I. PURPOSE


II. POLICY

The Peoria Police Department is committed to reducing the incidents and severity of domestic violence. It is the policy of the department that officers shall:

A. Treat all acts of domestic violence as criminal conduct. Domestic violence shall be treated in the same manner as all other requests for police assistance in cases where there has been physical violence, another form of violence, or the threat thereof.

B. Utilize the arrest powers granted by the state legislature when there is probable cause, and under circumstances described hereafter under "arrest."

C. Provide immediate effective assistance and protection to victims of domestic violence and take appropriate action against offenders.

D. Investigate and gather evidence in domestic violence cases in such a way as to enable prosecutions to proceed in appropriate cases even in the absence of victim participation.

III. DEFINITIONS OF DOMESTIC VIOLENCE

A. Definitions (725 ILCS 5/112-3.2)

For the purpose of this general order, the following terms as listed by their Illinois Compiled Statutes citations apply to domestic violence, as well as other criminal charges:
1. Abuse: Physical abuse, harassment, intimidation of a dependent, interference with personal liberty, or willful deprivation. Abuse does not include reasonable direction of a minor child by a parent or person in loco parentis.

2. Family or household members: Spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, and persons with disabilities and their personal assistants. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute a dating relationship.

3. Harassment: Knowing conduct which is not necessary to accomplish a purpose which is reasonable under the circumstances, would cause a reasonable person emotional distress, and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress:
   a. Creating a disturbance at petitioner's place of employment or school
   b. Repeatedly telephoning petitioner's place of employment, home, or residence
   c. Repeatedly following petitioner about in a public place or places
   d. Repeatedly keeping petitioner under surveillance by remaining present outside his home, school, place of employment, vehicle, or other place occupied by petitioner, or by peering in petitioner's windows
   e. Improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a child of petitioner's from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing from an incident or pattern of domestic violence
   f. Threatening physical force, confinement, or restraint on one or more occasions

4. Interference with personal liberty: Committing or threatening physical abuse, harassment, intimidation, or willful deprivation so as to compel another to engage in
conduct from which he has a right to abstain or to refrain from conduct in which he has a right to engage.

5. **Intimidation of a dependent**: Subjecting a person who is dependent because of age, health, or disability to participation in, or the witnessing of physical force against another or physical confinement or restraint of another which constitutes physical abuse regardless of whether the abused person is a family or household member.

6. **Order of protection**: An emergency order, interim order, or plenary order which includes any or all of the remedies authorized by 725 ILCS 5/112A-14.

7. **Petitioner**: May mean not only any named petitioner for the order of protection and any named victim of abuse on whose behalf the petition is brought, but any other person protected by Section 112/A-14 of this code.

8. **Respondent**: The person to whom an order of protection is directed.

9. **Physical abuse**:
   a. Sexual abuse
   b. Reckless use of physical force, confinement, or restraint
   c. Repeated and unnecessary sleep deprivation
   d. Reckless conduct which creates an immediate risk of physical harm

10. **Willful deprivation**: Willfully denying a person who, because of age, health, or disability, requires medication, medical care, shelter, food, a therapeutic device, or other physical assistance, and thereby exposing that person to the risk of physical, mental, or emotional harm.

11. **Domestic violence**: Attempting to cause or causing abuse of a family or household member or high-risk adult with disabilities, or attempting to cause or causing neglect or exploitation of a high-risk adult with disabilities which threatens the adult’s health and safety, as defined in Section 103 of the Illinois Domestic Violence Act (IDVA) of 1986, as amended.

12. **High-risk adult with disabilities**: A person aged 18 or over whose physical or mental disability impairs his ability to seek or obtain protection from abuse, neglect, or exploitation.
B. Domestic battery (720 ILCS 5/12-3.2)

1. A person commits domestic battery if he intentionally or knowingly without legal justification by any means:
   a. Causes bodily harm to any family or household member
   b. Makes physical contact of an insulting or provoking nature with any family or household member

2. Domestic battery is a Class A misdemeanor. In addition to any other sentencing alternatives, for any second conviction of violating this section within 5 years of a previous conviction for violating the section, the offender shall be mandatorily sentenced to a minimum of 48 consecutive hours of imprisonment. The imprisonment shall not be subject to suspension, nor shall the person be eligible for probation in order to reduce the sentence.

C. Aggravated domestic battery (720 ILCS 5/12-3.3)

1. A person who in committing a domestic battery intentionally or knowingly causes great bodily harm or permanent disability or disfigurement, commits aggravated domestic battery.

2. Aggravated domestic battery is a Class 2 felony. Any order of probation or conditional discharge entered following a conviction for an offense under this section must include, in addition to any other condition of probation or conditional discharge, a condition that the offender serve a mandatory term of imprisonment of not less than 60 consecutive days.

   A person convicted of a second or subsequent violation of this section must be sentenced to a mandatory term of imprisonment of not less than 3 years and not more than 7 years, or an extended term of imprisonment of not less than 7 years and not more than 14 years.

D. Interfering with the reporting of domestic violence (720 ILCS 5/12-6.3)

1. A person commits the offense of interfering with the reporting of domestic violence when, after having committed an act of domestic violence, he prevents or attempts to prevent the victim of or a witness to the act of domestic violence, from calling a 911 emergency telephone system, obtaining medical assistance, or making a report to any law enforcement official.

   For the purpose of this section the following terms shall have the indicated meanings:
a. Domestic violence shall have the meaning ascribed to it in Section 112A-3 of the Code of Criminal Procedure of 1963.

b. Family or household member shall have the meaning ascribed to it in Section 112A-3 of the Code of Criminal Procedure of 1963.

2. Interfering with the reporting of domestic violence is a Class A misdemeanor.

E. Stalking (720 ILCS 5/112-7.3)

A person commits stalking when he knowingly and without lawful justification on at least two separate occasions follows another person or places the person under surveillance or any combination thereof, and/or:

1. At any time transmits a threat to that person of immediate or future bodily harm, sexual assault, confinement, or restraint

2. Places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint

F. Aggravated stalking (720 ILCS 5/112-7.4)

A person commits aggravated stalking when he, in conjunction with committing the offense of stalking, also does any of the following:

1. Causes bodily harm to the victim

2. Confines or restrains the victim

3. Violates a temporary restraining order, an order of protection, or an injunction prohibiting the behavior described in Subsection (b)(1) of Section 214 of the IDVA of 1986

IV. ORDER OF PROTECTION

A. Definition

An order of protection is a statutory remedy which is designed to give family or household members relief under statutory provisions (725 ILCS 5/112A et seq., 750 ILCS 60/101 et seq.). Violations of an order may be enforceable with or without civil or criminal contempt of court proceedings in criminal court. Illinois law does not provide for peace bonds, nor are restraining orders available in most domestic relations situations.
B. Availability

An order of protection will be issued independently in a civil action, as part of a divorce proceeding, or in conjunction with a criminal action or delinquency action.

C. Remedies

The remedies available to a petitioner for an order of protection include, but are not limited to:

1. Prohibition of abuse, neglect, or exploitation
2. Exclusive possession of residence
3. Prohibiting respondent from entering or remaining present at petitioner's school, place of employment, or other specified places at times when petitioner is present
4. Counseling
5. Temporary legal custody or determination of visitation with a minor child
6. Prohibiting respondent from removing a minor child from the state or concealing the child within the state
7. Ordering the respondent to appear in court for instruction regarding the care and custody of a minor child
8. Granting a petitioner exclusive possession of personal property
9. Forbidding respondent from taking, transferring, encumbering, damaging, concealing, or otherwise disposing of real or personal property
10. Ordering respondent to pay support for petitioner or any child in petitioner's custody
11. Ordering respondent to pay petitioner for losses suffered as a direct result of the abuse
12. Entering such injunctive relief as may be necessary or appropriate to prevent further abuse
13. Prohibiting the respondent from entering or remaining in the residence or household while the petitioner is under the influence of alcohol or drugs and constitutes a threat to the safety and well-being of the petitioner or the petitioner's children
D. Service of process

1. Summons: Any action for an order of protection is a distinct cause of action and requires that a separate summons be issued and served.

2. Expedited service: The summons shall be served by the sheriff or other law enforcement officer at the earliest time and shall take precedence over other summonses, except those of similar emergency nature.

E. Entry in Law Enforcement Agencies Data Systems (LEADS)

The Peoria County Sheriff shall be responsible for entering all orders of protection into LEADS on the same day the order is issued by the court, whether or not the order has been served.

F. Duties of law enforcement officers

It is the duty of a law enforcement officer to take all reasonable steps to prevent further abuse. Action shall include, but not be limited to, advising the victim of the availability of an order of protection or enforcement of a valid order of protection.

G. Violations

It is a crime for a respondent to violate the conditions imposed by an order of protection. Jurisdiction exists where the act of violating the order occurs. An arrest can be made in any county where a violation occurs. The order of protection need not be issued in the county where the violation occurs to be valid. If an order of protection is in effect, and an officer has probable cause to believe a violation has occurred, an arrest shall be made:

1. The victim should not be required to sign a complaint.

2. The offense of violation of an order of protection should be issued even if other charges are pending.

3. A report of a violation of an order of protection should be treated like any other offense of domestic violence and investigated and reported as provided in Sections VIII and IX.

4. An order of protection is valid regardless of how the offender entered the victim's residence.

Persons protected by an order of protection do not have the power to waive the injunction against the violator. Only a court can void an order of protection.
V. RESPONSE PROCEDURES

A. Communications

1. Upon receipt of a call involving domestic violence, ECC will obtain adequate response information, including:
   a. Caller's identity
   b. Exact location
   c. Injury
   d. Weapons description
   e. Identity of the victim and perpetrator
   f. Whether the perpetrator is still at the scene
   g. Any other pertinent information

2. The names and addresses should be cross-referenced, if possible, to determine any previously reported incidents from which any potential danger involved should be determined, and relayed to the responding unit.

3. ECC should make periodic checks on any officer(s) at the scene.

4. Since domestic violence often presents a situation which should be handled as a top priority, the closest available police unit should be assigned, where possible.

5. ECC should receive training in recognizing and preserving those 911 tapes in domestic violence calls which may be admissible under the excited utterance or spontaneous declaration exception to the hearsay rule. It is recognized that such tapes can be very useful in prosecutions, particularly those prosecutions that are proceeding without victim participation.

B. Officer response

1. Officers will respond to and investigate complaints of persons who are victims of domestic violence in a safe and expeditious manner. All such calls should be regarded as potentially high-risk calls for police officers and victims, and should if possible, utilize a backup unit.
2. LEADS should be consulted to determine whether an order of protection has been issued or if the perpetrator has an outstanding warrant.

3. Officers should advise ECC of the status of the call as soon as possible after arrival and stay in contact.

VI. OFFICER'S RESPONSIBILITIES AT THE SCENE

A. The IDVA of 1986, as amended, requires officers to assist the victim, to arrest the abuser where probable cause exists, and to report the incident and collect evidence. Officers are expected to handle domestic violence in a manner similar to any other crime.

B. Initial response

When an officer responds to a domestic violence call and both victim and perpetrator are present at the household or location of the incident, the police officer responding shall:

1. Separate the parties and ensure the safety of persons present.

2. Conduct a preliminary investigation, including taking a detailed written and signed statement from the victim. Statements should also be taken from any other adult witnesses or children present. It is important that statements address the entire incident.

C. Assistance to the victim

If the officer determines that a person has been abused by a family or household member, the officer will take all reasonable steps to prevent further abuse, including but not limited to the following:

1. Arresting the offending party, where appropriate.

2. Accompanying the victim into his residence to remove necessary personal items:
   a. Generally, personal belongings consist of personal clothing, medication, and any other personal property for the victim and minor children that would not be construed to be part of communal property.
   b. Officers accompanying victims shall not however, assist in a forcible entry into the residence, nor shall the officers assist in physically removing any property of the victim.

3. Furnishing the victim with information in his primary language, when possible, which informs the victim of his rights under the IDVA of 1986 and available
services, and providing the victim with the name and badge number of the officer and the arresting agency's phone number.

4. Providing the victim, when possible, with at least one referral to a local service agency or, if the victim is 60 years of age or older, a referral to a network of services for seniors with a copy of the report forwarded to CID for assignment to officers trained in elderly abuse, or if the victim is hearing impaired, a referral to a sign language interpreter, or if the victim cannot communicate in English, a referral to a community program with translation services, or if the victim is a high-risk adult with disabilities, a referral to an agency which provides services for persons with disabilities.

5. Advising the victim to seek medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property). If an arrest has been made or it otherwise appears that criminal prosecution is available, the officer should take the responsibility of photographing any injury or damage and otherwise preserving evidence. Medical care may be necessary even though injuries are not immediately apparent (internal, etc.).

6. Advising the victim of evidence which has been collected by the officer, and of the importance of preserving evidence, the types of evidence which could be collected at a later time, and how they can be used and by whom.

7. Transporting or arranging for the transportation of the victim to a medical facility for the treatment of injuries, or a nearby shelter or place of safety, or after close of court business hours, providing or arranging for transportation for the victim to the nearest available circuit judge or associate judge, so the victim may file a petition for an emergency order of protection. A copy of the report shall be forwarded to the victim advocate.

8. When a victim of abuse chooses to leave the scene of the offense, it shall be presumed that it is in the best interest of any minors or dependents in the victim's care to remain with the victim or a person designated by the victim, rather than to remain with the abusing party. If a victim is physically unable to care for minor children but alert and competent to make decisions, a victim's directive for temporary custody of the children to another person should normally be honored. If the officer believes that the safety of the children cannot be assured by placing them either with the victim, the victim's designee, or the suspect, the Department of Children and Family Services (DCFS) should be contacted and the children should be treated as neglected.
VII. **EVIDENCE COLLECTION**

A. The officer should interview the victim and the offender separately so the victim can speak freely without being intimidated by the presence of the offender.

B. The officer shall attempt to interview the offender and prepare a written report.

C. The officer should process the crime scene and collect evidence as in any other case involving physical harm to a victim. Where possible, evidence collection should include color photographs of injuries sustained, as well as photographs of the premises which serve to corroborate the purported incident and include any weapons or other articles which can be used to corroborate the occurrence of violence (e.g. broken glass, torn clothing, blood-stained articles, or damaged personal possessions of the victim).

D. If the officer has not determined whether an order of protection has been issued, he shall verify the existence of an order of protection either by telephone or radio communications with the LEADS operator or by referring to the copy of such order provided by the victim or other individual present.

E. The officer shall complete a written report of his observations of the victim, abuser, visible injuries, the presence of weapons, the victim's statement as to the frequency and severity of prior instances of abuse by the same family or household member, and all other circumstances and facts pertinent to the incident, including whether or not children were present.

F. The officer’s written report should include any excited utterances by any person, any statements of the defendant, even those intended to be exculpatory, and a written or taped statement of the victim, if possible. Officers should review and preserve 911 tapes in appropriate cases.

VIII. **ARREST**

A. In cases involving domestic violence, an officer shall make an arrest without a warrant when probable cause exists under the following circumstances:

1. When a felony has been committed.

2. When a misdemeanor/felony has been committed and the victim has visible signs of injury (see exception in Section IV of "definitions", for minor child), or when any weapon has been used to inflict injury or to intimidate or threaten the victim.

3. When an offense is committed in the presence of the officer.
4. When an officer has confirmed that a valid order of protection is in effect, that the offender has been served or has knowledge of the order, and a condition of the order which subjects the respondent to arrest and prosecution upon violation has been violated by the offender. Officers must determine that the offender has been served with a copy of the order of protection or has actual knowledge of it. If the offender denies knowledge of the order of protection and his denial is credible, the officer should provide the offender with a copy of the order, verbally advise him of the contents, and note in the report that a copy of the order, if available, was given and explained to the offender. The officer should check the victim’s copy of the order of protection or verify provisions of the order by radio or telephone communication with the LEADS operator.

5. When an officer has determined the automatic 72-hour, no-contact provision of a bond is in effect.

B. In the circumstances described in Paragraph A, an arrest should be made, even though the victim does not want the offender arrested or if the victim has not signed a complaint statement regarding the events which occurred. In all other cases, it is within the officer’s sound discretion to effect an arrest where probable cause exists to believe that an offender has committed a domestic violence offense.

1. If another crime has been committed during the violation of the order of protection, that crime should also be charged as an additional felony or misdemeanor complaint.

2. No officer shall decline to arrest an offender because:

   a. The parties live together
   b. The parties have sought civil remedies
   c. The victim has been previously unwilling to participate in the complaint or arrest process
   d. Verbal assurances are given that the violence will cease
   e. The parties are of the same sex
   f. Either or both the parties are under the influence of drugs and/or alcohol

C. If a domestic violence situation results in an arrest for violation of an order of protection or other criminal conduct, the suspect should normally not be released on a notice to appear without posting appropriate bail.
D. If an arrest is not made, the report shall be forwarded to the state's attorney for review and the victim/parties should be advised of it. The victim should also be advised:

1. A complaint need not be signed at the time of an incident for further action by the state's attorney

2. Of the right to request that a criminal proceeding be initiated where appropriate, including specific times and places for meeting with the state's attorney's office, a warrant officer, or other official, in accordance with local procedures

3. Of the importance of preserving evidence, the types of evidence which could be collected at a later time, and how they can be used and by whom

E. If the offender has left the scene, the officer should attempt to locate him.

F. All possible charges, including nondomestic violence charges, should be listed on the arrest report.

IX. INCIDENT REPORTING AND DOCUMENTATION

A. Whenever an officer receives a domestic violence complaint, a report must be prepared, whether or not an arrest is made. If no arrest is made when the suspect is present, the report will clearly show sufficient reasons for not making an arrest.

B. Every officer investigating a domestic violence incident shall prepare a written report which includes the following:

1. Observations of the victim, abuser, visible injuries, and the presence of weapons

2. The victim's statement as to the frequency and severity of prior incidents by the same person

3. The number of prior requests of police assistance

4. That the victim was advised of his rights under the domestic violence statute and was issued an Illinois domestic violence form

5. Statements indicating whether children were present and witnessed the incident

6. Interviews and statement from all other persons present at the time of the incident

7. All other circumstances and facts pertinent to the incident

8. Disposition of the allegation
If minor children are present and if the officer reasonably believes they have been abused or neglected, the incident shall be reported to the Illinois DCFS (1-800-25ABUSE), and Juvenile shall follow up.

C. If the officer has reason to suspect that a family or household member aged 60 or older is abused, neglected, or exploited, the officer shall make a report to the Peoria local chapter of SeniorStrength at 309-637-3905. After business hours the number automatically switches over to the crisis line (691-4111), which is staffed continuously. Regardless of an arrest being made, the officer should clearly document circumstances of the incident in the report, forwarding a copy to CID for follow-up by an officer trained in elder abuse.

