for any specimen until it is received and identified.
2. Place the specimen in a primary container such as a sealed plastic bag. Bats and other small animals must be placed inside a clear zip-lock bag or equivalent. Place the primary container in a watertight secondary container with sufficient absorbent material to assure complete absorption if leakage should occur. If plastic bags are used, please TRIPLE bag each specimen. Place the test requisition on the outside of the secondary container. Package forms so they remain clean.
3. Place the secondary container inside a rigid outer container with sufficient cold packs to maintain refrigeration temperatures. The minimum volume of cold packs surrounding the specimen is double the size of the specimen (never use ice cubes)
4. Ample insulation surrounding the specimen and cold packs are essential (e.g. Styrofoam packing material or newspaper).
5. Do not freeze specimens unless the specimen is held over a long weekend or if the animal is decomposed. Cold, not frozen is the general rule. Do not package rabies specimens with dry ice since dry ice may freeze the specimens. Test results could be delayed if specimen is frozen.
6. Pack rabies specimens separately from other types of specimens (even if they are going to the same lab)
7. Messenger/courier by ground transport. Place the secondary container and test requisition in the shipping container. The shipping container must be rigid such as a cooler and labeled with the UN3373 biological substance category marking. Close securely. Styrofoam coolers must be placed in a cardboard box.
8. Commercial carrier by ground/air transport. Place the secondary container and test requisition in the shipping container. Label the outer shipping container with the appropriate address. Complete the return address section to include the name of the person shipping the package, business name and address and a business phone number. The shipping container must include the UN3373 biological substance category B marking.
9. Do not ship specimens to arrive on a holiday or weekend. Only ship on Thursdays if guaranteed overnight delivery.
10. If an urgent specimen needs to be tested over the weekend call the IEMA number 1-800-782-7860 to make arrangements.

IDPH Laboratory
2121 West Taylor St
Chicago, IL 60612
312-793-4760 (phone)

IDPH Laboratory
825 North Rutledge St
Springfield, IL 62702
217-782-6562 (phone)

IDPH Laboratory
1155 South Oakland Ave
Carbondale, IL 62901
618-457-5131 (phone)

APPENDIX C

Impoundment Notice

Village of Skokie
Police Department
7300 Niles Center Road
Skokie, Illinois 60077

Date Posted: _____

Notice

A Dog/Cat/Other Animal: _____ that belonged to:
(Type of Animal)

Name:_____

Address:_____

Phone:_____

was removed from the property on this date: _____

by the Skokie Police Department.

If you have an ownership claim to the animal, contact:

Animal Control Officer: _____ or
(Officer Name and Badge #)

Skokie Police Department Desk Officer at (847)982-5900.

Within seven (7) days of impoundment, any Dog or Cat displaying a valid Village of Skokie animal license at the time of impoundment, or within five (5) days of impoundment for any **unlicensed** Dog or Cat at the time of impoundment may be redeemed by the owner or agent of the owner upon payment of any fees associated with impounding the animal~~,~~ otherwise the animal becomes the property of the Village of Skokie, at which time the Skokie Police Department may dispose of such animal.

APPENDIX D

SKOKIE POLICE DEPARTMENT ANIMAL TRAP AGREEMENT

I hereby agree to maintain a trap belonging to the Skokie Police Department in an effort to trap and remove the nuisance animal from my property, and to set the trap according to the instructions given me and to follow all trapping rules listed in this agreement. I assume the following responsibilities:

A. To provide fresh food for trap bait as follows:

1. Squirrels: Peanut butter placed on bread.
2. Skunks: Tuna fish, fish flavored cat food, or sardines.
3. Raccoons: Same as Skunks.
4. Opossums: Fish and apple slices.
5. Cats: Cat food, tuna fish, or sardines.

B. To close the trap during the following hours to allow for animals to be relocated by Animal Control Officers during normal business hours:

1. Closing it the day before a holiday and on the holiday.
2. Inside traps and traps for stray cats will be closed if I am unable to check it at least two (2) times per day.
3. Closing any trap located outside my home between the hours of 9:00 a.m. to 6:00 p.m. to minimize the risk of trapping neighborhood cats or other "non-target" animals.

C. I will check the trap at least two (2) times per day, preferably at 8:00 a.m. and in the afternoon. I understand that leaving an animal in the trap could result in the death of the animal which is inhumane. Inhumane action on my part could result in my being issued a court citation which requires a court appearance. I will contact Animal Control for relocation of the animal by calling the Skokie Police Department at 847-982-5900.

D. In the event that the trap is damaged, lost and/or stolen, I will reimburse the Village at the following trap replacement rates:

1. Large trap at $90.00
2. Medium trap at $70.00
3. Small trap at $50.00

APPENDIX D (Continued)

E. I am aware that a trapped animal can be dangerous. I will abide by the above rules and will hold the Village of Skokie harmless from any and all injuries to me or anyone else that may occur as a result of the use of said trap(s). Traps must not be moved after an animal is trapped. Traps must be placed on your own property.

F. Traps will be issued for a period up to seven (7) days; less if the nuisance animal is caught sooner.

NOTE: Skunks and raccoons are EUTHANIZED based on requirements of the Illinois Department of Conservation.

NOTE: Skunks will not be euthanized at night in the dark.

I hereby agree to all of the aforementioned items.

Trap #_____

Signature_____

Date_____

Address_____

Phone_____

APPENDIX F

APPLICABLE ACCREDITATION STANDARDS

SKOKIE POLICE DEPARTMENT

TRAFFIC SAFETY AWARENESS AND EDUCATION

General Order: S-17
Effective Date: 01 March 2022

Replaces:
General Order: S-17
Effective Date: 15 Apr. 2018

Indexed As: Traffic Safety and Education

POLICY:

The Department recognizes the need for positive public support and awareness of traffic safety, education and crash reduction programs. The Department believes that injury, death and loss of property as a consequence of street usage are completely unacceptable.

PROCEDURE:

I. The Department shall seek the cooperation and support of the media to increase awareness of traffic crash and congestion problems. When appropriate, the Department shall seek the assistance of the Village Public Information Officer regarding press releases and the cable television public access channel.

II. The Department shall endorse and encourage meetings of traffic enforcement, engineering and safety groups to determine factors, objectives and remedies to address traffic safety and traffic crash issues. The Police Department and the Traffic Engineering Division shall actively participate in Village Public Safety Commission meetings, which are scheduled on a regular basis throughout the year.

III. The Department shall advocate and encourage beat meetings to address specific concerns about traffic issues related to residential neighborhoods.

IV. The Department shall, within its resources, provide traffic safety information, educational support and liaison with schools, courts, public and private agencies and the citizens of the Community. The Village newsletter, NEWSKOKIE, is delivered to every residential unit within the Village and is used in conjunction with Village website and Department social media to achieve Community liaison on a variety of issues of interest to the public.

VI. Traffic safety literature shall be made available to citizens via displays in public areas at the police and other Village facilities, and through dissemination at community events. The Department shall also utilize the Village website, Village newsletter, NEWSKOKIE, and social media to educate and inform the public on a variety of traffic related issues.

