TO THE OFFICERS AND MEMBERS

OF THE POLICE DEPARTMENT

OF THE VILLAGE OF LANSING, ILLINOIS

In accordance with the authority vested in the undersigned by the Ordinances of the Village of Lansing, Illinois, the following Standard Operating Procedures and Rules and Regulations are hereby promulgated for the information and guidance of all Officers and members of the Police Department.

All rules, regulations and orders in conflict herewith are hereby abrogated and annulled.

Dennis L. Murrin Jr.,
Chief of Police
# Table of Contents

## Chapter 1  LAW ENFORCEMENT ROLE AND AUTHORITY

1.1 Law Enforcement Agency Role  
1.2 Limits of Authority  
1.3 Use of Force

## Chapter 2  AGENCY JURISDICTION AND MUTUAL AID

2.1 Agency Jurisdiction and Mutual Aid  
2.2 Off-Duty Action

## Chapter 3  CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES

3.1 Contractual Law Enforcement Services

## Chapter 11  ORGANIZATION AND ADMINISTRATION

11.1 Organizational Structure  
11.2 Unity of Command  
11.3 Authority and Responsibility  
11.4 General Management

## Chapter 12  DIRECTION

12.1 Organizational Direction  
12.2 Written Directives

## Chapter 15  PLANNING AND RESEARCH, GOALS AND OBJECTIVES, AND CRIME ANALYSIS

15.1 Planning and Research  
15.2 Goals and Objectives  
15.3 Crime Analysis

## Chapter 16  ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES

16.1 Allocation and Distribution of Personnel  
16.2 Specialized Assignments  
16.3 Part-Time Police Officers  
16.4 Auxiliaries
Chapter 17  FISCAL MANAGEMENT AND AGENCY PROPERTY

17.1 Fiscal Management
17.2 Budgeting
17.3 Purchasing
17.4 Accounting
17.5 Department Owned Property

Chapter 21 CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES

21.1 Job Classification

Chapter 22 COMPENSATION, BENEFITS AND CONDITIONS OF WORK

22.1 Compensation
22.2 Benefit Programs
22.3 Conditions of Work
22.4 Pregnancy
22.5 Temporary Light Duty

Chapter 24 COLLECTIVE BARGAINING

24.1 Collective Bargaining

Chapter 25 GRIEVANCE PROCEDURES

25.1 Grievance Procedures

Chapter 26 DISCIPLINARY PROCEDURES

26.1 Disciplinary Procedures
26.2 Sexual Misconduct

Chapter 27 CONDUCT AND GROOMING

27.1 Code of Conduct
27.2 Uniform and Grooming of Sworn Personnel
27.3 Uniform and Grooming of Civilian Personnel
27.4 Social Media

Chapter 31 RECRUITMENT

31.1 Recruitment Practices
31.2 Equal Employment Opportunity
Chapter 32  SELECTION

32.1  Selection Process
32.2  Administrative Practices and Procedures

Chapter 33  TRAINING AND CAREER DEVELOPMENT

33.1  Training Administration
33.2  Academy Training
33.4  Recruit Training
33.5  In-Service Training
33.6  Specialized Training
33.7  Civilian Training
33.8  Career Development

Chapter 34  PROMOTION

34.1  Promotional Process

Chapter 35  PERFORMANCE EVALUATION

35.1  Performance Evaluation Systems

Chapter 40  ANIMAL CONTROL

40.1  Animal Control

Chapter 41  PATROL

41.1  Patrol Administration
41.2  Patrol Operations
41.3  Patrol Equipment
41.4  Court Attendance
41.5  Canine
41.6  Illinois Firearm Act
41.7  Naloxone (Narcan) Dispensing Program
41.8  Sexual Assault Incident Procedures

Chapter 42  CRIMINAL INVESTIGATIONS

42.1  Criminal Investigations Administration
42.2  Criminal Investigations Operations

Chapter 43  VICE, DRUGS AND ORGANIZED CRIME

43.1  Vice, Drugs and Organized Crime
Chapter 44  JUVENILE OPERATIONS

44.1 Juvenile Administration
44.2 Juvenile Operations

Chapter 45  CRIME PREVENTION

45.1 Crime Prevention
45.2 Community Involvement

Chapter 46  CRITICAL INCIDENTS AND HOMELAND SECURITY

46.1 Critical Incidents
46.2 Special Operations
46.3 Homeland Security

Chapter 52  INTERNAL AFFAIRS

52.1 Organizational Integrity
52.2 Complaint Procedures
52.3 Domestic Misconduct

Chapter 53  INSPECTIONAL SERVICES

53.1 Line Inspections
53.2 Staff Inspections

Chapter 54  PUBLIC INFORMATION

54.1 Public Information

Chapter 55  VICTIM/WITNESS ASSISTANCE

55.1 Victim/Witness Assistance Administration
55.2 Victim/Witness Assistance Operations.

Chapter 61  TRAFFIC

61.1 Traffic Enforcement
61.2 Traffic Collision Investigation
61.3 Traffic Direction and Control
61.4 Traffic Ancillary Services

Chapter 70  DETAINEE TRANSPORTATION

70.1 Detainee Transport Operations
70.2 Restraining Devices
70.3 Special Transport Situations
70.4 Transport Equipment
70.5 Transport Documentation
Chapter 71  PROCESSING AND TEMPORARY DETENTION

  71.1-4 Temporary Detention

Chapter 72  HOLDING FACILITY

  72.1 Holding Facility Management
  72.2 Physical Plant
  72.3 Safety and Sanitation
  72.4 Security and Control
  72.5 Detainee Processing
  72.6 Medical and Health Care Services
  72.7 Detainee Rights
  72.8 Supervision of Detainees

Chapter 73  COURT SECURITY

  73.1 Court Security
  73.4 Courtroom Equipment
  73.5 Court Holding Facilities

Chapter 74  LEGAL PROCESS

  74.1 Legal Process Records
  74.2 Civil Process
  74.3 Criminal Process

Chapter 81  COMMUNICATIONS

  81.1 Communications Administration
  81.2 Communication Operations
  81.3 Facilities and Equipment

Chapter 82  CENTRAL RECORDS

  82.1 Records Administration
  82.2 Field Reporting and Management
  82.3 Records Operations

Chapter 83  COLLECTION AND PRESERVATION OF EVIDENCE

  83.1 Evidence Administration
  83.2 Evidence Operations
  83.3 Handling of Evidence

Chapter 84  PROPERTY AND EVIDENCE CONTROL

  84.1 Property and Evidence Control
Village of Lansing Police Department

GENERAL ORDER 1.1

Subject: Law Enforcement Agency Role

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Code of Ethics of all sworn Lansing Police Department Personnel. This Department demands that, at all times, all officers conduct themselves in an ethical manner.

1.1.1 Oath of Office

All personnel, prior to assuming sworn status, are required to take and abide by an Oath of Office to enforce the law, uphold the United States Constitution and enforce State Statutes and Village Ordinances. A signed copy of this oath will be maintained in the Employee's Personnel File.

1.1.2 Employee Code of Ethics

A. All sworn officers of the Lansing Police Department will abide by the following Law Enforcement Code of Ethics as a part of their Oath of Office:

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature, or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.
I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

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

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

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

B. All non-sworn employees of the Lansing Police Department will abide by the agency adopted, Village of Lansing mandated, Government Service Code of Ethics as a part of their Oath of Office.

C. All employees of the Lansing Police Department will receive job specific ethics training, at a minimum, biennially.

1.1.3 Diversion Programs

A. The Lansing Police Department actively utilizes and participates in several available formal criminal justice and social service diversion programs. While the Department has not specifically developed or administered any of these programs, it does support these programs by being a regular program user.

B. A traffic enforcement diversion program has been developed by the circuit court. The purpose of this program is to divert minor traffic offenses from the court system in an effort to obtain traffic law compliance while decreasing court caseload. The Department regularly participates in this program by issuing diversion tickets within current program guidelines.

C. The circuit court also utilizes diversion programs related to detoxification, mental health and drug abuse. While this Agency has no formal role in any of these programs, persons arrested by the agency are occasionally diverted from the criminal justice system at the pleasure of the court.
D. In an effort to divert minor misdemeanor cases from the circuit court, the Village developed a municipal civil hearing process. The Department regularly participates in this program by issuing MO Village Ordinance Violation Notices to offenders within current program guidelines. These local ordinance violations are heard at a local municipal civil hearing.

E. The Department’s role in juvenile justice diversion programs is detailed in General Order 44.2.1.

1.1.4 **Consular Notification**

Whenever an officer detains or arrests a foreign national, the officer will call an on-duty shift supervisor to the scene and read the non-United States citizen being arrested or detained Statement #1 from the Consular Notification and Access Reference Card. If a foreign national is from one the countries listed on the card, the officer will read the subject Statement #2 on the card and notify the country of origin of the arrest or detention. The supervisor will review the situation and will order additional appropriate actions be taken in accordance with the U.S. State Department’s publication entitled *Consular Notification and Access.*
Village of Lansing Police Department

GENERAL ORDER 1.2

Subject: Limits of Authority        Issued: 090694

Supersedes: All Previous Orders / Policies Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Lansing Police Department's legal authority and provide guidelines for officers exercising discretion.

1.2.1  Legally Mandated Authority

A. Full-time and part-time sworn officers are legally authorized and vested the responsibility granted by the Federal and Illinois Constitution and Illinois Compiled Statutes (ILCS) which define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes, and ordinances.

B. The Municipal Code of the Village of Lansing, Chapter 24, Sec. 24-17, establishes the powers and duties of the Chief of Police and police officers.

C. The Municipal Code of the Village of Lansing, Chapter 24, Sec. 24-70, establishes the powers and duties of part-time police officers.

1.2.2  Authority to Carry Weapons

Sworn officers are authorized to carry and use weapons in the performance of their duties and to make full custody arrests as authorized by the Federal and Illinois Constitutions, Illinois Compiled Statutes, and Village of Lansing Ordinances.

1.2.3  Constitutional Requirements

Sworn officers, in discharging their authorized duties, will not violate the constitutional rights of any individual as identified in legal statutes, operational procedures or judicial interpretation. All constitutional requirements related to field interviews, in-custody interviews, interrogations and access to counsel will be complied with in both the spirit and letter of the law.
A. **Field Interviews**: Officers may conduct field interviews on any person, whenever they have reasonable suspicion that the person is or has been involved in any criminal activity or is the subject of any police investigation or call for service.

B. **Warning of Rights**: The interview of any person in-custody is most often considered to be an interrogation of that person. Statute requires that prior to interrogating any in-custody or detained subject, that subject be advised of their "Miranda Warning Rights". When conducting any interrogation, personnel are strictly prohibited from utilizing any illegal or coercive techniques, as defined by current constitutional requirements, when obtaining a confession or admission.

C. **In-Custody Interviews**: Whenever any detainee is in custody for any criminal or traffic offense and that detainee wishes to provide officers with any information not specifically related to their in-custody event, officers may interview the detainee. Prior to conducting any interview, officers will again advise the detainee of their "Miranda Warning Rights". If a detainee has invoked their right of attorney at any time during this in-custody event, officers will not interview the detainee without first obtaining consent from the detainee’s attorney. In cases such as this it is desirable to have the detainee’s attorney present during any questioning. Interviews will normally take place inside of one of the Agency’s specified interview rooms located within the criminal investigative section.

D. **Off-Site Interviews and Interrogations**: Whenever any interview or interrogation is conducted at another location, other than the Lansing Police Department, officers will follow all state laws and agency directives. Additionally, officers may use other similar off-site jail and/or police agency interview room(s) as dependent upon the location of the interview. Officers may also be required to follow any legal directives required by the agency where the interview is conducted.

E. **Waiver of Rights**: The decision to waive their constitutionally protected rights remains with the subject in custody and when a protection is invoked, no attempt will be made to abrogate it.

F. **Arraignment**: When a person is arrested, with or without a warrant, an officer will bring the arrestee, if not released on bond or recognizance, without unnecessary delay before the court. At that time, formal charge(s) or complaints will be lodged.

G. **Pretrial Publicity**: Because pretrial publicity can unduly prejudice a fair prosecution, officers will follow the guidelines outlined in Chapter 54.1 governing the release of information to the press and other concerned parties and all applicable federal and state regulations.
1.2.4 **Search and Seizure**

Sworn officers involved in search and seizure without a warrant will follow all current State and Federal laws. Officers will make themselves familiar with the following:

A. Search by consent

B. Stop and frisk, reasons of safety

C. Movable vehicle searches

D. Crime scene, exigent circumstances, public safety endangerment

E. Inventory searches and other legally permitted situations

1.2.5 **Warrant / Non-Warrant Arrests**

725 Illinois Compiled Statutes (ILCS) 5/107-2 provides "a Peace Officer may arrest a person when he has reasonable grounds to believe that a person is committing or has committed an offense" and/or "he has reasonable grounds to believe that a warrant for the person's arrest has been issued in this State or in another jurisdiction," as confirmed by an active LEADS computer entry. When assisting another agency serve a warrant, confirmation may also be obtained from an on-scene officer from that agency.

A. When affecting a physical arrest for a criminal offense, with or without an arrest warrant, an officer will:

1. Advise the person they are under arrest, handcuff and search the offender
2. Take necessary control over evidence and/or area and personal property
3. Transport the offender for criminal processing
4. Complete required report documentation, including an incident report
5. Process offender per mandated current booking procedures, including livescan fingerprinting and digital photographs.

B. Offenders will be handcuffed as directed in General Order 70 prior to search and vehicle transport.

C. Officers may reasonably search the arrestee and the immediate area under their control, during or after the arrest, for the authorized purpose of protecting the officer, preventing arrestee escape, discovering the fruits of the crime and discovering any instruments of the offense.
D. Once an offender has been arrested and an officer has made any act in furtherance of that arrest, the officer is required to file formal charges, as long as probable cause for an arrest still exists.

E. At the discretion of an on-duty supervisor, officers may directly transport arrestees with warrants from another agency directly to that agency. Normally, such transports will be made to adjacent Illinois jurisdictions. Officers are not required to fingerprint or photograph these arrestees. A case report is required.

1.2.6 Alternative to Arrest Confinement

Sworn officers are expected to use discretion, within the latitude of legal bounds, in dealing with the public in all areas of contact, which include enforcing laws, maintaining public safety, furtherance of the Department's goals and objectives, and the maintenance of peace and good order.

A. Enforcement of minor violations is discretionary with officers. Enforcement may range from a verbal or written warning to formal complaint and arrest.

B. Discretion in incidents dealing with complaining private parties will require that the totality of the circumstances surrounding the incident be evaluated. Every decision must also consider an alternative to arrest and confinement.

C. Officer discretion concerning enforcement of serious criminal law violators will be narrow with enforcement action taken in all but the most exceptional cases. These exceptions will be documented on a Supplemental Report approved by an on-duty shift supervisor and forwarded to the Field Services Deputy Chief for review.

D. Any discretionary enforcement action or inaction will not be influenced by malice, vengeance or prejudices based on race, sex, ethnic background, religious belief, sexual orientation or political affiliation. Similarly, no preferential treatment will be extended on any of the same conditions.

E. After an offender has been arrested officers will permit non-domestic violence misdemeanor and petty offenders to post either a cash or personal recognizance bond. Persons posting bond will then be released pending trial. Officers must transport felony and domestic violence offenders to the Sixth District Markham Cook County Lock-up for pre-arraignment confinement and/or pretrial release by Cook County Sheriff's Deputies.
1.2.7 **Officer Discretion**

Discretionary power is the latitude of choice within legal bounds. Sworn officers will act in accordance with federal, state, and local law, Department policies, rules and regulations, and ethical codes of conduct. It is imperative that sworn officers consider Department goals and objectives, the Law Enforcement Code of Conduct, and reasonable, defensible actions, which always accomplish a police purpose, when using this discretionary power.

1.2.8 **Strip Search Procedures**

“Strip Search” as defined by ILCS means having an arrested person remove or arrange some or all of their clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.

A. In cases of a felony arrest, sworn supervisors may authorize a strip search of a person, without a warrant, when they have reason to believe that the person may be concealing drugs, weapons or other felony contraband. No person arrested for traffic, regulatory or misdemeanor offenses will be strip searched unless there is reason to believe that the individual is concealing a weapon or controlled substance.

B. All strip searches will be performed by persons of the same sex at a location where the search will only be observed by personnel conducting the search.

C. Employees of the Lansing Police Department conducting a strip search will:

1. Obtain permission from a supervisor
2. Prepare a form titled "Report of Strip Search"
3. Document the search in a case report

D. Reports of Strip Searches will include:

1. Date, time, and location of search
2. Name of subject searched
3. Name of the requesting officer and authorizing supervisor
4. Justifying search factors and results of the search
5. Name of subject conducting search
6. Appropriate signatures
E. Reports of Strip Searches will be distributed in the following manner:

1. White Copy: To Arrestee
2. Yellow Copy: To Field Services Deputy Chief
3. Pink Copy: Court Jacket

F. No search of any body cavity, including the mouth, will be conducted without a search warrant. Any warrant authorizing a body cavity search will specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a licensed physician.

1.2.9 Biased Based Profiling

A. Bias based profiling is the selection of an individual based solely on a common group trait. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable groups.

1. Bias based profiling is **STRICTLY PROHIBITED** by all employees.

2. In the absence of specific identifiers, bias based profiling indicators shall not be a factor in determining the existence of probable cause to place a person into custody. Additionally, bias based profiling indicators shall not be a factor in constituting a reasonable and articulable suspicion that an offense has been, is being, or is about to be committed so as to justify the detention of a person, a traffic contact or any asset seizure or forfeiture. All contacts made by members of this agency with any person must meet the requirements of the United States and Illinois Constitutions.

3. Exceptional situations for age related offenses include, but are not limited to; underage possession of alcohol or tobacco, underage operation of a motor vehicle, curfew and other STATUS offenses.

B. Preventing Perception of Bias:

1. Officers should be courteous and professionalism on all stops and contacts.

2. At the outset of a contact, where feasible, officers should introduce themselves and inform the person of the reason for the stop. This introduction is not required where the introduction would compromise the safety of the officer or any other person.
3. Officers should continue the contact for only that time which is necessary to meet the objectives of that which justified the stop to begin with, i.e. if the stop is for a traffic violation, officers should not prolong the stop beyond the time it takes to write a citation. Where reasonable delays occur, the officer should keep the person informed of the reason for the delay.

4. Officers should answer questions posed by the persons stopped to the extent that is possible.

5. Provide his or her name and identification number when requested.

C. All sworn officers will initially receive legal aspect training on bias based profiling, during basic academy training. Periodic in-service and/or briefing training will also be conducted and will include a review of this procedure.

D. Discipline procedures and corrective actions:

1. All complaints filed for any suspected violation of this policy will utilize the procedures set forth in General Order 52.1.1.

2. Officers with sustained bias based profiling or other discriminatory complaints filed against them will receive training and/or appropriate disciplinary action to correct any inappropriate actions.

E. In January of each year, the Field Services Deputy Chief will document an administrative review of bias based profiling practices to insure compliance and will implement any policy changes that might be required. This administrative review will include addressing citizen concerns.
Village of Lansing Police Department  

GENERAL ORDER 1.3

Subject: Response to Resistance  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

It is the policy of the Lansing Police Department that officers use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. The use of force must be objectively reasonable, which is that force that a reasonably prudent officer would use under the same or similar circumstances.

The following general principles are to govern application of the Department’s Response to Resistance Policy:

A. The policy is not to be construed to require officers to assume unreasonable risks. In assessing the need to use force in response to resistance, the paramount consideration should always be the safety of the officers and the public.

B. The reasonableness of a decision to use force under this policy must be viewed from the perspective of the officer on the scene, who may be forced to make split-second decisions in circumstances that are tense, uncertain, and rapidly evolving.

DEFINITIONS:

**DEADLY FORCE**

Force which is likely to cause human death or great bodily harm or which creates a high degree of risk that a reasonable and prudent person would consider likely to cause death or great bodily harm. (See 720 ILCS 5/7-8)

**GREAT BODILY HARM**

Bodily injury that creates a substantial risk of death, causes serious or permanent disfigurement, or results in long-term loss or impairment of the function of a bodily member or organ.
OBJECTIVELY REASONABLE

This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of officers and others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

RESISTANCE / CONTROL CONTINUUM

The PPCT Resistance / Control Continuum, starting with verbal commands and progressing to hand control, intermediate weapons, and deadly force, is to be utilized, when necessary, to perform any authorized police action. Officers may begin the application of force at any level of the continuum deemed reasonable by the individual circumstances of the individual incident.

Developed in 1995 by Bruce Siddle, PPCT Management Systems, Inc., and Steven D. Ashley.
SAFETY PRIORITY SYSTEM

This system prioritizes the safety of all persons at or near the scene of a tactical police operation, including civilians and the police. In order to come to a difficult decision regarding the resolution of an incident, these priorities must be established and used.

The Lansing Police Department Safety Priorities System is established as follows:

A. Hostages
B. Non-involved subjects / civilians
C. Police Officers
D. Offender / Suspect

1.3.1 RESPONSE TO RESISTANCE PROCEDURES

Sworn officers, acting under the authority granted in the 720 ILCS 5/7-5, will only use the amount and degree of force reasonably believed necessary, based upon the totality of circumstances as reasonably perceived by the officer at that time, to accomplish lawful objectives.

A. Use of Deadly Force

1. Officers are authorized to use deadly force to:

   a. Protect the officer or others, in accordance with the Safety Priorities System, from what is reasonably believed to be a threat of death or serious bodily harm; and/or

   b. To prevent the escape of a fleeing violent felon who the officer has probable cause to believe will pose a significant threat of death or serious injury to the officer or others. Where practicable prior to discharge of the firearm, officers shall identify themselves as police officers and state their intent to shoot.

The use of deadly force is objectively reasonable when:

   a. The officer is faced with imminent threat of serious bodily harm or death to himself/herself, or some other person who is present, or;

   b. To prevent the escape of an individual in cases where the officer has probable cause to believe that the subject has committed a violent felony involving the infliction or threatened infliction of serious bodily harm or death AND by the subject’s escape they pose an imminent threat of serious bodily harm or death to another.
B. Deadly Force Restrictions

1. Officers may use deadly force to destroy an animal that represents a threat to public safety; or as a humanitarian measure where the animal is seriously injured, when the officer reasonably believes that the deadly force can be used without harm to the officers or others.

2. Decisions to discharge a firearm at or from a moving vehicle shall be governed by this response to resistance policy and are prohibited if they present an unreasonable risk to the officer or others.

3. **Warning shots are forbidden.**

C. Use of Non-Deadly Force

1. Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control.

2. Officers are authorized to use department-approved, non-deadly force techniques and issued equipment to:
   
   a. Protect the officer or others from physical harm;
   
   b. Restrain or subdue a resistant individual; and/or
   
   c. Bring an unlawful situation safely and effectively under control.

D. Non-Deadly Force

Applications of the use of force may range widely from verbal coercion up to but not including the use of deadly force. Therefore, Lansing officers have at their disposal a variety of techniques and equipment that will allow them to respond appropriately to resistant and dangerous individuals.

These include, but are not limited to, skills in verbal persuasion, unarmed self-defense tactics, use of come-a-long holds, use of restraint and physical compliance measures and use of Department approved non-deadly weapons such as:

1. 21" ASP Tactical Baton (Policy and procedures that set forth guidelines in the use of the 21" ASP tactical baton may be found in General Order 1.3.2)

2. Oleoresin Capsicum Aerosol Restraint Spray (Policy and procedures that set forth guidelines in the use of OC may be found in General Order 1.3.3)

3. Department Canine (Policy and procedures that set forth guidelines in the use of the Department Canine may be found in General Order 41.5.)
4. TASER (Policy and procedures that set forth guidelines in the use of the TASER may be found in General Order 1.3.4)

5. The carrying or use of any weapon, or empty hand technique, not specifically issued or authorized by the Department is strictly prohibited, except in those extreme situations where an officer has no other choice but to use any item or technique available to prevent the immediate threat of human death or great bodily harm.

E. Training

1. Sworn officers may carry authorized less lethal weapons once a recognized instructor formally trains them in the use of the weapon.

2. Sworn officers will receive, at a minimum, biennial retraining with ASP or straight baton, Taser, and O/C spray.

1.3.2 NON-DEADLY FORCE APPLICATIONS

A. WEAPONLESS CONTROL TECHNIQUES

1. Weaponless non-impact control techniques- firm grip and compliance techniques were designed for subject come-a-longs. When verbalization proves ineffective, a firm grip and/or compliance technique may be all that is necessary to overcome the subject’s resistance.

a. Definition: Chokehold: means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. “Chokehold” does not include any holding involving contact with the neck that does not intend to reduce the intake of air.

b. Officers shall not use a chokehold in the performance of his or her duties, unless deadly force is justified.

c. Officers shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion.

2. Weaponless impact control techniques – When an officer reasonably believes that a subject is a danger to any person and needs to be immediately controlled and refuses to submit to arrest, upper and lower body strikes may be delivered to stop aggressive or combative behavior by the subject.
B. INTERMEDIATE IMPACT TECHNIQUES

1. Just as with weaponless control techniques, intermediate weapons shall be used in accordance with department training guidelines. Impact weapons shall not be directed to such locations as the head, neck, spine, throat or groin.

   a. The 21” department issued tactical baton is the regular duty authorized department impact weapon.

   b. The tactical baton shall be carried by all sworn uniformed officers in a manner consistent with department training methods unless otherwise directed by the Chief of Police, or designee.

   c. Non-uniformed officers have the option to carry the tactical baton unless otherwise directed by their supervisor, or the Chief of Police.

   d. The tactical baton may be used as a defensive impact weapon when such force is necessary. The baton will permit officers to defend themselves or another in situations where the use of a firearm may not be justified or necessary and the officer reasonably believes that the sole use of weaponless techniques will be ineffective and will risk the safety of the officer.

   e. 36-inch straight and PR-24 batons may only be utilized, by approval of the Field Service Deputy Chief, in crowd control situations, when deemed necessary by a supervisor.

   f. If, in the event of an emergency, it becomes necessary to use a flashlight or other object as an intermediate weapon, officers will use that object in the same manner as trained with the ASP baton.

   g. Every officer issued a tactical baton will be trained in accordance with department standard.

Note: This policy is intended to provide department personnel with guidance during critical incidents requiring the use of weaponless control techniques and intermediate impact techniques. More detailed information regarding the use of these techniques is contained within department training materials.

C. EMPLOYEE TRAINING

1. Sworn officers may carry authorized less lethal weapons once a recognized instructor formally trains them in the use of the weapon.

2. Sworn officers will receive, at a minimum, biennial retraining with weaponless control techniques, and ASP or straight baton.
1.3.3 OLEORESIN CAPSICUM AEROSOL RESTRAINT SPRAY

The department has adopted this OC Program and issued OC aerosol spray to officers with additional response options to assist them in successfully defending themselves from combative, resisting, and/or violent individuals while reducing the risk of inflicting or receiving injury. In addition, this program is intended to provide certain other authorized non-sworn members of this department with OC to be used as a personal protection device under the guidelines of this policy. The use of OC is classified as a response to resistance and will be used at the discretion of the officers when the decision is made that the response is objectively reasonable under the circumstances. As with any response to resistance, the officer shall be accountable to this department for the use of OC.

A. EMPLOYEE TRAINING

1. All Department training relative to the OC Program will be conducted by a fully trained OC instructor(s) that has attended a course(s) of instruction that prepares the officer to present materials to other officers and is approved by the Chief of Police.

2. Officers must successfully complete the departmentally approved OC training program prior to being issued OC. A biennial (every two years) re-certification will be conducted and attended by all members who are issued OC.

The OC training course shall consist of not less than three hours of initial instruction, periodic updates and the biennial re-certification. The OC training shall include, but not be limited to, the following:

a. The nature and effects of OC spray

b. Thorough familiarization with the type of devices used by the Department

c. The proper method of carrying and maintaining OC spray devices

d. Conditions under which OC spray may (and may not) be used, including the placement of OC spray on the use-of-force continuum
e. The method and mechanics of its use in both field and tactical application including:

1) Basic defensive tactics
2) Duration of application
3) Use against attacks
4) Vehicle extractions
5) Room clearing
6) Fight intervention

f. OC safety consideration regarding contamination of officers, bystanders or others.

g. Civil liability considerations

h. Officer actions following use including the control of the person sprayed and the protection of the officer against cross contamination

i. Treatment of persons sprayed, both in the field and at the police station or lockup

j. Procedures for the decontamination of persons, vehicles and buildings sprayed with OC

k. Procedures for reporting the use of OC spray

l. Procedures for periodic departmental inspection of individual officer's OC devices

m. Procedures for replacement of depleted devices

n. Disciplinary actions for improper use of OC devices or the failure to make a required case report.
3. All OC training (initial, periodic or re-certification) shall be documented by the assigned instructor and include the:

a. Names of the trainer(s)
b. Date and time of the training
c. Hours of the training
d. Names of all members in attendance
e. Training location
f. Written test scores (if a test was given)

**B. THE EFFECTS OF OLEORESIN CAPSICUM USAGE**

1. Personnel carrying OC must know what to expect, therefore, it is vitally important for them to understand what the general effects of an OC exposure are. These could include:

a. Inflammation of the eyes and mucous membranes causing;
   1) The involuntary closing of the eyes
   2) Uncontrollable coughing and hacking
      a) Impairment of the person's breathing
      b) An intense burning sensation of the affected areas
      c) Moderate to extreme emotional anxiety

2. Generally the subject experiencing the OC exposure may:

a. Be immediately rendered helpless through temporary involuntary closing of the eyes
b. Drop whatever might be in his/her hands
c. Bend forward at the waist
d. Immediately cover the face with the hands
3. OC exposure is generally effective against most people as well as for:
   a. Drug abusers
   b. Emotionally Disturbed Persons (EDPs)
   c. Intoxicated persons
   d. Enraged person(s) who have reduced sensitivity to pain

C. AUTHORIZATIONS AND REQUIREMENTS

1. Authorization to Carry OC
   a. Only officers who have completed the Department's prescribed course of instruction on the use of OC spray shall be authorized to carry OC spray devices.
   b. OC may be carried, if not prohibited by law, by other members of the department who successfully complete the prescribed course and receive express approval from the Chief of Police.
   c. In no event shall any personnel, while on duty, carry any OC spray device of any kind other than that which is specifically provided to that individual by the department.

2. Requirements
   a. OC shall be routinely carried by trained and sworn officers whose normal duties may require them to make arrests or supervise arrestees.
   b. Uniformed officers shall carry OC canisters in the approved belt holster on the duty belt in a manner as prescribed by the department.
   c. Non-uniformed officers may carry authorized devices of an alternative design, as authorized by the department.
D. GUIDELINES FOR USE

1. Usage Criteria:

OC spray is considered a use of force and shall be employed in a manner consistent with the department’s response to resistance policy. OC is a force option following verbal compliance tactics on the use of force continuum.

a. OC spray may be employed in the following situations:

1) Where verbal direction is ineffective or inappropriate

2) When the subject actively resists arrest, O/C shall not be deployed as a compliance technique for passive or verbally non-compliant subjects.

3) When the subject has manifested the intention to actively resist arrest

4) When the subject refuses to comply with an officer’s lawful commands if compliance with those commands is, under existing circumstances, essential to the safety of the subject, the officer or the public, and other means of obtaining compliance are ineffective or not feasible

5) When the subject is attacking, or is about to attack the officer, a fellow officer or some other person

6) In any other situation where the use of that degree of force is justified under the law and is in accordance with department policy

b. Other OC products, approved for use by trained officers, may be employed at the discretion of the Shift Commander, in other tactical situations that are consistent with law, this policy and the department’s response to resistance policy.

1) OC may be used to effect the removal of a person or persons who voluntarily lock themselves in a vehicle and refuse to exit when lawfully commanded to do so by an officer.

2) OC may be released into an enclosed area (such as a house or other building) to effect the removal of known or unknown persons who refuse a lawful request to voluntarily exit or when a forced exit is necessary under the existing circumstances.
c. Unless it is impractical, unreasonable or dangerous to do so, before employing OC spray, officers should verbally warn the subject that the OC "pepper" spray will be used if compliance is not forthcoming.

d. Officers should avoid the use of OC in areas where the use of OC could reasonably and could be foreseen to cause a panic, e.g. spraying OC in a darkened movie theater.

e. OC shall only be used as a control and compliance measure and shall never be used for any illicit, unlawful purpose or punitive measure.

f. Under all circumstances, the use of OC shall be consistent with any applicable state or federal law, the department's response to resistance policy and the manufacturer's specific guidelines for use.

2. Department guidelines for usage:

a. For maximum effect, OC spray may be used at a distance of three (3) to fifteen (15) feet. Effective range will be determined by the specific OC product being used and the environmental factors, including wind, rain, snow, ventilation, etc.

b. Officers should never spray from a pressurized can directly into a subject’s eyes from a close distance due to the potential for eye injury as a result of the pressurized stream. Officers should never spray directly into a subject’s eyes from closer than three feet or the distance recommended by the manufacturer (whichever is shorter) unless deadly force would be justified.

c. Officers should use only the amount of OC that is necessary to achieve the desired effects. Once the desired effects are achieved, the officer shall discontinue the use of OC.

d. When employing OC outdoors the officer should position themselves upwind from the subject before spraying.

e. Officers must also be aware that employing OC spray indoors, especially in confined areas, increases the risk of contaminating the officer, other officers and bystanders. Officers shall consider alternatives to OC spray while attempting to control a subject in a crowded-enclosed area due to innocent overspray that may cause the onset of panic, or in buildings with closed-ventilation systems than may have an impact on numerous innocent people who may need to be evacuated.
f. Except under extreme conditions OC should not be employed when other officers are within the spray area. Where possible, the spraying officer shall clearly verbalize a warning to other officers that the use of OC spray is imminent and the other officers should immediately vacate the spray area.

g. Two bursts lasting between one-half and one second should be directed into the primary target area which consists of the subjects:

1) Face
2) Eyes
3) Nose
4) Mouth

h. Officers may spray a combative restrained/handcuffed prisoner only if/when other available means of control have been exhausted or would clearly be ineffective.

3. The effects of the OC exposure and Officer Response.

a. Officers should avoid entering the sprayed area for several seconds to limit the possibility of cross contamination.

b. The effects of OC will vary among individuals therefore; all subjects shall be handcuffed as soon as practical after being sprayed.

c. Officers should be prepared to employ other means to control the subject - to include other force options, if necessary, that are consistent with department policy - if the subject does not respond sufficiently to the spray and cannot be otherwise subdued.

d. Immediately after spraying the subject, officers shall be alert to any indications that the individual needs medical care. Subjects will be observed at 15 minute intervals for a minimum of one (1) hour.
E. OLEORESIN CAPSICUM DECONTAMINATION PROCEDURE

1. Persons

Once control of the subject has been established, and/or resistance has ceased, the officer will make reasonable efforts to allow the OC effected subject relief from the discomfort associated with the application of OC.

a. Fresh air will normally begin reducing the effects of OC spray within 15 minutes of exposure.

b. Severe symptoms of OC exposure are expected to disappear in forty-five (45) minutes or less with only minor after effects (red skin, mild burning sensation).

c. Officers should provide assurance to the sprayed subject that the effects are temporary and encourage them to relax.

d. Reasonable OC decontamination efforts may include (as practical under the circumstances of the exposure):

e. Removing the effected person from the spray area to an area of fresh air or providing some other ventilation,

f. Keeping the person calm by calmly informing the person of the anticipated effects of the OC exposure,

h. Allowing the affected person to flush the affected area with saline solution or clear water (if available) to relieve the inflammation to the eyes and skin.

i. If practicable, the affected person should be allowed to wash all effected skin areas with soap and water,

j. Arrange for professional medical attention if the person complains of an injury other than from the effects of OC spray. If serious symptoms persist after forty-five (45) minutes from OC exposure, or if the officer reasonably believes that the person needs medical attention

k. Allow the person affected to change contaminated clothing and remove contact lenses (if/when practical to do so).

l. Do not put any type of salve on the affected areas of the skin. This will trap the particles which are present against the skin. Salve includes; butter, cold cream, Vaseline, lanolin and other similar materials.
m. Secondary contamination or effects on the user are generally negligible. The subject may be handled immediately after exposure. The user should exercise caution to avoid contact between their hands and face until thoroughly washed with soap and water.

2. Buildings

   a. Opening doors and windows as soon as practical

   b. Washing affected areas with soap and water

   c. After about thirty (30) minutes of ventilation, the building and area should be clear of airborne OC

   d. If the OC was sprayed on any food, wash the containers, and if unwrapped food was exposed to the OC, properly dispose of the OC-contaminated food

F. CHEMICAL MUNITIONS

   1. The Department also may maintain a supply of less lethal tear gas that is available for use upon approval of the on-duty shift commander.

1.3.4 CONDUCTED ELECTRICAL WEAPONS

Policy:

   It is the policy of the Lansing Police Department that officers use only the force that reasonably appears necessary to control or otherwise subdue violent or potentially violent individuals. The use of force must be objectively reasonable, which is that force that a reasonably prudent officer would use under the same or similar circumstances. Conducted electrical weapons, such as the TASER, have been proven effective in furtherance of this policy, and are authorized for use in appropriate circumstances by trained personnel.

DEFINITIONS:

Conducted Electrical Weapon (CEW): In the present context, this term refers to weapons designed to disrupt a subject’s central nervous system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contractions and override an individual’s voluntary motor response. The CEW approved for use by Lansing Police employees is the TASER Model X26 or X26P. The terms CEW and TASER are interchangeable for purposes of this policy.

AFIDs: These are confetti like pieces of paper that are expelled from the cartridge when fired. Each “AFID” contains an alpha numeric identifier unique to the specific cartridge used.
A. TASER POLICY OVERVIEW

The TASER is deployed as an officer safety tool and is an addition to other police self-defense techniques and tools. The TASER is to be used to control physically dangerous or violent subjects, when a weapon is involved, or there is reasonable belief that it is unsafe for officers to approach within physical contact range of the offender(s). An officer is not expected to place himself at unreasonable risk to deploy the TASER nor shall an officer deploy the TASER when facing a firearm or extended distance deadly force threat unless circumstances permit such use.

B. AUTHORIZED USERS AND READINESS

1. Authorized Users

   Only those who have satisfactorily completed the Lansing Police Department's approved training course, and/or the manufacturer's certification course of instruction shall be authorized to carry the TASER. All officers authorized to carry the TASER shall complete annual in-service refresher training as required.

2. TASER Readiness

   a. The TASER will be carried by authorized officers in an approved holster on the support side of the body in a cross-draw position. Those authorized to use the devices and assigned outside of uniformed patrol duties may utilize other department-approved holsters, and carry the TASER consistent with Department training.

      1) When not in use, the TASER shall be properly secured and will only be removed from the holster/storage location when it is to be checked, discharged, or taken in/out of service.

      2) All TASERs will be issued by the shift commander at the beginning of the shift and returned to the shift commander at the end of the shift.

      3) Community service officers have access to a Taser, located in the Booking Room. Once community service officers are properly trained by a recognized instructor, they are authorized to utilize a Taser in an emergency situation to defend themselves or other employees. Community service officers will receive, at a minimum, annual retraining in Taser use.

   b. The TASER shall be carried fully armed with the safety on in preparation for immediate use when authorized.
c. The TASER may be stored and transported only in specifically assigned Department vehicles that are equipped with appropriate security measures as prescribed by Department standard.

d. Any TASER not deployed for training or field use will be stored in a secure location so designated by the Chief of Police, or designee.

C. TASER DEPLOYMENT PROCEDURES

1. TASER Deployment

a. The TASER is generally analogous to Oleoresin Capsicum spray/ASP baton on the resistance / control continuum and decisions to use the TASER involve the same basic justification. As such, the device is prohibited from being used:

1) In a punitive or coercive manner.

2) On a handcuffed/secured prisoner, absent overtly assaultive behavior that cannot be reasonably addressed in any other less intrusive fashion.

3) On any suspect that does not demonstrate their intention to use violence of force against the officer or other person, or flight (in cases where officers would pursue on foot) to resist/avoid detention or arrest. Taser shall not be deployed as a compliance technique for passive or verbally non-complaint subjects.

4) In any environment where potentially flammable, volatile, or explosive material (including but not limited to such things as OC spray with volatile carriers, gasoline, natural gas, propane, etc.) is present or where the location poses a serious danger to someone from a secondary fall injury (i.e. roof, tree, bridge, stairwell, etc.).

b. When considering whether to use OC spray or an CEW, the totality of the circumstances should be considered together with the following factors specific to these two weapons:

1) The statistical probability of physical injury resulting from CEW is similar to OC spray, with the exception of accidental probe contact to a vital area or a secondary injury to the subject from falling.

2) OC spray creates more prolonged discomfort to subjects than the CEW but is less incapacitating.

3) Persons exposed to the CEW generally recover rapidly, as compared to far longer recovery periods for OC spray and the potential for cross contamination resulting from the spray.
4) A CEW is more likely than OC spray to incapacitate persons under the influence of alcohol, controlled substances, or those suffering from mental instability. However, NO technology is guaranteed to stop a violent and determined attacker.

5) The effective range of the CEW varies based on the particular cartridge being used, but generally exceeds that of belt carried OC units.

c. In preparation of firing, the CEW shall be pointed in a safe direction, taken off safe, and then aimed. Center mass of the subject’s back should be the primary target. Where back-targeting is not possible, frontal targeting should be lower center mass and/or upper legs. The chest shall be avoided where possible.

d. Before discharging the TASER, the officer should alert others on the scene that a TASER deployment is imminent. Unless circumstances dictate otherwise, the deploying officer using a loud audible warning of “TASER” will accomplish this notification.

e. Fixed sights should be used as the primary aiming device and the laser dot as the secondary aiming device.

f. Upon firing the device, the officer shall energize the subject the least number of times and no longer than necessary to accomplish the legitimate operational objective. Special consideration shall be given to securing the subject under TASER power as soon as practical, when submission/compliance cannot be achieved through a minimal number of deployment cycles and verbal commands.

g. The device may also be used in certain circumstances in a “drive stun” mode. This involves removing the cartridge and pressing the unit against an appropriate area based on training. It is important to note that when the device is used in this manner it is:

1) Primarily a pain compliance tool due to a lack of probe spread.

2) Minimally effective when compared to conventional cartridge type deployments.

3) The focus of a disproportionate number of misuse allegations.

4) More prone to leaving marks on the subject’s skin.

h. The TASER shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled in other than an operational deployment.
2. Deployment Considerations

   a. Where feasible deploying officer should use verbal commands and point laser sight at the offender prior to discharging.

   b. Other deployment considerations include imminent threat to officers or others, offender actively resisting arrest, use of a weapon, to prevent offender self-injury, severity of the crime, attempt to evade arrest by flight.

   c. Consideration must also be given if the subject is pregnant, elderly or very young and if the officer has reason to believe that the subject has a debilitating illness or heart problems. Manufacturers indicate that there is no medical evidence to suggest that a TASER would directly endanger such persons. However, officers should only consider using force in such cases when the need to stop the behavior clearly justifies the potential risks involved and that the TASER is a reasonable option.

D. POST DEPLOYMENT PROCEDURES

1. Subsequent to any deployment of a TASER, the deploying officer will collect the cartridge, wire leads, darts and AFIDs. This does not apply to deployments against dangerous animals.

   a. Any deployed cartridges, probes and AFIDs, other than those used for training or the control of dangerous animals, shall be retained as evidence. Unless required for evidentiary purposes, the wires may be discarded and the sharp ends of the probes inverted into the portals of the fired cartridge. This will prevent the sharp ends from penetrating the evidence envelope. Tape should be placed over the portals to ensure the probe is in the cartridge. The evidence shall be placed in a biohazard container and sealed.

   b. When it is determined that this material is not required as evidence it may all be discarded.

2. Subject Aftercare

   a. The TASER darts shall be removed from the subjects after being restrained following the procedures outlined in training. The following persons should be transported to an emergency care facility:

      1) Subjects who are hit in a sensitive area (face, head, neck, female breast, genitals)

      2) Subjects from whom officers have difficulty removing the probes (i.e. probe/barb separation) or where probes cannot be safely removed per policy.
3) Subjects who do not appear to be fully recovered within 10 minutes after being exposed, however officers who observe unusual physical distress should immediately call for medical assistance.

4) Subjects who may be considered to be in an elevated risk category, these include juveniles, pregnant women, persons who are of small stature, persons officers become aware of who have a pre-existing medical condition that increases danger, and the elderly.

5) Subjects who request medical assistance.

6) Persons subjected to multiple Taser deployments and are exhibiting signs of excited delirium. Note that people who suffer from this may not be immediately impacted and the onset of difficulty may occur a period of time after the event.

b. Photographs of the affected area should be taken before and after the darts are removed.

c. When practical and conditions warrant, emergency medical service personnel or other authorized medical personnel should examine the exposed person prior to being incarcerated.

E. REPORTING REQUIREMENTS

1. Deploying officers shall notify their supervisor as soon as practical after the deployment of a TASER and document the incident in a full written case report. The supervisor will be responsible for downloading the digital data from the Taser and attach this information sheet to the use of force report.

2. The Shift Commander shall notify the Division Deputy Chief, without unnecessary delay, whenever a TASER is deployed on a subject and the subject requires medical care (other than probe removal). The Division Deputy Chief will direct the Shift Commander with respect to any further notifications up the chain of command.

3. Any discharge of a TASER, including unintended discharges, shall be reported, investigated and documented. The officer that discharged the TASER shall complete a detailed report.

a. The report should include, but not be limited to, the following information;

   1) The circumstances that necessitated the discharge.

   2) The identity of the subject, all officers involved, and any known witnesses.
3) The make, model, and serial number of the TASER discharged.

4) The range at which the TASER was discharged.

5) The point(s) of impact on the subject.

6) The number of five-second cycles used.

7) The type of clothing the probes encountered.

8) The type of discharge (probe, drive stun or both)

9) Evaluation of the effectiveness of the device.

10) After-discharge actions taken by the officers.

11) Any injuries suffered by the subject as a result of the device or the incident and any photographs were taken of injuries.

b. Discharge of a TASER during an approved training session will not require completion of a report, unless an injury occurs during the training session resulting from a discharged TASER.

c. With the exceptions of an approved training session or to test the functionality of the unit in a safe area, the TASER will not be activated or demonstrated at any time. The TASER will never be displayed or used in an unnecessary or unprofessional manner.

d. The discharge of a Taser to control any vicious or dangerous animal will require documentation on a case report. No use of force documentation is needed. The officer should include the Taser unit number or serial number in the narrative of the case report.

F. TASER PROGRAM COORDINATOR

The TASER Program Coordinator is a sworn officer and certified TASER instructor, appointed by the Chief of Police. The Coordinator will report to the Field Services Deputy Chief and have the following responsibilities;

1. Receive, inspect, and ensure the maintenance and replacement of the TASER devices purchased or obtained by the Department.

2. Establish and maintain systems to record the issuance of TASER cartridges. Ensure that the serial numbers of each issued cartridge is recorded to which officer the cartridge was issued to.

3. Maintain an adequate supply of batteries and cartridges for replacement and coordinate the exchange or replacement batteries.
4. Return defective or damaged TASER and cartridges to vendor and arrange for service and/or replacement of defective or damaged device.

5. Maintain training updates and information from TASER International and other sources that will keep the program current and training relevant.

6. Conduct basic user certification training and annual re-training to Department personnel. All training will be coordinated through the Support Services Deputy Chief.

7. Review each case report involving the deployment of the TASER. Download the Computerized Recorded Firing Data from the TASER, review the data for consistency with the case report, and then place the information with the Use of Force report (if not already done by Shift Commander).

Note: This policy is intended to provide department personnel with guidance during critical incidents requiring the TASER. More detailed information regarding the use of the TASER is contained within the department Response to resistance policy, General Order 1-3.

1.3.5 Medical Aid After Use of a Weapon

A. If any person advises that they have suffered an injury and requires medical aid after the use of any level of force and/or after the use of any lethal or less lethal weapon by an officer, that officer will request that Paramedics be dispatched to the scene for the rendering of medical aid. Officers may remove Taser projectiles from persons, as trained, unless located in the head, face, neck, genitals or female breasts. As trained, officers may also flush the eyes of those complaining of eye irritation from the use of O/C Spray utilizing the eye wash sink located in the Sally Port, portable cleansing wipes and/or portable spray bottles.

B. If any officer reasonably believes that any person will require medical aid due to that officer's observations, including indications of excited delirium, the Lansing Paramedics will be requested and dispatched to the scene to further evaluate, treat and/or transport any person to an area hospital.

1.3.6 Reporting Requirements/Force Reports

Employees are required to file a “Use of Force” Supplemental Report in the following instances:

A. Discharge of a firearm other than in training, recreation, or animal call

B. Actions resulting in injury or alleged injury or death to anyone

C. Force is applied through the use of a lethal or less lethal weapon
D. Force is applied by Department canine

E. Force applied through strikes, kicks, or takedowns

F. When requested to do so by any sworn supervisor

### 1.3.7 Incident Review

A. Whenever an employee files a Use of Force Supplemental Report in which there was an on or off-duty application of force, the on-duty supervisor approving the report will submit a copy to the Field Services Deputy Chief for documented review. The Field Services Deputy Chief will determine if additional investigation is needed. If needed, the Field Services Deputy Chief will submit a copy of report recommendations to the Chief of Police for additional review.

B. If the circumstances warrant, the Chief of Police may choose to start an Internal Investigation or have another agency investigate the incident.

C. The Chief of Police will make a determination, based on the report submitted, if additional police action or disciplinary action should be taken.

### 1.3.8 Supervisory Response Following a High Level Use of Force

A. Upon notification that an officer has been involved in a high level use of force the on duty supervisor will immediately respond to the scene. These incidents include all firearm discharges, in-custody deaths or serious injuries, and all other uses of force/response to resistive suspects when a serious injury requiring hospitalization. The initial responsibilities of the responding supervisor (and back-up officers) are:

1. Determine if the scene is safe to approach and which approach is best.

2. Establish a perimeter to prevent further criminal violence either by the offender(s) or others coming on scene and to protect persons present from all associated hazards.

3. Assess the scene for injuries to officers and others. Get medical assistance.

4. Determine if the suspect(s) is still at large. Obtain a description and initiate a search and perimeter.

5. Establish a command post location and staging area for police, EMS, and support units.

6. Secure and cordon the scene. Identify and control evidence that will be lost, contaminated, or destroyed.
7. Identify, isolate, and control witnesses.

B. Upon initial response, the supervisor should focus his attention to officer safety and public safety concerns. The supervisor will need to determine a brief account of what happened (Addendum A located in LPD Supervisor Folder). However this early stage should focus on what happened and what areas are to be included in the scope of the investigation. Detailed explanations or justifications of officer’s actions are premature and not necessary at this point in time.

C. Request appropriate manpower response. Insure that the Field Services Deputy Chief and Investigative Supervisor are immediately notified.

D. After securing the scene and witnesses, focus should be moved to the involved officer / officers. The Department recognizes that officers involved in shooting situations or other high level uses of force are likely to experience one or more of the following physiological reactions:

1. A sense of slow motion, caused by accelerated thought process.

2. A sense of detachment, including auditory blocking.

3. Tunnel vision.

4. A skewed sense of time and space relations.

5. Nausea or vomiting.

6. An increase in blood pressure

7. Rapid heart beat

8. Involuntary urination / defecation

9. Speech impairment

10. Uncontrollable crying

11. Shock

12. Guilt

13. Anger

14. Disbelief

The Department’s goal is to minimize the negative effects and potential threat to health of any of the above reactions.
E. Remove the involved officer or officers from the scene as soon as feasible.

1. The officer involved shall be transported as soon as feasible to the hospital for evaluation. Assign a supportive peer officer to accompany and remain with the officer and provide assistance. The support officer will secure all equipment of the involved officer. The equipment shall remain in the identical condition as when secured. **No weapon will be unloaded or changed in any condition.**

2. Arrange to have the involved officer contact family, clergy, and / or legal counsel. Under no circumstances will an officer involved either directly or as a witness be placed in the rear seat of a squad car. No officer will be held or isolated in any area without a peer support officer.

3. The Chief of Police or his designee shall, where feasible, personally go to the home of the officer involved to make notification to family members and provide transportation to the hospital or other location as required. If the officer involved is injured, every reasonable effort will be made to make in person notification. If it is not feasible to make in person contact, only then shall telephone contact be initiated. Every effort will be made to assist the family member(s) with transportation and a support person(s).

4. After medical evaluation and treatment (if required), the assigned support officer shall transport the officer to his or her home. Under no circumstances will the officer involved be permitted to drive him or herself home. No investigative examination or interview of the officer will take place until the Chief of Police or his designee authorizes such.

5. Should the incident take place outside the jurisdictional boundaries of the Village of Lansing, the first responding Lansing officer or supervisor will immediately take charge and control of the involved officer and remain with him or her at all times. The involved officer and the responding /supporting Lansing officers should take into consideration the direction and assistance of the local agencies officers. However, where the directions or orders of another agency are contrary to the general orders or operating procedure of the Lansing Police Department, the officer involved or responding / support officers of the Village of Lansing shall not be required to follow any directive of another police agency or take commands of any officer of another agency without the express authorization of the Chief of Police of Lansing or his designee.
F. On-Scene Investigation

1. Secure and protect the crime scene. This includes all recorded information surrounding incident:
   a. Mobile Video Recording
   b. MDT communication
   c. Dispatch/Radio tapes
   d. CAD log
   e. 911 telephone calls
   f. Area business surveillance video

2. Begin detailed witness canvass. Prior to the interview by investigators, any witnesses to the events should be controlled and isolated so as to not allow contamination of memory by others. As soon as police transport is available, the witness(s) will be individually transported to the police station to await interview. Identify all witnesses and persons present who indicate that they did not witness anything. Keep a detailed record of such persons but do not interview. In case a witness absolutely needs to leave, a summary of events should be taken in the presence of at least two officers and detailed contact information should be gathered for the investigators. The witness(s) should be informed that the interview will take place at the soonest opportunity.

3. Begin evidence identification. Crime Scene Investigators shall be requested from the Illinois State Police or the Lansing Police Department if ISP is unavailable. The Investigations Supervisor shall designate which agency to be contacted. Evidence will not be disturbed, moved, or collected until specific permission has been granted by the lead investigator. An exception to this is allowed when evidence is at risk of being lost, destroyed, or contaminated if not collected immediately.
G. Assignment of Investigator(s) or Request of Outside Agency Assistance.

In all cases, the Chief of Police, or designee, shall consider whether it is in the agency’s best interest to utilize the services of an outside agency to conduct the major crimes investigation that accompanies any law enforcement critical incident which involves serious bodily injury or death. In cases where it is determined that the agency lacks the resources to conduct a complete and thorough investigation of the event, an outside agency shall be notified for assistance as soon as possible. This section does not relieve the involved agency of its responsibility to conduct an administrative investigation of the critical incident and review the event for a determination as to whether or not agency issues including policy and training issues are indicated by the action.

1. If Department personnel are utilized the following guidelines will be adhered to:
   a. No person involved in the incident will be part of the investigation unit, other than to file necessary reports.
   b. Generally, Internal Affairs personnel will be used to conduct the investigation.
   c. If no Internal Affairs personnel are available, no one will be assigned to investigate an incident that includes a person of senior rank to him or her.
   d. The State's Attorney's Office will be advised and this agency will comply with any of the existing requirements of that office.

2. The following procedures will be utilized if the Public Integrity Task Force is requested:
   a. Contact the Public Integrity Task Force or contact ISP District Chicago to make the request.
   b. The Task Force will generally have a one – two hour response time.
   c. The Task Force will begin with an examination of the scene and a briefing from the requesting supervisor. Generally, the Task Force will interview civilian witnesses, non-involved officers, and lastly interview the involved officer(s).
   d. The Task Force will provide a review of information to the Chief of Police after the incident and initial subsequent investigation. This will be followed by a detailed written investigation after all of the evidence has been processed.
H. Release of Information.

The Chief of Police, his designee, or the Public Information Officer will be responsible for the issuance of any statements to the public, including the news media. No identification of involved personnel will take place without the express authorization of the Chief of Police or his designee. No member of the Department will make any comment or release any information to any person outside the police department without the express authorization of the Chief of Police or his designee.

I. Officers involved in the use of force resulting in serious injury or death to any person(s) shall:

1. Be temporarily removed from line of duty assignments.

2. Be assigned to meet with a trained and licensed psychologist or licensed social worker experienced in dealing with officer involved incidents as soon as practical following the incident. A minimum of one counseling session shall be required prior to the officer being authorized to return to duty.

3. Be ordered to take administrative leave at the discretion of the Chief of Police, or his designee.

4. The Department may choose to engage the Northern Illinois Critical Incident Stress Debriefing Team. If the CISD Team is requested all personnel involved in the event will be included. The CISD team can be reached by calling 800-225-CISD, 24 hrs.

J. Any firearms, less-lethal tools, other instruments, or items involved in the incident will be identified and collected by crime scene investigators and held for investigation. Firearms or other equipment not involved in the incident shall not be taken into evidence unless there is a specific identifiable need to do so. In the event an officer’s duty handgun is taken for evidentiary purposes, a Department owned duty handgun will be issued as soon as practicable.

K. Administrative Review

1. Whenever any of the incident types designated in this policy occur, the Field Services Deputy Chief will conduct a review of the incident. This review will result in a written critique and specifically address the following issues and make specific determination whether:

   a. The force, control and/or restraint was consistent with the agency policy;
b. There are any issues requiring re-evaluation of agency policy and/or procedures;

c. There are any training needs identified;

d. The equipment provided by the agency was adequate; and

e. Supervisor involvement was reasonable.

L. Other Uses of Force

Situations involving lesser amount of force, not meeting the criteria set forth above will also be reviewed in accordance with General Order 1.3.7 involving lesser amount of force, not meeting the criteria set forth above will also be reviewed in accordance with General Order 1.3.7

1.3.9 Weapons, Holsters and Ammunition

A. The only authorized primary on-duty handgun is the Department issued and maintained Sig Sauer P226 semiautomatic pistol. These handguns will remain in stock manufacturer's condition with the exception of Department authorized modifications.

B. The only authorized less lethal weapons approved by the Department are issued ASP and/or straight baton, O/C spray, Taser, 36-inch straight and PR-24 batons and any other specialized weapons as approved by the Chief of Police.

C. Annually during the first quarter of each calendar year, officers are required to have their weapons inspected. Only currently authorized Department armorer’s or qualified manufacturer’s personnel will inspect or perform maintenance on Department weapons. Inspection and maintenance records will be submitted to the designated Range Master and filed in the issued officer's range records.

D. When any weapon is deemed to be unsafe, in the opinion of the inspecting armorer, that weapon will immediately be removed from service by that person and will be replaced with a safe weapon. The Field Services Deputy Chief will be advised, by memo, whenever this occurs.
E. In addition to their Sig Sauer P226 semiautomatic pistol, officers may also carry a second concealed handgun while on or off-duty. These hand-guns must be either an approved revolver or a semiautomatic pistol that is fully functional, in good working order, has a double action firing mechanism, and a firing pin block that will prevent discharge unless the trigger is fully engaged. No such handgun will be carried until approved in writing by the Chief of Police or his designee and the officer has qualified with it as required in General Order 1.3.11. All requests to carry any non-issued handguns will be made on the appropriate request form to be submitted to the Chief of Police.

F. The “Safariland” lined SS3 in plain black, “Safariland” lined ALS model 6360, in plain black leather or STX finish, or the “Uncle Mike’s” Pro3 Mirage in plain black (until September 30, 2017) are the only authorized on-duty holsters. The “Uncle Mike’s” Pro3 will no longer be authorized for use after September 30, 2017. All off-duty handguns will be carried in a secure manner and in a way as not to cause alarm to the general public.

G. Sworn officers assigned to patrol have the option to wear either leather or approved nylon gear. The only authorized nylon gear is the Bianchi “AccuMold” system. The following listed leather/nylon and additional equipment is part of their uniform:

1. Authorized on-duty holster and handgun
2. Plain inner and outer black leather police belt
3. Plain velcro or snap covered or open dual magazine holder
4. Plain velcro or snap single or dual handcuff case holder
5. Department issued ASP baton, O/C spray and plain holders
6. At least one pair of metal universal small keyed police handcuffs
7. Department issued portable radio and plain black leather or nylon holder
8. Plain black key or belt keepers are permitted but not required
9. Plain black metal or plastic flashlight with plain holder is permitted

H. Only Department issued and approved ammunition will be carried in Department owned handguns or rifles on or off-duty. Officers carrying off-duty handguns will be responsible for purchasing ammunition for use as approved by the Chief of Police. The Chief of Police will maintain a list of approved ammunition for handguns and rifles.
I. All sworn officers will not be armed when:

1. Consuming alcoholic beverages
2. Taking prescribed medications that may impair them
3. On leave of absence from the Department
4. Relieved of duty

J. Officers may also be armed with Department owned and authorized AR-15 rifles, or individually owned and approved AR-15 rifles, or other weapons, as deemed necessary by the Chief of Police, or designee. Officers must be properly trained and qualified in the use of these weapons prior to being authorized to use them. Annually officers who choose to use an individually owned rifle must complete the rifle qualification course with both the department and personal rifles. Officers must successfully qualify with both weapons in order to be authorized to carry their personal rifle.

K. Full-time and Part-Time officers are authorized to be armed off-duty within or outside of the Village of Lansing. Animal Control Officer is authorized to be armed within the Village. His firearm may be used for the immediate defense of animal attack and in accordance with the DNR Nuisance Animal Permit.

L. Sworn supervisors will have access to department owned Ruger 10-22 rifles, stored in the designated supervisor vehicles. These rifles will be used in accordance with General Order 41.1.2 (D). Only approved ammunition will be used in these rifles.

M. The Office of the Chief of Police will maintain, in employee personnel files, the original record of each weapon approved for use.

1.3.10 Weapon Proficiency

Only authorized employees successfully demonstrating proficiency in the use of Department authorized weapons will be allowed to carry or use such weapons.

1.3.11 Training and Weapon Qualifications

A. Sworn officers will annually receive training in the Department's response to resistance policies and demonstrate proficiency with any approved lethal weapon and conducted electrical weapons, which an officer is authorized to use. In addition, in-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. Supervisors authorized under General Order 1.3.9 (L) will qualify with the weapon biennially.
B. All proficiency training must be documented and conducted by a certified weapons or tactics instructor.

C. If an officer is unable to successfully qualify or safely complete any practical course of fire after two attempts with any Department authorized weapon, the instructor will immediately provide that officer with remedial training. After remedial training officers will again attempt to successfully complete the course of fire. If an officer is still unable to qualify or safely complete any course of fire with any weapon the instructor will notify the on-duty Shift Commander and document this information. The Shift Commander will document the incident and notify the Field Services Deputy Chief.

D. Officers unable to successfully qualify/requalify will be provided with additional training/retraining by the Department to assist an officer with training needs. Officers still not able to successfully qualify are subject to administrative action at the discretion of the Chief of Police.

E. Officers are individually responsible to complete with, their issued on-duty handgun, a minimum of one qualification shoot each calendar year. In addition, officers will complete all practical shoots that are scheduled by the Range Master. These shoots will normally be completed on a monthly basis. Officers are responsible to complete a minimum of one qualification shoot each calendar year, with any approved off-duty handgun.

F. Officers are individually responsible to complete all FATS and/or rifle shoots, including qualification that are scheduled by the Range Master each calendar year. These shoots will normally be completed on a monthly basis.

G. Qualification and practical courses of fire for authorized weapons will be determined by the Range Master subject to final approval by the Chief or a Deputy Chief. Officers must attain a minimum score of 75% for qualification.

H. Retired officers wishing to carry firearms per federal statute will comply with all state and federal required regulations. These retired officers may fire our regular annual sworn officer qualification course of fire or any other mandated course of fire.

1.3.12 Distribution of Response to Resistance Directives

All authorized Department personnel will be issued copies of and receive instructions in General Orders 1.3.1 through 1.3.5 before being authorized to carry any lethal or less lethal weapon.
1.3.13 **“Use of Force” Report Analysis**

Annually, the Field Services Deputy Chief will conduct an analysis of “Use of Force” Supplemental Reports and will provide this analysis to the Chief of Police.

1.3.14 **Firearm Security**

A. All officers are responsible for the security of their issued firearms, as well as any other firearm which they are authorized to carry. These firearms shall be secured properly inside an officer’s residence, or at the Lansing Police Department in a secure location while not in the possession of the officer. Officers shall not leave these firearms unattended in any motor vehicle, unless it is stored in a locked hard case or container out of plain view within the locked vehicle.

B. All officers issued Department owned firearms have also been issued firearms locks. Whenever a Department issued firearm is not secured in a locked container or not being carried on an officer’s person, it is REQUIRED that the issued lock be properly secured, as designed, on the firearm. Firearms MUST be unloaded of all ammunition prior to locking the firearm.

C. When reloading firearms, officers will rotate the first round loaded to avoid compression damage of this round. If a round becomes damaged, officers will advise a sworn supervisor, who will replace the damage round.
Policy:

This General Order shall establish the Lansing Police Department's jurisdiction and procedures for supplying and requesting mutual aid.

2.1.1 Agency Jurisdiction

A. Within the corporate limits of the Village, the Lansing Police Department enforces Village ordinances and the laws of the State of Illinois as provided by the Illinois Compiled Statutes (ILCS).

B. Maps delineating Village boundaries are available at computer workstations within the police facility and maps are displayed in the Telecommunication Center. Practical response to calls for police service will be assisted by entry of the call address into the Computer Aided Dispatch System.

C. Maps will be updated, as needed, by the Management Support or the Telecommunication Supervisors.

2.1.2 Concurrent Jurisdiction and Interagency Cooperation

A. This Department recognizes and acknowledges that various state, federal, county and municipal law enforcement agencies have concurrent jurisdiction within the Village.

B. Department employees will offer cooperation when situations arise where concurrent jurisdictional agencies must exercise their authority within the Village.

C. In any situation where a question arises concerning jurisdiction with another agency, the responding officer will make every effort to properly resolve the matter. An on-duty shift supervisor will be notified in questionable instances and will resolve the matter as it relates to jurisdictional authority.
D. In addition to concurrent jurisdictional authority within the Village, full-time sworn officers of this Department have police powers in other jurisdictions, as defined by Illinois Compiled Statutes.

E. The Lansing Police Department, through the Illinois Department of Public Health, is accountable for an area of emergency medical operation. This area of operation is assigned by the emergency medical resource hospital. The Department provides emergency medical personnel and equipment to the assigned operational area, which may be in concurrent jurisdictions.

F. The Lansing Police Department will respond to the request of another law enforcement agency when an emergency situation exists where an officer requests assistance in concurrent or adjacent jurisdictions. An on-duty shift supervisor will authorize and limit the extent of this response. This cooperation is not mutual aid.

1. If the Lansing Police Department is officially requested to provide police services by a concurrent or adjacent law enforcement agency primarily responsible for that jurisdiction, an on-duty shift supervisor will make every reasonable attempt to honor this request, if manpower and community service demands permits.

2. When a Lansing Police Officer encounters a situation outside of the Village requiring police services, the law enforcement agency responsible for that jurisdiction will be notified, as soon as practical. It is the responsibility of that agency to take all appropriate police action. If the situation involves loss of life or bodily injury, the Lansing Officer will render appropriate police services until relieved by the responsible agency.

G. Communications between responding police units from jurisdictions whom do not share the same radio frequencies will be accomplished by the use of ISPERN (Illinois State Police Emergency Radio Network).

H. Nothing prohibits any agency with concurrent jurisdictional authority from taking any authorized police action within the Village limits. Department personnel will offer assistance and cooperation when these situations arise.

I. Unincorporated areas within the jurisdictional boundaries of the Village of Lansing are the responsibility of the Cook County Sheriff's Police Department.
2.1.3 Mutual Aid Provisions

A. Mutual aid agreements in which this Department participates include, at a minimum, the following information:

1. Legal status of persons responding to the mutual aid request
2. Procedures for requesting mutual aid
3. Persons authorized to request mutual aid
4. Persons to whom outside personnel are to report
5. Procedures for maintaining radio communication with outside personnel.
6. Any expenditures to be borne by the receiving agency.
7. Procedures for investing provider agency personnel with the legal authority to act within the receiving agency's jurisdiction.

B. The Lansing Police Department has a written agreement with other law enforcement agencies to provide emergency mutual aid. This agreement is made through ILEAS, the Illinois Law Enforcement Alarms System. For a listing of participating member municipalities see the ILEAS Mutual Aid Callout Plan.

2.1.4 Requesting Federal Law Enforcement Assistance

In the event of an emergency requiring the immediate assistance of a federal law enforcement agency or the National Guard, an on-duty shift supervisor will refer to the Lansing Police Department's “All Hazard Plan”. Copies of this manual are located within the Shift Commander's Office and the Telecommunication Center.

2.1.5 Mutual Aid Authorization and Response

A. An on-duty shift supervisor will request Mutual Aid assistance as directed in the Lansing Police Department's “All Hazard Plan” and the ILEAS Mutual Aid Plan.

B. When ILEAS or another agency requests mutual aid from this Department, the on-duty shift commander will determine the number of personnel and equipment to respond. The on-duty shift commander will take into consideration available manpower and community service demands.

C. When a Lansing Police Officer responds to, or this Department requests, a significant mutual aid response, the on-duty shift commander will notify the Field Services Deputy Chief. The Field Services Deputy Chief may confirm, deny, or modify any response and will notify the Chief of Police, if needed.
D. After requesting mutual aid assistance, the on-duty shift commander will assume full responsibility and command for operations at the scene, until the scene is resolved, or the on-duty shift commander is relieved.

E. The Criminal Investigative Supervisor may request the assistance of an outside agency, or investigative unit, during the investigation of a major crime, with the approval of the Chief of Police, or a designee.
Village of Lansing Police Department

GENERAL ORDER 2.2

Subject: Off-Duty Action

Issued: 010114

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

The purpose of this policy is to adopt safety directives and guidelines for dealing with the carry of firearms while in an off-duty status and dealing with an officer duty and responsibility to take action in response to criminal activity while in an off-duty status.

Under Federal Law sworn law enforcement officers are allowed to possess a concealed firearm anywhere in the United States (HR 218). Officers should be aware that while this law exempts them from laws prohibiting such possessions, it does not give them police powers of any type outside of their jurisdiction. As such, an officer will generally be limited to the self-defense provisions of the state they are traveling through once outside their own jurisdiction; thus the officers rules of engagement are extremely limited.