D. All reports shall be reviewed by a patrol sergeant for any necessary follow-up.

E. When an officer responds to a domestic violence complaint, an inquiry should be instituted through LEADS to determine if there is an order of protection in effect. LEADS should provide all the information contained in the protection order. If no order of protection is in effect, the victim shall be informed of his rights under the IDVA.

X. **VICTIM SERVICES**

A. Law enforcement agencies should have written networking agreements with local service providers.

B. Local services may include, but are not limited to:

1. Hospital emergency rooms
2. Local domestic violence programs, i.e. the Center for Prevention of Abuse
3. Elder abuse programs
4. Community mental health agencies
5. Local sexual assault crisis centers
6. Youth service providers
7. Homeless shelters

C. Law enforcement agencies should provide written and verbal referrals to the victim for local services. Law enforcement agencies should work with local service providers to develop written information for police to distribute to victims of domestic violence.
XI. **TRAINING**

All law enforcement personnel should receive training through the Police Training Institute at Illinois Central College or from some other source regarding the implementation and application of this protocol to domestic violence cases.

XII. **LIMITED LAW ENFORCEMENT LIABILITY**

Section 112A-25 of the IDVA of 1986 (725 ILCS 5/112A-25) limits an officer's and the Peoria Police Department's liability: "Any act of omission or commission by a law enforcement officer acting in good faith in rendering emergency assistance or otherwise enforcing this article shall not impose civil liability upon the law enforcement officer or his supervisor or employer unless the act is a result of willful or wanton misconduct."

Officers should keep in mind that failure to act can carry liability issues.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.
I. POLICY

It is the policy of this department to maximize officer safety through the use of body armor, in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

II. PROCEDURES

A. Issuance of Body Armor

1. All body armor must comply with the current minimum protective standards prescribed by the National Institute of Justice.

2. All commissioned officers shall be issued body armor. (41.3.5)

3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

4. If an officer’s body armor is damaged, becomes worn, or is otherwise unserviceable, the officer shall contact the Training Unit. If the officer’s body armor is taken out of service for repair or replacement, he will be temporarily issued replacement body armor until the repair or replacement can be completed.

5. The Training Unit shall maintain a supply of used body armor for temporary replacement in a variety of sizes for both males and females.

6. If immediate replacement is required outside the training unit’s normal office hours, the officer should contact the desk sergeant, who will fit the officer with replacement body armor and log the exchange. It will then be the officer’s responsibility to contact the training unit to arrange for the repair or replacement of his body armor.
B. Use of Body Armor (41.3.6)

1. Officers assigned to uniformed operations shall wear the issued body armor while engaged in field activity. In addition, all other officers (CID, SID, CSU, etc.) shall wear their vests when involved in field activity for more than 50% of the daily schedule. Field activity is defined as street activity or responding to calls for service or investigation, as well as pre-planned, high-risk operations.

2. An officer not meeting the above criteria shall have his body armor immediately accessible while on duty. This is to include an officer assigned inside duties or an officer working a light duty assignment. Immediately accessible is defined as in his work vehicle, or if assigned inside the building, in his locker.

3. This order shall apply when working off duty as well. Failure to comply may result in the revocation of off-duty employment.

C. Inspection of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and compliance is met as required by this order.

2. Periodic random inspection of department body armor shall be done by the training unit.

D. Care and Maintenance of Body Armor

1. Each officer is responsible for the proper storage of body armor, in accordance with manufacturer instructions, and daily inspection for signs of damage and general cleanliness. Any damage shall be reported to the Training Unit.

E. Training Unit

The training unit is responsible for maintaining the following information:

1. Technological advances in the body armor industry that may necessitate a change in body armor, as well as a description of weapons and ammunition currently in use, and whether or not issued body armor can withstand their impact.

2. Records of body armor distribution.

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I. POLICY

Vehicle pursuits have been ruled by the courts as a use of deadly force, and both the agency and officers may be held liable for damages and/or injuries. The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the violator against the degree of risk to which peace officers and others are exposed as the result of a pursuit. Peace officers are reminded they are under no legal obligation to initiate a pursuit, and in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

II. DEFINITIONS

A. Pursuit: An active attempt by a peace officer in an authorized emergency vehicle to apprehend an actual or suspected law violator who is attempting to avoid apprehension through evasive tactics via use of a motor vehicle.

B. Marked Police Vehicle: Any police vehicle that is identifiable by color scheme, has red and/or blue lights permanently mounted on or within the vehicle, is equipped with a siren, and has the department seal and/or police lettering.

C. Semi-Marked Police Vehicle: A police vehicle that is not identifiably marked by a distinctive color scheme, has a red light or blue light mounted on or within the vehicle, has a siren, and might not have partial police markings, i.e. detective/juvenile cars.

D. Unmarked Police Vehicle: A police vehicle that has no distinctive identifiable exterior marking, and may not have portable emergency warning lights.
E. **Pursuit Vehicles:**

1. **Primary Unit:** The police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).

2. **Secondary Unit:** Any police vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

### III. PURSUIT PROCEDURES

#### A. Initiation of Pursuit

Any peace officer in an authorized vehicle may initiate a pursuit when all the following criteria are met:

1. The suspect is attempting to evade apprehension,

2. The suspect if allowed to escape presents a danger to human life, or he has caused serious injury by use of a deadly weapon, or he is armed with a weapon, etc., AND

3. The officer has reasonable grounds to believe the suspect has committed a forcible felony, which includes treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement, or any other felony which involves the use or threat of physical force or violence against an individual.

Officers in unmarked squad cars are prohibited from being involved in high-speed pursuits unless a life-threatening situation exists.

**No pursuits will be conducted in a police vehicle that contains a civilian. During any pursuit, the use of the red lights and siren are, both, required at all times.**

#### B. Termination of Pursuit

Pursuing peace officers should terminate pursuits when:

1. The danger to the public or the pursuing peace officer outweighs the necessity for immediate apprehension of the violator. Consideration shall be given to:
a. Speed of the pursuit
b. Area of the pursuit
c. Weather and road conditions
d. Presence of pedestrians and other traffic
e. Reason for pursuit of the fleeing vehicle
f. The distance between the pursuing peace officer and the violator is so great that further pursuit is futile
g. The peace officer loses visual contact with the violator for an extended period of time
h. The violator is identified and the failure to apprehend poses no immediate threat of death or serious injury to another person
i. There are malfunctions with the police equipment or police vehicle that would make continued operation of the pursuing vehicle hazardous

2. Pursuing peace officer need not wait for supervisor order to terminate pursuit. If all parameters of the pursuit policy are not met the initiating officer shall self-terminate pursuit.

3. Pursuing peace officers shall terminate pursuits when ordered to do so by a supervisor.

C. Communications

1. Upon the initiation of a pursuit, the pursuing officer shall immediately, or as soon as is reasonably practicable, notify communications personnel of the following:
   a. There is a pursuit in progress (so they can clear the air)
   b. Location and direction of travel
   c. Vehicle information (i.e. make, color, license number)
   d. Reason for the pursuit
   e. Number of occupants
   f. When he will be leaving the jurisdiction
2. The primary unit will provide frequent updates as to the location, direction of travel, and other pertinent information. The primary unit is responsible for the conduct of the pursuit unless otherwise directed by a supervisor.

3. The pursuing peace officer shall keep windows rolled up and operate the siren manually when possible so that communications personnel can hear transmissions clearly.

4. Communications personnel shall:
   a. Give priority to the primary unit.
   b. Notify other units of the pursuit, including the location, direction of travel, and vehicle descriptions; and keep the air clear.
   c. Notify supervisors (police and ECC).
   d. Receive and record all incoming information on the pursuit.
   e. Keep the supervisors apprised of the progress of the pursuit.
   f. Request the pursuing officer’s status if he fails to make frequent contact.
   g. Notify neighboring jurisdictions of a pursuit approaching their boundaries.
   h. Perform relevant records and motor vehicle checks.
   i. Coordinate and dispatch backup assistance.
   j. Handle pursuit communications on PREP 1 unless:
      1) The pursuit has or may extend into other jurisdictions (ISPERN 1 shall be used).
      2) The supervisor directs a switch to ISPERN (when using ISPERN, the primary unit shall conform to ISPERN guidelines).
   k. Handle the radio traffic not associated with the pursuit on PREP 2 or any other frequency designated by a supervisor.
D. Pursuit Tactics

1. The use of forcible stop techniques to terminate a pursuit is permitted only when all the following conditions have been met:
   a. There is sufficient legal justification for the use of deadly force.
   b. Authorization has been obtained from a supervisor, if feasible.
   c. The participating peace officers have been properly trained in the application of the selected technique.
   d. Peace officers involved in a pursuit are not proceeding in a direction opposite to the flow of traffic on a divided highway without the authorization of a supervisor, if feasible.

2. Peace officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort to prevent imminent death or serious bodily injury to an officer or another person, where deadly force would otherwise be legally justified.

3. No more than two police vehicles (a primary unit and a secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.

4. A motorcycle officer may initiate a pursuit providing the proper justification exists, but will relinquish primary unit status immediately upon the participation of a marked police vehicle. Upon relinquishing primary unit status, motorcycles shall terminate active involvement in a pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.

5. Semi-marked units may initiate a pursuit providing the proper justification exists, but will relinquish primary unit status immediately upon the participation of a marked police car. Upon relinquishing primary status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill secondary unit responsibilities or are otherwise directed by a supervisor.

6. Throughout the course of a pursuit, pursuing peace officers shall not attempt to overtake, pull alongside, or pass the violator's moving vehicle without the specific authorization of a supervisor. Peace officers shall not pass other units involved in a pursuit unless the passing peace officer receives specific permission from the primary unit.
7. Police units that are on a street parallel to a pursuit may not join or interfere with a pursuit unless specifically directed by a supervisor.

8. All units in a pursuit, whether the primary or secondary unit, should be spaced sufficiently to allow adequate distance to successfully execute evasive maneuvers in the event that other vehicles may slow, stop, turn, or otherwise create a collision hazard.

9. Before approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall reduce the vehicle's speed and ensure the way is clear before proceeding to avoid a collision with another vehicle or pedestrian.

10. Primary unit responsibilities

   a. Once the primary unit has made the determination to pursue, it shall be his responsibility to direct radio traffic.

   b. Upon the initiation of a pursuit, the pursuing peace officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights.

11. Secondary unit responsibilities

   a. A secondary unit shall notify ECC and a supervisor that he has joined the pursuit. Until such time that a supervisor assumes responsibility, only one secondary unit shall become involved in an ongoing pursuit.

   b. When assigned secondary unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.

   c. The secondary unit shall not attempt to overtake the primary unit unless requested to do so by the primary unit or instructed by a supervisor.

   d. The secondary unit shall serve as a backup to the primary unit and will respond to directions from the primary unit unless directed otherwise by a supervisor.

12. The supervisor shall:

   a. Upon notification that a pursuit is in progress, assume responsibility for the monitoring and control of the pursuit as it progresses.
b. Immediately determine whether the pursuit was initiated in accordance with provisions of this policy and permit the pursuit to be continued only if said policy has been fully complied with to the best of the supervisor's knowledge.

c. Verify the following:

1) The offense meets the department’s criteria for pursuits.
2) No more than the required or necessary number of units are involved in the pursuit.
3) Proper radio procedures are followed.
4) All necessary agencies are notified.

d. Continuously review the incoming information to determine whether the pursuit should be continued or terminated.

e. Control and coordinate the pursuit as follows:

1) Direct pursuit or support units into or out of the pursuit
2) Assign a secondary unit to the pursuit
3) Re-designate a primary, secondary, or other support unit as necessary
4) Approve, disapprove, and coordinate pursuit tactics
5) Approve or disapprove a pursuit into other jurisdictions
6) Ensure compliance with interjurisdictional pursuit agreements, if applicable

f. Approve and assign additional backup or support units to assist the primary and secondary units based upon an analysis of:

1) The nature of the offense for which the pursuit was initiated
2) The number of suspects and any known propensity for violence
3) The number of peace officers in the pursuit vehicles
4) Any damage or injuries to the assigned primary or secondary units or peace officers
5) The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit

6) Any other clear and articulable facts that would justify the increased hazards caused by adding more than the primary and secondary units to a pursuit

g. Ensure that all participating agencies are notified when a pursuit is terminated.

h. Ensure that this policy is followed by all peace officers throughout the pursuit.

i. Respond to the termination point of all pursuits.

13. Other unit responsibilities

Unless otherwise directed, police units other than the primary unit and the first secondary unit shall not become involved in an ongoing pursuit. Such police units are expected to monitor radio transmissions and position themselves to be of possible assistance.

14. Pursuits entering another department's jurisdiction

a. The primary unit shall notify Communications the pursuit is leaving the jurisdiction.

b. The supervisor shall decide to continue or terminate the pursuit based upon the existing circumstances.

c. Communications shall notify the involved jurisdiction.

e. Peace officers involved in interjurisdictional pursuits are required to comply with their department's policy and interjurisdictional agreements. Only pursuit tactics that are permitted by their own agency may be utilized, regardless of what is requested by the other agency.

15. Pursuits entering City of Peoria

a. Peace officers shall refrain from entering pursuits unless assistance from the pursuing agency is requested and approved by a supervisor.

E. Report Process

1. All officers involved in a pursuit shall request a case number be assigned for a pursuit within the city limits.
2. All officers involved in a pursuit that requires the officer to communicate on the ISPERN frequency are required to obtain an ISPERN number at the time of the pursuit, and place this number in the crime report.

3. All lieutenants shall review any pursuit incident under their command as soon as practicable, and create a Pursuit Report in the Personnel Management module. Within the report, the lieutenant shall analyze the incident scope and circumstances, review any supporting documentation or evidence such as in-car or body-worn camera footage, CAD screens, and ECC dispatch audio, (and add them as attachments). He will forward his findings through his chain of command within the module for approval.

4. On an annual basis, the patrol captain shall prepare a documented analysis of all pursuit reports for the prior year. This review and analysis is conducted to reveal patterns or trends that may indicate training needs and/or policy modifications.

F. Training

1. All Peoria police officers shall receive defensive driving/tactics training.

2. All recruit officers shall receive documented initial training on the Peoria Police Department pursuit policy.

3. All sworn personnel shall receive an annual documented review of the Peoria Police Department pursuit policy.

*This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer’s criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.*
I. POLICY

To avoid situations of potential civil liability for individual officers and the Department, all persons except law enforcement officers and City employees in the course of their official duties, are required to sign a release form before accompanying a Peoria police officer on his tour of duty. This does not apply to authorized escort or transportation of persons to a specified destination.

II. RELEASE FORM

The release form must be completed and signed by any person who is to accompany an officer on his tour of duty, with the following exceptions:

A. City employees engaged in the discharge of their duties

B. Police officers of other jurisdictions in the discharge of their duties when assisting or cooperating with Peoria police officers

C. ESDA officers when performing emergency services at the request of the Police Chief or as part of regularly scheduled training.

D. The Peoria County State’s Attorney or any Assistant State’s Attorney in discharge of his duties, with specific authorization of the Police Chief.

E. Interns who have been formally approved and have signed a release form that is kept in the file by the Administrator of the Internship Program.

F. Members of the City Council or the Fire and Police Commission, with specific authorization of the Police Chief
III. PROCEDURES

A. All requests for police ride-alongs will be made through the chain of command to the shift lieutenant. Shift lieutenant approval (or approval by a higher rank) must be obtained before a ride along occurs. Individuals under 18 years of age are not allowed to participate in ride-alongs without prior written approval of the Chief of Police.

B. Upon approval of the ride-along, the shift lieutenant shall initial the form and file it in the patrol lieutenants’ office. The lieutenant shall forward a copy of any ride-along form and any related documents to the Community Services Officer for statistical purposes.

C. The shift lieutenant may assign the ride-along to any officer or detail he deems most suitable. Ride-alongs shall not be permitted to ride with the same officer more than once, unless they are completing an official internship with the Department. The shift lieutenant may terminate the ride-along at any time he feels it is warranted by the conduct of the person riding, the situation on the street or under any other circumstance he feels warrants such action.

D. Because ride-alongs (as distinguished from training and educational programs) are for the purpose of letting citizens become acquainted (not familiar or extensively knowledgeable) with police work, police officers, and police problems, repeated ride-alongs should not be approved by the shift lieutenant.

E. Officers shall not take ride-alongs inside public or private premises when on official police calls unless specifically authorized by the shift lieutenant.

F. At the conclusion of the ride-along, the officer with whom the person was riding shall report to the shift lieutenant any unusual occurrences of a serious nature which might give rise to potential liabilities. Such matters shall be noted on the release form and submitted through the chain of command to the Chief’s office.

IV. Nothing herein (Collective Bargaining Agreement not withstanding) shall preclude the Chief or his designee from authorizing exceptions to this Order as necessary for the benefit of the Department, on a case by case basis.

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I. POLICY

Stopping a criminal suspect vehicle presents obvious dangers, and various strategies must be considered before their implementation. Roadblocks, stop sticks, and other forcible stopping techniques may be used to seal an area in which a criminal is believed to be, or to stop a vehicle that is being pursued by police. A supervisor’s approval is necessary to implement any of these techniques in a pursuit situation (see General Order 400.03 Pursuits).

II. DEFINITIONS

A. Stop Stick Device: Any department purchased device equipped with hollow spikes designed to deflate tires in a controlled manner.

III. FORCIBLE STOPS FOR PURSUITS

A. Roadblocks

In a pursuit situation roadblocks shall not be authorized unless the standards for use of deadly force are met (see General Order 401.04).

1. Positioning vehicles for the roadblock

After the supervisor has given approval for the implementation of a roadblock, the roadblock should be positioned so that the subject vehicle has adequate room to stop and in a place that is highly visible not only to the violator but other motorists. The roadblock should be set up so it is possible for the fleeing vehicle to get through the roadblock to limit the potential for a collision. An effective roadblock of this type can be successfully accomplished by using two vehicles parked at angles in the roadway and staggered slightly so that the pursued vehicle must slow drastically to weave between the two vehicles.
2. Only marked vehicles may be used for roadblocks and they should have all their emergency lights activated. Officers should not remain in vehicles being used for a roadblock.

3. All pursuing vehicles must be notified of the location of the roadblock and care should be taken to notify assisting vehicles from other departments not on the department’s frequency.

4. Rolling Roadblocks

Rolling roadblocks are specifically prohibited for use by officers of the department without approval of a lieutenant or higher ranking command officer.

B. Forcible Stop: Stop Sticks

Peoria Police Officers may use a stop stick device when a wanted or dangerous person may enter a vehicle and leave an area of containment, to prevent an intoxicated driver from fleeing the scene, or other potentially dangerous situations to prevent or significantly slow a vehicle that may leave the scene of an incident.

1. No officer will be permitted to deploy a stop stick device until he has been trained in the proper use of the device.

2. A stop stick device shall not be deployed until authorization has been received from a sergeant or above.

3. Prior to deploying the stop stick device upon a moving vehicle, the deploying officer will advise the ECC of the location of the deployment, and is responsible for removing the device from the roadway once the suspect vehicle has passed. He shall communicate to ECC that the device has been removed. A stop stick device will not be deployed to stop vehicles with less than four tires, vehicles carrying hazardous materials, or buses carrying passengers, unless the continued movement of the vehicle would result in an increased hazard to others.