VI. The Crime Prevention/Community Relations Unit and the Special Operations Commander, or his designee, will assist in the furtherance of this policy as directed by the Deputy Chiefs of Field Operations and Administrative Services.

VII. The Department Traffic Safety Education effort is the joint responsibility of the Crime Prevention/Community Relations Unit and the Special Operations Commander, or his designee.

VIII. The Records Unit Supervisor will issue, on an ongoing basis, timely traffic crash and enforcement data for selective enforcement and training purposes. This information may be disseminated to the general public for the purpose of achieving voluntary compliance with the law.

SKOKIE POLICE DEPARTMENT

COMMUNICATIONS

General Order:	S-18	**Replaces:** General Order:	S-18
Effective Date:	01 January 2022	Effective Date:	01 Aug. 2018

Indexed As: Communications
Communications Center Operation
Communications Center Security

POLICY:

The communication function of any law enforcement agency is a major link in the provision of police and fire services. Recognizing the importance of this function, the Skokie Police and Fire Departments endeavor to improve the operations of the combined Communications Center, both in the course of normal daily activities and during emergency situations.

PROCEDURE:

I. Overview

A. The Communications Center is established, under jurisdiction of the Skokie Police and Fire Departments, to provide central radio, telephone and related emergency communication service support to the Skokie Police and Fire Departments, and other contracted agencies. In consideration of its dual role, assigned personnel shall be qualified in handling emergency communication requirements related to police, fire and ambulance operations.

B. Unless otherwise specified, all aspects of this general order apply to the provision of Communications functions, capabilities and support to the Skokie Police and Fire Departments, and all other contracted agencies.

C. Interdepartmental coordination is established to assure the development of competent performance standards, operational procedures, personnel qualification and training, and equipment and facilities necessary to support police and fire communication services.

D. The Communications Director shall develop and maintain an operating-procedures manual for the direction and guidance of assigned personnel. The manual shall cover detailed instructions for the Communications Center's operations, emergency requirements and record keeping. Personnel will receive initial and in-service training on the content and use of the manual.

II. Administration

A. Overall administrative and supervisory responsibility for the Communications Center is assigned to the Skokie Police Department Deputy Chief of Administrative Services and a Deputy Chief of the Skokie Fire Department. A Communications Director and four Communications Shift Supervisors are assigned to the section to provide detailed operational control, scheduling, in-service training and coordination. During their tour of duty, all Communications Center personnel will perform under the direct supervision of the Communications Shift Supervisor.

B. The Communications Center is charged with providing emergency service support via radio, telephone, TDD and automated data communication (LEADS/NCIC). Functions include receipt of emergency requests for service, dispatch and monitoring of Police and Fire units, recording of incident data, transmission and reception of data to and from the automated state information file, monitoring of fire and intrusion alarm systems terminating in the Center, and monitoring of prisoner holding cells and other closed circuit security television cameras.

C. The specific authority and responsibilities of the Communications Director, Communications Shift Supervisors and Communications Operators are defined in functional job descriptions related to each assigned position.

D. The Department will maintain current Federal Communications Commission (FCC) licenses. Further, Communications Center radio operations shall be conducted in accordance with FCC procedures and requirements. A copy of the Communications Procedures Manual and the FCC Rules and Regulations will be maintained in the Communications Center.

E. The Communications Center is a separate, restricted area of operation. Access is permitted for Communications Center employees, designated personnel of the Police and Fire Departments requiring entry for official purposes, and identified equipment service representatives.

F. To ensure adequacy of emergency telephone circuits, the Communications Director may conduct periodic reviews with the servicing telephone company as deemed necessary.

G. The Communications Center is equipped for multi-channel recording of emergency radio and telephone transmissions. Recordings shall be retained for ~~a minimum of 30~~ **90** days. Call-check capability is provided to permit immediate review of emergency telephone conversation. Access to recorded radio and telephone media shall be limited to:

1. Communications Center personnel when required to verify data for operational purposes.

2. The Deputy Chiefs of both the Skokie Police Department and the Skokie Fire Department, as well as any contracted agencies, when operational questions require such access.

3. The respective Duty Chief in the absence of the Deputy Chief of the Skokie Fire Department or contracted fire agency, and the respective Watch Commander in the absence of the Deputy Chief of the Skokie Police Department or contracted law enforcement agency, when the urgency of obtaining operational data precludes delay.

4. Police or Fire personnel specifically designated by the Police Chief or Fire Chief to conduct investigations, audits or training involving the use of recorded data.

H. Access to all recordings will be controlled by the Communications Director, or his designee, in order to ensure appropriate security. Access will be limited to the required data. An electronic access log will record access to recorded information by personnel.

I. Access to regional, state and national criminal justice information systems via LEADS/NCIC computer terminals will be in accordance with Department directives and operating manuals governing the entry acquisition and use of such information. Access is limited to designated Department personnel trained in systems procedures who are required to enter and retrieve data for official purposes.

III. Operations

A. The Communications Operating Procedures Manual provides direction and guidance to personnel in the use of telephone systems for emergency requests, as well as for relaying calls and emergency messages to other persons or agencies when required. It also specifies procedures covering all radio, computer data and specialized communication functions. A copy of the manual shall be made available to shift personnel and to each member undergoing initial or in-service training in Communications procedures.

B. The Communications Center shall maintain a current duty schedule of Watch Commanders and Police and Fire personnel for use by on-duty Communications personnel. A current telephone roster of Police, Fire, other emergency and social services, and Village officials shall be maintained for reference by on-duty Communications Operators. Communications Operators will also have available reference lists of external agencies and contacts needed to implement mutual aid and fire assistance, and provide for approved non-emergency assistance.

C. The Communications Operator will be required to enter into the Computer Aided Dispatch (CAD) system all requests for service whether received by telephone, in person, reported to personnel in the field, or self-initiated. The information to be entered/recorded at the time of the request for service shall include at a minimum, the date and time of request, name and address of complainant (if possible), location of incident (if different from complainant's address), type of incident reported, time of dispatch, time of Police/Fire personnel arrival, primary Officer assigned, backup Officer(s) assigned, time of Police/Fire personnel return to service, disposition or status of reported incident, assignment of backup police/additional fire equipment assigned and complaint control number. The specific procedures for properly entering radio complaints into the CAD system shall be included in the operating manual.

D. It is imperative that a current status of Fire and Police personnel in the field be maintained by the Communications Center. Police and Fire field personnel will immediately report any change in available status when involved in an assigned or on-view Police/Fire activity, or when out of service for any reason. Status changes will be reported despite continued portable contact with Communications. An appropriate dispatch record of every status change will be maintained in the CAD system to provide for maximum

Police/Fire personnel safety, improve operational reference data and support field planning efforts.

E. The Skokie Police Field Operations Division, Skokie Fire Prevention Bureau, and contract agency representative(s) will provide current information and procedures to the Communications Center on tactical plans developed to cover major Police/Fire operations and emergencies. Coordination will be established to provide for Communications Operator training and proficiency in communication support of plan implementation.