2.2.1 Procedure for Off-Duty Action

A. A member of the police department who becomes aware of an incident that poses a threat of serious bodily harm or death to some individual shall take “action” to minimize the risk of serious bodily harm or death. “Action” under this provision is fulfilled by reporting the incident and shall not require the officer to place him or herself in a position of peril. An officer who is faced with such a circumstance should act in accordance with the following guidelines:

1. First, go to a safe location and call 911.

2. Second, when you encounter a situation off-duty that seems to require law enforcement action, you must consciously evaluate whether your involvement is necessary or desirable, given the circumstances. How important and urgent is the need for your intervention?

3. Utilize your badge or a clothing item available that identifies you as a law enforcement officer to responding law enforcement personnel.
4. A number of circumstances may impact your decision to get involved in any situation. First, you may be alone, with family members or other non-law enforcement personnel. Second, it is unlikely that you will have all of the necessary law enforcement service equipment while off-duty, for example; pepper spray, baton, handcuffs or radio. It must be recognized that the force continuum as well as threat assessment is changed due to this lack of equipment. You may be faced with multiple suspects or unaware of hidden suspects. There may also be environmental factors working against you such as: lack of cover, crowds of civilians, darkness, etc. Your intervention may actually spark an escalation of violence. Therefore, your best plan of action may be to:

5. Gather accurate intelligence like a good witness until uniformed, on-duty officers arrive.

6. Remember, you have NO LEGAL OR DEPARTMENTAL/OFFICE obligation to get involved, especially if such intervention places you in a position of peril or such intervention requires that you behave recklessly, carelessly or in a suicidal manner.

7. While agency policy mandates that you “take action” when witnessing a serious crime, calling the on-duty police and monitoring the situation from a SAFE vantage point fulfills that obligation.

8. Most survival-conscious officers have trained themselves NOT to intervene off-duty UNLESS their life or the life of another innocent party is IMMEDIATELY in danger. In other words, you should only consider intervention when deadly force would be justified. You should not intervene just to make an arrest while off-duty. The decision to take action, beyond simply reporting, is a personal one and is not a requirement of this agency.

9. If you decide you must get involved, attempt to have someone call 911 to advise the operator that an off-duty officer is on scene. Have the caller inform the operator if you are armed. If possible, have them describe you and your clothing. This will affect the mindset of the responding officers. When uniformed law enforcement officers arrive, have your badge out and visible. (If you carry your shield while off-duty, some officers carry only their photo credentials). Do not rely on showing your identification as a means of providing any protection. At a distance, in dim light and under stress, your badge may not be seen. Or, the identification may not be given credibility if the responding law enforcement officers do not recognize you personally.
10. Some trainers advise officers to hold their badge next to their gun for the best chance of being seen because the eyes of the responding officers are most likely to go immediately to your drawn firearm. You are probably safer to RE-HOLSTER your gun when other officers arrive, unless doing so would put you and the responding officers or innocent civilians, in jeopardy. Until the responding officers sort out who is who, your gun is your greatest personal liability.

11. If you have cover, maintain it. You can communicate verbally from there.

12. Make your hands visible. Having responding officers see that you are unarmed and non-threatening will work to calm them and protect you.

13. Verbally identify yourself as a police officer—not once and not in a normal tone of voice, but repeatedly and very loud. Keep shouting out: “POLICE! DON’T SHOOT! OFF-DUTY OFFICER!” until you get acknowledgment and directions as to what you should do. Remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from hearing you initially.

14. When the responding officers issue commands, follow them promptly and completely. Expect to be treated like a suspect until your law enforcement status is verified.

15. When carrying a firearm off-duty (including finishing or beginning a tour of duty), it shall be concealed from public view by an outer jacket, shirt, sweater etc. If an off-duty officer’s firearm is observed and prompts the response of police or security officials, the off-duty officer should respond in a manner consistent with this policy.

16. Finally, the most important rule of all: If you have a gun in your hand, NEVER, EVER turn toward an on-duty officer.

NOTE: Plainclothes Officers should be aware that the same recognition issues applying to off-duty officers also apply to plainclothes officers and while rules of action are different, the rules with respect to protective steps, i.e. movements, identification etc. remain the same.
Village of Lansing Police Department

GENERAL ORDER 3.1

Subject: Contractual Law Enforcement Services  Issued: 040195

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Contractual Agreements for Law Enforcement Services provided by the Lansing Police Department.

3.1.1 Contractual Services

The Lansing Police Department does not provide any Contracted Law Enforcement Services.
Village of Lansing Police Department

GENERAL ORDER 11.1

Subject: Organizational Structure  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the organizational structure of the Lansing Police Department through which organizational components, units, sections, and functions are arranged, defined, and directed.

11.1.1 Organizational Structure

The Department’s structure is designed to provide the most effective police service practicable while assuring that such service is delivered in the most effective manner possible. The organizational structure is dynamic in nature and is subject to alteration in response to changing Department and community needs. The formal organizational structure and responsibilities of all subdivisions within the Lansing Police Department are as follows:

Office of the Chief of Police

A. Chief of Police: is the Chief Executive Officer of the Lansing Police Department and is responsible for the planning, budgeting, staffing, directing, coordinating, and controlling of all Departmental functions and activities. The Chief will ensure the continued efficient and effective operation of the Department and maintain a positive relationship with the citizens, local government, and other agencies and organizations. The Chief of Police is an exempt position appointed by the Mayor with Village Board approval. The Chief of Police is under the direct supervision of the Mayor of the Village of Lansing.

B. Executive Secretary: is responsible for coordinating all business affairs pertaining to the Office of the Chief of Police. The Secretary will maintain Departmental payroll records, budgetary figures, and will execute general office tasks as directed. The Executive Secretary is under direct supervision of the Chief of Police.
C. **Administrative CRT Operator:** is responsible for coordinating all business affairs of both of the Deputy Chiefs of Police. The Administrative CRT Operator is responsible for general office duties for Administrative Offices and is responsible for arrest/records paperwork, the ordering and purchasing of general office supplies and forms, back-up payroll tasks, and other administrative tasks. This Operator is under the direct supervision of the Support Services Deputy Chief.

D. **Internal Affairs:** Internal Affairs is a function consisting of investigators assigned to this position by the Chief of Police. Internal Affairs Investigators are responsible for the investigation and documentation of all incidents, which are assigned to its personnel. Internal Affairs Investigators are under the direct supervision of the Chief of Police, or designee.

E. **Village Preparedness Coordinator:** is a supervisor and is responsible for both Department and Village-wide critical incident planning and training, incident command duties, ILEAS and NIMS duties, unusual occurrence equipment, maintaining an "All Hazard Plan" and any other issues related to terrorist and/or homeland security concerns, as determined by the Chief or Deputy Chief. The Village Preparedness Coordinator will ensure that written plans for critical incidents are maintained to ensure proper response actions during incidents. This position will also assist the Support Services Supervisor with tasks approved by the Deputy Chief along with disseminating criminal analysis to proper personnel. The Chief of Police appoints the Village Preparedness Coordinator who is directly responsible to the Support Services Deputy Chief.
Field Services Division

A. Field Services Deputy Chief: is the executive and administrative officer of this division and has immediate control and supervision over all components, units and functions of the division. The Field Services Deputy Chief is responsible for the leadership, scheduling and the efficient, effective operation of this division. The Deputy Chief will ensure the continued efficient and effective operation of the Department and maintain a positive relationship with the citizens, local government, and other agencies and organizations. The Deputy Chief is an exempt position appointed by the Mayor with Village Board approval and the Deputy Chief is directly responsible to the Chief.

B. Patrol Section: is the section that is ordinarily uniformed and primarily responsible for the line function of patrol operations for the Department.

1. Patrol Section responsibilities include but are not limited to:
   a. Preventive patrol
   b. Criminal and traffic enforcement and control
   c. Preliminary investigations and incident reporting
   d. Traffic crash investigations
   e. Crime prevention efforts
   f. Premise security
   g. Ordinance and parking enforcement
   h. Emergency medical response
   i. Physical evidence gathering

2. Patrol shifts are assigned ranking officers as on-duty shift supervisors. The higher-ranking officer will serve as shift commander. If of the same rank, the shift commander will be designated by the Field Service Deputy Chief. The shift commander is directly responsible to the Field Services Deputy Chief. The other shift supervisor is directly responsible to the shift commander.

3. Each patrol officer is assigned to a Patrol Shift or the Extra Board and serves as a patrol officer or patrol officer/paramedic during their respective tour of duty. They are directly responsible to the lower ranking on-duty shift supervisor.
C. **Criminal/Juvenile/Tactical Investigative Section**: is staffed by sworn officers assigned this responsibility by the Field Services Deputy Chief. Officers assigned to this section are normally in plain clothes and are primarily responsible for criminal/juvenile/internal investigations, criminal intelligence, vice and organized crime. Additionally, tactical officers are responsible for addressing specifically assigned community problem issues identified by the Field Services Deputy Chief. The Field Services Deputy Chief assigns one lieutenant and one sergeant as Criminal Investigative Supervisors. These supervisors are responsible for the coordination and supervision of all investigators and tactical officers, control of Department held property and also serve as Department Public Information Officers. Investigators are directly responsible to the Investigation Sergeant. The Criminal Investigative Lieutenant is directly responsible to the Field Services Deputy Chief.

D. **Law Enforcement Explorer Program**: was created to afford qualified young adults the opportunity to affiliate themselves with law enforcement prior to reaching the eligible age to become a police officer. All Law Enforcement Explorers must adhere to Department policies, procedures, and the *Lansing Police Cadet Manual*. Explorers are directly responsible to the Cadet Program Advisor.

E. **Part-time Police Officer Section**: is a section that is ordinarily uniformed and primarily responsible for special event, special detail, traffic control and patrol functions as approved by the Chief of Police. Officers within this section are required to adhere to all Department policies, procedures, and orders. The Field Services Deputy Chief will appoint a part-time officer-in-charge of this section. The officer-in-charge will supervise this section, as directed, and is directly responsible to the Field Services Deputy Chief.

### Support Services Division

A. **Support Services Deputy Chief**: is the executive and administrative officer of this division and has immediate control and supervision over all of its components, units, and functions. The Support Services Deputy Chief is responsible for the leadership and efficient, effective operation of this division, as well as budgetary, training, planning and research considerations. The Deputy Chief will ensure the continued efficient and effective operation of the Department and maintain a positive relationship with the citizens, local government, and other agencies and organizations. The Deputy Chief is an exempt position appointed by the Mayor with Village Board approval and the Deputy Chief is directly responsible to the Chief.
B. **Support Services Component:** is primarily responsible for Department vehicle/equipment maintenance, property and building operations, crossing guards, form maintenance, court liaison functions, crime prevention and special program duties. This component is assigned its responsibility by the Chief of Police and is directly responsible to the Support Services Deputy Chief.

C. **Management Support Component:** is responsible for the supervision of the Records Component, crime and traffic analysis duties, building computer operations, and other general and research duties. This component is assigned its responsibility by the Chief of Police and is directly responsible to the Support Services Deputy Chief.

D. **Records Component:** is primarily responsible for the maintenance of the Department's centralized records keeping system. The Records Component is assigned its responsibility by the Chief of Police and is directly responsible to the Management Support Supervisor.

E. **Telecommunication Component:** is primarily responsible for receiving/dispatching radio calls, telephone communications, automated data communication, public reception, and maintenance of pertinent public safety records. The Telecommunications Component is assigned its responsibility by the Chief of Police and is directly responsible to the Telecommunication Supervisor. The Telecommunication Supervisor is appointed by the Chief of Police and is directly responsible to the Support Services Deputy Chief.

F. **Animal Control Component:** is primarily responsible for the control and enforcement of animal related violations, as per written contract. The Animal Control Component is assigned its responsibility by the Chief of Police and is directly responsible to the Support Services Deputy Chief.

G. **Community Service Officer Component:** is primarily responsible for on-station reports, record's duties, Emergency Bracelet Program, prisoner checks and processing. This component is assigned its responsibility by the Chief of Police and is directly responsible to the Management Support Supervisor.

11.1.2 Organizational Chart

The Lansing Police Department's organizational structure is depicted graphically on an organizational chart that is reviewed annually and updated, as needed, by the Support Services Deputy Chief. This chart is conspicuously posted in the building's main hallway.
Village of Lansing Police Department

GENERAL ORDER 11.2

Subject: Unity of Command                     Issued: 090694

Supersedes: All Previous Orders / Policies     Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the command protocol, assign accountability, and provide guidelines for the delegation of authority within the Lansing Police Department.

11.2.1 Unity of Command

Consistent with the chain of command, each employee is accountable to only one supervisor at any given time. Nothing in this directive prevents supervisors from issuing any order to an employee outside that supervisor's immediate command.

11.2.2 Organizational Command

Each organizational component is under the direct command of only one supervisor as directed in General Order 11.1.1.
Village of Lansing Police Department

GENERAL ORDER 11.3

Subject: Authority and Responsibility  

Issued: 090694

Supersedes: All Previous Orders / Policies  

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall ensure that all Lansing Police Department personnel are given the authority necessary for the effective execution of their responsibilities. All employees shall also be accountable for the use of, or failure to use, this delegated authority.

11.3.1 Authority and Responsibility

A. All employees are delegated the authority to effectively complete all assigned police functions. Employees may not be given responsibility for a function without the commensurate authority to carry it out. Officers-in-charge are required to delegate commensurate authority to any employee for any assigned responsibility.

B. All employees will be fully accountable for the use of delegated authority. Each employee is also accountable for the failure to use delegated authority in accomplishing their assigned responsibilities.

C. All employees will direct official correspondence through their immediate supervisor and use the formal chain of command.

11.3.2 Supervisory Accountability

Supervisory personnel are accountable for the activities of employees under their immediate control.
Village of Lansing Police Department

GENERAL ORDER 11.4

Subject: General Management  Issued: 090694
Supersedes: All Previous Orders / Policies  Revised: 030817
By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the administrative reporting requirements of the Lansing Police Department and the accountability for the evaluation of forms. Administrative reports provide valuable information to management personnel to enable them to properly evaluate operational needs prior to making policy decisions.

11.4.1 Administrative Reporting Program

The Lansing Police Department requires several specific administrative reports/documents to be completed and filed on a timely basis by various personnel throughout the Department. The following regular administrative reports are to be filed by Department personnel as directed by Standard Operating Procedures:

A. Chief of Police will submit:

1. An annual "Department Budget Proposal" to the mayor, prior to the end of each fiscal year, for the purpose of requesting Department funding for the next fiscal year. (See G.O. 17.2.1)

2. At least once each year, order an “Unannounced Inspection of Property Storage Rooms” to Chief of Police, to determine the current organizational status of both property storage rooms. (See G.O. 84.1.6)

B. Support Services Deputy Chief will submit:

1. A quarterly, "Audit of Cash Funds" to Chief of Police, for the purpose of providing Deputy Chief with current information on the status of this fund. (See G.O. 17.4.2)

2. At least every other year, an "Announced Staff Inspection Report" to Chief of Police at a time specified by the Chief for the purpose of ensuring compliance to Department directives. (See G.O. 53.2.1)
3. An annual "Audit of Department Held Property" in the first quarter of each year, to Chief of Police to maintain an accurate indication of all property held by the Department. (See G.O. 84.1.6)

4. At least every three years, updated written "Job Classification Review", to Chief of Police, to determine proposed changes (See G.O. 21.2.1)

5. An annual "Special Assignment Review" to Chief of Police, during the first quarter of each year, to determine proposed changes in the distribution of personnel. (See G.O. 16.2.1)

6. An annual "Training Committee Recommendation Report", in the month of November, to Chief of Police for the purpose of evaluating and identifying future Department training needs. (See G.O. 33.1.1)

C. Field Services Deputy Chief will submit:

1. An annual "Use of Force Analysis Report" to Chief of Police at the end of each calendar year for the purpose of determining if the levels of force being used by officers are within Department authorization directives. (See G.O. 1.3.13)

2. An annual "Pursuit Driving Analysis Report" to Chief of Police at the end of each calendar year for the purpose of ensuring compliance to Department directives. (See G.O. 41.2.2)

3. At least every other year an "Announced Staff Inspection Report" to Chief of Police at a time specified by the Deputy Chief for the purpose of ensuring compliance to Department directives. (See G.O. 53.2.1)

4. A quarterly, "Audit of Investigative Funds" to Chief of Police, for the purpose of providing the Chief with current information on the status of this fund. (See G.O. 17.4.2)

5. Annually update and evaluate written "Goals and Objectives" of the Department to Chief of Police, during the first quarter of each year, to determine any proposed changes required. (See G.O. 15.2.1 & 2)

6. An annual "Bias Based Profiling Review", to Chief of Police, during January of each year, for the purpose of ensuring compliance with the Department’s prohibition. (See G.O. 1.2.9)

7. A quarterly report and annual analysis of the "Early Warning System" to Chief of Police, during the first month of each quarter and at the end of each year, for the purpose of identifying employee involvement in targeted incidents and evaluating the system’s effectiveness. (See G.O. 35.1.9)
8. An annual “Grievance Analysis Report” during the first quarter of each year, to detect any grievance trends. (See G.O. 25.1.3)

D. Support Services Supervisor will submit:

1. An annual "Review of Crossing Guard Locations", to Support Services Deputy Chief, during the first quarter of each calendar year, for the purpose of maintaining current the selection of crossing guard locations. (See G.O. 61.3.4)

2. A quarterly "Crime Prevention Report" to Support Services Deputy Chief for the purpose of describing current concerns and potential law enforcement related problems voiced by the community. (See G.O. 45.2.2)

3. An annual evaluation of the "School Juvenile Programs" to Support Services Deputy Chief, at the end of each calendar year (See G.O. 44.1.3)

E. Management Support Supervisor will submit:

1. A quarterly "Analysis of Crime Patterns or Trends" to Deputy Chiefs of Police, at the end of each quarter for the purpose of determining specific crime patterns. (See G.O. 15.3.1)

2. An annual "Year End Report" to Deputy Chiefs and Chief of Police, during the first quarter of each year. The purpose of this report is to provide for a summary of yearly activities and a comparative analysis of prior activities. (See G.O. 15.3.1)

3. An annual "Computer System Password Audit", to Support Services Deputy Chief, during the month of January, for the purpose of verifying all computer passwords/access codes in the system and attempt to locate any computer access violations. (See G.O. 82.1.6)

F. Criminal Investigation Supervisors will submit:

1. A quarterly inspection of both property rooms for the purpose of determining adherence to current property control procedures. (See G.O. 84.1.6)
G. **Village Preparedness Coordinator will submit:**

1. An annually documented training in the Department’s “All Hazard Plan”, as required. (See G.O. 46.1.9)

2. A quarterly inspection of all equipment designated for use in support of the critical incident plan to determine operational readiness. (See G.O. 46.1.8)

H. Copies of all reports and activities listed above will be timely submitted to the Support Services Deputy Chief.

11.4.2 **Accountability for Agency Forms**

The Support Services Deputy Chief is responsible for the review and approval of all Department specific forms. This includes the maintenance and distribution of a master listing of all authorized forms. The Support Services Deputy Chief is also responsible for the development of new forms, the modification of current forms and their subsequent inclusion on the master forms list. The Support Services Supervisor is responsible for the ordering of printed authorized forms prior to supply depletion. The Support Services supervisor will distribute new forms to appropriate personnel with any needed instruction for proper usage.

11.4.4 **Computer Software Introduction**

A. Employees are prohibited from placing any computer software or hardware on any Department computer, unless approved by the Management Support Supervisor.

B. Department employees are prohibited from utilizing any Department owned computer for any personal/recreational use during anytime the employee is working.

C. Department supervisors are authorized to place approved software on computers after these programs are scanned for computer viruses.

D. Department computers are regularly scanned for computer viruses at the discretion of the Management Support Supervisor.
11.4.5 Chief of Police Notification of Incidents

A. Whenever an incident occurs where there may be a question as to the Agency’s civil liability or those incidents, which may result in heightened community interest, the on-duty supervisor first made aware of such an incident will promptly notify by telephone their division deputy chief and advise them of the details of the incident. These incidents may include, but not be limited to:

1. Any incident in which an employee was injured and transported to a hospital.
2. Any incident in which anyone was fatally injured within the Village.
3. Any incident in which any detainee was injured.
4. Any armed violent incident, including any incident where gunshots were fired.
5. Any other incident, which the supervisor believes would cause, heightened community awareness or when a media story is likely to be involved.

B. Whenever a division deputy chief is advised of such an incident they will make the determination to immediately notify the Chief of Police, leave a recorded message or verbally advise the Chief of the incident during their next working day.

11.4.6 Court Hearings

A. When an officer arrests any offender for a misdemeanor offense, the officer need not appear at preliminary court proceeding, unless such appearance is requested by an Assistant State's Attorney. The officers written report or complaints will be used in lieu of an officer's presence.

B. Arresting officers will appear in court for all preliminary hearings involving felony charges filed on any arrestee.
Village of Lansing Police Department

GENERAL ORDER 12.1

Subject: Organization Direction

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the authority of the Chief of Police and designate the Lansing Police Department's command structure during the absence of the Chief of Police.

12.1.1 Authority of the Chief of Police

The Lansing Police Department's Chief Executive Officer has the authority and responsibility for the management, direction, and control of the operations and administration of the Department, as directed in Village of Lansing Ordinance Chapter 24, Section 24-17.

12.1.2 Command Protocol

A. The following denotes the normal precedent of rank and command in descending order within the sworn ranks of the Lansing Police Department. In the absence of the Chief of Police, the next highest-ranking officer will assume command authority and responsibility.

1. Chief of Police
2. Deputy Chief of Police
3. Lieutenant
4. Sergeant
5. Police Officer
6. Part-Time Officer
B. Part-time officers possess no authority for control over full-time officers. The Part-Time Officer designated by the Field Services Deputy Chief as the Officer-In-Charge will have command authority over any and all ranks within the Part-time Officer Program.

C. Seniority is established at the Division Deputy Chief level by functional areas of control. Seniority at ranks below the Deputy Chief level is established first by rank and second by aggregate time served in that rank. When conflict occurs because of identical rank or date of appointment, the officer with the highest position on the Fire and Police Commission's Eligibility List, from which the appointments were made, is deemed to be the senior officer.

D. In situations requiring decisions or control where the officers are of equal rank, the senior officer will make the decision and exercise control unless otherwise directed by a higher ranking command or supervising officer.

E. In normal daily operations, at the scene of any crime, accident or other incident where procedure is not clearly indicated by policy, an on-duty shift supervisor present at the scene is the officer-in-charge. If a senior ranking officer arrives on a scene, at their discretion, they may take control of a scene. When an investigator is assigned to an incident, that investigator will be the officer-in-charge of that specific scene. This provision is intended to provide for the coordinated efforts of all personnel assigned to an incident. It is incumbent on the ranking officer to become acquainted with the facts of a police incident and insure that appropriate action is initiated.

F. In exceptional emergency situations refer to the “All Hazard Plan”.

12.1.3 Lawful/Conflicting Orders

A. Employees will obey all written legal directives of the Village of Lansing and the Lansing Police Department.

B. Employees will obey any lawful verbal order of a superior, including any order relayed from a superior by another employee of the same, or lesser rank.

C. Employees who are given an otherwise proper order which is in conflict with a previous order or directive will respectfully inform the superior issuing the order of the conflict. If the superior issuing the order does not alter or retract the conflicting order, the order will stand. Under these circumstances of conflict, employees will obey the conflicting order and will not be held responsible for disobedience of the order or directive previously issued.

D. Employees will not obey any order, which they know, or should know, would require them to commit any illegal act. If in doubt as to the legality of an order, employees will request the issuing supervisor to clarify the order.
12.1.4 Communications Among Functions

In an effort to encourage and support the exchange of information and facilitate communication, coordination, and cooperation among all functions of the Lansing Police Department, employees will:

A. Advise an on-duty shift supervisor of any relevant interdepartmental or extra departmental information to be included into daily briefing sheets.

B. Criminal Investigators may also add additional informational and investigative reports to daily briefing sheets.

C. All sworn employees will regularly read these briefing sheets to remain current on Departmental activities and will provide cooperation with other employees.

D. The on-duty shift commander is responsible to coordinate the exchange of information between employees through the use of briefing sheets, supplemental reports, or interdepartmental memos.

E. The on-duty shift commander is responsible to promptly notify the appropriate Division Deputy Chief of significant events that occur. The Chief of Police will be notified if either Division Deputy Chief cannot be notified.
Village of Lansing Police Department

GENERAL ORDER 12.2

Subject: Written Directives

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish definitions, format, and authority for the Lansing Police Department's written directive system. The efficient and effective performance of a law enforcement agency is dependent upon the quality and relevancy of information and direction provided to its personnel.

12.2.1 Written Directive System

A. The Lansing Police Department's written directive system can encompass a wide range of directives from permanent to temporary and from mandatory instructions to informational memoranda. Efforts are made to reduce the complexity of written directives while still providing essential information and direction toward organizational objectives.

B. Department written directives will be limited to the following:

**Agency Core Values and Mission Statement**: is a brief statement that provides general information about the purpose, goals, and objectives of this Department.

**General Order**: is a permanent numbered, written directive concerned with policy, procedures, and rules and regulations affecting one or more components and/or functions.

**Manual**: is a collection of policies, procedures, rules and regulations, and/or other written directives.

**Memorandum**: is an informal, written document that is generally used to clarify, inform, or inquire.

**Policy**: is a written directive that is a broad statement of Department principles. Policy statements do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.
Rules and Regulations: are specific guidelines to which employees must adhere.

Procedure: is a written directive that is a mandatory guideline for carrying out Department activities. Procedures will sometimes allow some latitude and officer discretion in carrying out an activity.

Special Order: is a temporary, written directive concerning policy, procedures, and rules and regulations affecting a specific circumstance or event that is short-term in nature.

Written Directive: is any written document used to guide or affect the performance or conduct of Department employees. These will include policies, procedures, rules and regulations, general/special orders, memorandums, and other less formal written guidelines.

C. Only the Chief of Police has the authority to issue, modify, or approve any General Order.

D. The Deputy Chiefs are authorized to issue or revise any special order, manual, policy, procedure, or rule and regulation.

E. Any employee may initiate a Department memorandum.

F. Departmental orders and directives will be updated, purged or revised as directed in written General Orders or at the discretion of the Chief of Police.

G. The Support Services Deputy Chief is responsible for reviewing proposed or revised policies, procedures, rules and regulations prior to their promulgation to ensure they do not contradict other existing directives or applicable laws.

12.2.2 Directive Dissemination

A. The Administrative CRT Operator is responsible for the distribution of the Lansing Police Department's Standard Operating Procedures Manual. This manual is distributed in both a CD-ROM and hard-copy format and will contain all current general orders and rules and regulations. The Administrative CRT Operator will:

1. Issue a current CD-ROM manual to all employees
2. Distribute any hard-copy revisions or additions in a timely manner
3. Obtain a signature receipt as part of the distribution process
4. Collect, file, and maintain the signature receipts
5. Keep current all hard-copy manuals not assigned to individuals
B. Employees will return their signed signature receipt for the new or revised materials to the Administrative CRT Operator within five working days of receiving.

C. All employees will be familiar with all appropriate directives relative to their current job assignment and keep their manuals in operational condition. Employees will also maintain all current special orders.

D. The Chief of Police, or a designee, is responsible for maintaining a current electronic computer version of the Standard Operating Procedures Manual.

E. The Management Support Supervisor is responsible for downloading and maintaining a current electronic version of the Standard Operating Procedures Manual on all Department owned office and laptop computers.

F. Nothing in the Standard Operating Procedures Manual will limit the Chief of Police from initiating revisions or additions of any nature to the manual.
Village of Lansing Police Department

GENERAL ORDER 15.1

Subject: Planning and Research

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the functions and placement of the Planning and Research Function of the Lansing Police Department.

15.1.1 Planning and Research Functions

The Department's Planning and Research Function is organizationally located within the Support Services Division. Activities of this function will include:

A. Development of operations and strategic plans

B. Preparation of such other studies, analysis, or assignments as designated by the Deputy Chiefs or Chief of Police

C. Annually review all plans and prepare progress status update report for Chief of Police.

15.1.2 Organization Placement

The Support Services Deputy Chief will have access to all necessary information and resources applicable to the Planning and Research Function.
Village of Lansing Police Department

GENERAL ORDER 15.2

Subject: Goals and Objectives

Issued: 060199

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish Department goals and objectives and encourage employee participation in their formulation.

15.2.1 Organizational Goals and Objectives

The Deputy Chiefs will formulate and annually update the written goals and objectives of each organizational section of the Department. These established goals and objectives are approved by the Chief of Police and are posted throughout the Department for all employees. Achievements towards these goals and objectives shall also be posted throughout the Department on a timely basis.

15.2.2 Evaluation of Goals and Objectives

A. Annually during the first quarter of each year, the Deputy Chiefs will evaluate the progress made towards the attainment of Department goals and objectives. The Deputy Chiefs will then use this evaluation to formulate the next year's updated version of Department goals and objectives.

B. All of the above listed goals and objectives are subjected to final approval by the Chief of Police.
Village of Lansing Police Department

GENERAL ORDER 15.3

Subject: Crime Analysis

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

________________________________________________________

Policy:

This General Order shall establish the systematic identification, analysis, and dissemination of information on reported crimes. It intends to maximize the integration of crime analysis with Departmental operations by providing current data on crime patterns and development of crime prevention programs.

15.3.1 Crime Analysis Procedures

A. The Management Support Section is responsible for the function of Crime Analysis, which includes, but may not be limited to:

1. Collection of crime data information from case reports

2. Collection of crime data from computer records

3. Analysis of collected crime data

4. Documentation of the temporal and geographic distribution of crimes

5. Distribution of the analyzed crime information

6. Feedback analysis and program evaluation

7. Briefing the Chief of Police on crime patterns or trends

8. An annual review of the utilization and effectiveness of the program
B. Management Support along with the Village Preparedness Coordinator will collect and collate information from the Department's electronic information system and/or written reports. This information will be utilized in developing tactical enforcement strategies as well as anticipating future crime trends. This process will be accomplished by:

1. Identifying and analyzing methods of operations
2. Recognizing patterns of criminal activity
3. Analyzing data from field contacts and arrests.

C. The Field Services Deputy Chief will be responsible for ensuring that crime analysis reports are used by field personnel for both strategic and tactical activities.

D. Specific source documents available to the Department that contain data essential to crime analysis include but are not limited to:

1. Field Case Reports
2. Computerized Incident Summary Reports
3. Crime information obtained from other agencies
4. Law Enforcement Agencies Data System (LEADS)
5. National Crime Information Center (NCIC)
6. Uniform Crime Report information (UCR)
7. Intelligence Reports

E. The Management Support Supervisor will, when requested, provide to the Chief of Police and both Division Deputy Chiefs a computer generated summary of crime patterns or trends within the Village of Lansing.

F. The Field Services Deputy Chief will brief the Chief of Police on crime trends quarterly, or as needed, dependent upon crime factors and analysis results.
G. The Management Support Supervisor will internally disseminate data relevant to affected units on a timely basis. Crime analysis data will be distributed to the following personnel:

1. Criminal Investigation Supervisors
2. Line Patrol Supervisors
3. Affected Internal Personnel

H. The Management Support Supervisor will quarterly provide the Chief of Police and both Division Deputy Chiefs documentation indicating the geographic and temporal distribution of selected crimes. This documentation may be in the form of computer-generated printouts, maps or any other method that effectively demonstrates the location of crimes by type and time.

I. The Chief or Deputy Chiefs may authorize dissemination of crime analysis information outside of the Department. It is recognized that external dissemination of crime analysis data may enhance public awareness, generate community support, improve crime suppression, and aid in offender apprehension.

J. Sworn personnel may disseminate crime patterns and intelligence information to other law enforcement agencies for law enforcement purposes within the constraints of privacy laws.

K. The Management Support Supervisor will compile a "Year End Report" during the first quarter of each year for the prior calendar year. The purpose of this report is to provide a summary of the Department’s yearly activities and a comparative analysis of prior year’s activities. This report will be submitted through the appropriate chain of command to the Office of the Chief of Police.

L. In an effort to ensure the relevancy and usefulness of crime analysis data, the Management Support Supervisor will annually review and ascertain whether the analysis process is an efficient and effective tool for impacting targeted crimes. The results and recommendations will be submitted with the "Year End Report".

M. Annually, in the first quarter, the Support Services Supervisor will submit to the Support Services Deputy Chief a year-end report summarizing the activity of the Lansing Rental Housing program.

N. In an effort to ensure that crime analysis data is being effectively received and used, feedback on the analyzed information will be sought from operations units. The procedures for soliciting this feedback may be either formal or informal and may include regularly scheduled meetings, written or verbal communications or any other method, which effectively accomplishes this goal.
O. Supervisors are responsible for disseminating crime analysis data to subordinates in an effort to address known crime trends and patterns. Supervisors may address these trends and patterns by utilizing a variety of options depending on the circumstance. Some of these options include, reassignment of personnel to a known problem areas, enlist additional resources such as Investigations, School Resource Officer, or Management Support.
Village of Lansing Police Department

GENERAL ORDER 16.1

Subject: Allocation and Distribution of Personnel  Issued: 090694

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall describe the allocation and distribution of personnel for the Lansing Police Department. The proper use of personnel resources will enable this Department to more efficiently and effectively provide the police services required by the Village of Lansing.

16.1.1 Position Management System

The Support Services Deputy Chief will maintain a current Department Staffing Table, which provides the following information:

A. Identification of the number and type of each authorized position

B. Location of each authorized position within the organizational structure

C. Position status information for each authorized position
Village of Lansing Police Department

GENERAL ORDER 16.2

Subject: Specialized Assignments  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for the review of specialized assignments and the criteria for the selection of personnel for these assignments.

16.2.1 Specialized Assignment Review

A. Specialized assignments may include, but are not limited to:

1. Armorer
2. Range/FATS Officer
3. Field Training Officer
4. Bicycle Officer
5. Canine Officer
6. School Liaison Officer
7. Drug Education & Awareness Officer
8. Criminal/Youth Investigator
9. Crime Scene Investigator
10. Tactical Officer
11. DEA Task Force Officer
12. Emergency Response Team Officer
13. South Suburban Major Crimes Task Force Investigator
14. South Suburban Emergency Response Team Officer
15. Mobile Field Force Task Force Officer
16. Truck Enforcement Officer
17. Grant Writing Officer
18. Suburban Major Accident Reconstruction Team Investigator

B. Specialized Assignments will be reviewed annually by the Support Services Deputy Chief to determine if the assignment should be continued. This review will be documented and will include:

1. A listing of the Department's current specialized assignments
2. A statement of purpose for each listed specialized assignment
3. An evaluation of the condition that required assignment implementation

16.2.2 Specialized Assignment Vacancies

A. Anticipated Specialized Assignment vacancies will normally be posted by a written announcement. Interested personnel may be asked to sign the announcement list and/or submit a letter indicating their qualifications and interest for the assignment.

B. Specialized Assignment vacancies will be filled by a selection process, which reviews, at a minimum:

1. The skill, knowledge, and abilities required for the position
2. The current level of applicant training
3. Applicant evaluations and/or performance levels
4. The level of applicant experience
5. Any other screening/selection criteria approved by the Chief of Police

C. All appointments and re-assignments will be made by the appropriate Division Deputy Chief with prior approval of the Chief of Police.
Village of Lansing Police Department

GENERAL ORDER 16.3

Subject: Part-Time Police Officers  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall describe the duties, selection, equipment and training of the Lansing Police Department's Part-Time police officer section. Part-Time officers historically have supplemented full-time officers within the village.

16.3.1 Part-Time Police Officer Program

A. The Lansing Police Department maintains a sworn part-time police officer section organizationally located within the Field Services Division. This section is ordinarily uniformed and primarily responsible for special events, special security details, traffic control and limited patrol functions with or without direct supervision, as approved by the Chief of Police. Officers within this Section are required to adhere to all Department policies, procedures, and directives.

B. The part-time officer program is structured within the Field Services Division. The Field Services Deputy Chief will designate one “part-time officer-in-charge” and direct all part-time functions through that officer.

C. All elements of the part-time officer program are under the ultimate control of the Chief of Police. The Chief has direct control of all staffing and dismissals within the program.

D. Part-Time officers are not regularly assigned job tasks in which arrest powers are required, however, if the need arises part-time officers have full arrest powers and are authorized to make arrests within the village.
16.3.2 **Part-Time Police Officer Selection**

Selection criteria for part-time police officers are approved by the Chief of Police and are the same as the selection criteria for full-time officers. Part-Time police officers are required to successfully complete the following selection criteria:

A. Formal Interview

B. Physical Aptitude Test

C. Background Investigation

D. Polygraph Test

E. Psychological Examination

F. Medical Examination

16.3.3 **Part-Time Police Officer Recruit Training**

A. All part-time officers employed prior to December 31, 1995 have been granted basic academy training waivers by the Illinois Law Enforcement Training Board. This training waiver certifies that these officers have received the same level of training required of any full-time officer, within the State of Illinois.

B. All part-time police officers hired after December 31, 1995 will complete a State of Illinois certified basic recruit academy. Part-time officers who wish to participate in any solo patrol activities must complete the current field training process prior to any such assignment.

16.3.4 **Part-Time Police Officer Uniforms**

All uniforms and equipment for part-time officers are the same as those of full-time non-supervisory officers, except for police patches and badges worn.

16.3.5 **In-Service Training**

Part-Time officers are required to complete in-service training equivalent of that statutorily required for full-time officers performing like functions.

16.3.6 **Use of Force and Firearms Training**

Part-Time officers are trained on the Department's Use of Force policies and weapons proficiency with the same frequency as full-time officers, in accordance with General Order 1.3.11.
16.3.7 Bonding/Public Liability

Part-Time police officers are provided, by the Village of Lansing, the same public liability protection as that of full-time officers.

16.3.8 Part-Time Performance Evaluations

Part-Time officers are required to annually receive performance evaluations conducted in accordance with all general orders located in Chapter 35. The part-time officer in-charge will complete these evaluations and the Field Services Deputy Chief will evaluate the part-time officer in-charge.
Village of Lansing Police Department

GENERAL ORDER 16.4

Subject: Auxiliaries

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall define the Police Cadet Explorer Post Program and provide procedures followed in training, duties, and the uniforms of these personnel.

16.4.1 Program Established

A. The Lansing Police Department sponsors and maintains a Non-Sworn Police Explorer Post. This Explorer Post is designed to:

1. Provide instruction for qualified individuals interested in law enforcement

2. Help develop police/youth relationships while building awareness of law enforcement tasks and objectives

3. Utilize members to provide personnel for community relations, disasters, emergencies and other support areas.

B. The Lansing Police Department Explorer Post # 2950 is affiliated with the Exploring/Learning for Life division of the Boy Scouts of America. The Post was established in 1978 and is limited to persons between the ages of 15 and 21.

C. Police Explorers are limited to operations that do not require sworn officer status. These functions include some community relation activities and other support level activities including:

1. Assisting with traffic control and parking at community events

2. Supporting of local crime prevention programs

3. Assisting with bicycle safety and other safety programs

4. Participating in public awareness programs
5. Assisting with status duties and administrative support

6. Assisting with police equipment service

7. Assisting the Department with emergencies and natural disasters

D. All duties and activities of Explorers are under the direction of sworn officers as directed in the Police Cadet Program Manual.

16.4.2 Training

A. Police Explorers receive classroom and field training in accordance with their duties. This is an ongoing training program scheduled to include the following topics:

1. History of law enforcement

2. Basic criminal law

3. Department operational procedures

4. Patrol procedures

5. Weapons safety and proficiency

6. Report writing

7. Crime prevention techniques

8. Community and public relations

9. Basic first aid

10. Traffic and crowd control

11. Safety techniques

12. Career in law enforcement

13. Telecommunication Center Operations

B. When Police Explorers are assigned to special events they will receive the training necessary to complete their field assignment. Every assignment will have a designated Officer-in-Charge who will coordinate the details of the assignment.
16.4.3 Uniforms

A. The Department issued uniform of a Police Explorer is clearly distinguishable from the uniform of a sworn officer. (See the Police Cadet Program Manual for specific uniform specifications).

B. Police Explorers are also required to wear a Department provided body armor under their uniform any time they are on in-the-field training and/or an assignment.

16.4.4 Patrol Ride-Along Program

A. Whenever a cadet, part-time officer, or any other person authorized by the Chief of Police, requests to ride-along with an on-duty full-time officer, an on-duty shift supervisor will assign such person to ride-along with an officer, preferably a Field Training Officer.

B. Officers may not refuse any rider assigned to them by an on-duty Shift Supervisor during their tour of duty.

C. All civilians participating in this ride-along program are required to complete the designated waiver forms and wear Department provided body armor.
Village of Lansing Police Department

GENERAL ORDER 17.1

Subject: Fiscal Management

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order will establish internal authority and responsibility for the fiscal management and control of the Lansing Police Department.

17.1.1 Fiscal Authority and Responsibility

A. The Chief of Police is designated as having the authority and responsibility for the fiscal management of the Lansing Police Department as directed by Village Ordinance Chapter 24, Section 24-28.

B. The Chief of Police is responsible for the preparation of the Annual Police Department Budget. The Support Services Deputy Chief is responsible for the supervision of internal Department expenditures.
Village of Lansing Police Department

GENERAL ORDER 17.2

Subject: Budgeting

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Lansing Police Department's budgeting process. Specific budgeting guidelines will clarify the activities involved in the budgeting process and provide for a uniform, more manageable process.

17.2.1 Budget Preparation

A. During the second quarter of each calendar year, the Support Services Deputy Chief in coordination with the Chief of Police will prepare an internal Department Budget Proposal. This budget will be formulated by the following process:

1. A review of the prior year's budget and actual spending
2. A review of current interdepartmental budgetary requests
3. A review of future Department proposals and projections

B. After formulation, the Chief of Police will present the proposed budget to the Mayor and Village Board for approval. Once approved the budget will be managed by the Support Services Deputy Chief.

C. Generally, a line item budgeting process with a standardized approved format will be utilized to prepare the Department's fiscal budgetary proposals.

17.2.2 Component Budget Recommendations

The supervisor in charge of each major component within the Department will prepare written budgetary recommendations/requests, during the first quarter of each calendar year.
Village of Lansing Police Department

GENERAL ORDER 17.3

Subject: Purchasing        Issued: 090694
Supersedes: All Previous Orders / Policies        Revised: 030817
By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish formal procedures for controlling the requisition and purchase of Lansing Police Department supplies and equipment. Proper control and documentation of expenditures will permit management the opportunity to provide more cost-effective delivery of police services.

17.3.1 Requisition and Purchasing Procedures

A. Department requests for purchase of supplies, equipment or other operating expenses will be submitted to the Support Services Deputy Chief on a Purchase Order Form or direct billing for approval. The Support Services Deputy Chief will review these invoices and submit them to the Village Clerk's Office for final Village Board approval.

1. The Support Services Deputy Chief may approve purchases to a value designated by the Chief of Police.

2. In the absence of the Support Services Deputy Chief, the Field Services Deputy Chief may approve needed purchases.

3. The Chief of Police may approve purchases at any time.

B. Purchases over $20,000.00 must be approved by the Board of Trustees and be in compliance with 65 ILCS 5/8-9-1 and Village Ordinance Chapter 2, Section 2-68 requiring the publication of bids and a sealed bid process.

C. Selection of vendors through standardized purchases will be based on equipment specification, cost factors, and the Village's purchase policy. Nothing in this procedure will preclude the Department from purchasing items from vendors who also have submitted for state purchase of standardized items or from purchasing items from another governmental agency or sole source purchases.
D. If an emergency situation arises after normal business hours requiring an immediate approval for purchase, or lease the following procedures will be utilized:

1. The on-duty shift commander will be informed of the immediate need of purchase or lease.

2. The on-duty shift commander will then inform either Division Deputy Chief or the Chief of Police of the request.

3. The informed Deputy Chief or Chief may then approve the purchase or lease over the telephone.

4. If after all reasonable attempts to contact the above listed personnel have failed, the shift commander may approve or deny the request.

5. In all cases listed above, the on-duty shift commander will complete and submit a Supplemental Report Form detailing the immediate need for the purchase, lease or rental and a Purchase Order Form.

E. The Chief of Police will be advised of any situation that requires a request for transfer of funds or supplemental or emergency appropriations. The guidelines for any such request is as follows:

1. If the Chief of Police deems it appropriate, a request for additional funds will be made to the Mayor of the Village of Lansing.

2. Any supplemental appropriations or fund transfers will be made by the Village Board of Trustees in accordance with Lansing Municipal Codes.

F. The Chief of Police, with approval of the Village Treasurer, may authorize specific employees to have access to an authorized line of credit at specific retail establishment for the purpose of purchasing authorized items required by the Department. The Executive Secretary will maintain a listing of authorized credit users. Authorized employees may purchase required items using this line of credit. The Support Services Deputy Chief must authorize and approve any such purchases made by any Department employee.
Policy:

This General Order shall establish the accounting system utilized by the Lansing Police Department. An orderly, accurate, and complete documentation of the flow of funds within the Department will provide management personnel with the needed information to plan and evaluate fund expenditures.

17.4.1 Budget Accounting System

The Village of Lansing Treasurer maintains a fiscal accounting system for the Lansing Police Department that includes provisions for monthly status reports detailing, at a minimum, the following:

A. Initial appropriation for each account

B. Balances at the commencement of each month

C. Expenditures and encumbrances made during the period

D. Unencumbered balance
17.4.2 Cash Collection/Dispersing Procedures

A. The following is a list of all cash funds or accounts where personnel are permitted to receive, maintain or disburse cash:

1. Petty cash fund
2. Animal trap deposits (no cash)
3. Emergency bracelet fund
4. Records Report Fund
5. Administrative Office fund
6. Operational fund (no cash)
7. Cadet Program Checking Account
8. Special investigative fund
9. Prisoner property, inventory and/or evidence

B. The following information will be maintained for each cash fund or account where personnel are permitted to receive, maintain or disperse cash:

1. A balance sheet or cash ledger indicating balance on hand
2. Receipts for any cash received
3. Documentation and/or invoices for cash expenditures

C. The following persons or positions are authorized to accept funds:

1. Sworn Officers - Bond, Evidentiary and Prisoner Property Money
2. Administrative Staff - Animal Trap Deposits and Office Fund
3. Administrative Secretary – Bracelet Funds
4. Records Personnel – Bonds, Report and Recording Request Funds
D. The following persons or positions are authorized to disburse funds/property:

1. Executive Secretary and Administrative Staff - Petty Cash
2. Administrative Staff - Return Animal Trap Deposits (no cash)
3. Chief of Police and Deputy Chiefs - Operational Funds
4. Criminal Investigations Supervisors - Special Investigative Funds and release of Personal Property and Property Held
5. Sworn officers - Return of Prisoner Property

E. Any Department personnel dispersing any Department property or funds valued over $1,000.00 will receive prior authorization from the Chief of Police.

F. Quarterly, the Support Services Deputy Chief will audit the Department's petty cash, records, office, and bracelet fund accounts and prepare a statement of the funds expended and the current account balance.

G. Quarterly, the Field Services Deputy Chief will audit the investigative cash and cadet program checking account and prepare a statement of the funds expended and the current account balance.

H. Monthly, the Village of Lansing Treasurer has prepared a statement of funds expended and the remaining balance in each Department account.

17.4.3 **Independent Audit**

An independent audit of all Department funds will be conducted annually by an accounting firm so designated by the Village Board of Trustees. This audit is part of the Annual Municipal Audit required by 65 ILCS 5/8-1-3.
Village of Lansing Police Department

GENERAL ORDER 17.5

Subject: Department Owned Property

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for the documentation and control of Lansing Police Department Property. A current inventory and accounting of all Department owned property will provide management personnel with the needed information to plan and evaluate future property requirements and expenditures.

17.5.1 Inventory Control

A. The Support Services Supervisor will maintain an inventory of all Department owned property, equipment, and other assets.

17.5.2 Distribution/Department Owned Property

The Support Services Division is responsible for the distribution, issuing, and reissuing of Department property to authorized users and will:

A. Issue Department property to authorized users

B. Obtain a signed receipt for all issued property

C. File receipts in the appropriate person's Personnel File

17.5.3 Operational Property Readiness

A. The Support Services Supervisor will ensure that Department owned property is stored in a state of operational readiness, which will include that the equipment is clean and in a state of good repair.

B. Department owned property that has been issued and signed for will be maintained in a state of operational readiness by the user. In the case of lost, stolen, destroyed or damaged Department owned property, the user will report the incident to the Support Services Supervisor.
C. Tampering, disabling, altering, dismantling, or otherwise rendering non-operational, any in-car recording system (ICRS), automatic vehicle location system (AVL), computer, electronic device, or other Department owned property without permission is prohibited.

17.5.4 Assignment Of Department Owned Vehicles

A. Officers assigned to Administration, DANGER, Village Preparedness, and Criminal investigations/Tactical Unit, are only allowed to take their assigned vehicle home if they reside within the corporate or unincorporated limits of the Village of Lansing.

B. The exception to 17.5.4(A), are K-9 officers, who, if eligible by contract, may take their assigned K-9 vehicle home whether within or outside the aforementioned boundaries.
Village of Lansing Police Department

GENERAL ORDER 21.1

Subject: Job Classification  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for the development and maintenance of job specifications and an explanation of job responsibilities. Employees that are informed of the specific required job tasks will most often, at least, attempt to perform these tasks. Keeping employees informed will lead to more efficient and effective delivery of provided services.

21.2.1 Classification Plan

A. The following job classifications are currently utilized by the Department.

1. Chief of Police
2. Deputy Chief of Police
3. Police Lieutenant
4. Police Sergeant
5. Police Officer/Paramedic
6. Administrative/Records CRT Operator
7. Executive Secretary
8. Telecommunications Supervisor
9. Telecommunications Assistant Supervisor
10. Telecommunicator
11. Building Custodian
12. Part-Time Officer
13. Community Service Officer

14. Part-time Civilian Employee

B. Class specifications are included in the individual job descriptions that were issued to each employee in their class.

C. Class compensation schedules are located in the following publications:

1. Compensation schedules for employees covered under union contracts are located in the current signed Labor Agreements.

2. Compensation for all other job classes within the Department is located in the Village of Lansing Employee Personnel Policy Manual.

D. Job classifications are reviewed, as needed, by the Division Deputy Chiefs. During this review the Deputy Chief may advise the Chief of Police of reclassification recommendations and the Chief may request, from the Mayor, a reclassification of any job. This entire process may be completed verbally.

21.2.2 Job Description Distribution

The Chief of Police maintains current job descriptions of all Department employees. These job descriptions are provided to employees upon initial hiring and are made available to all personnel, upon request.
Village of Lansing Police Department

GENERAL ORDER 22.1

Subject: Compensation

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall describe the Lansing Police Department’s Salary Program and the means used to determine its elements.

22.1.1 Department Salaries

A. The Lansing Police employee salaries are established and controlled by the Village Government and by applicable collective bargaining agreements. Salary programs address the following areas:

1. Entry level salary

2. Salary differential within and between ranks

3. Compensatory and overtime policy

4. Elements of the salary program

5. Salary augmentation provisions

B. Salary augmentation is provided for union member employees in accordance with provisions of the current Collective Bargaining Agreement, between the Village of Lansing and the labor unions.

C. Department compensatory time is calculated at the rate of time and a half for each quarter hour segment earned. This time may only be utilized with approval of the Chief of Police, or designee, and must be in accordance with any current labor agreement between the Village and the employee.
D. The salary programs for non-union employees are determined by the Mayor and the Village Board of Trustees and include:

1. Rank and position classification
2. Longevity
3. Fiscal position of the Village of Lansing
4. Comparison wages of other employees
Village of Lansing Police Department

GENERAL ORDER 22.2

Subject: Benefit Programs

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall define the benefits, leave, retirement, health insurance, clothing, and educational programs provided to Lansing Police Department personnel.

22.2.1 Departmental Leave Programs

The following leave programs are permitted within the guidelines outlined in the current Collective Bargaining Agreements and the Village of Lansing Employee Personnel Policy Manual.

A. Discretionary Leave
B. Jury Leave
C. Funeral Leave
D. Administrative Leave
E. Holiday Leave
F. Sickness and/or Injury Leave
G. Vacation Leave
H. Family Medical Leave
I. Military Duty Leave

22.2.2 Retirement, Insurance, Disability, Death, Liability and Educational Benefits

A. Retirement benefits available to eligible full-time, sworn, police officers are outlined in 40 ILCS 5/3 which delineates terms of police pension funds and retirement programs.
B. Retirement benefits available to civilian employees are outlined in 40 ILCS 5/7 which delineates terms of the Illinois Municipal Retirement Fund.

C. Health/Life insurance benefits for full-time, union member employees are provided as outlined in the current Collective Bargaining Agreement.

D. Health/Life insurance benefits for non-union personnel are provided as outlined in the Village of Lansing Employee Personnel Policy Manual.

E. Disability benefits available to all eligible, sworn, police officers are provided as outlined in 40 ILCS 5/3-114.1 through 5/3-114.2.

F. Disability benefits available to civilian employees are provided as outlined in 40 ILCS 5/7-144 through 5/7-153.

G. Death benefits are provided to all eligible, sworn, police officers as outlined in 40 ILCS 5/3-112 - 5/3-113.1, current Collective Bargaining Agreement, and/or the Village of Lansing Employee Personnel Policy Manual.

H. Death benefits are provided to civilian employees as outlined in 40 ILCS 5/7-154 through 5/7-165.

I. Department employees are protected from liability in accordance with 745 ILCS 10/2, 65ILCS 5/1-4-6 and Chapter 2 Section 2-51 through 2-53 of Village of Lansing Ordinances.

J. The Village will provide legal counsel to employees involved in actions covered in the above-mentioned statutes or ordinances.

K. The Department realizes that an employee's value to the Department is enhanced by their continuing education. The Department encourages employees to continue their education and permits shift schedule changes, when practical, to allow employees to pursue formal higher education. Educational reimbursement funds are provided to full-time, sworn, non-supervisory employees, as directed in the current Collective Bargaining Agreement. Reimbursement funds for sworn supervisor and civilian employees are provided, as funding permits, during each fiscal year.

22.2.3 Personnel Support Services

A. The Village of Lansing Director of Human Resources will provide all Department employees with information about insurance, injury, and death benefits.

B. Upon request, the Support Services Deputy Chief, or a designee, will provide Department employees with specific information about law enforcement related benefits.
22.2.4 Sick Leave

The purpose of this order is to provide a guideline on the use of sick leave benefits. Employees of this Department are provided with a sick leave benefit that gives them continued compensation during times of absence due to personal or family illness. It is the policy of the Lansing Police Department that sick leave shall be taken only in those instances. Employees may also be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in 29 CFR 825, the Family and Medical Leave Act or as a reasonable accommodation for disabled employees under the Americans with Disabilities Act. This policy is established to guide Departmental employees regarding the use of sick leave, the determination of abuse and disciplinary measures that may be taken when abuse occurs.

A. Employee Responsibilities:

1. Notification – Any employee unable to report to their assigned duty shift due to the use of sick time shall report such fact to an on-duty Shift Commander of the Department. If the employee is unable to reach the Shift Commander in their office then they will contact the Telecommunications Center, provide them with the telephone number they are at, and ask that the Shift Commander contact them. Notification will be made no later than one (1) hour prior to the scheduled starting time (30 minutes for Records personnel).

   At the time of the notification the employee will state the nature of the illness or injury causing the absence, and if it is expected that he/she will return to work for their regular shift on the following day. In the case of illness involving a member of the employee’s immediate family residing in the employee’s immediate household, the on-duty Shift Commander is authorized to approve up to twelve (12) hours of sick leave for the employee. Any additional sick leave for this purpose shall be approved by the Chief of Police or his designee on a case-by-case basis.

   When the necessity for leave is foreseeable, such as an expected birth or planned medical procedure/treatment, the employee shall, whenever possible, provide the Department with no less than 30-day’s notice of the intent to take leave.

   Employees on extended absences shall contact their immediate supervisor at weekly intervals to provide an update on their condition and expected date of return to work.

2. Use of Sick Leave

   a. Sick leave is provided as a means whereby employees who are experiencing a medical problem can take a day or days off, and not lose their pay as a result of the illness.
b. Sick leave shall not be considered a benefit which an employee may use at their discretion, nor is sick leave considered vacation, holiday, compensatory time or personal time, and abuse of sick time may result in discipline.

c. No employee shall feign or simulate illness, injury or disability, or fraudulently by concealment, false statement or otherwise seek to deceive or mislead the Department in relation to their case. Any employee who does so shall be subject to disciplinary procedures.

d. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational or other activity which may impede recovery from the illness or injury. To the extent permitted by law, sick employees are expected to remain at home unless hospitalized, visiting their doctor or acting pursuant to reasonable instructions for care.

e. Sworn personnel who use sick leave in excess of twenty-four (24) consecutive work hours will require a written statement by a licensed medical professional certifying that the employee’s current physical condition would allow them to return to work in a full duty capacity. The Chief of Police may require a medical certification any time there is reasonable belief, based on articulable facts, that the employee is abusing sick leave privileges.

B. Sick Time Abuse

Employees of the Lansing Police Department will only use sick time during periods of verifiable need. Any other use will be considered abuse. It is the responsibility of the Chief of Police or his designee to ensure that sick leave is not abused and to determine the cause of absence when appropriate.

Sick leave abuse may be suspected in the following:

1. Ninety-six (96) hours of undocumented sick time use within a calendar year.

2. Three (3) separate occurrences of sick time usage on monitored days. These include:

   a. Before or after a scheduled vacation.

   b. Before or after scheduled shift changes.

   c. In the same week as scheduled personal or time due days.

   d. During any administrative shift move or change.
3. Consistently taking off the same day of the week or any other behavior which creates a pattern of conduct which is abusive in nature.

4. Sick leave abuse does not include sick time use for an approved FMLA leave or as part of an approved reasonable accommodation under the ADA.

It is the responsibility of the Chief of Police and the Field Services Deputy Chief to establish a list of the abusers of sick time.

Any employee who is identified as demonstrating the behaviors listed in section (B) will be given written notice of being placed on the list and afforded the opportunity to discuss the loss of productive time from the department. Supervisory personnel will be notified of those employees under their command that are included in the list of sick leave abusers.

Employees placed on the list of sick leave abusers may be required to produce medical certification for all subsequent use of sick leave. This requirement will be for a period of time determined on a case by case basis. The employee will be provided with written notice of the time period. Additionally the employee may be visited by the on-duty shift supervisor to verify that the employee is incapacitated to the degree that it was necessary to utilize sick leave.

At the discretion of the Chief of Police or his designee, the employee may be required to notify the on-duty Shift Commander when leaving the residence during their scheduled tour of duty.

C. Discipline

Any employee who violates this policy shall be subject to progressive discipline as defined in the Standard Operating Procedures / Rules and Regulations of the Lansing Police Department or the Village of Lansing Employee Personnel Policy Manual.

D. Supervisor Responsibility

Supervisors should monitor sick leave usage and regularly review the attendance of employees under their command to ensure that the use of sick leave is consistent with this policy. Supervisors should address sick leave use in the employee’s performance evaluation when it negatively affected the employee’s performance or ability to complete assigned duties, and when unusual amounts of sick leave by the employee has had a negative impact on department operations.

When appropriate, supervisors should counsel employees regarding excessive use of sick leave and should consider referring the employee to the Employee Assistance Program.
E. Family and Medical Leave Act (FMLA) Leave Policy

1. **Purpose** - The purpose of the Family and Medical Leave Act (FMLA) of 1993 is to balance the needs of families with demands of the workplace. It was designed to promote our country’s interest in preserving family unity while accommodating the legitimate interests of employers.

2. **Equality** - The FMLA legislation seeks to minimize the potential for employment discrimination on the basis of gender consistent with the Equal Protection Clause of the Fourteenth Amendment by assuring that leave is available when necessary for both men and women.

3. **Twelve Weeks Unpaid Leave** - This Agency will grant up to twelve (12) weeks of unpaid leave per year to employees who need to care for family members with serious health conditions.

4. **Qualifying Employees** - An employee must have been employed for at least twelve (12) months and worked at least 1,250 hours during the previous twelve (12) months to qualify for FMLA leave.

5. **Purposes for which leave can be taken** - Employees are entitled to take up to twelve (12) weeks unpaid FMLA leave a year for:
   
   a. The birth of the employee’s child;
   
   b. The placement of a child with the employee for adoption or foster care;
   
   c. To care for the employee’s spouse, child or parent who has a serious health condition;
   
   d. A serious health condition rendering the employee unable to perform his or her job.

   Eligible employees with a spouse, son, daughter, or parent on active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending counseling sessions, and attending post-deployment reintegration briefings.
An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of unpaid leave for a single 12-month period for the care of the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is on the temporary disability retirement list.

6. **Intermittent Leave** - The employee may take leave intermittently or on a reduced work schedule when medically necessary due to the employee’s or a family member’s illness.

7. **Notice Required** - The employee is to provide at least thirty (30) days notice of the intention to take leave.

8. **Medical Certification** - This agency requires medical certification that the leave is needed due to the employee’s own serious health condition or that of a family member. The agency may, at the agency expense, require a second medical opinion. If the first and second opinions differ, the agency may request a third opinion, at the agency’s expense, which is then binding.

9. **Continuation of Benefits** - The agency will continue the employee’s health insurance under the same conditions as if the employee were working. Under this circumstance, the employee will still be required to pay his or her share of the premium if the agency’s health insurance plan provides for such co-payments. Leave under this act is not a “qualifying” event under COBRA. If the employee does not return to the job, the employee shall be liable to the agency for repayment of the health insurance benefits paid by the agency during the employee’s FMLA leave.

10. **Return to the Job** - Upon returning from leave, an employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

11. **Substitution of Paid Leave** – Employees on FMLA leave will be required to substitute and use any remaining paid leave benefits which are available or become available during the FMLA. This includes vacation, personal, and sick days. Such paid leave is substituted for unpaid FMLA leave and is not in addition to such FMLA leave. All other FMLA leave is unpaid.

Employees requiring additional information on the use of FMLA leave should contact the Village of Lansing Personnel Services Coordinator.
22.2.5 **Line-of-Duty Death/Serious Injury Family Assistance**

If Department personnel are seriously injured or killed in the line-of-duty, the Department will provide assistance services to the family including:

A. Notification in a timely and compassionate manner

B. Assisting at the hospital

C. Assisting with funeral and burial

D. Assisting with legal and benefit matters

E. Support during criminal proceeding, if any

22.2.6 **Uniforms and Equipment Allowance**

Employees who are covered under union contracts are provided with a clothing allowance each year as outlined in the current Collective Bargaining Agreements. Non-union personnel are provided with a clothing allowance each year as outlined in the Village of Lansing Employee Personnel Policy Manual.

22.2.7 **Employee Assistance Program**

A. The Village of Lansing makes available to all full-time employees an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems, 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.

B. Employees requesting EAP services should call the toll free number 1-800-272-7255 to obtain a referral to talk to an expert counselor. During the appointment, the counselor will discuss specific situations and help develop a plan of action.

C. The toll-free telephone number may be called 24 hours a day to provide timely problem assessment services. Provided EAP services are at no cost to the employee and all services will remain confidential and appropriate.

D. During referral appointments with expert counselors, a plan of action utilizing community resources will be developed to provide for appropriate diagnosis, treatment and follow-up.
E. Employees may voluntarily elect to participate in this program at any time they feel that these services would be helpful to their well-being. Employees may also be required to participate in this program, as outline in General Order 35.1.5.

F. All supervisors are trained in the policies relating to EAP services as well as being trained in identifying employee action, which could require these services. Supervisors are responsible for and required to identify and document employee behaviors, which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.
Village of Lansing Police Department

GENERAL ORDER 22.3

Subject: Work Conditions

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall define the provisions for physical examinations of Department employees and specify criteria for general health and physical fitness.

22.3.1 Physical Examinations

A. All Lansing Police Department employees are required to submit to a physical examination prior to their initial hiring. Employees are also encouraged to have their own physical examination performed annually.

B. Any physical examination specifically required of any employee by this Department will be provided at no cost to the employee.

22.3.2 Criteria For Physical Fitness

A. All Department employees are required to maintain a level of fitness, which permits them to effectively perform their assigned job tasks.

B. Sworn recruit personnel must pass a state certified physical fitness examination as required by the Illinois Law Enforcement Training and Standards Board. These standards are used as a guideline for the general level of health and fitness for sworn personnel.

22.3.4 Off-Duty Employment

Off-Duty Employment: is any secondary employment that is not conditioned on the actual or potential use of Law Enforcement powers by any off-duty employee.

A. The Chief of Police has the authority to prohibit and/or limit any off-duty employment by any employee when, in the opinion of the Chief, such employment would constitute a conflict of interest or tend to bring discredit to this Department. The Chief of Police reserves the right to revoke any previously granted permission to engage in off-duty employment for any officer.
B. Any employee considering any off-duty employment position must first submit an employment request in writing to the Chief of Police. The Chief of Police will approve or deny requests. Employment requests will include:

1. Business name and owner of proposed employer
2. Address and phone number of proposed employer
3. Nature of business of proposed employer
4. Type of work employee would perform
5. Time of day and number of hours of work per day/week/month

C. Additionally, see "Outside Employment" in the current Collective Bargaining Agreement.

22.3.5 Extra-Duty Employment

**Extra-Duty Employment:** is any secondary employment that is conditioned on the actual or potential use of Law Enforcement powers by any off-duty officer.

A. The Chief of Police has the authority to prohibit and/or limit any extra-duty employment when, in the Chief’s opinion, such employment would constitute a conflict of interest or bring discredit to the Department. The Chief of Police reserves the right to revoke any previously granted extra-duty employment permission for any officer.

B. Any employee considering any extra-duty employment position not contained on the approved employment list, must first submit an employment request in writing to the Chief of Police. The Chief of Police will approve or deny requests. Employment requests will include:

1. Business name and owner of proposed employer
2. Address and phone number of proposed employer
3. Nature of business of proposed employer
4. Type of work officer would perform and attire required
5. Time of day and number of hours of work per day/week/month

C. Employees permitted to work extra-duty employment will always conduct themselves as professional law enforcement officers and abide by all the rules and regulations, policies, and orders of this Department.
D. All officers approved and engaged in extra-duty employment will document in writing to their immediate supervisor when any of the following results from their participation in extra-duty employment:

1. Incidents involving the use of law enforcement powers

2. Injuries to themselves or others

3. Court appearances

4. Any formal complaint involving the officer

5. Additionally, see "Outside Employment" in the current Collective Bargaining Agreement.
Village of Lansing Police Department

GENERAL ORDER 22.4

Subject: Pregnancy

Issued: 040203

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Lansing Police Department’s pregnancy policy. The Lansing Police Department recognizes pregnancy as a unique, temporary, physical condition, which may limit an employee’s ability to perform all of the duties of her assigned job classification. This policy is to outline the steps to be taken which will grant a pregnant employee temporary reassignment to a position where she is able to work for the duration of her pregnancy.

22.4.1 Notification of Pregnancy

A. Employees will officially notify their immediate supervisor, in writing, of their pregnancy when they and/or their physician feel that they can no longer perform all of their job duties without risk to the health and safety of the employee and/or their unborn child.

B. A doctor’s note will be submitted outlining the duties the employee cannot or should not perform.

C. The supervisor will notify the Division Deputy Chief, as soon as possible.

22.4.2 Reassignment of Pregnant Officers

The Division Deputy Chief will determine where the employee could be best utilized during the temporary assignment.

A. The employee may be assigned to various positions during her pregnancy depending upon the needs of the Department.

B. The employee may be required to work rotating shifts and/or rotating days off.

C. The employee will be entitled to all previously scheduled vacation days.

D. The employee will remain working until their doctor recommends otherwise.
Village of Lansing Police Department

GENERAL ORDER 22.5

Subject: Temporary Light Duty  
Issued: 070111

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

The Lansing Police Department will follow the protocol for light-duty set forth by the Village Administrator.
Village of Lansing Police Department

GENERAL ORDER 24.1

Subject: Collective Bargaining  

Issued: 040195

Supersedes: All Previous Orders / Policies  

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall describe the Department's role in Collective Bargaining and establish the control of the Collective Bargaining Management Team.

24.1.1 Department Role

A. The Mayor of the Village of Lansing will establish the collective bargaining team for the Lansing Police Department and will designate a principal negotiator.

B. The Village of Lansing recognizes the Fraternal Order of Police, Lodge 218, and Teamsters Local 700 as the representative Bargaining Units for employees covered under collective bargaining.

C. While in the collective bargaining process or during the terms of a ratified labor agreement, the Department will:

1. Participate in "Good Faith" and abide by any bargaining ground rules that arise out of the collective bargaining process or arbitration

2. Abide by both the letter and spirit of a ratified labor agreement signed by management and labor representatives

D. Members of the Lansing Police Department, who are also members of the Bargaining Team, will not carry out Collective Bargaining tasks on-duty except when made as an assigned duty or as specifically outlined in any Collective Bargaining agreement. No reprisals will be sought against any officer who may be lawfully engaged in the Collective Bargaining process.

E. In the event of an impasse, procedures in accordance with the Illinois Public Labor Relations Act will be utilized.
24.1.2 Ratified Labor Agreement

When a negotiated labor agreement is ratified by all parties, the Chief of Police, or a designee, will:

A. Obtain a written and signed copy of the labor agreement.

B. Review all current orders, policies and procedures, and/or regulations and rules to locate any conflicts with the terms of the labor agreement. If any conflicts with directives and the labor agreement are located, directives should be revised to resolve these conflicts.

C. Disseminate a copy of the new labor agreement, including modifications to existing agreements, to all current sworn supervisors of bargaining unit employees.
Village of Lansing Police Department

GENERAL ORDER 25.1

Subject: Grievance Procedures

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall define the policy of the Lansing Police Department to insure that all personnel actions are fair and that there is an open line of communication with all employees. Employees are encouraged to promptly discuss with their supervisor any work related problem.

25.1.1 Grievance Procedures

A. Grievance procedures for employees covered under union contracts are controlled by the written language established in the current Collective Bargaining Agreements.

B. Grievance procedures for all other Department employees are controlled by the procedures detailed in the Village of Lansing Employee Personnel Manual.

25.1.2 Grievance Procedure Coordination

It will be the responsibility of the appropriate Division Deputy Chief, within the chain of command of the aggrieved, to coordinate all matters in the grievance process up to the appeal. The Deputy Chief will keep the Chief advised of any such grievance. After the grievance is adjudicated, the Deputy Chief will secure all grievance records in a grievance file located within the Field Services Deputy Chief’s Office. Those records, due to their sensitive nature, will have restricted access on a need to know basis. Grievance records will be maintained for at least three years.