4. A stop stick device works best when used on paved surfaces.

5. An officer deploying the device shall use any available barriers, such as guardrails, abutments, bridges, overpasses, or vehicles, to provide protection during deployment.

6. A deployment location should have a good sight distance for the deploying officer.

7. A stop stick device should not be deployed around curves, along roads with steep shoulders, blind turns, or on bridges.
8. Deploying officers shall file appropriate police report any time a stop stick device is deployed, stating the circumstances and any damage that occurred.

9. The stop stick shall be returned to the truck mounted rack in the squad cars.

10. If the device was damaged, the officer shall contact a supervisor for replacement, and complete the Stop Stick Reporting Form to send to the technical services lieutenant. The technical services lieutenant will send the form and the damaged device to Stop Stick, Ltd for replacement.

IV. OTHER USES FOR ROADBLOCKS

A. Sealing Areas

1. A single vehicle can be used in a roadblock when the primary objective is to identify persons leaving an area. In this instance the officer’s vehicle may be parked on the shoulder or side of the roadway, with emergency lights activated, and with sufficient illumination that approaching motorists are able to distinguish that the officer wants them to stop. Time permitting, flares should be used on roadblocks implemented after dark.

2. Officers should use extreme caution when approaching a vehicle. They should not cross in front of it, and they should approach from the driver’s side if at all possible.

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I. POLICY

Department policy is to limit access to crime scenes to only the persons essential to the immediate investigation.

II. PROCEDURE

A. Available Equipment and Supplies

CSU and Traffic personnel are available on a 24 hour basis to process crime scenes and serious injury traffic collisions. These personnel have the equipment and supplies needed to do the following:

1. Recovery of latent fingerprints
2. Photography and videography
3. Sketch/diagram of the scene
4. Collection and preservation of physical evidence

B. Agency Responsibilities

1. Criminal Investigations Division

CID investigators will be called out for major crimes, including:

- Homicide or attempted homicide with serious injury
- Suicide, suspicious death, or unknown cause of death
- Aggravated sexual assault with serious injury
- Robbery or attempted robbery with serious injury
- Fatal industrial accident
• High loss armed robbery
• High loss burglary
• Other incidents as deemed necessary by the shift commander

a. CID Investigator Call-Out Procedure

The shift commander shall authorize the call out of CID. The desk sergeant make the notifications.

2. Crime Scene Unit (CSU)

CSU personnel have been equipped and trained to collect, preserve, and photograph evidence at major crime scenes. The CSU will be called out for:

• Homicide or attempted homicide with serious injury
• Suicide, suspicious death, or unknown cause of death
• Aggravated sexual assault with serious injury
• Robbery or attempted robbery with serious injury
• Fatal industrial accident
• High loss armed robbery
• High loss burglary
• Other incidents as deemed necessary by the shift commander

a. CSU Call-Out Procedure

The shift commander shall authorize the call out of CSU. The desk sergeant shall make the notifications.

3. Crime Scene Authority

The Officer in Charge (OIC) is responsible for the crime scene. This authority starts with the first responding officer, and is assumed by the investigator upon his arrival to the scene.

4. Evidence Collection Responsibility

On-scene CSU personnel will have the responsibility of collecting, preserving, and photographing items of evidence. In such cases where CSU personnel are not responding or are not available, this responsibility falls on the OIC.
5. **Coroner's Office**

The coroner shall be notified in circumstances that have resulted in the death of an individual. The Coroner’s Office will conduct an investigation, which typically includes:

- Identity of the deceased
- Time of death
- Cause of death
- Notification of next of kin

6. **State’s Attorney’s Office**

The State’s Attorney shall be notified on the following cases:

- Murder
- Reckless homicide
- Police firearm discharge
- Police injury by firearm

The on-call assistant state’s attorney shall be notified for all matters above and for matters requiring special notice to or special inquiry of the State’s Attorney’s Office.

C. **Preliminary Response Procedures**

1. **Warrantless searches of crime scenes**

Warrantless searches of the crime scene will be performed only under the following circumstances:

a. To determine if the suspect is still on the scene.

b. To determine if victims are on the scene and in need of assistance.

c. At other times when it can be reasonably assumed that an emergency exists which may threaten life or limb.

Plain-view evidence discovered during the course of such a search may be seized; however, it is incumbent upon the officer to justify the reasonableness of his actions.

*For all other circumstances and to gather further evidence, a warrant must be considered.*
2. Approaching the crime scene

First responding officers are responsible for investigating the following, when possible:

a. Suspicious persons and/or vehicles leaving the area.

b. Darkened side yards and alleyways.

c. Occupied parked vehicles.

d. Other unusual circumstances which may indicate the presence of the perpetrator or evidence of the crime.

If circumstances do not permit the immediate investigation of suspicious persons or vehicles, officers shall document descriptive data in their report, such as license plate numbers, descriptions, etc.

3. Apprehending a suspect on the scene

The first responding officer may be unable to apprehend a suspect on the scene, and should weigh the need for immediate pursuit against other mitigating factors. Circumstances which would not justify an immediate pursuit include but are not limited to:

a. A severely injured victim requiring immediate medical attention.

b. A suspect whose identity is known to the victim or officer, and whose immediate apprehension would jeopardize the integrity of the crime scene.

c. Times when the risks to the officer or the public clearly exceed the benefits gained from the immediate apprehension.

4. Rendering medical aid to the victim

Protecting and preserving human life takes precedence over other duties. The officer's first responsibility is to the victim, even though it may give the suspect a chance to escape or destroy valuable evidence at the scene. Upon determining that the victim needs emergency medical treatment the officer will:

a. Notify ECC that an ambulance is needed.

b. Render necessary emergency first aid at the scene.
c. Commence lifesaving measures if necessary, and continue such measures for as long as possible or until death is pronounced by competent authority.

d. Direct medical personnel into the area in such a manner so as not to alter or destroy items of evidentiary value, if possible.

e. Note actions taken by medical personnel, including objects moved, areas traversed, and evidentiary items altered or destroyed (footprints, bloodstains, drag marks, bullet holes in clothing, etc.).

f. If the victim is to be transported by ambulance, an officer will, according to the severity of the crime and the injuries involved, accompany the victim and note statements or declarations made.

5. Dying declarations

If the victim, witness, or suspect is still alive but death appears imminent, officers should attempt to elicit a statement. This statement may later prove invaluable in firmly establishing whether or not a crime occurred or in investigating the circumstances surrounding the crime. A dying declaration is extremely important because it is one of the few types of hearsay evidence which may be introduced at the trial. The elements of a dying declaration are substantially as follows:

a. The victim must believe that he is going to die and that there is no hope of recovery. It is not essential that the declarant be informed by the doctor or by the officers that there is no hope of recovery, only that his actions and speech indicate that belief.

b. The dying statement must refer to the manner and circumstances that brought about his present condition and ultimate death.

c. The declarant must die.

d. The statement may be used only in a criminal trial for establishing the felonious causing of the declarant's death.

It is recommended that the declaration be written and signed by the victim, but this is not an essential requirement. No oath has to be administered, nor is it necessary that witnesses be present. The use of tape recorders or any other department approved or provided recording devices are an acceptable method of recording a subject's dying declaration and should be utilized whenever possible.
6. Dead on Arrival cases

The below listed procedures will be followed when handling those persons who are dead on arrival at a hospital as a result of a crime or suspected foul play:

a. The body will be kept in the emergency room until an officer arrives.

b. Emergency room personnel should not be allowed to wash blood, dirt, or material off the individual.

c. If the coroner has not been notified, the officer assigned to the case will have dispatch make the notification. If possible, emergency room personnel should be on hand to give additional information.

d. Upon arrival at the emergency room, the coroner will assume custody of the body. Prior to the body's removal, the officer assigned will consult with the coroner and verify that such custody has been assumed.

e. Evidence collection at the autopsy will be performed by the pathologist. Clothing and other items of evidence removed from the body by the pathologist will be given to the crime scene officer and sealed in the appropriate container for further processing.

f. Peoria Police personnel will request a copy of photographic evidence collected during the autopsy by the Coroner’s Office.

7. Pronouncing dead in the emergency room

The below listed procedures will be followed when handling those individuals who are alive when admitted to the emergency room and whose subsequent death is suspected as the result of a crime:

a. The officer shall notify his supervisor of the death, and have dispatch notify the Coroner’s Office.

b. A person who has been pronounced deceased in the ER, under suspicious circumstances, shall be treated as a crime scene. No further manipulation or contamination of the body will be allowed until the arrival of the Coroner.

c. The officer will take custody of clothing or evidence removed from the victim by emergency room personnel, and it shall be separated and properly bagged.
8. Deceased person on the scene

A paramedic or EMT may be allowed to check the body for signs of life, however the declaration of death may only be rendered by the coroner or his representative. The officer in charge shall control access to the crime scene and the body to maintain the scene.

9. Notification procedures

When death is suspected as the result of a crime, the first officer on the scene shall immediately notify the first line supervisor.

D. Crime Scene Procedures

1. Crime scene log

a. Patrol division supervisors shall maintain a supply of crime scene sign-in log forms in their squad cars to be used at major crime scenes.

b. Patrol supervisors shall, as soon as practical, determine the area to be secured (think big) and designate an officer to protect the crime scene and complete the crime scene sign-in log. This will be considered the inner perimeter. An outer perimeter may be established for personnel not needed or desired in the inner perimeter.

c. Whenever possible, the log entry shall be completed by the party entering the inner perimeter crime scene. When this is not practical however, the entry shall be made by the patrol officer charged with securing the scene.

d. Log entries shall include the individual’s name and agency (example: PPD, PFD, Coroner’s Office, etc.), the date and time when entering/leaving the scene, and the individual’s reason for entering the scene (example: CID/investigating, CSU/processing the scene, supervisor, etc.). The individual shall sign the log when possible.

e. Upon release of the crime scene, the patrol officer shall enter the original crime scene log into evidence. A copy of the log shall be made and submitted for electronic attachment to the report writing system. The officer shall complete a police report, detailing his duties and activities while at the scene and note the entry of the log into evidence.
2. Preserving the crime scene

The major task of officers preserving the crime scene is to prevent anyone from:

a. Touching items or surfaces that are likely to yield latent fingerprints.

b. Moving items or disturbing the bodies of deceased persons.

c. Walking about unnecessarily (extreme care must be taken to avoid walking in areas that are likely to contain blood, body fluids, or foot or tire impressions).

d. Depositing any foreign material into the crime scene (cigarette butts, saliva, chewing gum, coffee cups, etc.).

3. Protecting the crime scene

Immediate protection measures include:

a. Identifying and separating witnesses and/or suspects, and ensuring they do not talk to each other or leave the area.

b. Restricting critical exits and apertures.

c. Controlling spectators around areas expected to have high potential for physical evidence.

d. Covering critical evidence areas that would be affected by smoke, rain, snow, or direct sunlight.

e. Disallowing the use of telephones or bathrooms.

The crime scene perimeter is to be maintained, regardless of rank. No person shall enter the perimeter if the scene has not been processed. The Officer in Charge may clear access as needed.

4. Searching the crime scene

To ensure that the collection of physical evidence is conducted in an organized and efficient manner, a preliminary assessment of the crime scene will be conducted to discover the existence of items which have evidentiary value, and then to determine the priority and method of collection. The preliminary assessment involves but is not limited to the following tasks:

a. Identification of areas to be searched

Searches are not confined to the immediate area of the crime, but also include the approach and exit (flight areas). The nature of the
crime and eyewitness statements should be considered when identifying the search areas.

b. Identification of areas to be photographed and sketched.

c. Determination of an appropriate search method.

Methods of search vary, but some system is required and will be decided upon prior to conducting a search. Examples of search methods include but are not limited to, clockwise, counterclockwise, or the division of a scene into specific areas.

d. Determination of a logical starting area.

Under normal circumstances, it is preferable to conduct a search of outside areas first due to the difficulty in protecting a larger area. Consideration will be given to the nature of the crime scene, the search method, and the number of personnel available.

5. Recording the crime scene

a. Documentation/Report

An effort must be made to observe details, particularly those that are transient. Initial responding officer shall write a report including the following details:

- Time of call
- Time of arrival
- Persons on the scene at the time of arrival
- Names, addresses, and phone numbers of victims, suspects, witnesses
- Other initial observations of the scene

In all cases where an officer has entered the inner perimeter of a crime scene, he must complete a written report detailing his actions at the scene and reason for being at the scene.

b. Photographic/video recording

Normally a search will not commence until a crime scene is photographed. Crime scene photographs provide a record of facts, and allow a viewer to obtain a clearer understanding of the crime scene. Photographs may be taken by the first responding commissioned officer, however for those cases in which CSU is called, they may be required to capture their own photo/video of the scene. When appropriate, the following photographs will be taken:
1) General view

Photographs which depict the terrain adjoining the crime scene and/or the adjoining neighborhood, and show the scene of the crime and its surroundings. The general view photograph is used to orient the court and/or jurors to the locality in question.

2) Medium view

Photographs which are taken from a distance of 10 to 20 feet from the area being photographed. These photographs should show specific objects and contain sufficient details to associate it with general view photographs.

3) Close-up view

Photographs which are taken from an approximate distance of one to five feet, and show individual items and/or small sections of larger areas. These photographs should include when possible, some identifiable object or characteristic found in the medium view photographs.

4) 3D Scanning

Once the crime scene has been secured and evidence marked, a 3D scan may be used to accurately document the position and relative distance to evidence and other fixed points of reference. The preferred method of utilizing the 3D scanner is to complete any scans prior to scene processing. There may be circumstances where this is not feasible.

A 3D scan shall be used in all homicide cases when circumstances permit the use of the scanner. The 3D scanner may be used at other crime scenes as determined by the OIC and/or a supervisor (General Order 400.99 Crime Scene Diagram).

c. Measuring devices

The use of measuring devices such as rulers and yardsticks is a common practice in crime scene photography, and used to demonstrate relative size and relationships. The use of such devices may cause admissibility problems in court, and therefore a minimum of two photographs will be taken of each scene--one without the measuring device and one with it.
d. Documentation of photographs/videos

Crime scene photographs, as with any evidence, will be correctly and completely identified and documented, and uploaded as attachments to ADSi.

E. Evidence Collection and Submission Procedures

1. In determining the order in which evidence is to be collected, priority should be given to those items of a fragile nature which might be destroyed or lost if not collected initially (fingerprints, footprints, tire marks, etc.).

2. Any officer collecting evidence at a crime scene shall document the method and procedure used to collect the evidence in a supplemental report. When possible, one officer or two officers working together will perform the actual collection and recording of evidence.

3. Evidence from a body

a. Personal belongings on or about the body such as a billfold, suicide note, etc., are the property of the Coroner’s Office. There will be a joint on-the-scene inventory of all items which are taken from the scene by the Coroner and the investigators. Photocopies of all papers, cards, photos, etc., taken from the scene by the Coroner will be sent to CID. Photocopies of all papers, cards, photos, etc., taken from the scene by the investigator will be sent to the Coroner.

b. All suicide and other notes and any other evidence which should be processed immediately before being handled by anyone will be turned over to the CSU, who will give the coroner’s office photocopies

c. Any authorized officer attending an autopsy shall take possession of any evidence collected and provided to the officer by the coroner or pathologist at the time of the autopsy. The officer shall package all evidence according to standard and accepted packaging procedures. Any evidence requiring further analysis shall be provided to CSU personnel for transportation to an accredited forensic laboratory. The results from the state crime lab will be sent to the police department, to the sergeant in charge of crimes against persons, who will be responsible for disseminating the information immediately to the Coroner, the State’s Attorney’s Office, and the CSU.

d. If the doctor performing the autopsy is to be quoted, the statement will only be taken from the doctor’s written report to the coroner, not from informal oral statements made during the autopsy.
e. Officers attending a postmortem examination shall request a copy of all photographs taken by the medical examiner and/or coroner. The photographs shall be added to the electronic case file upon receipt.

If photographs are not taken or where physical evidence is not recovered from the scene of a serious crime against person or property, the investigator assigned shall prepare a report giving the reasons why.

4. Evidence submission to the lab (83.2.1, 83.3.2a)

Peoria Police personnel responsible for collecting and preserving evidence, and submitting evidence to the Morton Crime Lab may be:

a. Crime Scene Unit
b. Traffic Unit
c. Special Investigations Unit
d. Criminal Investigations Unit

All personnel shall adhere to Illinois State Police policy regarding the packaging of evidence to the designated accredited crime lab (Morton, or accredited private lab). Guidelines for the submission, tagging, packaging, and storage of evidence are outlined in General Order 500.01 Property and Evidence Control.

5. Transfer of custody

a. If any evidence is transferred from one officer to another prior to it being logged in the Property and Evidence Room, both officers shall document the transfer in their report, including a description of the evidence transferred, the date, time, and location.

b. Evidence being transferred to another agency shall adhere to the release procedures outlined in General Order 500.01 Property and Evidence Control.

The transfer shall also be documented in ADSi by the P/E Technician to track the chain of custody. (83.3.2c).

c. Upon delivery of the evidence to the Morton Crime Lab, the officer shall receive an Evidence Receipt confirming delivery. This shall be scanned into ADSi as an attachment, along with a supplementary report documenting the transaction. (83.3.2d)

6. Results (83.3.2e)

The Peoria Police Department shall only submit evidence to accredited labs, which issue the results of any evidence testing in writing to the department. The receiving officer shall write a supplemental report documenting the
receipt of the results. The report from the lab shall be scanned into ADSi as an attachment to the appropriate report number.

7. Report Writing

Any officer who collects evidence from a crime scene shall document in a report what evidence was collected, how it was collected, date and time of collection, and when it was entered into the P/E Room.

8. Training

1. All commissioned Peoria Police Officers may collect crime scene evidence except such items that require specialized training and experience. This will include:
   a. latent impressions
   b. evidence requiring casting
   c. biological evidence (excluding BUCCAL swabs)
   d. hazardous materials
   e. advanced photography
   f. 3D Scanning
   g. Explosives

2. Officers assigned to the Crime Scene Unit will collect and process latent impressions, impressions requiring casting, biological evidence and advanced photography.

3. Officers who have completed training on the use and preparation of data for the 3D scanner may operate the 3D scanner.

4. EOD shall be immediately notified upon the discovery of explosives and all safety protocols shall be immediately enacted.