F. The Communications Center will provide for issuing advisories to Patrol Officers on active auto theft and serious crime information received by flash message, and the issuing of advisories to Fire Department personnel in reference to fire alarms out of service, fire hydrants out of service, etc., where such information may be of value in the operations of the separate agencies. Older auto theft and major crime information will be provided to Patrol Officers during regular roll call briefings.

IV. Facilities and Equipment

A. Efforts have been made to maximize the physical security and operational continuity of the Communications Center. Attention has been given to the physical security of the central Communications Center and outlying repeater sites. Continuity has been addressed by provision for:

1. secure alternate power sources, sufficient to ensure the continued operation of emergency communication equipment in the event of the failure of primary power,
2. buried telephone circuitry,
3. lock control to antenna and equipment locations, and,
4. controlled access to the Communications Center.

B. The Communications Director shall ensure the inspection and testing of the generator on a weekly basis, and the uninterrupted power supply (UPS) in accordance with manufacturer recommendations. He shall also ensure the testing of the generator and UPS under full load at least annually.

C. Sufficient emergency telephone lines and equipment are provided to cope with normal peak loads of service requests, plus a reasonable overload factor.

D. Police and Fire Departments are provided with separate telephone lines for administrative use. Non-emergency calls on operational circuits are referred to administrative numbers to maintain integrity and reduce loading on emergency lines.

E. Operating procedures are coordinated with local government and commercial agencies to afford priority service to emergency equipment and facilities. The priority applies to periodic testing and preventive maintenance in addition to equipment and utilities breakdown response.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

OPR.01.07

SKOKIE POLICE DEPARTMENT

TELEPHONE, WALK-IN, AND ONLINE REPORTING

General Order: S-19
Effective Date: 01 April 2024

Replaces:
General Order: S-19
Effective Date: 01 July 2019

Indexed As:
Station Reporting
Telephone Reporting
Walk-in Reporting
Online Reporting

POLICY:

It is the policy of the Skokie Police Department to respond to all calls for service in the most expeditious manner possible, rendering all necessary aid and assistance. It is understood, however, that at times the physical presence of a Police Officer is neither necessary nor appropriate to accomplish the goals of this policy. Certain reports may be completed by telephone, on a walk-in basis by Desk Officers or Records Unit personnel or online by victims and residents. Should a complainant be unavailable for normal reporting, accommodations may be made in unusual circumstances, with approval of an on-duty Patrol Supervisor. The complainant shall be notified if there will be a delay in responding

PROCEDURE:

I. Criteria for Recommending Telephone, or Accepting Walk-In or Online Reporting

   A. The caller is receptive to accepting telephone reporting, even if the call-back may be delayed.

   B. There has been no injury, nor is there an immediate risk of injury.

   C. The event is not in progress, and/or the suspect is no longer on scene.

   D. It is a delayed report where rapid response of a Police Officer would serve no useful purpose.

   E. There is no physical evidence at the scene.

F. Incident/Offense/Event fits criteria of a sim report or misdemeanor offense.

II. Permissible types of Telephone, Walk-in, or Online Reports

A. SIMS

1. Residential Security Checks
2. Lost Property
3. Delayed Suspicious Circumstances/Delayed Prowler
4. Annoying/Suspicious Telephone Calls
5. Dog Bite
6. Reports
7. Lost Driver's License (Walk-in report only)
8. Lost License Plate (Walk-in report only)
9. Automobile Accident - Delayed or Vehicles Moved (Walk-in report only)
10. Found Property (Walk-in report only)

B. General Reports

1. Simple Assault - Suspect no longer on scene
2. Simple Battery - No injury and suspect no longer on scene
3. Thefts - Delayed or suspect no longer on scene
4. Indecent Exposure - Delayed or suspect no longer on scene
5. Missing Person (Walk-in report only - Complainant's signature required)
6. Runaways (Walk-in report only - Complainant's signature required)
7. Criminal Damage and Trespass to Property
8. Deceptive Practices
9. Disorderly Conduct
10. Gambling
11. Stolen Property Supplement

III. Reporting

A. Incoming calls will be screened by the Communications Division call-taker to prioritize the call into one of the categories below and to determine if the nature of the incident is applicable to telephone, walk-in, or online reporting.

1. Priority 1 - Any call where possible or actual life-threatening factors are present, in-progress crimes, personal injury or unknown injury accidents or incidents involving a weapon.

2. Priority 2 - Any call where response time is not critical, but on-scene police presence is required.

3. Priority 3 - Any call where actual police presence is not required or desired and a report may be taken by telephone, walk-in or on-line reporting. Priority 3 calls that may be appropriately handled by telephone or on-line reporting will be transferred to the Desk Officer.

B. Desk Officers will use the CAD dispatch screen and to dispatch themselves to the call, then write the appropriate report. After the report is finished, the Desk Officer will clear the call on CAD with the proper disposition code. This procedure applies to telephone, walk-in and online reporting.

C. During some periods, the Desk Officer will be too busy to handle the call immediately. If this occurs, the Desk Officer will tell the complainant that they will be called back within one-hour. If the Desk Officer is unable to contact the complainant within an hour prior to the end of shift, the on-duty Watch Commander or their designee will be notified. If available, an Officer or Community Service Officer will be called upon for assistance.

SKOKIE POLICE DEPARTMENT

VICTIM/WITNESS ASSISTANCE

General Order: S-20
Effective Date: 01 January 2025

Replaces:
General Order: S-20
Effective Date: 18 Sep. 2023

Indexed As:
Victim Assistance
Victim/Witness Assistance
Witness Assistance

POLICY:

The Skokie Police Department is committed to treating all crime victims and witnesses with fairness, compassion and dignity. Consequently, the Department will remain dedicated to the development and implementation of programs to fully meet victim/witness needs.

PROCEDURE:

I. Definitions

A. Victim - A person who suffers physical, emotional or financial harm as a result of a criminal act to his or her person or property. (Family members and significant others are included in this definition.)

B. Witness - A person who possesses information pertinent to a specific crime.

II. Responsibility

The Department Social Worker, under the supervision of the Investigations Commander, is responsible for coordinating the Department's victim/witness program. The duties of the Social Worker include, but are not limited to:

A. Define goals for the victim/witness program as they relate to Department policy.

B. At the direction of the Chief of Police, conduct an assessment of victim/witness program's goals and implementation which may include:

1. A listing of current program goals and objections, and the progress made toward their attainment.

2. A listing of the major types of victimization.

3. An inventory and categorization of crime victims and witnesses, including appropriate statistical analysis.

4. An inventory of services available within the local service area, as well as within the Department.

5. Identification of unmet needs and services and development of proposals or recommendations relative to unmet needs that may be appropriate for the Department to address.

C. Maintain close working relationships with area agencies which assist victims and witnesses. (See Department General Order S-9, Social Services, as well as the Social Worker's job description.)