25.1.3 Grievance Procedure Analysis

During the first quarter of each year, the Field Services Deputy Chief will document an analysis all grievances filed within the last year in order to detect any Department problems or grievance trends.
Policy:

This General Order shall establish the Department’s disciplinary systems. In order to maintain public trust and a high level of professional police services, specific conduct is required of all employees. The Department will treat all employees and administer all policies, rules and regulations in a consistent manner. When an employee’s performance is unsatisfactory, or when an employee violates any directive, the Chief of Police, or designee, will take appropriate disciplinary action.

26.1.1 Code of Conduct and Appearance

A. Specific directives relating to the required Code of Conduct is addressed in General Order 27.1, Rules and Regulations and Mandatory Duty Requirements.

B. Specific directives relating to the required Code of Appearance for both sworn and civilian personnel is addressed in General Order 27.2 and 27.3.

26.1.2 Employee Merit System

Meritorious awards and commendations are an essential aspect in any employee merit system. Line supervisors are responsible for observing conduct and recognizing exceptional job performance or actions. The procedure for the recognition of these acts is detailed in General Order 26.3, Employee Recognition Process.
26.1.3 Sexual Harassment

A. The Lansing Police Department strictly prohibits any type of Sexual Harassment as defined by the Federal Equal Employment Opportunity Commission (EEOC) and any other form of unlawful harassment in the workplace. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where: (1) submission to such conduct is made either explicitly or implicitly; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

B. It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the individual raising the concern or against another individual.

C. Sexual harassment is unlawful, and such prohibited conduct exposes not only the Lansing Police Department, but also individuals involved in such conduct to significant liability under the law. Employees at all times should treat other employees respectfully and with dignity in a manner so as not to offend a co-worker. Accordingly, the Lansing Police Department is committed to vigorously enforcing this Sexual Harassment Policy at all employment levels.

D. The Lansing Police Department provides employees with convenient, confidential, and reliable mechanisms for reporting incidents of sexual harassment and retaliation. When reporting incidents of Sexual Harassment, employees will advise their immediate supervisor of the incident. If any supervisor is involved in the incident, the employee will report the incident directly to that supervisor's immediate supervisor. If the incident involves the Chief of Police the matter may be reported directly to the Mayor or Village Administrator of the Village of Lansing.

E. Supervisors will immediately notify the Chief of Police or his designee of the incident. Upon notification of the incident, the Chief of Police or his designee will refer the employee to the Assistant of the Village Administrator for further investigation.

F. In addition to this General Order, Department employees will also follow the Village of Lansing Policy against Sexual Harassment, which is located within the Village of Lansing Employee Personnel Policy Manual.
26.1.4 Disciplinary System

A. This Department recognizes that training is one of the vital aspects in a disciplinary system. Training may be employed by itself or in conjunction with one or more of the other parts of the Department's disciplinary system. As a general rule, training will be used for minor infractions of Departmental rules and procedures when a Division Deputy Chief or Chief determines that the infraction was caused by training and not deliberate conduct. Training may also be used along with stronger punitive actions whenever there is a major infraction of Departmental rules.

B. Counseling is another important aspect of the Department's disciplinary system. Supervisors may counsel employees to advise them on inappropriate actions, help correct poor job performance, address violations of any Department directive, or for any other reason a supervisor deems appropriate. Supervisors may recommend that an employee be both counseled and trained to help improve the employee's job performance or address other necessary issues of concern.

C. This Department utilizes, for all sworn officers, the punitive disciplinary procedures required by the "Peace Officers Bill of Rights" (50 ILCS 725). The following disciplinary continuum may be followed as a guideline. Nothing in the continuum prevents the Chief of Police, or a designee, from bypassing any part of the continuum.

1. Counseling and/or Training
2. Verbal or written reprimand
3. Suspension and/or charges filed with the Fire and Police Commission
4. Dismissal

D. Prior to the issuance of discipline, the Chief of Police, or a designee, will review the facts and circumstances of the particular case, and take into consideration the following factors:

1. The totality of the circumstance(s)
2. The Department rule(s) or regulation(s) that are applicable
3. The employee's past record and prior cases of similar severity
4. Whether the employee has been disciplined in the past for the same or a similar infraction, and if so how recently and rehabilitative factors
E. A suspension day is defined as a loss of pay for an eight (8) hour period. The associated loss of police authority shall extend up to the full twenty-four (24) period and will be contained in the Order of Suspension.

26.1.5 Supervisory Disciplinary Role

A. Line supervisors are responsible for observing conduct and detecting instances when disciplinary actions are warranted for employees under their supervision. These responsibilities include:

1. Identifying training needs as a function of the disciplinary process
2. Counseling officers to improve job performance
3. Investigating allegations of employee misconduct
4. Documenting instances requiring disciplinary action
5. Submitting documentation to the appropriate Deputy Chief.
6. Implementing disciplinary action approved by the Chief of Police

B. Division Deputy Chiefs are responsible for overseeing the investigation of all disciplinary matters brought to their attention. Either Deputy Chief may delegate investigative authority to any employee as deemed necessary for the efficient operation of the investigation. Division Deputy Chiefs will report to the Chief of Police.

C. Chief of Police, or a designee, prior to imposing any punitive disciplinary action will review all reports and evidence.

D. The Fire and Police Commission have the authority to impose punitive disciplinary action as provided under civil service regulations, ILCS, and Lansing Village Ordinance.

26.1.6 Disciplinary Appeals Procedures

A. Disciplinary appeals for all full-time sworn personnel will be conducted according to the rules and regulations of the Lansing Fire and Police Commission and/or the employee’s collective bargaining agreement.

B. Disciplinary appeals for all other employees will be conducted according to procedures set forth in the Village of Lansing Employee Personnel Policy Manual.
26.1.7 Misconduct Dismissal Information

If an employee's misconduct results in dismissal, the following information will be provided to the employee:

A. A written statement citing the reason(s) for dismissal
B. The effective date of the dismissal
C. A status statement of the employee's benefits after dismissal

26.1.8 Records of Disciplinary Action

A. All records and supporting documents that relate to interdepartmental disciplinary action may be placed in the Employee's Personnel File and will remain in said file indefinitely at the discretion of the Chief of Police.

B. Due to the risk of litigation, and the potential inability of the Village to defend itself, and to be consistent with the principles of fundamental fairness, expungement of documents from personnel files will not be granted except where there exists extraordinarily unique and compelling circumstances. Any expungement will require the approval of the Chief of Police and the Village Administrator.

C. Records and supporting documents that relate to any disciplinary action taken by the Lansing Fire and Police Commission against any employee will be maintained as per said commission's policies and regulations.

D. Pursuant to 50 ILCS 705/6.2, all law enforcement agencies shall notify the Illinois Law Enforcement Training and Standards Board within 30 days of any final determination of willful violation of department or agency policy, official misconduct, or violation of law when:

1. The officer is discharged or dismissed as a result of the violation; or
2. The officer resigns during the course of an investigation and after the officer has been served noticed that he or she is under investigation that is based on the commission of a Class 2 or greater felony. This includes violations of Illinois statutes or statutes of other state or federal agencies when the elements of the offense are substantially similar to an Illinois criminal offense which is a Class 2 or greater felony.

3. Reporting will be done using forms found on the Illinois Law Enforcement Training and Standards Board website.
Village of Lansing Police Department

GENERAL ORDER 26.2

Subject: Sexual Misconduct

Issued: 010114

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

Law enforcement officers are empowered with authority by their government to protect the public from criminal activity. When an officer abuses this authority for sexual purposes, and violates another person, the officer not only commits a crime against the victim, but damages the credibility and trust of the entire law enforcement community with the public. The purpose of this policy is to caution all officers that any violation of the public trust involving sexual misconduct will result in severe consequences including prosecution to the fullest extent possible.

It is the policy of this Department to train all officers concerning the potential for criminal sexual misconduct within law enforcement, how to recognize it, and the requirements for reporting any violation to the appropriate authorities.

26.2.1 Definitions

A. Criminal Sexual Misconduct: The abuse of authority by a law enforcement officer for sexual purposes that violate the law.

B. Sexual Misconduct: Any sexual activity while on-duty or stemming from official duty. Sexual misconduct includes but is not limited to use of official position and official resources to obtain information for purposes of pursuing sexual conduct.

C. Intimate Part: Genital area, inner thigh, groin, buttocks or breasts of a person.

D. Actor: The person accused of sexual assault

E. Sexual Contact: Any contact for the purpose of sexual gratification of the actor with the intimate parts of a person not married to the actor.
26.2.2 Procedure

A. Sexual activity of any nature while on duty is prohibited. Sexual Misconduct is prohibited and shall be disciplined up to and including termination.

B. Any contact for the purpose of sexual gratification of the actor with the intimate parts of a person while on duty is prohibited.

C. A police officer shall not engage in sexual contact with another person who is in custody and such officer has supervisory or disciplinary authority over such other person.

D. Training: All sworn officers of this Department including supervisors will receive specific training about the elements of sexual misconduct involving law enforcement officers. The training will also include all elements of this policy. The training will be conducted every three years.

E. Reporting Requirements: Any employee of this Department, who is made aware of any violation of this policy, is required to report the violation to their supervisor. The supervisor will immediately contact the appropriate Division Deputy Chief who will immediately initiate an investigation. The Division Deputy Chief will notify the Chief of Police if an internal investigation is warranted. The accused officer’s supervisor will not attempt to resolve a complaint of this nature with the complainant, and is required to make immediate contact with the Division Deputy Chief.

26.2.3 Discipline

A. Any officer found to be in violation of the provisions of this policy shall be disciplined up to and including termination and criminal charges where established.

B. Any employee having knowledge of a violation of this policy, who fails to report said violation shall also be disciplined up to and including dismissal and criminal charges if appropriate. If the violation involves supervisory personnel, the reporting officer will notify the appropriate command level officer and will not be strictly held to his or her chain of command.
Village of Lansing Police Department

GENERAL ORDER 26.3

Subject: Employee Recognition Process

Issued: 030817

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

PURPOSE:

The purpose of this order is to establish a formal process whereby the Department, through the Chief of Police, may acknowledge individual, unit, or Department acts or work performance worthy of recognition.

DEFINITIONS:

Above and Beyond the Call of Duty: An act performed which is not required by the nature of the employee's position.

In the Line of Duty: Actions performed while engaged in duties during actual work hours, or actions performed during off-duty hours when an officer announces his/her office and assumes the role of a police officer.

Imminent Personal Hazard: A condition that is highly likely to produce imminent death.

Saving of Life: An action that, if not performed, would beyond a reasonable doubt have resulted in the death of a person (s).

26.3.1 SERVICE AWARD DESIGNATIONS

A. The following commendations and awards are hereby established for recognition of exceptional service, as described, by employees of the Department.

1. MEDAL OF HONOR

The Medal of Honor is awarded to the family of police officers or employees of the Department for an act of heroism which resulted in a line of duty death of that officer or employee.
2. MEDAL OF VALOR

The Medal of Valor is awarded to police officers or employees of the Department for an act of heroism at the risk of their own lives in the line of duty.

3. PURPLE HEART

The Purple Heart is awarded to police officers or employees of the Department who have received a line of duty wound, inflicted intentionally by an armed adversary, resulting in serious injury being suffered by the officer or employee.

4. LIFE SAVING

The Life Saving Medal is awarded for an act performed by officers or employees of the Department who’s prompt and alert actions resulted in the saving of a human life.

5. SPECIAL ARREST ACHIEVEMENT

The Special Arrest Achievement is awarded to police officers and employees of the Department for their dedication and determination in the arrest of person(s) responsible for numerous criminal acts throughout the area (multiple incidents), or whose actions pose a significant threat to any individual or the community.

6. CERTIFICATE OF COMMENDATION

The Certificate of Commendation is presented to officers and employees of the Department for a highly credible accomplishment bringing public acclaim to themselves, the Department or to the police profession, as a result of training, devotion to duty or service to the public.

7. UNIT CITATION

The Unit Citation is awarded to the active participants of an operating unit or patrol shift for a cited action involving a highly unusual accomplishment through the team work of all involved in the cited action.

8. DISTINGUISHED VOLUNTEER SERVICE

The Distinguished Volunteer Service Award is presented to officers and employees for their voluntary assistance with departmental projects, programs or assignments to the benefit of the Village without compensation.
9. GOOD SAMARITAN

The Good Samaritan Award is presented to officers and employees of the Department for acts of humanity beyond the call of duty, which provided aid and comfort to those in need.

10. LETTER OF COMMENDATION / HONORABLE MENTION

The Letter of Commendation and Honorable Mention are awarded by the Chief of Police to officers and employees of the Department to acknowledge exceptional performance or the receipt of praise from a citizen. These awards are issued at the discretion of the Chief of Police, but often at the recommendation of any supervisor.

B. The following award is established for the Department recognition of exceptional community service by civilians, as described:

1. CIVILIAN SERVICE AWARD

The Civilian Service Award is presented for personal assistance by a civilian in apprehending a criminal, or in extending one-self beyond one’s own safety to provide prompt action to aid people who are in danger or are victims of a criminal act.

26.3.2 AWARD NOMINATION PROCEDURE

A. Any employee of the Department who observes or is otherwise made aware of any act which may merit consideration for an award or commendation may formally nominate an employee.

1. All supervisors are encouraged to ensure that all incident deserving consideration for awards be documented and forwarded to the appropriate Division Deputy Chief.

B. All nominations shall be made in the form of a written memorandum documenting the employee's actions in as much detail as possible. All documentation that should accompany a nomination is to be forwarded to the appropriate Division Deputy Chief for consideration.
C. The format of the award recommendation memorandum will be as follows:

1. Date and time of the incident.
2. Names of all employees present.
3. Identity of individual (s) that are the subject of the nomination.
4. A synopsis of the incident.
5. The recommendation of the employee providing the nomination.
6. Division Deputy Chief approval/disapproval.

26.3.3 CITIZEN RECOGNITION AND PRESENTATION

A. Any Department employee may nominate a citizen for Department recognition to the Chief of Police via the chain of command.

B. The nominating procedure for citizen awards shall follow the same format as that for employee nomination (Section 3).

C. Any citizen may be nominated for award and/or recognition consideration pursuant to the award description in Section 1.

D. Citizen awards may be presented by the Chief of Police at a Village Board Meeting.

26.3.4 PRESENTATION AND RECORDING

A. Awards.

All awards shall be presented by the Chief of Police, Division Deputy Chief, or a designee, at a time deemed appropriate by the Chief or Deputy Chief.

1. All awards shall be accompanied by written documentation which details the action resulting in the presentation of the award. The original of such documentation shall be given to the recipient of the award and a copy of the documentation shall be placed into the employees personnel file permanently.
B. Letters of Commendation and Honorable Mentions

All Letters of Commendation and Honorable Mentions shall be personally presented to recipients by their immediate ranking supervisor. These presentations should occur during a briefing period, or at such other time where the recipient’s fellow employees may be gathered.

1. Letters of Commendation and Honorable Mentions shall become a permanent part of the recipients personnel file.
Village of Lansing Police Department

GENERAL ORDER 27.1

Subject: Code of Conduct
Issued: 010694

Supersedes: All Previous Orders / Policies
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the code of conduct/rules and regulations required of Lansing Police Department Personnel. Department personnel will always conduct themselves in a professional manner so as not to disgrace or discredit the Village of Lansing or the Lansing Police Department.

27.1.A Code of Conduct

A. All Department employees will conduct themselves lawfully and within the guidelines of all Department policies, procedures, general/special orders, rules and regulations.

Rules and Regulations

1. Criticism and Malicious Gossip - Department employees will not criticize any other employee except in the line of duty as a superior to a subordinate. Nor shall an employee gossip about any superior's order, any police procedure, any case or event that should remain police information. Nor shall an employee cause to discredit or lower the morale of Department personnel.

2. Influence of Position – Department employees shall not use the influence of their position for political reasons.

3. Voting Rights - Nothing in any directive shall be construed to mean that Department employees are prohibited from exercising their voting rights.

4. Intoxicant, Drugs, Possession – Department employees will not allow any intoxicant, exhilarant, hypnotic, hallucinogen, or narcotic to be kept in any building, location or vehicle within the Department except in the performance of duty, as required by policy, procedures, rules, regulations or orders.
5. **Use of Intoxicants** - Department employees will not drink intoxicating beverages or use intoxicants of any form or have the odor of an alcoholic beverage on their breath while on-duty or in uniform. When off-duty, employees will not drink intoxicating beverages at least eight hours prior to a regularly scheduled tour of duty and/or employees will not have a BAC of .02 or greater while on-duty.

6. **Use of Drugs** - Department employees will not use or render themselves unfit for duty through the use of any narcotic, exhilarant, hypnotic, hallucinogenic, cannabis or other unlawfully administered drug.

7. **Smoking** - Department employees will not smoke or use smokeless tobacco while on-duty in front of the public or under any condition, which might bring discredit upon the Department.

8. **Use of Personal Vehicles** - Department employees will not drive a personal vehicle to their post or assignment unless authorized to do so by an on-duty shift supervisor.

9. **Illegal Gambling on-duty** – Department employees will not engage in a game of chance, card playing or illegal gambling of any kind while working.

10. **Written Communications** - Department employees will not send any written communication about police business to any person, business, law firm, or law enforcement agency without the consent of an on-duty shift supervisor.

11. **Electronic Communications** - Department employees will not send any electronic communication about police business to any person, business, law firm, or law enforcement agency without the consent of an on-duty shift supervisor.

12. **False Information on Records** - Department employees are prohibited from submitting a report, either in written or electronic form, knowing the report to contain a false representation of any fact.

13. **Misappropriation of Property** - Department employees will not take for personal use, any Village or Department owned or held property.

14. **Marking or Altering Department Notices** - Department employees will not mark, alter or deface any printed or written notice, briefing sheet, memorandum, general order or directive relating to police business. All notices of a personal nature and/or of a derogatory character regarding any employee or Department unit are prohibited.
15. **Prohibited Places** - Department employees will not visit or loiter near any bar, tavern, lounge or establishment suspected by the police as being a place of actual or probable law violations or a place that is frequented by known criminals, unless required to do so in the line of duty.

16. **Consorting With Criminals** - Department employees will not consort with known criminals unless such association is specifically required for police duty.

17. **Employee Loitering** - On-duty Department employees will not loiter in cafes, taverns or bars, restaurants, service stations or other public places, except for the purpose of police business. Persons other than those transacting police business shall not be permitted to loiter in or about the police building.

18. **Not To Recommend Attorneys** - On-duty Department employees will not recommend any attorney to any person.

19. **Police Duty Time** – Department employees will not perform any police duty for the purpose of private gain unless authorized by the Chief of Police.

20. **Not To Recommend Services** - On-duty Department employees will not recommend or suggest to anyone the name of any towing firm, undertaker or other business, or inform any business of any situation wherein their services might be sought.

21. **Recommendation For Disposition of Cases** – Department employees will not make recommendations for the disposition of any cases pending in the courts without the consent of the Chief of Police.

22. **Statements Concerning Liability** – Department employees will not make any oral or written statements concerning liability in connection with the operation of police vehicles or performance of police duties, unless authorized by the Chief of Police.

23. **Withholding Evidence** – Department employees will not fabricate, withhold or destroy evidence of any kind required for criminal prosecution or proof of a person’s innocence.

24. **Testimony In Civil Cases** – Department employees will not testify in any civil court case stemming from their employment unless legally summoned or authorized by the Chief of Police.

25. **Soliciting for Promotion or Change of Duty** – Department employees will not solicit a petition for the hiring, promoting or changing of duty status of anyone or use any political influence to effect such a change.
26. **Distribution of Cards, Buttons, Etc.** – Department employees are prohibited from issuing anything which assumes or implies to the person holding such credentials any special police related privilege or consideration.

27. **Seeking Gifts** – Department employees will not seek, directly or indirectly, any gift, present or gratuity from any person, firm, group of persons, relatives, friends or employees of the same, on the basis of their membership in the Department.

28. **Accepting Gifts** – Department employees will not accept, directly or indirectly, any gifts, presents or gratuities from any person, firm, group of persons or relatives, friends or employees of same.

29. **L.E.A.D.S./N.C.I.C** - Department employees will not violate any directive, rule, or law relating to L.E.A.D.S. or N.C.I.C. information dissemination or data usage.

30. **Rewards** – Department employees will not seek or accept any money, gift, gratuity, reward or compensation for any service rendered or expense incurred, in the line of duty, without the written consent of the Chief of Police.

31. **Testimonials and Presents** – Department employees will not collect or receive any money or other thing of value from any source for the purpose of making a present or giving a testimonial for any employee unless specifically granted permission by the Village Mayor. No Department employee shall seek or accept such present or testimonial without the permission of the Chief of Police.

32. **Off-Duty Recommendations** – Department employees are prohibited from charging anyone a fee for recommending any product or service unless specifically authorized by the Chief of Police.

33. **Borrowing** – Department employees will not borrow any money, security or property, or obtain credit or guarantee of credit from any licensed liquor establishment in the Village of Lansing.

34. **Found Property** – Department employees will not have any ownership rights to any property found, recovered, or discovered while on-duty. Any such property will be utilized or destroyed by the Department according to current State statute.

**27.1.B Mandatory Duty Requirements**

A. **Obedience of Written Orders** - All Department employees shall become familiar with and obey all general/special orders, memorandums, Standard Operating Procedures or other directives authorized by the Chief of Police.
B. **Obedience of Verbal Orders** - All Department employees shall obey all lawful orders given to them by a superior officer.

C. **On-duty Action** - Sworn employees shall act to protect life, liberty or property, to enforce all laws, to detect the commission of crimes and to apprehend violators.

D. **General Knowledge and Performance** - Sworn employees will familiarize themselves with all statutes, ordinances and regulations necessary for the proficient execution of their duty.

E. **Attention To Duty** – Department employees will attend to assigned duties in a businesslike, courteous and professional manner without any unnecessary delay.

F. **Rendering Assistance** – Department employees will render police assistance to persons requesting such assistance so far as is consistent with police duties. Department employees shall cooperate with all other agencies engaged in the administration of criminal justice or public welfare affording them all the aid and authorized information such organizations are entitled to receive.

G. **Duty To Report Information** – Department employees will report any information received from a citizen regarding matters of police business.

H. **Assisting Fellow Members** – Department employees will be firm and calm in their actions at all times and act together to protect each other from danger.

I. **Reporting For Duty** – Department employees will report for duty properly clothed and equipped at the time and location specified by the Department or supervisor.

J. **Bearing** - Department employees will present themselves to the public in a professional manner with a military posture.

K. **Neatness** – Department employees will be neat and clean in conformance with Departmental Standards.

L. **Knowledge of Village** - Sworn employees will familiarize themselves with the geography and roadways within the Village, including routes of public transportation, public buildings and places, hospitals, commercial establishments and such other relevant geographic information.

M. **Complying With Telecommunicator Instructions** - Messages transmitted over the police radio/computer system will be direct, concise, and conform to all Standard Operating Procedures and FCC regulations. Department employees shall obey and take cognizance of messages unless otherwise directed.
N. **Telephone Calls** - Telephones in the police facility are recorded and are to be used for police business and limited reasonable personal use.

O. **Unnecessary Radio Transmission Prohibited** – Department employees will not transmit any sensitive information over the police radio system unless circumstances prevent use of the computer system or telephone.

P. **Emergency Duty** - Whenever a condition exists that is deemed by the Chief of Police to be an emergency, regular tours of duty may be extended and/or time off and furloughs of any and all personnel may be canceled.

Q. **Filing of Grievances** – Department employees will file grievances against the Department in accordance with the guidelines established in the Department's *Standard Operating Procedures Manual* and the current labor contracts.

R. **Reporting Violations** - All Department employees are required to report any member of the Department known to be guilty of violating any general/special order, rule or regulation or any other Department directive.

S. **Address Notification** - All Department employees will advise the Office of the Chief of Police within 72 hours of any change of address.

T. **Damage/Tampering of Property or Vehicles** – Department employees will exercise due caution while using Village owned property or vehicles. Department employees found to have damaged, tampered, or disabled any property or vehicle through their fault are subject to disciplinary actions deemed appropriate by the Chief of Police, or a designee. This will include employees involved in vehicle crashes with a determination of fault.

U. **Conduct Unbecoming** – Department employees of the Department shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably upon the Department. Conduct which is unbecoming shall include that which brings the Department into disrepute or reflects discredit upon the employee as a member of the Department or that which impairs the operation or efficiency of the Department or employee. Sworn and non-sworn employees may be subject to disciplinary actions for the following:

1. Commission of any misdemeanor/felony criminal offense
2. Violation of any Department verbal or written directive
3. Conduct unbecoming a police officer
4. Consuming any intoxicating liquor/substance on duty, without permission
5. Accepting any direct/indirect compensation from any arrested party
6. Accepting any compensation for any services rendered as an employee without the consent of the Chief of Police

7. Soliciting any compensation from any party without approval of Chief of Police

8. Publicly criticizing the official action of a supervisor

9. Disseminating confidential information concerning Department affairs without consent of the Chief of Police

10. Refusing to provide identification number or name, when requested

11. Being absent from duty without official leave

12. Neglecting to promptly transfer recovered property to a property control officer

13. Neglecting to return non-evidence/seized prisoner property upon release

14. Neglecting to report any known employee's violation of any directive

15. Failure to respond to dispatch or assignment

16. Willful mistreatment, misuse, waste or destruction of Department property

17. Consorting with known criminals

18. Illegal gambling in any Department maintained building

19. Recommending attorneys to persons arrested by the Department

20. Failure to report damage to Department property

21. Refusing an assignment given by a supervisor

22. Consuming any intoxicating liquor/substance, when armed

23. Unlawful use of any substance/drug

24. Conduct tending to cast disrepute on the Department

25. Conduct contrary to the public peace or welfare

26. Unnecessary violence or indignity to any person

27. Indecent, profane or unnecessarily harsh language on duty
28. Any malfeasance, nonfeasance or misfeasance on duty
29. Failure to keep physically fit as duty status requires
30. Failure to discover an obviously detectable crime in an assigned area
31. Inattention or sleeping while on-duty
32. Leaving an assigned post without being properly relieved
33. Insubordination or disrespect toward a superior officer
34. Attempting to conceal/distort any violation of any law or Department directive
35. Wasting on-duty time by excessive recreational reading, cell phone/smart phone use or any use of personal entertainment devices, including, but not limited to games, televisions, electronic movies, DVD's, etc.
36. Any other act or omission contrary to good order and discipline
37. Failure to supervise

Any Department employee found guilty of any of the above listed duties, rules and regulations, ILCS, Village of Lansing Ordinances and/or Department Standard Operating Procedures are subject to disciplinary action deemed appropriate by the Chief of Police and/or the Police and Fire Commission Board.
Policy:

This General Order shall establish the uniform and grooming requirements of sworn officers of the Lansing Police Department. Officers exhibit professionalism, discipline, and efficiency in public through a well-groomed and uniform appearance.

27.2.1 Uniform Requirements

All on-duty officers are required to wear their uniform of the day, as per their current duty assignment, during the hours they are scheduled to work. Uniform requirements are as follows:

Sworn Non-Supervisor Uniforms

A. Non-ranking sworn officers assigned to patrol or administrative duties will normally wear the following uniform during the hours they are scheduled to work:

1. Navy blue polyester or polyester blend long sleeve or short sleeve double front pocket police shirt with shoulder epaulets and navy buttons or navy blue Elbeco UV1 Undervest shirt in short or long sleeve. This shirt may only be worn under an approved outer vest cover when in the view of the public.

2. Navy blue turtleneck shirt with "LPD" in one half inch white block letters embroidered on collar, or a white or black crew-neck t-shirt may be worn under their regular long sleeve shirt. White or black crew-neck t-shirt will be worn under a short sleeve uniform shirt.

3. Navy blue polyester or polyester/wool blend police trousers with or without two flat laying cargo pockets and black or navy blue socks, if visible.

4. Polished black leather or simulated leather plain round toe shoes or boots with black soles and black crossed laces. Boots may have either black leather or other black material in the upper ankle area.
5. Department issued uniform patches must be properly sewn upright on both shoulder sleeves and all paramedics must display a paramedic patch sewn upright one inch above uniform right side chest pockets.

6. Department issued silver badge properly affixed to shirt and a silver nametag must be displayed immediately above the right-side shirt chest pocket. Officers may have the approved silver badge embroidered in the proper position and the officer’s first name initial and last name embroidered in silver ½ inch block letters immediately above the right-side shirt chest pocket.

**Sworn Supervisor Uniforms**

B. Sworn supervisors will normally wear the following uniform during the hours they are scheduled to work:

1. Navy blue or white polyester or polyester blend long sleeve or short sleeve double front pocket police shirt with shoulder epaulets and navy buttons on blue shirts, or navy blue Elbeco UV1 Undervest shirt in short or long sleeve. This shirt may only be worn under an approved outer vest cover when in the view of the public.

2. Navy blue turtleneck shirt with "LPD" in one half-inch gold block letters embroidered on collar, or a white or black crew-neck t-shirt may be worn under their regular blue long sleeve uniform shirts. White or black crew-neck t-shirt will be worn under a short sleeve uniform shirt. Command officers may wear a navy tie with an approved tie tack or bar, when wearing a long-sleeve shirt.

3. Blue shirts will display navy buttons. White shirts will display white buttons. Gold P-buttons and black ties with an approved tie tack or bar must be worn with white long sleeve dress uniform shirts.

4. Navy blue polyester or polyester/wool blend police trousers with or without two flat laying cargo pockets and black or navy blue socks, if visible.

5. Polished black leather or simulated leather plain round toe shoes or boots with black soles and black crossed laces. Boots may have either black leather or other black material in the upper ankle area.

6. Department issued uniform patches must be properly sewn upright on both shoulder sleeves and all paramedics must display a paramedic patch sewn upright one inch above uniform right side chest pockets.
7. Department issued gold badge properly affixed to shirt and a gold nametag must be displayed immediately above the right-side shirt chest pocket. Supervisors may have the approved gold badge embroidered in the proper position and the officer's first name initial and last name embroidered in gold ½ inch block letters immediately above the right-side shirt chest pocket.

8. Sergeants must display sewn-on blue and white sergeant chevrons upright below Department issued patches on their shirtsleeves and all ranking officers must properly display gold rank insignias on their collars.

C. Supervisors above the rank of lieutenant may also wear business attire.

**Optional Sworn Summer Uniforms**

D. In addition to the listed authorized uniforms, the following optional summer uniform may be worn by any officer between April 15th through October 14th:

1. Navy blue “Cool-Max” short sleeve shirt made by Flying Cross with a style number of 85R7086Z only.

2. Navy blue cotton/blend shorts made by Fechheimer (Flying Cross) or Blauer with the following style numbers: Fechheimer 49330 for men and 49330WT for women. Blauer 8841 for men and 8841W for women.

3. Polished black leather or simulated leather plain round toe quarter boots, athletic Oxford or tennis type shoes with black soles and black crossed laces. Regular boots are prohibited with this uniform.

4. Plain black crew socks if a quarter boot is worn. Plain black “ankle” crew type socks if athletic Oxford or tennis type shoe is worn.

**Uniform Outer Wear**

E. Approved outer garments are the navy blue “Blauer 345/348/6110/9010/9910/9915 series jacket” or a “Chicago-style” black, or dark navy blue leather police jacket. All jackets are to be outfitted with rank dependent silver/gold “P” buttons, police and paramedic patches, if certified, (no chevrons) name tag visibly display on the right breast area of the jacket and badge displayed on the left breast area of jacket. The appropriate approved badge and nametag may be embroidered on the jacket in the same manner as previously listed in this policy.

F. Officers are permitted to wear navy blue or black full-length police style raincoats and/or a rain cover on their dress hat, during periods of rain.
G. Officers are permitted to wear an approved dress police uniform hat, a navy mouton style uniform hat, or a black U.S. Navy style stocking “watch cap” with “LPD” in silver or gold rank dependent ONE-INCH BLOCK letters embroidered on the front of the cap. In cases of inclement weather, an approved navy blue ball cap with embroidered badge in front and ID number on back may be worn. The badge will be facing the front when properly worn.

H. Officers are permitted to wear black or navy blue gloves at any time for hand protection or warmth.

I. Officers are permitted to wear black rubber or synthetic rubber shoe or boot covers during periods of rain and/or snow.

J. Officers are permitted to wear a navy blue body armor carrier over their uniform shirts. These carriers must match the shirt in both color and accessories. The approved embroidered badge and nametag patches may be sewn on to the armor carrier in the prescribed manner.

K. “Taser” exception is added to this policy. Officers may have a “molle” system attached to a new or existing armor carrier in the lower quadrant, cross-draw position and affix an approved Taser holster to this mounting system. No other modifications or items may be affixed to the armor carrier.

L. In addition to the approved jackets, personnel are authorized to wear a navy blue “Blauer Commando” 210 V-neck sweater with epaulets, police and paramedic patches, name tabs and badge tabs. Nametags and badges must be properly displayed on these sweaters, when worn. Officers are prohibited from wearing body armor carriers over sweaters.

**Sworn Non-Ranking Patrol Dress Uniforms**

M. Dress uniform for all non-ranking officers on any assignment will be:

1. Navy blue "five-star" hat with silver hatband attached to the front with two silver "P" buttons and issued hat shield properly attached.

2. Navy blue long sleeve double front pocket police shirt with shoulder epaulets and silver "P" buttons displayed on shoulders and pockets

3. Navy blue clip-on or Velcro tie with gold State of Illinois Seal tie tack or Department emblem tie tack approved by the Chief of Police.

4. Navy blue double knit or wool blend police trousers and black or navy blue socks, if visible

5. Polished black leather or simulated leather plain round toe shoes or boots with black soles and black crossed laces. Boots may have either black leather or other black material in the upper ankle area
6. Department issued uniform patches must be properly sewn upright on both shoulder sleeves and all paramedics must display a paramedic patch sewn upright one inch above uniform right side chest pockets.

7. Department issued silver badge properly affixed to shirt and a silver nametag with black engraved letters must be displayed immediately above the right-side shirt chest pocket.

8. Navy blue “Dress Blouse” is permitted for ceremonial events.

**Sworn Supervisor Patrol Dress Uniforms**

N. Dress uniform for all sworn supervisors on any assignment will be:

1. Navy blue "five-star" hat with gold hatband attached to the front with two gold "P" buttons and issued hat shield properly attached.

2. White long sleeve double front pocket police shirt with shoulder epaulets displaying gold "P" buttons

3. Black clip-on or Velcro tie with gold State of Illinois Seal tie tack or tie bar or Department emblem tie tack approved by the Chief of Police.

4. Navy blue double knit or wool blend police trousers black or navy blue socks, if visible

5. Polished black leather or simulated leather plain round toe shoes or boots with black soles and black crossed laces. Boots may have either black leather or other black material in the upper ankle area

6. Department issued uniform patches must be properly sewn upright on both shoulder sleeves and all paramedics must display a paramedic patch sewn upright one inch above uniform right side chest pockets.

7. Department issued gold badge properly affixed to shirt and a gold nametag with black engraved letters must be displayed immediately above the right side shirt chest pocket.

8. Sergeants must display sewn-on blue and white sergeant chevrons upright below the Department issued patches on their shirtsleeves and ranking officers must properly display gold rank insignias on their collars.

Criminal Investigators

O. Criminal Investigators will normally wear conservative dress shirts with dress pants, or approved polo shirts with dress pants during their assigned duty day. A tie is optional attire with a conservative dress shirt during their duty day. Dress shoes will normally be worn during their assigned duty day.

For scheduled court appearances, criminal investigators will normally wear a conservative dress shirt with tie, dress pants, and dress shoes. A full suit or sport coat is considered optional attire.

P. Officers assigned to special details, with supervisor approval, may have the occasion to wear other than approved personal items, or have a differing personal appearance, including hair/facial hair, depending upon their assignments.

Special Assignment Uniforms

Q. Officers while working in specially assigned duties such as the Canine, or Bicycle Units will wear the special protective or practical clothing purchased by the Department for that particular unit.

R. Officers will purchase all required uniform items and maintain them in good repair. Uniforms will be cleaned regularly and no additional items may be added to any uniform, without the expressed consent of the Chief of Police.

S. Officers assigned to patrol duties must properly wear the complete uniform of the day excluding hats and jackets, any time while in the view of the public.

27.2.2 Grooming Requirements

A. All employees are required to bathe regularly and utilize good personal hygiene so as not to have offensive body odor. Fingernails are to be maintained at a moderate length.

B. There are many hairstyles, which are acceptable in the Lansing Police Department. Individual styles will be judged by the criteria described below:

Civilian/Sworn Male Employees

1. Hair on top of the head will be neatly groomed and the length and/or bulk of the hair will not be excessive or present an unkempt or extreme appearance. Hair will not fall over the ears or eyebrows or touch the collar except for closely cut hair at the back of the neck. Unusual styles or colors of hair are prohibited. In all cases, the bulk or length of hair will not interfere with the normal wear of any standard headgear. Hairpieces are permitted if they conform to the above hair standards.
2. Sideburns will not extend below the bottom of the ear lobes and will end with a clean-shaven horizontal line.

3. Mustaches when combed outward to the side will be no wider than one half inch beyond the edge of the mouth and when combed downward, will not extend lower than the lower lip. Mustaches will be neatly trimmed and beards are prohibited unless approved by the Chief of Police.

**Sworn Female Employees**

1. Hair must be neat, clean, brushed or combed and present a groomed appearance. Unusual styles or colors of hair are prohibited. The bulk or length of the hair will not interfere with the normal wearing of any standard headgear. For safety reasons, the bulk or length of the hair will not be worn in such a manner that can be easily grabbed or pulled. Hairpieces are permitted if they conform to the above hair standards.

2. Facial make-up is to be used with discretion. Bright colors and extreme eye or facial make-up and false eyelashes are prohibited. Only clear nail polish is permitted.

**Sworn Officer Personal Accessories**

C. Only the following listed personal accessories are permitted on-duty:

1. Employees may wear one ring on each hand and no earrings of any kind. If necklaces or chains are worn, they must be concealed. One wristwatch and one identification/medic alert bracelet may be worn.

2. Conservative dark colored sunglasses may be worn.

3. Any issued medal, ribbon, or pin approved by the Chief of Police.

D. Personnel are authorized to display a Ken Novak Memorial Pin. Pins are to be worn upright on left breast pocket flap.

**27.2.3 Body Tattoos and Piercing**

E. The Lansing Police Department prohibits the display of any tattoo on any body surface that is visible when a sworn officer is in uniform. Tattoos obtained prior to May 1, 2000 are exempt.

F. The Lansing Police Department prohibits the display of any item through any pierced body part that is not concealed by a sworn officer’s properly worn uniform, as described in General Order 27.2. A body piercing covered by any item, other than a properly worn uniform is prohibited.
Policy:

This General Order shall establish the uniform and grooming requirements of civilian employees of the Lansing Police Department. Employees exhibit professionalism, discipline, and efficiency while in the public eye through a well-groomed and uniform appearance.

27.3.1 Civilian Uniform Requirements

A. All on-duty civilian employees are required to wear their uniform of the day, as per their current duty assignment, during the hours they are scheduled to work. Uniform requirements are as follows:

Civilian Telecommunicator Uniform

B. Telecommunicators will normally wear the following approved uniform during the hours they are scheduled to work:

1. Light blue "police style" long or short sleeve double front pocket shirt with shoulder epaulets, shoulder patches, and front button down buttons.

2. Navy blue polyester or polyester/wool blend police trousers with or without two flat laying cargo pockets and black or navy blue socks, if visible.

3. Polished black leather or simulated leather shoes with a plain round toe, black soles and black crossed laces.

4. Department issued silver badge properly affixed to shirt, a silver name tag with black engraved letters must be displayed immediately above the right side shirt chest pocket and silver 911 pins displayed upright on shirt collars.

5. The Telecommunication's Supervisor and Assistant Supervisor will wear the listed uniform with gold nametag, badge, and 911 pins properly displayed.
6. Approved navy blue knit sweaters with shoulder patches may be worn. Sweaters will have a nametag and badge properly displayed.

**Civilian Records/Administrative Uniform**

C. Uniformed civilian personnel will normally wear the following approved uniform during the hours they are scheduled to work:

1. Light blue "police style" long or short sleeve double front pocket shirt with shoulder epaulets and front button down buttons.

2. Navy blue polyester or polyester/wool blend police trousers with or without two flat laying cargo pockets and black or navy blue socks, if visible.

3. Polished black leather or simulated leather shoes with a plain round toe, black soles and black crossed laces.

4. Department issued silver badge properly affixed to shirt and a silver nametag with black engraved letters must be displayed immediately above the right side shirt chest pocket. Silver LPD collar insignias must be displayed upright on shirt collars.

5. The Record’s Supervisor will wear the listed uniform with gold nametag, badge, and LPD collar pins properly displayed.

6. An approved navy blue knit sweater may be worn. Sweaters which have or are designed to have name tag and badge holders will have name tag and badge properly displayed.

**Community Service Officers Uniform**

D. Community Service Officers will normally wear the following approved uniform during the hours they are scheduled to work:

1. Black short or long sleeve Polo shirt with approved Lansing Police insignia displayed on left side of shirt. The employee’s last name will be displayed on the right side of shirt.

2. 5.11 Tactical or Taclite khaki pants and black socks, if visible. CSO’s will wear a plain black leather or nylon belt.

3. Polished black leather or simulated leather plain round toe shoes or boots with black soles and black crossed laces. Boots may have either black leather or other black material in the upper ankle area.

4. If CSO is currently serving Department in the capacity of a Part-Time Officer they shall wear the approved Sworn Non-Supervisor uniform as designated in General Order 27.2.
All Civilian Employees

E. Clothing of all civilian employees will be properly maintained in good repair. Clothing will be regularly cleaned and no additional items may be added to any uniform without the express consent of the Chief of Police.

F. In extraordinary situations, employees may work out of uniform. That employee's immediate supervisor will be advised of any such situation by the employee at their earliest convenience.

Building Custodian

A. Building Custodian will normally wear during scheduled working hours:

1. Navy blue or black work pants
2. Light blue long or short sleeve work shirt
3. Black or brown work shoes or boots

27.3.2 Grooming Requirements

A. All employees are required to bathe regularly and utilize good personal hygiene so as not to have offensive body odor. Fingernails are to be maintained at a moderate length appropriate for the proper performance of their duties.

B. There are many hairstyles, which are acceptable in the Lansing Police Department. Individual styles will be judged by the criteria described below:

1. Hair must be neat, clean, brushed or combed and present a groomed appearance. Unusual styles or colors of hair are prohibited.
2. For safety reasons, the bulk or length of the hair will not be worn in such a manner that can be easily grabbed or pulled while conducting searches.

Civilian Male Employees

C. Are required to conform to all of the personal grooming requirements of sworn male employees.
Civilian Female Employees

D. Are required to conform to the following personal grooming requirements:

1. Hair must be neat, clean, brushed or combed and present a groomed appearance. Unusual styles or colors of hair are prohibited.

2. Hairpieces are permitted if they conform to the above hair standards.

3. Facial make-up is to be used with discretion. Bright colors and extreme eye or facial make-up and false eyelashes are prohibited.

4. Colored nail polish is acceptable.

Civilian Personal Accessories

E. Only the following listed personal accessories are permitted on-duty:

1. Only conservative necklaces, chains, bracelets or watches may be worn and must be removed to prevent injury whenever searching any detainee.

2. Up to three conservative rings may be worn on each hand and up to two conservative pairs of earrings not hanging below earlobes may be worn.

27.3.3 Body Tattoos and Piercing

A. The Lansing Police Department prohibits the display of any tattoo on any body surface that is visible when any civilian employee is in uniform. Tattoos obtained prior to May 1, 2000 are exempt.

B. The Lansing Police Department prohibits the display of any item through any pierced body part that is not concealed by an employee’s properly worn uniform, except for the two conservative pairs of earrings permitted in General Order 27.3.2. A body piercing covered by any item, other than a properly worn uniform is prohibited.
Village of Lansing Police Department

GENERAL ORDER  27.4

Subject: Social Media   Issued: 010114

Supersedes: All Previous Orders / Policies   Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

PURPOSE:
The Lansing Police Department endorses the secure use of social media to enhance communication, collaboration, and information exchange, streamline processes, and foster productivity. This policy establishes the 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 social media in general, as advances in technology will occur and new tools will emerge.

POLICY:

Social media provides a new and potentially valuable means of assisting the 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 Department also recognizes the role that these communication tools play in the personal lives of some Department personnel. The personal use of social media can have an impact on Departmental personnel in their official capacity.

It is essential for every employee of this agency to recognize that the proper functioning of any law enforcement agency relies upon the public’s confidence and trust in the individual officers and this agency to carry out the law enforcement function. Therefore, any matter which brings individual employees or the agency into disrepute has the corresponding effect of reducing public confidence and trust in our agency, thus, impeding our ability to work with and serve the public. Professionalism is the most significant factor in high level performance which in turn builds the public trust and confidence. While employees have the right to use personal/social networking pages or sites, as employees of this agency, they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics. As such, the policy of this agency is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of our agency.
As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department personnel.

27.4.1 DEFINITIONS:

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."

Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

Post: Content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

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, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Network(s): Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Social Networking: Is defined as social network sites that use Internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of Internet based social networking sites include: blogs, networking sites, photo sharing, video sharing, microblogging, podcasts, as well as comments posted on the sites. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

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.

Wiki: Web page(s) that can be edited collaboratively.
27.4.2 DEPARTMENT AUTHORIZED USE

A. Department Strategy

1. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the Department's presence on the website.

2. Where possible, the page(s) should link to the Department's official website.

3. Social media page(s) shall be designed for the target audience(s).

B. Procedures

1. All Department social media sites or pages shall be approved by the Chief of Police or his designee and shall be administered by the Investigations Division or as otherwise determined by the Chief of Police.

2. Where possible, social media pages shall clearly indicate they are maintained by the Department and shall have Department contact information prominently displayed.

3. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
   a. Content is subject to public records laws.
   b. Relevant records retention schedules apply to social media content.
   c. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies

4. Wherever possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Department.
   a. Pages shall clearly indicate that posted comments will be monitored and that the Department reserves the right to remove obscenities, off-topic comments, and personal attacks.
   b. Pages shall clearly indicate that any content posted or submitted for postings is subject to public disclosure.
C. Department-Sanctioned Use

1. Department personnel representing the Department via social media outlets shall do the following:
   a. Conduct themselves at all times as representatives of the Department and, accordingly, shall adhere to all Department standards of conduct, including all policies, rules and procedures, and observe conventionally accepted protocols and proper decorum.
   b. Identify themselves as a member of the Department.
   c. Refrain from statements about 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 express written permission of the Chief of Police or his designee.
   d. Abstain from conducting political activities or private business.

2. The use of Department computers by Department personnel to access social media is prohibited without authorization.

3. Department personnel use of personally owned devices to manage the Department's social media activities or in the course of official duties is prohibited without express permission of the Chief of Police or his designee.

4. Personnel shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

27.4.3 PERSONAL USE

A. Precautions and Prohibitions

Barring state law or collective bargaining agreement requirements to the contrary, Department personnel shall abide by the following when using social media:

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 of this Department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, negatively affect the public perception of the Department, or violate any policy, rule or procedure of the Department or the Village of Lansing.
2. As public employees, Department personnel are cautioned that speech on or off duty, made pursuant to their official duties; that is, 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 policy, rule or procedure of the Department or the Village of Lansing. Department personnel should assume that their speech and related activity on social media sites would reflect upon their office, the Village, and this Department.

3. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access because of their employment without written permission from the Chief of Police or his designee. This includes but is not limited to:
   a. Photographs/images relating to any investigation of this agency.
   b. Video or audio files related to any investigation of this agency.
   c. Video, audio, photographs, or any other images etc. which memorialize a law enforcement related action of this agency.

4. For safety and security reasons, Department personnel are cautioned not to disclose their employment with the Department or the Village, nor shall they post information pertaining to any other member of the Department or Village employee without their permission. Care must especially be taken with officers, who are working, or who may reasonably be expected to work in undercover operations. No personnel shall post any form of visual or personal identification of those persons.

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 policies, rules, and regulation and code of conduct is required in the personal use of social media. In particular, Department personnel are prohibited from the following:
   a. 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. Speech involving themselves or other Department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

6. Engaging in speech that is prohibited by this directive, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline pursuant to Department rules and regulations.
7. Department personnel may not divulge information to which they have access as a result of their employment; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this Department or the Village without express authorization.

8. Department personnel should be aware that they might 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 (defamation).

b. Publicizing information about another that places the other before the public in a false light, which is highly 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 or 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.

e. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

9. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

10. 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.

11. Employees of this agency are prohibited from using their title as well as any reference to this agency in any correspondence to include emails, postings, blogs, twitter, social network sites such as Facebook, unless the communication is of an official nature and is serving the mission of this agency. This prohibition also includes signature lines in personal email accounts. An employee may seek agency approval for such use.

12. 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.
1. No member of this agency will request or require any employee or prospective employee to provide any password or other related account information in order to gain access to the employee’s or prospective employee’s account or profile on a social networking website or to demand access in any manner to an employee’s or prospective employee’s account or profile on a social networking website. (820 ILCS 55/10 (2013)).
Village of Lansing Police Department

GENERAL ORDER 31.1

Subject: Recruitment Practices
Issued: 070195

Supersedes: All Previous Orders / Policies
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the Lansing Police Department's commitment to the recruitment of sworn personnel and the training provided to those persons assigned to recruitment activities.

31.1.1 Recruitment Management

The Lansing Police Department participates in a recruitment program by attempting to identify and actively recruit qualified applicants for entry-level sworn positions. These recruitment efforts include, but are not limited to:

A. Attendance at local job fairs and career days.

B. Maintaining contact with local colleges in an effort to actively recruit applicants through their job placement offices.

31.1.2 Recruitment Team Training

A. The Chief of Police will designate a supervisor to head up the Recruitment Team and is responsible for the vast majority of recruitment efforts of the Lansing Police Department. Team members will be selected to participate by the Recruitment Team Supervisor.

B. The supervisor assigned to recruitment activities will be knowledgeable in personnel matters and equal opportunity laws and directives. They are also responsible to ensure that all team members are provided applicable training.
Village of Lansing Police Department

GENERAL ORDER 31.2

Subject: Equal Employment Opportunity  
Issued: 070195

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the Lansing Police Department commitment to equal employment opportunity activities relating to the employment of sworn personnel.

31.2.3 Equal Employment Opportunity Plan

A. This Department strictly prohibits anyone from taking any adverse action regarding employment, including examination, appointment, training, recruitment, selection, promotion, retention, discipline or other personnel action, because of race, color, religion, sex, marital status, sexual orientation, national origin or ancestry, age, physical or mental handicap unrelated to job performance. We are committed to maintaining a work place where each employee's privacy and personal dignity are respected and protected from offensive or threatening behavior.

B. The United States Equal Employment Opportunity Commission (EEOC) created by Title VII of the Civil Rights Act of 1964, prohibits employment discrimination based upon race, color, sex, religion or national origin. Title VII was extended to cover federal, state and local public employees by the Equal Employment Opportunity Act of 1972. The Illinois Human Rights Act also provides similar protection for these protected statuses and for age, marital status, physical or mental handicap unrelated to ability and unfavorable discharge from military service.

C. In order to ensure nondiscrimination, the Lansing Police Department will follow the applicable guidelines established by the Equal Employment Opportunity Commission and will:

1. Treat each person with respect, dignity, integrity, and prohibit discrimination in all phases of employer-employee and applicant relationships.
2. Not discriminate against another employee or applicant in violation of the Department/Board policy.

3. Inform job applicants, or other interested individuals, of this procedure when requesting the Department's commitment to Equal Employment Opportunity.

4. Indicate on all employment applications forms and advertisements that the Lansing Police Department is an Equal Opportunity Employer, as required by the Illinois Human Rights Act.

D. It is the responsibility of each member of the Lansing Police Department to ensure the opportunity for equal employment, and to maintain a non-discriminatory work environment. In addition, supervisors will be responsible for reviewing and enforcing EEOC guidelines with personnel under their direct control.

E. This Equal Employment Opportunity procedure will be reviewed annually, in December, by the Chief of Police to ensure that the Department's present employment policies, practices, and procedures remain relevant to their effective impact on the employment and utilization of minorities and women.
Village of Lansing Police Department

GENERAL ORDER 32.1

Subject: Selection Process

Issued: 070195

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the professional and legal requirements for the selection of all full-time personnel by the Lansing Police Department.

32.1.1 Selection Process

A. The Village of Lansing Board of Fire and Police Commissioners is responsible for the selection of probationary sworn police officers. The Chief of Police serves as a liaison to the Board of Fire and Police Commissioners.

B. The specific elements and activities relating to the selection process of sworn probationary personnel are located in the Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Lansing.

C. The Support Services Component is responsible for the selection of all civilian personnel hired by the Lansing Police Department. The elements and activities of this selection process include:

1. Oral interview
2. Background investigation
3. Psychological examination
4. Polygraph examination
5. Medical examination

32.1.6 Disposition of Candidates Records

A. The Lansing Police Department will maintain the records of all civilian candidates not hired for three years. After five years, records will be destroyed by shredding.
32.1.7 Security of Selection Materials

A. The Lansing Police Department will store civilian selection materials in their possession in a secured area when not being utilized. When materials are disposed of, it will be done in a manner that prevents disclosure of the information contained within.

B. Access to selection materials will be limited to authorized personnel and all such materials will be secured within locked files to provide 24-hour security. These materials are disposed of by shredding in a manner that prevents disclosure of the information contained within.
Village of Lansing Police Department

GENERAL ORDER 32.2

Subject: Administrative Practices/Procedures  
Issued: 070195

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the procedure utilized by the Lansing Police Department and/or Board of Fire and Police Commissioners to conduct background investigations, polygraph examinations, medical, and psychological examinations.

32.2.1 Background Investigations

Prior to a candidate's appointment to a probationary sworn or non-sworn status, a background investigation is conducted. These investigations will be conducted by trained investigators and will include, but not be limited to:

A. Verification of qualifying credentials and personal references

B. Review of any criminal history

C. General medical, credit, and work history

32.2.2 Background Investigator Training

Only sworn officers of the Lansing Police Department trained in the collecting of required information are permitted to conduct any background investigation.

32.2.3 Background Investigation Records

The original record of all background investigations for civilian personnel will be maintained within the secured files located in the Office of the Chief of Police. The original record of all background investigations for sworn personnel will be maintained within the secured files of the Fire and Police Commission. In addition, the Chief of Police will maintain a copy of these files. These files may only be disposed of, after a time period of five years.
32.2.4 **Elements of Polygraph Examinations**

A. The Village of Lansing Board of Fire and Police Commissioners and the Lansing Police Department both utilize polygraph examinations as part of the sworn and civilian candidate’s selection process.

B. Prior to an examination, the Board of Fire and Police Commissioners will provide candidates for sworn positions with a list of areas from which polygraph examination questions will be drawn.

C. Prior to an examination, the Department will provide civilian candidates with a list of areas from which polygraph examination questions will be drawn.

32.2.5 **Polygraph Examinations**

All polygraph or other similar examinations conducted for employment purposes at the request of the Police Department or the Board of Fire and Police Commissioners, will be administered and evaluated by persons qualified and trained in the proper procedures to conduct such examination.

32.2.6 **Polygraph Determinations**

The Village of Lansing Police Board of Fire and Police Commissioners will not use the results of any polygraph examination or similar instrument for detection of deception as the single determinant of employment status of any person.

32.2.7 **Medical Examinations**

A. A medical examination of each employment candidate for sworn positions will be conducted at the request of the Board of Fire and Police Commissioners prior to appointment to probationary status. These examinations will be conducted by a qualified licensed physician and used to certify the general health of each candidate.

B. A medical examination of each employment candidate for civilian positions will be conducted at the request of the Lansing Police Department prior to hiring. These examinations will be conducted by a qualified licensed physician and used to certify the general health of each candidate.
32.2.8 Psychological Examinations

A. Prior to appointment to probationary status, an emotional stability and/or psychological fitness examination will be conducted on all candidates for sworn positions at the request of the Board of Fire and Police Commissioners. Only qualified licensed professionals will conduct and assess the results of these examinations.

B. Prior to being hiring, an emotional stability and/or psychological fitness examination will be conducted on all civilian candidates. Only qualified licensed professionals will conduct and assess the results of these examinations.

32.2.9 Psychological Examination Results

A. The Lansing Police Department and/or the Board of Fire and Police Commissioners maintain files containing the results of medical examinations, emotional stability and psychological fitness examinations for five years.

B. All such records are stored in a secured location and access to these records is restricted to those persons legally entitled to review the records.

32.2.10 Probationary Period

A. Probationary police officers will have a probationary period of not less than twelve months from the original date of appointment, as directed by the Rules and Regulations of the Board of Fire and Police Commissioners.

B. Civilian employees will have a probationary period of not less than twelve months from their original date of appointment, as directed by current village policy.

C. The Chief of Police may terminate any probationary employee at any time, with or without cause.
Village of Lansing Police Department

GENERAL ORDER 33.1

Subject: Training Administration

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish goals essential for the training of department personnel. Training stimulates, develops, and improves the skills and abilities of employees. The dynamic nature of law enforcement dictates that training be a continuous process of personal growth and development.

33.1.1 Training Committee

A. The Lansing Police Department has a Training Committee that is chaired by the Support Services Deputy Chief and comprised of at least the following members:

1. Field Services Deputy Chief
2. Support Services Deputy Chief
3. FTO Coordinator
4. Range Master

B. Training Committee members will hold committee membership for the entire time period that they are assigned to the above listed positions. Members will be replaced when new personnel are assigned to these positions.

C. The Training Committee, chaired by the Support Services Deputy Chief, will identify, develop, and evaluate annual training needs.

D. The Training Committee will meet at least annually, during the month of November, and has the authority to assess, evaluate, and identify specific departmental training needs. The committee chairperson will report committee recommendations to the Chief of Police, after each committee meeting.
33.1.2 Training Attendance

A. When practical, the Support Services Deputy Chief will post at least ten days advance notice of any training and:

1. Specify whether the training is mandatory or non-mandatory

2. Specify personnel required to attend and detailed reporting instructions

B. Employees scheduled for mandatory training must attend that training unless excused by a supervisor.

C. Normal work scheduling for employees attending training schools may be revised as required to minimize the scheduling of any overtime.

D. Employees attending mandatory training will not be excused from court appearances without timely written notification to the Field Services Deputy Chief. Employees are required to comply with all lawful court orders.

33.1.3 Training Reimbursements

A. **Transportation:** Employees generally will use Department vehicles for transportation to training sites. If a Department vehicle is not available, employees may use public transportation or personal vehicles. Reimbursement for public transportation will be based upon actual cost. Reimbursement for use of personal vehicles will be based on the actual mileage from the police station to the training site at the current Village approved mileage rate. When more than one employee attends the same training, they are required to car pool to the site.

B. **Lodging:** The Deputy Chief of Police, or designee, at his/her discretion, will arrange for employee lodging on a case by case basis if travel time is excessive.

C. **Meals:** If a training site outside of the Village of Lansing does not provide for employee meals, the Department will provide meal reimbursements at the current rate approved by the Village.

D. **Expenses:** Reimbursement requests will be submitted to the Support Services Deputy Chief and forwarded to the Office of the Chief of Police.
33.1.4 Training Lesson Plans

The Department requires written lesson plans, in outline format, for all required interdepartmental training courses. Instructors will teach courses from these lesson plans. Lesson plans for interdepartmental classes will be approved by the Support Services Deputy Chief and will include the following information:

A. Statement of performance and job related objectives
B. Course content and instructional techniques utilized
C. Conclusion and summary
D. Competency testing identification, if administered

33.1.5 Remedial Training

A. Upon the recommendation of an employee's immediate supervisor, supplemental or remedial training may be scheduled for employees who:

1. Consistently demonstrates lack of knowledge, skills, or abilities in job performance based on evaluation reports or first hand observation
2. Have received disciplinary action(s) that may be corrected through additional training

B. The timetables under which remedial training will be provided and the criteria for its successful completion will be established at the discretion of the Support Services Deputy Chief.

33.1.6 Training Records Maintenance

The Support Services Deputy Chief will maintain and update individual employee training files, which include, at a minimum:

A. Employee's name
B. Name and dates of attended training
C. Test scores, if applicable
D. Type of training
33.1.7 Training Class Records

A. The Support Services Deputy Chief will maintain a record of all Department hosted training courses, which will include, at a minimum:

1. Name and date of course

2. Names of Department attendees

3. Course content, contained within lesson plans

4. Test scores, if administered

B. The Support Services Deputy Chief also maintains on file a computerized record of all proficiency and career specialty in-service training of all sworn Department personnel.
Village of Lansing Police Department

GENERAL ORDER 33.2

Subject: Academy Training  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish that the Lansing Police Department does not operate a training academy and defines the relationship between the training academies utilized and the Department.

33.2.3 Academy Relationships

A. In accordance with 50 ILCS 705/8.1, no person shall receive a permanent appointment as a law enforcement officer unless that person has been awarded a certificate attesting to successful completion of the Minimum Standards Basic Law Enforcement Training Course, as prescribed by the Illinois Law Enforcement Training and Standards Board.

B. The Lansing Police Department uses State of Illinois Law Enforcement Training and Standards Board approved basic academies.

C. The Support Services Deputy Chief will act as a liaison with the staff of any academy in which an employee is currently enrolled. These communications will assist in monitoring the progress of recruits and provide Departmental input to the academy's training process.

D. The Department will make its facilities and resources available to outside agencies when the Support Services Deputy Chief determines this would enhance the training efforts of this Department.

E. The liability for any non-negligent training related physical impairment of any Department employee at the academy is borne by this Department. Academies are responsible for the administration of the prescribed training process and provide for the fair and nondiscriminatory testing of employees. Liability for administration will be borne by the academy.
33.2.4 Additional Policy Training

In addition to the instruction provided at the academy, the Department provides extensive on the job training to employees through the Field Training Process and In-Service Training. This follow-up training will instruct employees in the policies, procedures, and rules and regulations of the Department. The Field Training Process Manual provides guidelines used by field training officers for providing additional Department specific training.
Village of Lansing Police Department

GENERAL ORDER 33.4

Subject: Recruit Training

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for recruit training and evaluation to ensure that recruits receive extensive professional training enabling them to effectively and efficiently deliver law enforcement services.

33.4.1 Pre-Academy Assignment

Pursuant to the Police Training Act 50 ILCS 705/8.1 all probationary officers will successfully complete a basic academy as prescribed by the Illinois Law Enforcement Training and Standards Board. No probationary police officer will be assigned in any capacity in which the officer is permitted to carry a weapon or be placed in a position to make an arrest, except as part of formal field training process, until after successfully completing formal recruit academy training.

33.4.2 Recruit Training Curriculum

Recruit training utilized by the Department has a curriculum based on tasks of the most frequent assignments of officers who complete this training. Additionally, the training uses evaluation techniques designed to measure competency in the skills, knowledge, and abilities needed of a police officer.

33.4.3 Field Training and Evaluation Process

A. All newly sworn probationary officers are required to successfully complete the Department's current Field Training Process, which exceeds four weeks in duration.

B. Field training officers are selected by the Field Services Deputy Chief, with recommendations from the designated Field Training Coordinator from a list of currently interested sworn officers. Selection will be based upon the number of years in service, interest, job commitment, level of job performance, and evaluations.
C. The Field Training Coordinator will be responsible for the supervision of all field training officers in areas relating to field training.

D. Field training officers will attend a field training officer course of instruction prior to being permitted to train any probationary officer and may receive additional training as deemed necessary by the Field Services Deputy Chief.

E. At the discretion of the Field Training Coordinator, probationary officers will be rotated through field assignments as directed in Field Training Process Manual.

F. Probationary officers will be evaluated as directed in General Order 35.1 and the Field Training Process Manual.

G. Field training officers are responsible for the daily evaluations and process recommendations of probationary officers as directed in the Field Training Process Manual.
Village of Lansing Police Department

GENERAL ORDER 33.5

Subject: In-Service Training

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide a guide to in-service training that will better prepare Department personnel to make decisive and informed decisions, maximize effectiveness and productivity, and help ensure against civil or criminal liability. This training will convey proper police procedures, offer ongoing officer training and may include additional specialized training within the Department.

33.5.1 In-Service Training

A. Annually, all sworn personnel will complete retraining, which will include legal update training. This training may also include specialized or advanced training or executive development training.

B. It is the goal of the Lansing Police Department to keep personnel up to date with new laws, technology, and revisions in policy, procedures and regulations.
C. All sworn personnel may be required to complete an annual retraining program, which may address one or more of the following topics depending upon their individual job assignments. Topics suited to in-service retraining sessions may include:

1. Review of Department policies with emphasis on changes

2. Review of relevant laws with emphasis on changes

3. Department policy on response to resistance and deadly force

4. Safety practices

5. Defensive driving techniques

6. Hazardous material incidents

7. Emergency fire suppression techniques

8. Preservation and collection of evidence

9. Self defense, firearms/FATS

10. Review of interrogation and interview techniques

11. Innovative investigative techniques or methods

12. Review of contingency plans relating to unusual occurrences.

13. Rapid response training

33.5.2 Shift Briefing Training

A. Shift briefings will be conducted by the on-duty shift supervisor throughout the year with material and information provided by the Support Services Deputy Chief.

B. All personnel are encouraged to submit training topics to be addressed in shift briefing training to their supervisor. Supervisors will forward relevant training topics, through the chain of command to the Support Services Deputy Chief for consideration in future training development.
Village of Lansing Police Department

GENERAL ORDER 33.6

Subject: Specialized Training

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for specialized training of Department personnel. Specialized Training is in-service and/or academy instruction intended to expand the knowledge base of personnel appointed or assigned to positions, which require additional training experience.

33.6.1 Specialized Training Positions

A. Assignment, which requires specialized training may include:

1. Armorer
2. Range/FATS Officer
3. Field Training Officer
4. Bicycle Officer
5. Canine Officer
6. School Resource Officer
7. Drug Awareness and Education Officer (DANGER)
8. Criminal/Youth Investigator
9. Crime Scene Investigator
10. Tactical Officer
11. Rapid Response Instructor
12. DEA Task Force Officer
13. Breath Analysis Operator

14. Emergency Response Team Officer

15. Incident Negotiator

16. Computer Systems Administrator

17. South Suburban Emergency Response Team Officer

18. Truck Enforcement Officer

19. Grant Writing Officer

20. Suburban Major Accident Reconstruction Team Investigator

21. Other specialties identified by a Deputy Chief of Police

All specialized training for the above positions include instruction in the specific tasks associated with the function. Specialized training will be supplemented by supervised on-the-job training and additional advanced instruction, if necessary. Retraining also may be required if determined needed by the Support Services Deputy Chief, or a designee.

B. Specialized training provides skills, knowledge, and abilities in addition to those taught in either recruit or other in-service programs. Specialized training types may include:

1. Development or enhancement of the skills, knowledge, and abilities particular to the specialization

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, and rules and regulations that specifically relate to the particular position

5. Supervised on-the-job training to complement classroom instruction
33.6.2 Emergency Response Team (ERT) Training

A. The Lansing Police Department does not provide the function of a Special Weapons and Tactics (SWAT) team. The Department does however have an Emergency Response Team. This team has trained and equipped selected officers in the tactics required to appropriately enter buildings to serve high-risk arrest and/or search warrants, respond to hostage/barricaded subject, and other high risk calls. The team will only contain hostage/barricaded subject-type incidents until the arrival of an outside-agency SWAT team unless the situation evolves to immediately defend or preserve life. Any officer assigned to the Emergency Response Team will annually receive, at a minimum, forty hours of readiness exercises and specialized training in the proper use of team equipment and tactical methods.

B. Emergency Response Team supervisors will determine the training needs of the team. These supervisors will develop and maintain a specific “Team Training Schedule” that affords for the readiness training needs of the team.

C. Officers assigned to the South Suburban Emergency Response Team will complete all mandated training required by SSERT.
Village of Lansing Police Department

GENERAL ORDER 33.7

Subject: Civilian Training

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for the training of all newly appointed civilian personnel. Civilian personnel have an important function and will be trained in the specific areas necessary to efficiently perform their job.

33.7.1 Required Civilian Training

All newly appointed civilian personnel will receive the following information regarding:

A. Working conditions and rules and regulations

B. Responsibilities and rights of employees

C. Orientation to Department roles, purposes, goals, policies and procedures.

33.7.2 Civilian Training Positions

A. The following civilian positions will receive pre-service and/or in-service training, consisting of supervised on the job training, prior to the assumption of job responsibilities:

1. Administrative/Records CRT operator

2. School crossing guard

3. Telecommunications operator

4. Executive Secretary

5. Community Service Officer

B. The Department will also provide additional retraining for all civilian personnel, as needed. Additional training, if any, will be to update skills, knowledge, and increase abilities of the employee.
Village of Lansing Police Department

GENERAL ORDER 33.8

Subject: Career Development

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish that, in order to efficiently and effectively perform in a management capacity, personnel promoted to management ranks must receive adequate additional specialized training to perform the new and complex job tasks now required of them.

33.8.1 Career Development Training

All supervisors will conduct career development activities as part of each employee’s annual performance evaluation. Supervisors are required to receive both evaluation and career development training prior to conducting any career development activities. This training is part of a supervisor’s intensive two-week supervisor training program. This training includes a variety of specific tasks, which include but are not limited to: assessing and documenting employee skills, knowledge, and abilities, cultural and ethnic awareness, incentive programs and availability of employee opportunities.

33.8.2 Skill Development

The Lansing Police Department provides personnel that are promoted with the training necessary to perform at the higher-ranking level. Training includes, but is not limited to, supervisory, management, administration, budgeting, and personnel training. Training will be in the form of attending a structured school, as well as on-the-job field training, conducted by current supervisors.
33.8.3 Career Development Program

A. Supervisors, during their annual evaluation of personnel, will conduct formal career development activities. These activities will be documented on the employee’s evaluation form and will include, but not necessarily be limited to:

1. Identifying specific job goals or tasks in which officers are interested.

2. Identifying short-term specialized training in which officers would like to attend.

3. Identifying long-term specialized training in which officers would like to attend.

B. Supervisors will actively encourage employees to continue their formal college education in an effort to obtain additional information to obtain career goals. In addition, supervisors will encourage employees to request training classes associated with the obtainment of their short and long-term career goals.
Village of Lansing Police Department

GENERAL ORDER 34.1

Subject: Promotional Process

Issued: 070195

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the professional and legal requirement for the promotion of sworn personnel in a manner that is consistent with State Law, Village Ordinance, Board of Fire and Police Commissioners Rules and Regulations and Equal Opportunity Guidelines.

34.1.1 Department’s Role in the Promotion Process

A. The Village of Lansing Board of Fire and Police Commissioners is responsible for the promotion of all sworn police officers to the civil service ranks of Sergeant and Lieutenant based upon competitive examinations.