5. The Peoria Fire Department shall be immediately notified upon the discovery of a hazardous material and all safety protocols shall immediately be enacted. Safety protocols for both hazardous material and explosives supersede crime scene maintenance.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer’s criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.
PEORIA POLICE DEPARTMENT CRIME SCENE SIGN-IN LOG

Crime Scene Location ___________________________________________________________ Case # __________________

Prepared By ______________________________________________________________________ Date __________________

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ALL PERSONS ENTERING THE CRIME SCENE MUST SIGN THIS LOG

PAGE _____ OF _____
I. POLICY

It shall be the policy of the Peoria Police Department to comply with regulations of the Federal Occupational Safety and Health Act (OSHA) relating to occupational exposure to blood or other potentially infectious materials, and to inform personnel of appropriate precautionary measures to be taken in circumstances where members may be exposed to infectious materials.

II. DEFINITIONS

All definitions found in Section 29 CFR 1910.1030(b) of OSHA entitled Bloodborne Pathogens shall apply when referred to herein.

III. EXPOSURE CONTROL PLAN

A. The following personnel of the Peoria Police Department can be exposed to blood or other infectious materials:

1. All commissioned police personnel
2. Property/Evidence Technicians
3. Special Investigations Division Administrative Specialist
4. Information Office Technicians

B. Precautions

1. Universal precautions as defined under 1910.1030(b) shall be taken by all personnel of the Department to prevent contact with blood or other potentially infectious materials.

2. Department personnel shall treat all blood and other potentially infectious materials as defined in the OSHA regulations as potentially infectious, and follow all precautionary measures outlined in this Order at all times.
3. Whenever any personnel’s skin comes into contact with blood or other potentially infectious material, personnel shall immediately, or as soon as practicable, wash his hands with soap and warm water, or flush mucous membranes with water following the contact.

4. Whenever personnel of the Department, while at the Police Department is exposed to any blood or potentially infectious material, he, as soon as practicable, shall be required to wash his hands in running warm water with a nonabrasive soap, and then dry his hands with a clean cloth, paper towel, or hand blower device.

5. Personnel that are in the field and not in the Police Department exposed to blood or other potentially infectious material shall use antiseptic hand cleaners or towelettes when hand-washing facilities are not available. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and warm running water as soon as practicable.

6. Personnel wearing protective gloves or other personal equipment, as soon as possible after removal of same, shall wash their hands using soap and warm running water.

7. Personnel alerted to the fact that there is a potential for being exposed to either chemical or biological contamination shall ensure that they have their Department issued protective mask and WMD kit available for their immediate use.

C. Personal protective equipment

1. The Department shall provide personal protective equipment personnel. This equipment will not permit, under normal conditions and if properly worn, blood or other potentially infectious materials to pass through or reach the personnel work clothes, street clothes, undergarments, skin, eyes, mouth, or mucous membranes.

2. Personal protective equipment shall be available at the following locations:
   a. All marked and unmarked police vehicles
   b. All work stations of personnel who may be exposed to blood or other potentially infectious materials
   c. All supervisory personnel

3. Personal protective equipment shall consist of the following:
   a. A bloodborne pathogen protection kit consisting of 2 pairs of disposable single use gloves, 1 eye shield/face mask, 1 full-size disposable apron, 2 antiseptic wipes, and 1 red plastic disposal bag.
   b. CPR pocket masks.
c. Department issued WMD kit consisting of:

1. Black duffel bag
2. Chemical/biological protective suit (either Lanx or Saratoga) individually sized.
3. Tyvek suit
4. Yellow booties for wear with the Tyvek suit
5. Spare protective mask filter (CBRNE certified)
6. Two-quart canteen with NBC-1 cap
7. Buttpack for weapon and miscellaneous items
8. Plastic duty belt
9. Protective gloves with inserts
10. Protective overboots
11. Small roll of duct tape
12. Lime-green traffic vest

4. Personal protective equipment shall be worn by Department personnel as follows:

a. Disposable gloves shall be worn whenever personnel can be reasonably expected to have contact with blood, other potentially infectious materials, mucous membranes, or non-intact skin, and also whenever personnel handles or touches contaminated items or surfaces.

b. Face masks, safety glasses, and aprons shall be worn by Department personnel whenever splashes, spray, spatter, or droplets of blood or other materials may be generated and eye, nose, or mouth contamination can be reasonably expected.

c. CPR masks shall be used by personnel whenever they perform cardio-pulmonary resuscitation (CPR).

5. Crime Scene Unit and other personnel shall wear caps or hoods and shoe covers in instances where gross contamination can be reasonably expected (examples would be autopsy, selected crime scenes, etc.).

6. Supervisory personnel shall ensure that subordinates use appropriate personal protective equipment as required by this General Order.

7. Personal protective equipment provided shall be of the disposable type and not laundered or reused.

8. Personal protective equipment shall be removed prior to leaving the location of the incident where protective equipment use was required.

a. During incidents that require the use of items that are included in the WMD kit, personnel shall not remove any of these items until proper and complete decontamination procedures have been completed.
9. All personal protective equipment, once used, shall be disposed of by personnel who used the equipment as follows:

a. The personal protective items shall be placed in the biohazard labeled bag in the ambulance at the crime or accident scene, or in the biohazard labeled bag provided with each kit.

b. Personnel shall place the biohazard labeled bag in the biohazard disposal placed in the police buildings, if the used personal protective items were not discarded at the scene.

c. The Department shall dispose of all biohazard labeled materials on a daily basis, in accordance with current legal requirements and regulations.

D. Housekeeping-general

1. Personnel of the Department shall ensure all work-site areas to which they are assigned are maintained in clean and sanitary conditions.

2. All working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as practicable after coming into contact with blood or other potentially infectious material. Disinfectant shall be of a tuberculocidal type.

3. Any surface where blood or other potentially infectious material has been spilled shall whenever practicable, be cleaned and decontaminated immediately after the spill or overt contamination incident. Vehicle interiors and large contaminated areas within the police facilities are to be cleaned through established contractual services, in compliance with all applicable regulations. The contracted cleaning service shall be notified by the Desk Sergeant whenever a contamination incident occurs within a Police facility. Whenever a police vehicle interior is to be decontaminated, the following steps shall be taken:

a. The vehicle operator shall drive or, if the vehicle is not driveable, shall have the vehicle towed to the Department and parked in one of the designated 30 minute parking spaces at the rear of the garage for contaminated vehicles.

b. The operator shall place a contaminated vehicle placard on the dashboard of the vehicle, lock the vehicle, and place the keys and give the completed Notice of Contamination form to the Information Sergeant. The placards and the Notice of Contamination forms are available from the Information or Patrol Sergeant.

c. The operator shall notify the Information Office Sergeant that his vehicle requires decontamination who shall notify the contracted cleaning service responsible for decontaminating police vehicles.

d. The cleaning service shall complete decontamination within eight hours of notification. Under emergency circumstances, the cleaning service shall complete decontamination as soon as possible.
e. At the completion of decontamination, the cleaning service shall complete the Notice of Contamination form and forward it to the Public Works Department and the Risk/Safety Manager. The cleaning service shall also notify the Information Office Sergeant that the vehicle is ready to return to service. The Information Office Sergeant shall then notify the appropriate supervisor.

4. Receptacles used for disposing of blood or other potentially infectious material shall be inspected for contamination on a daily basis, and cleaned and decontaminated immediately once visibly contaminated. Receptacles shall be located at the Sally Port of Police Headquarters, the rear of the Richwoods Substation, and the Crime Scene Unit facility.

5. Contaminated needles and sharps shall be disposed of without shearing or breaking. These items shall be disposed of in puncture resistant, biohazard labeled containers having leak-proof sides and bottoms, which shall be available at the Property/Evidence Room and the Crime Scene Unit facility.

6. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, State of Illinois, and any other county or local regulation.

E. Laundry

1. Contaminated laundry shall include, but not necessarily be limited to, uniforms and clothing items worn on duty, including undergarments, socks, shoes, and outerwear, whether supplied by the Department or personally owned, which have been exposed to blood or other potentially infectious material, while personnel was performing official duties.

2. Contaminated laundry shall be contained in the location where used, and handled as little as possible, with a minimum of agitation, and bagged or containerized at the location where it was used and not sorted or rinsed in the location of use.

3. Containers and bags used for storing contaminated laundry shall be constructed of materials which prevent soaking through or leakage of fluids to the exterior.

4. Any personnel handling contaminated laundry shall wear disposable protective gloves. When circumstances indicate the possibility of spillage or splashing of blood or other potentially infectious material, the appropriate additional personal protective clothing shall be worn:

a. In the case of personnel uniforms or clothing items being exposed to blood or other potentially infectious material, personnel shall change clothes as soon as practicable at the Police facility and place the items in a biohazard labeled bag. The sealed bag shall then be placed in one of the laundry bags located in the men's and women's locker rooms of the Police Headquarters building, the rest
IV. TRAINING

A. All personnel of the Department performing duties likely to involve occupational exposure to blood or other potentially infectious material shall receive training within 90 days of the issuance of this procedure.

B. The training shall be provided by the City of Peoria and shall consist of the following:

1. A copy of the OSHA standards on bloodborne pathogens provided to each personnel
2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
3. An explanation of the modes of transmission of bloodborne pathogens.
4. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
5. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
6. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
7. An explanation of the basis for selection of personal protective equipment.
8. Information on the Hepatitis B Vaccine, including information on its efficacy, safety, method of administration, and benefits of being vaccinated, and that the vaccine will be offered free of charge.
9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

10. Information on the post-exposure evaluation and follow-up that the Department/City is required to provide for personnel following an exposure incident.

11. An explanation of the biohazard signs and color coding methods used to mark blood or other potentially infectious materials.

12. An opportunity for interactive questions and answers with the persons conducting the training session.

C. Newly hired Department personnel shall receive mandatory training on the OSHA bloodborne pathogen standards and this Order during his initial orientation.

D. The training shall be conducted by one or more of the Department's American Red Cross certified HIV/AIDS instructors and the City's Risk/Safety Manager.

E. The Training Unit shall review this General Order each year and if changes are to be made, will issue an updated version. Additional training shall be provided to Department personnel when changes such as modification of tasks or procedures or the institution of new tasks or procedures affects personnel occupational exposure. The training may be limited to addressing the new exposures created.

F. Training shall be provided to all personnel on recognition of response to potential incidents of chemical / biological / nuclear fallout exposure. This training shall include the donning and wearing of all personal protective equipment, operation in a contaminated environment, and proper decontamination procedures.

V. RECORD KEEPING

A. The City's Risk/Safety Manager shall establish and maintain an accurate record for each personnel with occupational exposure to include the following:

1. Name and social security number.

2. A copy of all Hepatitis B Vaccination records of personnel, including the dates of vaccinations and any medical records relative to the personnel's ability to receive vaccinations.

3. The healthcare professional's written opinion on whether personnel has received Hepatitis B Vaccinations or any medical records relative to personnel ability to receive vaccinations.

4. Declination forms from personnel who do not wish to be vaccinated.

5. A copy of the information provided to the healthcare professional, as specified in Section VII (I) of this Order.
6. A copy of post-exposure information supplied to the Department by the healthcare professional, as specified in Section VII (L) of this General Order.

B. All medical records as specified in this Order shall be kept confidential, and are not to be disclosed or reported without personnel’s express written consent to any person within or outside the Department except as required by this Order or as may be required by law.

C. Training Records

Information on the required training outlined in this procedure shall be maintained by the Training Unit:

1. Dates of the training sessions.
2. Contents or a summary of the sessions.
3. Names and job titles of all personnel attending the training.
4. Names and qualifications of personnel conducting the training.
5. Dates and results of testing, by the use of the Porta-Count 8020, shall be kept in each personnel training file.

VI. VACCINATIONS

A. Hepatitis B Vaccinations shall be made available to all Departmental personnel, free of charge, and shall be administered by the City Physician.

B. Personnel may receive the vaccinations or decline them.

C. Any personnel declining to be vaccinated shall do so in the manner prescribed by OSHA (see the attachment to the City's Exposure Control Plan).

D. If personnel initially declines the Hepatitis B Vaccination but at a later date decides to accept the vaccination, the Department shall make available a Hepatitis B Vaccination at that time.

E. If a booster dose of Hepatitis B Vaccine is recommended at a later date, the Department shall make the vaccination opportunity available to all personnel requiring booster doses.

VII. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Any personnel that has an exposure incident shall immediately notify his supervisor and shall seek medical treatment, following the policy described below:

A. The affected personnel shall complete the Peoria Hospitals Exposure Notification Communicable Disease Incident form (attached):

1. Personnel shall be specific when completing the section "type of exposure" and indicate how he was exposed. Again, personnel shall be specific.
2. The form is in duplicate. The original white copy goes to the hospital to which the patient is being transported. The yellow copy is taken by personnel directly to the City Physician’s office that day if the incident occurs during office working hours, or
else the following morning, for medical attention and further instructions from the doctor.

**If the exposure incident occurs on the weekend or at a time when the City Physician is unavailable, personnel are to seek immediate medical attention in the emergency room of the hospital listed as the preferred provider when practicable.**

Once emergency treatment is rendered, personnel are still responsible for getting the yellow copy of the exposure form to the City Physician’s office as expeditiously as possible during the next available office hours.

3. Upon receipt of the form by the City Physician, the doctor’s office will be notified of all test results performed at Methodist and if necessary, the doctor’s office will coordinate further testing for personnel.

B. An exposure incident shall be fully documented on a special report form, an incident evaluation that explains the routes of exposure and the description of the protective gear used. The special report shall be forwarded to personnel’s immediate supervisor, who shall review it and forward the report to the Support Services Captain for review.

C. If personnel have an exposure incident, the Department shall make immediately available a confidential medical evaluation and follow-up to include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless the Department can establish that identification is unfeasible or prohibited by law.

D. The source individual’s blood shall be tested as soon as feasible either by consent or pursuant to the Illinois AIDS Confidentiality Act (ILL 111 1/2, 7307) by using the Exposure Notification/Communicable Disease Incident form (see the attachment to the City’s Exposure Control Plan).

E. When the source individual is already known to be infected with HBV or HIV, testing for the source individual’s known HBV or HIV status need not be repeated.

F. Results of the source individual’s testing shall be made available to the exposed Department personnel, and personnel shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

G. Collection of blood from Department personnel who may have been exposed to HBV or HIV shall be in accordance with all state and federal regulations pertaining to same.

H. Post-exposure prophylaxis, counseling, and an evaluation of reported illnesses may also be recommended by the treating healthcare professional for any Department personnel.
I. The Department shall ensure that the treating healthcare professional is given a copy of the OSHA standard on bloodborne pathogens (Appendix A of the City's Exposure Control Plan) in all cases where the healthcare professional is evaluating personnel after an exposure incident. In addition, the healthcare professional shall receive the following:

1. A description of the exposed personnel duties as they relate to the exposure incident.
2. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
3. Results of the source individual's blood testing, if available.
4. All medical records relevant to the appropriate treatment of personnel, including vaccination status, which the Department is responsible for maintaining.

J. The Department shall ensure personnel are provided with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

K. The healthcare professional's written opinion for Hepatitis B Vaccination shall be limited to whether Hepatitis B Vaccination is indicated for personnel, and if personnel have received such vaccination. This section only applies to those cases where personnel were vaccinated for Hepatitis B prior to the implementation of this procedure, or in the event any personnel at any time elect to be vaccinated other than as provided by the Department.

L. In the case of a post-exposure incident, the healthcare professional to the Department shall ensure:

1. Personnel have been informed of the results of the evaluation.
2. Personnel have been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

M. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

VIII. Nothing herein shall preclude the Chief or designee from authorizing exceptions to this Order, as necessary on a case by case basis.

This directive provides general guidelines to personnel regarding improper practices and is for internal use only. It is not intended to enlarge an officer's criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in an employment related proceeding.
I. POLICY

A. It is the intent of the Peoria Police Department to provide highly trained and skilled officers functioning as a well-managed team to bring about a successful conclusion to critical incidents. The presence of such a team has been shown to substantially reduce the risk of injury or loss of life to citizens, police officers, and suspects during these critical incidents.

B. The primary responsibility of the SRT will be the resolution of difficult police situations outside the realm of the ordinary patrol response, through the use of developed skills, tactics, and specialized equipment/capabilities. The following situations shall be defined as critical incidents, making activation of the SRT appropriate.

1. **Hostage Situation:** The holding of any person against his will by an armed or potentially armed suspect.

2. **Barricade Situation:** A standoff created by an armed or possibly armed suspect at a location, possibly fortified, who refuses to comply with police demands to surrender.

3. **Sniper Situation:** The firing upon citizens and/or police by an armed suspect, stationary or mobile.

4. **High Risk Apprehension:** The arrest of an armed or possibly armed suspect(s) where the likelihood of armed resistance is high.

5. **High Risk Warrant Service:** The execution of a search/arrest warrant where the likelihood of armed resistance is high.

6. **Special Assignments/Personal Protection:** Any assignment approved by the police chief, assistant police chief, or division commander, such as the security of VIPs, witnesses, suspects, or others, based on a threat level assessment.
C. In order to accomplish these missions, the SRT commander:

1. Shall establish a standard operating procedures manual governing the selection, training, deployment, and operational philosophy of the team. The manual shall delineate the control of the team and be reviewed and updated annually for the chief to approve. The manual shall be for internal use only.

2. Shall maintain a minimum standard of ten training hours per month, and a forty-hour SRT basic refresher training session per year.

3. Will be authorized to use special weapons during an incident to reduce the risk of death or injury to all involved during an incident. These special weapons will be utilized only as training protocol allows. The special weapons and their purposes will be listed in the standard operating procedures manual.

II. PURPOSE

A. Recognizing tactical operations are hazardous situations, the successful management and resolution of an incident often involves the need for decisions that may affect the safety of the persons involved. Based on this, all operational and tactical decision making will be made based on the department’s established priority of life:

- Hostages
- Innocent persons/citizens
- Police officers
- Offenders

B. Whenever possible the safety of the offender will be a consideration. However the life of the offender will not take precedence over the life of hostages, innocent persons/civilians, or police officers, regardless of the state of negotiations or any other activity designed to take the offender into custody.

C. The dynamics of an incident relinquish control to the offender, who usually knows what he is going to do. The SRT will attempt to use tactics and contingency planning to have options in place to achieve a successful tactical resolution. High-risk police tactics have an increased potential of causing injury. Such tactics include but are not limited to:

- Use of a distraction device
- Chemical munitions
- Dynamic entry/assault
- Explosive entry
- Point of compromise authority
- Extended range impact munitions
- Open air assault
• Mobile option

D. The use of high-risk police tactics should be preceded with the approval of the SRT commander except in emergency circumstances. Only those officers trained in high-risk police tactics prior to an operation will be allowed to employ them. The training, certification, deployment, and use of these tactics are dictated in the SRT standard operating procedures manual.

E. The use of high-risk police tactics will be done with regard for the safety of all persons involved in the situation, considering the potential for injury to the involved persons if the tactics were not employed. High-risk police tactics should be used when they will likely assist in resolving a potentially dangerous police situation, with a reduced potential of death or great bodily harm for those involved. The decision will be based on the department’s priority of life of those involved. The decision to deploy such tactics, and the later determination of the appropriateness of the decision, will be based only on the information known prior to the operation.