D. All recruits and selected new non-sworn personnel will be trained in victim/witness assistance programs during their in-house basic training. All sworn and selected non-sworn personnel will periodically receive refresher training in victim/witness needs and current policy.

E. Inform the media and the public about victim/witness programs and victim/witness rights via presentations, media releases, the Village's internet website, Village Newsletter and/or networking.

F. Ensure the confidentiality of victims/witnesses, their role in case development, and all records pertaining to victims and witnesses in the manner consistent with applicable law.

G. Participate in follow-up investigations and provide support, information, referral and court advocacy to both victims and witnesses. (See Department General Order S-9, Social Services.)

III. Operational Guidelines

Victim/witness information regarding services provided by the Department or by other local agencies will be available on a 24-hour-a-day basis through the general Police Department telephone number of 847/982-5900. When the Department Social Worker is available, calls for assistance will be directed to them. If the Department Social Worker is not available, the next point of contact will be the Watch Commander. The Watch Commander will assist the victim/witness with appropriate information, including a list of both internal and external resources. If it is deemed beneficial to the victim/witness to speak in person

with an Officer, the Watch Commander will direct Communications to dispatch an Officer.

A. Patrol

Responding Officers and Community Service Officers will:

1. Instruct the victim/witness of appropriate actions should a suspect engage in threatening or intimidating behavior.

2. Provide an Incident Referral Card to the victim and make them aware of the Illinois Crime Victim Bill of Rights contained on the card. Officers will document this in the report narrative.

3. Advise the victim/witness of appropriate services, including temporary housing, Orders of Protection, as well as appropriate Department telephone numbers.

4. Inform the victim/witness of any arrests, charges and court dates.

B. Follow-up Investigations

Follow-up investigations will be conducted in conjunction with the Department Social Worker and will include the following:

1. Instruction to the victim/witness of appropriate actions should a suspect engage in threatening or intimidating behavior.

2. Explanation to victims/witnesses of case prosecution or alternatives to prosecution, as appropriate.

3. Scheduling lineups and interviews at the convenience of the victim/witness.

4. Provision of transportation to the victim/witness as needed.

5. Appropriate return of property that has been impounded as evidence, once released by the court.

6. Maintaining communication with victim/witness to ensure their needs are met. In addition, to provide updated information regarding the status of the offender to include pretrial release conditions or custody status, whenever possible.

C. If there is a situation where immediate contact with the Department Social Worker is required, the on-duty Watch Commander may authorize a call to the Social Worker. The Social Worker will be available by cell phone.

Whenever possible, the Social Worker or Co-Responders will be immediately notified of the following incidents:

1. Violent Sex Crimes

2. Death Situations

   a) Suicide where family members may require emotional support.
   b) Death of a child.
   c) Death of parent with young children.
   d) Homicide where family members may require emotional support.
   e) Unexpected death where family may require emotional support.

3. Domestic violence cases when serious injury has been sustained or arrest has taken place and the victim is requesting alternate housing, Order of Protection, etc.

4. Other Violent Incidents

   a) Battery to a child where there is serious injury.
   b) Battery to an elderly person where there is serious injury.
   c) Victim is in need of emotional support or counseling.

5. Any incident where the supervisor feels an individual or family is in need of immediate assistance, even if the victim has refused.

IV. Death Notifications

In any case of death or serious injury to a member or employee of the Department while on duty, the supervisor will make a personal notification to the family. The Department Social Worker, Peer Support Team and the Department Chaplains will be available through the notification, burial and grieving process. (See Department General Order P-11, Death and Injury Notification.)

APPENDIX A

APPLICABLE ACCREDITATION STANDARDS

TRN.02.02

SKOKIE POLICE DEPARTMENT

AUXILIARIES

General Order: S-21
Effective Date: 01 February 2025

Replaces:
General Order: S-21
Effective Date: 01 Feb. 2020

Indexed As: Auxiliaries
Explorers
Volunteers

POLICY:

The Department maintains a pool of community volunteers and sponsors a law enforcement Explorer Post. They are qualified individuals interested in law enforcement and community service. They provide assistance to units within the Department. Members of the volunteer pool and Explorer Post are classified as civilian (non-sworn) and are not assigned duties requiring sworn Officer status or expertise.

PROCEDURE:

I. The Explorer Post

The Explorer Post was established to provide individuals between the ages of 14 and 21, who have career interests in law enforcement, with classroom and field training in selected areas of community service. The Department's Explorer Post (#300) is affiliated with the Scouting America. Members are selected through submission of an application to the Department Explorer Post advisors, with support provided by the Crime Prevention/Community Relations Unit Supervisor.

A. Duties

Explorer Post members function in support of Department operations. These activities may include, but are not limited to:

1. Assisting with parking and pedestrian control for community and special events.

2. Assisting with community events, i.e., Crime Prevention/Community Relations Unit presentations,

bicycle registration, safety classes, and child fingerprinting.

3. Assisting the Department as assigned during natural and man-made disasters.

4. Other duties as assigned.

B. Training

1. Explorers receive training from Post advisors or their designees. Post advisors are comprised of sworn Officers, as well as civilian adult advisors.

2. Explorers may receive classroom training in the following topical areas. Field training in these areas may be conducted by Department personnel when appropriate.

   a) Arrest Procedures
   b) Weapon Safety
   c) Criminal Law
   d) Report Writing
   e) Traffic Direction and Control
   f) Traffic/Felony Stops
   g) Evidence Procedures
   h) Police Operations

3. When Explorer Post members are assigned to Department tasks or community and other special events, they shall receive orientation or training necessary to complete their field assignment. Every assignment has a designated Police Officer in charge who coordinates the details of the assignment with the Explorer Post advisor.

C. Identification/Uniform

The uniform of a Police Explorer Post member is clearly distinguishable from the uniform of any Department Officer. The current Police Explorer Post uniform specifications are as follows:

1. Dark blue slacks
2. Light blue shirt with Skokie Police Explorer Post patch on left sleeve and the law enforcement Explorer patch on right sleeve
3. Nameplate worn over right shirt pocket
4. Black belt
5. Black shoes
6. Explorer Shield embroidered on or sewn over the left shirt pocket.

Explorer Post members are not authorized to display on their clothing any official patch of the Skokie Police Department.

II. Volunteers

The Volunteer Program shall be administered as delineated in Department General Order S-22, Volunteers in Policing.

APPENDIX A

APPLICABLE ACCREDITATION STANDARDS

16.4.1, 16.4.2, 16.4.3

SKOKIE POLICE DEPARTMENT

VOLUNTEERS IN POLICING

General Order:	S-22	**Replaces:** General Order:	S-22
Effective Date:	01 May 2022	Effective Date:	01 Aug 2018

Indexed As: Auxiliaries
V.I.P. Program
Volunteers
Police Explorers

POLICY:

The expertise of the members of our community can greatly enhance the Department's ability to provide service to the public. By using volunteers, sworn Officers and civilian employees can be utilized in other capacities to provide more efficient and effective service. This synergetic program is intended to complement the Department's community-oriented policing philosophy.