B. The Chief of Police is responsible for the management of the Department’s promotional responsibilities.

34.1.2 Department Authority in Promotion Process

The Board of Fire and Police Commissioners has the authority and is responsible for the management of the Department’s promotional process. The Chief of Police’s function in the process includes serving as a liaison to the Board of Fire and Police Commissioners and providing the Board with the Department merit and efficiency ratings for each officer and providing input in reference to the suitability of candidates for promotion.
34.1.3 Procedures for the Promotion Process

A. Procedures used by the Lansing Police Department/Board of Fire and Police Commissioners for each element of the promotional process will include, but are not limited to:

1. Evaluating the promotional potential of candidates
2. Administering written tests
3. Conducting oral interviews prior to appointment
4. Providing procedures for review and/or appeal of results
5. Establishing procedures for future reapplication and/or reevaluation

B. Assessment centers are not used, at this time, as a part of the promotional process for sworn personnel.

C. Lateral entry for vacancies within the sworn ranks of Department personnel is not permitted at this time.

D. The Board of Fire and Police Commissioners will provide promotional candidates with an updated bibliography of reading materials used as the sources for questions on the written test, at least 60 days prior to the test.

E. Within 30 days after the posting of the final promotional eligibility list, the Board of Fire and Police Commissioners will provide candidates with written notification of the scores received in each element of the promotional process.

F. If a candidate wishes to appeal any score received, the candidate will:

1. Submit in writing to the Chief of Police, within 30 days after receipt of scores, the specific facts of the appeal.
2. The Chief of Police will forward this information to the Chairman of the Board of the Fire and Police Commissioners and/or their legal counsel in regards to consideration of the appeal.

G. Sworn personnel may reapply, retest, and be reevaluated at the next scheduled test date for the position, as determined by the Board of Fire and Police Commissioners.

H. Any promotional materials in the possession of the Board of Fire and Police Commissioners will be stored in a secured area when not being utilized.
I. Additional elements and activities relating to the promotion process of sworn personnel are located in the Rules and Regulation of the Board of Fire and Police Commissioners of the Village of Lansing.

34.1.4 Elements of Candidate Evaluations

All elements used to evaluate candidates for promotions are job-related and nondiscriminatory. All tests utilized during each element of the promotional process by the Board of Fire and Police Commissioners have been validated statistically and are nondiscriminatory.

34.1.5 Promotional Process Announcements

The Village of Lansing Board of Fire and Police Commissioners will provide sworn officers with notification of the promotional process by prominently posting an announcement of available promotions, at least 60 days prior to when the promotional process is scheduled to begin. The written announcement will contain the following:

A. A description of the position for which eligible vacancies exist

B. A schedule of date, time and location of the test

C. A description of eligibility requirements

D. A listing of test related reading materials

34.1.6 Promotional Eligibility Lists

A. The Lansing Police Department/Board of Fire and Police Commissioners has established criteria and procedures for the development of eligibility lists, which include, but are not limited to:

1. Numerical weight assigned to each eligibility requirement

2. System of ranking eligible employees on an eligibility list

3. Time-in-grade and/or time-in-rank eligibility requirements

4. Duration of the list

5. System for selecting names from the eligibility lists
B. Officers submitting themselves to promotional examinations will be graded according to the following schedule:

1. Written Examination
2. Oral Examination
3. Merit and Efficiency Rating
4. Seniority

C. The criteria and procedures used by the Village of Lansing Board of Fire and Police Commissioners to obtain promotional eligibility lists is detailed in the Rules and Regulations of the Board of Fire and Police Commissioners.

34.1.7 Promotional Probationary Period

All sworn officers promoted by the Board of Fire and Police Commissioners will have a probationary time period of one year in that position prior to regular appointment to that position of rank.
Village of Lansing Police Department

GENERAL ORDER 35.1

Subject: Performance Evaluation Systems

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish a fair and reliable Performance Evaluation System employing consistent and impartial evaluation methods. The evaluation process shall monitor, measure, counsel, correct, and reward employee job performance. Efficient and effective employee job performance is essential for the Department to achieve its goals and objectives.

35.1.1 Performance Evaluation System

A. The Chief of Police, or a designee, will coordinate the Department's Performance Evaluation System. When an employee's evaluation is due, the appropriate evaluating supervisor will complete that employee's evaluation form. Performance Evaluations are utilized to rate the following employees:

1. Sworn officers and probationary officers
2. Telecommunicators and probationary Telecommunicators
3. All other civilian and probationary civilian employees

B. Evaluations are completed as instructed and include, at a minimum:

1. Measurement definitions and procedures for use of the forms
2. Rater responsibility

C. Performance appraisal training is provided to all raters, during supervisor training. This training includes, but is not limited to issues regarding appraisal of employee performance, proper use of forms, and determination of measurement definitions. Periodic retraining and updated forms will be provided when determined necessary by the Chief of Police.
35.1.2 **Performance Evaluation Frequency and Documentation**

A. Performance evaluations are conducted and documented at least annually for each employee and part-time officer, with the exception of the Chief of Police. Specific positions, as determined by the Chief of Police, may require more frequent evaluations.

B. Performance evaluations will be documented utilizing the appropriate forms and employees will be provided with a copy of their evaluation report.

35.1.3 **Performance Evaluations, Probationary Employees**

A. All sworn probationary employees while in the Field Training Officer (FTO) Process will be evaluated daily. After the FTO Process is completed, probationary officers, including part-time officers, will be evaluated, at least, quarterly by their immediate supervisor.

B. Probationary Telecommunicators will be evaluated on a daily basis as directed in their training process. After this process, probationary Telecommunicators will be evaluated, at least, quarterly by their immediate supervisor.

C. Other probationary civilian employees will be evaluated, at least quarterly.

35.1.4 **Performance Evaluation Criteria**

Performance evaluation criteria used are specific to positions occupied by employees during the rating period. Measurement factors and rating choices are job task related and based on the job descriptions specific to the position.

35.1.5 **Performance Evaluation System**

A. Annual performance evaluations for non-probationary sworn and civilian employees will cover the calendar year. These evaluations will be completed prior to March 1st for the prior year. Performance evaluations for probationary sworn and civilian employees will cover the four quarters of each calendar year. Quarterly evaluations will be completed within thirty days after the end of each quarter for the preceding three months.

B. All raters are required to justify, in the appropriate narrative section, any unsatisfactory and/or outstanding ratings in any category.

C. Each Performance Evaluation Report will be reviewed and signed by the evaluating supervisor and the appropriate Division Deputy Chief. Probationary Officer's Daily Observation Reports (DORs) will be signed daily by the FTO supervising the probationary officer. The FTO Coordinator will review and sign DORs prior to the completion of the process.
D. The Performance Evaluation System includes the participation of employees in the process. Participation contributes to the objectivity of the process. Employees will be asked to sign their evaluation to indicate the evaluation was reviewed and does not imply agreement with the contents. This review process will include at a minimum:

1. An interview between the rater and employee
2. Provisions to the employee for an opportunity to submit pertinent written comments on their evaluation report

E. Copies of completed Performance Evaluations will be distributed to employees and the rater. The original form will be placed into the employee's personnel file.

F. Employees may appeal their evaluations if they believe ratings or comments are not indicative of their performance during the rating period. This appeal process is intended to be less formal than the grievance procedure. Appeals will be submitted, within five days, in a memorandum to the appropriate Division Deputy Chief indicating the basis of the appeal. Division Deputy Chiefs will respond within ten working days and set a date and time of an appeal hearing. Upon hearing an appeal, the Deputy Chief will make a ruling and take appropriate action, if any, to amend the evaluation. Employees may appeal this ruling by submitting in writing to the Chief of Police, within five days of the ruling, a memorandum indicating the basis of the appeal. Upon hearing an appeal, the Chief will within ten days make a final ruling determination and take appropriate action, if any, to amend the evaluation.

G. Performance evaluations will become a permanent record in Employee Personnel Files per Village policy.

35.1.6 Written Notification of Unsatisfactory Performance

A. Supervisors will provide non-probationary employees with written notification of unsatisfactory performance in any rating category at anytime when deemed necessary.

B. Evaluating supervisors are required to define actions the employee should take to improve their performance. This notification will provide the employee with knowledge of deficiencies and time to correct them prior to the end of the annual rating period. Probationary employees will be given written notification of unacceptable performance, as soon as practical.
35.1.7 Counseling

At the conclusion of every rating period, their immediate supervisors will counsel employees. These counseling sessions will include at a minimum:

A. Results of the performance evaluation just completed
B. Level of performance expected
C. Rating criteria and/or goals for the new reporting period
D. Career counseling relative to advancement, specialization or training

35.1.8 Evaluation of Raters

Raters evaluating employees will be evaluated regarding the quality of their employee ratings. This evaluation will be indicated on the rater’s evaluation form by the supervisor performing the rater’s evaluation. This procedure will ensure evaluations are uniform, fair, impartial, and meet departmental guidelines.

35.1.9. Personnel Early Warning System

A. The Lansing Police Department has an Early Warning System (EWS) designed to identify employees who display specific behaviors or are involved in specific significant events that may require intervention efforts. The Field Services Deputy Chief will serve as the Early Warning System Coordinator (EWSC). The EWSC will review collected conduct and behavior material to determine employee action patterns.

B. Quarterly, the EWSC will generate a report examining the most recent three-month period for instances of employee involvement in targeted incidents. Targeted incidents include at a minimum, violations of policy involving: pursuits, use of force, discipline, traffic crashes, on-duty accidents or injuries, inappropriate off-duty conduct, documented sick leave abuse and substantiated citizen complaints. Upon completion of each quarterly report, the EWSC will send follow-up notices to the supervisors of employees who are involved in three or more targeted incidents during the most recent twelve-month period.

C. The EWSC will conduct annual evaluations during the first quarter of each year of the EWS in order to advise the Chief of Police of the effectiveness of the system and to propose any necessary changes.

D. Supervisors, who notice a performance and/or stress related problem with any employee they supervise, will immediately forward these concerns, in writing, to the EWSC and the appropriate Division Deputy Chief indicating the nature of their concerns regarding the identified employee.
E. When an employee is identified as having three targeted events within any twelve-month period the EWSC will meet with the employee’s supervisor to discuss appropriate intervention and/or remedial action. These meetings are to be non-disciplinary in nature and are to determine appropriate follow-up action.

F. After formal EWS meetings, appropriate action, as determined by the EWSC, will be completed to provide employees with formal assistance. Supervisors will meet with employees, if action is determined to be required, and advise them that they have been identified for follow-up in the EWS. EWS meetings are to be facilitative and non-disciplinary in nature. Courses of actions may include, but are not limited to:

1. No additional action

2. Informal counseling and informal monitoring by employee’s supervisor

3. Formal counseling or corrective actions, as appropriate

4. Formal monitoring for a minimum of 12 weeks with monthly reviews

5. Mandatory remedial training designed to improve employee skills

6. Voluntary or mandatory referral to a Social Service Provider for counseling and/or referral assistance.
Village of Lansing Police Department

GENERAL ORDER 40.1

Subject: Animal Control  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Animal Control Functions of the Lansing Police Department and the Village contracted Animal Control Officer. This Department provides animal control services to residents in an effort to capture unleashed domestic animals and prevent animals from damaging property or injuring persons within the Village.

40.1.1 Animal Control Procedures

A. Whenever a call is received relating to an animal complaint, the Telecommunicator will:

1. Dispatch the Animal Control Officer if the call is received between 0700-1500 hours Monday through Friday

2. Dispatch a patrol officer when the Animal Control Officer is unavailable

B. When possible, the Animal Control Officer, when responding to a dispatch, will handle the assignment as required by written contract.

C. If a patrol officer responses to an animal assignment, the officer will handle the assignment in a practical and humane manner.

40.1.2 Impounding Animals

A. When the Animal Control Officer is not available to impound a domestic animal, the responding patrol officer will capture the animal, if needed, and transport it to the Police Department or the authorized location, if open. Animals transported to the Police Department will be secured in a kennel located in the garage area awaiting transportation to an authorized location by the Animal Control Officer during the next normal business day. Animals transported to the authorized location will be turned over to employees for impoundment.
B. The Animal Control Officer will normally impound all located animals at the Police Department during contracted hours Monday-Friday at the authorized location.

C. The Telecommunication Center will record an impound number for all impounded animals, generate a RD# and record a disposition for all calls handled by the Animal Control Officer.

D. Under most circumstances, severely injured animals will not be impounded but will be destroyed. The animal will be dispatched in the most humane way possible. The general rule will be to use a large caliber departmental issued weapon (handgun or rifle) on large animals and the 10-22 rifles on small animals or varmints. The decision on whether to impound or euthanize an animal will occur at the discretion of the Animal Control Officer or the on-duty shift supervisor.

40.1.3 Live Traps

A. The Lansing Police Department has live animal traps available to residents to capture non-domestic animals.

B. Traps may be obtained for a ten-day period during business hours weekdays from the Administrative CRT Operator, or a designee, for a current deposit amount.

C. If a trap does capture an animal, the Animal Control Officer will remove the trap, during the next normal business day and the trapped animal will be relocated.

40.1.4 Animal Bite Cards

A. When officers are advised that a person has been bitten by any type of animal, that officer will complete a Cook County “Animal Bite Report”, mail in the report to the address provided and give the animal owner the portion of the report containing the required animal examination instructions.

B. If the person bitten requires medical assistance, the officer will request such needed assistance.

C. Animal bite complaints will also be documented with a general case report.

D. Incidents of dog bites or attacks which meet the definition of the Village’s Dangerous Dog ordinance (10-42) shall be reviewed by the Animal Control Officer, Chief of Police, and/or his designee. In the event an incident qualifies as a Dangerous Dog incident, the Chief of Police or his designee will forward copies of all reports to the Cook County Department of Animal and Rabies Control for review. A final determination as to whether a dog is deemed dangerous is left to the discretion of the Cook County Department of Animal and Rabies Control.
Village of Lansing Police Department

GENERAL ORDER 41.1

Subject: Patrol Administration

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines and procedures utilized in the administration of the Patrol Function of the Lansing Police Department. The Patrol Section is committed to providing the highest possible level of professional police services to the Village of Lansing.

41.1.1 Patrol Assignments and Scheduling

A. The Lansing Police Department schedules the duty hours of sworn patrol officers to provide for continuous 24-hour coverage of the Patrol Function.

B. Patrol officers are normally assigned to work with a Shift Group of officers. Shift Groups normally consist of two supervisors and assigned patrol officers.

C. These Shift Groups will normally rotate between the two 56 day Working Shifts of 6AM to 6PM and 6PM to 6AM. There will be one permanent shift scheduled from 12PM to 12AM.

D. Shift Group Supervisors will daily assign on-duty patrol personnel to one of the patrol BEATS within the Village. To provide a proactive approach, Supervisors are encouraged to utilize crime analysis information to assign personnel to areas experiencing increase criminal behavior, trends, or patterns.

E. The scheduled days off for patrol personnel can be fixed or rotating as determined and scheduled by the Field Services Deputy Chief, or a designee, and the Deputy Chief will schedule patrol officers not assigned to a Shift Group, as needed.
41.1.2 Shift Briefing Procedures

Each day during the first 10 minutes of a patrol officers’ tour of duty, sworn supervisors will read to oncoming officers the prior days’ briefing sheets to provide officers with relevant information. Current crime trends/patterns will be disseminated to patrol officers. This information will be provided to shift supervisors by the Village Preparedness Coordinator on a routine basis.

41.1.3 Special Purpose Vehicles

A. The Lansing Police Department has specialized marked police bicycles. These units are operated as follows:

1. Bicycles will be ridden and utilized, weather permitting, at a supervisor’s discretion based upon staffing requirements.

2. In addition to normal authorized usage, sworn supervisors may authorize the use of a bicycle in a variety of situations, which in their determination, serves a legitimate police purpose.

3. At a minimum, specialized training is required to operate a bicycle and all trained full or part-time employees are authorized to operate these units.

4. Special equipment maintained on each bicycle is emergency lighting, siren, gear bag containing police reports, a first aid and repair kit.

B. The Lansing Police Department has specialized canine units. Canine units are operated as follows:

1. Canine units are to be used anytime that a regular patrol would be used, except these units will not be used to transport prisoners.

2. In addition to normal authorized usage, sworn supervisors may authorize the use of a canine unit in a variety of situations, which in their determination serves a legitimate police purpose.

3. Any officer may operate a canine vehicle.

4. Assigned canine officers are responsible for the care of their Department owned canine and the Support Services Supervisor is responsible for the maintenance of all vehicles.
C. The Lansing Police Department has a Special Response Unit, which is operated as follows:

1. The SRU will be utilized for occasions when any supervisor requests that a crime scene investigator process any crime scene or event or when a sworn supervisor determines that a mobile command post is required at the scene of an unusual incident. Instructions for unit specific use are posted in the SRU. The SRU is prohibited from being involved in any vehicle pursuit incident.

2. In addition to crime scene processing and mobile command post usages, supervisors may authorize the use of the SRU in a variety of situations, which in their determination serves a legitimate police purpose.

3. Only currently assigned crime scene investigators or other persons specifically ordered by a supervisor, who are appropriately trained, are authorized to operate this unit.

4. The supervisor designated by the Field Services Deputy Chief is responsible for the condition and supplies within the SRU and the Support Services Supervisor is responsible for vehicle maintenance.

5. A listing of the equipment maintained in the SRU is posted in the vehicle.

D. The Lansing Police Department has a specialized DANGER SUV’s, and NASQUAD. These units are operated as followed:

1. These vehicles will be utilized for occasions determined by the Support Services Deputy Chief, or a designee. There are no specialized use instructions for these units above regular vehicle usage. These units are prohibited from being involved in any type of vehicle pursuit incident.

2. In addition to authorized public relation duties, sworn supervisors may authorize the use of these vehicles, when in their determination it would serve a legitimate police purpose.

3. Only full-time or part-time persons currently assigned to the Support Services Office or other persons specifically ordered by a supervisor are authorized to operate these units.

4. The Support Services Supervisor is responsible for the condition and maintenance of both of these vehicles.

5. No specialized equipment is required for either of these vehicles.
E. All of these above listed specialized units are not normally used for prisoner transports, but may be utilized for transports or other special functions, as directed by the Field Services Deputy Chief, or a designee.

41.1.4 Special Purpose Animals

The Lansing Police Department has specialized canines. Directives controlling canine teams are located in G.O. Chapter 41.5. Canines are operated as follows:

A. Canine teams are authorized to be used anytime a sworn supervisor determines such use would provide a legitimate police purpose. Conditions and limitations for use are based upon supervisor discretion and current laws.

B. Only officers appropriately trained, certified and currently assigned in the operation of canines are authorized to work with canines, unless under direct supervision of a current canine officer.

C. Assigned canine officers are responsible for the care of their canine.
Village of Lansing Police Department

GENERAL ORDER 41.2

Subject: Patrol Operation

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines that will direct patrol officers in the performance of their daily patrol activities and vehicle usage in a safe, efficient, and professional manner.

41.2.1 Call Response/Emergency Equipment

ALL EMPLOYEES OPERATING A DEPARTMENT VEHICLE WILL EXERCISE DUE REGARD FOR THE SAFETY OF ALL PERSONS. NO POLICE RESPONSE IS OF SUCH IMPORTANCE THAT THE PRINCIPLES OF SAFETY BECOME SECONDARY.

A. Routine Response: is a normal operating condition in which officers respond to routine calls for service by driving in a safe and courteous manner adhering to all traffic laws, as if their vehicle was not equipped with emergency equipment. Officers will respond to the following listed dispatches in this manner:

1. General calls for service
2. Criminal calls that are not in-progress
3. Non-injury crashes
4. 9-1-1 hang-up dispatches
B. **Accelerated Response**: is an operating condition in which officers respond to calls for service where crimes against property are involved. During accelerated responses officers are authorized to activate their vehicle's emergency response equipment. Officers are authorized to respond to the following listed dispatches in an accelerated manner:

1. In-progress property criminal offenses
2. Burglar and hold-up/panic alarm dispatches
3. Back-up requests
4. Unknown injury crashes

C. When an accelerated response is required, officers may:

1. Proceed through a traffic control device after a COMPLETE STOP
2. Travel up to 15 mph over the posted speed limit, as safety permits
3. Travel in any lane or non-lane of traffic, as safety permits

D. When an accelerated response is required, officers will:

1. Activate their emergency lights
2. Activate their siren when:
   a. Entering intersections against a traffic control device
   b. Proceeding in an opposing direction in a lane of traffic
   c. Any other time when usage is required for safety

E. **Emergency Response**: is an operating condition in which officers respond to calls for service where the personal safety of persons is being immediately threatened and a delay in response would jeopardize personal safety or the apprehension of a criminal suspect. Officers will respond to the following listed dispatches in this emergency manner:

1. Requests for emergency medical services
2. Known injury-involved vehicle crashes
3. In-progress criminal incidents where personal injury is likely
4. Any incident where the likelihood of personal injury is great
F. The above list is not meant to be an all-inclusive listing of emergency dispatch criteria. Officers still have the discretion to respond to any incident as an emergency dispatch using the likelihood of personal injury as their justification of such a response.

G. When an emergency response is required, officers may:

1. Proceed through a traffic control device only after slowing to a speed which would permit them to stop to avoid any crash

2. Travel in excess of the posted speed limit, as safety permits

3. Travel in any lane or non-lane of traffic, as safety permits

H. When an emergency response is required, officers will:

1. Activate their emergency vehicle lights

2. Slow their vehicle prior to entering any intersection

3. Activate their vehicle siren when:
   a. Entering an intersection against a traffic control device
   b. Proceeding in an opposing direction in a lane of traffic
   c. Any other time when usage is required for safety

**41.2.2 Motor Vehicle Pursuits**

A. ONLY clearly marked patrol vehicles, including canine, will be involved in any vehicle pursuit situation. No unmarked, special purpose, or personal vehicle will engage in the pursuit of any motor vehicle.

B. When an officer attempts to stop a motor vehicle, they will activate the emergency lights on their marked vehicle. If that vehicle does not readily stop, the officer will activate the vehicle's siren. If the vehicle does not stop and a reasonable person would notice the officer's presence, a "Fresh Pursuit" situation has begun. Pursuing officers are required to immediately advise dispatch over the radio that a pursuit has begun and will regularly update dispatch on the status of the pursuit, unless a secondary unit takes over radio update status duties.
C. **Officers will NOT initiate or become involved in any vehicle pursuit for traffic violations or property crimes (whether felony or misdemeanor) or when the suspect flees for unknown reasons.** Officers may initiate a vehicle pursuit ONLY when they have an articulable reason to believe that the occupant(s) of a fleeing vehicle has committed or attempted a forcible felony which, involves the infliction or threatened infliction of great bodily harm, or is attempting to escape by use of a deadly weapon.

D. Vehicle pursuit situations are considered very serious and dangerous in nature. Officers involved in vehicle pursuits will evaluate the following to determine if it is safe to proceed with pursuing the vehicle:

1. Current traffic conditions
2. Road and weather conditions
3. Lighting conditions
4. Offense and speeds involved
5. Personal limits of officer and vehicle

E. After weighing these factors, officers will determine if the involved vehicle should be pursued at this point in time. This Department expects officers to terminate vehicle pursuits whenever the risk to the safety of themselves or others outweighs the dangers to the community. Pursuits are NOT considered terminated, whenever an officer continues to follow the general path of the pursued vehicle, even if that officer turns off their emergency lights and/or siren.

F. Prior to leaving the Village while in pursuit of a vehicle, officers will request permission from a supervisor. **ON-DUTY SUPERVISORS ARE RESPONSIBLE FOR MONITORING ALL VEHICLE PURSUITS AND WILL IMMEDIATELY ORDER THE TERMINATION OF ANY PURSUIT, IF THE SUPERVISOR DETERMINES THAT THE DANGERS INVOLVED ARE TOO GREAT.**

G. If an officer is authorized to leave the Village during a vehicle pursuit, that officer will change their radio channel to the Illinois State Police Emergency Radio Network (ISPERN). Illinois State Police District Chicago or Indiana State Police (ILEEN) Radio Operators will be advised and coordinate vehicle pursuit efforts.

H. Lansing dispatchers are responsible for monitoring all Lansing vehicle pursuits, informing sworn shift supervisors of any pursuit involving employees and coordinating officer backup efforts within the limits of this General Order.
I. No more than two Department patrol vehicles will be involved in any vehicle pursuit unless a supervisor specifically authorizes additional vehicles. If a secondary unit becomes involved in any pursuit, the secondary unit is responsible for all of the activities of the primary unit and may also take over the radio update status of the pursuit, if the primary officer relinquishes these duties. Secondary unit officers will also assist and backup primary unit officers in apprehending offenders, if offenders flee from the pursuing vehicle on foot.

J. When an outside agency pursues a vehicle into the village, a supervisor may authorize the involvement of marked Lansing vehicles, if the pursuit meets the Lansing Police Department vehicle pursuit criteria. Officers will NOT join the pursuit until specific supervisor direction is provided.

K. Whenever an officer is involved in any vehicle pursuit, a case report and pursuit form will be filed documenting the incident.

L. After the completion of any vehicle pursuit, the on-duty Shift Commander will critique the actions of all Lansing Officers involved in the pursuit.

M. All officers involved in any vehicle pursuit will document it on a "Pursuit Driving Form" with copies to be turned over to the Field Services Deputy Chief. The Field Services Deputy Chief will review and critique all pursuit documentation and determine if the pursuit complied with Department policies.

N. Officers are STRICTLY PROHIBITED from engaging in motor vehicle pursuits whenever any non-sworn person is a passenger in their vehicle. Officers may stop and have that person exit the vehicle at a safe location or chose not to pursue any vehicle.

O. Annually, the Field Services Deputy Chief will conduct a review and analysis of Department “Pursuit Driving Reports”. This analysis will be documented in report form and be submitted to the Chief of Police, during January of each year for the prior year.
41.2.3 Use of Deadly Force Vehicle Stopping, Roadblocks

Forcibly stopping any vehicle is considered deadly force, which can only be used when an officer reasonably believes that the action is in defense of human life, or in defense of any person in imminent danger of great bodily harm.

A. **Stationary Vehicle and Rolling Roadblocks for Pursuits**: possess extreme inherent dangers and are STRICKLY PROHIBITED by all personnel. Supervisors are responsible to monitor officer activity and to ensure that forced vehicle stopping is only used in deadly force situations and that stationary or rolling roadblocks are never used to attempt to end a pursuit. If an officer ever is involved in the exceptional rare situation involving the use of deadly force to stop a vehicle, involved officers will complete a case report, a use of force report and if a pursuit was involved a pursuit report.

41.2.4 First Responder Emergency Notifications

A. When an officer discovers a person requesting or in need of medical assistance, the officer will request the Lansing Paramedics to respond to the scene.

B. When an officer discovers a fire, or other fire department related situation, the officer will request the Lansing Fire Department to respond to the scene.

C. When an officer discovers a hazardous road condition, or other public works related situation, the officer will advise an on-duty supervisor. Supervisors will assess the situation and request the appropriate response.

D. When an officer discovers any situation in which the officer believes that other Departmental or other agency resources will be needed to provide efficient and effective police service, that officer will advise an on-duty supervisor. Supervisors will assess the situation and request the appropriate response.

E. When an officer discovers the death or great bodily harm of anyone, Lansing Paramedics and an on-duty supervisor will be notified and will respond to the scene.

F. If the on-scene supervisor determines that the circumstances of a death are unnatural, sudden or suspicious, a criminal investigator will be ordered to respond to the scene. Additionally, a crime scene investigator will be ordered, as needed. The scene will be turned over to the responding criminal investigator for appropriate investigative efforts and Medical Examiner notification.
G. If the on-scene supervisor determines that the circumstances of the death are natural and an attending physician who has seen the person within the last thirty days is willing to sign a certificate of death, the supervisor may pronounce death and the body may be turned over to a funeral home of choice. Medical Examiner notification of death is not required, per Cook County Policy, for these situations unless the death occurred outside. (See Cases Reportable to the Medical Examiner)

H. If the on-scene supervisor determines that the circumstances of the death are natural and no attending physician is willing to sign a certificate of death, the Medical Examiner must be notified of this death. Under these circumstances the on-scene supervisor or funeral director may make a death pronouncement.

I. Prior to notifying the Cook County Medical Examiner's Office of a death the notifying officer/investigator will gather the following listed information:

1. Name, address, phone number, and date of birth of victim
2. Case report number
3. Pronouncing doctor's name, license number, and pronouncement time
4. Time victim last seen alive and name of person who discovered the death
5. Next of kin and circumstances of death
6. Name of attending physician
7. Medical history
8. Funeral home of choice

J. The Medical Examiner will determine if the victim's body may be released to a funeral home, if the victim will be transported to the Cook County Medical Examiner's Office in Chicago or if a Medical Examiner will respond to the scene.

K. Investigating officers will follow the directions of the Medical Examiner and will document all appropriate information on a case report, including a Death Investigation Checklist.
41.2.5 Missing Persons

A. It is the policy of this department to thoroughly investigate all reports of missing persons. The Department holds that every person reported as missing will be considered **At Risk** until significant information to the contrary is confirmed. When an officer investigates a missing person's complaint, the following information contained on a Missing Persons Report, will be gathered:

1. Date and time missing
2. Missing person's name
3. Physical and clothing description and recent photograph, if available

B. After the completion of the case report and Missing Person Report, the officer will notify the Telecommunication Center of the appropriate information needed to enter the person as missing into LEADS. The on-duty shift commander is responsible for providing a copy of all missing person reports to the criminal investigations supervisors.

C. After this Department is notified of the return of a reported missing person, an officer will be dispatched to confirm that the person has returned. This officer will document the return on an additional page narrative to be added to the original report. This officer will then advise the Telecommunication Center to remove the missing person information from LEADS.

D. Investigators will routinely be assigned to contact, investigate, and search for missing persons, as directed by a criminal investigative supervisor.

E. When any physical or psychological situation is discovered in which an officer believes a missing person may be at a greater than normal risk, the officer will notify an on-duty supervisor. Supervisors will take additional actions, as needed.
F. Whenever a missing person report is completed and it is determined that the missing person is a child, elderly, or disabled person, the shift supervisor shall determine if the circumstances warrant the use of the Code Red notification system. In the event that the criteria is met for the use of Code Red, the shift supervisor will make the proper notification. The following factors and procedures shall be used when activating Code Red:

1. **Factors For Determining The Use of Code Red**

   a. Juveniles

      1) The juvenile should be 17 or younger and is endangered or foul play is suspected.

      2) The juvenile is extremely young (under 10 yrs. old).

   b. Adult / Elderly

      a. The adult is over the age of 17 and is endangered or foul play is suspected.

      b. For those elderly, (65 or older) where being missing is out of character (walk-away).

   c. Disabled Person

      Caution must be used when determining whether a person is truly disabled. There is no age stipulation for a disabled person. For the purposes of this policy, a disabled person must fall into one of the following categories:

      a. The person has a physical or mental impairment that severely limits self-care.

      b. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.

      c. The person is dependent on life sustaining medication.

      d. The disabled person is endangered or foul play is suspected.

   A follow-up Code Red message to residents must be made upon locating the missing person.
41.2.6 Missing Children

A. When a youth is abducted the initial immediate efforts to locate the youth are often the most important. These initial efforts are especially important when the youth is under 16 years of age or has a mental or physical disability and the police believe that the youth is in danger of serious bodily harm. The Lansing Police Department, in its efforts to locate a youth, will utilize both public and private resources both inside and outside of the agency to assist in locating abducted youths as soon as possible.

B. Officers responding to the report of a missing youth under 16 years of age will immediately notify a patrol shift supervisor.

C. Officers will collect missing person information as required in G. O. 41.2.6 for immediate notification of appropriate interagency and intra-agency coordination.

D. When a supervisor is advised of a youth abduction incident, which meets the current criteria for an Amber Alert System Activation the supervisor will immediately contact the on-call Criminal Investigations Supervisor and advise the supervisor of the incident. The patrol shift supervisor will act as the incident coordinator for all inter/intra-agency information, until the on-call investigator responds to the incident.

E. The criteria utilized for the activation of the Amber Alert System is detailed in the State of Illinois Amber Alert Notification Plan (Public Act 92-0259)

F. The following personnel are required to complete the below listed tasks:

1. Telecommunicators: are responsible for collecting all required caller information, entering the information into the CAD System and dispatching officer(s) to the scene of the incident. In addition, Telecommunicators are responsible for entering all missing youths into LEADS and notifying the youth’s guardian by telephone that the youth was entered as missing.

2. First Responders: are responsible for collecting all required reporting information at the scene of an incident and determining if the incident is a runaway or abduction incident. Officers will immediately notify a patrol shift supervisor if an incident is believed to be abduction. Officers will request that additional resources respond to the incident and will attempt to locate missing youths. The first responding officer is also responsible for documenting the incident on a case report and missing person’s report.

3. Supervisors: are responsible for responding to the scene of all abduction incidents and notifying the on-call Criminal Investigations Supervisor of the incident. After the investigator is notified the supervisor will notify the Field Services Deputy Chief, or designee.
4. Field Services Deputy Chief: will notify the Chief of the incident and if a youth’s photograph is not available will search internal photographic records and provide a photograph of the child, if available.

5. Investigators: are responsible for determining if the incident meets the criteria utilized for the activation of the Amber Alert System. If an incident meets these criteria, the investigator will activate the Amber Alert System by completing an Amber Alert System activation packet and faxing it to the Illinois State Police at 217-785-6793 and calling ISP at 800-843-5763. The investigator will conduct an investigation to attempt to locate the abducted youth and maintain regular contact with the youth’s parents.

41.2.7 Persons with Mental Illness/Diminished Capacity

A. The Lansing Police Department realizes that many people suffer from a variety of mental health problems. In an effort to address such problems, employees must first identify the problem and then be able to either address the issues or be able to access mental health professionals. Employees will utilize the guidelines distributed during Department provided training to identify a person who may be suffering from a mental illness. Employees must then determine if the person is considered to be a danger to themselves or to others.

B. If a person is determined to be harmful to themselves or others, employees will request the services of the Lansing Paramedics to involuntarily admit the person into an Illinois medical facility for a psychological evaluation.

C. Sworn officers should utilize additional officer safety precautions when dealing with suspected mentally ill persons both on the street as well as during interviews and interrogations. Officers should request enough back-up personnel at the scene to physically control a person, as needed. Officers should take into account the mental health of a person in determining if a person should be charged with a crime or if the person should receive mental health treatment. (See G.O. 1.2.6 & G.O. 72.6.3) Officers may take into account that if a person is charged with a crime that receiving a court order for mental evaluation may be a preferred option.
D. Procedure: Field control tactics: The ultimate mission of law enforcement when encountering a person of diminished capacity/mental health problems is to control the encounter and then determine the best course of action for the subject person. This field tactical response can be segmented into four (4) distinct tactical responses: Containment, Coordination, Communication and Time.

1. Containment: Before any reasonable control and defusing techniques can be used, the subject must be contained:
   a. Two (2) officers shall be dispatched to an incident involving a person of diminished capacity/mental health problems. Should an officer find him/herself in a situation with such a person, the officer shall request a back-up before attempting to intercede.
   b. Responding officers should avoid the use of emergency lights and siren when responding to this type of call for service. Experience has demonstrated that this may agitate the response by the subject of the call or encounter.
   c. The officers shall devise a plan that separates the subject from other civilians. This containment should respect the comfort zone of the subject in order to reduce any unnecessary agitation. Officers should convince the subject that they do not have to move. Officers should continuously evaluate this comfort zone and not compress it, unless absolutely necessary.
   d. It is important for officers to ensure that on-lookers and family members are not in a position to become involved either verbally or physically in the control methods.
   e. Effective containment reduces the elements of agitation, such as large groupings of persons/officers emergency vehicle equipment, loud police radio transmissions, and multiple persons directing communications to the subject. Containment is meant to reduce outside influences and sources of agitation.
   f. Officers should move slowly.
   g. Officers should utilize all available tactics to de-escalate the situation where possible, however if an officer is faced with a dynamic and violent situation which poses a threat to the officer or other persons present, then officers should utilize their law enforcement control tactics outlined under the response to resistance policy to gain control.
2. **Coordination**: This is essential for control of the encounter and is the foundation for the development of an effective plan and use of personnel and resources:

   a. One officer at the scene shall be designated or assume the position of being the lead officer. This may not be the most senior person on the scene.

   b. A perimeter shall be determined to ensure that outside persons and/or family members don’t become involved.

   c. Officers shall limit observable indications of force. If firearms are drawn, they should be maintained in the low ready position and not displayed by officers who are attempting to establish communications with the subject.

   d. The lead officer shall designate an officer to gather intelligence regarding the subject being encountered. This type of information can come from persons at the scene, neighbors and/or family. This information can become important in determining the further tactical approaches to the subject and the most appropriate form of referral.

   e. The lead officer is responsible for determining what resources should be requested including additional police personnel, supervisors, professional resources, and staged medical personnel.

   f. When warranted, the on-duty supervisor will designate the location for a command post and staging area. This should be out of sight of the location of the subject encounter.

3. **Communication**: with the person of diminished capacity/mental health problems should be planned and controlled:

   a. Prior to engaging the subject in communication, the initial responder should await the arrival of a cover officer. When dealing with subjects armed with edged weapons officers should, where possible, maintain a zone of safety which allows for reaction should the subject decide to attack.

   b. One officer shall be designated as the command voice and other officers shall refrain from becoming involved.

   c. Verbal communication should be non-threatening. Whenever possible, use open-ended questions designed to facilitate the subject’s participation. If the subject does not respond, use other communication techniques. It may be necessary to change the person designated as the command voice and determine whether that might be beneficial.
d. Sharp, authoritative commands should be avoided. Officers should use calming communicative attempts.

e. It has been found that threats to arrest or use force are not productive when dealing with persons with diminished capacities. Reassure the subject that the police are there to help them.

f. Be truthful at all times.

g. Officers must constantly analyze what affect, if any, their efforts are having on the subject. This is essential to identify areas that appear to agitate the subject that should then be avoided.

h. Normally, family members should not be used in an attempt to establish communications. This frequently exacerbates the situation.

4. **Time**: is the concept of elongating the encounter, rather than hastening it:

a. History has shown that the longer the encounter is allowed to occur, the better the chance for a successful and safe resolution.

b. Increasing the time of the encounter and using defusing techniques allows the subject to reflect upon his/her predicament.

c. Creating time also allows for the field units to be supported by the deployment of additional police personnel, specialized equipment and medical support personnel.

d. Time encourages the ability to communicate and create a relationship between the subject and the command voice.

5. **Commitment procedures**: The primary purpose for police response to an incident involving a person of diminished capacities is to control the situation and ensure that the person receives the most appropriate form of professional resources.

a. In determining the most appropriate form of professional resource and referral officers should consider the information provided by professional resources persons and family members.

b. It is important for the officers on the scene to determine what, if any, on-going threat potential the subject poses to him or herself, family, community and the officers. This threat potential may necessitate an involuntary commitment procedure rather than simply hand off the subject to the family for a voluntary commitment.
c. Officers shall not use a detention facility as a holding facility for meeting the criteria of this policy unless the person also has criminal charges pending.

d. No officer shall place criminal charges against a person who is mentally ill and need of hospitalization for the purpose of avoiding transporting the person to an appropriate medical or psychiatric facility.

e. Officers are required to prepare or assist in the preparation of all required reports.

E. Illinois Involuntary Commitment:

Sec. 1-119. "Person subject to involuntary admission" means:

1. A person with mental illness and who because of his or her illness is reasonably expected to engage in dangerous conduct which may include threatening behavior or conduct that places that person or another individual in reasonable expectation of being harmed;

2. A person with mental illness and 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 outside help; or

3. A person with mental illness who, because of the nature of his or her illness, is unable to understand his or her need for treatment and who, if not treated, is reasonably expected to suffer or continue to suffer mental deterioration or emotional deterioration, or both, to the point that the person is reasonably expected to engage in dangerous conduct.

4. Use of restraints when dealing with persons of diminished capacities: These types of persons may present officers with conflicting considerations in determining the best means for restraint and transportation. The ultimate mission is to safeguard the interests of the subject and transporting officers. Subjects will be transported to hospitals by ambulance.

5. Reporting requirements: Officers shall prepare all required reports whether the subject of the call is arrested, committed or released. This can provide valuable information for future contacts and, when available, allows the agency to provide information to the statewide data system.

F. Entry level Department employees will receive initial training during their academy and/or field training process addressing mental health issues. All employees will receive refresher mental health training, at least every three years.
41.2.8 Alarm Responses

A. Hold-up Alarm: Whenever officers respond to an active hold-up bank alarm during open business hours, officers will:

1. Not use vehicle lights and siren within sight or sound of bank
2. Respond to predetermined response points listed in MDTs
3. Advise Telecommunication Center of their response listed location
4. Observe the building looking for anything unusual

B. If nothing appears unusual, officers will request permission from an on-duty shift supervisor to have the Telecommunication Center contact the bank. After the Center telephones the bank, an employee will be directed to:

1. Give predetermined signal indicating that there is no hold-up
2. Walk at least 100 feet from the bank to the position of an officer
3. Reset the alarm

C. If unusual actions are observed or the alarm is determined to be valid an on-duty supervisor will immediately be requested and will respond to the scene to assume direct command.

D. If it is determined that any offenders are still at the scene, assigned units will take all reasonable action necessary to not cause a hostage situation.

E. Whenever officers respond to any active non-bank hold-up alarm during business hours, officers will act in a similar fashion to the procedures listed above. Response positions are not set for every business within the village, so responding officers will instead position themselves where they are out of view, but where they still can observe the business.

F. When any alarm is false, the primary responding officer will normally complete a computerized “b-card” record of the incident indicating appropriate disposition codes. Administrative personnel will invoice false alarms per current alarm invoice procedures.
41.2.9 Underage Drinking

A. When the Department receives an anonymous call of PRIOR underage drinking at any business location within the Village, the Telecommunicator receiving the call will complete a Telephone Message Receipt and direct this receipt to the Field Services Deputy Chief.

B. When the Department receives any call of IN-PROGRESS underage drinking at any business location within the Village, the Telecommunicator will notify an on-duty shift Supervisor. The supervisor shall then proceed to the location with the assigned patrol units. The supervisor will inform the owner or on-duty manager of the complaint and conduct a check for minors within the business.

C. If a minor is located and has fictitious identification showing that minor to be 21 years of age or older, that minor will be charged accordingly. If the minor has no fictitious identification, the minor and employee will both be charged accordingly.

D. When taking the serving employee/owner from the business would cause the business to close, the person shall contact another employee/owner to relieve them. If no relief can be located, the employee/owner will be advised to report to the police station, as soon as possible, for processing and bonding.

E. When receiving a call from a known source reporting PRIOR underage drinking, the Telecommunicator will dispatch an officer to complete an information received report to be directed to the Field Services Deputy Chief.

41.2.11 Calls Holding

A. When a Telecommunicator receives a category ONE police call and no patrol officer is available to respond to the call, the following actions will occur until a unit can be dispatched to the call. The Telecommunicator will:

1. Ascertain over the radio if any unit can "break" for an assignment.

2. Assign any “busy” officer for any status reason other than for a meal.

3. Assign the call to an on-duty supervisor.

4. Assign a unit on "meal break" to "break" and respond to the dispatch.

5. Advise an on-duty supervisor who will triage any calls holding to provide a more immediate response to calls of greater significance.
B. When a Telecommunicator receives a category two, three or four police call and no patrol officer is available to respond to the call, the following actions will occur until a unit can be dispatched to the call:

1. Telecommunicator will advise the caller that an officer will be dispatched, as soon as one is available.

2. Telecommunicator will advise an on-duty supervisor that a category two, three or four call is holding and the supervisor will direct an officer to respond to the call, as soon as practical.

C. Supervisors will ensure that these calls are handled as quickly as practical.

41.2.12 Flood Control Procedures

A. In the event of heavy rain or flood conditions, the on-duty Shift Commander will periodically have the water level indicators checked at 170th and Burnham Ave. If the water level ever reaches predetermined maximum levels as determined by the Village's Public Coordinating Center (PCC) Supervisor, the Shift Commander will advise the PCC of the status of the river's level.

B. The PCC Supervisor will then monitor the water levels throughout the Village and maintain contact with the on-duty Shift Commander to coordinate flood relief efforts, as needed. The PCC Supervisor may direct the actions and activities of the Lansing Police Department within the guidelines presented in the Village of Lansing's Flood Warning Program located in the Emergency 9-1-1 Center.
41.2.13 Bloodborne Pathogens

A. In an effort to reduce the risk of employee exposure to any Bloodborne pathogen the Lansing Police Department has developed a procedure manual providing specific guidelines for the following:

1. Infectious disease precautions
2. Infectious disease training
3. Supplies for infectious disease control
4. Custodial procedures
5. Decontamination of persons or property
6. Handling and storage of evidence
7. On-duty exposure to infectious disease or materials
8. Vaccination procedures
9. Record keeping
10. Obtain medical histories after exposures

B. Employees who can be reasonably expected to be exposed to blood or potentially infectious materials have been issued the Lansing Police Department's Bloodborne Pathogen Risk Reduction Procedures Manual and will adhere to the guidelines set forth in this manual.

C. Annually, employees who can be reasonably expected to be exposed to blood or potentially infectious materials are required to obtain Department provided training in the area of Bloodborne pathogens.
41.2.14 Domestic Violence

**Purpose:**

The purpose of this order is to establish guidelines, responsibilities and procedures for domestic violence intervention in accordance with Department policy and the Illinois Domestic Violence Act.

**Definitions:**

As defined in the 750 ILCS ACT 60/103 (1) through (14) of the Illinois Domestic Violence Act.

41.2.14(A) Policy Statement

A. The policy of the Lansing Police Department is to view domestic violence as a serious crime. Therefore, this Department shall take a pro-active response to safeguard victims' rights, provide victim assistance and utilize arrest as a deterrent to future violence.

B. The goals of this policy are:

1. Reduce the number of domestic violence incidents and victim injuries.
2. Reduce the number of repeat calls for domestic incidents.
3. Obtain more prosecutions in domestic violence cases.
4. Provide increased sensitivity, assistance and protection to the victims of domestic violence and their children.
5. Increase cooperative efforts with the courts, prosecutors and victim service agencies in achieving a reduction in domestic violence.
6. Reduce civil liability.
41.2.14(B) Domestic Violence Response Procedures

A. Telecommunicator Responsibilities

Because the Telecommunicators are likely to be the first to receive the call, they are the key in determining the type of response.

1. The Telecommunicator shall immediately assign a primary unit and a secondary unit to the call once it has been identified to be a domestic violence matter and the location of the incident determined. The Telecommunicator should seek the following information and maintain telephone contact until the officer arrives:

   a. Name of caller, complainant and/or victim location of incident.

   b. Is the incident or crime in progress? (An emergency response will be required by assigned units.)

   c. Are there any weapons involved? (Advise responding units.)

   d. Are there any injuries? (If so, dispatch ambulance.)

   e. Whereabouts of offender to include a physical description, vehicle description, last known direction of travel, destination if known or perceived and elapsed time of departure.

   f. Were alcohol or drugs involved?

   g. Has there been a previous history of reports or incidents among these people at this location?

2. Listen for background noises that assist in evaluating the threat level (screams, shouts, threats, breaking glass and furniture). These sounds will raise the potential danger level and can help provide the probable cause required.

3. Maintain telephone contact until the officers arrive in order to monitor the incident and provide support to the victim. Advise the victim of the intended department response. Use crisis intervention skills.

4. The Telecommunicator shall provide the responding officers with as much information as possible to identify the victim or suspect at the scene.
5. Assigning priority of call:

   a. All domestic violence calls shall be assigned a priority no lower than the same standard for response to an alleged incident of abuse or applied like any offense involving strangers.

   b. A minimum of two officers will be assigned to all domestic violence calls.

   c. The on duty shift supervisor will be advised of all dispatched calls of domestic violence involving a weapon or where the likelihood of great bodily harm has occurred.

   d. Dispatch a paramedic unit in any case where injuries are reported to have been inflicted, advising paramedics that officers are on the scene and to stand-by until their entry is cleared by those officers.

**41.2.14(C) Responding Officers Responsibilities**

A. Response to call:

   Priority of response to domestic violence calls shall be no less than if the calls involved strangers. Emergency response shall be applied when the caller indicates that the crime is in progress or that violence has occurred or is imminent. Obtain as much information as possible from the Telecommunicator before arriving at the scene.

1. Approaching the scene:

   a. Emergency lights and sirens shall be used. Avoid use of sirens and emergency lights in the immediate vicinity of the scene, if conditions permit or absent an emergency.

   b. Do not park the police unit directly in front of the residence if conditions permit or absent an emergency.

   c. Persons encountered while approaching the scene shall be briefly questioned about the incident and parties involved. Remain alert for offender leaving the scene.

   d. Observe the location of the dispute before contacting the complainant, or victim.

   e. Consider the surroundings before knocking on the door; listen and check the interior through nearby windows to obtain information about the situation (layout of the house, number of people involved and their location in the residence, weapons, etc.).
f. Officers shall be concerned for their own safety as well as that of the disputants. To minimize the possibility of injury, officers should position themselves to the side of the doorway to preclude the chance of injury when knocking and awaiting a response.

2. Initial contact with occupants:

a. Identification: Officers should verbally identify themselves as police officers, giving their names and an explanation for their presence at the scene. The officers should request permission to enter the residence, when conditions permit.

3. Consent search:

Officers may enter and conduct a search of the residence if consent has been given to do so. Although a consent search eliminates the need for a search warrant and probable cause, such consent must be freely and voluntarily given. If two people have joint ownership of a place or thing, either one may give a valid consent. A spouse can consent to the search of the premises used jointly by both the husband and wife. This is also true if a man and woman are only cohabitants; however, if one of them exercises sole control over part of the premises, the other cannot give valid consent to search that part.

4. Refused entry:

When refused entry to a residence, officers shall be persistent, explaining that a complaint was received and must be verified. If entry is still denied, request that the Telecommunicator call the residence and establish contact with the victim. If still refused entry, officers shall advise their Shift Commander and request his/her presence at the scene. The Shift Commander shall decide if the officers should remain at the scene or leave. If officers remain at the scene, they shall move to public property and continue to observe the scene. Officers shall move to a position that affords maximum visibility of the scene without exposing them to risk from the occupants.
5. Forced entry:

There may be times when enough probable cause exists to indicate that a crime is occurring, has occurred, or that a life is in danger. In these cases, if entry has been refused, or there is no reply from the premises, forced entry may be necessary to protect life or make an arrest. Circumstances that can provide probable cause for forced entry; include cries for help, the display of weapons, obvious signs that a struggle occurred, and/or an eyewitness account that a crime occurred and the victim is still on the premises. Officers shall evaluate the following elements when considering a forced, warrantless entry:

a. The degree of urgency involved and the time required to get a warrant;

b. The possibility of danger to others, including police officers left to guard the site;

c. Whether the suspected offense involved violence;

d. Whether the officers reasonably believe that persons may be armed.

e. In those incidents where a weapon is displayed or inferred and the individual has in essence barricaded themselves and refuses police entry, the Lansing Police Emergency Response Team and the South Suburban Emergency Response Team (SSERT) will be utilized for the safety of all individuals concerned.

6. Once inside, establish control by:

a. Inquiring about the nature of the dispute.

b. Identifying the disputants.

c. Being aware of potential weapons in surroundings.

d. Determining if persons are in other rooms and the extent of their injuries, if any. These persons should be separated from parties involved and kept out of hearing range (to avoid compromising their witness status).

e. Listen for statements from the parties which would support or indicate their participation in the incident. These statements may be admissible as evidence if they are part of the offense committed against the victim.
7. Protecting the victim.
   a. Officers shall protect the victim from further abuse. Separate from the assailant, administer first-aid and arrange for medical attention if the victim is hurt.

   b. A victim can sustain internal injuries to the stomach, breast area and portions of the head covered by hair and the back. Pregnant women are often hit or kicked in the stomach. The absence of external injury does not mean the victim has not been assaulted.

   c. If the victim appears injured and yet refuses medical attention, carefully document any observed injuries, as well as the refusal of medical assistance.

8. Interviewing the disputants.
   a. Ensure safety and privacy by interviewing victim in a separate area away from the assailant, witnesses and bystanders.

   b. Critical to the success of the interview is the police officer's demeanor. Officers must show interest through effective listening and remain aware of non-verbal communication signals.

   c. Officers shall attempt a low key approach in domestic violence cases, projecting the role of mediator/helper, rather than that of authoritarian. Maintain good eye contact through natural, spontaneous glances. (Fixed gazes or staring increases the fear and hostility.) A relaxed stance, along with appropriate facial and head movements, demonstrates interest and encourages the victim to continue speaking.

   d. Allow the parties to describe the incident individually without interruption at the beginning of the interview. Expect the parties to ventilate their emotions to relieve tension.

   e. After the parties ventilate their emotions, and while still separated, the officer(s) should ask about the details of points for clarification and summarize the stated accounts, allowing the parties to point out anything that may be misrepresented.

9. Interviewing witnesses.
   a. Witnesses to the incident - children, other family members and neighbors - shall be interviewed as soon as possible.

   b. These witnesses may also be in significant emotional crisis.
c. If witnesses provide information about prior assaults, document the incidents to help establish a pattern.

d. Children of disputants should be interviewed with care and kindness. Sit, kneel, or otherwise be at their level when speaking to them. Signs of trauma and apparent healing of abuse wounds should be noted.

10. Officers shall provide information and assistance to abused parties as required by the VICTIM ASSISTANCE/SERVICES section of this order.


a. Physical evidence takes three forms in domestic violence cases: injuries of victim, evidentiary articles that substantiate the attack and the crime scene itself.

b. Victim's account of injuries sustained can be corroborated by medical examination.

c. The investigating officer shall see that photographs are taken of visible injuries on the victim and make those photographs available for prosecution. In some cases photographs may be needed to show no signs of injury. It may occur that a victim will have to be re-photographed at a later date due to undetected injuries such as bruising that may develop over time.

d. The investigating officer shall make a written description of the crime scene to show that a struggle occurred. If warranted, the scene shall be photographed.

e. All articles of evidence should be collected as in other investigations.

f. The investigating officer shall indicate on the written report if children are present on the scene, including age(s). Repeated (numerous) domestic complaints at a residence where children are present may constitute notification to DCFS (Department of Children and Family Services) for a “Risk of Harm” complaint. In addition it is to be documented if alcohol and/or drugs have been consumed or ingested by either party involved.

41.2.14(D) Supervisors Responsibilities

A. Monitor radio traffic concerning ongoing domestic violence calls and respond to the scene of all reports where a weapon has been indicated, serious injury or great bodily harm has been reported, or other indicators would suggest the need for immediate supervision at the scene.
B. Insure that all procedures are followed to include victim assistance, arrest of offender and documentation of all information relevant to the case.

C. Insure all paperwork is turned in for review prior to the completion of the Shift.

**41.2.14(E) Domestic Violence Arrests**

A. Arrest Decisions.

Officers shall effect an arrest based upon PROBABLE CAUSE and supported by the statement of the victim or witness of abusers in domestic situations in the following circumstances:

1. Where a crime has been committed.

2. Where the officer is aware of a past history of assaults committed by the abuser and there is probable cause to believe that another assault has occurred.

3. Where a physical assault has occurred and there is evidence of either alcohol or drug abuse.

4. Where any weapon was used to inflict injury or was used to intimidate or threaten the victim.

5. Where an assault has occurred and, if the officer takes no action, there is strong likelihood that further violence or injury may result.

B. Victim's intention not to prosecute or sign complaint shall have no effect upon the officer's decision to arrest.

C. Upon investigation of a domestic violence situation, the officer shall evaluate the circumstances surrounding the incident and determine if probable cause exists to initiate an arrest. Arrest is the preferred response, although not the only alternative, to family violence because arrest offers the greatest potential for ending the violence.

D. Officers shall effect an arrest and will charge the offender with all the violations that were committed, to include violations of Order of Protection, if any evidence of the following circumstances exist:

1. Domestic Battery

2. Abuse of a Child

3. Threats and/or assaults

4. Sexual Abuse/Assault
5. Unlawful Restraint

6. Violation of any provision indicated on Orders of Protection (Criminal or Civil)

7. Violation of stalking law

E. Refusal of the victim to sign an official complaint against the offender shall not prevent, nor shall it be a consideration, in a law enforcement officer's decision to arrest. The officer of record will initiate and sign the complaint and insure the victim is subpoenaed for all the court hearings.

F. Once the decision to make an arrest is made, officers should proceed with caution and ensure that the victim and offender are separated as this can be a time when emotion and temper could flare. This is usually a moment of potential danger for officers any they should take steps to control both the offender and the victim carefully.

G. Identifying the offender

1. When an officer(s) makes an arrest they are not required to arrest all parties involved in an incident when all parties claim to be victims. The arresting officer shall attempt to identify and ARREST the party he believes to be the PRIMARY PHYSICAL AGRESSOR. The term, "Primary Physical Aggressor" is defined as the most significant, rather than the first, aggressor. If the primary physical aggressor is absent when the officer arrives at the scene, the crime shall be investigated as per current departmental procedures.

2. Cross complaints will not be authorized under normal circumstances. If the officer feels cross complaints are warranted the felony review ASA will be contacted for advice.

3. Under normal circumstances parties of domestic violence should not be advised to contact the ASA's office for criminal complaint approval. The officer under normal circumstances has full discretion in misdemeanor cases. If necessary, the parties involved in a domestic violence case can be sent to the ASA's office if/when approved by the on-duty supervisor. A supplemental report will be completed as to why the parties are being referred to this office.

4. Under no circumstances, shall a law enforcement officer of this Department use the threat to arrest all parties involved for the purpose of discouraging requests for law enforcement intervention.
H. Processing and Bonding the Offender

1. A criminal history check will be conducted to determine if the individual arrested has previously been convicted of domestic battery pursuant to 720 ILCS 5/12-3.2.

   a. If the individual has been previously convicted the individual should be charged as a Class 4 felony for a second or subsequent offense.

   b. Felony review procedures will be initiated.

   c. The ASA assigned will interview all parties involved to include witnesses IN PERSON.

2. Individuals arrested in any domestic violence case or violation of any Order of Protection will normally be held pending a bond hearing. It is the policy of the 6th District that the conditions of bond on domestic violence or violations of an Order of Protection be imposed by the Presiding Judge.

3. Where a defendant has been arrested and charged with a qualifying offense and the bond court has closed for the day the defendant will be held and brought to the normal bond court the next day.

4. If there are any problems or questions, contact should be made with the felony review ASA for assistance.

41.2.14(F) Orders of Protection (O.P.)

A. When a person advises an officer that an order of protection pertaining to the offender has been issued, the officer shall attempt to determine if the order is on file with the Department, if the Order was issued by the criminal or by civil court action.

B. Orders of Protection are filed in the Communications/Records Division and/or through L.E.A.D.S. available to the officer through the Telecommunicator and mobile data terminals. Officers shall check to determine that a copy of the order is on file and that the order has not expired and what the exact terms of the order are for a particular individual at a particular location. Officers will also check with the victim involved to determine if an Order of Protection has been issued and not logged in the system at the time of the incident and if a copy is available.

C. Officers shall arrest when there is probable cause to believe that the subject of the O.P. has violated any provision indicated on Civil or Criminal Orders of Protection.
D. Violators shall be arrested for any violation of the terms of the order which may include criminal trespass or any other violations charged. This violation should be charged even if other charges are lodged or pending.

E. If an order of protection has not yet been served or cannot be verified to have been served:

1. The incident shall be handled per this General Order.

2. The officer will follow the “Short Form Notification” procedure provided by statute (725ILCS 5/112A-22.10) when applicable.

3. The officer shall serve a copy of the order to the offender (if at the scene) and document in the report that the Order has been served.

F. If an Order of Protection has not been issued, the officer will recommend the issuance of an order and will further advise the victim that an arrest for the criminal act must take place.

1. Criminal Order of Protection

   If probable cause exists for an arrest and the offender has been unable to be located. The officer shall have the victim sign the appropriate criminal complaint and complete the “Citizen’s Complaint Packet”. The officer should complete the appropriate paperwork and direct the victim to proceed to the 6th District (Markham) Court House, to complete the process and obtain the order of protection. Monday through Friday an O.P. may be obtained in the Domestic Violence Courtroom #104. Saturdays and holidays an O.P. may be obtained at the Criminal Courts Building at 26th & California in the Central Bond Court. In case where an arrest has been made the victim should be advised to appear in court the following morning to get an emergency order of protection.

2. Civil Order of Protection

   If there is no allegation of a criminal act which would qualify for a Criminal Order of Protection and the victim requests an Order of Protection based on past experience with the subject, a Civil Order of Protection may be recommended. The officer will complete a case report and have the victim proceed to the 6th District (Markham) Court House, with a copy of the case report. The victim will proceed to Room 119 to speak with court personnel to determine whether the victim qualifies for a Civil Order of Protection.
G. Full Faith and Credit Requirements

The Violence Against Women Act of 1994 (18 U.S.C. 2265) directs jurisdictions to give full faith and credit to valid orders of protection issued by other jurisdictions. Therefore, if an order of protection is valid in the issuing jurisdictions, it must be enforced in every other jurisdiction.

1. Lansing Police officers shall enforce valid orders of protection to protect victims of domestic violence, when a violation occurs within the Village of Lansing, regardless of where the order was issued.

2. The order of protection is presumed valid if it has the correct names of the parties, has not expired, and is signed by an issuing authority. Orders of protection shall be enforced pursuant to this policy and the laws of the State of Illinois.

3. The pamphlet, "PROTECTING VICTIMS OF DOMESTIC VIOLENCE," issued by the United States Attorney General and The International Association of Chiefs of Police has been made accessible to all sworn officers. This pamphlet provides resource material with respect to issues of domestic violence and the full faith and credit requirements of the VAWA. All officers are to review this material and become familiar with these requirements.

   a. A copy of this pamphlet may be found in the “LPD Folder” which is contained on all Department computers.

41.2.14(G) Reporting and Documentation

A. Documenting the incident.

1. When an officer is dispatched to a call of domestic violence or any type of domestic disturbance, a report is required.

2. The following minimum information must be included:

   a. Facts and circumstances of the incident, including any complaint or signs of injury.

   b. Victim's statement in regards to the number of prior calls for assistance.

   c. Victim's statement in regards to the frequency and severity of prior incidents of abuse.

   d. Document assistance provided to the victim or any assistance declined.
e. Document computer check to establish number of prior calls and frequency of responses involving the identified parties.

f. Disposition of investigation.

g. Statement of defendant including Miranda warnings.

41.2.14(H) Victim Assistance/Services

An officer shall make reasonable effort to inform victims of services for their protection and welfare by:

A. Securing medical treatment for the victim.

B. Insuring safety of children.

C. Giving the victim an information sheet explaining legal rights, court options, and how to obtain a protective order (Illinois Domestic Violence Act sheet).

D. Give the victim an information sheet including the telephone numbers of shelters, advocacy groups, batterers' groups and crime victims compensation (also on sheet).

E. Arrange for or provide transportation to a shelter or safe place.

F. Give the victim information concerning Stalking Law, if applicable.

G. Always document all information and/or services offered and any information or assistance that is accepted or declined.

H. Provide for notification to the victim of the Illinois Crime Victims Compensation Act as required by law and Department Policy (G.O.55.1).
Village of Lansing Police Department

GENERAL ORDER 41.3

Subject: Patrol Equipment  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the kind and types of equipment utilized by the Lansing Police Department to effectively and efficiently provide patrol services while maintaining high levels of officer safety and establish procedures for the use of Mobile Video Recorder System (MVR) mounted in Department vehicles.

41.3.1 Vehicle Emergency Equipment

A. All Lansing Police Department vehicles used for routine patrol service are conspicuously marked as police vehicles and are equipped with emergency lighting and a siren.

B. The Lansing Police Department does not use unmarked police vehicles for routine patrol service.

41.3.2 Additional Vehicle Equipment

A. Every marked Department automobile utilized for patrol purposes will be equipped with a fire extinguisher, twelve flares, a roll of barricade tape and a blood-borne pathogen decontamination kit. Additionally each officer will carry an Automatic External Defibrillator (AED) containing a Naloxone rescue kit.

B. Officers will inspect Department vehicles prior to use at the beginning of each tour of duty. Officers will replenish any supplies discovered missing to ensure the operational readiness of the vehicle.

C. If an officer is unable to locate needed supplies, the officer will complete a vehicle work order and submit it to the Support Services Supervisor. The Support Services Supervisor will locate and replenish supplies, as needed.
41.3.3 **Occupant Safety Devices**

A. When operating or riding in any Department owned vehicle, all employees are required to properly wear the occupant restraint seat belts located in vehicles and have all passengers restrained, as required by current statute.

B. In any non-emergency situation, when transporting a child under eight years of age in a Department owned vehicle, all employees are required to restrain said child in compliance with current Illinois law. Child safety restraint seats available for this purpose are located in the garage storage area of the police station and in each ambulance.

41.3.4 **Specifications for Authorized Equipment**

A. Specifications for authorized personal equipment and apparel not issued by the agency to be worn by uniformed officers is located in General Order 27.2.

B. Specifications for authorized weapons are located in General Order 1.3.

41.3.5 **Personal Body Armor**

A. The Lansing Police Department provides personally issued body armor to all sworn personnel. The Department requires officers exposed to the dangers of patrol activities to wear issued body armor.

B. Officers may wear other than Department issued body armor if it is similarly concealed and rated a threat level of IIA, or above.

41.3.6 **Required Body Armor Usage**

A. Officers are REQUIRED TO WEAR either Department issued or personal body armor, whenever they are engaged in a pre-planned high-risk police incident.

B. Pre-planned high risk police incidents are: planned arrest and search warrant services, planned response to hostage situations, or any other pre-planned action where there is a likelihood of firearms being involved.

41.3.7 **Mobile Data Computer Operations**

A. Lansing Police Department vehicles are equipped with mobile data computers, which provide officers access to LEADS/NCIC and local records information systems.

B. Access to mobile data computers are controlled by a personalized password system administrated by the Management Support Supervisor.
C. System users are required to comply with all current local, federal and state guidelines, laws and directives for information use.

D. LEADS periodically audits the use of Department mobile data computers to regulate appropriate information use.

E. Employees will only use Department computers for Department business and are PROHIBITED from sending, transmitting or downloading any excessive or inappropriate personal information. Employees are also STRICTLY PROHIBITED from sending, transmitting or downloading any sexual, profane or derogatory message on any Department computer and/or receiving any pornographic material, unless authorized by the Chief of Police, or a designee.

F. Employees are not authorized to introduce any software programs on Agency owned computers as directed in General Order 11.4.4. Personnel may introduce other computer files into agency owned computers, which are normally required by each individual job task being completed.

G. Employees are also not authorized to manipulate or alter current software running on any Agency owned computer without authorization of the Management Support Supervisor.

41.3.8 In-Car Recording System (ICRS)

A. Inspection and Situations for Use:

1. Only personnel who have received training in the use and operation of the ICRS shall be allowed to use the system.

2. At the beginning of each shift, the ICRS will be inspected by the officer using the vehicle to ensure that the unit and the remote microphone/transmitter are in good operating condition. Care must be exercised at all times when using an ICRS and any damaged or malfunctioning unit must be documented on a Vehicle Repair Order.

3. Officers will have ICRS activated whenever a vehicle’s emergency lights are activated and will also audio record all traffic stops, field sobriety tests, pursuits, and arrests, when practicable, while investigating IVC violations. Officers may also record other events after advising persons they are being audio recorded, as required by the Illinois Eavesdropping Statute 720 ILCS 5/14-3(H).

4. Officers will NOT cease recording an incident until it would be considered logically completed by a reasonable person and will not cease recording an incident solely based on the request of a person being recorded.
5. Audio recording will be discontinued after an arrestee is placed into the rear of a squad unless the video recording continues. Under NO circumstances will audio recording continue without simultaneous video. **Use of audio equipment without videotaping is a violation of the Illinois Eavesdropping Statute 720 ILCS 5/14-3(H).**

6. An officer at a traffic control scene may manually stop an ICRS when the squad’s emergency lights are activated.

7. If the ICRS is stopped for any reason during an incident, other than number six listed above, a written supplementary report explaining why will be forwarded to the Chief of Police through the Chain of Command.

8. When a vehicle containing an ICRS is used as a backup, every effort will be made to position the vehicle camera so as to record the incident.

**B. Recording Security and Access:**

1. Access to files contained within the camera system’s computer is controlled by password-protected software, which encrypts files prohibiting file manipulation.

**C. Recording Storage and Retention Schedule:**

1. ICRS computer files are stored in the camera system’s computer located in the Communications Equipment Room.

2. Recordings not burned to CD-ROM or DVD and secured as evidence will be retained in the system for at least 90 days at which time the files may be automatically deleted by the system’s software.

3. Recordings will not be released except in compliance with a court order.

**D. Recordings Used as Evidence:**

1. Recordings containing information on felony and DUI arrests, pursuits, police vehicle crashes, or any other significant incident will be treated as evidence. The officer will be responsible for notifying an on-duty supervisor of this fact. It will be the responsibility of the supervisor to review the recording and verify its content.

2. If a recording is deemed to be evidence, the supervisor will instruct the officer to request that a CD-ROM or DVD of the recording be made by a Support Services employee. The officer will process the recording in accordance with current evidence procedures.
E. Use and Review of Recordings:

1. Recordings that would be useful for training can be used for that purpose with the permission of the Chief of Police, or designee.

2. At least quarterly, first line supervisors should review a recorded event of each officer under his or her supervision to ensure compliance with laws, policies and procedures.

3. Recordings will not be reviewed on any ICRS unit in a moving vehicle.

F. Request for Recordings Retained as Evidence:

1. There will be a charge of $5.00 for a copy of any CD-ROM or DVD that is retained as evidence by the Lansing Police Department.

2. Recordings will only be released to Attorneys upon the presentation of a valid subpoena, court order and/or other legally accepted method. The Records Division will handle requests and release of these recordings.

41.3.9 Vehicle/Equipment Work Orders

A. When an employee discovers any safety or equipment defect in any Department owned vehicle or equipment the employee will:

1. Check "Vehicle Maintenance Board" to see if the defect has been reported.

2. If a defect has not been reported, employees will properly complete a vehicle "Work Order", deposit it in the Support Services Supervisor's mailbox and indicate the defect on the maintenance board.

B. When an employee discovers a defect in any Department owned communications equipment the employee will properly complete and submit a communications "Work Order".
Village of Lansing Police Department

GENERAL ORDER 41.4

Subject: Court Attendance

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish procedures and guidelines for employees in an effort to provide for the attendance and proper attire of officers in court.