III. ACTIVATING THE SRT

A. A shift commander or above is authorized to activate the SRT for a critical incident. The SRT lieutenant shall contact the shift commander or his designee for a briefing on the critical incident. The SRT lieutenant will contact the ECC supervisor and relay necessary instructions for responding SRT members. These instructions shall include the location of the staging area, safe routes and areas for the team to utilize while responding, and any information relevant for the incident.

B. Due to the nature of a hostage incident, any officer on the scene is authorized to request the SRT. This officer should attempt to determine:

• Does the suspect in fact have a hostage?
• Does the suspect indicate or state he will kill the hostage?
• Can the fact the suspect is armed or has the potential for killing the hostage be reasonably verified?

C. The police chief, assistant police chief, and operations captain shall be notified immediately upon activation of the SRT by the desk sergeant. SRT activation to a critical incident will take precedence over all other nonemergency assignments.

D. Any division commander may request the assistance of the SRT in planning and conducting a special operation, such as a warrant service. All request for assistance shall be made through the SRT lieutenant or his designee.

IV. COMMAND RESPONSIBILITIES

The Peoria Police Department utilizes the incident command system. The ranking on-scene officer performs the role of incident commander. The SRT commander or his designee shall have
operational command over tactical deployment/resolution. The SRT commander or designee will make all tactical decisions.

A. A uniformed supervisor will respond to the scene and verify a critical incident is in progress.

1. The supervisor will establish an inner perimeter to contain the offender. The focus of this action will be to control the scene and avoid unnecessary confrontation with the offender. The supervisor will attempt to contain the scene and start a coordinated effort of containment, negotiations, and if necessary, tactical responses. If an evacuation of an area or residence is necessary and can be safely accomplished with personnel on-scene, the supervisor will do so.

2. The supervisor will establish an outer perimeter, stopping all traffic from entering the area between the two perimeters.

3. All information on suspects, victims, injuries, the location, safe routes to the scene, and similar intelligence will be provided to the ranking uniformed officer on-scene (incident commander). The supervisor will provide the location and deployment of officers manning the inner and outer perimeter to the incident commander.

B. The incident commander establishes and operates from a command post, managing the overall incident.

1. The public information officer (PIO) reports directly to the incident commander at the command post. The incident commander is responsible for keeping higher ranking members of the department apprised of the situation, but does not relinquish command of the situation.

2. If an incident commander needs to be relieved for any reason, only a ranking or senior officer may do so. Prior to being relieved, the current incident commander must provide a complete up-to-the-minute briefing on the incident to his replacement. The new incident commander will notify all officers involved via the radio channel designated for the incident that he is now the OIC.

3. The incident commander must understand the need to delegate many of the functions under the control of the command post, such as:

   - Assigning tactical decisions to the tactical operations center commander
   - Ensuring an inner and outer perimeter has been established by the initial patrol units
   - Cordon the area and isolating it from pedestrian and vehicular traffic
   - Establishing a command post with phones in a strategic location
   - Determining the areas vulnerable to the suspect’s field of fire
   - Evacuating the injured and adjacent buildings or rooms if necessary
• Obtaining fire and EMS support
• Designating a specific and safe location for the PIO to brief the media
• Keeping an operations log for reference
• Requesting the appropriate number of support officers
• Designating a radio frequency for the operation

C. The tactical operations commander will be the SRT lieutenant or his designee, and will work out of a separate tactical operations center.

1. The tactical operations commander is responsible for all tactical issues, such as deployment, decision making, and the tactical resolution of the incident.

2. All support functions including investigations, traffic, EMS, and relief personnel shall be available to the tactical operations commander.

3. The tactical operations center will ensure an appropriate liaison with the command post throughout the incident.

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I. POLICY

The Peoria Police Department recognizes the public's right to have access to public records and the news media's right to report on matters of public interest. The Peoria Police Department will release all information in a manner that does not jeopardize an individual's rights or interfere with the investigation or judicial process. In all investigations, release of information must be justified by legal considerations and strategic aspects of the case.

II. PROCEDURES

A. Police Reports/Freedom of Information Requests

The police department will provide a daily list of reports to the news media, from which they can request redacted copies. If requested, the Information Technicians will make the redacted report available--arrest reports will be limited to the front cover page of the original report, no narrative or personal identifying information will be released on arrest reports. Reports regarding juveniles, sexual assaults, victims, suspects, will not be released.

A copy of those police reports and the daily arrest sheet will be placed in a file folder marked for that day of the week. They will remain in the files and will be accessible for review for a period of seven days. These documents shall not be photocopied, videotaped, or removed from the police facility. The week-old reports will then be shredded and replaced with that day's reports. After seven days reports will be available through the freedom of information process and routed through the records unit administrator.

B. Information Generally Released to the Media

Information will be released to the news media without partiality. No member shall delay the release of information to favor any particular news media representative or agency. The following information is generally released to the media:
1. Date, time, and location of incident.

2. Time the Peoria Police Department was notified of the incident and response taken.

3. Type of crime committed, injuries, weapon used (gun, knife), etc.

4. Arrested person information that can normally be released:
   a. Name, age, address.
   b. Nature of charge.
   c. Circumstances surrounding the arrest, including time, place, weapon used, if resisted, if pursued.
   d. When requested by the news media, photographs of the arrested shall be released within 72 hours of the arrest, if available.
   e. Identity of the arresting officer.
   f. Information on a motor vehicle accident when the investigation is completed, or when the investigation will not be impeded by questioning the investigating officer.

Requests for more detailed information shall be referred to the on-duty CID supervisor, desk sergeant, or on-scene or on-duty shift supervisors.

C. Information Generally Not Released to the Media

1. Name or photograph of a juvenile (under the age of 18).

2. Identity of a victim. Information related to deceased victims is released by the Peoria County Coroner’s Office.

3. Active criminal intelligence information.

4. Any information revealing the identity of a confidential informant.

5. Specific information that may jeopardize an investigation, the apprehension of a suspect, or the prosecution of an offender. To help identify a perpetrator, the department shall not release certain information that only the perpetrator would know.
6. Any information revealing the identity of undercover personnel.

7. Information or opinions about evidence prior to trial, including results of fingerprint, polygraph, ballistics, DUI, DNA, or other laboratory examinations, the performance or results of any examination or test, the failure of a person to submit to an examination or test, or the nature of physical evidence expected to be presented.

8. Existence of statements, admissions, or confessions by an accused person, or his failure to do so.

9. Opinions concerning the character, mental or physical condition, guilt, or innocence of an arrested person.

10. Opinions concerning evidence or arguments in a case.

11. Reported bomb threats or specific information on the construction, content, or mechanism of an explosive or incendiary device.

12. Amount of money taken in a crime.


14. Precise description of modus operandi or evidence.

15. The character, credibility, reputation, or criminal record of a suspect or witness, the identity of a witness, or the expected testimony of a witness.

16. Home addresses, telephone numbers, or photographs of law enforcement personnel require specific approval by the chief.

D. Crime Scenes

1. Public information or "situational briefings" will be provided as soon as practicable at the scene of a crime or police incident, by either the PIO, a lieutenant, captain, assistant chief, or the chief, as may be required or dictated by the severity of the incident. Follow-up information will be released by the PIO or the chief’s designee.

2. At the scene of a police related incident, police have the obligation to preserve the integrity of the scene. Media representatives are restricted to the outer perimeter of the crime scene. Police personnel will not prohibit media from taking photographs, provided they are outside the secured area.
III. REQUESTS FOR GENERAL DEPARTMENT INFORMATION/UPDATES

A. Employee Guidelines

1. Employees shall not comment to the media on administrative, procedural or personnel issues. They shall direct all inquiries to the PIO or Chief’s Office.

2. Employees who are asked for statistical information pertaining to crime, staffing, budget, or service, shall seek approval through their chain of command or direct the inquiries to the Chief’s Office.

3. Employees who believe it would be in the best interest of the department and of the community to provide information about department programs or projects shall seek approval through their chain of command.

4. No officer shall take part in any TV or radio program, talk show, interview or statement that involves this department's policy or procedure, or opinion of the Peoria Police Department without approval from their chain of command.

IV. PUBLIC INFORMATION OFFICER (PIO)

A. Responsibilities

1. The PIO is responsible for providing factual information to the media and for channeling/coordinating requests for such information between the media and department personnel.

2. The PIO shall be available for on-call responses to major crimes and incidents.

3. The PIO shall prepare and distribute department press releases in a timely manner, arrange for and assist at news conferences, and coordinate the release of information on victims, witnesses, and suspects.

4. The PIO shall seek the authorization of press releases through the chief of police or his designee.

5. The PIO is the designee of the chief to serve as the social media site administrator. Responsibilities include but are not limited to:

   a. Maintaining and updating the social network website(s) as needed.

   b. Reviewing the website(s) for accuracy and for any questionable or inappropriate material or comments.
c. Addressing any concerns regarding any material or comments that have been posted to the website, as well as other citizen comments or messages.

d. Reporting any problems or concerns through the chain of command or to the chief regarding use of the website and/or any postings and/or complaints.

e. Provide feedback to command and/or department-wide regarding results of posts or other community comments.

B. Social Media Procedures

1. All requests for postings to the website shall be made to the PIO in person, via text, email, etc.

2. No material or comments of an offensive or profane nature will be allowed on the website and any material or comments deemed as such will be removed as soon as possible. All material or comment posted to the website should apply to the original posting or the intent of the original posting. Any questionable material or comments posted to the website shall be brought to the attention of the administrator as soon as possible and the administrator shall respond to the concern or refer the post to the Information Systems Director.

3. No information of a sensitive nature will be released without prior authorization.

4. If there is any question about any objectionable material, postings, or comments, the Chief of Police or his designee shall make the final determination.

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I. POLICY

A. The department will utilize chemical munitions in accordance with the product specifications and recommendations. This use should be in a manner to ensure safety and effectiveness. This order does not address the use of oleoresin capsicum (OC) aerosol, such as the issued Def-Tec Mk-VI.

B. The use of chemical munitions is the preferred tactical option to any of the following:

1. Abandoning a necessary position in the face of force

2. A squad advancing on a determined and resistant group which would require hand-to-hand force

3. The use of deadly force by police

C. The officer in charge (OIC) (sergeant or above) must understand that the general public will not understand the difficulties of using chemical munitions—that innocent persons, residences, and vehicles in the neighborhood will be affected. This can easily cause the public to question why the chemical munition option was used. He must also understand that using chemical munitions may not provide the intended effect.
II. PROCEDURES

A. Warning residents that chemical munitions are to be deployed (Mobile Field Force/Crowd Control).

Prior to use of chemical munitions for crowd control the officer shall issue an order to disperse in a sufficient manner to allow for the order to be heard, and repeated if necessary, followed by sufficient time and space to allow compliance with the order unless providing such time and space would unduly put an officer or another person at risk of death or great bodily harm.

1. The warning shall be given by using electronic amplification equipment such as a PA except in situations when an electronic amplification device is not immediately available and any further delay would unduly put an officer or another person at risk of death or great bodily harm.

2. Residents should be advised to shut off air conditioners and ventilation fans, and close all doors and windows.

3. Residents should be advised not to allow persons to enter/exit the residence while the area is contaminated.

4. All vehicular traffic should be rerouted away from the area to be contaminated.

5. Escape routes should be planned for the crowd to leave the area.

6. Residents should be advised to contact Community Services for details on decontamination, if any problems are experienced.

B. Authorization

1. Authorization for the use of chemical munitions shall be ordered by a sergeant or above.

2. Only those officers identified by the chief’s office who have passed the required training shall be authorized to deploy or use these munitions. This list of officers will be made available to the patrol captain, patrol lieutenants, ECC, and the desk sergeant.

3. In an emergency situation the OIC shall give instruction on the use and proper deployment of chemical munitions to on-scene officers, if no trained personnel are available and the munitions need to be deployed immediately.
4. The OIC shall cover the proper handling, activation, and placement of the munitions.

III. MOBILE FIELD FORCE—CROWD CONTROL

The primary reason for using chemical munitions in a crowd control incident is to disperse the crowd. The OIC must have the munitions deployed in such a manner as to compel the crowd to disperse through a provided withdrawal area. The OIC must have officers prepared to sweep the area during or after the chemical is deployed to ensure the crowd remains dispersed.

A. The first line supervisors and command officers must realize the police may be unable to disperse a large dense crowd near their lines. Chemical munitions shall be used only to protect the officers from an attack. To move such a crowd, the rear or sides of the crowd must be open to allow an area for the front member of the crowd to withdraw. The preferred munitions for dispersing such a crowd are the blast dispersion types, the multi-purpose grenade, a 37mm muzzle blast, or like short-ranged instantaneous devices. The chemical munitions are then deployed in such a manner as to drive the crowd toward the provided withdrawal area.

IV. TACTICAL INCIDENTS - BARRICADED SUSPECT(S)

A. Barricaded suspects pose a significant threat to the safety of the neighborhood or area of occurrence and are a threat to the lives of citizens and officers. The refusal to submit to arrest and exit a barricade position is indication of irrational behavior and/or violent criminal intent. Officers called upon to respond to barricade events shall follow the procedures of containment, communications, evacuation, command and control, use of force, and use of chemical agents as enumerated in this policy.

B. Definition - Barricaded Suspect(s)

A person(s) who uses any shelter, conveyance, structure or building as a barrier against law enforcement and refuses to exit and submit to custody or arrest. A person(s) who is known or believed to be armed and in a position of hiding and refuses to submit to custody or arrest.

C. Definition - Chemical Agents

ORTHO CHLOROBENZALMALONONITRILE, CS

OLEORESIN CAPSICUM, OC

The above named are the most common chemical agents used by American law enforcement. These agents are most effective on individuals who are lucid with a normal pain threshold. CS is generally considered more effective than OC.
Chemical agents can be applied to a target location by firing long range projectiles or hand thrown canisters, or by volume dispensers. These agents are known to be effective on the mentally disturbed and suicidal subjects, as well as on criminal suspects.

D. Procedures

1. A barricaded suspect or subject incident shall be contained and a command structure that is appropriate for the time frame, the location, and the tactical problem presented by the suspect/subject shall be in place.

2. As soon as practical, a communications effort should be made directing the suspect to exit the location and submit to arrest or custody.

3. A tactical deployment that would include containment and based upon the terrain or environment, long rifle positions, arrest team, entry team, emergency entry team or mobile option team should be in place.

4. An evacuation of citizens from the affected area should be accomplished to prevent contamination of uninvolved persons.

5. If pyrotechnic chemical agents are to be used, the fire department shall be notified and requested to stand by near the scene of the incident.

6. Only police personnel who are trained and certified shall deploy chemical agents.

7. Prior to deployment of chemical agents, when practical, notification to police personnel present shall be given to avoid exposing unprotected personnel and citizens to the agents.

7. Chemical agents may be deployed when necessary, without approval of the Incident Commander.

E. Volume of Chemical Agents to Be Used

1. Only that amount of chemical agent that is reasonable shall be used.

2. Basic deployment of chemical agents dictates that its use is most effective when it is a surprise to the suspect(s)/subject(s). Therefore, no announcement of its use is required.

3. Announcing the use of chemical agents is not prohibited.

4. The obsolete formulas known as LCt50 or Lethal Concentration and Time, and ICt50 Incapacitation Concentration and Time, that are derived from the International Association of Chiefs of Police (IACP) Chemical Agents
Manual shall not be used. The IACP declared the manual obsolete in 1991 and again in 1993. The application of the appropriate amount of chemical agent shall be monitored, determined, and controlled by the on-scene supervisor. Only a reasonable amount shall be used.

5. The amount of chemical agent to be used should be predicated upon:

a. The seriousness of the offense;

b. The threat to the community posed by the suspect/subject;

c. The location: size, single level or multi-level, available windows or areas for insertion of chemical agents, wind and weather, and type of chemical agent being used;

d. The available positions and locations from which chemical agents can be deployed;

e. The available gas team members that can be used to deploy agents;

f. The potential for injury to persons inside the location such as hostages who are elderly or under the age of twelve years;

g. The reaction of the suspect/subject to the gas.

6. Deployment procedures shall fall into two categories: (1) Systematic Gas Out and (2) Total Gas Out

a. Munitions shall be fired using trajectory to minimize injury to subjects inside the location;

b. When practical, the upper corners of windows will be used in conjunction with upward trajectory;

c. Chemical agents projectiles shall not be “direct fired” at a human target;

d. Verbal directions should be used with the insertion of chemical agents; i.e., “Exit the front door, unarmed, with your hands up, and you will not be harmed;”

e. Where practical, cover and/or concealment should be used when deploying chemical agents. Deploying officer(s) should also have a lethal cover officer assigned to them;

f. After the scene is secure and the suspect is in custody all deployed munitions and fragments shall be removed from the scene.
F. Decontamination

1. Persons exposed to chemical agents shall be provided with decontamination assistance in a reasonable time;
   
   a. Flushing with cool clear water for at least ten minutes can relieve excessive skin contamination;
   
   b. Arrestees and custodies shall be taken to a medical facility and given treatment when necessary. A medical facility can be an emergency room, ambulance, EMT provider or nurse in a custody facility. This shall be accomplished in a reasonable length of time. Notice shall be given to medical providers prior to their arrival to ensure they can adequately prepare.

G. Reporting

The use of any chemical agent in any amount on a barricaded incident shall be reported to command staff as soon as practical. A written report prepared by the deploying officer(s) and supervisor shall document the following:

1. Chemical agents used, the type and number of devices used and deployment locations;

2. Photographs of the damage to the house (inside and out), deployment location(s), spent canisters/cases and “Notice To Occupants” forms in place;

3. “Notice To Occupants” form will be left on all exterior doors and inside the kitchen indicating the use of chemical munitions (attached);

4. The justification for use;

5. The names of officers who dispersed the chemical agents;

6. Any medical treatment and decontamination provided;

7. Any injuries;

8. Any additional personnel who may handle a contaminated individual (e.g. medical, jail, etc.) will be notified of their exposure. This notification shall also be documented in the incident report.
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NOTICE TO OCCUPANTS

The Peoria Police Department deployed the following chemical munitions in the building located at _________________ on__________________

_____ OC (Oleoresin Capsicum)  _____ CS (Ortho Chorobenzalmononitrile)

The following are suggestions that may help in the decontamination process:

1) Ventilate the building to remove airborne particulates of the chemical used.
   - Open all doors
   - Fans can be used to increase ventilation

2) Use non-ionic, non-oil based detergents such as Tide or Ivory Liquid mixed with water to clean. Surfaces, which will not be damaged may be decontaminated with baking soda mixed with water

3) A HEPA (High-Efficiency Particulate Air) filtered industrial vacuum cleaner may be used to collect the residual powder. A standard household vacuum is not recommended, as it may stir up the powder.

4) Dry cleaning is suggested for decontaminating clothing and/or other fabrics. It is recommended that you let the cleaner know about the contamination.