PROCEDURE:

I. Police Volunteers

Volunteers perform a wide variety of support-related functions within the Police Department. All volunteers will be coordinated by the Crime Prevention/Community Relations Unit. Since volunteers are private citizens, they have no police powers (i.e., arrest, etc.). As volunteers are not paid employees, they do not receive any form of compensation or benefits.

A. A member of the Crime Prevention/Community Relations Unit staff will serve as the Volunteers in Policing (VIP) Administrator. His/her duties shall include several responsibilities.

1. Program direction
2. Scheduling
3. Training coordination
4. Equipment and uniform procurement
5. Participant selection
6. Records review and maintenance

B. The Skokie Police Department (SPD) Volunteer Program shall consist of two distinct elements:

1. Police Explorers

Under the direction of the SPD Explorer Advisor, several volunteer tasks may be performed, including but not limited to:

a) Special-event assistance or observation
b) Assistance during training events
c) Parade activities

2. Citizen Volunteers

Volunteers may perform numerous tasks in relation to the following:

a) Special Events
b) Citizen/Youth Police Academy assistance
c) Clerical tasks
d) Community Concerns Program
e) Language Translation
f) Neighborhood Watch Program
g) Officer presentations
h) Senior TRIAD Program
i) Special events (Parades/Open House)
j) Surveys
k) Training scenarios
l) Vehicle equipment checks
m) Other tasks as designated by the VIP Administrator

3. In an effort to expand and improve the Volunteers in Policing Program, the Department will continually seek to identify new functions for volunteers.

II. Selection Criteria

A. Any Skokie resident, Skokie business owner, or a person employed or attending school in Skokie.

B. Other than SPD Explorers, participants must be at least 21 years of age. Explorers must be at least 14 years of age.

C. All applicants are encouraged to successfully complete the Citizen Police Academy before applying for a Citizen Volunteer position.

D. Participants must successfully pass a background investigation.

E. Volunteers must agree to donate a minimum of 52 hours of service annually.

III. Post-Selection Events

A. All volunteers will receive the requisite training to perform their assigned tasks.

B. Citizen Volunteers are required to sign a Hold Harmless Agreement (Appendix A) before participating in the Volunteers in Policing (VIP) Program.

C. Citizen Volunteers are subject to a review of their criminal history records at least annually.

IV. Exit Interview

A. Whenever possible, the VIP Administrator will conduct an exit interview with the volunteer leaving the Police Department. These interviews should attempt to ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions. The exit interview questions may be found in Appendix B.

B. A great deal of information can be gained through the exit interview which can serve other purposes:

1. Tracking retention
2. Recognizing and thanking volunteers
3. Locating problems within a particular department of aspect of the Police Department
4. Detecting any recruitment problems
5. Determine the effectiveness of the volunteer position and/or program
6. Providing closure

V. Discipline

A. Volunteers shall conduct themselves in a professional manner while performing assigned duties. A volunteer who brings discredit to himself or the Department will be terminated from the program.

B. The decision of the Deputy Chief of Administrative Services to terminate a volunteer may not be appealed.

VI. General

A. All Citizen Volunteers will be issued a photo identification card that identifies them as a member of

the Skokie Police Department VIP Program. This identification must be displayed at all times during volunteer activities.

B. Unless otherwise authorized, an SPD Explorer uniform or a VIP shirt or jacket must be worn while performing volunteer activities.

APPENDIX A

SKOKIE POLICE DEPARTMENT
CITIZEN VOLUNTEER PROGRAM INFORMATION FORM

Last Name: _____ First: _____ Middle: _____

Address:_____ City:_____ State:_____ Zip:_____

Home Telephone:_____Business Telephone:_____

Cell #:_____ Date of Birth:_____

Occupation:_____ Hobbies: _____

_____

Please supply the names of two people who can be notified in the event of an emergency.

1. Name:_____ Relationship:_____

Address/City:_____ Phone #:_____

Work #:_____ Cell #:_____

2. Name:_____ Relationship:_____

Address/City:_____ Phone #:_____

Work #:_____ Cell #:_____

Village of Skokie
Participant Liability Waiver and Hold Harmless Agreement

Please read this form carefully and be aware that by registering for and participating in this program, you will be waiving your rights to all claims for injuries you might sustain arising out of this program, and you will be required to indemnify, hold harmless and defend the Village of Skokie for any claims arising out of participation in the Skokie Police Department's Volunteers in Policing Program.

Risk of Injury: "As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury, including but not limited to adverse and stressful situations accompanying police activities: heart attacks, strokes, heat stress, sprains, broken bones and torn muscles or ligaments, and I agree to assume the full risk of injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities associated with this program."

Waiver of Injury Claim: "I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the program."

Release from Liability: "I do hereby fully release and discharge the Village of Skokie and its Officers, agents and employees from any and all claims from injuries, including death, damage or loss which I may have or which may occur on account of participation in this program."

Indemnity and Defense: "I further agree to indemnify, hold harmless and defend the Village of Skokie and its Officers, agents and employees from any and all claims from injuries, including death, damages and loss sustained by me arising out of, connected with or in any way associated with the activities of the program."

Criminal History Check: "I do hereby grant permission for a law enforcement records check to be performed. The undersigned waives all right of privacy regarding criminal history information, understanding that all records are confidential. I understand that should it be determined that I have a criminal arrest record, I may ***not*** be allowed to participate in the Volunteers in Policing Program."

Name of Volunteer: _____

Address: _____ City: _____ State: _____ Zip: _____

Volunteer's Signature: _____

Date: _____

APPENDIX B

Volunteer Program
EXIT INTERVIEW FOR VOLUNTEERS

Todays Date:
Name:
Home Phone:
Date Volunteer Assignment Began:

1. What benefits did you obtain through your volunteer assignment?

2. How well were your expectations met?

3. How adequate was the orientation and training you received for your assignment?

4. What was your original motivation for volunteering with us?

5. What was the most interesting or rewarding experience you had while volunteering here?

6. What suggestions, changes or recommendations would you make to improve our volunteer program?

7. Please check the applicable reason(s) for your decision to leave this volunteer assignment:

- ☐ I had successful experience, but am ready for something else
- ☐ I completed required service for my school
- ☐ I completed mandated Community Service requirement through the Volunteer Center
- ☐ I want to do a different kind of volunteer work or in a different organization
- ☐ I don't have enough time anymore to continue volunteering
- ☐ The assignment didn't meet my expectations
- ☐ The assignment was too routine or repetitive
- ☐ Working with the public and/or children was too stressful
- ☐ I didn't feel supported or appreciate by the staff
- ☐ I didn't receive adequate training to feel competent
- ☐ Other changes in my family, work, health, or other personal situation
- ☐ Problems with transportation, work schedules, and/or the safety/security of location
- ☐ Other reasons (please specify)

IF YOU WOULD LIKE A LETTER OF RECOMMENDATION,
PLEASE CHECK HERE ☐

SKOKIE POLICE DEPARTMENT

PROPERTY CUSTODY TRACERS

General Order:	S-23	**Replaces** General Order:	S-23
Effective Date:	01 January 2025	Effective Date:	01 Mar. 2020

Indexed As: Tracers
Property Tracers
Property Disposition

POLICY:

It is the policy of the Skokie Police Department to both minimize the time an owner is deprived of his property, and to prevent overload of the property management system. In accordance with Illinois Compiled Statutes, the Department will attempt to reach a final disposition of each recovered item within six months of recovery.