41.4.1 Court Attendance

A. All officers will attend their normally assigned court dates if they have any court cases assigned to these dates.

B. All officers will attend any traffic, criminal or civil proceeding when notified to attend by a supervisor, Assistant State's Attorney or when receiving a subpoena.

C. An on-duty supervisor may delay or cancel the attendance requirement of an on-duty officer when the supervisor determines that this action is required to maintain adequate police patrol coverage within the village.

D. If an officer is unable to attend court due to sickness, vacation or any other legitimate reason, as determined by the Field Services Deputy Chief, the officer will complete and submit, to the Field Services Deputy Chief, a Court Absence Form.

41.4.2 Court Notification

A. Telecommunicators will complete a Court Notification Form whenever they receive notification that an officer's attendance is required in court. Forms will then be turned over to an on-duty supervisor for documented officer notification.

B. The completed Court Notification Form will be turned over to the Court Officer.
41.4.3 Courtroom Attire

All officers attending any courtroom proceeding as a Lansing Police Officer will wear their appropriate uniform of the day.

41.4.4 Court Hearings

A. When an officer arrests any offender for a misdemeanor offense, the officer need not appear at preliminary court proceeding, unless such appearance is requested by an Assistant State's Attorney. The officer’s written report or complaints will be used in lieu of an officer's presence.

B. Arresting officers will appear in court for all preliminary hearings involving felony charges filed on any arrestee.
Village of Lansing Police Department

GENERAL ORDER 41.5

Subject: Canine

Issued: 010114

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

---------------------------------------------------------------------

Purpose

The purpose of this policy is to outline mandates relating to the use of police service dogs in the law enforcement operations.

Policy:

This department recognizes the value of law enforcement service dogs as a part of the overall law enforcement operation. Canines are used for several purposes to include prevention and detection of crime, tracking persons (criminal and non-criminal), protecting officers and others, narcotic detection, homeland security, community policing, and all other services as directed by this agency. In cases where the canine may bite a suspect, the use constitutes a use of force and must meet the mandates of this department’s policies on response to active resistance. The use of drug-detecting canines, in some instances may be deemed unreasonable. In recognizing the rights of citizens, the policy of this department is to ensure that canine use is balanced against the rights of all persons.

All members of this agency, regardless of their assignment, may make requests for any type of canine service through their supervisor. This does not preclude the use of another agency’s canine which is more readily available to provide service when delay may threaten public safety or in the case of narcotics detection delay may prolong the stop of the individual in such a way that the delay may be deemed unreasonable.
A. TREATMENT OF DOG

The Lansing Police Department has adopted a “NO PET” policy which is defined as:

1. No one except the canine handler will be allowed to touch the canine in any manner. This includes citizens, officers, and family member. Exception to this policy is during approved training exercises where other active canine handlers are allowed to make contact with canines and as needed for veterinary care.

Under NO CIRCUMSTANCES will Department personnel tease or harass the police canines unless engaged in training or exhibition of the canine under direct control of a canine handler.

B. OWNERSHIP OF DOG

1. The dogs assigned to the Canine Unit are the property of the Village of Lansing. Dogs assigned to the program will NOT be used for purposes other than official police duties. Dogs assigned to the program will not be used for “stud” purposes, unless approved by the Chief of Police.

2. Should a canine handler retire, be reassigned or eliminated from the program for any reason, the canine will be reassigned, removed from duty, or disposed of at the discretion of the Chief of Police.

3. All registrations in acceptable organizations or societies (i.e.: United States Police Canine Association) must be approved in writing by the Field Services Deputy Chief.

C. HOUSING OF ASSIGNED CANINES

1. The Department will issue and the canine handler will utilize a chain link kennel of appropriate size for the housing of the assigned canine. It will be the policy of the Department that all canines assigned to the program be primarily housed outside the home of a canine handler. Canine handlers may, at their discretion, house the canine inside their residence in a secured kennel or crate.

2. At no time will a canine handler leave the canine unattended in the presence of civilians (Family members included), excluding the Department veterinary service.

3. When a canine handler spends their vacation or other authorized leave away from home, they may NOT take their canines with them. The canine will be housed within the Lansing Police Department Canine Building or another location approved by the Field Services Deputy Chief.
4. Anytime it is necessary to kennel a canine due to illness, injury, vacation, or authorized leave, a memo will be forwarded to the Canine Coordinator with a copy to the Field Services Deputy Chief, stating the reason and the number of days required that the canine be kenned. The canine will be housed during this time period in the Lansing Police Department’s Canine Building and all required canine care and maintenance will be the responsibility of the Canine Coordinator, or a designee.

D. OFF-DUTY CANINE CARE

Canine handlers will be compensated for the care and feeding of the Department canines in accordance with the "compensated activities" section of the Federal Fair Labor Standards Act (FLSA), unless otherwise specified in the current collective bargaining agreement.

E. VETERINARY SERVICES

1. All Department canines will be examined periodically, according to the schedule arranged by the Department Veterinarian. All medical treatment will be administered only by veterinary order. Other than scheduled examines, the Field Services Deputy Chief must approve any veterinary services/expenses.

2. In extreme emergencies, a canine handler may take their canine to the nearest available veterinarian for treatment. In such instances, the Canine Coordinator and Department Veterinarian will be notified as soon as practical to the nature of the illness or injury.

3. If, in the opinion of a canine handler, the canine is unable to report for duty, the Department Veterinarian will be notified. If, in the opinion of the Department Veterinarian, an examination is warranted, an appointment will be made as soon as practical for that purpose. A memo will be forwarded to the Canine Coordinator with a copy to the Field Services Deputy Chief, stating the nature of the illness or injury, and the approximate duration that the canine will be out of service. Canine handlers will then perform regular patrol or tactical duties for the period of the canine's incapacitation.
F. **SUPERVISION**

The Field Services Deputy Chief, or designee, shall be responsible for coordinating the overall operation of the Canine Unit.

1. The Field Services Deputy Chief, or his designee is directly responsible for the following:

   a. Appointment of a Canine Unit Coordinator

   b. The scheduling of the Canine Unit

   c. The scheduling of in-service training

   d. Maintaining scheduling during vacations and approved leaves

   e. Review training requests

   f. Investigates charges of unnecessary use of force complaints by the Canine Unit and takes proper action when appropriate. These actions shall be, but not limited to, removal of the canine or handler from the Unit, or corrective training.

2. The Canine Coordinator is directly responsible for the following:

   a. The development of a maintenance program

   b. Formation of Department standards and evaluations

   c. Written reports in regard to the training of the Canine Unit

   d. Training of all Department personnel in regards to the required procedures when the Canine Unit is utilized

   e. Insure that all canines and handlers are in compliance with State mandated annual certifications prior to July of each year.

3. Direction of the Canine Officers will be under the immediate supervision of the on-duty Shift Commander during normal day to day assignments in patrol. Responsibilities of the Shift Commander as related to the Canine Unit are:

   a. Provide field supervision and direction as required

   b. Encourage and facilitate the acceptance and utilization of the Unit

   c. Take part in evaluating the Canine Program and procedures and make recommendations for changes and enhancements
G. CANINE HANDLER SELECTION

1. Service of canine handlers will be voluntary. Prospective canine handlers shall:
   a. Have a sincere interest in dogs and their application to law enforcement
   b. Understand that handlers must devote more than the assigned on-duty time to the care and training of the canine and be willing to make that commitment.
   c. Realize that changes in duty assignments will not ordinarily be made due to the time and expense involved in the training of a canine handler and the canine.

2. Canine handlers shall be required to:
   a. Successfully complete an initial training program approved by the Field Services Deputy Chief, and attend maintenance training programs deemed necessary by the Field Services Deputy Chief.
   b. Maintain themselves in such physical condition as to enable them to perform the strenuous assignments given Canine Units.
   c. Own a home with adequate space for placement of a Department kennel.

H. TRAINING

1. Training duties shall be assigned by the Field Services Deputy Chief, or a designee. Initial training of a canine handler and the canine shall be conducted under the supervision of a trainer skilled in the application of canines in law enforcement or at a canine training facility of a federal, state, or local law enforcement agency with similar qualifications.

2. In-service maintenance training shall be conducted by canine handlers as an on-going procedure to ensure the ability of the canine to perform to the standards and proficiency set forth by the Lansing Police Department.
3. Canines who fail to successfully complete the required certification course will be immediately placed into a restricted duty status until such time as the canine can be certified. This restriction status may include, but is not limited to the following:

   a. Restricted to LPD calls only
   b. Not to be deployed outside of town or to assist other agencies
   c. Have a specific duty assignments limited (no drug searches, etc.)
   d. Canine removed from service

4. As manpower allows, each Canine Unit will be allowed fifteen (15) minutes per shift to exercise and train their canine.

5. Canine Units will be scheduled for one common training day every other week.

6. All Canine Units will maintain State annual certifications as mandated by the Illinois Law Enforcement Training and Standards Board. This will be completed prior to July of each year.

I. CANINE UNIT EQUIPMENT

1. Canine handlers are issued the necessary equipment to complete their assignments. All canine handlers are required to keep their equipment in good condition and shall report equipment in need of repair or replacement to the Canine Coordinator in writing. The Canine Coordinator will forward the requests to the Field Services Deputy Chief.

2. Canine training equipment shall be kept in lockers assigned to the Canine Unit or in storage areas within the Canine Building.

J. CANINE UNIT VEHICLES

1. Canine handlers shall be assigned a police vehicle for the transportation of the canine, Canine Unit vehicles shall only be operated by an officer of the Canine Unit unless a Department member is requested to move the vehicle by the handler. Canine Unit vehicles shall be maintained by the assigned officer who is responsible for the general maintenance, upkeep, and cleanliness in accordance with Department policy in regards to the police vehicles.
2. Canine vehicles shall be equipped to ensure safe transportation of the canine, safety for personnel and citizens, and ease of cleaning. The vehicle shall be clearly marked and distinguishable as a canine unit.

3. Canine vehicles shall be inspected periodically for cleanliness both inside and out, by the Canine Coordinator, in accordance with guidelines set forth by the Support Services section of the Lansing Police Department.

4. Canine handlers may use their assigned vehicle for the following purposes:
   a. Transportation of the canine to veterinary care
   b. Pick up necessary food and equipment
   c. Canine demonstrations and public appearances
   d. Court appearances
   e. Attendance at approved training assignments
   f. Patrol and call out assignments
   g. Special assignments when approved by the Fields Services Deputy Chief

5. Canine vehicles will not be used to transport prisoners. Transport of non-arrested persons is permitted if there is no threat of violence to the canine handler or the canine. The decision to transport shall remain with the handler.

K. CANINE UNIT UNIFORM

1. Officers assigned to the Canine Unit shall report for duty in the Canine Unit uniform of the day. Canine handlers shall have an appropriate insignia emblazoned on their uniform as approved by the Field Services Deputy Chief.

2. Canine handlers shall be issued specialty uniform items deemed necessary by the Field Services Deputy Chief to be worn during appropriate times.

3. When called out, canine handlers may wear the uniform of the day or appropriate clothing for the call-out.
I. CANINE HANDLERS DUTIES AND RESPONSIBILITIES

Officers assigned to the Canine Unit shall be responsible for maintaining their assigned canines in accordance with Department and Unit Policy. Canine handlers shall be responsible for the physical fitness and care of their canine, as well as maintaining an acceptable level of performance. Canine handlers shall report directly to the Canine Coordinator or in his absence, the Field Services Deputy Chief in matters pertaining to the Canine Unit. All matters not regarding the Canine Unit shall be forwarded through the proper chain of command pursuant to current Department policy.

1. Canine handlers are directly responsible for the following for their canines:
   a. Maintaining physical fitness and cleanliness
   b. Handlers shall conduct daily physical examinations of their canine when practical to determine any injuries, health issues, ticks, or flea infestations
   c. Maintaining acceptable levels of performance
   d. Maintaining the canine vehicle and kennel areas
   e. Maintaining current rabies and dog license tags
   f. Maintaining scheduled veterinarian appointments
   g. Maintaining all issued equipment
   h. Maintaining records regarding canine activity, use, veterinary visits and departmental training
   i. Maintain all State and Department mandated certifications

2. Exclusive care of the canine will be handled by the canine handler. If the canine handler is unable to provide care for the canine, the canine will be housed at the Lansing Police Department Canine Building with the Canine Coordinator or another active handler assuming responsibility and care of the canine. At no time will this responsibility be given to anyone, including a spouse or other family member.
M. PATROL PROCEDURES

1. The Canine handler shall operate subject to the orders of the Shift Commander in charge. When the function is that of a patrol unit, the Canine handler will respond to all assigned calls and also be responsible for, but not limited to, the following:

   a. Patrol the shopping area, hotels, and other high visibility areas

   b. Respond to routine patrol dispatches and back-ups

   c. Respond to suspicious vehicle stops

   d. Respond to foot pursuits

   e. Provide high visibility foot patrol, when necessary

2. Canine handlers shall comply with all regulations regarding their duties and shall take appropriate action on all situations calling for police services that are observed or brought to their attention.

3. Canine handlers shall keep their canine under control at all times. Handlers may release their canine, while maintaining verbal control when such release is necessary for the following:

   a. To protect a citizen or police officer from attack

   b. To search an enclosure for the purpose of locating a secreted person

   c. To guard and/or restrain an arrested person to prevent flight

   d. To pursue and/or stop a person whom the handler has reasonable grounds to believe has committed a crime

N. RESPONSE TO REQUESTS FOR CANINES

1. Upon arrival at a request for service, the canine handler shall be responsible for determining if the circumstances of the event justify the use of a canine.

2. The handler will make the final determination on the deployment of the canine. A supervisor responsible for the overall event may direct that a canine not be deployed; however the supervisor shall not order deployment where the handler determines that such deployment is inappropriate.

3. A canine handler shall not knowingly deploy their canine beyond the capabilities of the canine team’s (handler and dog) training and certification.
O. CANINE DEPLOYMENT AS RESPONSE TO RESISTANCE

1. The use of a canine for purposes of apprehension is non-deadly force. Courts have determined that use of a canine does not create a substantial likelihood of causing death or serious bodily harm.

2. Handlers should recognize that due to the distinct ability to recall the canine and terminate the apprehension command, there is the ability to de-escalate this type of force option.

3. If a suspect surrenders or discontinues resistance the canine apprehension will be terminated.

4. A fleeing or hiding suspect creates a potentially dangerous circumstance for pursuing or searching officers since the suspect’s intent is unknown. It may also be unknown as to whether or not the subject has access to weapons. Thus use of a canine under these circumstances would normally be reasonable for:
   a. The protection of the handler
   b. Protection of the officers and others;
   c. Apprehension of a suspect who continues hiding after a warning or who continues to flee after a lawful show of authority to stop;
   d. An assault upon the canine.

5. Canine Announcements:

   a. Canine handlers must make an announcement prior to use of the canine in cases where it is foreseeable that the canine will bite the subject during the course of the apprehension. “Police stop resisting or I will release this police dog and he will bite you”. The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.

   b. Announcement (search-suspect): “Police: You are under arrest. I have a trained police dog. Make yourself known and surrender. If you do not immediately make yourself known and surrender, I will release the dog. He will find you and bite you.” The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.

   c. Announcement (search-lost person): Alternative announcements may be used when dealing with a lost or missing person which include calling out the person’s name and advising that the canine is looking for them.
d. Warning (physical threat): When practical and feasible the officer shall warn: “Police stop resisting or I will release this police dog and he will bite you.” The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.

e. Canine warning announcements shall be made in a loud and clear voice, by methods deemed appropriate for the circumstances by the handler. Such warning may be made by loud voice or by PA system depending on the circumstances with which the canine team is confronted.

f. After giving the announcement in search cases, the handler shall wait a reasonable amount of time to allow the subject to peacefully surrender. The amount of time will vary depending on the search area as well as any articulable exigent circumstances that may exist at the time.

P. AUTHORIZATION, DEPLOYMENT, AND USES OF CANINES

1. Criminal Apprehension:

   a. Handlers must recognize that all uses of force, including the use of a canine must be objectively reasonable under the circumstances. Under the law, as well as this agency’s response to resistance policy, handlers must consider:

      1) The seriousness of the offense for which the subject is suspected at the time the canine is used;

      2) Whether the subject poses a physical threat to the officer or others and what degree of threat does the subject pose; and,

      3) Is the subject actively resisting or attempting to evade arrest by flight.

   b. If a suspect surrenders or discontinues resistance the canine apprehension will be terminated.

   c. Criminal apprehension will generally be accomplished off-lead, but it may also be accomplished on-lead.

   d. Warning (physical threat): When practical and feasible the officer shall warn: “Police stop resisting or I will release this police dog and he will bite you.” The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.
e. No one, other than the handler should interfere with the canine once the dog is committed to make the apprehension, unless specifically directed by the handler.

f. The handler shall continue to instruct the suspect to stop resisting during the canine apprehension.

g. As soon as practical following submission by the suspect, the handler shall command the canine to release the suspect or physically remove the canine from the suspect as tactics dictate. The canine will then be called to a watch position.

h. The canine handler will instruct the suspect that the failure to follow commands and remain submissive will result in the dog being released to accomplish the apprehension.

i. Where other officers are available, they may be summoned by the handler to handcuff and search the subject while the handler maintains a watch position with the canine. Where no officers are available, the canine officer may await arrival of backup or leave the canine off-lead in the watch position while the officer handcuffs and searches the subject. Such tactical determinations shall be made by the officer.

j. Once the suspect is controlled and the scene secure, the handler will ensure that the subject is provided with medical care if any injury was sustained in the apprehension.

2. Evidence Searches:

a. Canines may be utilized in an attempt to recover discarded items related to crime which may be needed as evidence for criminal prosecution;

b. In cases where a canine is to be utilized, first responding officers shall be instructed to immediately set up a perimeter around the area to be searched. Officers should be instructed to stay out of the area so as to avoid cross-contamination of the suspect’s scent thereby diminishing the effectiveness of the canine;

c. First responders should be specifically instructed not to enter the area;

d. First responders shall exhaust all reasonable efforts to determine if innocent persons, including officers are within the area to be searched;

e. All searches will be systematically conducted as determined by the handler.
f. The handler will decide if the search will be conducted on-lead or off-lead, based on the particular circumstances of the search.

3. **Building Searches**:

   a. Building searches may be conducted when it is believed that a suspect has gained unauthorized entry into a building or has fled into a structure for the purpose of concealment when the following two criteria are met:

   b. The officer(s) have probable cause to arrest the subject for a criminal offense;

   c. The use of a canine as force is objectively reasonable considering:

      1) The seriousness of the offense suspected at the time the canine is used;

      2) Whether the subject poses a threat to the officer or others;

      3) Is the subject actively resisting or attempting to evade arrest by flight.

   d. In cases where a canine is to be utilized, first responding officers shall be instructed to immediately set up a perimeter which minimized the ability of the subject to escape but also keeps officers on the outside of the structure so as to avoid cross-contamination of the suspect’s scent thereby diminishing the effectiveness of the canine;

   e. First responders should be specifically instructed not to enter the structure;

   f. First responders shall exhaust all reasonable efforts to determine if innocent persons, including officers are within the structure.

   g. Prior to use of the canine, the handler shall make an announcement: “Police: You are under arrest. I have a trained police dog. Make yourself known and surrender. If you do not immediately make yourself known and surrender, I will release the dog. He will find you and bite you.” The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.

   h. The handler shall wait a reasonable amount of time, determined by the size of the building to allow innocent persons to exit and the opportunity for the suspect to peacefully surrender.

   i. The handler shall give additional warning prior to commencing the search on each separate floor or unit when searching large structures such as office buildings or warehouses.
j. All searches will be systematically conducted as determined by the handler.

k. Searches will be conducted off-lead unless the safety of the canine would be jeopardized, and/or tactics would dictate otherwise as determined by the handler.

4. Open Field Searches:

a. Open field searches may be conducted when it is believed that a suspect has fled into a field or wooded area when the following two criteria are met:

b. The officer(s) have probable cause to arrest the subject for a criminal offense;

c. The use of a canine as force is objectively reasonable considering:

1) The seriousness of the offense suspected at the time the canine is used;

2) Whether the subject poses a threat to the officer or others;

3) Is the subject actively resisting or attempting to evade arrest by flight.

d. In cases where a canine is to be utilized, first responding officers shall be instructed to immediately set up a perimeter which minimizes the ability of the subject to escape but also keeps officers on the outside of the area to be searched so as to avoid cross-contamination of the suspect’s scent thereby diminishing the effectiveness of the canine;

e. First responders should be specifically instructed not to enter the area to be searched;

f. First responders shall exhaust all reasonable efforts to determine if innocent persons, including officers are within the area to be searched;

g. Prior to use of the canine, the handler shall make an announcement: “Police: You are under arrest. I have a trained police dog. Make yourself known and surrender. If you do not immediately make yourself known and surrender, I will release the dog. He will find you and bite you”. The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.
h. The handler shall wait a reasonable amount of time, determined by the size of the area to allow innocent persons to exit the area and the opportunity for the suspect to peacefully surrender.

i. The handler shall give additional warnings as deemed appropriate by the handler considering the size of the area to be searched and the likelihood that a suspect would hear the prior warning. Handlers shall also consider ambient noise in the area which may limit the subject’s ability to hear the warning.

j. All searches will be systematically conducted as determined by the handler.

k. Searches will be conducted off-lead unless the safety of the canine would be jeopardized, and/or tactics would dictate otherwise as determined by the handler.

5. Tracking:

a. Tracking is utilized in a multitude of law enforcement events including missing persons, suspects who have fled, lost children etc.

b. The initial responding officers shall be directed to immediately establish a perimeter.

c. First responders should be specifically instructed not to enter the area to be searched to avoid cross-contamination of scent which may diminish the effectiveness of the canine unless emergency circumstances dictate otherwise;

d. First responders shall exhaust all reasonable efforts to determine if innocent persons, including officers are within the area to be searched;

e. Tracking shall be conducted on lead at a sufficient length to be determined by the canine’s handler. The handler will also determine whether or not a back-up member officer will be utilized on the track based upon the particular circumstances of the event.

f. When tracking a suspect the canine handler shall announce: “Police: You are under arrest. I have a trained police dog. Make yourself known and surrender. If you do not immediately make yourself known and surrender, I will release the dog. He will find you and bite you.” The failure to use this exact language in rapidly evolving circumstances shall not be considered a violation of this policy.

g. Alternative announcements may be used when dealing with a lost or missing person that include calling out the person’s name and advising that the canine is looking for them.
6. **Tactical Deployment:**

a. Canine teams may be used for purpose of tactical deployments in conjunction with a SWAT team or high risk operation. Canines use in these circumstances may include:

1) Perimeter Control

2) Target Disruption

b. Other purposes designated by the Incident Commander with the agreement of the canine handler. The handler will make the final determination on the deployment of the canine. A supervisor responsible for the overall event may direct that a canine not be deployed, however the supervisor shall not order deployment where the handler determines that such deployment is inappropriate.

c. In cases where the canine is likely to be used as force handlers and the incident commander shall consider:

1) The use of a canine as force is objectively reasonable considering:

   a) The seriousness of the offense suspected at the time the canine is used;

   b) Whether the subject poses a threat to the officer or others;

   c) Is the subject actively resisting or attempting to evade arrest by flight.

7. **Scent Searches:**

a. To the extent that such specialized trained canines are available, canines may be used for conducting scent searches for such items as:

1) Explosives

2) Cadavers

3) Narcotics

4) Accelerants (Fires Cases)

b. All searches will be systematically conducted as determined by the handler.

c. The handler will decide if the search will be conducted on-lead or off-lead, based on the particular circumstances of the search.
d. Motor Vehicle Narcotics sniffs—These searches will be conducted in accordance with the provisions of this agency’s motor vehicle search policy and the following:

e. The handler shall determine that the area where the vehicle is located is safe for canine deployment taking into account the safety of the officers, the canine, the occupants of the vehicle and the motoring public.

f. The handler shall ensure that all occupants are removed from the vehicle to a tactically safe location prior to the exterior narcotics sniff.

g. The handler shall ensure that the canine is under control during the sniff so as to ensure that the dog has no ability to obtain physical access to the interior of the vehicle.

8. Public Disturbances:

a. The officer in charge of the canine unit or an incident commander may call for the canine team to respond to the scene of a civil disturbance, imminent civil disturbance, or other unruly public disturbances.

b. Where no emergency circumstance exists, the canine team will be staged outside the sight of those involved in the disturbance until a determination is made as to if the team will be deployed, and how the team will be deployed.

c. The responding team will determine how to deploy and utilize the team. A supervisor responsible for the overall event may direct that a canine not be deployed; however the supervisor shall not order deployment where the handler determines that such deployment is inappropriate.

d. Canines shall not be used for crowd control or as a deterrent effect at the scene of a peaceful protest.

9. Community Relations/Demonstrations:

a. All requests for canine demonstrations shall be directed to the Canine Coordinator who shall then seek approval of the Field Services Deputy Chief for approval to conduct the demonstration.
b. Handlers conducting demonstrations shall ensure that their appearance as well as that of the canine and the equipment utilized reflects professionally upon the agency. The presentation must be professional and conducted in a manner which reflects the department’s professionalism.

c. Handlers shall maintain control of the canine at all times.

d. Audience participation shall be restricted to question and answer, and no contact with the canine shall be allowed. The audience shall be instructed that law enforcement canines are working dogs and can be dangerous due to their specialized training.

e. Handlers shall not demonstrate force or criminal apprehension without express authorization from the Chief of Police.

f. Handlers shall not roughhouse, tease, or agitate the canine unless such conduct has been expressly authorized by the Chief of Police for purposes of the demonstration.

Q. EMERGENCY CIRCUMSTANCES:

1. In a circumstance where the canine handler suffers a personal injury while on duty, the handler shall, if physically capable, request emergency medical assistance as needed, as well as the presence of necessary support officers and a supervisor. If physically able to do so, the handler shall ensure that his or her canine is properly attended and secured. If available, another handler shall be called to the scene to assist in securing the injured handler’s canine. If another handler is not available, an officer or supervisor who is most familiar with the particular canine shall be called to the scene to assist in securing the canine.

2. In the event that a handler sustains an incapacitating injury, the supervisor, or other available officer, shall ensure by all means necessary that the handler safely receives emergency medical treatment and transport to an appropriate medical facility. The supervisor, or where no supervisor is available, an officer will then take necessary steps to secure the handler’s canine.

3. An unsecured canine and a seriously injured handler present an emergency that must be addressed with operational dispatch. In order to safely secure the canine, the supervisor, or where no supervisor is available an officer, who is most familiar with the particular canine shall respond to the scene and render assistance.
4. If the canine is still in the handler’s vehicle, and if the vehicle is operable, the supervisor should attempt to enter the vehicle, or seek another handler to enter the vehicle and close the partition between the front and rear seat if the partition is open and then transport the canine utilizing the handler’s vehicle to a safe location.

5. If the canine is not in the handler’s vehicle and the vehicle is operable, the supervisor, another handler, or another officer may attempt to secure the canine by driving the handler’s vehicle close to the canine and opening the rear door. This may prompt the canine to enter the rear of the vehicle as a matter of routine. In the event the canine enters the vehicle, the canine can then be transported to a safe location in the handler’s vehicle.

6. In extreme situations, the supervisor, another handler, or where neither is available, another officer may secure the canine by use of a snare pole or request the assistance of the closest animal control officer.

R. DOCUMENTATION OF CANINE USAGE:

1. All canine deployments shall be documented in agency reports of events. This shall include events where a suspect submits upon warning of the canine’s presence.

2. All canine usage related to response to resistance shall be the subject of a use of force report, which includes all required documentation.

3. Certification: In all cases, the reliability of the law enforcement canine will be subject to challenge. Officers shall not rely upon a canine team that is not fully certified in order to justify a search. Officers shall not utilize a patrol canine that has not met certification standards.

4. Documentation: Trainers and handlers shall maintain training records and all other documentation of the canine’s certification for drug detection.
GENERAL ORDER 41.6

Subject: Illinois Firearm Act

Issued: 010114

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

41.6 PURPOSE:

To establish standards and guidelines to address the Illinois Firearm Concealed Carry Act. The Firearm Concealed Carry Act, (Public Act No. 098-0063) was enacted July 9, 2013. The Act permits the carrying of concealed handguns by qualified individuals within the State of Illinois.

Officers can reasonably expect to interact with victims, witnesses, and complainants, who may be legally armed while away from their homes or businesses.

This policy is intended to provide guidance to officers and other Departmental staff members when, in the course of our duties, a person is determined to be actively possessing and/or carrying a concealed firearm. Obviously all possible scenarios for such contact cannot be foreseen; therefore officers and staff are urged to familiarize themselves with the Illinois Concealed Carry Act, and to exercise extreme caution with every contact.

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

POLICY:

It shall be the policy of the Lansing Police Department to comply with the Concealed Carry Act and uphold the lawful rights of citizens in possession of concealed handguns, while balancing the safety and security of the general public, emergency responders, and the officers themselves. At times it may be necessary and/or prudent to temporarily take custody of and secure a handgun from a person licensed to carry a concealed weapon.
41.6.1 ADMINISTRATIVE PROCEDURE

A. Objections by Law Enforcement Agencies

1. As a law enforcement agency, the Chief of Police or designee, may submit an objection to a license application based upon a reasonable suspicion that the applicant is a danger to himself/herself or others, or a threat to public safety.

2. The objection must include any information relevant to the objection.

3. The objection must be submitted to the Illinois State Police within 30 days after the entry of an applicant into the Illinois State Police database.

4. The Chief of Police or his designee has access to the ISP Database for new applications. The designee will forward all applicant research material and justifications in support of an objection to the Chief of Police.

5. Information obtained by any officer regarding the suitability of a current or potential concealed carry applicant that may be grounds for an objection should be forwarded to the Field Services Deputy Chief.

B. Concealed Carry License Revocations

1. Per the Act, any licensee whose license is revoked, suspended or denied shall, within 48 hours of receiving such notice, surrender his/her concealed carry license along with a completed Illinois State Police Firearm Disposition Record Form to the local law enforcement agency where the person resides.

2. If a Lansing Police Officer serves an order of protection to a licensee, the license shall immediately be surrendered to the officer serving the order.

3. In the event that an officer has reasonable suspicion that a licensee is a danger to himself/herself or others, that information, will be forwarded to the Chief of Police, or his designee for submission to the ISP for review. All such reports can be faxed to the Illinois State Police, 217-558-1882, or e-mailed to CCW_Illinois@isp.state.il.us.

4. Any such license surrender will be documented with a case report. The Officer will verify that the Firearm Disposition Record Form is complete and give a copy to the card holder to serve as a receipt. The officer will place the revoked card and original Firearm Disposition Record Form in a sealed envelope. The envelope should be marked “Revoked Card”, and be placed in the bond drawer. Copies of all documentation will be forwarded to the Support Services Deputy Chief.
5. The Support Services Deputy Chief will be responsible for transmitting any surrendered licenses to:

Illinois State Police  
Firearms Services Bureau – CCL  
801 South 7th Street, Suite 400-M  
Springfield, Illinois 62073

41.6.2 PATROL/INVESTIGATIONS PROCEDURE

A. Subject to the Act, a concealed carry licensee shall possess a license at all times he/she carries a concealed firearm. If any officer of this department initiates an investigative stop, including but not limited to a traffic stop, of a Licensee or a non-Illinois resident carrying a concealed firearm:

1. Upon the request of the officer, the licensee or non-resident shall disclose to the officer that he/she is in possession of a concealed firearm.

2. Upon the request of the officer, the license shall be presented and,

3. The location of the concealed firearm must be identified to the officer.

B. During the traffic stop, any passenger within the vehicle who is a licensee or non-Illinois resident carrying a concealed firearm must comply with this requirement.

41.6.3 VIOLATIONS OF THE ACT – DOCUMENTATION AND/OR ARREST

A. All bonafide violations of the Act, if substantiated should be documented with a case report.

B. In the event that a violation of the Act is substantiated and an arrest is made, the concealed firearm shall be seized as evidence. The firearm will be held as evidence until the case is adjudicated in the circuit court, and a court order authorizing the release of the firearm is obtained by the defendant and presented to this department.

1. Any firearm seized as evidence or for safe keeping will be checked through LEADS.

2. Unless directed by this Act, the Illinois State Police, or by court order, no concealed carry license will be seized resulting from a violation of the Act.
41.6.4 OTHER VIOLATIONS – DOCUMENTATION AND/OR ARREST

A. In the event a licensee is arrested for reasons other than a violation of the Act (suspended or revoked driver’s license for example) and the licensee is to be placed into custody, their firearm will be temporarily seized for the duration of their arrest.

B. The officer will secure the firearm making the firearm inaccessible to the licensee, prior to transport the officer will unload the firearm and transport it to the Department along with the Licensee.

C. Once on station the officer will check the firearm through LEADS.

D. The firearm will be packaged in a heat-sealed property bag, with the ammunition sealed in a separate area from the firearm.

E. Whenever an Officer seizes a firearm from a licensee during an arrest, a Concealed Handgun Transfer Document will be completed and a copy placed with the seized firearm along with a copy of the case report.

1. If the licensee can bond out on charges unrelated to the possession of the firearm, the Officer will return the firearm to the licensee at the conclusion of the arrest and bond procedure.

2. The Officer will provide to the licensee a copy of the completed Concealed Handgun Transfer Document and ensure the Licensee signs the form.

3. The Officer will caution the licensee not to load the firearm on the Village’s property, which is a prohibited location.

4. If the licensee cannot bond out on charges unrelated to the possession of the firearm, the Officer will follow normal procedures for securing the firearm in evidence/property.

41.6.5 NON-CUSTODIAL TRANSPORTS INVOLVING AN ARMED CONCEALED CARRY LICENSEE – TEMPORARY SEIZURE

A. No persons shall be transported by a Department member while armed with a firearm. If the subject to be transported is a concealed carry licensee, they shall be required to surrender their handgun to the transporting officer, regardless of circumstances.

B. The officer will take temporary protective custody of the handgun. If possible, the firearm should be left in a secured method of carry (holster, case, purse etc.) in the condition received from the Licensee.

C. The firearm and method of carry will be secured in the squad car inaccessible to the licensee during transport.
D. The Officer will check the handgun through LEADS.

E. If there is a negative LEADS response, the firearm and method of carry will be returned to the Licensee at the conclusion of the transport so long as the destination is not a restricted location prohibiting the Licensee holder from lawfully carrying the firearm.

F. If the firearm cannot be lawfully possessed by the Licensee at the conclusion of the transport, it shall be retained for safe-keeping, transported to police department, unloaded, packaged in a heat-sealed property bag, with the ammunition sealed in a separate area from the firearm, and secured into evidence.

G. The Officer will complete a case report and Concealed Handgun Transfer Document. A copy of the case report and the original transfer document will be placed into evidence along with the firearm.

41.6.6 AMBULANCE RESPONSE

A. The South Cook County EMS System, has placed into policy that no patients will be allowed to be armed while being treated and/or transported in any ambulance functioning in the South Cook County EMS System. Please adhere to the following protocol when confronted with this situation:

1. If the patient is in his/her residence and is legally armed, the officer will ask the patient to safely secure the firearm in the residence. If the patient is unable due to his/her medical condition, the officer will remove the firearm from the patient's person and secure the weapon in the residence.

2. If the patient is not on his/her property (example: traffic accident), the Officer will take possession of the firearm and explain to the Licensee that the firearm will be held at the police department for safe keeping.

3. The Officer will transport the firearm to the police station. Once on station the Officer will unload the firearm, check the firearm through LEADS, package in a heat-sealed property bag, with the ammunition sealed in a separate area from the firearm, and secure into evidence.

4. The Officer will complete a case report and a Concealed Handgun Transfer Document. A copy of the case report and the original transfer document will be placed into evidence along with the firearm.

5. On request from the patient, his/her firearm may be given to a person (family member, friend etc.) who is on the scene, if that person has a valid FOID card. That person is not allowed to conceal the weapon unless they also have a conceal/carry permit. They may transport the firearm according to the provisions of FOID. The firearm will be checked through LEADS prior to the transfer.
6. Evidence/Property custodians will make arrangements for the firearm to be released to the owner at the earliest convenience.

B. In the event that a patient is armed, and a police officer is not on the scene, the Lansing Fire Department Paramedics will notify communications requesting a Police Officer to respond to the scene. Once on the scene, Officers are to follow the aforementioned protocol.

C. If the Fire Department Paramedics are on the expressway and are treating a patient who is armed, they will notify the Trooper on the scene. If the State Police refuses to take possession of the firearm, a Lansing Police Officer will be dispatched to the scene and take control of the firearm.
Village of Lansing Police Department

GENERAL ORDER 41.7

Subject: Naloxone (Narcan) Dispensing Program  Issued: 062316

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

41.7 PURPOSE:

The purpose of this directive is to establish guidelines and procedures governing the utilization of the Naloxone (NARCAN) administered by trained personnel of the Lansing Police Department to treat and reduce possible injury and fatalities from opioid overdoses.

POLICY:

The Lansing Police Department is committed to providing services that enhance the safety of the citizens visiting and residing in the Village of Lansing. In doing so, the Department has established a program in accordance within the mandated guidelines as determined and provided by the Cook County Overdose Prevention Program that provides for the utilization of the Naloxone (NARCAN) to be made available for use by specially trained employees of this Department. This program is intended to enhance the emergency response of Department personnel to victims in need of medical attention and offer assistance prior to the arrival of EMS personnel.

DEFINITIONS:

Naloxone: Commonly known as NARCAN, Naloxone is in a class of medications called opiate antagonists. It works by blocking the effects of opiates to relieve dangerous symptoms caused by high levels of opiates in the blood.

ORDER:

41.7.1 DEPARTMENT NALOXONE COORDINATOR

A. The administration of this program shall include a Naloxone Coordinator who is appointed by the Chief of Police or his designee on an annual basis.

1. Qualifications

The Naloxone Coordinator shall have the same qualifications as the EMS Coordinator.
2. Responsibility

The Department Naloxone Coordinator shall be responsible for the following:

a. The training of Department personnel and others, as directed by the Chief of Police or his designee in the operation of Department authorized Naloxone medication and equipment.

b. The maintenance and the records of the maintenance for the Department authorized Naloxone kits

   1) Replacing Naloxone kits that are either damaged, unusable, expired, or had been used.

   2) Ensuring that the Naloxone kits are current and not past its expiration date.

   3) Ensuring proper and efficient deployment of Naloxone for field use.

c. The maintenance of licenses and/or certifications as it pertains to the authorized use of Naloxone, training personnel to coordinate this program.

   1) Ensuring that authorized personnel are properly trained in its use.

   2) Ensuring that any use of Naloxone is documented on a Case Report and Overdose Naloxone Administration worksheet.

41.7.2 NALOXONE TRAINING

A. All participating personnel will receive initial training that will include, at minimum:

   1. An overview of 20 ILCS 301/5-23 Drug Overdose Prevention Program that permits law enforcement to use of Naloxone, this includes the protocol and training guidelines as provided by the Cook County Overdose Prevention Program Evzio (Naloxone) training.

   2. Patient assessment (e.g., signs/symptoms of overdose),

   3. Universal precautions,

   4. Rescue breathing,

   5. Seeking medical attention and

B. Only trained personnel trained in the use of Naloxone are authorized to administer it in the field.

41.7.3 INDICATIONS OF AN OPIOID OVERDOSE

C. Authorized personnel shall utilize Naloxone on subjects believed to be suffering from an opioid overdose. Information that a subject is suffering from an opioid overdose includes, but is not limited to:

1. Blood-shot eyes,
2. Pinpoint pupils, even in a darkened room/area,
3. Depressed or slow respiratory rate,
4. Difficulty breathing (labored breathing, shallow breaths),
5. Blue skin, lips, or fingernails,
6. Decreased pulse rate,
7. Low blood pressure,
8. Loss or alertness (drowsiness),
9. Unresponsiveness,
10. Seizures,
11. Evidence of ingestion, inhalation, injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.)
12. Past history of opioid use/abuse as given by patient/family member or witness.

41.7.4 ADMINISTERING NALOXONE

A. Trained personnel shall follow the protocols outlined in their Naloxone training.

1. The trained member should place the overdose victim in a correct “recovery” position to avoid aspiration after being administered Naloxone.
2. The overdose victim may become combative after Naloxone takes effect. If alone, request backup prior to administration of Naloxone. The unpredictable nature of the victims requires intense situational awareness at all times.
3. More than one dose of Naloxone may be used to reverse the effects of the opioid overdose.

4. Since the duration of action of Naloxone may be shorter than that of some opioids, the effects of the opioid may return as the effects of Naloxone dissipates.

B. When administering the Naloxone kit, trained personnel will maintain universal precautions against pathogens, perform patient assessment; determine unresponsiveness, absence of breathing and or pulse.

C. Personnel when feasible shall update communications that the patient is in a potential overdose state.

D. The Lansing Paramedics will be requested to respond if not already notified.

E. Any trained member of the Lansing Police Department who administers Naloxone shall remain with and monitor the victim until the arrival of the paramedics. Care will then be transferred to a higher medical authority.

   1. The trained member shall advise the responding paramedics of the administering of Naloxone.

41.7.5 DEPLOYMENT LOCATIONS

A. The Naloxone Kit, containing one Evzio auto-injector .4mg/ml of naloxone shall be located in the following locations:

   1. Secured in Booking Room in Taser box

   2. Attached to every Automated External Defibrillator (AED) deployed in the field

   3. In each patrol supervisor’s personal gear bag

   4. Next to front window in Telecommunications Center

41.7.6 MAINTENANCE

A. Trained personnel authorized to use Naloxone kits are responsible for inspecting the kit prior to each shift to ensure all items are present.

B. Missing or damaged Naloxone kit(s) will be reported directly to an appropriate supervisor by memorandum.

C. The supervisor shall then forward the memorandum to the Naloxone Coordinator for follow up and filing.
D. The Naloxone Coordinator shall ensure that each kit is accounted for, replaced and replenished.

41.7.7 REPORT WRITING

A. Upon administering Naloxone, the trained person or a sworn member of the department shall submit a Case Report detailing the nature of the incident, the care the patient received including the number of doses of Naloxone that was administered, serial numbers of each unit used, and whether the Naloxone use was successful (to the extent possible at the time). Additionally the trained person or officer will complete the Overdose Naloxone Administration worksheet located in the Supervisor’s office.

B. The Case Report and Overdose Naloxone Administration worksheet will be forwarded to the Naloxone Coordinator for filing and submittal to the Orland Fire Protection District for proper documenting with the Illinois Department of Human Services - Division of Alcoholism and Substance Abuse.

41.7.8 ANNUAL REPORTING

A. The Naloxone Coordinator shall provide an annual report to the Chief of Police outlining the number of uses in the field, locations of the incidents, case report numbers, the success rate and any unusual circumstances surrounding the use during the preceding calendar year.
Village of Lansing Police Department

GENERAL ORDER 41.8

Subject: Sexual Assault Incident Procedures  Issued: 030817

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

41.8 PURPOSE:

Public Act 099-0801, contains requirements for law enforcement agencies regarding the handling of sexual assaults and sexual abuse crimes. The purpose of this policy is to outline the provisions of the Act that must be implemented by this agency.

The trauma of sexual assault and sexual abuse often leads to severe mental, physical, and economic consequences for the victim. A victim’s ability to recover from the trauma of sexual assault or sexual abuse has been directly linked to the response of others to their trauma, particularly the response of law enforcement authorities to a victim who comes forward to report the crime. The response of law enforcement can directly impact a victim's ability to heal as well as his or her willingness to actively participate in an investigation by law enforcement.

Improving the response of the criminal justice system to victims of sexual assault and sexual abuse is critical for the successful identification and prosecution of sexual predators and to prevent offenders from reentering our communities to commit new crimes.

POLICY:

It is the policy of the Lansing Police Department to establish procedures in accordance with Public Act 099-0801 for conducting investigations into and responding to victims of sexual assault.
41.8.1 Procedures
The following procedures shall be followed by officers responding to and investigating sexual assault and sexual abuse crimes.

A. Mandatory Report Writing: Officers must document every allegation of sexual assault or sexual abuse and prepare a written report when contacted by any of the following:

1. a person who alleges to have been sexually assaulted or sexually abused,

2. hospital or medical personnel, when reporting under the Criminal Identification Act, or

3. a witness who personally observed what appeared to be a sexual assault or sexual abuse or an attempt of either crime.

The victim is under no obligation to speak to an officer or submit to an interview. The officer shall still prepare a report and document any information made available to the officer. The officer shall write the report without making a determination of whether the statute of limitations has expired.

B. Third Party Reports: A victim of sexual assault or sexual abuse may give consent to another person to provide information about the incident to law enforcement. The third-party reporter does not have to disclose the victim’s name. Officers must complete a written report if the person contacting law enforcement:

1. provides their own name and contact information, and

2. affirms that he or she has the consent of the victim to make the report.

Officers must give the person making the third party report a copy of all victim notices required under this policy and Public Act 099-0801 and ask that the person give the notices to the victim.
C. Reports Regarding an Incident Occurring in Another Jurisdiction: Officers must write a report regardless of the jurisdiction where the incident took place. An officer who receives information about an incident in another jurisdiction must prepare a written report. Within twenty-four (24) hours of receiving the information, the officer must submit the report to the agency having jurisdiction.

Agencies may use the Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D) for this requirement.

When this department receives a report from another jurisdiction the receiving officer must confirm receipt. The written confirmation must include:

1. the name of the person who received the report, and

2. a name and phone number of a contact person that can be given to the victim.

3. The receiving officer shall prepare a written report and include the following, if known:
   a. the victim’s name or other identifier and contact information,
   b. the time, date, and location of the offense,
   c. information provided by the victim,
   d. information about the suspect, including description and name,
   e. names and contact information of persons with knowledge of what happened before, during, or after the sexual assault,
   f. names of the medical professionals who examined the victim and any information they provide,
   g. if sexual assault evidence was collected, the name and contact information for the hospital, and whether the victim consented to testing of the evidence,
   h. if a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen,
   i. information the victim consented to allow the medical professionals to disclose, and
   j. all other relevant information.
D. Additional Responding Officers Responsibilities: Officers responding to incidents involving sexual assault or sexual abuse must:

1. provide victims with written information advising them of their rights and options.

2. offer to provide or arrange transportation to a hospital emergency room for medical and forensic services, and

3. if the courthouse is closed but a judge is available, offer to provide or arrange transportation so the victim may file for an order of protection or civil no contact order.

4. Notify the on-duty supervisor of the incident and forward written reports to the Criminal Investigations supervisor for follow-up.

E. Collection, Storage and Testing of Sexual Assault Evidence:

1. All sexual assault evidence collected at the hospital will be released to the custody of law enforcement whether or not the victim has signed a consent form for testing of the evidence.

2. The evidence may include an Illinois State Police Sexual Assault Evidence Collecting Kit, clothing, blood and/or urine samples, and other items.

3. The hospital will provide the original consent form to test the evidence to the officer who picks up the evidence. This form will be added to the report as a document and maintained with the file.

4. When the hospital in this jurisdiction notifies this agency that sexual assault evidence has been collected, an officer will respond to the hospital and shall take custody of the evidence as soon as practicable, but not later than 5 days after the medical forensic exam was completed.

5. The officer collecting the sexual assault evidence shall prepare a written report. The mandatory written report of the sexual assault or sexual abuse must include the date and time the evidence was picked up from the hospital.

6. The officer will document through a chain of custody card the collection of the evidence and turn it over to the property and evidence officer of this department/agency without delay, in accordance with established evidence procedures.
7. Property and Evidence Officer Responsibilities:

a. **If the Patient Consent**: Collect and Test Evidence or Collect and Hold Evidence Form has been signed, this agency must, within 10 days of the receipt of the evidence, send the evidence to the Illinois State Police Crime Laboratory for testing under the Sexual Assault Evidence Submission Act.

b. **If the Patient Consent**: Collect and Test Evidence or Collect and Hold Evidence Form has not been signed, the law enforcement agency must store the evidence. If the victim is an adult, the evidence must be stored for 5 years. If the victim is under 18 years of age, the evidence must be stored until the victim’s 23rd birthday.

c. The hospital will provide the original consent form to test the evidence to the law enforcement agency which picks up the evidence, for the agency’s case file.

**Note**: (If a law enforcement agency adopts a longer storage policy, it shall notify the victim or the victim’s designee in writing of the longer period.)

8. **After leaving the hospital, the victim may consent to testing in any of the following ways:**

a. The victim, while at this department/office, may sign the original Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form,

b. The victim may sign a consent form in the presence of a sexual assault advocate who will deliver the written consent to this agency on behalf of the victim, or

c. The victim may provide verbal consent to this agency and confirm the verbal consent by email or fax.

F. **Release of Information to the Victim Related to Testing**: Upon request, this agency shall provide the following information in writing to a victim.

1. The date the sexual assault evidence was sent to an Illinois State Police Crime Laboratory. If this information is requested, it must be provided to the victim within seven days of the transfer of the evidence to the laboratory.

2. Test results provided to this agency by the laboratory, including, but not limited to:

a. whether a DNA profile was obtained from the testing of the evidence;

b. whether the DNA profile developed from the evidence has been searched against the DNA Index System or any state or federal DNA database;

c. whether an association was made to an individual whose DNA profile is consistent with the sexual assault evidence DNA profile, provided that disclosure would not impede or compromise an ongoing investigation; and
d. whether any drugs were detected in a urine or blood sample and information about any drugs detected.

e. If this information is requested, it must be provided to the victim within 7 days of the law enforcement agency receiving the results from the laboratory.

f. When a victim has signed a consent form to test evidence at the hospital, this agency shall provide the victim, either at the hospital or during the investigating officer’s follow-up interview, with written information informing the victim of his or her right to request this information. This information must also be provided to a victim who signs a consent form to test sexual assault evidence at this department or with the assistance of a rape crisis advocate. A victim may designate another person or agency to receive this information.

G. Investigating Officers Responsibilities: When this agency is notified that a sexual assault / sexual abuse crime has been reported and sexual assault evidence kit has been taken into the custody of this agency or when a law enforcement agency outside of this jurisdiction has notified this agency of a reported sexual assault / sexual abuse through the Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D) it shall be the responsibility of the assigned investigator to make contact with the victim or their designee.

The assigned investigator will provide information to victim on how to consent to testing after leaving the hospital and the process for notifying a victim or the victim’s designee of the impending expiration of the storage period, if such notice is requested by the victim, in accordance with the procedures of this policy and the provision of Public Act 099-0811. All such contact with the victim or their designee will be document in the detailed timeline of the officer’s written reports.

H. Forms for Use by Officers of this Agency When Responding to and Investigating Sexual Assault and Sexual Abuse: Officers can access these forms at:

www.illinoisattorneygeneral.gov

1. Mandatory Notice for Survivors of Sexual Assault (P.A. 99-0801 – Form A) Pursuant to 725 ILCS 203/25(a), at the time of first contact with a victim, a law enforcement officer shall advise the victim of the information on this form, written in a language appropriate for the victim or in Braille, or communicate this information in the appropriate sign language.
Pursuant to 725 ILCS 203/35(c), 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.

3. **Confirmation of Transfer of Sexual Assault Report to Law Enforcement Agency Having Jurisdiction (P.A. 99-0801 – Form D)**
Pursuant to 725 ILCS 203/20(c), a law enforcement agency which receives a report of an incident occurring in another jurisdiction must prepare a written report and send the report to the agency having jurisdiction in person or via fax or email within 24 hours. Pursuant to 725 ILCS 203/20(d), the law enforcement agency that receives a report from another jurisdiction must confirm receipt in person or via fax or email within 24 hours.

4. **Patient Consent: Collect and Test Evidence or Collect and Hold Evidence Form (Presented to the victim for completion by the hospital and provided to the law enforcement agency picking up the evidence.)**
Pursuant to 410 ILCS 70/6.5, the hospital will provide the original consent form to test the evidence to victim for completion. The hospital will provide the consent form to the law enforcement agency which picks up the evidence, for the agency’s case file.

---

I. **Training:** All officers of this agency must receive evidence-based, trauma-informed, victim-centered training on responding to sexual assault and sexual abuse cases by January 1, 2020. All officers of this agency must receive in-service training on sexual assault and sexual abuse response and report writing every 3 years.

All of this agency who conduct sexual assault and sexual abuse investigations must receive specialized evidence-based, trauma-informed, victim-centered training on sexual assault and sexual abuse investigations by January 1, 2019. These same officers must also receive in-service training on sexual assault and sexual abuse investigations every three years.
Village of Lansing Police Department

GENERAL ORDER 42.1

Subject: Criminal Investigations Administration  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Criminal Investigation Section and shall describe its function within the Field Services Division of the Department.

42.1.1 Investigative On-Call Procedures

A. The criminal investigations function is not normally staffed 24-hours a day seven days a week. A criminal investigative supervisor will maintain an on-call schedule roster of investigators to provide 24-hour access to investigative services. This schedule is posted in the Telecommunication Center for easy access by on-duty supervisors. The on-duty supervisor will contact the on-call investigative supervisor to request investigative services.

B. In the event the on-call investigative supervisor does not respond to telephone notification, the alternate criminal investigative supervisor will be notified.

42.1.2 Case Assignments

A. A criminal investigative supervisor, or a designee, will review and determine the need for investigative follow-up through case screening. Screening will be based upon solvability factors, manpower, resources, and the probability of successful case resolution. This directive will not limit supervisor discretion when extraordinary circumstances exist.

B. A criminal investigative supervisor will assign cases to investigators, log case assignments in the Department’s computer system, and review open/active cases at least every fifteen days to determine current and future status.
C. Criminal investigative supervisors are responsible to review and approve all completed casework by investigators. The following criteria may be considered when suspending investigative efforts:

1. Absence of further leads

2. Unavailability of investigative resources

3. Determination that case is not in jurisdiction

4. Case is not serious enough to warrant further investigative efforts.

D. A quarterly case file audit of criminal investigative cases will be conducted by the Field Service Deputy Chief.

42.1.3 Case File Management System

Investigators will maintain a case file system for all investigations undertaken. The file system will identify the types of records to be maintained, who will have access to the various files, and how the files are to be purged.

A. Types of Records:

1. The assigned investigator will complete an investigative follow-up case file for each case. Files will contain copies of original case reports and copies, or originals, of other needed reports or documents. Original case reports are maintained in the Department’s computer system.

2. A typical investigative case file may include copies of some or all of the following types of reports and support documents:

   a. Preliminary field case report

   b. Supplementary reports

   c. Arrest reports

   d. Voluntary statements

   e. Lab results reports

   f. Mug shot and/or line-up photographs

   g. Sworn complaint forms

   h. Other court documents

   i. Any other documents related to the case
3. Case assignment information is logged in the Department’s computer system maintained by both criminal investigative supervisors.

4. Investigators are responsible for maintaining all copies of pertinent reports and documents on their assigned cases.

5. Original documents may be maintained in an investigation file with approval of a criminal investigative supervisor.

B. Accessibility to investigative case files will be limited to law enforcement personnel on a need to know basis. Investigators are responsible for daily maintenance of active case files assigned to them for follow-up investigation.

C. Both criminal investigative supervisors are responsible for the Criminal Investigations Section case file system. Supervisors will review files considered for purging and will submit said files to the Office of the Chief of Police. This review will ensure that original documents are transferred to the Records Section for inclusion in the permanent file. Only the Office of the Chief of Police will purge any files from the Criminal Investigations Section. Files will be destroyed by shredding.

D. A criminal investigative supervisor will maintain a case status control system on all cases under investigation. To provide effective management of investigative follow-up cases, the following case status codes are utilized:

1. **Active**: Indicates the case is assigned and investigative efforts are active.

2. **Suspended**: Indicates that available leads have been exhausted but the case has not been concluded and investigative efforts may be resumed.

3. **Closed**: Indicates that the case has been concluded.

42.1.4 **Investigative Accountability**

A. Ordinarily, patrol officers are initially assigned to investigate calls for police service. Patrol officers, through preliminary investigations, may follow a case through to final resolution. Generally, however, investigators will be assigned to follow up cases beyond the preliminary investigative phase. On-duty investigators will evaluate and provide immediate involvement when a serious incident occurs during their tour of duty, unless otherwise involved in an investigation.
B. The following items should be completed and documented in detail during the preliminary investigation:

1. General Case Report
2. Statements from witnesses
3. Canvassing of neighborhood, when appropriate
4. Arranging for collection of evidence
5. Initial search for offender(s) including attempts to locate known offenders believed to still be in the Village limits.

C. At the discretion of an on-duty supervisor, with the approval of the investigative supervisor, an on-duty/on-call investigator may be assigned to conduct or assist with preliminary investigations. Investigators may be requested to respond to a crime scene or initiate investigations if the situation warrants immediate follow-up.

D. After preliminary investigation and the determination that an investigative follow-up is required, the case is assigned to an investigator by a supervisor. This investigator is accountable for the follow-up investigation.

42.1.5 Habitual/Serious Offenders

A. This Department specifies certain individuals as habitual/serious offenders as defined by 730 ILCS Act 150 and 705 ILCS Act 405.

B. A criminal investigative supervisor is responsible for reviewing case files and identifying all cases in which a habitual/serious offender is a party.

C. A criminal investigative supervisor is responsible for notifying the Assistant State's Attorney's Office of this information.

42.1.6 Criminal Intelligence Records Collection, Processing and Sharing

A. The Lansing Police Department does not collect, process or share any suspicious incident or criminal intelligence information unless it is specifically related to a criminal investigation. Any suspicious activity that presents a potential threat to the community or homeland security will be investigated. (See General Order 43.1.1 & 46.3.2) Employees are strictly prohibited from collecting any criminal intelligence “street files” unless a criminal investigation is involved. This prohibition is mandated to ensure compliance with legal and privacy requirements of the process.
B. The function of gathering criminal intelligence information for criminal investigations is specifically the responsibility of the Criminal Investigative Section. Criminal intelligence information that is collected during an investigation is to be written into the investigator’s progress reports that are retained in the investigative file. No separate intelligence files are to be maintained outside of the investigative files.

C. Personnel are trained to collect any such information within written reports during their field training process.

D. Criminal investigative supervisors will safeguard, secure and store the investigative files and ensure that legal requirements and policy relating to such files are not compromised. Information contained within these files is restricted to law enforcement agencies only. The dissemination of information will be documented within the investigative case file from which the shared information was obtained. Corrections will be made for any information that is found to be incorrect. Files, including out of date files, may be purged, as directed in General Order 42.1.3.

E. In order to increase the effectiveness of the Department's law enforcement and crime deterrence efforts, investigative intelligence information may be provided to personnel by periodic intelligence bulletins at the discretion of an investigative supervisor, or a designee. Copies of any such bulletins are to be retained in the Investigative Case File.
Village of Lansing Police Department

GENERAL ORDER 42.2

Subject: Criminal Investigations Operations  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish procedures used to provide efficient and effective investigations for reported crimes that occur within the Village of Lansing.

42.2.1 Conducting Preliminary Investigations

The following steps, at a minimum, shall be used in conducting preliminary investigations:

A. Observe all conditions surrounding the incident.

B. Locate or identify all witnesses.

C. Interview the complainant/victim and available witnesses.

D. Report incidents accurately on appropriate reporting documents.

E. Maintain and protect the crime scene and arrange for evidence collection.
42.2.2 Conducting Follow-up Investigations

The following steps, at a minimum, shall be used in conducting follow-up investigations:

A. Review and analyze reports filed during the preliminary investigation.
B. Conduct additional interviews and interrogations, where appropriate.
C. Seek additional information from available sources.
D. Arrange and disseminate this information to appropriate sources.
E. Plan, organize and conduct searches and collect appropriate evidence.
F. Identify and apprehend all suspects and check their criminal history.
G. Determine suspect's involvement in other criminal activity.
H. Prepare cases for court presentation and prosecution

42.2.3 Investigative Checklists

Field case reports routinely serve as checklists for criminal investigations. These reports reflect case evaluation by solvability factors dictating the manner, extent, and priority of further investigation. In specialized major investigations, the Major Case File Checklist may be utilized.

42.2.5 Investigative Task Forces

A. Lansing Police Department personnel may be assigned to participate in formal, long term, multi-jurisdictional investigative task forces. A criminal investigative supervisor is responsible for coordinating and planning all Task Force activities directed by this Department or when members of this Department are requested to participate in outside agency Task Force operations.

B. Task Force activities may be related to homicide investigations, gang or drug activities, or any other area of concern approved by the Chief of Police. Task force activities are planned prior to implementation and guidelines for Task Force operations will include, but not be limited to:

1. Identifying objectives as they relate to the purpose of investigation.
2. Defining the authority and responsibility and a written agreement.
3. Department members operating under the direction of any task force will keep a criminal investigative supervisor informed of their activities and abide by all Department rules and regulations.

4. Criminal investigative supervisors are kept informed of task force activities to evaluate the results and the need for their continued operational necessity.

42.2.6 Deception Detection Examinations

A. The use of deception detection devices can be an effective investigative tool when used in conjunction with a thorough follow-up investigative effort. These devices are utilized in instances where their use will enhance the possibility of identifying or eliminating suspected offender(s).

B. When an investigator determines the investigation has reached a stage where a deception detection device would prove beneficial and the suspect consents to such an examination, the investigator will notify a criminal investigative supervisor. A criminal investigative supervisor must approve requests for use of deception detection devices, where a cost is incurred.

C. The investigator of record is responsible for the following procedures:

1. Provide documented details of the examinee's interrogation, especially any statements or denials of involvement.

2. Supply the deception detection device examiner with copies of all related police reports and pertinent background information. These documents are supplied in advance of the actual examination.

3. Bring any physical evidence required by the deception detection device examiner to the examination location.

4. Arrange for transportation of the examinee to the examination location.

D. Suggested information to be given or withheld from the person:

1. Examinee should not be advised of the method of the examination and should be told they will feel no discomfort, will not receive any injections, and that the procedure will be explained by the operator.

2. Investigator will avoid disclosing to the person any details or facts established during the investigation.

3. Facts concerning the crime (which perpetrators only would know) should never be told to the examinee. These facts could be of vital importance to the deception detection device operator in test and question formulation.
E. Factors, which may prohibit the use of a deception detection device are:

1. Examinations will not be conducted on persons the operator feels may be physically or mentally unfit.

2. An examination will only be given to a person who has voluntarily agreed to submit to the examination in writing except when ordered by the Court.

3. Juveniles under 12 years of age are difficult to examine and, in many instances, a conclusive opinion cannot be obtained by polygraph.

F. Examinations are conducted without the investigator present. The investigator must be accessible during the examination.

G. Deception detection device services used are to be certified in the state in which the examination is conducted. Only examiners holding a current state registration and/or license are to be utilized.

H. An investigator or agency representative is required to be present if an examinee is a female, juvenile, or the gender of the deception detection device operator may compromise the examination.

42.2.7 Use of Informants

A. The procedures set forth in this section are to be used strictly and uniformly by all personnel in the management and control of all confidential informants, unless the Field Services Deputy Chief deems an exception to these procedures are necessary.

B. Both criminal investigative section supervisors are responsible and accountable for all formal confidential informant activity as identified in Chapter 42.

C. Informants generally may be recruited from the following sources:

1. Department arrestees

2. Volunteers

3. Informants of other law enforcement agencies

D. Upon the recruiting of an informant, a criminal investigative supervisor will ensure that the investigator starts a confidential file on the informant to include:

1. Results of a discrete background investigation

2. Criminal history check
3. Verification of address, telephone, and employment

4. Personal History Form, including biographical information

5. Signed Waiver Form

6. Copy of fingerprints

7. Photograph of informant

E. A criminal investigative supervisor will, with the acceptance of the informant, assign this informant a Confidential Informant Number (CI#) and Code Name. All informant files are under the direct control of a criminal investigative supervisor and no person is allowed access to the “Master Confidential Informant Files” without the supervisor’s expressed permission. Informant files will not leave the file area except for review by the Chief of Police, or designee. A Review Log will be maintained in each informant file detailing time, date, reason, and person inspecting the file.

F. All informant contacts are subject to the following control measures:

1. Understanding of the amount and method of payment and the restrictions placed on the expenditures

2. Understanding of the procedures to be followed in establishing contacts and meetings and the procedure to follow for arrest

3. Understanding of the informant's testimony requirements and obligations

4. Understanding the Department's limitations in protecting the identity of the informant and the future obligations

G. Informant Contact/Meeting Criteria:

1. During all meetings/debriefings of a CI, at least two officers shall be present unless some exigent circumstance exists in which case the officer shall notify their supervisor of the meeting as soon as practical.

2. Two officers must be present at any meeting where the CI is of the opposite sex of the controlling officer or in the case where the CI is a juvenile.

3. Juveniles are not to be used as informants unless approved by a criminal investigative supervisor and all appropriate waivers are signed by the juveniles' parent(s) or legal guardian(s).
4. All contacts with informants will be documented in writing whenever any criminal intelligence information is received. Documentation will include date, time, location, reason for meeting, information exchanged, and amount of payment, if any.

5. Informants will not be paid more than $300.00 per case, unless additional funds are approved by the Field Services Deputy Chief. Payments to CI shall never be made unless two officers are present to witness the payment.

6. When meeting an informant, at a location other than the Lansing Police Department, officers should always select the location and time. Location and times should vary to avoid a pattern.

7. Officers should always prepare a plausible cover story in case they are observed in the company of an informant.

8. The informant should always be debriefed prior to terminating contact. Any information related to criminal violations is documented and investigated or forwarded to the appropriate agency for investigation.

9. Officers shall not make prosecution recommendations on behalf of any informant without the express consent of the Chief of Police or his designee.

10. Officers shall maintain an ethical relationship with a confidential informant at all times. Officers shall not:

   a. Engage in any personal or business financial deals with a CI;

   b. Become romantically involved with a CI;

   c. Give or receive gifts, gratuities, or loans from or to a CI;

   d. Interact on a social website when not duty related;

   e. Engage in off-duty or social interactions with a CI.

42.2.10 **Utilization of Agency Interview Rooms**

A. The Lansing Police Department has two interview/interrogation rooms located in the secured criminal investigations section. Officers are permitted to carry authorized less lethal weapons into these rooms. Officers are required to properly secure their firearms, prior to being in either interview room, while any criminal suspect is in the room. Firearms are permitted in these rooms while interviewing victims of crimes, applicants or other non-suspect persons.
B. The wall outside of the interview rooms is equipped with a duress alarm. This alarm is to be used to notify the Telecommunication Center of an emergency within the Criminal Investigative Office or interview rooms and to summon assistance, if needed. While a detainee is unattended within any criminal investigative interview room, either a sworn officer will remain within the criminal investigative main office area to prevent detainee escape or the interview room door will be locked per General Order 71.3.3.

C. While a detainee is being held in an interview room, no more than two officers may be in the room at any time during the interview, unless an emergency exists. While a detainee is being held or questioned, access to these rooms shall be limited to those persons authorized by the lead investigator involved.

D. When a detainee, not under direct supervision, is held in either criminal investigative interview room, the detainee will not be left for a time greater than two hours without being visually observed at least every thirty minutes.

E. When detainees are placed into a criminal investigative interview room, they will be granted access to water, restrooms and other reasonable needs upon their verbal request. Officers will escort detainees requesting these needs to a restroom within the facility and standby at the doorway to maintain detainee control.

42.2.11 Photographic and Physical Lineups

The purpose of a photographic or physical lineup is to determine the eyewitness’ ability to identify a suspect as the perpetrator of a crime. The following procedures will result in the composition of a photo and physical lineup in which a suspect does not unduly stand out. An identification obtained through a lineup composed in this manner should minimize any risk of misidentification and have stronger evidentiary value than one obtained without these procedures.

A. Photographic Lineups. In composing a photographic lineup, the officer administering the lineup will adhere to the following procedures:

1. Photographic lineups shall be conducted by an independent administrator when at all possible. An independent administrator is defined as a person who is not participating in the investigation and is unaware of which person in the lineup is the suspected perpetrator. When it is not practical to utilize an independent administrator, a non-independent administrator may conduct the photographic lineup; however, it shall be documented in a supplemental report as to why a non-independent administrator was used at the time.

2. A photo spread consisting of one (1) suspect and at least five (5) fillers (non-suspects) will be presented to each witness.
3. Photos of the fillers (non-suspect) should resemble the suspect in significant features. However, complete uniformity of features is not required.

4. The suspect’s photo should resemble the suspect’s description or appearance at the time of the incident if multiple photos of the suspect are reasonably available to the officer.

5. Photographic lineups shall be conducted, when practical, in a simultaneous lineup method, meaning that the photographs are presented to the witness simultaneously. Preferably, the photo spread should be in color print; however black and white photo spreads are acceptable.

6. If the photographic lineup is being conducted by a non-independent administrator, it will be conducted utilizing the random folder alternative method. The random folder alternative method consists of randomly numbered photos placed into a folder and shuffled, then presented to the eyewitness in a manner that the administrator cannot see which photo is being viewed. Computer generated alternative methods may also be used, given that it does not allow the administrator to view the photos being displayed.

7. The Lansing Police Department shall video and audio record all photographic lineups. Preference is made to conducting photographic lineups in the recorded interview rooms located within the Criminal Investigations Division. If it is not possible or practical to conduct the photographic lineups at the Lansing Police Department, they may be conducted at alternative locations, and must be recorded regardless of location.

8. If the eyewitness refuses to be video and audio recorded, a Lansing Police Department Request Not to Record Lineup Form must be completed. While completing the form, the witness / victim shall be advised the there is a preference under the law that the procedure is to be recorded.

9. Prior to viewing a photo lineup all witnesses will review and sign the Lansing Police Department Lineup Advisement Form which gives specific instructions to the witness.

10. Witnesses shall view the photo lineup individually to prevent any degree of improper suggestiveness by other witnesses.

11. Officers will not express their opinion on the level of confidence expressed by the witness, nor shall officers attempt to influence a witness’ decision in positively identifying a suspect.
12. Upon completion of the photographic lineup, the administrator shall complete a report documenting the following: whether or not an identification is made; the results of the lineup (including all statements made by the eyewitness during the lineup); the name(s) of all persons who viewed the lineup; the names of law enforcement officers present during the lineup; the date, time, and location of the lineup, how many photographs were presented, the source of the photographs, and any reasons for non-compliance with 725 ILCS 5/107A-0.1. This report shall be signed by both the administrator and the eyewitness.

13. All photo spreads will be kept in the original investigative file including the results of the lineup procedure and identification of the fillers (non-suspects).

B. **Physical Lineups.** In composing a physical lineup, the officer administering the lineup will adhere to the following procedures:

1. Physical lineups shall be conducted by an independent administrator when at all possible. An independent administrator is defined as a person who is not participating in the investigation and is unaware of which person in the lineup is the suspected perpetrator. When it is not practical to utilize an independent administrator, a non-independent administrator may conduct the physical lineup; however, it shall be documented in a supplemental report as to why a non-independent administrator was used at the time.