5) Contaminated foods can absorb OC/CS and should be discarded. OC/CS penetrates many plastics and wrapped foods, so any foods wrapped in plastic or in plastic storage containers may be contaminated. This includes foods that are in the refrigerator. Canned foods may be usable after the outside of the can has been cleaned.

6) Each building requiring decontamination should be evaluated on a case-by-case basis, taking into consideration the chemicals deployed in the building and the occupant(s) medical condition(s), thereby, causing in some situations some or all of these suggested steps to be repeated multiple times.
I. PURPOSE

To provide officers with guidelines regarding the use, maintenance, safety, and qualification requirements of department authorized weapons.

II. POLICY

Officers shall adhere to the requirements established herein to ensure the safe handling and use of department approved weapons and ammunition.

III. DEFINITIONS

A. Authorized Firearm: Any make, model, or caliber of firearm that meets this department’s designated requirements and specifications, and has been formally approved by the police chief or his designee for general or individual use by sworn law enforcement personnel.

This includes primary service handguns, off-duty handguns, and shoulder mounted weapons used for law enforcement purposes.

B. Primary Service Handgun: Any firearm authorized by this department to be carried by an officer as his primary sidearm during the performance of his duties.

C. Secondary/Off-Duty Handgun: Any authorized handgun other than the primary service handgun that is carried in an authorized concealed manner.

D. Shoulder Mounted Weapon: Any rifle or shotgun authorized by this department to be carried by an officer during the performance of his duties.
E. **Firearms Qualification:** Periodic testing required of officers to determine their competency to carry authorized firearms.

IV. **PROCEDURES**

A. **General Firearm**

1. Any firearm carried by officers when on or off duty (except weapons used for recreational purposes) must be an authorized firearm (see Attachment A).

2. Only ammunition that has been issued and/or approved by the department generally or individually may be used in primary service handguns and shoulder mounted weapons (see Attachment B).

3. Only sworn officers who have successfully passed the firearms qualification courses prescribed by this agency are authorized to carry a firearm (see Attachment C for weapons qualification standards).

4. Officers may not change to a different action type pistol until they have demonstrated their proficiency in the function of the weapon and marksmanship.

5. The primary service handgun shall be carried in accordance with uniform and related requirements, and as otherwise specified by this policy.

6. Officers shall be issued new duty ammunition in the specified quantity for all authorized firearms during the officers’ scheduled qualifications every other year.

Officers carrying off-duty handguns in calibers other than the primary service weapon calibers, are required to furnish their own factory ammunition for qualifications and carry.

7. Only sworn officers who have demonstrated proficiency in the use of agency-authorized weapons are approved to carry such weapons. In-service training for less lethal and weaponless control techniques shall occur annually. See Attachment D for authorized weapons.

8. When armed (whether on or off duty) an officer shall carry his badge and Department’s identification card.

9. The chief firearms instructor shall maintain a written record of all agency approved firearms. This list shall include the specific weapon carried by each officer, including serial numbers, make and model, and the qualification date and score, and whether it passed inspection.
B. Primary Service Handgun

1. Officers shall carry an authorized primary service handgun at all times while on duty, with the following exceptions:

   a. When engaged in the processing of prisoners in a holding facility.

   b. When engaged in an interview of a prisoner in an interview room.

   c. When the presence of such a weapon might jeopardize the outcome of a covert investigation.

   d. When other circumstances prevail which, in the opinion of the police chief or his designee, render execution of this requirement impractical or undesirable.

2. Officers assigned to work plainclothes shall carry the weapon concealed from public view at all times, unless:

   a. The officer is in the workplace and the officer’s badge is prominently displayed next to the firearm.

   b. The officer is engaged in law enforcement actions that may reasonably require quick access to the firearm, and the officer’s badge is prominently displayed near the weapon.

3. Officers carrying a semi-automatic pistol as a primary service weapon will carry a minimum of one magazine in the weapon and two spare magazines while engaged in the performance of their duties.

C. Off-Duty Handgun

1. Officers are required to carry an authorized handgun while off duty within the city limits except under the following circumstances:

   a. While under suspension.

   b. While on disability pension.

   c. While traveling within the city limits but en route to a location outside the city where carrying a concealed weapon would be impractical or illegal.

   d. When ordered by the police chief or his designee.
2. While off duty, handguns shall be carried concealed from public view at all times.

3. While off duty, all officers carrying firearms shall adhere to all department orders concerning firearms except such orders that are clearly inapplicable to off-duty status.

D. Shoulder Mounted Weapons

1. Officers who have completed and maintained certification may carry an authorized shoulder mounted weapon in the performance of their duties.

2. Officers shall deploy shoulder mounted weapons as per the training instructions received during the certification course.

3. When not deployed, shoulder mounted weapons shall be carried in a mounted rack, if available, or in a case stored in the trunk/rear hatch of the squad car.

E. Display or Use of Firearms

1. An officer may draw his firearm in the performance of his duty only when the action is reasonably necessary based on his experience, training, and information known to him at the time prior to and during the incident.

2. An officer shall document in a written report and in the UOF module any incident involving the use of a firearm in the performance of his duty:

   a. The firearm is aimed at an individual to cause that individual to cease actions which could be or is perceived to be life-threatening, or to detain that individual or force compliance to an order which results in an arrest.

   b. The firearm is discharged.

3. An officer taking any action with his firearm in an off-duty capacity shall notify a supervisor as soon as possible.

4. Removing a firearm from its holster or other carrying device for other than authorized purposes, i.e. tactical use, training/qualification, inspection, or cleaning/maintenance, is prohibited.

5. No officer shall clean, repair, load, or unload a firearm at any place while on duty except in keeping with current department policy, i.e. range safety rules, station clearing barrel procedures.
6. An officer shall present a firearm for inspection when ordered by a superior officer or department firearms instructor.

F. Firearms Qualification

1. All officers authorized to carry firearms shall be required to qualify with those firearms as follows:
   a. Duty pistol – Semi-annual
   b. Secondary/Back up pistol – Annual
   c. Off duty pistol – Annual
   d. Shoulder mounted weapons - Annual

2. All officers shall be graded on a pass/fail basis for qualification.

3. All officers shall receive in-service training on the department’s use of force policy at least annually.

4. Officers shall be allowed no more than two attempts to qualify during qualification using each authorized firearm. Officers who fail to qualify with any authorized primary service handgun on the first day shall be subject to the following requirements:
   a. The officer’s unit commander shall be notified and shall promptly arrange with the chief firearms instructor and the training unit supervisor for a period of formal remedial firearms training not to exceed 40 hours in duration. Such training does not preclude an officer from engaging in any additional practice or training sessions with an authorized firearms instructor.
   b. The officer shall be given one additional attempt to qualify following remedial training. A written report shall be forwarded to the police chief and commander of the officer who fails to requalify. The report shall include the remedial training or corrective action that was taken to qualify the officer.

5. Failure to qualify with primary service handgun

   Any officer who fails to qualify with his primary service handgun following remedial training or other corrective action shall be relieved of duty pending the outcome of an administrative hearing and/or a fitness-for-duty evaluation, as determined by the police chief or his designee.
6. Failure to qualify with off-duty/secondary firearms

Officers shall be given one extra opportunity, if time allows, to qualify with an off-duty/secondary weapon during the day in which they failed to qualify. Failure of the officer to qualify on that day shall disqualify the officer from carrying the firearm. The officer shall seek additional remedial training with a department firearms instructor. The officer shall be given one additional attempt to qualify following remedial training. If the officer fails to qualify during this attempt, the officer will not be authorized to carry the firearm.

7. Failure to qualify with shoulder mounted weapon

Any officer who fails to qualify with any shoulder mounted weapon that he has previously been certified to carry shall be given only one opportunity to qualify with that firearm. Failure of the officer to qualify on that day shall disqualify the officer from carrying the firearm. The officer shall seek additional remedial training with a department firearms instructor until the officer successfully qualifies with the firearm.

8. An officer must promptly qualify with the authorized firearms he carries following return to duty after a leave of absence of more than 180 days.

G. Special Response Team (SRT)

1. Officers assigned to the SRT may use additional weapons and munitions in the performance of duties other than authorized by this order, with the approval of the police chief or his designee.

2. An officer assigned to the SRT may be required to qualify using additional proficiency standards established by his unit commander and/or training officer. An officer assigned to carry additional weapons shall be guided by and subject to firearms training and qualification standards promulgated by his team commander.

H. Firearms Modifications

1. Officers may make modifications to any authorized firearm that enhance the defensive usage, i.e. installation of night sights, throating and polishing the feed ramp, funneling the magazine opening, etc.

2. All other modifications to authorized firearms must be approved by the chief firearms instructor or his designee.

3. Officers are prohibited from altering or in any way defeating the safety mechanisms built into authorized firearms.
4. Modifications to the sight system of a shoulder mounted weapon is limited to the red dot type aiming system and the following accessories:
   
a. Optics with variable magnification 1x and up to 6x power are authorized as long as the back-up iron sight system is still immediately accessible.
   
b. Magnifiers up to 6x power are authorized for use in conjunction with authorized red dot optic systems under the following specifications:
      1) Mounting system that allows the magnifier to be quickly moved clear of the optic (twist, flip, etc.).
      2) Mounting of the magnifier shall still allow full use of back-up iron sighting system.
   
c. Accessories may be added to aide in the deployment of the rifle that include but are not limited to: Ambidextrous safety lever, vertical grip, bipods, etc.
   
d. Any addition of non-factory components or parts directly related to the fire controls, gas system, or trigger must be authorized by the chief firearms instructor or his designee, and installed by a qualified armorer.

5. Authorized optics for use with shoulder mounted weapons:
   
a. Aimpoint
   
b. C-More
   
c. Trijicon
   
d. Leupold
   
e. Elcan Specter
   
f. Vortex

   Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis.

I. Weapon Maintenance and Care

1. An officer is required to maintain any authorized firearm he carries in a clean serviceable condition at all times.
2. A firearms instructor will inspect each firearm during qualification at the range. Any firearm determined to be unreliable for duty use by a firearms instructor may be immediately pulled from police use.
   a. If a firearm is determined to be unsafe for use, the firearms instructor shall notify the officer that the firearm may not be carried.
   b. The firearms instructor shall ensure that the officer has a replacement weapon.

3. Whenever an officer has an authorized firearm repaired or modified, it shall be inspected and approved by the chief firearms instructor or his designee before carrying it.

4. The department will not assume any responsibility or obligation for repair or maintenance of personally owned firearms.

5. Cleaning, inspection, and repair of firearms shall be done only in a designated, secure area, under direct supervision of a department firearms instructor or his designee.

J. Firearms Safety

1. Officers shall exercise due caution in carrying and handling all firearms.

2. All authorized firearms shall be carried in a safe and secure manner, as authorized by this department. Primary service handguns will be carried in a holster which has a weapon retention system.

3. An officer shall report to his immediate supervisor any use of prescription drugs or other medication he reasonably believes would impair his ability or judgement to use a firearm.

4. Officers shall not store or leave a firearm in any place within the reach or easy access of a minor.

5. Firearms may be stored in the department armory.

K. Firearms Training

1. The chief firearms instructor and additional firearms instructors shall be appointed by and serve at the discretion of the police chief.

2. The chief firearms instructor or his designe:
a. Shall be responsible for the development and administration of the firearms training program.

b. Shall be responsible for the adequate training of all officers in the safe handling and use of all firearms utilized by them for duty.

c. Shall be responsible for the conduct and safety of officers while on the firing range, and shall be in complete charge of the range area regardless of the rank of those officers in attendance.

d. Shall be responsible for the maintenance of department weapons and ammunition stored in the armory, and range supplies.

e. Shall take appropriate disciplinary action for all infractions of range rules or weapons use, or the inefficiency of officers in the use of their weapons.

3. While at the firearms range, officers shall conduct themselves in accordance with the current range rules and procedures. No officer shall violate any order regulating range use or any lawful order of the range instructor.

4. The Training Unit shall ensure that a permanent and continuing record of each commissioned officer’s firearms qualification scores and any other documentation pertaining to the officer’s firearms proficiency.

V. ARMORY

The operations captain shall be solely responsible for authorizing commissioned personnel access to the armory. He shall keep a current list of authorized personnel.

A. Access

1. All firearms instructors and members of the SRT are authorized to have access.

2. Officers that are patrol rifle certified are authorized to get the armory key from the desk sergeant for the sole purposes of either checking out a department rifle or checking in a department rifle, in accordance with the Rifle Checkout Procedure Manual

3. The technical services lieutenant shall maintain control of the armory key in the logged key control area. Authorized personnel will log out the armory key with the desk sergeant, who will de-activate the alarm only when authorized personnel are entering and remaining within the armory area.
B. Responsibility

1. The chief firearms instructor shall maintain necessary records and conduct an annual inspection and inventory of department weapons and ammunition (duty, training, and reserve). The location and condition of all department weapons and the date and amount of purchase of reserve ammunition shall be recorded. He shall be aware of the shelf life expectancy of reserve ammunition and ensure that adequate funds are requested to replace outdated ammunition. Outdated ammunition shall be used in department training.

2. The SRT lieutenant shall be responsible for the purchase and inventory of all SRT weapons, ballistic equipment, ammunition (duty, training, and reserve), and related tactical equipment. He shall maintain necessary records and conduct an annual inspection and inventory of team weapons, ammunition, and related tactical equipment. The location and condition of team weapons, including the date and amount of ammunition purchased, shall be recorded. He shall be aware of the shelf life expectancy of reserve ammunition and ensure that adequate funds are requested to replace outdated ammunition.

3. The SRT lieutenant shall also be responsible for the purchase and inventory of all department chemical munitions. The location and condition, including the date and amount purchased, shall be recorded. He shall be aware of the shelf life expectancy of the chemical munitions and ensure that adequate funds are requested to replace outdated chemical munitions.

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ATTACHMENT A: AUTHORIZED FIREARMS FOR DUTY USE

Any firearm, regardless of manufacturer or model, determined to be unreliable for duty use by the chief firearms instructor or his designate, will immediately be pulled from use. All primary service handguns and shoulder mounted weapons must be capable of functioning when using the authorized duty ammunition issued by the department.

PRIMARY SERVICE HANDGUNS—SEMI-AUTO PISTOLS
Any semi-auto pistol carried as a primary service weapon must be chambered in one of the following calibers: .45 ACP, .40 S&W, or 9 mm. The weapon must have a minimum barrel length of 3” and a minimum magazine capacity of 6 rounds. Primary Service Handguns should be equipped with functional night sights, or fiber optic sight.

Beretta Model 92 or 96 full size or compact models in traditional double action or double action only

Colt 1911 type service models, series 70 or newer (quality reproduction models of the Colt 1911 authorized on an individual basis)

Glock All service models in authorized calibers

Heckler & Koch All USP, P Series, and VP service models in authorized calibers

Para-Ordnance Models P-12, P-13, P-14, P-15, P-16

Sig-Sauer All service models in authorized calibers

Smith & Wesson 3 or 4 digit models in traditional double action or double action only, and M&P Service models in authorized calibers

Walther in PPQ in authorized calibers

FN Herstal FNS, FNX, FNP Models in authorized calibers

Springfield Armory XD models in authorized calibers

Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis

OFF-DUTY AND SECONDARY HANDGUNS

All firearms carried as off-duty or secondary handguns must be capable of firing a minimum of 5 rounds without reloading. Revolvers must be double action models. Officers carrying off-duty handguns in calibers other than the primary service handgun calibers are required to furnish their own ammunition for qualification and carry.
All off-duty and secondary handguns shall be authorized by the chief firearms instructor or his designee on a case by case basis.

**SHOTGUNS**
A shotgun is to be 12-gauge, pump action or semi-auto, with an 18” to 26” barrel and shall be smooth bore. The weapon must have a minimum capacity of 5 rounds.

Authorized shotgun manufacturers:

- Remington
- Mossberg
- Benelli
- Winchester
- FN
- Browning
- Beretta

Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis

**RIFLES**
Rifles are to be center-fire, semi-automatic, and must be chambered in 5.56 caliber. Barrel length must be 16” to 24” with the following twist rates 1/7, 1/8, 1/9. Rifles must have a forward assist and dust cover as well as a trigger weight of 4.5 lbs. or greater. Rifles should be equipped with a functional light source and sling. Officers deploying rifles should be equipped with a minimum of 2 - 20 or 30 round magazines.

- Colt service models
- Armalite service models
- Bushmaster service models
- Bravo Company
- Larue
- Noveske
- Daniel Defense
- Rock River
- Spikes
- Lewis Machine and Tool (LMT)
- Wilson
- Adams Arms
- Sig Sauer
- HK – MR556
- LWRC
- Smith and Wesson
Additional manufactures and models may be authorized by the chief firearms instructor or his designee on a case by case basis

**SRT**

Members of the Special Response Team will be assigned a Colt M4/AR15 or other reputable rifle platforms chambered in 5.56x45mm that are provided by the department. Team members are authorized to carry other rifles that meet the same requirements listed in the RIFLES section of this G.O. Depending upon assignment within the team, members may also be assigned a Colt AR15 Special Purpose Rifle (HBAR) or other reputable rifle platform that is also chambered in 5.56x45mm or HK MP5s chambered in 9mm. Handguns carried by team members will meet the same requirements listed in the PRIMARY SERVICE HANDGUNS section of this G.O.

**LESS LETHAL**

SL-6
ATTACHMENT B: AUTHORIZED AMMUNITION FOR DUTY USE

HANDGUN CALIBERS

Federal .45 ACP 230 grain Tactical HST HP P45HST2

Federal .40 S&W 180 grain Tactical HST HP P40HST1

Federal 9mm Luger 124 grain Tactical HST HP P9HST1

Officers may carry factory .357 magnum hollow points in 125 to 140 grain loads after receiving authorization from the chief firearms instructor and successfully qualifying with the round. Qualification and duty ammunition will be provided by the officer.