PROCEDURE:

I. Tracers and Responsibility

A. The Property Officer shall conduct periodic status inquiries on property and evidence items by emailing or issuing property disposition tracers to the original reporting Officer or assigned Investigator.

B. Property disposition tracers will be produced and distributed every six months, or more often as necessary, by the Identification Section. The tracers will be forwarded via email to the assigned Officer or Investigator.

C. When an employee receives a tracer, it will be their responsibility to conduct a thorough investigation and identify the appropriate disposition for the property in question within seven days of the sent date.

D. Depending on the disposition selected, it is the assigned case Officer's or Investigator's responsibility to perform the following:

1. Disposition: Return to Owner

   Reply with the owner's complete name and mailing address.

   The Identification Section will subsequently mail a letter to the listed owner.

2. Disposition: Refer to Investigator

   Forward the tracer via email to the appropriate Officer or Investigator, with the Identification Section included as a recipient of the email.

3. Disposition: Hold for Investigation – requires justification

   a) Check the Arrest Module of RMS for the next court date, if an arrest was made.

   b) Indicate the next court date on the tracer.

   c) If the court date is not current, request that a records clerk or Court Liaison Officer access the Circuit Court computer system to determine the next court date.

   d) If Off-Call Warrant to Stand (OCWTS) is listed in the Arrest Module of RMS, the assigned case Officer or Investigator will coordinate with the Records Unit to verify the warrant is still active.

4. Disposition: Disposal of Property

   a) Verify that the property is no longer needed.

   b) Indicate that the property is to be disposed.

E. As each case differs, the employee should refer to applicable Illinois Compiled Statutes for direction.

F. All completed tracers must be forwarded via email to the assigned case Officer's/Investigator's supervisor for approval.

G. It will be the supervisor's responsibility to confirm the disposition indicated by the employee and to indicate their approval by documenting their approval on the email prior to advancing the email tracer to propertytracer@skokie.org.

H. All tracers will be completed and returned to the property tracer email address within seven days. The Identification Section will bring delinquent tracers to the attention of the Deputy Chief of Field Operations.

APPENDIX

APPLICABLE ACCREDITATION STANDARDS

ADM.16.01, ADM.16.04

SKOKIE POLICE DEPARTMENT

MEDICATION DISPOSAL PROGRAM

General Order: S-24 **Replaces:** General Order:
Effective Date: 01 January 2025 Effective Date: 01 May 2019

Indexed As: Medication Disposal Program
Prescription Drug Drop Box
Drug Drop Box

POLICY:

It is the policy of the Skokie Police Department to promote the importance of safe utilization of medications in order to decrease the risk of drug-related tragedies. Medicines left unsecured in the home can cause confusion and lead to medication misuse, resulting in serious health implications for adults and children. Further, medicines improperly disposed of by flushing into the sewage system or ending up in landfills may have serious environmental health consequences. The Skokie Police Department Medication Disposal program is intended to reduce the opportunity for these issues by providing residents with a safe drop-off site for expired, unwanted and unused medications. Medications from businesses and pharmacies will not be accepted.

I. Definitions:

A. Acceptable Medications - Medications acceptable for disposal include prescription and over-the-counter medications.

B. Acceptable Packaging - Residents seeking to dispose of eligible medications and items should take care to properly prepare, package and seal the items before disposal. Pills should be placed in sealed, zipper-top plastic bags. Medications may be disposed of in their original containers, but personal prescription information should first be removed from containers. Labels on medications are not required.

C. Medication Drop Box – A secure Drop Box for disposing of unwanted, unused or expired medications and other acceptable medications.

D. Medication Turn-In Site – The location for the Skokie Medication Disposal Drop Box shall be the public lobby of the Skokie Police Department, 7300 Niles Center Road, Skokie, Illinois.

E. Program Coordinator – A member of the Police Department assigned the responsibility for the overall administration of the Medication Disposal Program. The Deputy Chief of Administrative Services shall serve as the Program Coordinator.

F. Unacceptable Medications and Items – Medications not acceptable for disposal include medicated ointments and shampoos, liquid medicines in original non-leaking containers, prescription and over-the-counter inhalers, glass thermometers containing mercury, sharps, needles, IV bags, vape pens/cartridges/batteries (regular/lithium), bio-hazardous materials including wound dressings, radioactive medicines and other household wastes. Medications brought from nursing homes, clinics, doctors' offices, pharmacies, or other businesses which distribute medications are not eligible for disposal through this program and will not be accepted.

II. Program Information

A. The Skokie Police Department shall maintain a Medication Disposal Program designed to provide a safe and secure manner for residents to dispose of unwanted medication.

B. The Skokie Police Department and the Village of Skokie shall seek to advise residents of the Medication Disposal Program and its benefits. Means of providing this information to residents may include, but are not limited to:

1. Newsletter articles
2. Pamphlets
3. Press releases
4. Village of Skokie website / Social Media
5. DEA Drug Take Back Day (April and October)

III. Medication Drop Box

A. The Skokie Police Department shall maintain a secure Drop Box for unwanted, unneeded or expired medications. The Drop Box shall be positioned in the Police Department public lobby and shall be accessible to residents on a 24-hour basis. Department members shall courteously assist residents if residents have any questions about the Medication Disposal Program or the proper use of the Medication Drop Box. Department members shall, when practical, also attempt to screen the items dropped into the Medication Drop Box in order to ensure that only properly packaged, acceptable medications and items are deposited.

B. The Medication Drop Box is provided for direct use by residents. Residents wanting to drop off medications shall be encouraged to perform or coordinate drop offs themselves, and shall be prohibited from giving unwanted medications to Department members.

IV. Precautions

Skokie Police Department employees shall generally not have to handle medications and other items brought to the Police facility. If the handling of any of these medications or items by Department employees becomes necessary, however, the use of appropriate personal protective equipment is required.

A. Gloves will be worn at all times when handling the contents of or items to be placed in the Drop Box.

B. All Department members will have access to basic gloves for handling the medications. A supply of gloves and sealable plastic bags will be maintained at the front desk. It is the responsibility of the on-duty Desk Officer to check the supply of each at the beginning of their tour of duty and to re-supply as necessary from stock kept in Storage Room B.

C. Hand washing is also required any time skin contact is made with any medication.

D. Department members shall use due care and caution when sorting through medications and other eligible items to protect themselves and others from needles, sharps, or bio-hazards. Wherever practicable, Department members shall utilize a stick, paddle or grabbing device rather than their hands while handling the medications and related items.