2. Include only one suspect in each identification procedure.

3. When practical, five (5) fillers (non-suspects) are preferable when conducting a physical lineup, but at no time shall a physical lineup be conducted with less than three (3) fillers. The fillers should have a physical appearance that generally fits the witness' description of the perpetrator. When there is a limited or inadequate description of the perpetrator provided by the witness, or when the description of the perpetrator differs significantly from the appearance of the suspect, fillers (non-suspects) should resemble the suspect in significant features.

4. Physical lineups shall be conducted, when practical, in a simultaneous lineup method, meaning that all persons are presented to the witness simultaneously.

5. Suspect and fillers (non-suspects) will each be assigned a number for identification purposes.
6. The suspect and fillers shall be placed in different positions in each lineup when conducting more than one lineup for a case due to multiple witnesses. Fillers (non-suspects) shall not be reused in multiple lineups shown to the same witness when showing a new suspect in the same case.

7. Prior to viewing a physical lineup all witnesses will review and sign the Lansing Police Department Lineup Advisement Form which gives specific instructions to the witness.

8. The Lansing Police Department shall video and audio record all physical lineups. Preference is made to conducting physical lineups in the recorded interview rooms located within the Criminal Investigations Division. If it is not possible or practical to conduct the physical lineups at the Lansing Police Department, they may be conducted at alternative locations, and must be recorded regardless of location. Video and audio recordings shall be made of both the eyewitness viewing the lineup and the suspect and fillers participating in the lineup. Physical lineups shall continue to be photographed in addition to being video recorded, with pictures taken of each individual participant and a group photograph.

9. If the witness / victim refuses to be video and audio recorded, a Lansing Police Department Request Not to Record Lineup Form must be completed. While completing the form, the eyewitness shall be advised the there is a preference under the law that the procedure is to be recorded.

10. Witnesses will view physical lineups separately to avoid any degree of improper suggestiveness by other witnesses.

11. Officers will not express their opinion on the level of confidence expressed by the witness, nor shall officers in any manner attempt to influence a witness’ decision in positively identifying a suspect.

12. Upon completion of the physical lineup, the administrator shall complete a report documenting the following: whether or not an identification is made; the results of the lineup (including all statements made by the eyewitness during the lineup); the name(s) of all persons who viewed the lineup; the names of law enforcement officers present during the lineup; the date, time, and location of the lineup, how many fillers were presented, the source of the persons used, and any reasons for non-compliance with 725 ILCS 5/107A-0.1. This report shall be signed by both the administrator and the eyewitness. This report will be part of the original investigative file.
42.2.12 **Showups**

A showup is a field identification procedure performed when circumstances require the prompt display of a suspect to a witness. The inherent suggestiveness of the encounter can be minimized through the use of procedural safeguards.

A. When conducting a show up, the officer administering the showup will adhere to the following procedures:

1. Determine the description of the perpetrator prior to the showup.

2. Transport the witness to the location of the detained suspect to limit the legal impact of the suspect’s detention and scene contamination.

3. When multiple witnesses are involved, separate witnesses and instruct them to avoid discussing details of the incident with other witnesses.

4. Caution the witness that the person he/she is looking at may or may not be the perpetrator.

5. Officers will not express their opinion on the level of confidence expressed by the witness, nor shall officers attempt to influence a witness’ decision in positively identifying a suspect.

6. All results of a showup will be documented on a case or investigative report.
Village of Lansing Police Department

GENERAL ORDER 43.1

Subject: Vice, Drugs, and Organized Crime

Issued: 060994

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the vice, drugs and organized crime functions of the Lansing Police Department. The Department will use all available, legitimate means to investigate and apprehend individuals or groups engaged in vice, drug and/or organized criminal activities.

43.1.1 Receiving and Processing Complaints

A. When any Department employee becomes aware of any formal complaint or general information relating to vice, drugs or organized crime, that employee will advise any sworn officer of the information. That sworn officer will advise a sworn supervisor and conduct a preliminary investigation, if appropriate. If adequate information is available, that officer will file a case report, as required in General Order 82.1. If not enough information is available to file a general case report the officer will submit a memorandum to a criminal investigative supervisor for determination of appropriate follow-up investigation.

B. Records of complaints received will normally be maintained within the Central Records Section of the Lansing Police Department. Memoranda will be maintained within criminal investigative files if a follow-up investigation is initiated.

C. Whenever written information is received from or conveyed to an outside agency on any active investigation relating to vice, drugs or organized crime, this record will be maintained within the criminal investigative case file.

D. A criminal investigative supervisor, using available documentation and solvability factors, will determine the need and extent of follow-up investigations involving vice, drugs and organized crime.
E. A criminal investigative supervisor will advise the Chief of Police through the appropriate chain of command, of any significant investigative activities concerning vice, drug and organized crime offenses and will suggest action to be taken to address any problem areas located. When deemed appropriate by the Chief, the Department will conduct major undercover operations in an attempt to gather evidence leading to the arrest and prosecution of people involved in vice, drug or organized criminal activities.

43.1.2 Investigative File Security

A. The Criminal Investigative Lieutenant is responsible for the integrity of all criminal investigation case files. File access will be limited to:

1. Chief of Police
2. Field Services Deputy Chief
3. Support Services Deputy Chief
4. Criminal Investigative Supervisors
5. Investigators/Officers actively involved in investigations

43.1.3 Confidential Funds

A. The Department's budget allocates special funds to the Criminal Investigations Section for expenses incurred pursuant to:

1. Informant operations
2. Drug buys
3. Liquor law violation investigations
4. Vice investigations
5. Organized Crime investigations
6. The use of "flash" money
7. The use of "props"
8. Line-up payments
9. Other investigations for which formal purchase and expense procedures cannot be followed.
B. Disbursement of special funds is subject to fiscal controls including proper receipt, if possible, and documented records. The Criminal Investigative Lieutenant is responsible and accountable for the disbursement of all special funds maintained within the criminal investigation offices and will ensure that the following conditions are met:

1. Funds are expended to accomplish a legitimate police purpose.

2. A receipt and record of each expense is obtained and filed.

C. The Chief of Police, or a designee, retains the right and authority to make unannounced audits of the Investigative Funds to ensure:

1. Adherence to procedures set forth in this directive

2. Proper fiscal control measures are being followed

43.1.4 Use of Surveillance and Undercover Equipment

A. The Lansing Police Department has a limited amount of surveillance, undercover and raid related equipment. This equipment is stored within secured lockers inside of the Criminal Investigations Section.

B. Criminal investigative supervisors, or a designee, may authorize the use of this equipment by employees to conduct police activities. Employees returning this equipment will log all returned items in the logbook. This equipment will then again be secured within designated equipment lockers.

C. Any surveillance tracking unit owned or utilized by the Lansing Police Department shall be operated in accordance with all currently applicable policies, ordinances, state and federal laws. Employees must obtain approval by a criminal investigative supervisor prior to utilizing a tracking device. Such device will be solely used for criminal or internal investigations as deemed necessary by the Chief of Police or his designee. Surveillance tracking units will be kept secured by the criminal investigative supervisors.

D. If this Department does not possess equipment required to address a needed authorized police activity, a criminal investigative supervisor, or a designee, may authorize the use of equipment obtained from the Illinois State Police or other police agency. If equipment from another agency is utilized, all such equipment will be used in accordance to that agency’s guidelines and current law.
43.1.5 Special Operations

A. Both criminal investigative supervisors are responsible to ensure that the following issues are addressed during Special Operations to include surveillance conducted by criminal investigator/tactical officers, undercover operations, decoy operations, and raid operations. Procedures for these include, but are not limited to:

1. Identification and analysis of crime, victim and suspects
2. Determining the legal ramifications of this action
3. Seeking advice from the State's Attorney's Office, when appropriate
4. Familiarizing involved officers with the objectives and details of operation
5. Determining operational procedures for arrests, “tails”, room entries etc.
6. Supplying officers with needed expense funds
7. Establishing means for routine and emergency communication
8. Securing necessary operational equipment
9. Ensuring adequate back-up personnel are available for officer security
10. Supplying false identities/credentials for surveillance officers, if applicable
11. Maintaining overall confidentiality and operational cover
12. Obtaining authorization for the action and use of force required
13. Designating a single person as coordinator
14. Ensure that close supervision is provided
15. Making contact with suspects
16. Searching or seizing evidence and/or contraband
17. Requesting medical assistance, if needed
18. Coordinating assistance from others inside or outside of the agency
B. Surveillance Operations: A criminal investigative supervisor, or a designee, will be responsible for coordinating and planning organized crime and vice control surveillance. Surveillance operations will be planned utilizing a “Special Operations Plan” prior to implementation. Plans are required for each location that entails more than one surveillance incident. Plans that are more than 90 days old will be reexamined and resubmitted to a criminal investigative supervisor for determination of surveillance continuation. These plans will include, but are not limited to:

1. List of operational objectives
2. Address of location and location descriptors
3. Anticipated dates/time of surveillance, but not to be greater than 90 days
4. Subject identifiers and vehicle information
5. Subject background information
6. Personnel involved and individual assignments
7. General and specific instructions
8. Methods of communication
9. Special equipment needs
10. Medical emergency information
11. General arrest procedures
C. Undercover Operations: A criminal investigative supervisor will, through the appropriate chain of command, obtain approval from the Chief of Police, or a designee, of any undercover operation involving direct employee involvement, prior to implementation. A criminal investigative supervisor, or a designee, will be responsible for coordinating and planning undercover operations. Undercover operations will be planned utilizing a “Special Operations Plan” prior to implementation. These plans will include, but not be limited to:

1. List of operational objectives
2. Address of location and location descriptors
3. Anticipated date and time of the operation
4. Subject identifiers and vehicle information
5. Subject background information
6. Personnel involved and individual assignments
7. General and specific instructions
8. Methods of communication
9. Special equipment needed
10. Medical emergency information
11. General arrest procedures
D. Decoy Operations: A criminal investigative supervisor will, through the appropriate chain of command, obtain approval from the Chief of Police, or a designee, of any decoy operation, prior to implementation. The supervisor, or a designee, will be responsible for coordinating and planning decoy operations. Decoy operations will be planned utilizing a "Special Operations Plan" prior to implementation. These plans will include, but not be limited to:

1. List of operational objectives
2. Address of decoy location
3. Anticipated date and time of decoy operation
4. Personnel involved and individual assignments
5. General and specific instructions
6. Methods of communication
7. Special equipment needs
8. Medical emergency information
9. General arrest procedures
E. Raid Operations: A criminal investigative supervisor or ERT supervisor will, through the appropriate chain of command, obtain approval from the Chief of Police, or a designee, of any raid, prior to implementation. The supervisor, or designee, will be responsible for coordinating and planning raids.

1. Raids will be planned utilizing a “Special Operations Plan” prior to implementation. These plans will include, but not be limited to:
   a. List of operational objectives
   b. Address of location and location descriptors
   c. Anticipated date and time of the raid
   d. Subject identifiers and vehicle information
   e. Subject background information
   f. Personnel involved and individual assignments
   g. General and specific instructions
   h. Methods of communication
   i. Special equipment needs
   j. Medical emergency information
   k. General arrest procedures

2. In determining what resources will be needed or considering whether the ERT or SSERT team will be used to execute the raid a “Warrant Service Matrix” form (located in the LPD Folder) will be utilized. This matrix considers such factors as:
   a. Number of persons on property: Adults, male, female, elderly or children
   b. Is the location fortified
   c. Are there dogs present
   d. Are there weapons present
   e. Criminal history of suspects on premises
   f. Are there surveillance cameras present which could warn of the officer’s approach
F. Searches for any evidence, which is a target of a raid, will be thorough and systematic. Evidence and contraband will only be seized in accordance with the law and with General Order 83.

G. When conducting raids, officers are required to wear body armor as directed in General Order 41.3.6

H. Only reasonable and necessary force will be utilized to secure arrest(s) and to ensure officer safety. Medical assistance will be called to the scene, if needed, once police have secured the scene.

I. Surveillance, undercover and/or decoy operations may be utilized singularly or simultaneously during the investigation of organized crime, drug, vice or other criminal offenses.

J. A criminal investigative supervisor, or ERT supervisor, will verbally notify the on-duty shift commander of the nature of special operations prior to implementation.

K. Officers engaging in any special operation activities are not permitted to use illegal drugs in an illegal manner. Undercover officers may consume alcohol when necessary to maintain their “cover”; however, officers will exercise good judgment and discretion in the consumption of alcohol. Officers will be held accountable for their actions and at no time in an undercover operation will they permit their judgment or physical dexterity to become impaired by the consumption of alcohol.

L. When appropriate, officers may disguise themselves to resemble victims and/or alternate identities, as needed. Only officers involved in the operation, the criminal investigative supervisors, Division Deputy Chiefs and Chief of Police, or a designee, will have the officer’s identities.

M. Interagency/Task Force Operations:

1. A criminal investigative supervisor will supervise Lansing Criminal Investigators involved in task force operations, unless that supervision authority has been relinquished to the task force supervisor with prior approved by the Chief of Police, or a designee.

2. Investigators involved in task force operations have required law enforcement authority by mutual aid agreement, when operating outside the Village.

3. Investigators involved in task force operations are required to comply with all task force and Department directives.
Village of Lansing Police Department

GENERAL ORDER 44.1

Subject: Juvenile Administration

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Lansing Police Department’s Juvenile Operations Function as performed by the Criminal Investigations Section. Furthermore, it provides for cooperation and coordination within the juvenile justice system and a review and evaluation of enforcement programs.

44.1.1 Juvenile Operations Functions

A. The Department's Juvenile Investigative Unit is a component of the Criminal Investigations Section. This unit is responsible for the investigation of cases involving juvenile offenders and is committed to the development and perpetuation of programs designed to control juvenile delinquency.

B. All personnel will support and participate in the Department's commitment to juvenile operations and adhere to all policies and procedures relating to juvenile operations.

C. All personnel will be alert to any situation that could be a potential problem or danger for juveniles and take appropriate action.
44.1.2 Juvenile Operations Review

A. The Department seeks and encourages input and/or review from social service organizations and members of the Juvenile Justice System when formulating or revising juvenile policies. Some of these organizations are:

1. Aunt Martha's Youth Services
2. Bloom Township Youth Services
3. Cook County State's Attorney's Office, Juvenile Division
4. Illinois Department of Children and Family Services
5. Juvenile Court and Probation Department
6. Lan Oak Park District
7. Thornton Township Youth Committee
8. Thornton Township School District 215
9. Success Center

B. Input from social service agencies will be directed to either criminal investigative supervisor for review.

44.1.3 Juvenile Operations Evaluation

A. The Support Services Supervisor will annually, during the first quarter of each calendar year, evaluate the DANGER Program. These evaluations of both quantitative and qualitative elements will be completed for the purpose of determining program effectiveness, efficiency, and retention advantages. The Supervisor will document the evaluation and forward results to the Support Services Deputy Chief.
Village of Lansing Police Department

GENERAL ORDER 44.2

Subject: Juvenile Operations

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines, for all Department personnel, to be used in handling cases involving juveniles.

44.2.1 Selection of Reasonable Alternatives

A. Officers investigating juvenile delinquent offenders will use the least coercive among reasonable alternatives while preserving public safety, order and individual liberty. These alternatives may include the following:

1. Outright release with no further action

2. Issuing of written citation or summons

3. Station adjustment and social service referral

4. Station adjustment with restitution

5. Referral to Local or Juvenile Court

6. Referral to Innovative Counseling Concepts (ICC)

B. Factors that may be considered when making a decision to divert a juvenile offender away from the Juvenile Justice System are:

1. Nature of the alleged offense

2. Age and circumstances of the alleged offender, including prior record

3. Availability of community rehabilitation

4. Input of victims and/or complainants

5. Juvenile's cooperation with efforts directed toward their rehabilitation
C. Department referral of alleged juvenile offenders for formal legal Juvenile Court proceedings should be restricted to those cases involving serious criminal conduct or repeated criminal violations. In general, delinquent acts requiring referral to the juvenile justice system may include, but not be limited to:

1. Delinquent acts that if committed by an adult would be felonies
2. Delinquent acts involving the use of weapons or physical violence
3. Gang related delinquent acts
4. Delinquent acts committed when offender is on probation or supervision
5. Repeated delinquent acts in a 12-month period
6. Refusal to participate in selected diversion programs
7. Cases where it is determined that parental supervision is not effective

D. When the circumstances are appropriate, juvenile officers have the discretion to petition a juvenile offender to court without a custodial arrest.

44.2.2 Taking Juveniles Into Custody

A. ARREST AND PROCESSING OF A MINOR

1. Officers, with probable cause, may, without a warrant, arrest a delinquent minor, or take into custody a minor who has been adjudged a ward of the court and has escaped commitment, or when the officer reasonably believes the minor has violated court ordered probation or supervision.

2. Upon taking a minor into custody for a delinquent act, an officer will bring the minor to the police facility without delay and inform the minor of the reason for such custody. Officers will not voluntarily subject the minor to such custody for more than six hours from the time of the initial contact.

3. Officers taking delinquent minors into custody will make a reasonable attempt to timely notify a parent or other person responsible for the minor’s care, that the minor is being held. All attempts at contacting a parent or other responsible adult will be documented.

4. An on-duty juvenile officer will be notified whenever a minor is taken into custody. When a juvenile officer is not on-duty and a minor has been taken into custody for a felony, a juvenile officer will be promptly notified.
5. Officers taking delinquent minors into custody will complete all necessary booking procedures. All minors, ten years of age and older, arrested for felonies or misdemeanors will be fingerprinted.

6. Officers deciding not to take delinquent minors into custody will release minors at the scene or return them home and attempt to contact a parent or guardian to inform them of the incident and complete a juvenile report.

7. Under no circumstances will any officer violate the State or federal constitutional rights of any juvenile delinquent offender.

8. In instances where a juvenile officer determines that it is in the best interest of a minor accused of a delinquent act to be petitioned to Juvenile Court, the juvenile officer will inform the minor and their parent or guardian of the court referral and then utilize the following guidelines:

   TO COURT: (to be delivered prior to screening)
   a. Case Report - copies of all reports, follow ups and interviews
   b. Other Forms - evidence sheets, photos, waiver of rights, etc...
   c. Juvenile Court Information Sheet

   TO LANSING FILE:
   a. Case Report - copies of all reports, follow ups and interviews
   b. Juvenile Court Information Sheet
   c. Fingerprint sheet
   d. History worksheet with photo number attached

B. TAKING A MINOR INTO LIMITED CUSTODY

1. Officers may, without a warrant, take into limited custody a minor whom the officer reasonably determines to be a minor requiring authoritative intervention for committing a status offense. The only use of force authorized to place minors into custody for committing any status offense is soft hand control.

2. Officers taking minors into limited custody will bring the minor to the police facility without delay and inform the minor of the reason for such limited custody. Officers will not voluntarily subject the minor to such custody for more than six hours from the time of initial contact.
3. Officers taking minors into limited custody will immediately make a reasonable attempt to notify a parent or other person responsible for the minor's care, that the minor is being held. All attempts at contacting a parent or other responsible adult will be documented.

4. If a minor consents, officers will release the minor to a parent or guardian and complete a release form. If an officer cannot contact a parent or guardian, or the minor does not consent, a juvenile officer will be notified.

5. Officers taking minors into limited custody will document relevant actions taken in a juvenile report.

6. No minor taken into limited custody will be placed into any holding cell or handcuffed to any stationary object.

7. Under no circumstances will any officer violate the State or federal constitutional rights of any juvenile status offender.

C. TAKING A MINOR INTO PROTECTIVE CUSTODY

1. Officers may, without a warrant, take into protective custody; a minor whom the officer reasonably believes is neglected, abused or dependent.

2. Officers taking minors into protective custody will immediately make a reasonable attempt to notify a parent or other person responsible for the minor's care, that the minor is being held. All attempts at contacting a parent or other responsible adult will be documented.

3. Officers taking minors into protective custody will notify the Illinois Department of Children and Family Services (DCFS) of the incident by telephone. (1-800-25ABUSE)

44.2.3 Interrogation of Juveniles

In addition to State and County mandated guidelines, employees will also follow Department guidelines designed to assist officers conducting custodial interrogations of a juvenile accused of a delinquent or criminal act:

A. Make all reasonable attempts to notify the parent(s) or legal guardian.

B. A juvenile officer must be present during an interrogation and/or statement taken of all delinquent juvenile offenders.
C. Advise the juvenile of their constitutional Miranda Rights using the Modified Juvenile Advise of Rights form. The form must be read verbatim and in its entirety to ALL juveniles in custody and being questioned.

1. **This must be read straight through, without stopping and in its entirety:**

   a. You have the right to remain silent.

   b. That means you do not have to say anything.

   c. Anything you do say can be used against you in court.

   d. You have the right to get help from a lawyer.

   e. If you cannot pay for a lawyer, the court will get you one for free.

   f. You can ask for a lawyer at any time.

   g. You have the right to stop this interview at any time.

   h. Then, Juvenile MUST be asked 2 questions AND wait for Juvenile’s response to each question:

      1) “Do you want to have a lawyer?”

      2) “Do you want to talk to me?”

   i. After 2 questions, when applicable, give Auto-Transfer or Discretionary Transfer warnings:

      ▪ If charged you will/may be charged as an adult

      ▪ If found guilty you will/may be sentenced as an adult

      After warnings, confirm that Juvenile still wants to talk.

D. Limit interrogations to a reasonable time period to avoid undue stress.

E. Provide reasonable breaks to offenders during questioning.

F. Limit number of officers involved in questioning to three at any one time.
G. Confer with the juvenile and parents or guardians to explain forthcoming Department and Juvenile Justice System procedures.

H. MANDATORY ERI (Video Recording) for ALL custodial Juveniles when being questioned regarding:

1. ANY Felony charges, or
2. Misdemeanor sex offenses

I. ALL Juveniles under the age of 15 at the time of the offense MUST be represented by an attorney for ALL custodial interrogations when being questioned regarding any of the following offenses:

1. First Degree Murder – 720 ILCS 9-1
2. Intentional Homicide of an Unborn Child – 720 ILCS 9-1.2
4. Voluntary Manslaughter of an Unborn Child – 720 ILCS 9-2.1
5. Involuntary Manslaughter and Reckless Homicide – 720 ILCS 9-3
6. Involuntary Manslaughter and Reckless Homicide of an Unborn Child 720 ILCS 9-3.2
7. Drug Induced Homicide – 720 ILCS 9-3.3
8. Criminal Sexual Assault – 720 ILCS 11-1.20
9. Aggravated Criminal Sexual Assault – 720 ILCS 11-1.30
10. Predatory Criminal Sexual Assault – 720 ILCS 11-1.40
11. Criminal Sexual Abuse – 720 ILCS 11-1.50
12. Aggravated Criminal Sexual Abuse – 720 ILCS 11-1.60

44.2.4 School Liaison Program

The Department has a School Liaison Program, which includes provisions for the following responsibilities of the School Liaison/Juvenile Officer:

A. Act as a resource with respect to delinquency prevention

B. Provide guidance on ethical issues in a classroom setting upon request
C. Provide a counseling service to students on an individual basis

D. Explain to students the law enforcement role in today's society

E. General school security and law enforcement related functions, as required

44.2.5 Participation in Community Based Youth Programs

The Lansing Police Department supports the philosophy of positive interaction between area youth and Department employees. The Department maintains a Law Enforcement Explorer Program cosponsored by the Exploring/Learning for Life division of the Boy Scouts of America. In addition, officers may volunteer to be involved as coaches in recreational youth softball, baseball, soccer or volleyball as part of community organized park district or Lansing Old Timers youth sports programs.

44.2.6 Juvenile Reporting

Whenever an officer receives a report involving a juvenile offender, the officer will document the incident on a Juvenile Case Report. In addition, the reporting officer will complete any other approved additional reports, as required.
Village of Lansing Police Department

GENERAL ORDER 45.1

Subject: Crime Prevention

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Lansing Police Department's Crime Prevention Programs as provided by the Department's Support Services Section. Crime Prevention Programs shall develop and utilize procedures designed to reduce the opportunities for the commission of crimes.

45.1.2 Crime Prevention Programs

A. The Support Services Section will maintain an active role with interested community groups and civic organizations and is responsible for the maintenance of numerous prevention programs. These programs are available to all citizens within the Village of Lansing. (See Crime Prevention Manual)

B. In addition to current programs, Support Service Officer(s) will initiate new programs, when necessary. New programs will be based on the analysis of crime data and citizen concerns in those geographic areas of the village, which warrant special targeting.

C. Lansing Police Department Crime Prevention Programs may include, but are not limited to:

1. Security surveys
2. Neighborhood watch groups
3. Operation Identification
4. Operation Helping Hand
5. Community youth fingerprinting
6. Community Awareness Programs/ Citizens & Senior Police Academies
7. Bicycle safety programs
8. Dissemination of informative literature
9. Preparation of reports regarding the programs
10. Media and press relations
11. Danger Program
12. Kids Care
13. COPPS
14. Lansing Rental Housing Program
15. Coffee with a Cop

45.1.3 Crime Prevention and Village Planning

The Department actively seeks the opportunity to provide Crime Prevention input to the responsible entities. The Support Services Supervisor will proactively seek, from the Village authority, the opportunity to apply sound Crime Risk Management Principles as input into the development and/or revision of building and zoning codes, fire codes and residential/commercial building permits.
Village of Lansing Police Department

GENERAL ORDER 45.2

Subject: Community Involvement

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the Lansing Police Department's Community Relations Function. The Department is committed to establishing a close working relationship with and responding to the needs of the community.

45.2.2 Quarterly Crime Prevention Report

Quarterly (April, July, October and January 1st) a Support Services Officer will prepare and submit to the Office of the Chief of Police a Crime Prevention Report that includes, but is not limited to the following elements:

A. A description of current concerns voiced by the community

B. A description of potential police problems within the community

C. A statement of recommended actions that address previously identified concerns and problems.

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

45.2.3 Crime Prevention Information Transmittal

Employees discovering relevant crime prevention information will either verbally advise a Support Services Officer of the information or submit the information in a Departmental memorandum. Support Services will utilize relevant information gathered to prepare the "Quarterly Crime Prevention Report".
Village of Lansing Police Department

GENERAL ORDER 46.1

Subject: Critical Incidents

Issued: 070107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines to be utilized in the event of an unusual occurrence that affects the Village of Lansing beyond the capability of the Lansing Police Department's normal daily operations.

46.1.1 Planning Responsibility

The Lansing Police Department’s Village Preparedness Coordinator is tasked with the responsibility of planning a response to critical incidents and unusual occurrences.

46.1.2 All Hazard Plan

The Lansing Police Department Village Preparedness Coordinator will maintain a current “All Hazard Plan” used for responding to critical incidents, such as natural and man made disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, pandemics and other unusual incidents. This plan will follow standard Incident Command System protocols, which include functional provisions for command, operations, planning, logistics and finance/administration.
46.1.3 **Command Function**

The command function duties addressed in the “All Hazard Plan” will, at a minimum, address the following:

A. Activating the incident command system
B. Establishing a command post
C. Initiating the notification and mobilization of additional personnel
D. Obtaining support from other agencies
E. Establishing a staging area, if necessary
F. Providing public information and maintaining media relations
G. Maintaining the safety of all affected personnel, and
H. Preparing a documented after action report

46.1.4 **Operations Function**

The operations function duties addressed in the “All Hazard Plan” will, at a minimum, address the following:

A. Establishing perimeters
B. Conducting evacuations
C. Maintaining command post and scene security
D. Providing for detainee transportation, processing and confinement
E. Directing and controlling traffic, and
F. Conducting post-incident investigations

46.1.5 **Planning Function**

The planning function duties addressed in the “All Hazard Plan” will, at a minimum, address the following:

A. Preparing a documented incident action plan
B. Gathering and disseminating information and intelligence, and
C. Planning post-incident demobilization
46.1.6 **Logistics Function**

The logistics function duties addressed in the “All Hazard Plan” will, at a minimum, address the following:

A. Communications  
B. Transportation  
C. Medical support  
D. Supplies, and  
E. Specialized team and equipment needs

46.1.7 **Finance/Administration Function Duties**

The finance/administration function duties addressed in the “All Hazard Plan” will, at a minimum, address the following:

A. Recording personnel time  
B. Procuring additional resources  
C. Recording expenses, and  
D. Documenting injuries and liability issues

46.1.8 **Unusual Occurrences Equipment**

A. The Department maintains supplies and equipment designated for use during unusual occurrences. This equipment is located in the Briefing Room, Armory and/or issued to officers. These supplies may include, but are not limited to:

1. Riot helmets  
2. Gas masks  
3. 36 inch batons and/or PR-24 batons  
4. Protective shields  
5. O/C Spray and/or tear gas equipment  

B. To ensure the operational readiness of supplies and equipment, officers will quarterly inspect all personally issued unusual occurrence equipment.
C. The Village Preparedness Coordinator will inspect the unusual occurrence equipment stored in the Briefing Room each quarter. A record of inspections will be logged in the Unusual Occurrence Equipment Inspection Log. Discrepancies are to be brought to the attention of the Support Services Deputy Chief and promptly corrected.

D. The Village Preparedness Coordinator will inspect unusual occurrence equipment, if any, stored in the Armory each quarter. A record of inspections will be logged in the Unusual Occurrence Equipment Inspection Log. Discrepancies are to be brought to the attention of the Support Services Deputy Chief and promptly corrected.

46.1.9 All Hazard Plan Training

The Lansing Police Department, Village Preparedness Coordinator will annually conduct “All Hazard Plan” training of all affected Department personnel during briefing training throughout the year.
Village of Lansing Police Department

GENERAL ORDER 46.2

Subject: Special Operations

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines and procedures governing Special Operation functions of the Lansing Police Department.

46.2.1 Special Operations Procedures

Special Operations Procedures and activities are addressed in the Department’s “All Hazard Plan”. These procedures include, at a minimum, the following:

A. Responsibilities agency personnel are to assume until assistance arrives

B. Deployment of tactical teams to supplement other operations components

C. Coordination and cooperation between tactical teams and other operation components

46.2.2 Emergency Response Team Selection

The Lansing Police Department does not provide the typical function of a SWAT response team, however the agency does train and equip specific officers in the tactics required to appropriately enter buildings to serve high-risk arrest or search warrants and provide perimeter security during hostage/barricaded subject-type incidents, as stated in General Order 33.6.2. The criteria utilized to select team members is:

A. Current assignment allocation criteria

B. Successfully qualify with firearms with 80% or higher score

C. Successfully complete current state fitness power test

D. Successfully complete administrative oral interview

E. Display high levels of self-motivation and critical thinking skills determined by an administrative review of recent evaluations and self-initiated activities.
46.2.3 Emergency Response Team Equipment

A. The Lansing Police Department does provide specialized equipment for use by the officers assigned to the Emergency Response Team. In general, this equipment will include, door rams, heavy soft body armor, ballistic shields, blanket and helmets.

B. A detailed listing of the specific equipment and the amounts of this equipment that is available is posted in the Department’s specialized Surveillance Van. In addition to it primary purpose as a surveillance vehicle, this van may also be used for entry team training and to transport Emergency Response Team members to needed locations.

46.2.6 Security of Important Persons

The Department maintains on file a written plan for the security of important persons, located in the “All Hazard Plan”, which includes provisions for:

A. A single coordinator of any given security detail

B. Equipment requirements

C. Planning and reconnoitering travel route and alternates

D. Advance inspection for gathering information

E. Coordination of operations within and outside the Department

F. Identification of emergency medical treatment and facilities

G. Communications

H. Identification by designation

46.2.7 Special Events Plan

The Department maintains on file a written special event plan, located in the “All Hazard Plan”, which includes provisions for:

A. A single coordinator of any event

B. Written estimate of traffic, crowd control and crime problems

C. Contingency plan for traffic control

D. Use of specialized personnel, as needed

E. Logistical requirements

F. Coordination of operations within and outside the Department
Village of Lansing Police Department

GENERAL ORDER 46.3

Subject: Homeland Security

Issued: 070107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines and procedures governing the Lansing Police Department response to incidents within the Village involving Homeland Security issues and events.

46.3.1 Terrorism Information Exchange

The Lansing Police Department and the Village Preparedness Coordinator maintains liaisons with both the Illinois State Police and the Federal Bureau of Investigations as related to the exchange of information relating to terrorist activities. Most often information from these agencies is distributed via e-mail or LEADS/NCIC terminal bulletins received.

46.3.2 Reporting Terrorism Intelligence

A. Whenever any officer believes they have made contact with any foreign or domestic terrorist activity or information, that officer will complete a NCIC warrant check on the person to determine if that person is wanted by the National Terrorist Screening Center (TSC).

1. If an officer receives a Category One TSC want, the officer will immediately place the wanted person into custody and then advise an on-duty sworn supervisor. The notified supervisor will notify the TSC.

2. If an officer receives a Category Two TSC want, the officer will follow the instructions received from TSC and advise an on-duty sworn supervisor.

3. If the officer receives a Category Three want, the officer will not let the subject become aware that they are on the TSC watch list. Officers will gather relevant information from the subject and notify an on-duty sworn supervisor. The notified supervisor or the notifying officer will notify the TSC of the information collected.
B. Whenever any officer believes that they have obtained any general terrorist activity information, that officer will advise an on-duty shift supervisor. If the supervisor concurs with the officer’s determination, the supervisor will direct the officer to contact the Chicago Counter Intelligence Squad of the Federal Bureau of Investigation and provide the FBI with the information gathered.

46.3.4 Hazardous Material Awareness Training

A. All responding sworn law enforcement officers receive awareness level training for events involving hazardous materials during their basic law enforcement academy training.

B. In addition, the Lansing Police Department periodically provides responding sworn officers with refresher training for events involving hazardous materials.
Village of Lansing Police Department

GENERAL ORDER 52.1

Subject: Organizational Integrity

Issued: 100107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide for organizational integrity by providing a complaint process within the Lansing Police Department that fairly and impartially investigates complaints or allegations of misconduct involving any Department personnel.

52.1.1 Complaints Investigated

The Lansing Police Department investigates all complaints or allegations of misconduct against employees, including anonymous complaints.

52.1.2 Internal Affairs and Complaint Records Security

A. Completed records associated with all Internal Affairs Investigations will be secured and maintained by the Chief of Police.

B. Citizen complaints and internal affairs investigations will be entered into the Master Complaint Logbook, which is secured within the Field Services Deputy Chief’s Office.

52.1.3 Internal Affairs Authority

The Chief of Police will assign Criminal Investigation Supervisors or specific investigators the responsibility of Internal Affair Investigations. These Investigators will, within the scope of any Internal Affairs Investigations, report directly to the Chief of Police, or a Deputy Chief of Police.

52.1.4 Complaint Information

A. The Lansing Police Department posts procedures to be followed to register a formal written complaint against the Department, or any of its employees, in the front lobby area of the Police Station for public viewing and review.
B. Supervisors will provide persons wishing to file a formal complaint against any employee a copy of a current complaint form, by any means practical. Complaint forms are also available on our website at www.villageoflansing.org.

C. Complaint filing information has been disseminated to all Department employees so that they may advise a complainant of the complaint process.

52.1.5 Internal Affairs Statistical Summary

A. Annually during the first quarter of each calendar year, the Field Services Deputy Chief will compile a statistical summary of the prior year's internal affairs investigations.
Village of Lansing Police Department

GENERAL ORDER 52.2

Subject: Complaint Procedures  
Issued: 100107

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide a complaint process within the Lansing Police Department that fairly and impartially investigates complaints or allegations of misconduct involving any Department personnel.

52.2.1 Complaints Investigated

A. Employee complaints will be directed to an on-duty patrol supervisor. This supervisor is responsible for receiving, documenting and directing complaints to a shift commander that was working at the time of the incident. The shift commander receiving these complaints will thoroughly investigate all complaints received, except those listed in 52.2.1C. Complaints filed involving investigative/tactical officers will be directed to a criminal investigative supervisor. Complaints filed involving supervisors will be investigated by the appropriate Division Deputy Chief. Complaints filed against a Sergeant or assistant supervisor will be investigated by the immediate supervisor.

B. After a complaint is directed to a supervisor, that supervisor will investigate the complaint within ten working days. The Field Services Deputy Chief will be notified, in writing, if more than ten working days are needed to complete the investigation. After investigation, supervisors will submit, to the appropriate Division Deputy Chief, documentation of findings or recommendations. The type and nature of complaints received by the commander will determine the Department response. Deputy Chiefs will review complaints with the Chief of Police and make a decision as to the proper course of action.
C. Upon receipt by an on-duty shift supervisor, the following list of complaints will be directed **immediately** to a Deputy Chief of Police. This list will also be used as a guideline by the Deputy Chiefs and the Chief of Police when determining use of the Internal Affairs Function:

1. Corruption
2. Misuse of force
3. Criminal conduct/Misconduct

D. When an investigating supervisor receives an anonymous unsubstantiated complaint, in person or by telephone, the supervisor will document the complaint and forward the documentation to the appropriate Division Deputy Chief.

52.2.2 Chief of Police Notification

The Chief of Police, or a designee, will be immediately verbally notified, by the appropriate Division Deputy Chief of any complaint of corruption, misuse of force, or criminal conduct. Other complaints will be brought to their attention at a time deemed appropriate by the Division Deputy Chief.

52.2.3 Time Requirements

A. Internal Affair Investigations will be completed within 30 days. Exceptions may only be granted upon direct order of the Chief of Police, or a designee.

B. Status reports will be submitted to the Chief of Police, or a designee, by the primary investigator at least every ten days. The Chief of Police or a Deputy Chief will be notified within 48 hours upon the completion of any internal affairs investigation.

52.2.4 Complaint Processing

A. When an on-duty shift supervisor receives any formal complaint on any employee that supervisor will:

1. Have the complainant complete a Citizen’s Complaint Form.
2. Upon return of the complaint form, have the form notarized, if practical.
3. Provide the complainant a copy of the complaint, as a receipt.
4. Determine who the shift commander was at the time of the incident.
6. Notify the supervisor at the time of the incident to investigate the incident.

7. Provide Field Services Deputy Chief a copy of complaint.

8. Advise complainant they will be contacted by the investigating supervisor within ten working days.

B. When any supervisor is advised of the need to investigate an incident, the supervisors will, within ten working days:

1. Conduct a preliminary investigation of the complaint.

2. Have complaint forms notarized.

3. Advise all employee(s) involved of the complaint.

4. Have employees complete a supplemental report documenting the incident.

5. Submit documented findings to the appropriate Division Deputy Chief.

C. Division Deputy Chiefs will determine the degree of additional investigation needed to resolve the complaint. They will then either personally further investigate the complaint or refer the complaint to the Chief of Police to determine if an internal affairs investigation is required. Once any investigation is completed the Chief or Police or Deputy Chief will advise the complainant by letter that the investigation is completed.

D. Internal Affairs Investigators will advise complainants of the case status at least every ten days and document such in the case file. Upon the conclusion of an investigation, the investigator will notify the Chief of Police, or a Deputy Chief. The Chief or Deputy Chief will inform complainants in writing that the investigation is completed.

52.2.5 Employee Notification and Rights

A. Prior to a Formal Investigation Interrogation, employees are notified that they are the subject of an Internal Affairs Investigation and will be issued a written statement of allegations, rights and responsibilities relative to the investigation.

B. The Department adheres to the Uniform Peace Officer's Disciplinary Act 50 ILCS 725, which guarantees certain rights to officers in disciplinary procedures.
52.2.6 Testing Requirements

A. Whenever, an employee is the subject of an internal affairs investigation, the Chief of Police may require that employee to submit to a medical or laboratory examination, participate in a line-up or submit to a financial disclosure statement. Any such examination will be specifically directed and narrowly related to a particular internal affairs investigation being conducted and will be paid for by the Department.

B. Employees are required to submit to routine photographs, as deemed needed by the Chief of Police, or designee. Photographs may be used in line-ups or for any other police related purpose.

C. Employees under investigation cannot be compelled to submit to deception detection examinations, but they may voluntarily submit to such examinations after being apprised that such action is strictly voluntary.

D. Drug and Alcohol Testing can be required of any Department employee on a reasonable suspicion basis.

E. Failure to follow a direct order to participate in any test may result in a separate disciplinary action against the employee.

F. All aspects of an Internal Affairs Investigation conducted on any full-time sworn officer will conform within the guidelines identified in the Uniform Peace Officers Disciplinary Act.

G. All aspects of an Internal Affairs Investigation conducted on any other employee will not conform to the ILCS guidelines required of full-time sworn officers.

52.2.7 Relief From Duty

A. Any supervisor, with just cause, may temporarily relieve a subordinate of duty for a day with pay, when they reasonably believe that such action is in the best interest of the Department. Supervisors initiating this action will immediately notify the appropriate Division Deputy Chief of the incident and submit documentation leading to the relief of duty. The Deputy Chief will notify the Chief of Police.

B. The relieving supervisor and the relieved employee will report to the Office of the Chief of Police at 0900 hours on the next business day. The Chief of Police may require a more timely employee reporting or a different course of action.

C. The Chief of Police may at any time relieve an employee from duty due to physical or psychological fitness or an action pending disposition of an Internal Affairs Investigation.
52.2.8 Conclusion of Fact

Upon completion of Internal Affairs Investigations, the primary investigator will submit all pertinent reports, documents, notes, items of evidential value, and any other items to the Chief of Police, or designee, for determination of conclusion and appropriate disposition classification, as follows:

A. **UNFOUNDED:** The investigation indicates that the alleged act(s) or omission(s) did not occur or did not involve police personnel.

B. **EXONERATED:** The investigation indicates that the act(s) or omission(s) did occur, but were justified, lawful, and proper.

C. **NOT SUSTAINED:** The investigation failed to discover sufficient evidence to clearly prove or disprove the allegation(s) made against the employee.

D. **SUSTAINED:** The investigation disclosed sufficient evidence to clearly prove the allegation(s).
Village of Lansing Police Department

GENERAL ORDER 52.3

Subject: Domestic Misconduct

Issued: 030613

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

It is the policy of this agency to deal directly and positively with any employee involved in acts of domestic misconduct. The ultimate mission of the agency is to assist the employee to resolve these family/relationship problems, to ensure that these acts do not adversely affect the employee or the agency during the period of resolution, and to provide the agency with a safe work environment.

Purpose:

There are times when department employees become involved in domestic matters. Because they are department employees and their status is usually known to other persons in the community, the agency must take positive steps to ensure that these domestic matters do not adversely affect the employee's ability to perform, or compromise the conduct of agency missions, or create moral, operational or efficiency problems for the agency. The agency is dedicated to providing assistance for the employee during these critical times so that the employee may resolve the situation and return to being a productive member of the agency without these types of personal and family concerns.

52.3.1 Definitions:

A. Domestic misconduct: The agency defines this type of conduct very broadly. This definition may be broader than State law, but it is intended to assure the continuation of positive performance within the agency by the involved employee and other members of the agency. A domestic relationship involves any employee who is or has been married to the other party, involves any member of the employee’s household, who is living or has lived with the other party, has had a child with the other party, or is or has engaged in an intimate relationship with the other party. Misconduct refers to any physical assault or battery, vandalism, stalking, intimidation, coercion, or criminal act against a party within this form of domestic relationship.
B. **Collateral misconduct:** Any conduct by another member of the police agency to assist another agency employee in the continuation of the act of domestic misconduct. This would also include any actions designed to shield the employee or impair the ability of the agency to be informed of the domestic misconduct.

C. **Service of court papers:** Any documents from a judicial proceeding which are designed to assist in adjudicating the domestic misconduct or curtailing specific actions by the parties involved in the domestic misconduct.

D. **Self-reporting:** It is the responsibility of the employee to provide the agency with specific notice whenever he/she is involved in any acts of domestic misconduct. This is specifically true whenever the employee is the subject of any judicial proceeding concerning these types of acts, whether the employee is the person complained of or the victim.

E. **Administrative no-contact orders:** These are written orders by the Chief of Police or his designee, and served upon an agency employee designed to curtail any further domestic misconduct.

### 52.3.2 Procedure:

The agency shall take immediate action when notified of any act of domestic misconduct involving an employee of this agency.

A. When the incident occurs within the jurisdiction of this agency:

1. Assign the call for response by two patrol officers and a supervisor.

2. The on-scene supervisor will assure that any violence is curtailed, all parties are protected, and any required medical assistance is provided.

3. The on-scene supervisor shall ensure that all evidence is properly recorded and collected.

4. If warranted, the on-scene supervisor will notify a criminal investigator.

5. The on-scene supervisor shall notify the Field Services Deputy Chief at the earliest moment.

6. The decision to arrest an agency employee involved in a domestic misconduct shall be the responsibility of the on-scene supervisor with consultation with the Field Services Deputy Chief. When probable cause exists, the employee shall be arrested and processed the same as any civilian.

7. If an arrest is made, the on-scene supervisor shall be considered the arresting officer and is responsible for all processing.
B. The on-scene supervisor shall take immediate steps to ensure that there is no continuation of the domestic misconduct.

1. Ensure that victim advocate assistance is offered and provided when necessary.

2. Ensure that an immediate safety plan is discussed with the victim of the domestic misconduct and assist in any manner to ensure this continued safety.

C. The Chief of Police or his designee shall be responsible for:

1. Issuing an administrative no-contact order to the agency employee if warranted.

2. Ensuring that the appropriate assignment decision is made regarding the agency employee.

3. Develop and/or implement any necessary safety plan to ensure employee safety.

4. Conducting the administrative investigation of the incident and any collateral employee misconduct.

5. If warranted, order an internal affairs investigation of the incident.

D. When the incident involving domestic misconduct occurs in a jurisdiction other than that of this agency:

1. The agency employee notified of this incident shall immediately notify the Field Services Deputy Chief.

2. The Field Services Deputy Chief shall make immediate contact with the involved agency to ensure that our agency is kept on notice of the progress of the investigation.

3. The Field Services Deputy Chief shall ensure that the employee and the persons involved are aware that the agency will assist them during the process.

4. The Chief of Police or his designee is responsible for determining whether an administrative no-contact order is warranted and will be responsible for serving this upon the agency employee, when necessary.
E. Service of court orders:

1. The Field Services Deputy Chief shall facilitate, when requested, the service of any court orders upon agency employees.

2. The Chief of Police or his designee shall be responsible for the determination regarding any assignment limitations involving the employee who is subject to the court order.

52.3.3 Conviction of a crime of domestic violence:

When a sworn employee is convicted of a crime of domestic violence that brings in the provisions of 18 U.S.C. 922 (g)(9) law, the employee shall be terminated as not being able to function completely within the job classification for which he/she was hired.
Policy:

This General Order shall establish an ongoing line inspection process to ensure that employees are acting in concert with Department requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to directives.

53.1.1 Line Inspections

Line inspections are inspections conducted by supervisors in control of persons, facilities, procedures, or other elements. These inspections will attempt to locate any inconsistencies, defects or deficiencies in any Department practice, policy or procedure. Line inspections will consist of the following types:

A. **Supervisory Line Inspections**: are held continuously, while on duty, with no advance notification to the personnel being inspected. These inspections will utilize the following procedures:

1. Conducted by a ranking supervisor within the chain of command.

2. Conducted without prior notification.

3. No written report is required unless necessary to ensure corrective action. If the supervisor deems a written report is necessary it will be directed to the appropriate authority and:

   a. Identify the discrepancy or deficiency

   b. Summarize the corrective action taken

   c. Identify any follow up procedures

4. Within 90 days, the inspecting supervisor will re-inspect all problem areas and complete a follow-up written report to ensure that corrective action has been taken.
B. **On View Equipment Inspections**: are done continuously by all employees. These inspections will utilize the following procedures:

1. Conducted by any employee utilizing Department equipment

2. The employee conducting this inspection is responsible for taking appropriate corrective action or notifying a supervisor.

3. A written report work order is required when vehicle/radio equipment is found to be in need of repair. The employee, to whom a work order is submitted, will arrange for equipment repair, as soon as practical.
Policy:

This General Order shall establish a staff inspection process to promote an objective review of Department operational activities, facilities, property, equipment, and personnel.

53.2.1 Staff Inspections

Staff Inspections by command personnel are conducted at least once every three years. These inspections will attempt to locate inconsistencies, defects or deficiencies in any Department practice, policy or procedure. Staff inspections consist of:

A. Announced Staff Inspections: are normally held with advance notification to the personnel being inspected and will utilize the following procedures:

1. Conducted by the respective Division Deputy Chiefs with a minimum ten days advance notification, unless the Chief of Police determines that no notification is required.

2. Conducted on all components, as specified by the Chief of Police

3. Division Deputy Chiefs will submit a written report to the Chief of Police containing:

   a. Summary of the inspection
   
   b. Identified discrepancies with Department policies and procedures
   
   c. Identified resource or equipment deficiencies
   
   d. Suggested corrective procedures
4. Within 90 days, Division Deputy Chiefs will complete a follow-up written report documenting a re-inspect of problem areas identified to ensure compliance.
Village of Lansing Police Department

GENERAL ORDER 54.1

Subject: Public Information  Issued: 090694

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish policies and procedures for the release of public information to the community and the news media. The Lansing Police Department is committed to informing the community and the news media of events within the public domain that are handled by or involve this Department.

54.1.1 Public Information Function

A. The Chief of Police designates both criminal investigative supervisors as the primary Public Information Officers. The Public Information Officers are accountable for all Public Information Functions. The specific responsibilities of the Public Information Officers will include, but not be limited to:

1. Assisting media personnel in covering news stories at incident scenes;

2. Preparing and distributing Department media releases;

3. Arranging for, and assisting at, media conferences;

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

5. Coordinating and authorizing the release of information concerning confidential Department investigations and operations, when permissible;

6. Providing procedures for release of information when other public service agencies are involved in a mutual effort.

B. The Deputy Chief or Chief of Police may act as or appoint another employee to serve as an Acting Public Information Officer in the absence of the primary designee or in situations that involve a major incident. The Chief will be solely responsible for authorizing the release of any information concerning Internal Affairs Investigations.
C. The Village Preparedness Coordinator will be responsible for posting crime information on the Department’s website, including crime statistics, and mapping of certain crime patterns.

54.1.3 Access of Media - Major Incidents

A. In the event of major fire, disaster, crime scene, or other catastrophic event, 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. Media personnel will not be granted access at locations where such access would interfere with normal law enforcement operations.

B. Media requests for public information and scene access will be directed to a Public Information Officer or the on-duty shift commander. Media personnel will be required to observe crime scene perimeters, until otherwise directed.

C. In the case of announced major events such as demonstrations or large-scale catastrophes, the Department will designate a specific on-scene area for news media personnel. A Public Information Officer, or other designated person(s) will be available at this location to answer questions and release statements.

54.1.4 Press Release Guidelines

A. After approval from the Village Information Officer, press releases will be issued at the Lansing Police Department and may contain the following information:

1. Date, time, location and type of incident
2. Name, address and age of an arrestee
3. Brief description of the circumstances of the arrest
4. Name of the investigating officers and court appearance information
5. Name, address, and description of a warrant suspect
6. General information that would help in suspect apprehension
7. Confirmation of conviction information pertaining to current charges
B. The following information will NOT be released to media personnel:

1. Names and addresses of juveniles
2. Names and addresses of victims of sex offenses
3. Results of tests or the refusal of an accused to submit to tests
4. Opinions of personnel regarding the credibility or guilt of an arrestee
5. Opinions of personnel regarding the merits of the case
6. Discussing anything that could harm an investigation
7. Statements pertaining to any confession or admission
8. Nature of any physical evidence expected to be presented
9. Results of any examination
10. Disclosure of any inadmissible evidence
11. Identity of witnesses or comments on their credibility

C. Statements advising of the arrest of any individual must contain the disclosure of the fact that the defendant has only been charged with a crime, and that the charge is merely an accusation and that the defendant is presumed innocent unless proven guilty.
Village of Lansing Police Department

GENERAL ORDER  55.1

Subject:  Victim/Witness Assistance Administration  Issued:  090694

Supersedes:  All Previous Orders / Policies  Revised:  030817

By Order Of:  Dennis L. Murrin Jr. Chief of Police

Policy:

The purpose of this order is to establish and describe the Department’s commitment to victim/witness assistance and to provide for the appropriate levels of victim/witness assistance services to be offered during preliminary and follow-up investigations, following the arrest of an offender, and at any time a victim/witness is deemed to be at risk of threats or intimidation.

55.1.1 Rights of Victims/Witnesses

A. In all incidents where victims and/or witnesses come into contact with employees of the Lansing Police Department, they shall be served in a compassionate and professional manner and be treated with fairness and respect for their dignity and privacy.

B. The specific rights of victims/witnesses are described in 725 ILCS Act 120, the “Rights of Crime Victims and Witnesses Act.” All employees of this Department charged with providing police services to victims/witnesses should familiarize themselves with the provisions of this Act.

C. There are many programs available for the extended assistance to victims/witnesses through the various support programs within the community. The Community Relations/Crime Prevention Unit shall be charged with compiling and updating a comprehensive listing of such services that are available as a referral.

1. This listing shall be known as the Victims/ Witness Resource Guide, a copy of which shall be available at all times in the supervisors office or Investigations.
D. Crime Victim Compensation Act

All sworn personnel of the Lansing Police Department are expected to familiarize themselves with the Crime Victims Compensation Act (740 ILCS 45/5.1 (b).

1. This Act states that any law enforcement agency that investigates an offense in this state shall inform the victim of the offense or his dependents concerning availability of an award of compensation and advise such persons that any information concerning this Act and the filing of a claim may be obtained from the Office of the Attorney General of Illinois.

2. Crimes covered by the Act.

The following crimes are covered by the Act;

a. Murder (1st and 2nd Degree)

b. Involuntary Manslaughter

c. Reckless Homicide

d. Kidnapping and Aggravated Kidnapping

e. Sexual Relations with Families

f. Exploitation of a Child and Child Pornography

g. Assault and Aggravated Battery

h. Battery, Aggravated Battery and Domestic Battery

i. Heinous Battery

j. Reckless Conduct, Hate Crimes, Stalking

k. Criminal Sexual Assault, Aggravated Criminal Sexual Assault and Predatory Criminal Sexual Assault of a Child

l. Aggravated Criminal Sexual Abuse and Criminal Sexual Abuse

m. Arson and Aggravated Arson

n. Violations of Orders of Protection

o. Driving Under the Influence
3. The Office of the Attorney General is responsible for the investigations of all claims under the Act. Police Officers satisfy a mandatory requirement within the Act by simply providing the Victim with the phone number and/or a copy of the appropriate brochure issued by the OAG.
Village of Lansing Police Department

GENERAL ORDER 55.2

Subject: Victim/Witness Assistance Operations  Issued: 090694

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the availability of victim/witness services provided by the Lansing Police Department. In providing these services the Department is attempting to keep victims/witnesses informed and involved about the development, prosecution, and disposition of their criminal cases.

55.2.2 Victim/Witnesses Assistance Procedures

A. Generally, the primary responsibility for assistance services to victims/witnesses lies with the officer assigned to the call or case. In the event an investigator is assigned to follow-up the case the primary responsibility to provide assistance shall transfer to the investigator.

1. The initial officer may remain in contact and return messages to the victim/witnesses; however, it is vitally important that the officer consult with the investigator to avoid any conflicts in information or the release of classified information. Communication between the officer and investigator is the key here.

a. If for any reason the investigator deems it necessary to limit the victim/witnesses contact with the Department, preferring that the officer not have any more contact, the officer shall be clearly advised.

b. Once advised, the officer shall politely and professionally refer all contacts by the victim/witnesses to the investigator assigned the case.

c. Officers of record shall be responsible to advise the victim of any crime listed in 55.1.1 D(2), of this order of the existence of the Crime Victims Compensation Act and provide them with the telephone number and/or the OAG Program brochure.

2. When an officer and an investigator remain involved in a case together they shall coordinate their efforts to make this notification and insure that the notification is made at an appropriate time.
B. If at any time an officer or investigator feels that extraordinary services are required to provide needed assistance to any victim/witness, their supervisor shall be consulted without delay. All assistance to victim/witnesses beyond simple communications and updates are to be coordinated through the Criminal Investigations supervisors.

C. There are a wide variety of victim/witness services available throughout the Lansing area. Because of this, the department’s role in providing victim/witness assistance is primarily referral in nature.

1. Assistance in obtaining services and referral of services will be provided during preliminary and follow-up investigations, arrests and post-arrest periods as set forth in this directive.

55.2.3 Assistance to Threatened Victims/ Witnesses

A. If, during the course of any police service to victims/witnesses an employee of this Department receives information of any kind that would indicate that a victim/witness may be subjected to acts of threats or intimidation, that employee shall immediately inform the Shift Commander or Criminal Investigations Supervisors.

B. The Shift Commander shall, without delay, evaluate the information and circumstances provided by the reporting employee. If the Shift Commander deems the risk to the witness/victim to be credible and imminent the Shift Commander shall develop an immediate plan that will shelter and/or protect the victim/witness from immediate harm or intimidation.

1. In the event the victim/witness is unaware of this information, the Shift Commander shall ensure that attempts are promptly made by the Department to contact, alert and offer assistance to the victim/witness, where appropriate.

C. All information related to threats to victims/witnesses will be documented and forwarded by the Shift Commander to the Criminal Investigations Supervisors. All plans for any extended and/or follow-up assistance to the victim/witness shall be developed by the Criminal Investigations Supervisors, or designee.

1. An appropriate follow-up assistance plan shall be developed according to the nature of each individual case, the resources available to the Department, and the apparent potential danger faced by the victim/witness.
D. If the Department becomes aware of information that suggests a threat to victim/witness that is in another jurisdiction, the Criminal Investigations Supervisors, or designee, shall ensure that the appropriate agency is immediately contacted to inform that agency of the situation and request that reasonable caution and/or protection measures take place.

1. This contact should normally be made through the Criminal Investigation Division; however, should time and availability suggest otherwise, the Shift Commander shall assume the responsibility for this notification.

2. The contact to this other agency and the response received should be confirmed by computer message during the same shift, if possible.

E. The Office of the State’s Attorney shall be promptly notified by the Criminal Investigations Supervisors, or designee, of threats against victims/witnesses. Notifications that are made verbally shall be confirmed in writing.

55.2.4 Victim/Witness Assistance Services

A. All officers shall be responsible for the rendering of services to the victim/witness for any case or call they are assigned, as appropriate to include, but not be limited to:

1. Giving information to victim/witnesses about applicable services, including counseling, medical attention, compensation or emergency financial assistance and victim advocacy.

2. Advising victim/witnesses about what to do if the suspect or the suspect’s companion(s) or family threatens or otherwise intimidates them.

3. Informing victim/witnesses about the case number and explaining steps involved in the subsequent processing of the case.

4. Providing a telephone number that victim/witnesses may call to report additional information about the case or to receive information about the status of the case.

5. Petition for an emergency protective order by the investigating officer, if necessary.

6. Provide for transportation for victims to safe places or medical facilities.
7. U.S. Immigration and Customs Enforcement (ICE), specifically the Homeland Security Investigations, administers the Victim Notification Program that allows eligible victims and witnesses to obtain information regarding a criminal alien’s release from custody.


55.2.5 Victim/Witness Assistance Follow-Up

A. Victim/witness assistance services during the follow-up investigation of a case will generally be provided by the investigator assigned to the case. These services shall include, but are not be limited to the following activities:

1. Recontacting the victim/witness periodically to determine whether their needs are being met, if, in the opinion of case investigator, the impact of the crime on a victim/witness is unusually severe and has triggered above-average need for victim/witness assistance;

   a. Whenever it is determined by the case investigator that a victim/witness is in need of extraordinary assistance due to the nature of the case, extended or unusual measures of assistance shall be coordinated through the Criminal Investigations Supervisors.

2. Explaining to the victim/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case;

3. Scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witnesses and, at the option of the Department, providing transportation, if feasible;

4. Promptly returning victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence if feasible; and

5. Arranging, through the Criminal Investigations Supervisors, for the assignment of a victim advocate, if available, to the victim/witness during the follow-up investigation.

   a. In most cases, these services should be provided by the victim/witness advocate of the local States Attorney’s office or the Office of the Attorney General.
55.2.6 Arrest / Post-Arrest Assistance

A. When aware, the investigating officer or the arresting officer will endeavor to promptly notify the victim/witness of the following:

   1. The arrest of the offender, including charges and custody status.

   2. Information relating to, if the arrest occurs in another jurisdiction, the location of the offender’s arrest and the name and phone number of an officer or investigator that the victim/witness may consult with, if possible.

B. The officer shall also consider other forms of assistance that may be available to the victim/witness as described throughout this directive.

C. Also see General Order 41.2.14(H), Domestic Violence Procedures, Victim Assistance Services.

55.2.7 Department Personnel/Family - Victim Assistance

A. The Lansing Police Department will provide assistance services to Department personnel and their families in the event of line-of-duty deaths or serious injury. The Chief of Police shall appoint a representative to act as a personal liaison to officers and/or their families should such an incident occur.

B. The appointed liaison shall provide assistance provisions to include, but not be limited to the following activities:

   1. Notification to family members of a victim officer in a timely and compassionate manner.

   2. Assisting the family of the officer at the hospital.

   3. Supporting the officer’s family at the funeral and burial services.

   4. Assisting the family with legal and benefit matters.

   5. Counseling the family regarding financial and other possible problems.

   6. Supporting the family during criminal proceedings, if any.

   7. Maintaining long-term support contact with the family and keeping informed of their needs.
55.2.8 Notifications to Next of Kin

A. The Lansing Police Department is, at times, called upon to notify citizens of the death, injury or serious illness of a family member or other loved one. This Department will honor such requests whether they come from another law enforcement agency, medical examiner’s office (or coroner), hospital, or private citizen.

1. When a request is made of the Department to deliver a death notification the Shift Commander shall be notified of the request. The Shift Commander will review the facts of the request and speak personally to the individual making the request, if necessary. All information related to a death notification should be communicated to the necessary Department personnel either in person or by telephone. Information related to the request should, if possible, never be transmitted over the radio. All such requests will, in all cases, be delivered in person.

2. The Shift Commander may attempt to reach the Police Chaplain for assistance in the delivery of the notification. If available, the Chaplain shall meet the Shift Commander or other Supervisor and they shall deliver the notification together.
   a. If a supervisor is not available, an officer may deliver the notification.
   b. If the police Chaplain is unavailable, a supervisor and another officer may make the notification.
   c. If known, the Shift Commander may also contact the family’s clergyman.

3. The notifying supervisor will ensure that a friend, neighbor or family member is present or immediately available before leaving the notified party.

4. All reasonable attempts to notify next of kin will be exhausted prior to such information being released to any news media.
B. Generally, notifications of injury or serious illness should be made by medical authorities who are better equipped to answer any questions which may arise.

1. In the event medical authorities are unable to make the notification, the Department will honor such a request. These notifications shall also be made in person.

2. The information delivered by the Department in such cases should be limited to a request for the family member to contact the medical authorities because of the illness or injury. All questions for details should be thereby directed.

3. Whenever necessary, the next of kin will be assisted in contacting the medical authority to obtain necessary information. The officer will determine what, if any, additional assistance is necessary and consult with the supervisor.
Village of Lansing Police Department

GENERAL ORDER 61.1

Subject: Traffic Enforcement

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall seek to ensure the safe and efficient movement of traffic within the Village of Lansing through the effective deployment of personnel in selective enforcement efforts and shall establish procedures for the observation, detection, and enforcement of traffic laws within the Village of Lansing.

61.1.1 Selective Enforcement

Reporting requirement removed

61.1.2 Traffic Enforcement Action

All sworn officers will take appropriate enforcement action when violations of the Illinois Vehicle Code are witnessed, evidenced or brought to their attention. Enforcement action will be accomplished in a professional and courteous manner using one of the following methods within the authorized limits of officer discretion:

A. Demographic Profile 2010 Form: Officers will complete an electronic Illinois Demographic Profile 2010 form via the computer system whenever an officer stops any vehicle for an IVC violation.

B. Written Warning: Written warning citations can be used as alternatives to traffic citations when a violator commits a minor traffic offense.

C. Ordinance Violation Notice: Ordinance violation notices can be issued for ordinance, parking, and compliance violations as directed by Village Ordinance.

D. Traffic Citation: Uniform traffic citations are the primary Departmental traffic law enforcement actions. These citations should be issued for violations of the Illinois Vehicle Code.
E. **Physical Arrest**: Officers will effect a custodial arrest for serious traffic violations as directed by the Illinois Vehicle Code and the Sixth Municipal District Court of Cook County.

61.1.3 **Special Processing Traffic Arrests**

A. **Non-Illinois Residents**: ILCS defines the reciprocal provisions applicable to residents of states that are members of the "Non- Resident Violator Compact". Officers will familiarize themselves with the list of Compact States. Residents of states not listed as "Compact" are required to post a cash bond as set forth by "Rule of Court". When a violator cannot secure bond, they will be issued a personal recognizance bond or be afforded a bond hearing, as soon as practical.

B. **Juveniles**: Juvenile traffic offenders are subject to the same requirements as adult offenders, but with the following special considerations:

1. When bond is not available, juvenile offenders will be issued a recognizance bond, which a responsible adult must sign as surety.

2. When traffic citations are issued to juveniles, it will be stipulated on the face of the citation "Mandatory Court Appearance" with a notation for mandatory parental accompaniment.

3. When a juvenile commits a traffic offense that may establish sufficient cause for the issuance of a petition to Juvenile Court, a Juvenile Investigator will be informed of the arrest by the arresting officer.

4. When practical, the parents of a juvenile will be informed of the circumstances of any police enforcement action affecting their child.

C. **Legislative and Judicial Immunity**: ILCS states that electors are privileged from arrest going to and returning from an election and senators and representatives of the Illinois State Assembly when going to and returning from respective State Assembly Houses. It also states that judges, attorneys, clerks, sheriffs, and other court officers while attending court and going to and returning from court have arrest immunity.

D. **Federal Diplomatic Immunity**: Diplomatic immunity is granted by the United States of America under provisions of the Vienna Convention. Diplomatic officers should not be arrested or detained except for the commission of a grave crime. Family members of diplomatic officers and employees of a diplomatic mission are entitled to the same immunities under U.S. Law (22 U.S.C. 252).
E. **Military Personnel**: Armed Forces personnel include regular members of the Army, Navy, Air Force, Marine Corps, Coast Guard, and reservists on active duty. No member of an organized militia is subject to arrest while going to or returning from any place required to attend for a military purpose. On occasion, it may be necessary to issue a traffic citation, affect a physical arrest, or investigate a traffic collision involving a member of the Armed Forces. When these actions are taken, the following notification is required:

1. Traffic Arrest: No notification is required.

2. Physical Arrest: When a physical arrest is made, the arresting officer's on-duty supervisor will notify the branch appropriate liaison officer of the nearest Armed Forces Investigative Headquarters Divisions.

3. Traffic Collision: When Armed Forces personnel are seriously injured or killed in a traffic collision the above notification will also be required.

### 61.1.4 Information Provided to Violators

When issuing a motorist a citation for a traffic law violation, officers will provide the following information:

- A. Specific violation cited and bond options
- B. Court date, time, and location
- C. Whether court appearance is mandatory
- D. Procedures for plea and fine payment
- E. All other appropriate information, as may be necessary

### 61.1.5 Traffic Enforcement Policies

The uniform application of enforcement action is based upon sound judgment and consideration of the circumstances of the violation. Officer discretion is the key to the equitable application of traffic law enforcement. It is not the intent of this directive to limit officer's discretion but to encourage the use of training and experience in making discretionary choices.

- **License Suspensions and Revocations**: Upon discovering a motorist has a suspended/revoked driver's license in violation of ILCS, the officer may affect a physical arrest and assume custodial responsibility for the subject and their property. The officer will then insure that the violator's vehicle is towed to a secure location and transport the violator to the Department for issuance of appropriate traffic citations and arrest processing. Under specific circumstances the motorist may be issued a citation and released from the scene without physical arrest.
B. **Speeding Violations:** Legally, there is no defense for exceeding the posted speed limit or driving faster than conditions permit. Drivers, however, may indicate certain factors that may have contributed to the violation. Officers should exercise discretion when deciding if a warning or a citation is more appropriate. Consideration should be given to such factors as weather conditions, traffic volume, pedestrian traffic, time of day, and location.

C. **Hazardous Violations:** Hazardous violations are defined as those violations that pose a direct hazard to the safe and efficient flow of traffic. In addition, these violations contribute substantially to crashes. For the purpose of this procedure hazardous violations fall into the following categories:

1. Unsafe Behavior - driver actions in direct violation of I.V.C. statutes related to moving violations i.e., violating traffic control devices, signs and other crash related violations.

2. Unsafe Conditions - vehicles that are improperly equipped, i.e., no headlights, worn tires, overweight trucks and any other violation that renders a vehicle unsafe.

Officers are to take immediate enforcement action based on sound judgment upon viewing or detecting hazardous violations. In most hazardous incidents, the issuance of a written citation would be the most appropriate action.

D. **Off-Road Vehicle Enforcement:** Off-road vehicles are occasionally used on roadways in violation of traffic laws. These vehicles will be governed by the ILCS and Village Ordinance, as would any other motor vehicle. When the use of off-road vehicles is on private property, attempts will be made to contact the property owner to determine if the vehicle has permission to be there. If no permission was granted, officers will advise the operator to obtain permission.

E. **Equipment Violations:** When a vehicle is stopped for an equipment violation, often a warning by the officer will be an appropriate law enforcement action. If a vehicle is in violation of several equipment requirements, a written traffic citation for the more serious violations will often be the most appropriate action.

F. **Public/Commercial Carriers Violators:** Public/Commercial Carriers who violate traffic laws will be treated in the same manner as the general public. All uniform enforcement policies and procedures outlined in this directive apply.

G. **Non-hazardous Violations:** Enforcement efforts for non-hazardous traffic violations will be guided by officer discretion. When stopping an offender for a non-hazardous violation, either a warning or written citation will be appropriate. Officers are reminded that voluntary compliance is the goal of enforcement actions.
H. **Multiple Violations**: When an individual commits multiple violations, the enforcement action will be predicated on the most serious offense committed. Normally, not more than five citations will be issued to one violator per traffic stop. In cases of multiple violations, enforcement action taken will be sufficient to support a comprehensive prosecutorial effort.

I. **Newly Enacted Traffic Laws**: When new traffic laws are enacted, the Chief of Police will review them to determine the level and schedule of enforcement action to be taken by Department personnel. At the discretion of the Chief of Police, authorization may be granted for written warnings as the Department's primary enforcement action until the general public is informed of the new laws.