SHOTGUN CALIBERS

Federal 12 gauge Rifled Slug HP 1 ounce F127RS

RIFLE CALIBERS

Federal .223 Remington 55 grain Hi-Shok Tactical Tru Soft Point

SRT

Federal .223 Remington 55 grain Hi-Shok Tactical Tru Soft Point

Federal .223 Remington 62 grain LE Tactical Bonded

Hornady .308 Winchester 168 grain ELD Match TAP Precision

Hornady .308 Winchester 165 grain GMX TAP Heavy Barrier

LESS LETHAL

Sage SL-6 KO1 Rounds

CTS 12ga Super-Sock Bean Bag Impact Rounds

37 mm/40 mm Impact Munitions

Other ammunition brands in authorized calibers may be authorized by the chief firearms instructor or his designee based on supply and operational needs.
ATTACHMENT C: FIREARM QUALIFICATION STANDARDS

Duty Pistol Qualification Course (50 rounds total)

1. 3 yard line: 2 rounds in 3 seconds, Strong hand only (3 times) - Total of 6 rounds
2. 3 yard line: 2 rounds in 4 seconds, Weak hand only (3 times) - Total of 6 rounds
   
   Rest of qualifications are two handed hold

3. 5 yard line: 2 rounds in 2 seconds (3 times) – Total of 6 rounds
4. 7 yard line: 3 rounds, speed load and 3 rounds in 12 seconds (2 times) – Total of 12 rounds

Score targets (30 rounds)

5. 12 yard line: 3 rounds, speed load and 3 rounds in 15 seconds (2 times) – Total of 12 rounds
6. 25 yard line: move to cover and use barricade, 2 rounds, TAC load and 2 rounds in 25 seconds (2 times) – total of 8 rounds

Score targets (20 rounds)

Passing score is 40 hits out of 50 rounds

Off Duty / Backup Pistol Qualification Course (25 rounds total)

All two handed hold

1. 3 yard line: 3 rounds in 2 seconds and then 2 rounds in 2 seconds – Total of 5 rounds
2. 5 yard line: 3 rounds in 2 seconds and then 2 rounds in 2 seconds – Total of 5 rounds
3. 7 yard line: 3 rounds in 3 seconds and then 2 rounds in 3 seconds – Total of 5 rounds
4. 12 yard line: 3 rounds in 4 seconds and then 2 rounds in 4 seconds – Total of 5 rounds
5. 12 yard line: 5 rounds in 8 seconds – Total of 5 rounds

Score targets

Passing score is 22 hits out of 25 rounds

Patrol Rifle Qualification Course

1. 25 yard line (Standing): 6 rounds in 20 seconds (2 times) – Total of 12 rounds
2. 50 yard line (Kneeling): 6 rounds in 30 seconds (2 times) – Total of 12 rounds
3. 75 yard line (Prone): 6 rounds in 45 seconds (2 times) – Total of 12 rounds
4. 100 yard line (Prone): 6 rounds in 60 seconds (2 times) – Total of 12 rounds

Total Rounds Fired: 48 (NO MISSES ALLOWED)
Patrol Shotgun Qualification Course

1. 15 yard line (Standing / Low ready): 2 rounds in 5 seconds (2 times) – Total of 4 rounds
2. 15 yard line (Standing / High ready): 2 rounds in 5 seconds (2 times) – Total of 4 rounds
3. 25 yard line (Standing / Low ready / Unsupported): 3 rounds in 20 seconds (2 times) – Total of 6 rounds
4. 25 yard line (Standing / High ready / Unsupported to Kneeling with support optional): 3 rounds in 25 seconds (2 times) – Total of 6 rounds
5. 50 yard line (Standing / High ready to prone – supported): 5 rounds w/tac load in 60 seconds – Total of 5 rounds

Total Rounds Fired: 25 (NO MISSES ALLOWED)
ATTACHMENT D: DEPARTMENT APPROVED LESS THAN LETHAL WEAPONS

FIRST DEFENSE – DEFENSE TECHNOLOGY MK-6 OC SPRAY
Stream Deployment - .2% Oleoresin Capsicum – non-flammable non-toxic - .68 oz net weight

ASP
Steel Friction Loc Baton

CONDUCTED ELECTRICAL WEAPON (CEW)
Axon X26P XP 25’ Taser Cartridge

NIGHT STICK
Optional, customized purchase. 26” cocobolo wood
GENERAL ORDER

SUBJECT
Investigation of Private Property Vehicle Crashes

DISTRIBUTION
All Personnel

AMENDS
N/A

THIS ORDER SUPERSEDES
N/A

CALEA REFERENCE
61.2.1

STATUTE REFERENCE
625 ILCS 5/11-406(a)

GENERAL ORDER REFERENCE
N/A

OTHER REFERENCE
N/A

AUTHORITY
Arthur J. Kelly III
Superintendent of Police

I. PURPOSE

To establish general guidelines for motor vehicle crashes that do not require a police officer to investigate or complete the Illinois Traffic Crash Report form.

II. DEFINITIONS

A. State Reportable Traffic Crash: Any traffic crash resulting in the death or injury to any person, or property damage of any one person in excess of $500 is sustained.

B. Illinois Traffic Crash Reports:

1. SR 1050 Illinois Traffic Crash Report form
2. SR 1050A Illinois Traffic Crash Report/Additional Units form
3. SR 1 Illinois Traffic Crash Report/Motorist Report form (attached)

C. Property Damage Crash: A motor vehicle crash that results only in property damage.

D. Private Property Crash: A motor vehicle crash that occurs on any privately owned street, alley, driveway, or parking area.
III. PROCEDURE

A. Officers will be dispatched to the scene of all traffic crashes.

B. The Illinois Traffic Crash Report form will not be completed by the investigating officer for private property vehicle crashes unless one or more of the following circumstances occur:

1. There is a death of a person.
2. There is personal injury.
3. Suspected alcohol or drug abuse on the part of a driver or pedestrian is involved.
4. Reckless driving is suspected.
5. A city-owned vehicle or property is involved.
6. A vehicle or vehicles had to be towed due to the crash.
7. A hazardous materials spill or leak is involved.
8. The damage results in a hazardous condition (i.e. a structure has been so weakened that further damage or a safety hazard may occur).
9. It is a hit and run where evidence (physical or witness accounts) may reasonably lead to the identity of the offender.
10. A school bus is involved.
11. A supervisor determines a report should be completed.

C. Officer responsibilities for traffic crashes that do not require an SR 1050 (Illinois Traffic Crash Report) and are not investigated by the responding officer are that:

1. The officer will ensure that no hazard will be created by the parties or vehicles involved for other vehicles or pedestrian traffic.
2. The officer will remain at the scene if it appears there may be hostilities between
the parties involved, or if further assistance may be necessary.

3. If all drivers involved are not present and the vehicle crash is not considered a hit and run, the officer will make a reasonable attempt to identify the driver/vehicle from information available from the driver present.

4. Each driver/pedestrian involved will be given an SR 1 (Motorist Report), with instructions on how to complete the form as follows:

   a. The parties should gain the driver information about the other driver from a driver's license, and insurance information from an insurance company issued insurance card. No information should be accepted solely from one party without the other party seeing some printed source.

   b. Each party should print the information on his own form so he knows that he will be able to read it and that all the information will be complete.

   c. Only the information on the witness, other driver, other driver's vehicle insurance, and location need be completed before the parties depart. The rest of the form can be completed without both parties present or remaining at the scene.

   d. The printed instructions located on the back of the SR 1 (Motorist Report) form are followed completely.

   e. If upon an estimate of damage at a later date, any one person sustained an amount in excess of $500 or it is found that someone involved in the vehicle crash was in fact injured, the SR 1 (Motorist Report) form must be sent to the state of Illinois, as stated in the instructions printed on the form.

   f. Any further communication concerning the repair or losses involved in the crash should be directed to the respective insurance agents and not to the police department.

5. Upon completing his responsibilities, the officer shall return to service, using clearance code DA (David Adam), indicating that a driver assist was given and no police report was generated.
I. POLICY

It is the policy of the Peoria Police Department to comply with the duties and responsibilities set forth in the Sex Offender Registration Act and the Sex Offender and Child Murderer Community Notification Act, 730 ILCS 150 et seq. This policy will establish a department process for registration of sex offenders and child murderers and the dissemination of information regarding registered sex offenders and child murderers.

II. DEFINITIONS

A. Child Care Facilities: Those facilities as defined in the Child Care Act (225 ILCS 10/2.05), not including licensed foster homes.

B. Discretionary Notification: The law enforcement agency having jurisdiction may at its discretion, provide the name, address, date of birth, employment information, and offense of any sex offenders residing in its jurisdiction to any individual likely to encounter the offender.

C. Juvenile Sex Offender: Any person who is adjudicated a juvenile delinquent as the result of commission of or attempt to commit a violation set forth in Section II, or any substantially similar federal or sister state or foreign country law.

D. Law Enforcement Agency Having Jurisdiction: The chief of police in a municipality where the sex offender expects to reside or is temporarily domiciled for more than 10 days:

   1. Upon his discharge, parole, or release
   2. During the service of his sentence of probation or conditional discharge
   3. Sheriff of the county if the offender resides in an unincorporated area or in an area without a police department
4. Includes the location where out-of-state students attend school and where out-of-state employees are employed or otherwise required to register

E. Mandatory Notification: Quarterly mailings by the law enforcement agency having jurisdiction of the current sex offender registration list, to schools and licensed day-care facilities, as provided by the state of Illinois.

F. Point of Contact: An individual identified by an agency or other entity as the person responsible for accepting and issuing communications relating to the implementation of the provisions of this law.

G. Public Access: Any individual or entity, upon request to the law enforcement agency having jurisdiction, shall be provided an opportunity by that agency to inspect a listing of all names, addresses, dates of birth, and offenses of registerable sex offenders within that jurisdiction.

H. Scheduled Notifications: The first two weeks of February, May, August, and November.

I. Schools: The school boards of public school districts and the principal or other appropriate administrative officer of each nonpublic school which has identified itself to the state board of education.

J. Sex Offender: Any person who is:

1. Charged and convicted with a sex offense, pursuant to Illinois law, or any substantially similar federal or sister state or foreign country law, as set forth in Section II (qualifying offenses)

2. Certified as a sexually dangerous person, pursuant to the Illinois Sexually Dangerous Person Act, or any substantially similar federal or sister state or foreign country law

3. Found to be a sexually violent person under the Sexually Violent Persons Commitment Act, or any substantially similar federal or sister state or foreign country law

K. Victim: The individual subjected to the particular offense for which the perpetrator acquired the status of sex offender. This term includes the individual’s parent or legal guardian.

III. QUALIFYING SEX OFFENSES FOR REGISTRATION

A. 720 ILCS 5/:
• 11-6 Indecent solicitation of a child
• 11-9.1 Sexual exploitation of a child
• 11-15.1 Soliciting for a juvenile prostitute
• 11-17.1 Keeping a place of juvenile prostitution
• 11-18.1 Patronizing a juvenile prostitute
• 11-19.1 Juvenile pimping
• 11-19.2 Exploitation of a child
• 11-20.1 Child pornography
• 12-13 Criminal sexual assault
• 12-14 Aggravated criminal sexual assault
• 12-14.1 Predatory criminal sexual assault
• 12-15 Criminal sexual abuse (when felony)
• 12-16 Aggravated criminal sexual abuse
• 12-33 Ritualized abuse of a child

B. A felony conviction of the following when the victim is under 18 years of age and the defendant is not the parent:

• 10-1 Kidnapping
• 10-2 Aggravated kidnapping
• 10-3 Unlawful restraint
• 10-3.1 Aggravated unlawful restraint

C. 725 ILCS 205/1.01 et seq: Sexually Dangerous Persons Act

D. 720 ILCS 5/9-1: First degree murder of a child under 18 years of age

E. 725 ILCS 205/10-5 (1.9), 10-5(b)(10), 10-7: Aiding and abetting child abduction and child luring

IV. RESPONSIBILITIES OF THE SEX OFFENDER

A. The sex offender is required to:

1. Provide accurate information for the required forms
2. Read and sign the forms to substantiate proof of understanding the requirements
3. Provide positive identification and documentation that substantiates proof of residence at the registering address
4. Provide employment information (business and address) to the agency having jurisdiction
B. The sex offender is required to report and register in person to the agency having jurisdiction:

1. Within 10 days when sentenced to probation, or upon release, parole, or discharge from prison or a mental hospital

2. Every year on the anniversary of his initial registration, for a period of 10 years

3. Within 10 days of any change of address, reporting the new address in writing to the agency having jurisdiction with whom they last registered

4. Within 10 days of changing his address, registering in person with the new agency having jurisdiction (temporary absences of 10 days or more in a calendar year requires a sex offender to register his new address)

5. Within 10 days of any change of employment, reporting his new employment in writing to the agency having jurisdiction with whom they last registered

C. The sex offender is required to register for 10 years from the date of conviction if sentenced to probation, or 10 years from parole, discharge, or release if confined.

D. Any sex offender with a finding or adjudication of being a sexually dangerous person or being a sexually violent person is required to report in person to the law enforcement agency having jurisdiction within 10 days for his initial registration and every 90 days thereafter, for the period of his natural life.

E. Juvenile delinquent sex offenders are required to register annually. A parent, legal guardian, or other person appointed by the court shall accompany the juvenile sex offender to the agency having jurisdiction for the purpose of the registration.

V. DUTIES OF THE RECORDS TECHNICIAN

When a sex offender comes to the station to register, the records technician shall:

A. Obtain positive identification and documentation from the sex offender.

B. Determine if the registration is for the initial registration, change of address, annual registration, or a 90 day sexually dangerous person.

C. Run a criminal history check in LEADS/NCIC to:

1. Ensure the sex offender is required to register

2. Determine the current status of the offender
3. Obtain information required to complete the form

4. Determine if the victim was under 18 years of age

D. Obtain an incident number from the information office.

E. Complete a pre-filed noncrime police report, marking the appropriate box for the type of registration, using the offense code 9017 if the victim was under 18 years of age and 9018 if the victim was 18 years of age or older.

F. Complete the sex offender registration form, placing the police incident number in the upper right portion of the form (for tracking).

G. Ensure the offender reads and signs the sex offender registration form.

H. Make four copies of the sex offender registration form, and three copies of the police incident report and criminal history check:

1. The original report, sex offender registration form, and criminal history are retained in Records for report processing.

2. Copies of the report, sex offender registration form, and criminal history information are placed in the sex offender files in the license clerk’s office.

3. Copies of the report, sex offender registration form, and criminal history information are forwarded to CID.

4. Copies of the report, sex offender registration form, and criminal history are forwarded to the LEADS coordinator for entry into LEADS.

5. A copy of the sex offender form is given to the sex offender.

I. Place the police case number on a paper in bold numbers.

J. Take four photographs of the offender for new offenders. Use the paper with the case number for identification. Three photographs should be frontal views, and one photograph should be a side view:

1. One photograph remains in the sex offender file in Records.

2. One photograph is forwarded to ISP by CID.

3. One frontal photograph and the side view photograph are sent to CID for filing.
K. The fee for registering is $10 for original registration, and $5 for annual renewal. The technician will register the sex offender even if he is not able to pay the registration fee.

L. A commissioned officer should be called if ISP needs fingerprints of the sex offender for criminal identification.

VI. NONCOMPLIANT SEX OFFENDERS

A. Any person required to register who violates any of the provisions of the Sex Offender Registration Act is guilty of a Class 4 felony. Violations include:

- Violation of duty to register (730 ILCS 150/3)
- Violation of change of address or employment (730 ILCS 150/3)
- Violation of presence within school zone (720 ILCS 5/11-9.3)
- Violation of public park zone (720 ILCS 5/11-9.4)

B. The street crimes unit shall verify the address of a sex offender or a sexual predator required to register with the Peoria Police Department at least once per calendar year.

C. ISP will provide a list of sex offenders that do not comply with the Sex Offender Registration Act. Records personnel will check local records to determine the most current address for each offender.

D. The street crimes unit, patrol division, and CID will receive a copy of the noncompliant sex offenders list. The street crimes unit will have the primary responsibility for locating sex offenders that are in violation of the act.

VII. COMMUNITY NOTIFICATION ACT

A. Mandatory notification

1. ISP will provide a listing of all schools and child care facilities to the Peoria County Sheriff’s Department at least two weeks before the beginning of scheduled notifications.

2. The Peoria Police Department will coordinate mandatory scheduled notifications with the Peoria County Sheriff’s Department:

   a. The Peoria Police Department will administer the mandatory mailing in February and August.

   b. The Peoria County Sheriff’s Department will handle the mailings in May and November.

3. The designated records technician will:
a. Obtain a printout of registerable sex offenders in Peoria County from LEADS.

b. Mail a copy of the list of registerable sex offenders provided by ISP to each of the schools and child care agencies on the mailing list.

B. Discretionary notification

1. The designated records technician will mail a copy of the list of registerable sex offenders and child murderers in Peoria County to any agency or individual in our jurisdiction likely to encounter the offender.

   The agency or individual must provide a written request to be included on the discretionary list.

2. Discretionary mailings will be on a quarterly basis to correspond with the mandatory mailings.

C. Public viewing

1. The designated records technician will have a copy of the list designated by ISP for public viewing, available in the sex offender file.

2. Any individual or entity, upon request to the Peoria Police Department, shall be provided an opportunity to inspect the listing of all names, addresses, dates of birth, and offenses of the registerable sex offenders within Peoria County.

3. Any individual requesting to inspect the list must provide positive photo identification and submit a $5 viewing fee.

4. The requestor may view the photograph of any sex offender on the list.

5. Copies of the list of registerable sex offenders or photographs will not be distributed to the public.

6. Employment information may only be given when public safety is at risk.

D. Access to sex offender registration records by law enforcement agencies

1. The designated records technician will obtain a printout of registerable sex offenders and child murderers in Peoria County from LEADS every two weeks.
2. The designated records technician will forward the list of all sex offenders, including juveniles, to the street crimes unit, juvenile sergeant, CIO, and liquor investigator every other week.

3. The designated records technician will forward the list of all sex offenders, including juveniles, to other local law enforcement agencies in our area upon request every other week.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer’s criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.
I. PURPOSE

The Peoria Police Department has a responsibility for the safety of the public, personnel, and property, and for the sustaining of police services in the event of an emergency. In order to minimize injury, loss of life, and property damage, plans have been developed to identify and ensure that specific tasks and responsibilities for the emergency situation are assigned.

II. CONCEPT OF OPERATION

The division commanders are responsible for maintaining adequate department emergency procedures (including notification procedures), selecting appropriate protective actions, and implementing departmental emergency procedures. The division commander is responsible for creating a line of succession within his area of assignment to implement emergency procedures in his absence.

III. PROCEDURES

A. Fire

1. If a fire is detected and the smoke and heat sensors do not activate the fire alarm, sound the fire alarm by pulling one of the alarm pull boxes located by each exit door on every floor in the police building.

2. Notify the desk sergeant immediately of the emergency situation (8304).

3. It shall be the responsibility of the desk sergeant to see that the public areas of the building are checked.

4. Close all doors when leaving your assigned area.
5. If evacuation is necessary, it shall be via the marked fire exit routes.

6. Do not use the elevators; utilize stairways unless it is physically impossible.

7. As you exit the building, check for and assist citizens who may be unfamiliar with the alarm system and evacuation plan, or who may be unable to evacuate on their own.

8. Each area supervisor shall take a head count at the staging area and report the information to a commanding officer or his designee, who shall relay the information to the emergency response personnel at the scene.

9. Re-entry into the building shall be authorized by a representative from the Fire Department and relayed through the supervisor in charge to personnel at the staging area.

10. After alarm has been activated, personnel trained in the use of fire extinguishers may attempt to extinguish a fire in its initial stage only.

B. Weather

1. The Emergency Communications Center (ECC) will be notified of severe weather by the National Oceanic and Atmospheric Administration weather watch. The ECC shall then notify the desk sergeant. The desk sergeant shall notify the patrol shift commander and appropriate department personnel consistent with the notification matrix.