E. If a Department member becomes aware that the Medication Drop Box is full or near full, they should notify the Professional Standards Commander and an Identification Section Officer.

V. Identification Section Officer Responsibilities

A. The Cook County Sheriff’s Prescription Drug Take Back Program employees will be responsible for the contents of the Medication Drop Box. A Cook County Sheriff’s Police employee will empty the Medication Drop Box and will check the Drop Box and will check the Drop Box a minimum of once a week, and more often as necessary, to ascertain whether the unit needs to be emptied. Only Cook County Sheriff’s Office Drug Take Back employees, Identification Section personnel and the Deputy Chief of Administrative Services are authorized to access the keys to the Medication Drop Box.

B. In the event that the Medical Drop Box becomes full and Cook County Sheriff's Office employees cannot immediately respond, the two Identification Section Officers will check and empty the Medication Drop Box together. If either Identification Officer is not available, another Officer will be assigned to assist and witness the emptying of the Drop Box.

C. Officers shall exercise due care while emptying the Medication Drop Box in the event residents have deposited unacceptable items into the box such as hypodermic needles.

D. When removing items from the Medication Drop Box, the following procedures will be used:

1. While wearing gloves, remove the plastic bag that is in the base of the Drop Box and place any loose drugs that are in the base of the Drop Box into the plastic bag.

2. Replace the plastic bag that is removed with another plastic bag.

3. Place the plastic bag containing drugs and related items into a sturdy cardboard box, carefully removing as much air as possible, and tie the plastic bag shut.

4. Close and seal the cardboard box with tape, initial and date the taped area of the seal on the box.

5. Weigh the sealed box.

6. Place the sealed box into the Drug Room located in the Property Custody Room.

VI. Disposal

Disposal of medications will be performed by the Cook County Sheriff's Office. Any boxes removed from the Medication Drop Box will be sealed, signed and weighed by the Sheriff's Police employee and Identification Section Officer at the time of pick up. A receipt with the total number of boxes and total weight will be provided at the time of pick up.

SKOKIE POLICE DEPARTMENT

COMFORT DOG PROGRAM

General Order: S-25
Effective Date: 01 August 2025

Replaces:
General Order:
Effective Date: 01 Aug. 2024

Indexed as: Comfort Dog Program

PURPOSE:

This order establishes the policies, procedures, and duties governing the Comfort Dog program and establishes the standards for training and utilization of the Comfort Dog.

POLICY:

The Skokie Police Department will utilize a trained Comfort Dog to supplement Department resources. The function of the Comfort Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, to provide comfort to members of the Department, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy or traumatic events. The Comfort Dog program will be used to encourage and cultivate positive relationships with the public through its work and attendance at community events.

PROCEDURE:

I. Definitions

A. Comfort Dog: A dog utilized by the Department that has been trained by a recognized training facility. The Comfort Dog is trained to provide comfort to people in need of emotional support and, when utilized for community events or meetings, contributes to building trust and positive relationships between the police and the public.

B. Comfort Dog Coordinator: A Department member selected by the Chief of Police or their designee to oversee the Comfort Dog Program and who may also serve as a Primary Handler.

C. Handler: Department member(s) designated by the Comfort Dog Coordinator to provide care for the dog, handle, and/or deploy the Comfort Dog.

D. Primary Handler: Department member(s) designated by the Chief of Police or their designee to attend formal trainings, provide care for the Comfort Dog, handle the Comfort Dog when called upon, and train other Department members as Handlers.

II. Program Goals and Initiatives

A. A trained Comfort Dog is a valuable supplement to the Skokie Police Department's resources. The function of the Comfort Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, and to provide aid and comfort to individuals, groups, and communities impacted by violence, tragedy or traumatic events.

B. The Comfort Dog is also a valuable tool in fostering dialogue and communications between the Department and the community as part of the Department's crime prevention efforts.

C. The Comfort Dog Coordinator shall administratively supervise the Comfort Dog program, including selection, training, and maintenance of the Comfort Dog, approval of usage of the Comfort Dog, and provision of supplies and equipment.

III. Usage of Comfort Dog

A. Only a dog authorized by the Chief of Police or their designee will perform the duties of a Comfort Dog.

B. The Comfort Dog will live in the Skokie Police Department, and all Department members are permitted to visit and interact with the Comfort Dog. Any Department member may feed and walk the Comfort Dog. These interactions are not considered deployments.

C. The Comfort Dog Coordinator and Handlers are responsible for all other care of the Comfort Dog and, when appropriate, taking it out into the community on calls or community events. Only trained Department members may handle the Comfort Dog. The Comfort Dog shall not run loose or be off-lead while in public or in common hallways within the Police Department, unless under the control of a handler or coordinator.

D. The Comfort Dog must have ten (10) minute breaks immediately after every fifty (50) minutes of work. Breaks may include things like a walk outside, a bathroom break outside, or rest in a quiet space. Breaks should not include any child interactions and minimal, if any, adult interaction other than the current Handler.

E. The Comfort Dog is not trained to defend itself and will not be used as a less lethal tool for the Department. The Comfort Dog shall not be tasked to perform a duty it is not trained in (such as drug recognition, patrol defense, crowd control, or tracking). Prior to deploying the Comfort Dog, the location must be safe and secure for the presence of a dog. Final approval for the deployment of the Comfort Dog, including location and time, will rest with the Watch Commander and/or Comfort Dog Coordinator.

F. The Comfort Dog may be deployed at times and locations that provide optimal use of the Comfort Dog throughout the Village of Skokie. Requests to deploy the Comfort Dog outside the Village's jurisdiction should be coordinated through the Comfort Dog Coordinator.

G. General Uses for the Comfort Dog:
For the Comfort Dog to be most effective, its use is designed for cases in which there are reasons to believe that allegations of abuse are present, during times of mental health crisis, or during or in the immediate aftermath of a critical incident.

1. Investigation Where There is a Child Victim of Abuse:

   a) In situations where a child is located at an active crime scene, the suspect is present or living in the child's home, when there is a prior history of the child not disclosing details of abuse, or there is evidence supporting the need for immediate removal of the child, the Comfort Dog may create a positive distraction to remove the child without further trauma or increased anxiety.

   b) Before a forensic interview, and with the approval of an Assistant State's Attorney, the Comfort Dog and handler may meet with the child victim or witness in the lobby or waiting area of the building where the child will be interviewed, to reduce anxiety while the interviewer prepares for the interview. The handler will also have the opportunity to engage the child in conversation, which will help the child feel more comfortable talking to an unfamiliar adult.

   c) During the forensic interview, the aid of a child victim, at the interviewer's discretion, may be an option if the child becomes extremely upset while away from their parent(s). If the Comfort Dog is used in the interview, the handler shall only perform the duties of handling the Comfort Dog and allow the interviewer to engage in communication with the child. The handler of the Comfort Dog should not be attired in uniform, and any police markings on the Comfort Dog's vest should be covered.