J. **Traffic Collision Violations**: When a vehicle is involved in a traffic collision, the investigating officer will ask the involved drivers if they wish to have a traffic citation issued to the other party involved. If either party relates that they wish a citation issued and the officer believes that an obvious traffic violation was committed, that officer will issue an appropriate traffic citation. If neither party wishes any citations be issued, the officer will not issue a citation unless:

1. An injured party is unable to request a citation be issued.
2. Either party does not provide proof of insurance.
3. Village property is damaged.
4. Either driver does not have a valid driver's license.
5. Either driver is under the influence of drugs or alcohol.
6. Either driver advises the officer they were not wearing their seat belt.

K. **Bicycle and Pedestrian Violations**: The enforcement of pedestrian and bicycle laws is the responsibility of all uniformed personnel. These violations will be enforced with reasonableness and impartiality. Enforcement of laws pertaining to pedestrians and bicycles require broad discretion. Prior to any substantial increase in the current enforcement efforts directed toward these violations sufficient community awareness campaigns will be conducted.
61.1.6 Traffic Enforcement Practices

A. Visible patrol in a marked vehicle is the most effective deterrent to traffic law violators. Officers will be alert to the occurrence of violations while engaged in routine patrol duties. As time permits, a portion of a regular tour of duty will be devoted to selective traffic law enforcement. Traffic law enforcement may include, but not be limited to, the utilization of the following patrol techniques:

1. Area (Beat) traffic patrol
2. Line traffic patrol
3. Directed traffic patrol
4. Covert and overt stationary patrol

B. In all cases, the patrol tactics adopted should be suited to the enforcement objective and tactics used should not normally impede traffic flow.

C. Unmarked/Unconventional vehicles will not be used for traffic patrol unless unusual circumstances exist and only upon approval of an on-duty shift supervisor.

D. Roadside safety checkpoints will be pre-approved by the Field Services Deputy Chief. These checkpoints may be utilized to check for vehicle safety belt compliance, driver sobriety and other Illinois Vehicle Code violations. Whenever this type of checkpoint is utilized the on-duty shift commander will coordinate the checkpoint and assign sufficient manpower to properly control traffic flow and avoid congestion. Normally, a specific pattern of stopping vehicles, such as every other or every fifth vehicle is required for safety checkpoints.

E. Special event road closures will be pre-approved by the Field Services Deputy Chief, or designee. These road closures are utilized to block non-emergency access to Village streets for safety or traffic concerns. These roadblocks are normally used for parades and special events within the Village.
61.1.7 Effecting Traffic Stops

A. No two traffic stops are ever exactly alike. As a general rule, officers will act in a courteous and prudent manner as dictated by the circumstances of each particular stop. This procedure recommends actions for conducting unknown risk traffic stops made for either traffic law violations or other suspected criminal violations:

1. Choose the location carefully, avoiding curves, busy streets, hillcrests, and intersections. Consider tactical stop locations where adequate cover and favorable lighting is available.

2. Inform the Telecommunication Center of the location and vehicle registration prior to stopping the vehicle.

3. Activate emergency lights, use horn and/or siren, if needed, to alert the driver to stop.

4. Position the patrol vehicle approximately 15 feet behind the stopped vehicle and offset about three feet to the driver's side of the vehicle. Turn the front wheels to the left, leave the engine running, and the driver's door unlocked. Consider who may be in the immediate area of the patrol vehicle and consider removing the keys when leaving it unlocked.

5. Before exiting the patrol vehicle, look for any unusual movements of the occupant(s) of the stopped vehicle.

6. Patrol vehicle spotlights and/or take down or high beam lights should be used at night to conceal the officer's movements from the violator and for illumination of the interior of the stopped vehicle.

7. Consider weapon readiness on every vehicle stop.

8. While approaching the violator's vehicle, watch the occupant(s), check the trunk to see if it is closed and locked, and observe the vehicle interior for possible weapons or hidden passengers.

9. Stand closely beside the vehicle and to the rear of the driver's door. Always be watchful of any passenger(s). Vehicles may be approached from the passenger's side if the officer feels that this approach would be safer or more practical given the individual nature of the traffic stop.

10. Keep the violator's hands in view. Officers will take occupant identification with their non-gun hand and should not reach inside of the vehicle unless absolutely necessary.

11. Officers will take the law enforcement action they deem necessary.
B. Suggested procedures for initiating, high risk, felony traffic stops are the same as all stops with the following additions:

1. Advise the Telecommunication Center of the nature of the traffic stop and request additional assistance for the stop.

2. Only after additional sworn police personnel are in the immediate area, will a traffic stop of the offending vehicle be initiated.

3. Position the patrol vehicle approximately 30 feet behind the stopped vehicle and offset about six feet to the driver's side of the vehicle at a slight angle pointing away from the violator's vehicle.

4. The number one back-up vehicle should be positioned to the right of the primary vehicle approximately 30 feet behind the stopped vehicle. The back up should be offset to the passenger's side of the vehicle at a slight angle pointing towards the violator's vehicle.

5. Additional police vehicles should normally be tactically positioned to the rear of the first two police vehicles. Great care should be exercised not to create a possible dangerous crossfire situation by cross positioning of police vehicles.

6. Officers will tactically position themselves behind or at least near available cover and, as officer safety permits, will have their weapons accessible and ready for immediate use.

7. The driver of the primary police unit is in control of the felony traffic stop and should give all orders to violators. This officer should use the police vehicle's public address system to order the occupants to:

   a. Turn the vehicle off and throw the keys out of the window.
   
   b. Open the vehicle driver's door from the outside and exit the vehicle.
   
   c. Place interlocked hands behind head with palms facing the officer.
   
   d. Lie face down on the ground with arms and legs extended.
   
   e. Check the vehicle for additional offenders.

8. Back-up officers should handcuff and search all occupants and when practical, occupants should be transported separately.
61.1.8 Officer/Violator Relations

A. Traffic law enforcement is one of the routine tasks performed by patrol officers, but for violators it can be an emotional experience. Officers should be aware of this and strive to make the violator leave with the impression that the officer performed a necessary task in a courteous and professional manner.

B. The objectives of traffic stops are to take appropriate enforcement action and to favorably alter a violator's future driving behavior. The following procedures are recommended to minimize conflict, which may develop in achieving objectives:

1. Officers will stop and approach violators in a manner consistent with proper officer safety and prior police training.

2. Officers will present a professional image in dress, grooming, language, bearing and emotional stability.

3. Officers will greet the violator in a courteous manner, request the violator's driver's license and proof of insurance, for Illinois vehicles, and explain the reason for the stop. Allow the driver to reasonably discuss the violation.

4. Officers will decide on the appropriate enforcement action and advise the violator of the action. In many circumstances, enforcement action is decided prior to the initial contact with the violator.

5. Officers will return to the patrol vehicle with driver's license or other identification. Officers should use the vehicle's MDT to inquire about the violator's driving status/warrant check.

6. Officers will be prepared by having the necessary forms and complete the forms required for the enforcement action taken.

7. Officers will advise the violator when/where to appear if the enforcement action requires a court appearance and explain alternatives to the violator.

8. After issuing a citation or verbal warning, officers will assist the violator in safely reentering the traffic flow, if necessary.
61.1.9 **Speed Measuring Devices**

The use of speed measuring devices can be an effective means of reducing speed related traffic violations. The Department supports radar enforcement activities by providing adequate training to all sworn officers. For both officer and motorist safety reasons, a motorist should not normally be brought back to a police vehicle to view radar equipment to verify radar reading.

A. **Equipment Specifications:** Department radar equipment is of a type manufactured to meet National Highway Traffic Safety Administration specifications.

B. **Operational Procedures:** Radar will always be operated in accordance with current state statutes. Times and locations of radar operation are related to the incidence of traffic collisions and/or excessive speed violations. Officers will exercise discretion when operating radar being mindful of the traffic volume present. Upon selection of the radar operating location, officers will:

1. Inspect the radar unit for visible damage
2. Check the unit's internal and external calibration
3. Check the unit's light emitting diodes for proper function

C. **Proper Care and Upkeep:** When not in use, radar units will be stored in the briefing room. Officers using radar equipment will be responsible for reporting malfunctions, problems or damage to their respective supervisors. Problems will be noted on a repair order form, to be turned in to the Support Services Supervisor.

D. **Scheduled Maintenance and Calibration Records:** Departmental radar units are inspected and certified annually. If a unit malfunctions, the Support Services Supervisor will document the repair and recertification and will maintain service records.

E. **Operator Training:** The Department will maintain a training program for officers in radar operation. This instruction will involve training in radar operation, proper court testimony, and practical testing, during the Field Training Process.
61.1.10 Alcohol Enforcement Program

The Department recognizes that drivers impaired by alcohol, drugs, and other intoxicants represent a serious safety threat. Because of the seriousness of this problem, the Department maintains a D.U.I. enforcement program, which includes provisions for public education and enforcement.

A. Training: Sworn personnel will complete all state required D.U.I. training and receive appropriate in-service training. In addition, breath analyzer operators will receive detailed instruction in the administration of breath analyzer equipment and are certified in its operation by the Illinois State Police.

B. Public Education and Awareness: The Support Services Supervisor is responsible for the development, implementation, and maintenance of drug and alcohol awareness programs for school aged children and concerned community interest groups. In addition, the Police Liaison Officer assigned to Thornton Township High School District #215 will be responsible for assisting school officials in drug/alcohol education programs as required.

C. Selective Enforcement Efforts: Selective enforcement efforts pertaining to D.U.I. violations will be made where analysis indicates that a significantly high ratio of collisions and alcohol related violations occur. Enforcement activities will be ordered by the Field Services Deputy Chief or Chief of Police.

61.1.11 D.U.I. Arrest and Processing

A. The arrest of persons for D.U.I. differs from other traffic arrests. Therefore, detailed guidance will be provided. Officers engaged in D.U.I. enforcement should be mindful of the legal limitations surrounding these arrests.

B. D.U.I. Pre-Arrest Screening: After an officer stops a traffic violator, the officer's observations are crucial in establishing the requisite probable cause necessary to arrest a motorist for D.U.I. Officers must rely on formal training and experience, placing particular emphasis on actions that give rise to the officer's belief that a motorist is intoxicated. Officers will:

1. Approach the vehicle with caution and minimal delay using appropriate traffic stop procedures

2. Note any observations that lead to a suspicion of intoxication

3. If intoxication is suspected, request the motorist turn off and exit the vehicle and administer field sobriety tests at a safe well-lighted level location. Field sobriety tests will consist of the following:

   a. Instruct the violator to walk forward nine, heel-to-toe steps on a marked line, pivot around and return back in the same fashion.
b. Instruct the violator to stand with their feet together, arms extended straight out from their bodies, eyes closed, and head tilted back. Next, request that the violator touch the tip of their index fingers to the tip of their nose one at a time.

c. Instruct the violator to stand on either foot for a period of 30 seconds. Count aloud as the violator does this test.

d. If trained, complete a horizontal gaze nystagmis test on the violator.

C. **Complaint Processing**: Upon arrival at the police station, the violator will be searched again, handcuffed to the arrest processing bench, and the officer will complete the following list of procedures:

1. The violator will be issued a probable cause citation and an appropriate Illinois Vehicle Code D.U.I. violation.

2. The violator will be read their Implied Consent Warnings and requested to submit to a breath test.

D. **Test Selection**: Officers will utilize breath tests unless:

1. The violator is injured and transported to a hospital for treatment.

2. There is reason to believe that the violator is under the influence of drugs or a combination of drugs and alcohol. If drugs are suspected, a request to submit to a breath and/or blood test will be made.

E. **Conducting Breath Tests**: Breath tests will be conducted, by a licensed breath analysis operator, in accordance with Illinois State Police guidelines.

F. **Conducting Blood Tests**: Blood samples will be collected by a physician licensed to practice medicine, a registered nurse or other qualified person in accordance with Illinois State Police guidelines.

1. Implied Consent Warnings must be read prior to blood tests.

2. A Lansing officer must observe the drawing of the blood.

3. Arresting officers must have the person drawing blood complete and sign the checklist and label containers immediately after samples are drawn.

4. Collected blood samples will be boxed, sealed and secured into the Sally Port evidence refrigerator.

5. Arresting officers will submit completed registered mail paperwork with these samples. (See laboratory addresses posted in Booking Room)
6. Samples will be sent, via registered mailed, to a State certified toxicology laboratory for analysis.

G. **Urine tests**: Urine tests will not normally be used unless recommended by a physician or if the test serves a needed legitimate police purpose.

H. If the results of any of the above tests indicate that the violator has an alcohol concentration of .08 or above, a second citation for 11-501(a)1 will be issued, the violator's driver's license will be confiscated, and all appropriate processing paperwork will be completed.

I. When blood or urine tests were administered and results are not readily known officers will:

   1. Complete the Law Enforcement Sworn Report
   2. Forward test results to the Records Section when known.
   3. Issue a second D.U.I. citation at next court date with A.S.A. approval.

J. **D.U.I. Report Completion Responsibilities**

   1. Arrest or Traffic Crash Report
   2. All citations and court jackets
   3. All abstract request forms
   4. Warning to Motorist and Law Enforcement Sworn Report (to be mailed)
   5. Alcohol Influence Report
   6. Photograph
   7. Fingerprintss
   8. Arrest book log

K. **Breath Operator Responsibilities**:

   1. Conducting twenty minute observation period
   2. Administering and logging breath test or refusal
   3. Assisting with the arresting officer's paperwork
61.1.12 License Reexamination Request

A. Routine traffic enforcement, collision reporting, and investigation activities may lead to the discovery of drivers suspected of being incompetent, physically or mentally disabled, diseased, or having a condition that might prevent them from exercising reasonable and ordinary care over a motor vehicle.

B. Officers who identify such a motorist will request that notification be made to the Secretary of State's Office for reexamination of said motorist pursuant to Illinois Compiled Statutes.

1. Requests detailing known physical defects will be submitted along with copies of all related reports and citations to the on-duty shift supervisor.

2. Upon approval of an on-duty shift supervisor, the officer will mail the request, along with copies of all related documents, to the Office of the Secretary of State, License & Medical Review Section, 2710 South Dirksen Parkway, Springfield, IL.

61.1.13 Parking Enforcement Activities

General Parking/Ordinance Enforcement: The enforcement of parking violations is the responsibility of all sworn personnel. Existing parking regulations will be enforced with reasonableness and impartiality in all areas of the Village of Lansing. Officers will utilize the following procedures when issuing an ordinance violation notice:

A. Officers will legibly complete the notice formset including the registered owner's information.

B. The violator's name and driver's license will not be placed on the violator's copy of any M-series citation issued.

C. If no vehicle registration is displayed, the vehicle's identification number will be used to obtain owner information.

D. After an ordinance violation notice has been completed, the officer will place the envelope copy of the notice on the windshield of the vehicle.

E. All other copies of these notices will be turned over to an on-duty shift supervisor prior to the end of the officer's tour of duty.
61.1.14 **Zero Tolerance and Processing**

A. If during an arrest of a traffic violator under 21 years of age, an officer has reason to believe that subject has consumed alcohol the officer will, when practical:

1. Transport the violator to the police station for a breath test
2. Read the violator a Zero Tolerance Warning to Motorist Under 21 form
3. Have violator submit to test(s) the same as during a D.U.I. arrest
4. Complete and mail a Zero Tolerance Sworn Report Under 21 form
5. Complete a case report documenting the incident

B. This Zero Tolerance Process is an administrative process with guidelines set by the Office of the Secretary of State. All Lansing officers will follow the current guidelines set by the State during the processing of such violators.

61.1.15 **Driver’s License Confiscation**

When an officer lawfully confiscates a driver’s license as permitted in 625 ILCS 5/6-301, that officer will complete a “Law Enforcement License Confiscation Report.” This report and the confiscated license will be placed into the Administrative CRT Operator's mailbox for mailing to the Illinois Secretary of State.

61.1.16 **Local Ordinance Violations**

All sworn officers will take appropriate enforcement action when Village of Lansing ordinance violations are witnessed or probable cause of an offense exists. Enforcement action will be accomplished in a professional and courteous manner using one of the following methods within the authorized limits of officer discretion:

A. **Verbal Warning**: Verbal warnings may be used as alternatives to (MO) civil or (LO) criminal ordinance citations, when the violation is of a minor nature and the warning accomplishes a legitimate police purpose.

B. **Ordinance Citations**: Municipal Ordinance (MO) civil and Local Ordinance (LO) criminal citations can be issued for violations of Village Ordinances, when an officer deems that a written warning is not sufficient to address a particular violation. Officers should not issue local ordinance citations in combination with long form or Y-series citations unless the additional offense is not related to the original nature of the arrest/stop.
Village of Lansing Police Department

GENERAL ORDER 61.2

Subject: Traffic Collision Investigation

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish that the Lansing Police Department thoroughly investigates all traffic collisions that occur within its jurisdiction and will provide additional traffic collision management activities as required.

61.2.1 Traffic Collision Reporting

A. Officers of this Department will respond to the scene and meet the reporting responsibilities for any traffic collision that involves:

1. Death or injury
2. Property damage
3. Hit and run
4. Impairment of driver due to alcohol or drugs
5. Hazardous material
6. Damage to Village vehicles and/or property
7. Major traffic congestion
8. Disturbances between principles
9. Towing of involved vehicle(s)
B. Collisions requiring no further investigation are identified as follows:

1. Property damage and/or minor injury collisions
2. Private property collisions with both drivers known
3. Collisions when not called to the scene

C. Collisions requiring further investigation are identified as follows:

1. Collisions involving death or serious injury
2. Hit and run collisions (completed by investigating patrol officer)
3. Impaired driver collisions
4. Damage to Village owned vehicles or property
5. Hazardous materials
6. Disturbances between principles

D. Department personnel will comply with all laws/regulations governing the reporting of collisions and strive for complete and accurate "Traffic Crash Reports".

61.2.3 Traffic Collision Scene Responsibilities

A. The primary unit assigned by the Telecommunication Center will be the officer in charge of the traffic collision scene. If the medical services of the primary officer/paramedic are required, this officer will be in charge of patient care and the next arriving officer not needed for paramedic duties will be in charge of the scene unless otherwise directed by a supervisor. The officer in charge is responsible for:

1. Positioning of vehicles to protect the scene
2. Summoning medical assistance, if needed
3. Preserving short-lived evidence
4. Requesting additional units for traffic control
5. Establishing a safe traffic pattern around the scene
6. Locating and interviewing witnesses
7. Expediting the clearing of the roadway
8. Promptly completing the Traffic Crash Report

9. Protecting the scene on a fatal collision with barricade tape

10. Contacting fire services to deal with fires or hazardous materials.

B. The officer in charge, or a designee, will identify injured persons visually and ask those persons not obviously injured if they require medical treatment. When a person is determined to be injured, or a person requests medical aid, the officer in charge, or a designee, will request medical aid. Upon arrival medical personnel will locate and treat injured persons per South Cook County EMS Guidelines.

C. The officer in charge, or a designee, will identify by visual observation any fire and/or hazardous material threat. Procedures located in the Department issued U.S. Department of Transportation “All Hazard Plan” will be used to assist in identifying and dealing with any threat.

D. The officer in charge, or a designee, will assign an officer to identify witnesses and collect statements whenever a collision involves serious injury or the officer in charge believes this is necessary for proper police action.

E. The officer in charge, or a designee, will protect the scene of a collision by either positioning a marked police vehicle with activated emergency lights in a position to protect the scene or will direct the collision from the roadway.

F. When vehicles involved in a traffic collision must be removed from the scene, the investigating officer will advise the driver and/or other occupants to remove any personal property from the vehicle. If an occupant is unable to care for their property, the officer will secure the property by the following method:

1. Secure the property in the vehicle and turn it over to the tow operator.

2. Remove small valuable items and secure and log these items into the property held area at the police station using the same procedures as located found property. A supplemental report documenting any property removed will be attached to the Traffic Crash Report.

61.2.4 Traffic Collision Investigation Follow-up

A. Traffic collision investigation follow-up is the responsibility of the on-scene, officer in charge. An on-duty shift supervisor will be notified if specialized personnel are needed to ensure a thorough follow-up investigation.
B. The on-duty shift commander will ensure that a crime scene investigator is called to the scene of all collisions in which death or the likelihood of death occurs and all injury collisions after a Lansing involved police pursuit.

C. When follow-up investigations are conducted, the following activities will be addressed as needed:

1. Collecting of data not at the scene
2. Obtaining/recording witness statements
3. Reconstruction and photographs of the collision scene
4. Preparing reports to support criminal charges arising from the collision

D. If it is determined that reconstruction services are required the Suburban Major Accident Reconstruction Team (SMART) will be activated to conduct the investigation. The following criteria will be used in determining if the SMART team will respond:

MAJOR CRASH INVESTIGATION ACCEPTANCE GUIDELINES:

1. Motor vehicle crashes involving substantial property damage to municipal property, structures or private property other than the motor vehicle(s) involved in the crash.

2. Motor vehicle crashes involving severe personal injury that pose a high probability of permanent disability or disfigurement.

3. Motor vehicle crashes involving the death, or probability of death, of a person involved in the crash.

4. Motor vehicle crashes that have the potential to expose a Member Department, or the municipality, to substantial liability. Examples of such crashes include those involving municipal vehicles or equipment or circumstances involving construction, or maintenance, of a roadway or the curtilage surrounding the roadway.

61.2.5 Private Property Collisions

Private property collisions will be dispatched and investigated in the same manner as normal traffic collisions. State of Illinois "Traffic Crash Reports" will be completed for any reported private property collision.
61.2.6 Police Vehicle Collisions

A. When a Department vehicle is involved in a collision, an on-duty shift supervisor will advise Telecommunication Center Personnel to request that the Illinois State Police respond to the scene to document the collision. This should relieve any possible conflict of interest in collision investigations. When a collision is minor in nature and there is no injury or damage to property other than a Department vehicle a shift supervisor may document the collision rather than notifying the Illinois State Police.

B. Whenever an employee is involved in a vehicle collision in a Department vehicle an Internal Department Collision Report will be completed.

C. Collisions involving Department owned vehicles will be reviewed by a Collision Review Board appointed by the Chief of Police. This board will consist of two supervisors and two patrol officers. One of the supervisors will be deemed the Chairman of the Collision Review Board. A minimum of three members is necessary to conduct a collision review. The purpose of the Collision Review Board is to determine if any Illinois Vehicle Code and/or any Departmental policies were violated, determine what actions or events lead to the collision, and recommend measures to prevent future collisions. The following procedures will be adhered to:

1. The Field Services Deputy Chief in a timely fashion will request a collision review when one is necessary, and provide all information pertaining to the collision(s) to the Chairman of the Collision Review Board. The Chairman is then responsible for notifying the other members of the board and schedule a meeting to review the collision(s).

2. When reviewing a collision, the Collision Review Board will take into account the totality of the circumstances in determining their findings. The Review Board will explain in writing their findings (Fault or Not at Fault) to the Field Services Deputy Chief.

3. The Field Services Deputy Chief can accept the Collision Review Board’s findings or request further information. The Field Services Deputy Chief will determine if any disciplinary action will be taken.

4. On-duty shift commanders will ensure that all collision scenes involving any Village owned vehicle will be photographed with either 35 mm or digital camera. A supervisor or crime scene investigator may be utilized for this purpose.
61.2.7 Aircraft Crashes

A. The investigations of any and all aircraft crashes that occur within the Village of Lansing are the responsibility of the Illinois State Police and the Federal Aviation Administration. Any such crash that is brought to the attention of any employee will be reported to the appropriate authorities.

B. A sworn officer will respond to the scene and a case report will be completed any time this Department is advised of any type of crash involving an aircraft.
Village of Lansing Police Department

GENERAL ORDER 61.3

Subject: Traffic Direction and Control

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish procedures for traffic direction and methods used to maintain an orderly flow of traffic throughout the Village of Lansing.

61.3.1 Traffic Engineering Activities

A. The Support Services Supervisor is responsible for Department activities related to traffic engineering. Any complaints or suggestions related to traffic related engineering deficiencies by either the general public or the Village Clerk’s Office will be investigated. This may include, but not be limited to:

1. Collecting and compiling traffic data

2. Conducting special traffic surveys and studies

3. Analyzing collision and enforcement data

4. Preparation of reports and recommendations for corrective actions

B. After investigating referred traffic engineering complaints, the Support Services Supervisor will either resolve minor issues when appropriate or forward major issues with results and recommendations to the Support Services Deputy Chief. The Support Services Deputy Chief will confer with the Chief of Police and determine appropriate corrective action. The Support Services Deputy Chief will either forward a request to the Public Works Department to correct the deficiency or will refer the deficiency to the Village of Lansing Traffic Engineer for appropriate action.

C. The Records Section regularly collects traffic collision and enforcement data and provides the Support Services Supervisor with this data. The Records Section will notify the Support Services Supervisor of all fatal traffic collisions.
61.3.2 **Traffic Direction and Control**

A. Officers who perform traffic control activities at collision scenes will allow for the safe passage of emergency vehicles and provide for a system of alternative routes for other vehicles as necessary. In cases involving vehicle damage only, drivers will be directed to remove their vehicles from traffic lanes. Officers may use flares, traffic cones, barricades, or marked police vehicles to aid in protecting collision scenes.

B. Department personnel assigned or authorized to direct traffic will use the following signals to perform manual traffic direction:

1. **Stop Traffic:** Officers will extend their arm and index finger toward and look directly at the person to be stopped until that person can be reasonably assumed to be aware of the officer's gestures. Next, the pointing hand is raised at the wrist so the palm is towards the person to be stopped. The palm is held in this position until the person stops.

2. **Start Traffic:** Officers will stand with side towards traffic to be started and extend an arm and index finger toward and look directly at person to be started until that person can be reasonably assumed to be aware of the officer's gestures. Next, with palm up, the pointing arm is swung from the elbow in a semicircle until adjacent to the chin. Repeat as necessary.

3. **Turning Traffic:** If directing a turn becomes necessary, officers will extend an arm and index finger and look directly at the person to be directed until that person can be reasonably assumed to be aware of the officer's gestures. Next, the officer will swing the extended arm and finger in the direction of the intended turn. Officers should use extra care in directing turns to provide for the safe movement of traffic.

4. **Low Light Traffic Direction:** If directing traffic in low light becomes necessary, officers may use a bright flashlight with an orange cone cover attached to the illuminated end. Traffic direction hand signals will remain essentially the same with the lighted cone portion of the flashlight being used as an extension of the officer's hand.

C. The primary task of Department personnel engaged in traffic direction services at critical incident or fire scenes is to stop unauthorized vehicles from entering the area and maintain access avenues for fire vehicles. This Department will coordinate its efforts with the fire department at emergency scenes to provide crowd control and adequate safety measures for vehicular and pedestrian traffic.

D. Upon discovering an adverse road weather condition, personnel will contact an on-duty shift supervisor who will authorize notification to the appropriate agencies. If manpower availability permits, officers will provide traffic control and protect the scene, as needed.
E. Department personnel are not trained or equipped to make traffic signal repairs or adjust timing cycles and are prohibited from doing so. Department personnel will not manually control traffic signals.

F. Temporary traffic control devices include movable barriers, portable signs, and other apparatus intended for temporary deployment to assist in the safe movement and control of vehicular and pedestrian traffic. Temporary traffic control devices may be deployed with approval of an on-duty shift supervisor. As soon as practical following end of the need for temporary traffic control device(s), an on-duty supervisor will see that the device(s) are removed.

G. For safety, each officer will be issued a high visibility safety vest. All personnel will wear such a vest, over their prescribed uniform, when performing any traffic direction outside of a vehicle.

61.3.3 Escort Services

A. Requests for non-emergency police escorts, such as funeral escorts and ATM escorts, will be routinely assigned to officers by Telecommunication Personnel, as manpower availability permits. In addition, an on-duty shift supervisor may authorize non-emergency police safety escorts for private citizens and/or businesses.

B. Emergency escorts of civilian vehicles are extremely dangerous and these escorts are **STRICTLY PROHIBITED**.

C. Oversized vehicle or hazardous materials movement on State Routes within the Village will be referred to the Illinois State Police.

61.3.4 Adult School Crossing Guards

A. The Chief of Police authorizes non-sworn personnel to serve as Adult School Crossing Guards. These crossing guards are under the direct control and supervision of a support services officer and are responsible for:

1. Timely reporting directly to their assigned locations
2. Remaining there until the conclusion of their assigned time
3. Being visible and present to the motoring public
4. Ensuring children safely cross the roadway at the crossing locations
5. Ensuring that no children are in the roadway while traffic is moving
6. Being familiar with local traffic regulations
7. Providing descriptions of offending traffic vehicles in the area
8. Reporting violations to a support services officer

B. The following criteria may be utilized in selecting crossing guards:

1. Must be a minimum of 21 years of age
2. Must successfully complete a background investigation
3. Must provide medical release letter from their doctor
4. Must complete required training and a one year probationary period

C. Adult School Crossing Guards will be required to wear appropriate clothing as dictated by current weather conditions. The Lansing Police Department will provide highly visible safety vests, hand held stop signs, and foul weather gear to all Adult Crossing Guards. These vests will be worn at all times while guards are on duty.

D. The identification of and criteria used to select locations for Adult School Crossing Guards was first established by a study conducted by Northwestern University. Annually, during the first quarter of each calendar year, a support services officer will review crossing guard locations to identify if any location changes are required.

61.3.5 Student Safety Patrol Program Participation

A. The Department is available to work with school authorities to assist in organizing, instructing and supervising student safety patrols. These safety patrol activities are intended to complement the Adult School Crossing Guard Program.

B. Student safety patrols are not authorized to direct or control vehicular traffic and the civil liability of these patrols is the responsibility of the school.
Village of Lansing Police Department

GENERAL ORDER 61.4

Subject: Traffic Ancillary Services  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the policies and procedures for the Lansing Police Department in providing for the delivery of traffic related ancillary services in the village.

61.4.1 Motorist Assists

Disabled vehicles on the roadway present a hazard both to the stranded motorist and to other roadway users. Officers will offer reasonable assistance to motorists who appear to be in need of aid.

A. General Assistance: Officer assistance may include providing information and directions to motorists and assisting in safely removing vehicles from a roadway.

B. Mechanical/Tow Requests: Officers will not perform any mechanical labor on a disabled vehicle, except for changing flat tires at their discretion, unless an immediate threat of personal injury is involved and then only with the approval of an on-duty shift supervisor. Officers may provide the motorist with information about mechanical aid or towing services as requested. Only general information will be provided and no specific service will be recommended.

C. Stranded Motorists: When an officer encounters a stranded motorist on a roadway, the officer will provide protection, if needed, to that motorist. The following procedures will be adhered to in dealing with stranded motorists:

1. Officers will position their police vehicle in a manner to safely protect disabled vehicle(s).

2. Police vehicle emergency lights will be activated to clearly warn motorists of a roadway hazard.

3. If practical, attempts will be made to remove vehicles from the roadway.
4. If unable to safely remove a vehicle, a tow may be required.

5. Stranded motorists will not be left unattended when exposed to hazards.

6. When an officer is precluded from remaining with a motorist, flares will be placed to warn oncoming traffic of a hazard and the officer will request that the motorist move from the vehicle to a position of safety.

7. With approval from an on-duty shift supervisor, transportation will be provided for stranded motorists to a convenient location for assistance.

8. If a motorist of the opposite sex is transported, the Telecommunication Center will be advised of the starting and ending vehicle mileage and the intended transportation destination.

D. If not dispatched, officers assisting stranded motorists will advise the Telecommunication Center of their actions and request an assignment RD number. All transport incidents will be documented appropriately.

E. Emergency Assistance to Motorists: Officers will render all practical assistance to roadway users involved in emergency situations including vehicle fires and medical emergencies.

1. Vehicle Fires: Officers encountering a fire scene will immediately advise the Telecommunication Center of location and type of fire. If immediate danger to a person is present, officers will use available fire suppression equipment to protect person(s) from injury. If no immediate danger exists officers will protect the fire scene until arrival of fire department personnel.

2. Medical Emergencies: Officers encountering medical emergencies will provide reasonable assistance, within their capabilities, to preserve life or protect property. Officers will summon Department paramedics to the scene of medical emergencies and advise the Telecommunication Center of pertinent emergency scene information.

F. Push Bumpers: When a motorist’s vehicle needs to be removed from a roadway, officers may utilize the push bumpers installed on squads to relieve the officer of the physical strain of manually removing a disabled vehicle obstructing traffic. Push bumpers must be used in accordance with the following guidelines:

1. To be used only to slowly and cautiously push disabled vehicles obstructing traffic to the nearest safe place out of traffic.

2. Not to be used to push vehicles for a long distance, to push start vehicles or to push vehicles weighing more than 16,000 lbs.
3. Not to be used to push vehicles with an obstruction to free movement of any tire (locked brakes, broken wheel mounts, damage from collision, etc.)

4. Officers will request an RD#, complete a “Vehicle Push Release” form and have the release signed before pushing any vehicle.

61.4.2 Hazardous Road Conditions

A. While on patrol, officers will remain alert for hazardous roadway conditions, which may include, but not be limited to:

1. Debris or roadway defects

2. Defective traffic control or roadway lighting systems

3. Disabled, abandoned vehicles on the roadway

B. Upon locating a roadway hazard, officers will notify the Telecommunication Center of the hazard and attempt corrective action when practical. If unable to correct the hazard, an on-duty shift supervisor will be advised. The supervisor contacted will notify the Telecommunication Center to notify the proper authorities to correct the hazardous condition.

61.4.3 Vehicle Tows

A. Abandoned Vehicle Tows/Public Property: Officers initiating or responding to a non-emergency abandoned vehicle on public property as defined in 625 ILCS 5/4-201 will:

1. Affix an orange police tow sticker to a vehicle side window. Stickers will indicate the location, date, time, officer, and incident number involved. The sticker advises the vehicle is in violation of Lansing Ordinance and will be towed if not moved.

2. Complete a case or incident report and a "Vehicle Pre-Tow Post-Tow Investigation Report" and either hand-deliver to the owner or submit to the Record’s Section the yellow "Citizen Copy" of the tow report, which if submitted will be sent via certified mail by Executive Secretary to the last known owner.

3. Upon return of the certified mail return receipt, the Executive Secretary will attach it to the case report copy in the Abandoned Vehicle Logbook.
4. The Executive Secretary will advise a day shift patrol supervisor when vehicle are ready to be towed. Supervisors will assign officers to follow-up investigations of these abandoned vehicles. Abandoned vehicle follow-up investigations of a non-immediate nature will be handled between 0700 and 1500 hours Monday through Friday.

   a. Assigned officers will check if the vehicle has been relocated within ten days of the owner's notification.

   b. If the vehicle has not been moved ten days after owner notification, officers will issue an ordinance violation notice and notify the contracted Abandoned Vehicle Tow Company to tow the vehicle.

   c. The officer will add follow-up tow information to the original computer dispatch incident, complete a Vehicle Impoundment Record, a pre-tow post-tow form, and add a Supplemental page documenting the tow to the case or incident report.

5. In situations where no information can be found, certified letters are not required, but the tow sticker and ten day time periods prescribed will still be followed. If original letters sent out are returned undeliverable, the vehicle will be towed upon return of the original letter, if the original ten day time period has elapsed.

B. Abandon Vehicle Tows/Private Property: Officers initiating or responding to a non-emergency abandoned vehicle on private property will:

   1. Affix an orange police tow sticker to a vehicle side window. Stickers will indicate the location, date, time, officer, and incident number involved. The sticker advises the vehicle is in violation of Lansing Ordinance and will be towed if not moved.

   2. Complete a case or incident report and a "Nuisance on Private Property Report" and either hand-deliver to the owner or submit to the Records Section the yellow “Citizen Copy” of the nuisance report, which if submitted will be sent via certified mail by Executive Secretary to the last known owner.

   3. Upon return of the certified mail return receipt, the Executive Secretary will attach it to the case or incident copy in the Abandoned Vehicle Logbook.
4. The Executive Secretary will advise a day shift patrol supervisor when vehicles are ready to be towed. Supervisors will assign officers to follow-up investigations of these abandoned vehicles. Abandoned vehicle follow-up investigations will be handled between 0700 and 1500 hours Monday through Friday.

a. Assigned officers will check if the nuisance and/or vehicle has been corrected within ten days of the owner’s notification.

b. If the vehicle has not been moved, officers will issue an ordinance violation notice and contact the contracted Abandoned Vehicle Tow Operator to tow the vehicle.

c. Officers will add follow-up information to the original computer dispatch incident, complete a Vehicle Impoundment Record, a pre-tow post-tow form, and add a supplemental page to the case or incident report documenting the tow.

5. In situations where no information can be found, certified letters are not required, but the tow sticker and ten day time periods prescribed will still be followed. If original letters sent out are returned undeliverable, the vehicle will be towed upon return of the original letter, if the original ten day time period has elapsed.

C. Vehicle Trespassing/Private Property: Officers responding to a non-emergency trespassing vehicle on private property will advise the property owner to contact a private relocator towing company to remove the vehicle.

D. Emergency Vehicle Tows: Upon locating a disabled vehicle in the roadway, an officer will make all reasonable attempts to contact the vehicle owner or operator. If unable to locate either party within a reasonable period of time, the officer will take the following actions:

1. Notify an on-duty shift supervisor of the need to remove the vehicle.

2. After supervisor approval, advise the Telecommunication Center to contact the next available 24-hour rotation tow operator.

3. Advise the Telecommunication Center the make, model and registration or vehicle identification number displayed on the vehicle.

4. If owner information is known, issue an appropriate ordinance violation notice to the offending vehicle.

5. Complete a vehicle impoundment, pre-tow post-tow and a case or incident report.

6. Remain at the scene until the hazard is removed.
E. **Traffic Collision Tows**: Vehicles involved in collisions, which cannot be safely relocated from the roadway are subject to towing by the investigating officer. Officers towing these vehicles will:

1. Request from the vehicle operator a specific tow company to remove the vehicle from the roadway.

2. Request the Telecommunication Center contact the requested tow service. If this tow cannot remove the vehicle within a reasonable amount of time, the officer will advise the operator to select another tow service.

3. If the vehicle operator is unable to provide a specific tow company due to injury, illness or availability of a requested tow, the officer will advise the Telecommunication Center to contact the next available owner's request tow company. A pre-tow post-tow form and vehicle impoundment form must also be completed.

4. Advise the Telecommunication Center the make, model and registration or vehicle identification number displayed on the vehicle. (Last six numbers)

5. Document the location of the towed vehicle(s) on the collision report and provide the tow operator with the name of the vehicle owner.

F. **Arrest Tows**: When arresting a vehicle driver for a misdemeanor or felony, or for no valid driver’s license and no insurance as provided in 625 ILCS 5/6-101, the arresting officer will tow the offender's vehicle. The arresting officer will:

1. Advise the Telecommunication Center to contact the next available 24-hour rotational tow company to remove the vehicle

2. Advise the Telecommunication Center the make, model and registration or vehicle identification number displayed on the vehicle. (Last six numbers)

3. Advise the Telecommunication Center if vehicle is subject to an Administrative Tow fee.

4. Standby or have a back-up officer standby, to facilitate the safe removal of the vehicle to be towed

5. Complete a vehicle impoundment, pre-tow post-tow and case or crash report.
G. **Evidence/Impound Tow**: In the event a vehicle is to be towed from a scene for evidence processing/impounding the investigating officer will:

1. Advise an on-duty shift supervisor of the need to tow the vehicle and request towing instructions

2. With supervisor approval advise the Telecommunication Center to contact the next available 24-hour rotational tow company to relocate the vehicle

3. Advise the Telecommunication Center the make, model and registration or vehicle identification number displayed on the vehicle. (Last six numbers)

4. Complete a vehicle impoundment, pre-tow post-tow, case report, and other necessary documentation

5. Most often, tow the vehicle to the Lansing Police Department and secure it in a Department garage area awaiting processing

H. **Immobilization Program Tows**: As defined by Illinois Compiled Statute Law 625 ILCS 5/11-208.3 and Lansing Code of Ordinances, Chapter 38, Article XIV, allows for immobilization and/or towing of any vehicle(s) of the registered owner for failure to pay parking violations or automated traffic enforcement system tickets. Lansing Village Code states that any registered owner who has three (3) unpaid parking or automated traffic enforcement system tickets after the final determination is subject to vehicle immobilization.

1. Vehicles can be towed by the Lansing Police Department on public property, and properties with a parking and traffic regulations agreement. The following procedures will be adhered to:

   a. Officers will verify the eligibility for an immobilization program tow by logging into Municipal Collections of America (MCA) website via the LPD folder, and confirm that registration and vehicle is still in violation. Officers also have the option to telephone MCA (708-455-4030) during normal business hours to confirm eligibility.

   b. If the vehicle is eligible to be towed, the officer will advise the Telecommunication Center to contact the next available tow company along with the make, model, registration, and last six numbers of the V.I.N. Officers are to inform Telecommunications that the reason for the tow is for violation of the Immobilization Program.

   c. Complete an extended B-card report, and a vehicle impoundment form. The vehicle impoundment form will be placed in the Executive Secretary’s mailbox.
d. Remain at the scene until the vehicle is removed by the tow company. If approached by the registered owner of the vehicle, officers will explain the reason for the tow, and provide the owner a pre-printed contact information card issued by MCA, which explains the procedure for vehicle release. At no time will the registered owner be allowed to delay the tow of the vehicle.

2. Upon receipt of the vehicle impoundment form, the Executive Secretary will send via U.S. mail the post-tow form notifying the registered owner of the tow in the time frame stipulated by Village Ordinance.

3. The Telecommunication Center will only issue a vehicle release when MCA sends notification (FAX) to the Department.

4. Operation of an eligible immobilization tow vehicle does not constitute probable cause to make a traffic/investigative stop on such vehicle.

5. If a vehicle is being towed pursuant to an arrest, but is also eligible for an immobilization tow, the officer will advise the Telecommunication Center of both. All administration and immobilization fees apply prior to release of the vehicle.

I. Vehicle Hold Procedure: The purpose of placing a vehicle on hold will be for fulfilling a further police purpose, which cannot be accomplished if the vehicle is released to its owner. With approval from an on-duty shift supervisor, officers may place a hold on an impounded vehicle for a period of less than seven days by:

1. Advising Telecommunication Center Personnel to note in the Tow Logbook "Vehicle to be Held per Officer"

2. Investigating officers must advise the Telecommunication Center and the vehicle owner as soon as possible when a vehicle is available for release.

J. Vehicle Release Procedure: Vehicle owners will obtain a vehicle release from telecommunication personnel after displaying proof of vehicle ownership and insurance, when required, and pay any applicable tow fee(s). Telecommunication personnel will complete a vehicle release and give the owner and the Records Section a copy of the release form.

K. Rented/Leased Vehicle Tow Procedure: Officers will NOT tow rented or leased vehicles for the express purpose of enforcing any current or expired civil agreement between ANY party and a renter/lease company. These vehicles may still be towed for other above listed reasons.
61.4.4 Traffic Safety Education Materials

The Support Services Supervisor maintains educational materials on traffic safety. These materials are available to the public at the Lansing Police Station and during appropriate sponsored programs. Materials may include Rules of the Road for motorized vehicles and bicycles.

61.4.5 Vehicle Impoundment and Inventory Record

A. Whenever a vehicle(s) is towed at the direction of an officer, a general case report or collision report will be completed.

B. In addition, Department Impoundment/Inventory Records will be completed when a vehicle is towed under the following circumstances:

1. Recovered stolen vehicle
2. Evidentiary or impounded vehicle
3. Emergency disabled traffic hazard
4. Driver arrest
5. Abandoned vehicle (roadway or private property)

C. Telecommunication Center Personnel will maintain a current logbook to record all vehicle tows made at the request of an officer.

D. Officer will thoroughly inventory both locked and unlocked passenger and cargo compartments of any vehicle being towed. Officers will open any unlocked closed or sealed containers located within either compartment. Locked containers within the vehicle may be opened if this can be done without container damage. (e.g. keys are available) The purpose of this inventory is to document the contents of the vehicle to safeguard the property ownership rights.
61.4.6 Vehicle Lockouts

A. When a Telecommunicator receives a call from a citizen requesting assistance in opening a locked motor vehicle, they will ask the caller if there is a life threatening or emergency situation involved. If there is any reason to believe that an emergency exists, an officer will be dispatched to evaluate the situation and:

1. If the responding officer believes that an emergency situation exists, officers will take the appropriate action required to remedy the situation, which may include calling a supervisor to break the vehicle’s window.

2. If the officer determines that there is no emergency, the person requesting assistance will be advised that the Lansing Police Department does not provide vehicle lockout assistance in non-emergency situations.

B. If no emergency situation exists, an officer will NOT be dispatched to the scene and the person requesting assistance will be advised that this Department does not provide non-emergency vehicle lockout assistance.

61.4.7 Vehicle Repossessions

A. Repossessions are civil in nature but can precipitate the commission of criminal or quasi-criminal offenses. Illinois law provides that a seller retains an interest in sold property until full payment is tendered to him by the buyer. Unless otherwise agreed by the seller and buyer, the seller has the right to repossess the property if payment is not received according to the terms of the contract. The seller may repossess the property without giving the buyer notice and without judicial approval or court order if the repossession can be done “without breach of peace”. (810 ILCS 5/9-609)

B. A breach of the peace includes any conduct violating any statute or ordinance. Attempting to repossess property over the objection of a person at the scene with a possessory interest in the property or entering into private dwellings or enclosed structures is sufficient to constitute a breach of the peace.

C. Officers encountering incidents relative to repossessions of property will:

1. Establish the identity of the person taking possession of the property and that person’s authority to repossess it.

2. Establish the identity of any person at the scene disputing the taking of the property and that person’s possessory interest in the property. (Possessory interest includes that of the actual buyer who is allegedly delinquent in payments or a third person who is legitimately and actually in possession of the property as authorized by the buyer).
3. If a person with a possessory interest is at the scene objecting to the repossession, i.e., before repossession has been completed, advise the repossession that he should resort to legal process to enforce his right to repossession. (Repossession can be properly completed only if the property can be successfully removed from the scene of the repossession without objection by a person at the scene with a possessory interest, without entering into private dwellings or enclosed structures, and without violating any statute or ordinance).

4. If the person with a possessory interest had to pursue the repossession and the property from the scene of the repossession in order to voice his objection (providing no objection was made at the scene of repossession), advise the buyer or other person with possessory interest that he/she should seek legal advice for any further action.

5. If other property is attached to or contained within the property legally repossessed, advise the owner to seek legal assistance to recover that property through civil remedies.

D. Officers normally will not interfere with the civil aspects of repossessions and will confine their activities to keeping the peace. If an arrest becomes necessary, the preferred procedure is to secure signed complaints.

E. When a repossession has resorted to legal process to enforce his right to repossession, a member of the Cook County Sheriff’s Department, Civil Division, will enforce any court order (i.e., Writ of Replevin, Forcible Entry Order) obtained by the repossession. The repossession cannot enforce the order himself. If necessary, a supervisor from the Sheriff’s Department can be contacted on a 24 hour basis by calling their Radio Communications Center.
Village of Lansing Police Department

GENERAL ORDER 70.1

Subject: Detainee Transport Operations

Issued: 100107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish procedures for transporting detainees of the Lansing Police Department in a manner that will provide for the safety and security of detainees, transporting officers and the public.

70.1.1 Detainee Searches

Prior to transporting any person who is detained, arrested, or taken into custody from one location to another officers will thoroughly search that person for weapons and/or contraband. Officers will exercise caution during searches to avoid contracting communicable diseases or injuries.

70.1.2 Detainee Transport Vehicle Search

A. Officers will inspect their vehicle at the beginning of each shift to ensure that the vehicles are safe and equipped to Department standards. These vehicles may later be used for the transportation of a detainee.

B. Officers transporting detainees will search the transporting vehicle for weapons or contraband prior to and after transporting any detainee.

70.1.3 Detainee Transportation Location

A. When one officer transports a detainee, the detainee will be placed in the rear seat opposite the driver.

B. When multiple detainees are transported, it is recommended that additional vehicles be utilized. If other vehicles are not available, both detainees will be placed in the transporting vehicle's rear seat.

C. No more than two detainees will be transported, at one time, in one patrol vehicle. When practical, detainees will be secured in place with a seat belt.
D. Canine police units will not be utilized to transport detainees under any circumstances.

E. If a medical or handicap condition prevents the reasonable transportation by a patrol vehicle, a Lansing Fire Department Ambulance will be used for transportation upon the approval of an on-duty Shift Supervisor. A police officer will ride along inside of the ambulance to provide security. If needed, a wheelchair will be transported to transport location. The detainee’s means of mobility must be transported to the station.

70.1.4 Detainee Transportation Interrupts

Officers transporting detainees will normally not interrupt the transportation by responding to calls for service or making traffic stops. Exceptions may be allowed only when an exigent circumstance situation involves the likelihood of death or great bodily harm to another or when the detainee needs to use toilet facilities or undergo medical treatment. Should this occur, the officer will position himself or herself as to prevent an escape.

70.1.5 Detainee Communications During Transport

For security reasons once transportation has begun transporting officers will prohibit detainees from having any outside communications with others.

70.1.6 Detainee Arrival Procedures

A. When a Lansing Officer arrives at another facility with a detainee they will remove and secure their firearm(s) and remove detainee restraints in accordance with the receiving agency's policy. When an officer arrives at the Lansing Police Department from another agency with a detainee, that officer will secure their firearm(s) in the proper location and remove detainee restraints when requested.

B. Restraints will normally be removed, in the secured Booking Room, prior to placing detainees into a cell.

C. Transporting Lansing Officers will deliver all proper documentation and detainee property to the receiving officer of another agency.

D. Officers are required to notify receiving officers of potential medical or security hazards.

E. If a detainee’s property is transferred to another law enforcement agency, the representative of the receiving agency will either sign for or be identified by identification number, name and agency on the Property Inventory Report. This documentation will confirm the transfer of custody of both the detainee and their property.
70.1.7 Detainee Escape

A. If during transportation a detainee escapes from custody, the transporting officer will notify the on-duty Shift Commander via the Telecommunication Center. The officer will then immediately notify other area police agencies of the escape via an ISPERN radio message. Notified telecommunicators will enter an appropriate LEADS message reference the escape offense.

B. As soon as practical, the on-duty Shift Commander will notify the Field Service Deputy Chief of the detainee escape.

C. A Supplemental Report stating the circumstances surrounding the escape will be submitted to the on-duty Shift Commander prior to the end of the involved officer's tour of duty.

D. Disciplinary action may be taken if the escape was due to the officer's carelessness or negligence.

70.1.8 Detainee Court Security

A. Officers transporting a security hazard detainee to court or another agency will notify the receiving officer of the security hazard and provide the receiving officer with a copy of the Detainee/Property Inventory Report documenting this notification.

B. The receiving officer should then notify the judge of the court, or agency supervisor of the potential hazard as per the receiving officer's current procedure.

70.1.9 Non-Detainee Transports

A. Upon officer discretion, a member of the general public may be transported in a police vehicle at their request to another location within the village. Officers will obtain approval from an on-duty shift supervisor to transport any non-detainee out of the Village.

B. Children will be transported in safety restraining devices required by law. Only in an emergency situation will children be transported without such a device. Child safety restraint devices available for this use are located in the storage area attached to the police station's garage.
Village of Lansing Police Department

GENERAL ORDER 70.2

Subject: Restraining Devices  
Issued: 100107

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines for the use of restraining devices during transport of all persons arrested providing for the adequate safety and security of officers, the persons transported and the general public.

DEFINITIONS:

Handcuffs: Commercially produced chain link/hinge type cuff capable of being double locked.

Humane Transport Belt: Commercially produced heavy duty leather waist belt with a metal restraining ring for use with handcuffs. Used for long distance transportation when it is impractical to have a prisoner’s hands cuffed behind their back.

Disposable Flex Cuffs: Commercially produced plastic flexible band cuff with a one-way locking system.

Leg Irons: Commercially produced chain link type cuff of a size designed to be placed around the ankles of a prisoner.
70.2.1 PRISONER RESTRAINT POLICY

Arrest Restraint:

Whenever probable cause for an arrest is established and a person is placed under physical arrest by any officer of the Department, the arrestee will be thoroughly searched pursuant to General Order 70.1.

A. Subsequent to searching and prior to transport to the Police Department, all arrestees shall be restrained under the following criteria.

1. Officers shall handcuff prisoners as follows:

   a. Prisoners arrested on felony charges.

   b. Prisoners who appear to be under the influence of alcohol or drugs or emotionally disturbed.

   c. Prisoners who display, in the officer's judgment unusual or threatening conduct.

   d. Prisoners arrested for misdemeanor offense that are not within the scope of the officer discretion guidelines below.

B. Prisoner restraint within the Police Department:

1. Whenever an arrestee is moved from one detention location to another within the Lansing Police facility, the arrestee will be restrained as outlined within this policy.

2. Those individuals responsible for the movement of the arrestee shall remove and secure all firearms from their person and deposit them into one of the firearm lockers provided for the duration of the move. It will also be their responsibility to notify other employees of the arrestee move in order to maintain a clear and safe path from one location to the other.

3. Officer Discretion Exceptions:

   Officers may consider not handcuffing prisoners under the following guidelines.

   a. Persons arrested for minor traffic violations and ordinance violation in those cases when the person arrested has displayed no unusual or threatening conduct.

   b. Juveniles who are arrested for minor charges where that juvenile has displayed no unusual or threatening conduct.
c. Any decision made by officers not to handcuff any arrestee may change at any time if the conduct of the prisoner, in the judgment of the officer, becomes unusual or threatening.

d. Officers will, in all cases, still conduct a search incident to arrest as required.

C. Single Arrestee Procedure:

1. Restraining devices shall be applied to the wrists of the arrestee with the hands placed behind the arrestee, and palms facing away from each other.

2. Restraining devices may be applied to the wrists with the hands positioned in front of the arrestee in some circumstances, such as when the arrestee is:
   
a. Physically incapable of placing their hands behind their back;

b. Physically handicapped, extremely obese, pregnant, elderly; or

c. Sick or injured to the extent that placing their hands behind their backs would be impractical.

3. In all cases where a prisoner is to be restrained with hand in front a humane transport belt will additionally be applied.

D. Multiple Arrests Procedure:

1. In emergency situations, two arrestees may be restrained with one handcuff to one hand of each arrestee (either both left or right hands).

2. Male arrestees will not be handcuffed to female arrestees.

3. Juvenile arrestees will not be handcuffed to adult arrestees.

E. Additional Restraint Procedures:

1. When applied, handcuffs will be checked for tightness per training, and double locked to prevent tightening or slippage during transport.

2. Arrestees shall never be handcuffed to any part of the transporting vehicle, such as a door post.

3. When long distance transport is required, the humane transport belt should be applied with handcuffs.
4. Leg irons or disposable cuffs may be used in conjunction with other restraining devices in instances involving high risk.

5. Officers will make every effort to apply handcuffs in such a manner that does not cut, permanently scar or cut off the circulation in the hands of the arrestee.

6. Officers must immediately respond to any complaint from the suspect of pain, numbness or other discomfort caused by the handcuffs. The officer will recheck the positioning of the cuffs and tightness. If scene security prevents the immediate response to the complaint, the officer must document the reason for the delay in the case report.

7. Officers must remain cognizant of the dynamics of positional asphyxia as this could lead to serious injury or death. To prevent positional asphyxia officers **must never:**
   a. Tie a prisoner's wrist restraints to leg restraints or otherwise "hogtie" any prisoner,
   b. Apply any unnecessary pressure on the back of a person who is handcuffed and lying face down for any longer than necessary to control the prisoner, or
   c. Transport a prisoner in a prone position (horizontal and face down), if at all possible.

70.2.2 MENTALLY DISTURBED PRISONER RESTRAINT

A. When practical, the requirements under Section 1 of this directive will be followed when transporting mentally disturbed prisoners. For those situations in which mentally disturbed prisoners pose a significant threat to themselves or officer(s), an additional restraining device, such as a straight jacket, flex-cuffs, or stretcher with restraining devices, may be used in order to securely restrain the individual.

70.2.3 DOCUMENTATION

A. The following details concerning handcuffing will be documented in the Case Report:

1. Articulate the reason why the suspect was handcuffed. If any special circumstances existed which caused discretion to be exercised.

2. That the handcuffs were applied per policy, checked for fit/comfort, and double locked.

3. If the suspect complains of pain, what actions were taken to address the complaint (i.e.: loosen cuffs and double lock).
Policy:

This General Order shall establish procedures for special transportation situations in a manner that will provide adequately for the safety and security of the persons transported, the transporting officers and the general public.

70.3.1 Transporting Sick/Injured or Opposite Sex Detainees

A. If a detainee becomes sick or injured incidental to arrest, the transporting officer will request that the Lansing Paramedics respond to the scene. The on-duty Shift Supervisor will be notified of the situation.

B. The Paramedics will examine the detainee and an on-duty Shift Supervisor will be advised if transportation to a hospital for treatment is necessary.

C. Whenever a detainee is transported from the Lansing Police Department to or from any hospital or other non-secured area, that detainee will also be placed in leg restraints.

D. When officers have the occasion to transport any detainee or person of the opposite sex, the following guidelines will be adhered to:

1. Officers will radio their vehicle mileage and location to the Telecommunication Center at the beginning and the end of vehicle transport. Telecommunicators will respond by radio with the correct time.

2. The Telecommunication Center will record the audio radio transmission and maintain a copy of the transmission for 90 days.

3. Male and female detainees will not be transported in the same vehicle unless approved by an on-duty shift supervisor.
70.3.2 TRANSPORTING PRISONERS WITH SAFETY NEEDS

A. It is critical the transporting officer be aware of medical needs of a prisoner in his/her custody. Subjects that have been violent and/or impaired prior to and during restraint must be monitored while in custody. Whenever a prisoner is to be transported and has been involved in the following type incidents special safety considerations shall be adhered to when the prisoner:

1. Was involved in a violent struggle during apprehension.

2. Was subject to the use of a chemical agent, Taser, neck restraint hold, multiple body weight control, or impact strikes to the body.

3. Is highly intoxicated on either alcohol, drugs or both.

4. Is secured in maximum restraints.

B. When there is difficulty in breathing, the transporting officer will:

1. Ensure the prisoner remains in a seated upright position.

2. One officer shall maintain constant visual and audible observation of the prisoner.

3. If there is any indication that the prisoner is in medical distress the officer(s) shall administer medical attention consistent with his/her level of training and immediately summon the Lansing Paramedics.

70.3.3 Detainee Transportation to Medical Facility

A. Detainees requiring medical treatment will be transported in an ambulance to the closest available hospital. A sworn officer will ride along inside of the ambulance to provide security.

B. An on-duty shift supervisor will ensure that an officer remains with a detainee during transportation to the hospital.

C. When a detainee has been treated and released from a hospital, they will be properly restrained and transported back to the Lansing Police Department in a police vehicle or an ambulance, if appropriate.

D. If a detainee admitted for treatment to a hospital was arrested for any felony, felony involved warrant or any no bond domestic violence related offense, an on-duty shift supervisor will make arrangements to have the detainee guarded by a Lansing Officer until released. Detainees may also be guarded by an officer during special circumstances at the discretion of a supervisor.
E. If an identified detainee arrested for a misdemeanor "Lansing" offense is admitted for treatment and that detainee is eligible for a personal recognizance bond, such bond will be issued. If such detainee is not eligible for a personal recognizance bond, the transporting officer will advise hospital staff to place a "hold" on the detainee and to contact the Lansing Police Department to arrange for detainee pick-up upon release. The transporting officer may then leave the hospital.

F. If a detainee arrested for a misdemeanor warrant from another agency is admitted for treatment, the transporting officer will have the involved agency notified of the transport. At the request of the other agency, the arresting officer will advise hospital staff to place a "hold" on the detainee for the other agency and have the hospital contact the other agency to arrange for detainee pick-up upon release. The transporting officer may then leave the hospital.

70.3.4 Transporting Detainees in Special Situations

A. Lansing Police Department personnel will not transport a detainee for any personal detainee business without a court order.

B. Officers transporting detainees in special situations will proceed directly to the proper destination except as directed in General Order 70.1.4.
Village of Lansing Police Department

GENERAL ORDER 70.4

Subject: Transport Equipment

Issued: 100107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish guidelines for vehicles used to transport detainees

70.4.1 Detainee Transport Vehicles

A. The Lansing Police Department does not maintain a vehicle that will be used primarily to transport detainees.

B. Marked police vehicles used to transport detainees will be equipped with a safety barrier between the front and the rear seats. This barrier will be constructed of materials approved by the Chief of Police.

70.4.2 Detainee Transport Vehicle Modifications

Police patrol vehicles used for transporting detainees will have the window cranks or motors and door handles removed and/or disabled from the rear compartment. Door release locks will be operated from the front compartment or from outside of the vehicle.
Village of Lansing Police Department

GENERAL ORDER 70.5

Subject: Transport Documentation

Issued: 100107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish an identification system for transported detainees and establish proper detainee transport documentation.

70.5.1 Detainee Identification

A. Prior to transporting a detainee from one facility to another, the transport officer will make positive detainee identification. Officers will not transport detainees until proper identification is confirmed.

B. Officers transporting detainees to court for bond hearings should forward, as necessary, the following documents and property with the detainee:

1. Original and copy of complaint(s)
2. Felony Form 101 and criminal history by fingerprints, if felony
3. Criminal history by computer
4. Illinois Arrest Cards
5. Copy of Case Report
6. County Prisoner Information Report and Prisoner Property Inventory Sheet
7. Court transfer listing for personal issue complaints
8. Warrant Certification Form and Copy of Warrant, if applicable
9. Any other documentation required by the court
C. If a detainee has exhibited behavior indicating the potential will be documented by the arresting officer on the Detainee/Property Inventory Report and a copy of this report will accompany the detainee during transport.
Policy:

This General Order shall establish procedures for the processing and temporary detention of detainees prior to an arrest to ensure that detainees are held in a safe and secure manner.

71.1.1 Temporary Detention of Persons

The Department authorizes the holding of detainees for testing or processing within the Main Booking Room. The Department authorizes the limited holding of detainees during interviews and/or interrogations within the interview rooms located within the criminal investigative section as directed in General Order 42.

2.10. Officers temporarily detaining a person are accountable for supervising the actions of that person.

71.2.1 Temporary Holding Facility Training

All employees charged with monitoring temporarily detained individuals within the holding facility or any interview rooms are provided initial training on the use of the facility or rooms before being authorized to hold any detainee. Employees will also be retrained in temporary holding room use at least once every three years. This will be conducted in the Annual Briefing Training and documented by the Support Services Deputy Chief.

71.3.1 Temporary Detention Rooms

A. All arrested detainees will be logged into the Lansing Police Department Arrest Logbook, which indicates the reason and date placed into the facility. Any meals, intake time and the time out of the facility will be logged in the Prisoner Check Log or a computerized card/fob system utilized in place of the check log. In the event that either the computerized system of the cell block video systems are not operational then the Prisoner Check Log will be used as a redundant logging system.
B. The arresting officer is both responsible and accountable for searching, processing and the temporary detention of any individual, which they bring into the temporary holding facility.

C. Detainees secured within the Booking Room will not be held in excess of two hours without continuous supervision.

D. Detainees may be secured with handcuffs to the immovable bench within the Booking Room during their booking process.

E. Adult offenders held in the temporary detention area will be separated from both sight and sound from juvenile offenders. Male and female offenders may be held within the same temporary detention area only while under direct and continuous supervision.

71.3.2 Securing Detainee in Temporary Holding Facility

A. The immovable bench within the Booking Room may be used to temporarily secure detainees. This bench was designed for this purpose and intended for such use.

B. Detainees will not be secured to any immovable object within interview rooms located within the criminal investigative section.

71.3.3 Temporary Holding Facility Security

A. Firearms are not permitted within the Booking Room, as directed by General Order 72.4.1. Firearms are also not permitted within interview rooms. Prior to entering interview rooms, officers will secure firearms on their person into either a wall mounted handgun lockbox or their locked desk drawer. Authorized less lethal weapons are permitted within the Booking Room and interview rooms.

B. The Booking Room is equipped with a duress alarm located on the West wall of the room. The criminal investigative section is equipped with a duress alarm located on the North wall of the room. These alarms are to notify the Telecommunication Center of an emergency within either area.

C. While a detainee is being held access to the Booking Room or either interview room is limited to sworn law enforcement officers, community service officers or other persons deemed necessary by a supervisor.

D. Whenever a temporarily detained person is unattended within the Booking Room, the detainee will be handcuffed to the detainee bench, as directed in General Order 72.5 to prevent escape. Whenever a temporarily detained person is unattended within an interview room, either an officer will remain within the criminal investigative main office area and/or the interview room door will be locked.
E. Upon entry of any detainee into any temporary holding area, officers will search the detainee for contraband, weapons or other articles, which might cause injury to the officer and/or the detainee. Officers may also elect to similarly search persons prior to entering interview rooms at their discretion based upon the investigative status of the person and officer’s safety concerns.

F. When a detainee, not under direct supervision, is held in the Booking Room or interview room, the detainee will be visually observed face-to-face at least every thirty minutes. Temporarily detained persons within interview rooms may be visually observed, in addition to face-to-face observations, through either a one way mirrored glass window or a video monitoring system contained with the area.

71.4.1 Minimum Physical Conditions in Temporary Holding Facility

Detainees secured within the Booking Room and/or interview rooms will be granted access to water, restrooms and other reasonable needs upon their request.

71.4.2 Temporary Holding Facility Fire Safety

A. The Booking Room has fire prevention, evacuation and suppression plans, as directed by General Order 72.3. Similar fire related plans are located within the main area of the criminal investigative section.

B. No smoking is permitted within any temporary holding area. The storage of any flammable materials within any temporary holding area is prohibited.

71.4.3 Temporary Holding Facility Inspections

A. Monthly, either supervisor of the criminal investigative section will conduct a visual security and sanitary inspection of the interview rooms. This inspection will check for cleanliness and safety issues. If a problem is discovered it will be corrected, if possible. If the supervisor is unable to correct the problem, the Support Services Supervisor will be notified.

71.5.1 Processing and Testing of Detainees

The Lansing Police Department processes and/or tests all detainees within the holding facility as directed in General Order 72.5.1. Detainees within the holding facility are supervised as directed in General Order 71.3.3. Weapons within the holding facility are control as directed in General Order 72.4.1. Holding facility duress alarms are controlled as directed in General Order 72.4.9 and escape prevention is controlled as directed in General Order 72.4.10. No detainee is processed within any interview room.
Village of Lansing Police Department

GENERAL ORDER 72.1

Subject: Holding Facility Management  

Issued: 090694

Supersedes: All Previous Orders / Policies  

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall provide guidelines for the operation and maintenance of the Lansing Police Department Holding Facility and provide for procedures to safeguard detainee records from unauthorized disclosure.

72.1.1 Holding Facility Training

A. All sworn officers and community service officers will receive initial instruction in the operations of the Holding Facility during their Field Training Process and/or other training periods. Civilian personnel will receive orientation training on the operation of the facility during their probationary period.

B. All sworn officers and community service officers will receive refresher training in the use of the holding facility at least once every three years. Civilian personnel will also receive basic retraining on the operation of the facility, at least once every three years.

72.1.2 Access of Nonessential Personnel

No unauthorized or nonessential personnel will be allowed access to the Holding Facility. Supervisors may grant authorization, at their discretion, when this action serves a legitimate police purpose.

72.1.3 Arrest Record Confidentiality

Records of prisoners housed in the Department's Holding Facility will be maintained in the "Prisoner File Holders" located on the wall in the Booking Room. This is a secure room providing limited access. After a prisoner has been transferred or released, their records will be forwarded to and secured in the Records Section. These records may then only be released in compliance with Federal and State Statutes.
Village of Lansing Police Department

GENERAL ORDER 72.2

Subject: Physical Plant
Issued: 090694

Supersedes: All Previous Orders / Policies
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall describe the Lansing Police Department Holding Facility and conditions contained within the physical facility.

72.2.1 Holding Facility Conditions

A. The Lansing Police Department Holding Facility will adhere to all provisions of the Illinois Department of Corrections Municipal Jail and Lockup Standards.

B. The Holding Facility will provide the following conditions:

1. Lighting of at least 20 foot-candles

2. Circulation of fresh or purified air in accordance with health standards

3. Access to a toilet, wash basin or shower, and drinking water

4. A bed with clean, sanitary, and fire retardant bedding

5. Exceptions to these conditions may be made for detainees who are suicidal or other extraordinary conditions
Village of Lansing Police Department

GENERAL ORDER 72.3

Subject: Safety and Sanitation  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall describe the practices and procedures for safety and sanitation for the Lansing Police Department Holding Facility.

72.3.1 Fire Prevention Practices and Procedures

A. The Lansing Police Department adheres to the following fire suppression techniques:

1. No smoking permitted in holding area

2. No matches or lighters in holding area

3. Blankets are fire retardant

4. Prisoners moved to a secure area in event of fire

5. Officers will remain familiar with the location and use of fire extinguishers

B. The Lansing Police Department Holding Facility has an automatic fire alarm and heat and smoke detection system that is approved, in writing, by the Lansing Fire Department. These alarm systems are connected directly to the Police/Fire Telecommunication Center.

C. The location of all fire suppression equipment in the Police Facility is easily accessible and approved, in writing, by the Lansing Fire Department.

D. Daily, the automatic fire detection devices and alarm systems located in the Holding Facility are visually inspected for damage by a midnight shift supervisor.
E. The automatic fire detection devices and alarm system located in the Holding Facility are tested annually to ensure their functionality. These tests are normally performed by the Support Services Supervisor and are documented in the **Holding Facility Inspection Logbook**.

F. A support services employee will weekly inspect all fire suppression equipment located in the Holding Facility. These inspections are documented in the **Holding Facility Inspection Logbook**.

G. A support services employee will check that a privately contracted company semiannually inspects all fire suppression equipment located at the Lansing Police Department. The purpose of this testing is to determine if the equipment is operational and functional as designed.

H. Annually, the Support Services Deputy Chief will review the **Holding Facility Inspection Logbook**. The Support Services Deputy Chief will document this review, as well as any corrective steps taken, in an annual report to the Chief of Police.

### 72.3.2 Emergency Evacuation Exit Plan

A. There is an "Emergency Exit Procedures Plan" posted in the Holding Facility and Booking Room for the evacuation of persons from the facility.

B. Removal of detainees from the cell area in emergency situations will conform to the following guidelines:

1. Permission to remove prisoners will be obtained from a supervisor.

2. At least one officer will be present prior to detainee release.

3. Detainees will be taken to another location of safety within the building.

4. Detainees will remain in the building unless the structure is in danger.

5. If detainees are removed, they will be temporarily held in Department vehicles pending transport to another facility.

C. Telecommunication personnel may utilize the electronic lock-release to release detainees from the Holding Facility during life-threatening emergency situations.
72.3.3 Sanitary Inspection of Holding Facility

A. Weekly sanitation inspections of the Holding Facility will be made and documented by a support services employee in the Holding Facility Inspection Logbook. If a problem is identified as a result of these inspections, no detainee will be incarcerated in that holding cell until appropriate corrective action has been taken.