2. Trial Testimony of a Child Victim or Witness:

   a) Like the procedures for forensic interviews, the Comfort Dog may be used in the waiting area before testimony. If the presiding judge allows the Comfort Dog to be deployed, the handler will not engage in communicating with the child and will only perform the necessary handler duties.

3. Critical Incident Mental Health Support:

   a) The Comfort Dog may be used to defuse a mental health crisis by distracting and refocusing the affected person to a positive interaction.

4. Critical Incident Stress Management:

   a) In situations of an active critical incident or immediate aftermath thereof, the Comfort Dog may provide a positive distraction and comfort to survivors before mental health service involvement or the use of a Critical Incident Stress Management (CISM) Team.

   b) The Comfort Dog is authorized to aid the Northern Illinois Critical Incident Stress Management (CISM) Team with debriefing or defusing first responders who were involved in a traumatic event, as requested.

5. School Support:

   a) The Comfort Dog may be utilized to assist school officials during times of mental health crisis, bereavement counseling, or any other appropriate request from local school districts.

6. Community Relations:

   a) Requests for demonstrations or visits will be routed to the Comfort Dog Coordinator. All requests will be made far enough in advance to ensure that the Comfort Dog and a handler will be available.

7. Grief, Loss, or Trauma:

   a) The Comfort Dog may assist with the emotional support of Department members experiencing grief or loss from the death of a loved one or a traumatic event.

IV. Selection of Comfort Dog

A. A dog to be utilized as a Comfort Dog should be selected based on the following criteria:

1. Temperament
2. Medical history
3. Breed
4. Age
5. Background
6. Any other factor that is deemed suitable for the dog's specialized use.
7. Recommendations from the organization(s) that provides Comfort Dogs.

B. The dog may be acquired from a breeder, shelter, or other reputable resource. The Department will consult the advice of recognized specialists in the field of Comfort Dogs, such as veterinarians, trainers, breeders, etc., to make informed decisions about Comfort Dog resources.

V. Training

A. Any dog selected as a Comfort Dog will undergo initial training before being placed in service in accordance with a nationally recognized facility or crisis dog organization, or other certifying association approved by the Chief of Police or his/her designee. The preferred standard is the International Association of Assistance Dog Partners for Public Access Work. There are currently no state training standards for law enforcement Comfort Dogs. Handlers shall receive training in obedience and care.

B. Any required certifications for Comfort Dogs shall be maintained.

C. The Comfort Dog Coordinator is responsible for the documentation of all training records of the Comfort Dog. The Department Training Database shall be used.

D. The Comfort Dog Coordinator is required to sign a Handler Agreement as part of the placement agreement with the Comfort Dog provider organization. The Department will send the Handler Agreement and an updated attachment of the placement agreement to the Comfort Dog provider.

VI. Care of Comfort Dog

A. The Comfort Dog will be registered with a dog license and rabies vaccination as appropriate. The Comfort Dog Coordinator shall be responsible for the Comfort Dog attending regularly scheduled health check-ups, as recommended by a veterinarian, and receiving all immunizations required by law.

B. The Comfort Dog will be housed at the Police Department. All Department members will share the responsibility for feeding, walking, and cleaning the Comfort Dog's waste. Additional care, such as bathing and grooming, will be the responsibility of the Comfort Dog Coordinator and/or primary Handler(s). Walking of the Comfort Dog shall not interfere with the provision of police service and shall not occur during heavy call volume.

C. A safe place will be made available at the station for securing the Comfort Dog indoors. Water will be available for the dog while being stored. The Comfort Dog may not be stored any longer than four (4) hours without a break, except in emergency situations. The Comfort Dog may be temporarily boarded if needed.

D. Department members are prohibited from providing individual snacks or treats, or human food, for the Comfort Dog outside of regular feeding times, unless authorized by the Comfort Dog Coordinator.

E. The Comfort Dog will not be permitted in the Evidence Processing Room, packaging area, property control room, or shooting range.

F. Department personnel are directed to refrain from teasing, harassing, or agitating any police Comfort Dog unless specifically directed to do so by the handler as part of a training exercise.

VII. Equipment

A. The Department will provide the following equipment for the care and use of the Comfort Dog:
   1. Collar and leash.
   2. Vest. The vest may be adorned with other appropriate patches, badges, or mementos in relation to the Comfort Dog's service.
   3. An appropriately sized safe place to secure the Comfort Dog indoors.
   4. Food and water bowls
   5. Toys
   6. Seat belt tether for vehicle transport.

B. Anytime the general public has access to the Comfort Dog, it shall be equipped with and wear its collar, leash, and vest.

VIII. Transportation

A. Handlers transporting the Comfort Dog in a Department vehicle may carry refreshments for the Comfort Dog in the vehicle. The Comfort Dog shall not be left unattended in a vehicle.

B. Handlers transporting the Comfort Dog in a Department vehicle shall use a seat belt tether for the Comfort Dog.

C. Detainees will not be transported with the Comfort Dog in the vehicle.

IX. Deployment Records

A. Any time the Comfort Dog is deployed, the handler deploying the Comfort Dog will utilize CAD and put themselves on the appropriate status with their beat and the Comfort Dog's designated radio call number of 398.

B. The Comfort Dog Coordinator or handler will compile records of the use of the Comfort Dog when the Comfort Dog is used on a call for service, attends a community event, or is otherwise deployed. These records will be documented via CAD and in RMS.

X. Injuries

A. If the Comfort Dog is injured, it shall be taken to a veterinarian as soon as possible for treatment. The Comfort Dog Coordinator shall be notified by the shift supervisor.

B. If the Comfort Dog injures any person, the handler working with the Comfort Dog at that time shall ensure the following:

1. The Comfort Dog is immediately secured in a safe area, or squad car, if practicable, to prevent further injuries.
2. The person who was injured receives proper medical treatment as soon as possible.
3. The Comfort Dog should be placed in its safe area upon return to the police station until the Comfort Dog Coordinator can assess the situation.
4. The Comfort Dog Coordinator shall complete an appropriate report documenting the incident.

C. In any injury situation involving the Comfort Dog:

1. The Watch Commander shall be notified. The Comfort Dog Coordinator shall be notified by the Watch Commander. The Comfort Dog Coordinator shall notify the Chief of Police or their designee.
2. The handler and Watch Commander or designee shall examine all injuries.
3. All injuries will be photographed (when applicable), regardless of the suspected nature of the injury. Photos will be submitted with the police report.
4. Witness statements shall be taken.
5. The Comfort Dog Coordinator shall investigate the incident and attach all supporting documentation, which is to be forwarded to the Chief of Police or their designee.

XI. Comfort Dog Retirement

Recommendations to retire a Comfort Dog for cause will be made through the chain of command. After consultation with the Departmental veterinarian and an approved trainer, the Comfort Dog Coordinator will make the recommendation as to whether or not the Comfort Dog may be retired or stay in service. The Comfort Dog Coordinator and handlers will be given the first opportunity to possess the retired dog. If more than one request for the dog is received at the time of retirement, interviews will take place to determine the new owner. If no handler applies, the requests will be open to all department members.