B. At least quarterly, privately contracted pest control professionals will service the holding facility, as required, and place traps to control vermin and pests.
Village of Lansing Police Department

GENERAL ORDER 72.4

Subject: Security and Control

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the policies and procedures for the safe, efficient, and effective operation of the Lansing Police Department Holding Facility.

72.4.1 Secured Firearms

A. All officers will secure all firearms in the provided firearm lockers located outside of both ends of the Booking Room prior to entering the room.

B. Exceptions to this order will only be made in an extreme emergency situation. Any officer entering this area armed will file a Supplemental Report describing the emergency condition that existed.

72.4.2 Entry into Occupied Cell

A. Officers will only enter occupied cells in the Holding Facility in the following emergency circumstances:

1. Medical emergencies

2. Remove detainee from physical danger

3. Relocate uncooperative detainee

B. When circumstances require an officer to enter an occupied cell, a second officer should be available and a Supplemental Report will be filed.

72.4.3 Control of Keys

A. Authorized personnel will be issued electronic keys which provide access to doors in the Holding Facility and throughout the building. Personnel will sign for these electronic keys and will not permit any other person to use them.
B. Manual cell door keys are also secured in the Shift Commander's Office for emergency use. Any officer using these manual keys will complete a Supplemental Report documenting the emergency reason for the key usage.

C. The Support Services Deputy Chief has additional replacement manual keys for non-emergency use.

D. The Management Support Supervisor will maintain a current listing of all card keys issued to personnel.

72.4.4 Holding Facility Doors

All doors located in the Lansing Police Department Holding Facility, except the restroom door, will be closed and locked at all times when not in use.

72.4.5 Security Check of Cells

A. Prior to an officer placing a detainee in any holding cell, the officer will complete a security check of the cell. Security checks include a search for weapons, contraband, and a general inspection of the cell.

B. Any officer removing a detainee from a holding cell will immediately perform a security check on the cell after the cell becomes unoccupied.

C. Any damage or conditions out of the ordinary that are found during these checks will immediately be verbally reported to an on-duty shift supervisor. The supervisor may require the officer involved to file a Supplemental Report to document the cell's condition.

72.4.6 Documentation of Security Check of Holding Facility

A. A support services employee will conduct and document, in the Holding Facility Inspection Logbook, a weekly security inspection of facility. These inspections will include a careful examination of all bars, locks, walls, floors, ventilator covers, glass, access plates, doors and other security devices.

B. Any deficiencies identified will be immediately submitted in writing to the Support Services Deputy Chief. No detainee will be incarcerated in any deficient holding cell until appropriate corrective action has been taken.

72.4.7 Tools and Culinary Equipment

A. No tools will be stored in the Booking Room or Holding Facility and no culinary equipment is permitted in the Booking Room or Holding Facility.

B. A Department employee will escort any non-employee worker while in the Booking Room or Holding Facility to insure that no tools are left in the facility.
72.4.8 **Audio Communication System**

In the event of an emergency the holding facility is equipped with an audio communication intercom system, camera system, and audio room monitor all with a central control point located within the Telecommunication Center.

72.4.9 **Security Alarm System**

A. The Lansing Police Department Booking Room, Sally Port Garage, and Holding Facility Areas are all equipped with a wall mounted distress alarm system that is linked to the Telecommunication Center.

B. If an alarm is activated, Telecommunication personnel will immediately dispatch an officer to the alarm location and notify an on-duty shift supervisor.

72.4.10 **Escape Procedures**

A. If a detainee escapes or is attempting to escape from the Holding Facility, the officer detecting the escape will:

1. Activate the nearest distress alarm
2. Notify the Telecommunication Center and an on-duty shift supervisor
3. Provide an accurate and complete description of the detainee escaping
4. Make every legal attempt to stop the detainee from escaping

B. Telecommunication Center personnel will dispatch additional officers to the location of the escape as needed.

C. The on-duty shift commander will coordinate apprehension efforts and submit a "Supplemental Report" on the incident to the Field Services Deputy Chief.

D. Upon detainee apprehension, the Telecommunication Center will be notified and the Center will end the alert.

72.4.11 **Documentation Report of Emergency Incidents**

A. All incidents that threaten the Holding Facility or any person therein will be documented in a Case Report for administrative review.

B. The Illinois Department of Corrections, Detention and Standards Services Section will be notified in writing of any escape or incident that threatens the facility or any person therein. The Department of Corrections "Report of Extraordinary or Unusual Occurrence" form will be used in addition to a Case Report.
72.4.12 Corridor Alert Lighting System

A. Any officer responsible for the movement of any detainee into the Booking Room Hallway Corridor will secure their firearm in a locker, check that the corridor is unoccupied and turn on the red hallway alert lights prior to moving any detainee.

B. When the red hallway alert lights are activated, only officers involved in the movement of the detainee may enter or occupy the corridor.

C. When the movement of the detainee is completed the officer that activated the red alert lights will turn them off.
Village of Lansing Police Department

GENERAL ORDER 72.5

Subject: Detainee Processing  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the procedures for the safe, humane, efficient and effective processing of detainees brought into the Lansing Police Department Holding Facility.

72.5.1 Detainee Processing, Search, and Property Inventory

A. Upon arrival at the Lansing Police Department with a detainee, officers will:

1. Enter building through Sally Port garage door and ensure the door closes
2. Secure all firearms as directed in General Order 72.4.1.
3. Remove detainee from the vehicle and walk them into the Booking Room
4. Search each and every detainee again
5. Retain contraband, weapons or articles, which might cause injury
6. Remove handcuffs and seat detainee on the Booking Room Bench
7. Handcuff detainee to bench if required for officer safety
8. Process the detainee for the appropriate charges utilizing the guidelines located in the Arrest Processing Manual

B. Officers will NOT leave detainees unattended and unsecured in the Booking Room.

C. Prior to placing any detainee into any holding cell, officers will:

1. Instruct the detainee to remove from their person all money, jewelry, belts, ties, shoelaces, all other personal non-clothing items, and any other potentially dangerous articles.
2. Complete a Property Inventory Report and secure all retained property and any detainee processing paperwork in a property bag.

3. Thoroughly search the detainee for any additional property.

4. Have detainee sign the Prisoner/Property Inventory Report verifying accuracy of property retained.

5. Property taken from a detainee and the Prisoner/Property Inventory Report will be secured in a property locker located in the Detainee Property Storage Room. Any evidentiary property taken from a detainee will be secured, per current General Order, in an evidence locker located in the Sally Port. Property not transported with a detainee to Markham Court will be secured in a locker located in the Sally Port.

D. Immediately after placing a detainee into a holding cell, the officer will advise an on-duty shift supervisor the time that the detainee was placed into the cell.

E. Prior to releasing a detainee, the releasing officer will return all non-evidentiary/non-seized property to the detainee and request the detainee acknowledge receipt of all property by signing the Property Inventory Report.

F. If a detainee refuses to sign the Prisoner/Property Inventory Report the releasing officer and a second witnessing officer will sign the report and release the property. An on-duty shift supervisor will be advised of disputes involving property at the time of occurrence.

G. If a detainee’s property is turned over to another law enforcement agency, the representative of the receiving agency will either sign for or be identified by identification number, name and agency on the Property Inventory Report.

72.5.2 Detainee Information Report

A. All detainees booked into the Holding Facility are entered into the Arrest Intake Logbook.

B. A Property Inventory Report is completed by the arresting officer or a community service officer, whenever any property is taken from a detainee. Any officer releasing any inventory property will have the detainee sign the bottom of this report indicating property disposition.

72.5.3 Holding Area Separations

A. The Lansing Police Department’s juvenile holding areas are completely separate from sight and sound to the adult holding areas. No minor, under 18 years of age, will be confined to any cell with an adult detainee.
B. The Lansing Police Department female holding areas are also completely separate from sight and sound to male holding areas.

C. All holding areas are in compliance with the Illinois Department of Corrections, Municipal Jail and Lockup Standards.

72.5.4 Segregation of Detainees

A. Detainees that are violent or under the influence of alcohol and/or drugs will be placed into a separate individual holding cell when available.

B. Detainees with a blood alcohol level B.A.C. over .35 will be transported in an ambulance to the closest available hospital for evaluation.

C. If a detainee displays signs of extreme violence or self-destructive actions, as determined by an on-duty shift supervisor, the detainee will be transported to the closest available hospital by the Lansing Paramedics for evaluation.

72.5.5 Identification of Extra-Agency Officer

When a detainee is received from an outside law enforcement agency, the receiving officer will make a positive identification of the officer presenting the detainee for detention. The presenting officer is required to produce a badge or appropriate credentials certifying their authority to make the commitment. Telephone calls may be necessary to verify the identity of the presenting party.

72.5.6 Maximum Detainee Arrest Procedures

A. In the event there are more detainees than can be properly housed in the Lansing Holding Facility, on-duty shift supervisors are authorized to:

1. Call out necessary off-duty Department personnel
2. Release all eligible detainees on I-Bonds
3. Utilize 24-hour Markham Court Lock-up Facility
4. Transport excess detainees to a Mutual Aid Holding Facility

B. Also see General Order 46.1.2 and the “All Hazard Plan”.
72.5.7 **Identification of Detainee Before Release**

A. Prior to releasing a detainee, the releasing officer will make a positive identification of the detainee to verify that the right person is being released. This verification will utilize the following methods:

1. Inquiry of the detainee their correct name and date of birth

2. Compare signatures on Property Inventory Report

B. An on-duty shift supervisor will be advised of any discrepancy established through this process prior to detainee release.
Village of Lansing Police Department

GENERAL ORDER 72.6

Subject: Medical Health Care Services  
Supersedes: All Previous Orders / Policies

Issued: 090694  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the procedures for providing medical care and treatment for detainees.

72.6.1 Detainee Emergency Health Care Procedures

A. When a detainee requires or requests medical treatment, the Lansing Paramedics will respond to the Lansing Police Holding Facility. The detainee will be treated and transported to the closest available hospital by the Lansing Paramedics per South Cook County Emergency Medical Services Standing Medical Orders.

B. This directive for providing medical care meets the approval of the licensed physician currently directing the South Cook County Emergency Medical Services Program.

72.6.2 Medical Equipment Availability and Inspection

A. Paramedic medical equipment is available to all holding facility personnel. This equipment is located in the "Detainee Property Storage Room" located off the hallway just outside the north Booking Room Door. Additionally an Automatic External Defibrillator (AED) is located in the hallway across from CID and a Naloxone auto-injector is located in the Taser storage case in booking.

B. A support services employee will document inspections of this equipment during the weekly security inspections of the Holding Facility. Any supplies needed will be replenished by the employee.
72.6.3 **Holding Facility Receiving Screening**

A. Prior to a detainee being placed into a holding cell, an initial health care assessment will be provided. This assessment will include, but not necessarily be limited to, inquiry as follows:

1. Current health of detainee
2. Medications taken by detainee
3. Behavioral observation including mental status
4. Trauma markings, bruises, lesions, jaundice, etc.

B. If a detainee responds positively to any of this inquiry, a Physical Examination Form will be completed to document the detainee’s reported health status at the time of being placed into a cell.

72.6.4 **Detainee Access to Medical Attention**

Within the Booking Room, in areas commonly used by detainees, procedures for gaining access to medical services are clearly posted in both English and Spanish.

72.6.5 **Pharmaceutical Dispensing**

A. If a detainee advises they require pharmaceutical prescription medicine while in the Holding Facility, the arresting officer will advise an on-duty shift supervisor. Only medicines in the original prescription container may be administered. Over the counter medications belonging to a detainee that are not prescribed by a doctor will not be administered. The shift supervisor will utilize the following guidelines to administer required prescription medication:

1. Prescriptions should be verified prior to administering
2. Medication should be administered as prescribed
3. Witness the detainee actually taking the medication
4. Document medication use on a Supplemental Report

B. If a detainee has a medical condition that will require the administering of medication, on-duty shift supervisors will consider releasing the detainee on a personal recognizance bond (I-Bond).
Village of Lansing Police Department

GENERAL ORDER 72.7

Subject: Detainee Rights

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the policies and procedures to be followed in regard to ensuring the rights of detainees of the Lansing Police Department.

72.7.1 Detainee Rights

A. Timely Court Appearance: All detainees have the right to a timely court appearance as provided for in Illinois Compiled Statues (725 ILCS 5/103-5).

B. Detainee Bonding: All detainees have a right to post bond or appear before a judge as required by 725 ILCS 5/109-1. Bond amounts are determined by rule of court and no member of this Department will impede a detainee’s opportunity to post bond. Detainees will be advised of their bond amount and a receipt will be issued for all bonds posted. If a detainee is unable to post bond, they will be secured in a holding cell awaiting transportation to the Sixth District Court in Markham. On-duty shift supervisors may authorize the issuance of a personal recognizance bond in compliance with 725 ILCS 5/110-2.

C. Attorney Access: Attorneys will be reasonably permitted to see their clients as required by 725 ILCS 5/103-4.

D. Telephone Use: Detainees have the right to communicate with an attorney or family member as required by 725 ILCS 5/103-3.

E. Telephone Monitoring and Recording: Booking Room telephones used by detainees are NOT monitored or recorded.
F. **Detainee Meals**: On-duty shift supervisors will ensure detainees are fed, utilizing the cell door food access opening, at approximately 0600, 1200 and 1800 hours. These three meals adhere to the Illinois Department of Corrections Municipal Jail and Lockup Standards.

1. Breakfast: One fresh donut or roll and water

2. Lunch: Cheeseburger and water

3. Dinner: Cheeseburger and water

4. Meals will normally be signed for at designated local bakeries/restaurants unless an on-duty supervisor authorizes that another eatery be utilized.

5. With approval of an on-duty shift supervisor, detainees requiring special dietary considerations will be fed in accordance with the special diet.
Village of Lansing Police Department

GENERAL ORDER 72.8

Subject: Supervision of Detainees  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr. Chief of Police

Policy:

This General Order shall establish the policies and procedures for the safe, efficient and effective security of the Lansing Police Department Holding Facility.

72.8.1 Detainee Supervision

A. The on-duty Shift Commander will ensure that 24-hour monitoring of detainees is maintained in the building whenever a detainee is housed in the Holding Facility.

B. An on-duty shift supervisor or designee will physically face to face count the Department's detainee population at least once each twelve-hour working shift. Recording of this count will be made in the current Prisoner Check Log System.

C. The on-duty Shift Commander will ensure that all adult detainees held in the Holding Facility are observed and checked every 30 minutes and that all juveniles and security risk adults are checked every 15 minutes. Documentation of these checks will be made in the current Prisoner Check Log System.

D. Officers feeding prisoners, providing prescribed medicine, telephone use or attorney access will documentation these actions in the Prisoner Check Log System.

72.8.2 Use of Audio Communications System

The audio communication and electronic surveillance systems between the Booking Room/Holding Facility and the Telecommunication Center and/or Shift Commander’s Office will not be used to violate the personal privacy of detainees. Control over this equipment will be maintained by Telecommunication Center Personnel and/or supervisors and will only be used for legitimate police purposes.
72.8.3 **Supervision Detainees of the Opposite Sex**

Prior to entering the hallway of the Holding Facility's detention area, an officer of the opposite sex will first knock on the hallway door, open the door, and then clearly announce their presence prior to entering the hallway.

72.8.4 **Inspection of Detainee's Mail/Packages**

A. Due to the temporary nature of detention at the Lansing Police Department, detainee’s personal items such as mail or packages will not be accepted for delivery.

B. Supervisors may only accept prescribed medication, fresh clothing, or other emergency hand delivered items. These items will be inventoried and secured with the detainee’s property and may be either released to the detainee when they are released or transported with the detainee to another holding facility. The receipt of these items will be documented in a Supplemental Report.

72.8.5 **Detainee Visitor Rights**

A. The temporary nature of detention at the Lansing Holding Facility prohibits visitations under normal circumstances.

B. Supervisors may permit a visitation if an extraordinary circumstance exists. Any visitor will be identified and searched for contraband. Any permitted visitation will be documented in a Supplemental Report.

72.8.6 **Juvenile Detainee Supervision**

A. Only juveniles arrested for violation of a court order or a law that would be illegal if committed by an adult can be placed into a juvenile holding cell. Juveniles cannot be placed into a juvenile holding cell for violation of a status offense.

B. A supervisor must approve placing any juvenile into a juvenile holding cell and no juvenile, under the age of 12, may be placed into a juvenile holding cell without the concurrence of a youth officer.

C. At the time a juvenile offender is placed into a juvenile holding cell, the officer is required to inform them the purpose of the detention and the time that the detention is expected to last.

D. Juvenile offenders will NOT be detained in a juvenile holding cell for more than six hours without the authorization of a juvenile officer investigating the offense.
Village of Lansing Police Department

GENERAL ORDER 73.1

Subject: Court Security  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the administration of courtroom security for the Lansing Police Department Courtroom.

73.1.1 Court Security Services

The Lansing Police Department does not provide any court security services for any Judicial Court District. All court security is assigned by law and provided by the Cook County Sheriff’s Police. Lansing Police does provide security for all local ordinance hearings.
Village of Lansing Police Department

GENERAL ORDER 73.4

Subject: Courtroom Equipment  Issued: 090694

Supersedes: All Previous Orders / Policies  Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish that the Lansing Police Department Courtroom is equipped with all necessary modern equipment.

73.4.1 Equipment Readiness

A. The Lansing Police Department Courtroom is equipped with the following list of equipment:

   1. Telephones
   2. Duress alarm
   3. Fire alarm
   4. Fire extinguisher

B. The Lansing Fire Department will regularly inspect and document the operational readiness of the fire alarm and the fire extinguisher located in the courtroom.

C. The Support Services Supervisor will regularly inspect and maintain the operational readiness of the telephones located in the courtroom.

73.4.2 Courtroom External Communications

The Lansing Police Department Courtroom is equipped with telephones, which provides oral communication out of the Courtroom.

73.4.3 Duress Alarm

The Lansing Courtroom is equipped with a duress alarm located in close proximity to the judge's bench.
Village of Lansing Police Department

GENERAL ORDER 73.5

Subject: Court Holding Facilities

Issued: 100107

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish that the Lansing Police Department is not responsible for and does not have any functional operation of a Court Holding Facility.
Village of Lansing Police Department

GENERAL ORDER 74.1

Subject: Legal Process Records

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish, ensure, and describe a proper, legal process recording system with procedures for serving legal process outside of the Village.

74.1.1 Legal Process Records

A. Information regarding each item of a criminal legal process is recorded as it comes from the Court to the Department. Each criminal legal process should include the following elements:

1. Date and time received
2. Type of legal process
3. Nature of document
4. Source of document
5. Name of complainant or defendant
6. Officer assigned for service
7. Date of assignment
8. Court docket number
9. Date service due, if applicable

B. The Lansing Police Department does not perform the function of civil legal process and does not record or maintain any such information. Civil process documents are the responsibility of the Cook County Sheriff’s Police.
74.1.2 Record of Warrants Served/Attempted

A. Records on the service/attempted service of legal process documents are located in the Central Records Section and include, but are not necessarily limited to:

1. Date and time served/attempted
2. Name of serving officer(s)
3. To whom process was served
4. Method of service
5. Location of service
6. Reason for non-service

B. Any officer unsuccessfully attempting to serve any warrant will request an RD number and in the narrative of the computer disposition record will include the full name and date of birth of the offender and the reason of non-service.

74.1.3 Warrant Files

A. Designated Records Section employees are assigned the task of processing and recording warrant information in Department files. Upon receipt of a criminal warrant from the court office, the Record Section employees will:

1. Review the warrant for accuracy and enter it into the computerized warrant file and attach the warrant to the Warrant Tracking Form.
2. The Warrant and Tracking Form will be given to an on-duty Telecommunicator for entry into LEADS and/or the NCIC System.

B. The Lansing Police Department Telecommunication Center maintains the Department's manual warrant file, which is available 24-hrs a day. Telecommunicators will follow the procedures outlined in the Telecommunications Procedure Manual and:

1. Enter the warrant into LEADS and attach a copy of the verifying entry onto the warrant and also onto the LEADS Warrant Entry.
2. File the Warrant Tracking Form into the Active Warrant File.
C. Telecommunicators notified that a warrant has been served will follow the procedures outlined in the Telecommunication Procedures Manual and:

1. Cancel the warrant from LEADS/NCIC.

2. Attach verifying printout to the Original LEADS entry/message

3. Complete the Tracking Form and remove it from the Active Warrant File

4. Return the Tracking Form to the Records Section.

D. Warrants received from other law enforcement agencies will be reviewed, verified, and approved by the Management Support Supervisor. Approved warrants are forwarded to the on-duty shift supervisor who will ensure that every reasonable attempt is made to serve these warrants.

E. If it is discovered that an arrest warrant is defective, a criminal investigative supervisor will assign a criminal investigator to correct any warrant defects.

74.1.4 Warrant Service in Foreign Jurisdictions

A. When an outside agency arrests an offender on an active Lansing warrant, the Telecommunicator notified of the apprehension will:

1. Notify an on-duty shift supervisor

2. Advise the arresting agency of needed bonding information

3. If the offender is unable to post bond and is within the authorized warrant range area, the on-duty shift supervisor will assign an officer to respond to the arresting agency to pick up the arrestee

4. If the offender is unable to post bond on a felony warrant and is more than 50 miles from the Village of Lansing, the on-duty shift supervisor will notify a Criminal Investigations Supervisor. The two involved supervisors will then arrange for transportation based on the individual circumstances of the case, including manpower and investigative considerations.

B. With the approval of any sworn supervisor, investigators and officers may execute criminal warrants outside of the Village. When practical, the agency in which the warrant execution takes place will be notified prior to this action.

74.1.5 Civil/Criminal Court Testimony

Any employee who is requested to testify in any civil/criminal or administrative matter against the Village of Lansing/Police Department will notify the Chief of Police in writing of the anticipated testimony within seven days of being requested.
Village of Lansing Police Department

GENERAL ORDER 74.2

Subject: Civil Process

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

The Lansing Police Department does not perform the function of serving any civil process documents.
Village of Lansing Police Department

GENERAL ORDER 74.3

Subject: Criminal Process  

Issued: 090694

Supersedes: All Previous Orders / Policies  

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish guidelines for the execution of criminal process documents.

74.3.1 Execution of Criminal Process

A. A Records CRT Operator will generate a file of all Lansing warrants. This warrant file will be maintained in the Telecommunication Center.

B. In addition, a Records CRT Operator may post new warrants with Lansing addresses on the bulletin board in the officer's breakroom. Shift supervisors will routinely review these warrants and assign patrol officers to attempt to serve them.

C. After locating an offender wanted on a warrant, the arresting officer will:

1. Advise the person they are under arrest
2. Handcuff and search the offender
3. Take necessary control over evidence and/or area
4. Take necessary custody of personal property
5. Transport the person for criminal processing
6. Complete required report documentation
7. Process the offender as directed in the Arrest Procedures Manual
D. Officers may reasonably search the arrestee and the immediate area under the arrestee’s control during or after the arrest for the authorized purpose of:

1. Protecting the officer
2. Preventing arrestee escape
3. Discovering the fruits of the crime and any instruments of the offense

74.3.2 Officer Warrant Execution

Only sworn officers of the Lansing Police Department will execute any criminal arrest warrant.
Policy:

This General Order shall establish that the Lansing Police Department's Telecommunication Center is in compliance with all Federal Communication Commission procedures.

81.1.2 Federal Communications Commission

A. The Village of Lansing's Telecommunication Center conducts radio operations in compliance with all Federal Communications Commission (FCC) procedures and requirements.

B. The Lansing Telecommunication Center has current Federal Communications Commission (FCC) regulatory licenses posted near the public window at the South end of the room. All current (FCC) rules and regulations are accessible under the round table in the center of the room.

C. It is the responsibility of every employee of the Lansing Police Department to use prudent judgment communicating over radio transmission and mobile/fixed data terminals. The use of sexually provocative, profane, ethnic, biased, or racial slurs or any other inappropriate communications typed or spoken transmission is strictly prohibited by this Department and the F.C.C.
Village of Lansing Police Department

GENERAL ORDER 81.2

Subject: Communications Operations  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall describe the Lansing Police Department’s communication system as it pertains to the needs of the citizens of the Village of Lansing and the Police Department.

81.2.1 24-hour Telephone Access

The Lansing Telecommunication Center provides multi-line, 24-hour, toll-free and TTY telephone access, for emergency calls for services. Non-emergency services are provided to the public by calling the 24-hour non-emergency phone number.

81.2.2 Continuous Radio Communications

The Lansing Telecommunication Center has 24-hour two-way radio capability providing continuous radio communication between the center and on-duty officers.
81.2.3 Required Information on Calls for Service

A. At the time of a request for service or self-initiated activity, the following relevant information will be recorded in the Department’s Computer Aided Dispatch (CAD) System:

1. Complaint control number
2. Date and time of request
3. Name and address of complainant
4. Location and type of incident reported
5. Pertinent times relating to the dispatch
6. Incident number and priority code of dispatch
7. Source of dispatch
8. Officers assigned and assigning dispatcher
9. Time officer returns to service and disposition of the incident

B. When requests for fire services are made, Telecommunicators will collect the following information and record it in the Fire Department (CAD) System:

1. Date and time of request
2. Name and address of complainant
3. Location and nature of incident reported
4. Pertinent times of dispatch/arrival/completion
5. Source of dispatch
6. Responding unit(s) and assigning dispatcher
7. Disposition or status of incident
81.2.4 Radio Communications Procedures

A. The Lansing Telecommunication Center is equipped with a Telecommunication Procedures Manual to provide direction and instruction in the proper operation of telephone, radio, and computer equipment. In addition, this manual provides procedures for the number of field officers to be dispatched to specific calls and communication with any interacting agency. The manual is readily accessible for reference to all on-duty telecommunication personnel.

B. Telecommunication personnel are trained to elicit as much information as practical to enhance officer and public safety when responding to calls for service. When possible, telecommunication personnel will, at a minimum, obtain the following information from each caller regarding requests for service:

1. Date and time of incident
2. Location and nature of incident reported
3. Name, address, and telephone number of complainant

C. During violent, in progress incidents, emergency requests for assistance or emergency alarms, Telecommunicators will attempt to gather other pertinent information as listed below:

1. The presence of weapons
2. Degree of violence and/or injury
3. Number and location of offenders
4. Vehicle information and direction of travel, if pertinent

D. Field patrol officers are required to notify the Telecommunication Center via Mobile Data Terminal (MDT) or radio voice communication whenever they:

1. Change their availability status
2. Request exchange of information
3. Any time this communication would service a legitimate police purpose.
E. The CAD System records status changes made by field officers in the field and by Telecommunicators as requested. Status changes include:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVAIL</td>
<td>Available</td>
</tr>
<tr>
<td>BUSY</td>
<td>Busy (with comment area)</td>
</tr>
<tr>
<td>DISP</td>
<td>Dispatched (with comment area)</td>
</tr>
<tr>
<td>ENRTE</td>
<td>Enroute to call</td>
</tr>
<tr>
<td>ON SCN</td>
<td>On the scene (with call location)</td>
</tr>
<tr>
<td>T-STOP</td>
<td>Traffic stop (with location)</td>
</tr>
<tr>
<td>TO HOSP</td>
<td>(name of hospital)</td>
</tr>
<tr>
<td>AT HOSP</td>
<td>(name of hospital)</td>
</tr>
<tr>
<td>ARREST</td>
<td>(arrest in booking room)</td>
</tr>
</tbody>
</table>

F. All personnel will preface any radio communication with their assigned Department identification number. This will provide an easy method to identify any officer initiated radio communication.

G. Telecommunication Center personnel, whenever they are made aware of the below listed incidents, will advise an on-duty shift supervisor of these incidents for the purpose of responding to the incident scene to assume command, if necessary:

1. The current reported death, or great bodily harm of anyone.
2. A felony is in progress.
3. Department property is damaged.
4. An officer or citizen requests a shift supervisor.

H. Whenever any employee requests assistance or activates a duress alarm located either inside of the police facility or in a vehicle, telecommunication personnel will immediately assign at least one officer to assist the officer requesting assistance.
81.2.5 **Departmental Resources Access**

The Lansing Telecommunication Center has immediate access to the following Departmental resources:

A. The on-duty shift commander

B. Current shift duty roster

C. Current telephone number of every police and fire department employee

D. Current telephone number of Village officials

E. Visual maps of the service area

F. CAD computer screen indicating officer status

G. Tactical dispatching plans

H. Telephone numbers of external services to contact for assistance

81.2.6 **Victim/Witness Calls for Information/Services**

When telecommunication personnel respond to a victim or witness' call for information or service, they will:

1. Use their training and personal knowledge to determine whether the reported incident requires an emergency or non-emergency response.

2. Politely inform the caller of the Department's response including direct law enforcement service or referral to other agencies.

81.2.7 **Victim/Witness Information Requests**

A. Whenever communications personnel receive an initial informational and/or service request from any victim or witness of any crime the communications personnel will attempt to provide the caller with the requested information from the resources available within the communication center. If they are unable to provide the needed information they will transfer the caller to an on-duty criminal investigator or supervisor.
B. Whenever communications personnel receive subsequent informational request from any victim or witness of any crime, communications personnel will attempt to discover from the caller the name of the employee that provided them assistance during their prior call. The communications personnel will attempt to provide the caller with the requested information from the resources available within the communication center. If they are unable to provide the subsequent information or service requested they will transfer the caller to the voice mail of the employee who spoke with the caller during their initial request. If the employee does not have voice mail, a paper message will be left in the employee’s mailbox.

81.2.8 Playback and Recording Capability

A. The Telecommunication Center is equipped with multi-channel digital recording of radio and telephone traffic. Digital recordings are retained for a minimum of 90 days. Call-check capability is provided to allow immediate review of telephone and radio traffic. Access to archived recordings will be limited to:

1. Telecommunications Supervisor and Assistant Supervisor
2. Either Division Deputy Chief or the Chief of Police

B. In order to maintain security of recorded information, reviewing of the recordings will only be conducted by order of the above listed personnel.

C. Authorized personnel will make written or verbal requests for copies of recorded communications to either telecommunication supervisor. Requests must be signed off by requesting employee’s supervisor.

D. Court orders/subpoenas for digital recordings will be directed to the Management Support Supervisor to determine if compact disk copies will be made of the original digital recording. If ordered, copies will be released to requesting, authorized persons and additional copies will be secured in evidence and be retained until case disposition.

81.2.9 Access to Criminal Justice Information Systems

The Lansing Police Department has access to regional, state, and national criminal justice information systems via LEADS and NCIC. Access to criminal justice information is limited to personnel trained in systems information retrieval procedures. Entry and retrieval of information will be for official purposes only.
81.2.10 Alternative Communications

A. Lansing Police Department personnel may utilize cellular telephones as an alternative means of communication. Department owned cellular telephones are to be used in the same manner as regular Department telephones, with the exception that these telephones are mobile. Personal phone calls should be short in duration and kept to a minimum. Cellular calls are not recorded.

B. The Lansing Police Department may use voice-over internet protocol or any other emerging technologies to provide employees with the opportunity to communicate with persons internally or externally.

C. The Telecommunication Center receives and records cellular and voice-over internet protocol telephones in the same fashion and manner as regular and emergency telephone calls. Additionally, the location of emergency cellular callers may be found by utilizing the automated computer mapping system within the Center.

D. If a caller becomes disconnected from the Telecommunication Center, the Telecommunicator should call the cellular or internet provider rather than the telephone company to locate caller information.

81.2.11 Emergency Notifications

A. Delivering emergency messages is a legitimate law enforcement function. Requests for emergency notifications may be received from a variety of sources. Emergency notification may include but not be limited to:

1. Notification of death, medical injury, or well-being check

2. Notification of traffic accident

B. Except for death notifications, Telecommunicators will dispatch an officer to respond to the given address and to deliver the message. In the event no contact is made, the officer will include this information in the case disposition and the Telecommunicator will notify the complainant that no contact was made.
C. When Telecommunicators receive a request for a death notification, they will
contact an on-duty supervisor. Supervisors will collect all pertinent
information concerning the notification and determine the appropriate method
of notification (G.O. 55.2.8). This notification may consist of, but is not limited
to:

1. Use of clergy / department chaplain

2. Call back to originating authority

3. On-duty personnel

D. When a Telecommunicator receives a request for a notification from an on-
duty Lansing Officer, the Telecommunicator will make the notification by
telephone in a professional manner.

E. Notifications of injury and/or transportation to any hospital will NOT be made
by Telecommunicators, but instead should be made by hospital personnel.

81.2.12 Misdirected Emergency Calls

A. The Lansing Telecommunication Center occasionally may receive an
emergency call for service that is out of jurisdiction. These calls will be
immediately transferred through the emergency telephone system, or if
applicable, the necessary information will be obtained and relayed to the
proper agency via phone, point-to-point radio or an alternate radio frequency.

B. The Center has the capability of transferring emergency calls to 12 agencies
in the area including Cook County Sheriff's Police and Illinois State Police.

81.2.13 Private Security Alarms

The Lansing Telecommunication Center will monitor all security alarms wired into
the Center's Alarm Monitoring System. Telecommunicators will also monitor
telephone requests for called-in, active alarms. Telecommunicators receiving
activated alarm information will dispatch two officers to investigate the alarm.

81.2.14 Emergency First-Aid Instructions

The Lansing Police Department does not authorize any telecommunication
personnel to provide any emergency first-aid instruction over the radio or
telephone.
81.2.15 Code Red Emergency Notification

The Code Red Emergency Notification system is designed to notify residents of important information regarding public safety issues. It can also be utilized for general informational messages. The system is designed to send these messages in either a general or emergency format. The Code Red system is also designed to send Missing Person messages, and replaces the former system; “A Child is Missing” (ACIM).

The messages are delivered to residents via a phone notification, email notification, or text notification. An optional weather emergency component is offered to residents. Lansing residents have the ability to sign up for Code Red via the Village of Lansing website, or by contacting the Lansing Police Department.

Lansing residents are not mandated to sign up for the program, however emergency messages are delivered to those residents who are already listed in a public database, i.e. phone book, internet search, or cell phone provider records.

Approval from the Chief of Police or his designee is required before activation of Code Red. Once approval is granted, the shift commander will notify and formulate a Code Red message with the Telecommunications Center. Code Red notifications are activated by the Supervisor or Assistant Supervisor of Communications or their designee.

A. Emergency Notification Messages

1. These message types are sent when action is required due to an unexpected public safety event. The benefits of notification must be weighed against creating a public panic concern.

2. Some examples of an Emergency Notification message include:
   
   a. Police searching for a violent suspect with an established perimeter. Contact those affected by the perimeter.
   
   b. Evacuation or shelter in place is required.
   
   c. Any other event deemed necessary by the shift commander with approval from the Chief of Police or his designee

3. A follow-up message to residents must be made upon completion of the event to inform residents that the situation has been resolved.
B. General Notification Messages

1. These message types are sent when there is a pre-determined event.

2. Approval from the Chief of Police or his designee is required before activation of Code Red. These messages will be formulated with the Telecommunication Center.

3. Some examples of a General Notification Message include:
   a. Parking restrictions / road closures
   b. Special Events

4. These messages will normally be made between 0900 hours and 2100 hours.

C. Missing Person Messages

The Code Red Notification system may be activated to assist in the search for missing persons. The system is an additional resource to help LPD personnel in locating Missing Persons. The system is not to be used in place of other methods such as Amber Alert notifications, or LEADS entries. Personnel shall take the following factors into consideration before the Code Red Notification System is used in Missing Persons cases. The criteria below should serve as a guide for a Code Red notification. There may be other exigent circumstances in addition to these factors that may be considered before a notification is requested.

1. Juveniles
   a. The juvenile should be 17 or younger and is endangered or foul play is suspected.
   b. The juvenile is extremely young (under 10 yrs. old).

2. Adult / Elderly
   a. The adult is over the age of 17 and is endangered or foul play is suspected.
   b. For those elderly, (65 or older) where being missing is out of character (walk-away).
3. Disabled Person

Caution must be used when determining whether a person is truly disabled. There is no age stipulation for a disabled person. For the purposes of this policy, a disabled person must fall into one of the following categories:

   a. The person has a physical or mental impairment that severely limits self-care.
   
   b. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
   
   c. The person is dependent on life sustaining medication.
   
   d. The disabled person is endangered or foul play is suspected.

4. A follow-up Code Red message to residents must be made upon locating the missing person.

D. Emergency Weather Notifications

1. These message types are automatically made by Code Red from the authority of the National Weather Service and require no action by the Lansing Police Department.

2. These messages are independent of the Village’s Emergency Siren System, which are activated by Telecommunications personnel.
Village of Lansing Police Department

GENERAL ORDER 81.3

Subject: Facilities and Equipment Issued: 090694
Supersedes: All Previous Orders / Policies Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall describe the security measures and equipment of the Lansing Telecommunication Center to ensure access to emergency telephone numbers, maps, and continuous electrical power.

81.3.1 Telecommunication Center Access

A. The Lansing Telecommunication Center is a restricted area and access is limited to center employees and staff personnel. Access to the center is limited by one secured door. Only the following authorized personnel in the performance of their official duties are allowed access to the Telecommunication Center:

1. Telecommunicators
2. Supervisory personnel of the police/fire Department
3. Authorized maintenance and technical personnel
4. Criminal investigators
5. Other personnel as approved by the Chief of Police, or designee

B. Communication equipment is secured and protected in locked, limited access areas. The equipment has a secure power source, bullet resistant glass in public areas, buried telephone circuitry, and controlled access to antenna and outlying sites.

C. In the event that a major disaster disables the Telecommunication Center to the point that it is incapable of operating Emergency 911 Services, these services will be transferred to the designated emergency back-up dispatch center (Lynwood PD).
81.3.2 **Alternative Electrical Power**

The Lansing Police Department maintains an alternative electrical power source that is sufficient to ensure continual operation of emergency communication equipment in the event of the failure of the primary power source. The emergency power source is located within the secured police facility in the sally Port garage area and the emergency power source is inspected and tested weekly and is tested or operated under full load at least once each year.

81.3.3 **Emergency/Non-Emergency Telephone Calls**

A. The Lansing Telecommunication Center maintains four available 911 emergency telephone hard lines and two wireless 911 lines. In the event of extreme emergency, overflow calls are automatically directed to the designated emergency back-up dispatch center (Lynwood PD).

B. The Telecommunication Center also maintains multiple separate telephone lines for non-emergency telephone calls.

81.3.4 **Multi-Channel Radio Capability**

The Lansing Telecommunication System has multi-channel mobile and portable radio equipment capable of two-way operation on joint public safety frequencies. The capabilities range from local vehicle to vehicle to the Statewide Illinois State Police Emergency Radio Network (ISPERN).
Village of Lansing Police Department

GENERAL ORDER 82.1

Subject: Records Administration

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the Lansing Police Department’s Central Records Section, which meets the management, operational, and information requirements that are necessary for the effective delivery of law enforcement services.

82.1.1 Freedom of Information Procedures

A. Records Physical Security: Central Record Files are maintained within a limited access area within the physically secured Lansing Police Department. Records, supervisory, administrative, investigative and other personnel, as authorized by the Chief of Police, have access to the locked Records Section area.

B. Accessibility of Records: The Lansing Police Department Records Section is normally open to the public on business days between 0800 and 1600 hours. Central records information is also accessible to authorized personnel, at all times, by means of computer terminals located throughout the facility. The Records Section is accessible, after business hours, by all on duty personnel for purposes of review of record documents.

C. Release of Records: Only telecommunications, records, investigative, supervisory and other personnel as authorized by the Chief of Police may release any official Lansing Police Department Record. Privacy and security precautions for the Records Section are in accordance with the Freedom of Information Act guidelines. The privacy and security of criminal history record information will meet the criteria set forth by U.S. Department of Justice regulations with regard to access and review. (See Records Check Logbook & Telecommunication Secondary Dissemination Logbook). All Freedom of Information requests are completed by the Management Support Supervisor and forwarded to the Village of Lansing FOIA Officer.
82.1.2 Juvenile Records

A. Juvenile report records are clearly distinguishable from adult records by the letter J printed next to the case number on case reports.

B. Juvenile photographs and fingerprints are taken in the same manner as adult photographs and fingerprints, which are entered as mandated into the Cook County Livescan computer system.

C. Department Juvenile Records are maintained by the Criminal Investigation Section. These records, including fingerprints, are secured in the Criminal Investigations Section separate from any adult records. Only Criminal/Juvenile Investigators may release any juvenile record. Release of these records will be in compliance of provisions in 705 ILCS 405/1-7, which will ensure that confidential juvenile information will not be released.

D. The Department has a records retention schedule which is consistent with the State of Illinois Local Records Commission's retention schedule. This State mandated retention schedule includes all juvenile related records. State statute authorizes that juvenile records may be destroyed after a subject turns 18 years old. The Department may elect to retain juvenile records for longer than required prior to destruction.

E. Juvenile arrest records will be expunged by Department Record's personnel, when the court orders such expungement. These expungements will be completed utilizing the currently approved Cook County Expungement process.

82.1.3 Records Retention

A. The Department has a records retention schedule which is consistent with the State of Illinois Local Records Commission's retention schedule. This State mandated retention schedule does include all juvenile related records.

B. Department computer records are retained in accordance with the Lansing Police Department's Computer Records Retention Schedule.
82.1.4 UCR Reporting Procedures

A. The Lansing Police Department participates in the Illinois Uniform Crime (UCR) Reporting program. The State of Illinois subsequently reports this data to the National Uniform Crime Report Program.

B. Statistical data is supplied to the State of Illinois UCR system by the Records Section in the following manner:

1. Records Section personnel run Illinois UCR reports via New World Systems for corresponding dates.
2. Data is transferred to a Monthly Crime Index Form via internet website.

C. Additionally, Department records personnel will submit supplemental Illinois Uniform Crime Reports required by the Illinois State Police.

82.1.5 Report Status System

A. All reports completed by officers during a tour of duty will be submitted for review/approval via New World Systems to the on-duty shift commander prior to the end of the officer’s tour of duty, unless otherwise authorized by the shift commander.

B. On-duty shift supervisors will review all reports and documentation received via New World Systems. If a report fails to pass supervisory review, it will be rejected via New World Systems to the submitting officer and corrected prior to the end of the officer’s tour of duty.

C. These electronic reports will then be transferred to the next working on-duty shift commander. A supervisor from this second shift will review all reports and documentation received via New World Systems and either approve or reject them back to the officer.

D. Supplementary reports will carry the same case number as the original report and are subject to review. Records Section personnel will process the supplemental report as they would a case report.

E. Records personnel will ensure that the original reports are properly numbered and maintained within the New World Systems data base. Personnel will advise the Management Support Supervisor of any discrepancies identified, within ten days. The Management Support Supervisor will ensure report documentation is corrected.
82.1.6 **Audit of Computer Access System**

The Management Support Supervisor is responsible for maintaining the security of the Department servers, computers & network to include:

A. Computer system servers are contained within a limited access computer server room, which is secured when not in use. Data backup of information contained on servers within this room is programmed to occur automatically each day.

B. Annually during the month of January, the Management Support Supervisor will conduct an audit, for the prior year, of the Department's Central Records Computer System. The purpose of this audit is to verify all computer passwords/access codes in the system and attempt to locate any computer access violations.

82.1.7 **Computerized Criminal History Access**

A. All sworn officers, Telecommunicators, and administrative civilian personnel are granted access to internal Department criminal history information as determined by the Management Support Supervisor.

B. All sworn officers, Telecommunicators, and administrative civilian personnel that are authorized by the Chief of Police and properly trained are granted access to LEADS and NCIC criminal history information.

C. Release of internal Lansing Department criminal history information will be provided as regulated in the Illinois Freedom of Information Act.

D. Release of any LEADS or NCIC criminal history information shall only be made for criminal justice purposes only as authorized by the Illinois LEADS Reference Manual.

82.1.8 **Reporting Employee Injury/Illness**

A. When any on-duty employee suffers an injury, the employee's immediate on-duty supervisor will properly complete a "First Report of Injury" packet.

B. These forms will be submitted to the appropriate Division Deputy Chief for approval and submittal to the appropriate Village authority.
Village of Lansing Police Department

GENERAL ORDER 82.2

Subject: Field Reporting and Management  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the authorization, proper use, and review of all reporting documents utilized by the Lansing Police Department.

82.2.1 Field Reporting Manual

A. All officers will use the appropriate field case reports to document incidents and investigations. Specific reporting of incidents will be determined by the nature of the incident, the action taken, and the results realized. Officers will refer to the Arrest Processing Manual and the Illinois Traffic Crash Report Manual for detailed reporting guidelines and procedures. At a minimum, all reports will include:

1. Date and time of the initial report

2. Name of the subject requesting service

3. Nature, date, time, and action taken by personnel

B. Officers are required to complete the appropriate electronic documentation in a manner to accurately reflect the details of an incident whenever they are dispatched an RD number and/or are made aware of any criminal incident.

C. Computer entry dispositions may be used to document non-criminal incidents in lieu of a case report without prior supervisor approval:
D. Electronic Case reports will be completed for all arrests, all chargeable criminal offenses and the following incidents for tracking purposes.

1. Death Investigations
2. Runaways
3. Missing Persons
4. When a supervisors requests one be completed
5. Involuntary Admits

E. An on-duty shift supervisor will review all electronic reports submitted by an officer. Supervisors will check reports for completeness, and accuracy. Reviewing supervisors will approve and electronically sign in the report's signature block indicating approval. Reports not approved will be returned to officers for required corrections.

82.2.2 Reporting Requirements

A. All of the following incidents, alleged to have occurred in the Village of Lansing, will be documented on appropriate Department written or electronic forms:

1. Citizen complaints and reports of crime
2. Dispatched calls for service
3. Criminal and non-criminal cases initiated by Department employees
4. Traffic collisions
5. Incidents involving citations, summonses or arrests, excluding traffic arrests

B. Officers will complete appropriate written or electronic documentation in a manner to accurately reflect the details of all dispatched incidents.

82.2.3 Case Numbering System

The Lansing Police Department employs a Computer Aided Dispatch system (CAD) that assigns a unique sequential number to every reported incident.
82.2.4 Report Distribution

A. An on-duty shift supervisor will submit approved field case reports to the Records Section for processing. The Records Section is responsible for the release and distribution of all adult police reports and records.

B. Copies of reports will be released to outside agencies, individuals, or members of the press in accordance with the Freedom of Information Act.

82.2.5 Incident Reports by Mail/Internet/Telephone

A. The Lansing Police Department does not normally permit the filing of police reports by telephone. Criminal investigators or supervisors are permitted to file reports by telephone, on a very limited basis, when it would be impractical to meet with a reporting party, due to their location or other similar such circumstance.

B. Reports may be taken at the Lansing Police Station or any other location that an officer has an occasion to meet with a reporting party.

C. The Lansing Police Department does not permit the filing of police reports by internet, mail or any other emerging technologies in lieu of on-scene responses.
Village of Lansing Police Department

GENERAL ORDER 82.3

Subject: Records Operations

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish the types of records collected and maintained by the Records Section of the Lansing Police Department.

82.3.1 Master Name Index

The Lansing Police Department Records Management System maintains Global Jacket databases which includes the names of all persons identified in field case reports.

82.3.2 Records File Index

The Lansing Police Department Law Enforcement Records Management System maintains records which includes, but are not limited to:

A. Records of service calls and crimes by type and location

B. Records of stolen, found, recovered and evidentiary property.

82.3.3 Traffic Records System

The Records Section maintains collision and traffic enforcement data. These records are accessible by various search criteria and are used to assist in making traffic management decisions. Data is supplied to the Illinois Department of Transportation, which provides traffic summary reports that include the following:

A. Traffic collision data – reports/investigations/locations

B. Traffic enforcement data – citations/arrests/dispositions/locations

C. Roadway hazard information
82.3.4 Traffic Citation Records

A. Uniform Traffic Citations and Ordinance Violation Notices are the two types of traffic citations issued. Supervisors issue these citations to officers in books of 20 or 25. When issuing either type of citation book, officers will:

1. Complete and sign the receipt in the back of each book
2. Attach receipts onto the appropriate transfer sheet

B. The Records Section is responsible for the accounting of issued Uniform Traffic Citations. Once issued, citations are distributed as indicated below.

1. White/gold copies are transmitted to Circuit Court
2. Pink copy is retained for the Departmental file
3. Yellow and communications copies are issued to the traffic violator
4. Blue copy is retained by the issuing officer

C. The Records Section will maintain the pink copy of each issued uniform traffic citation. Citations are filed by issuing officer and court date. After disposition, citations are numerically filed and be held for a minimum of three years.

D. These citations are cross-referenced by the name of the subject to whom the citation was issued in the Records Section's Computer System.

E. Issued Ordinance Violation Notices are distributed as indicated:

1. White copies are retained for Departmental File
2. Yellow copy is issued to the violator

82.3.5 Records Maintenance by Other Components

The Law Enforcement Records Management System is the repository for original reports, citations and other official records. Other Departmental records are maintained within the following listed components:

A. Telecommunication Center maintains warrant files with 24-hour access

B. Office of the Chief of Police maintains employee Background Investigation and Internal Investigation Records.
82.3.6 **Arrest Numbers**

A. All persons custodial arrested for a violation of Illinois Compiled Statutes will be assigned, by the State, a permanent State of Illinois Identification (SID) Number. This unique SID Number will permit referencing for subsequent arrests and information within the State concerning that person. The State of Illinois Bureau of Identification will, based upon fingerprint comparison, ensure that SID numbers are not duplicated.

B. Criminal history files on persons arrested by the Department are maintained in the Records Department. These files include a copy of the person’s arrest card and their fingerprints.
Village of Lansing Police Department

GENERAL ORDER 83.1

Subject: Evidence Administration

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall provide guidelines on the availability of crime/collision scene processing personnel and the collection of known source substances. The successful conclusion of investigations is often directly related to the timely and proper collection and preservation of evidence.

83.1.1 Availability Procedure

A. The Lansing Police Department trains qualified crime scene investigators to provide crime scene/traffic collision processing services on a 24-hour basis.

B. The designated crime scene investigation supervisor will maintain an on-call list of crime scene investigators in the Telecommunication Center.

C. When an officer responds to the scene of any incident in which, in the opinion of the officer, a crime scene investigator may be required, that officer will advise an on-duty shift supervisor.

D. Based on the total circumstances of the incident, the supervisor will determine if the services of a crime scene investigator are required. If an on-duty investigator is not available and such services are required, the Telecommunications Center will:

1. Notify the on-call crime scene investigator indicated on the duty call list.

2. If that officer is not available or if contact cannot be made, call the next senior crime scene investigator on the list and continue this action until contact is made.

3. If no crime scene investigator is available after calling through this list, advise the requesting supervisor and with that supervisor's approval notify the designated crime scene investigator supervisor.
E. The Telecommunicator will advise the crime scene investigator at the time of the call, the location, nature, and any other known pertinent incident information.

83.1.2 Securing Crime Scenes

A. One of the first responsibilities at a crime/collision scene is to prevent the destruction and/or contamination of evidence. Crime scene processing may consist only of the physical inspection and evaluation of a scene or the collection of an obvious item of evidence. In minor cases, the primary officer responding to a scene will be responsible for securing, protecting, and processing the scene.

B. When the primary officer determines that the crime is of a significant nature and evidence is present at the scene, that officer will notify an on-duty supervisor. When a fatal or probable fatal accident is determined, the primary officer will again notify an on-duty shift supervisor. The supervisor will then determine if a crime scene investigator and/or criminal investigator will be dispatched to the scene.

C. The first officer arriving at a scene has the responsibility to ensure that security measures are taken to protect the area from any unnecessary intrusion and/or contamination. This officer will remain responsible for the security of the area until relieved of such duties by the responding crime scene investigator, criminal investigator or an on-duty supervisor.

D. When a crime scene investigator responds to a crime/collision scene, the crime scene investigator will have the primary responsibility of processing the scene.

E. When a criminal investigator also responds to a crime/collision scene, the crime scene investigator will work under the direction of the criminal investigator. If no criminal investigator is present, evidence will be processed at the discretion of the crime scene investigator.

F. When a crime scene investigator discovers anything at a crime/collision scene that by its very nature they are not trained to handle, they will notify an on-duty shift supervisor. The supervisor will decide whether it is appropriate to contact another outside agency to assist in handling the situation.
Village of Lansing Police Department

GENERAL ORDER 83.2

Subject: Evidence Operations  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall provide Lansing Police Department Personnel with guidelines for the processing of crime scenes and traffic collisions and procedures for the collection and preservation of physical evidence.

83.2.1 Chain of Evidence Procedure

A. A record of the transfer is noted on the Evidence Receipt Form each time a transfer of physical evidence takes place. This form is computer generated and will remain secured inside of the Evidence Vault. The receipt will contain, at a minimum, the following information:

1. Date, time, and reason for the property transfer

2. Releasing signature

3. Receiving signature

B. All items of physical evidence collected will be properly packaged, sealed and labeled in appropriate containers, when practical. Any item of evidence that needs to be transported to the Crime Laboratory for processing will be packaged separately from items that do not need to be processed. Multiple items will be logged into evidence utilizing the same evidence number (RD number) and the evidence packaging will contain the officer’s ID, date, and a brief description of the item.
C. When returning evidence, officers will sign the Evidence Receipt Form, or use the electronic signature pad. Original documents will be scanned into the computer and attached to any official orders and/or laboratory receipts. These forms will be secured with the evidence in the fault. Officers will secure the evidence in a property locker and indicate, on the bottom of the form, one of the following dispositions if known:

1. Case adjudicated
2. To be destroyed
3. Retain in custody
4. Return to owner

D. When evidence needs to be transferred or the officer is requesting evidence to be transferred to a crime laboratory for analysis, the officer will request a CSI or a CID Supervisor to enter the evidence into the Illinois State Police CALMS System. This receipt will contain:

1. Agency name and address
2. Victim and suspect’s identifiers
3. Investigating officer’s name
4. Description of evidence
5. Examination request information
6. Date, time, and method of submission
7. Date and time of receipt at the laboratory
8. Name and signature of person receiving the evidence

E. Specific methods used by the Lansing Police Department for the collection, processing, preservation, documentation of evidence and the documented transfer of custody of physical evidence, while in the field are located in the Lansing Police Department Crime Scene Investigator Manual.

83.2.2 Crime Scene Photography

A. The Lansing Police Department uses digital imaging technology, not conventional film, to photograph crime/collision scenes. When photographing a scene, the appropriate equipment and lighting techniques will be utilized to ensure high quality pictures.
B. Crime scene investigators assigned to crime/collision scenes have the responsibility to digitally photograph the scenes prior to the removal of any evidence. Photographs will include major aspects and evidence located at the scene.

C. Digital photographs will be made using an appropriate scaling method, when warranted, to reflect the proper size and dimension of the object(s) photographed. A photograph of the same object, with the same camera and from the same position, without the scale will also be taken.

D. An on-duty shift supervisor may direct any scene to be digitally photographed.

E. When digital photographs are made, the date, time, location, incident reporting number and photographer will be listed on the appropriate report documenting the incident. Three disks (original & two copies) will be burned and placed into evidence. Video recordings are not currently used by the Lansing Police Department.

### 83.2.3 Processing of Fingerprints

All crime scene investigators are specially trained in procedures used to collect fingerprint evidence at a crime scene. The specific methods currently used by the Department for the processing, developing, lifting and labeling of fingerprints are located in the Lansing Police Department Crime Scene Investigator Manual.

### 83.2.4 Evidence Collection Equipment

A. Specialized evidence processing equipment and supplies are stored and accessible in the Crime Scene Investigator Workroom and/or Special Response Unit. This equipment is required for processing scenes for the following purposes:

1. Recovery of latent or patent fingerprints
2. Photography
3. Sketches of the scene
4. Collection and preservation of physical evidence
5. Traffic collision investigation

B. Additional specialized equipment such as ladders, portable generators and lights are available from the Lansing Fire or Public Works Departments.
83.2.5 Seizure of Computer Equipment

A. When seizing any computer hardware equipment for any reason, officers will first properly shutdown the computer prior to removing it from any power source. If an officer is unsure how to properly shutdown a computer an on-duty supervisor will be called to the scene. The on-scene supervisor will call a computer-trained investigator, administrative personnel, or other computer trained person to properly shutdown the computer equipment.

B. All seized computer equipment will be secured in property lockers in the same manner as any other evidence.

C. After satisfying all legal requirements, such as obtaining a search warrant for records within a computer, trained investigators, crime scene investigators, or other trained personnel, may attempt to obtain information from the equipment within all legal guidelines.

D. When seizing any other devices capable of storing data in an electronic format, such as floppy disks, compact disks, or jump drives, officers will remove the storage device from the scene taking care to keep the device away from magnetic and electronic sources. These devices should be sealed into a paper evidence envelope utilizing regular evidence packaging procedures.

83.2.6 Crime Scene Investigator Summary Report

A. The crime scene investigator will complete a Crime Scene Investigator Summary Report recording the events that transpired at a processed scene. When practical, this report is to be completed immediately after scene processing.

B. Crime Scene Investigator Summary Reports will contain, at a minimum, the following information:

1. Date and time of arrival at the scene

2. Location of the crime scene or collision

3. Name of the victim(s) and suspect(s), if not on original case report

4. Action taken at the scene, including officers securing the scene

5. Listing of all physical evidence recovered

6. Case Incident Number

7. Narrative
C. Crime scene investigators are required to complete a sketch for each incident under investigation involving death or the probability of a death. The on-scene supervisor or investigator may require a sketch of any scene if either feels this level of documentation is required. If another agency is assisting in processing the scene and will complete a sketch a duplicate is not required.

83.2.7 DNA Evidence Collection

A. The first officer arriving at a scene has the responsibility to ensure that precautionary security measures are taken to protect any possible DNA evidence in the area from any unnecessary contamination. This officer will remain responsible for the security of the area until relieved of such duties by the responding crime scene investigator, criminal investigator or a supervisor.

B. The criminal investigator and the crime scene investigator share the responsibility of collecting DNA evidence, depending upon the circumstances of the investigation. In most incidents crime scene investigator will collect DNA evidence.

C. All crime scene investigators are specially trained in procedures used to collect, store and transport any DNA evidence. The specific methods currently used by the Department for the collection, storage and transportation of any such evidence is located in the Lansing Police Department Crime Scene Investigator Manual.

D. Crime scene investigators receive specific training in the collection of DNA evidence prior to collecting any such evidence. This training is received in either the basic crime scene investigator class at Northwestern University Center for Public Safety or through local NEMRT crime scene investigator unit training.

E. DNA evidence awaiting transfer to an accredited forensic laboratory for analysis will be secured as outlined in General Order 84.1.1 and the Lansing Police Department Crime Scene Investigator Manual.
Village of Lansing Police Department

GENERAL ORDER 83.3

Subject: Handling of Evidence

Issued: 090694

Supersedes: All Previous Orders / Policies

Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall provide all personnel with procedures and guidelines to be utilized in the collection of evidence and transfer of evidence to a laboratory for analysis.

83.3.1 Known Source Collection

A. When available, materials and substances will be collected from a known source for submission to the Crime Laboratory for comparison with scene evidence.

B. The location from which the samples are taken may be critical for analysis by the Crime Laboratory. Sample locations should be thoroughly documented in the Crime Scene Investigator Summary Report and on the Crime Laboratory Evidence Submission Receipt.

C. All materials or substances submitted from a known source will be marked with the following information:

1. Case number
2. Description
3. Date and time
4. Crime scene investigator
5. Location of incident
6. Location of source
83.3.2 Evidence Submission to Crime Laboratory

A. Collected evidence awaiting transfer to a crime/forensic laboratory for analysis will be secured as outlined in General Order 84.1.1. The Property Supervisors will retrieve, document, and secure said evidence inside the Property Storage Vault while waiting transfer to the Crime Laboratory.

B. Evidence collected in which an offender is unknown may be submitted at a later time or when an alleged offender is identified. This evidence will be held in protective custody in the Property Storage Vault until it is utilized or legally destroyed.

C. Officers submitting Evidentiary Property to the Crime Laboratory are responsible for the proper documentation.

D. Property Supervisors are responsible for the proper documentation and transfer of all Evidentiary Property to the Crime Laboratory. This receipt documentation will ensure control and maintenance of the chain of evidence.

E. All required written reports of findings received from the Crime Laboratory will be directed to the employee who requested the analysis.
Village of Lansing Police Department

GENERAL ORDER 84.1

Subject: Property and Evidence Control  
Issued: 090694

Supersedes: All Previous Orders / Policies  
Revised: 030817

By Order Of: Dennis L. Murrin Jr., Chief of Police

Policy:

This General Order shall establish a property management system and set forth procedures for the accountability for all property or evidence in the custody of the Lansing Police Department.

Definitions:

Chain of Custody: A record of persons having charge, control or possession of evidence from the time it is received until disposed of.

Evidence: Property which may be related to a criminal or quasi-criminal offense or which may implicate or clear a person of a criminal charge.

Property: Anything that is held in police custody which has been lost, abandoned, or held for safe keeping, and is not believed to be connected to or part of a criminal or quasi-criminal offense.

Property Supervisor: The person(s) assigned by the Chief of Police, who report directly to the Support Services Deputy Chief, having control and custody of all evidence and other property.

84.1.1 Evidence and Property Control

A. Members of the Lansing Police Department shall only seize items under the following conditions:
   1. Officer has probable cause to believe that an item is contraband. (Contraband is an item(s) that by their very nature are illegal to possess. E.g. illegal narcotics.)
   2. Officer has probable cause, at the moment of seizure, that the item to be seized is stolen.
   3. Officer has probable cause, at the moment of seizure, to believe that the item is evidence of a crime.
B. Officers collecting evidence or property, (other than cannabis or fireworks collected pursuant to an MO violation), will complete a case report, complete a computerized Evidence / Property Receipt, and label the property with a green property tag or seal it in an appropriate container. The following information will be included on the tag or container:

1. Collecting officer's name and signature
2. Time, date and location where property was obtained (only on green tag)
3. Physical description and serial number, if applicable
4. Incident Number (RD number)

C. Officers collecting cannabis, drug paraphernalia, or fireworks pursuant to issuing an MO violation will complete the following:

1. Request an RD number, which will have a recorded disposition of either an extended B-card or a case report, at the discretion of the officer.
2. Place the cannabis into a small brown paper bag and staple a cut out copy of the MO violation to the outside of the bag.
3. Destroy fireworks by bringing them to the police station to be soaked in water for at least one hour and then disposed of in an appropriate refuse container.

D. Officers collecting evidence will complete a computerized Property Receipt, which includes the following additional information:

1. Date/Time
2. RD number
3. Type of evidence
4. Itemized list containing a description of all items.

E. Officers collecting evidentiary cannabis (other than for an MO violation) or suspected narcotics should field test the suspected cannabis or narcotics where applicable. That evidence shall then be properly packaged and labeled accordingly. The submitting officer shall then be responsible for ensuring that the cannabis or suspected narcotic evidence is entered into the Illinois State Police CALMS database for toxicology examination.
F. All evidence collected, excluding fireworks, will be secured in one of the property lockers or refrigerator located in the Sally Port prior to the end of an officer's tour of duty. Those items that will not fit into a Sally Port locker will either be secured in the large black lockers next to the Property Storage Room fence or secured to the fence itself. Items secured to the fence will utilize the cables and locks located on the room's fence. Large items, such as vehicles, will be secured within the locked limited access northern most garage area. These acts will securely transfer control of the property and/or evidence to a property supervisor.

G. Complete a computerized Evidence/Property Receipt. Evidence/Property Receipts or Crime Laboratory Evidence Receipts will remain with the property or evidence, when it is secured.

H. When an officer seizes any in-custody or criminal evidentiary property, the officer seizing the property will complete a case report detailing the circumstances by which the property came into the possession of the Lansing Police Department. The officer will notify the on-duty shift supervisor who would then contact a criminal investigative supervisor.

I. Property items that require added protection are stored in separate locked areas within the Property/Evidence Storage Vault. These items may include, but not necessarily be limited to:

1. Currency (if over $100.00 to be deposited into appropriate bank account)
2. Precious metals, jewelry and gemstones
3. Firearms
4. Narcotics and other dangerous drugs

J. When evidence is required for court, the officer assigned to the case shall notify a property supervisor. The property supervisor will remove the evidence from the Evidence Storage Vault and sign the evidence out to the possession of the officer. Upon completion of the court date, the officer will complete one of the following:

1. Return the evidence to a temporary storage locker or a property supervisor to sign the evidence back into the Evidence Storage Vault.
2. Obtain a written receipt from Assistant State’s Attorney’s Office if they take custody of the evidence for future court proceedings. The original written receipt shall be turned over to the property supervisor to be scanned into the electronic case file then added to the original evidence receipt.
K. Annually, found, recovered and/or evidentiary property will be disposed of after legal requirements have been satisfied. Disposal will be accomplished in the following manner:

1. Evidentiary Property: may be introduced into court as evidence or after court disposition, may be disposed of by court order, returned to the owner, publicly auctioned (Propertyroom.com), converted to Department use or in the case of all contraband and/or any other property, may be destroyed.

2. Recovered and Found Property: may be disposed of by either returning the property to the owner, public auction (Propertyroom.com), destruction or conversion to Department use. Bicycles may be donated to an approved charity.

3. Anytime a firearm is returned to a person, a FOID check (if applicable) and a criminal history check must be done to determine if the person receiving the firearm has been disqualified by some conviction from possessing a firearm.

4. If the case is eligible for disposal and it has an in-car video recording of an arrest, a court order for destruction of the video is required in accordance with 720 ILCS 5/14-3(h-15). Once the court order has been received, all copies of the recording shall be destroyed and a copy of the court order shall be added to the electronic case file.

L. Property supervisors will attempt to notify known property owners when property being held by the Department is available for release. Notification can be made by mail or telephone. If the property is over $500.00 in value, a certified letter will be sent to the owner stating the property will be disposed of in accordance with state law, if the property is not claimed within 30 days of notification.

M. Property destruction will take place by one of the following methods:

1. Alcoholic beverages and food stuffs will be flushed or crushed

2. Firearms will be destroyed by either, cutting, drilling or melting and all property supervisors will witness the destruction and sign the inventory sheet.

3. All other property will be destroyed by burning, crushing or shredding

4. Property will be destroyed as indicated on a valid court order

5. Drugs will be flushed or burned and at minimum, two property supervisors will witness the destruction and sign the inventory sheet.
N. Property supervisors will attest to the destruction of property by signing, dating, and noting the destruction in the Property Inventory Logbook.

O. Property or Evidence held by this Department will be released by a property supervisor on business days (Monday through Friday, excluding holidays) between the hours of 0800-1500. The release of property after hours will require making prior arrangements with either property supervisor.

P. When an item of property/evidence is unable to be secured, the on-duty shift commander will notify a property supervisor. The notified supervisor will respond to the property holding area to secure the property.

84.1.2 Security

A. Authorized property supervisors will place all property or evidence secured as outlined in 84.1.1, into one of the limited access Property Control Rooms. Property room determination is based upon the item's category, type, and size.

1. PROPERTY/EVIDENCE STORAGE VAULT: will contain significant evidentiary items, firearms, drugs, money, and other items valued over $500.00.
2. PROPERTY STORAGE ROOM: will contain items of minor evidentiary value and recovered, found and in-custody items. In addition, items that will not fit in the vault due to their size will be stored in this room.

B. Only the two criminal investigative supervisors and the Village Preparedness Coordinator have access to either property room. The Chief of Police may authorize additional access into either property room in addition to the aforementioned, in absence of the assigned supervisors.

C. No other member of this department is allowed unescorted access into either property room unless authorized by the Chief of Police.

D. An electronic log book shall be maintained recording all entries into the evidence vault utilizing electronic access keys.

84.1.3 Secured Facilities

Facilities for securing all in-custody or evidentiary property when property rooms are closed are provided for as directed in General Order 84.1.1.
84.1.4 **Controlled Substance and Weapon Security**

A. The only property items that will be authorized for training purposes are drugs or handguns. No explosives will ever be used for training purposes. Any authorized drugs used for training purposes will be secured within the drug area located in the limited access Property/Evidence Storage Vault. These drugs will be signed out of and into the vault in the same manner as evidence, to ensure accountability.

B. Any property including drugs or weapons, but not explosives, may be used for investigative purposes as required by judicial order, ASA request or proper investigative police practices. Any such property will be signed out of and into the vault, as required.

84.1.5 **Property Records**

A Property Control Log and computerized tracking will be maintained by property supervisors and will accurately reflect the status of all property held including:

A. The current location of the property

B. The date and time property was received, released or disposed

C. The chain of custody for each item

D. The date and results of all inspections, inventories or audits

84.1.6 **Property Inspections and Audits**

A. Quarterly, property supervisors will conduct an inspection of both property rooms to insure compliance to all property control procedures. These inspections will be recorded in the Property Inspection Logbook maintained in the Property/Evidence Storage Vault. In addition, an inspection of the vault door access records will be conducted to insure security.

B. When a new property supervisor is assigned, a complete inventory of both property rooms will be conducted jointly by the outgoing and incoming property supervisors and, a designee of the Chief, to ensure that records are correct and properly annotated.
C. Annually, an audit of both property/evidence rooms will be conducted by the Support Services Deputy Chief. This Deputy Chief is not routinely or directly connected with the property control process. Specifically, these inspections will determine that:

1. Department directives are being followed
2. Rooms are maintained in an orderly fashion
3. Property is being protected from damage
4. Accountability procedures are being maintained
5. Property of no further evidentiary value is disposed of promptly

84.1.8 Seizures of Property

A. The Chief of Police, or designee, may authorize employees to seize property used during the commission of a crime as authorized by current State or federal statute.

B. Additionally, during the course of drug related enforcement actions, officers may have an occasion to seize property from arrestees or other persons. These seizures must be authorized by the Chief of Police, or a designee, and may be made when the following general guidelines are met:

1. Subject arrested for a controlled substance cannabis related offense has a personal vehicle or cash over $120.00 in value.

2. Subject with a personal vehicle or cash over $10,000 in value and "Circumstantial Evidence" supports that the property was obtained through drug related or money laundering means.

3. Subject with personal property under $10,000 in value, "Circumstantial Evidence" and the approval of a criminal investigator or supervisor in-charge of seizure activities.

C. Specific guidelines and responsibilities for the activities of Department personnel during seizure and forfeiture proceeding are detailed in the Department's Asset Seizure and Forfeiture Manual.

84.1.9 Perishable Items

Refrigerated storage is available within the Property/Evidence Storage Vault for perishable items. A secure refrigerated property/evidence locker is located in the Sally Port adjacent to the Storage Vault for use when the property room is closed.