2. When dangerous conditions exist, all personnel and citizens not assigned to emergency functions should be directed to the first floor of the police building.

3. When a severe warning is issued, the desk sergeant shall notify the patrol shift commander. Individuals unable to reach the first floor should seek shelter in an interior room located in the area where they were notified of the warning.

4. It shall be the responsibility of the supervisors on duty to take a head count and relay the information to any emergency personnel required to respond to the police building and to the ranking on-duty commanding officer.

5. In the event of damage caused by severe weather, the desk sergeant shall check each floor and report to the ranking command officer on duty before personnel and visitors will be allowed to return to their designated areas. Notification procedures are to be followed as time permits.
C. Utilities

1. Electric power failure
   a. The desk sergeant shall make the following notifications and any others as needed:

      AMEREN
      City electricians
      Information Systems
      Facility Maintenance

   b. The emergency generator should automatically kick on.

2. Gas line break
   a. Activate the fire alarm system.
   b. Notify the desk sergeant, who shall follow notification procedures.
   c. Evacuate the building as identified in the fire evacuation procedures.
   d. Area supervisors shall verify all personnel are accounted for.

3. Water main break – The desk sergeant shall:
   a. Follow notification procedures.
   b. Check the shut-off valves in the first floor furnace room.
   c. Notify the water company.
   d. Unplug all computers and electrical equipment in the flooded area and if possible, place them in high areas (e.g. on top of desks).

D. Earthquake

1. Earthquakes provide no warning time, so go to the nearest cover available, i.e. under a heavy desk or table or in an interior doorway. Do not use the elevator unless it is necessary and physically impossible to use the stairs.

2. Follow fire evacuation procedures once initial shock waves have stopped.

3. The desk sergeant shall contact the Public Works Department personnel to inspect the building for structural damage and other physical hazards before personnel are allowed back into their work spaces.
4. If a determination is made that the building has sustained substantial structural
damage or significant physical hazards exist within the building, the City
Manager shall activate the City’s Emergency Operations Plan.

E. Bombs in the Police Building

1. Phone threats
   a. Fill out the Bomb Threat Information Checklist (attached).
   b. Notify your supervisor or division commander immediately.

2. Discovery of a bomb or suspicious package
   a. Do not touch or remove the package.
   b. Do not transmit on a portable radio or cell phone near the suspected
device.
   c. Notify your supervisor or command officer and ECC immediately.

3. Notifications
   a. The desk sergeant is responsible for notifying the:
      1) ECC
      2) Bomb Squad
      3) Shift Commander
   b. The ranking command officer on duty shall decide whether to search the
      building or evacuate, and how to control access to the building.

4. Evacuation of personnel/citizens
   a. The City Manager shall be notified of evacuation by the Police Chief or
      his designee.
   b. The desk sergeant shall ensure all units are notified of any decision to
      search or evacuate the police building, and shall notify the ECC of the
      decision to search or evacuate for appropriate dispatch of emergency
      personnel.
   c. Follow the fire evacuation procedures for the police building.
d. Unit supervisors shall ensure their assigned areas are evacuated and searched, and report to the shift commander upon completion as to whether all persons are accounted for and all areas were searched.

e. The desk sergeant shall be responsible for ensuring the roof area is searched.

f. The shift commander shall assign personnel to search the areas outside the building.

g. The staging area shall be in the parking lot located on the northeast corner of Walnut and Washington, unless changed by the shift commander.

4. Evacuation of prisoners

If an evacuation is ordered, the shift commander shall ensure that a Criminal Investigation Division (CID) sergeant performs the following tasks:

a. All prisoners in the building are accounted for.

b. Prisoners are handcuffed and taken to the rear of the station.

c. The prisoners are transported to the Peoria County Jail.

5. Media

All media inquiries should be referred to the Public Information Officer (PIO) (494-8320) or in his absence, the ranking officer at the scene.

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BOMB THREAT INFORMATION CHECKLIST

THREAT INFORMATION

Incident number ____________  Number where threat was received __________________________

Date of threat ____________  Time of threat __________________________

Person who received threat

Threat reported to __________________________

DEVICE INFORMATION

Where the device is located

____________________________________________________________________________________

What the device looks like

____________________________________________________________________________________

Why the bomb was placed where it was

____________________________________________________________________________________

What type of explosive was used in the bomb

____________________________________________________________________________________

Name of the caller/organization claiming responsibility

____________________________________________________________________________________

Caller's phone number

____________________________________________________________________________________
CALLER'S DESCRIPTION

Male _____ Age _____ Race ________________

CALLER'S VOICE

__Accent __Disguised __Ragged
__Angry __Distinct __Rapid
__Breathy __Excited __Raspy
__Calm __Laughing __Slow
__Clearing throat __Lisp __Slurred
__Cracking __Loud __Soft
__Crying __Nasal __Stuttering
__Deep __Normal __Whispering
__Familiar/sounded like __________________________________________________________________

CALLER'S SPEECH/LANGUAGE

__Foul __Irrational __Message taped
__Incoherent __Message read __Well-spoken
__Other ________________________________________________________________________________

BACKGROUND SOUNDS

__Animals __Household noise __Office machines
__Booth noise __Local noise __P.A. system
__Clear __Long distance noise __Static
__Crockery noise __Motor noise __Street noise
__Factory machines __Music __Voices
__Other ________________________________________________________________________________

SUMMARY OF ACTION TAKEN

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________
I. **POLICY**

It is the policy of the Peoria Police Department that saving life and preventing death and serious injury is our utmost priority. Personnel with emergency medical training as provided by this department, shall within the performance of their duties, provide such care to the level so trained.

II. **PROCEDURES**

A. Every police employee trained in providing emergency medical care shall maintain his knowledge and skills at his level of training.

B. Every trained employee shall render the necessary emergency medical care to any person in life-threatening and nonlife-threatening situations, to his level of training.

C. Upon notification of any medical emergency, personnel shall immediately activate the emergency medical system (EMS).

D. Officers witnessing or first on the scene of any medical emergency, shall provide the emergency communications telecommunicator (ECT) at the earliest convenience an initial assessment of the victim’s condition, and designate the preferred code response by EMS personnel.

E. At the scene of medical emergencies, officers shall recognize the higher level of training and treatment methods permitted by law and granted to certified EMS personnel in the decision making and medical care of injured and ill persons.

F. Officers shall take extraordinary measures to preserve and document evidence, yet allow necessary emergency medical treatment of crime victims.

G. Uniformed officers in both marked and unmarked vehicles are responsible for first aid kits in their vehicles. Every officer shall make sure his kit is properly stocked and equipped at
the beginning of his tour of duty. If any kit is lacking equipment, it is the officer’s responsibility to immediately contact the patrol sergeant and have the kit replenished.

H. Officers shall be certified yearly in CPR and in the use of the AEDs. They shall also be trained yearly on bloodborne pathogens, hazardous materials, and first aid.

I. Officers sent to any scene where there is injury to a city employee or to a citizen on city property, shall provide the necessary medical assistance, conduct an investigation, and complete a report on the incident.

III. ASSISTANCE TO ADVANCED MEDICAL TRANSPORT (AMT) PERSONNEL

A. AMT access to accident victims/arrested persons

Officers will allow medical personnel immediate access to a person who has been involved in a situation which may have resulted in injury. The decision as to whether a person is or is not injured and to what extent will be left to the most qualified EMS personnel at the scene. In most cases this will probably be AMT personnel. Officers will not interfere with medical personnel efforts to persuade a person to accept treatment.

There may be circumstances involving arrest, civil disorders, barricaded gunmen, etc., which prevent granting medical personnel immediate access, but that decision should be based only on a serious potential for harm to additional persons from allowing that access.

B. Refusal of treatment forms

Officers may sign AMT refusal forms when witnessing a citizen’s refusal of treatment. There is no legal problem in officers witnessing an individual’s signature on a refusal of treatment form. The form is a statement that the person has declined treatment and contains no medical information. Officers do not need to keep a copy of the form.

C. Adult’s right to refuse medical treatment

Generally any individual who is competent has the right to refuse medical treatment. The factors which might deem the competency of an individual are the mental condition, physical condition, sobriety, or whether the individual is coherent and rational. The most qualified EMS personnel at the scene will make such a determination based on historical, subjective, and objective medical findings.

Officers are to exercise good judgement when medical personnel request assistance in managing treatment and transportation of an individual deemed to be incompetent. An individual who is deemed mentally incompetent by EMS personnel and who refuses treatment will be faced with great verbal pressure from EMS personnel to accept treatment. EMS personnel are instructed however, not to engage in physical force.
D. Juvenile’s right to refuse medical treatment

A mature minor has the legal right in the state of Illinois to make his health care decisions. The standard by which maturity is judged is whether the minor is mature enough to appreciate the consequences of his actions, and whether he is mature enough to exercise the judgement of an adult. Besides age, other factors to consider would include mental condition, physical condition, sobriety, and whether the minor is coherent and rational. An officer must also take into account the degree of apparent risk of death or bodily harm in the absence of immediate treatment.

An officer is responsible for attempting to reach the parent or guardian, and this effort must be documented in the appropriate report. In those instances where a parent or guardian cannot be reached and the minor continues to refuse medical treatment, the officer must document all reasons that support that refusal, i.e. those factors establishing the minor as mature.

E. Use of force/arrest for medical treatment

Absent a court order for medical attention (generally for psychiatric purposes), an officer’s active involvement in attempting to force a person to accept medical treatment that he is declining must be carefully considered. While an officer may assist EMS personnel in their efforts to encourage a person to accept medical treatment, officers would not generally be justified in using actual physical force or the threat of force to require a person to accept medical treatment the person is declining.

In the absence of a court order directing that the person be taken into custody for medical treatment, an officer would generally be justified in the use of force to require a person to accept medical treatment only if both:

1. The officer believes that the individual is incapable of making a rational decision concerning required care or treatment (e.g. mentally incompetent, incapacitated by alcohol, etc.).
2. The officer believes there is a clear and present danger of death or serious bodily harm to the individual if treatment is not received without delay.

This directive provides general guidelines to personnel regarding proper practices and is for internal use only. It is not intended to enlarge an officer’s criminal or civil liability in any way, except as to any disciplinary action that might arise. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in an employment related proceeding.
GENERAL ORDER

SUBJECT
Noise Ordinance Enforcement

NUMBER OF PAGES
2

DISTRIBUTION
Commissioned Personnel, ECC

SUPERSEDES
400.20 Dated 1/12/96; 5/16/03

CALEA REFERENCE
N/A

OTHER REFERENCE
Peoria City Code:
Chap. 15, Art. III, Sec. 15, 61-75
Chap. 28, Art. IV, Sec. 28, 144-45
Chap. 28, Art. VII, Sec. 28, 437

AUTHORITY
Gary W. Poynter
Police Chief

I. POLICY

As a result of many community and neighborhood meetings and complaints all over the city, noise complaints have been identified as a major source of citizen concern. To address this concern it is necessary to have a uniform approach to the problem.

II. PROCEDURES

A. All officers shall review the attached noise ordinance. Enforcement of the ordinance should be a priority of all department personnel. Any on-duty officer in the immediate area should respond.

B. ECC personnel should attempt to identify complainants and determine if they wish to talk to an officer. They should review the address history on every noise complaint and advise officers of previous complaints. Officers can also use the laptops to review the call histories on a particular address.

C. The officer dispatched shall respond as an in-progress call and as a matter of routine, shall discretely listen and attempt to determine and define the source of the noise prior to making contact with the suspect. If the officer determines that a city noise ordinance is being violated a MOVN shall be issued. Any citizen willing to be a witness to the violation shall be included on the MOVN.
D. In accordance with city ordinances, when a noise violation occurs between 10 PM and 6 AM, and the noise is plainly audible at a distance of fifty feet or greater, a MOVN shall be issued.

E. Officers responding to complaints or initiating stops involving noise emanating from mobile or stationary vehicle should be mindful and proactive in their enforcement. Decision-making should be made based on the noise impact on the quality of life and livability of the neighborhood. As always, statutory requirements and probable cause are the primary indicators to stop, detain, warn, or ticket anyone for the noise ordinance.

F. The uniformed operations captain or his designee shall request a report monthly which identifies noise complaints at residential addresses that have been complained about or cited, and city business locations that have been complained about or cited, and develop strategies to solve the problems.

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I. POLICY

It is the policy of the Peoria Police Department to comply with Homeland Security Presidential Directive 5 (HSPD-5) Management of Domestic Incidents which call for the establishment of a single, comprehensive National Incident Management System (NIMS). The NIMS is a system that improves response operations through the use of the Incident Command System (ICS) and other standard procedures and preparedness measures. The Police Department shall follow current enabling legislation that permits responsive and preventative action by law enforcement authorities during emergency situations. See the City of Peoria Basic Plan for city-level roles and responsibilities in response to critical incidents.

II. DEFINITIONS

A. Critical Incident: An extraordinary event which places lives and property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.

B. Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to a critical incident.

C. National Incident Management System (NIMS): Provides a consistent nationwide template to enable Federal, State, local and tribal governments, and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.
D. *Unified Command System:* In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command can be implemented. Unified command allows agencies to work together effectively without affecting individual agency authority, responsibility, or accountability.

III. **SCOPE**

A. Unusual Occurrences and Critical Incidents

Unusual occurrences include, but are not limited to:

- Civil disturbances
- Weather-related emergencies
- Explosions
- Aircraft/Industrial accidents
- Major fires
- WMD (Weapons of Mass Destruction) incidents
- Hazardous Materials (HAZMAT) Incidents
- Other situations requiring emergency mobilization of resources

Unusual occurrences are an expansion of the normal daily operations of the Police Department. The department shall be responsible for:

- Maintenance of law and order
- Traffic control
- Crowd control
- Search and rescue
- Evacuation
- Security for other public safety entities

B. Law Enforcement Responsibilities

During the initial “crisis” phase of a critical incident, there are three primary goals for the first responders. These goals are:

1. Stabilize the scene
2. Limit the acceleration and growth of the incident
3. Insure citizen and responding personnel safety

Most unusual occurrences will be responded to and primarily resolved by Patrol personnel. Field commissioned personnel are recognized as the first line response,
with special teams providing any necessary support. The Police Department does not have an unusual occurrence component, i.e. commissioned personnel exclusively dedicated to these types of operations. A Mobile Field Force Team and the Special Response Team may be utilized. Recalled personnel shall report in uniform unless otherwise advised at the time of recall. Personnel shall always bring riot helmets, foul weather gear (as required), gas masks, and other equipment needed.

C. Critical Tasks (46.1.10c)

Initial responders are responsible for accomplishing seven (7) critical tasks during the “crisis” phase of the incident. The safety of all response personnel and citizens is a guiding principle governing action during critical incidents. The seven critical tasks that need to be accomplished are as follows;

1. Secure and Establish Communications: During the crisis phase, the primary channel will be cleared and secured for the incident. All routine traffic will be moved to a secondary channel.

2. Identify the “Hot Zone”: The “hot zone” is that area where the danger is so high that all are excluded. Identify this exclusion area and clearly communicate the information to all responders as soon as possible. The first supervisor or officer-in-charge will assume and announce command.

3. Establish the Inner Perimeter: When the “hot zone” is identified, initiate actions to control and contain the area by immediately setting up a strictly controlled area around the “hot zone” with no movement in or out. Only uniformed personnel will be assigned to inner perimeter locations. If plainclothes personnel are initially deployed to the inner perimeter, they will be removed and replaced with uniformed personnel as soon as possible.

4. Establish the Outer Perimeter: Establish a second perimeter around the incident for crowd and traffic control. Control movement to and from the scene.

5. Establish Command Post: Establish a command post and communicate its location to responding personnel. The first responding supervisor’s vehicle will initially serve as the command post. The command post will be located outside of the “Hot Zone” and between the inner and outer perimeters.

6. Identify and Establish Staging Areas: Identify and communicate locations for temporarily placing resources until needed. Direct requested resources to a staging location if not immediately needed at the scene. Staging areas should be located between the inner and outer perimeters. A safe route of travel to the staging area for these responding resources should be communicated to them as well.
7. **Identify and Request Additional Resources**: At any point after identifying the “hot zone” and establishing communications, additional resources may be requested. The request should only come from the on-scene commander to avoid duplication of requested assets.

D. **Mutual Aid**

The department shall respond as needed to unusual occurrences outside of the City of Peoria, pursuant to its mutual aid agreements, when called upon for assistance. Unit integrity of individual law enforcement agency personnel will be maintained through mission assignments whenever practical.

V. **INCIDENT COMMAND ORGANIZATION AND OPERATIONS**

A. **Overview**

The specific organizational structure established for any given incident will be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization is needed. If one or more of the areas requires independent management, the Incident Commander will name an individual to be responsible for that area.

B. **Command Staff**

1. **Incident Commander (IC)**: The first supervisor, or officer-in-charge, on the scene shall assume and announce that they are in command. The officer that establishes command will remain as the IC until the incident has been brought to a resolution or until command has been transferred to a higher-ranking officer. There shall be no transfer of command until the individual assuming command has been thoroughly briefed on the situation by the current IC. Responsibilities include:

   a. activating the incident command system
   
   b. establishing a command post
   
   c. initiating the notification and mobilization of additional agency personnel
   
   d. obtaining support from other agencies
   
   e. establishing a unified command, if necessary
   
   f. establishing a staging area, if necessary
2. Public Information Officer: The PIO is responsible providing public information and maintaining media relations. Alerts to the public for awareness and safety may be made by ECC, ETSB, PIO and City PIO depending on the circumstances. (46.1.10a).

3. Liaison Officer (LO): The LO is the point of contact for representatives of other government agencies, non-governmental organizations, and/or private entities. This may include the Office of Emergency Management, the Peoria City/County Health Department (ex: casualty information and vaccines), the State’s Attorney’s Office (ex: civil disturbances or mass arrest), and partner law enforcement agencies such as Illinois State Police or Peoria County Sheriff’s Office (ex: for traffic control, additional man-power for security, etc.).

C. Operations Function

1. The Operations Function will normally be the purview of the agency with the greatest jurisdictional involvement. This typically shall be the patrol captain or his designee. The OEM should be notified of critical incidents, and may establish an Emergency Operations Center as needed. Responsibilities include:
   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
   f. Conducting post-incident investigation

2. First responders shall advise ECC of the following:
   a. Nature of the incident
   b. Extent of the area affected
   c. Approximate number of injured persons/crowd size
d. Assistance required

e. Need to notify the supervisor and shift commander

f. Request for additional public safety departments or other resources

3. Mass Arrest Situations

a. Field Booking Teams shall be utilized for mass arrest situations. The Crime Scene Unit shall maintain the supplies needed for field booking teams, and assist in the field booking operations by photographing arrestees.

b. The department may provide temporary detention for mass arrest situations which occur in the City of Peoria.

c. If a mass arrest detainee needs medical treatment, rules and procedures shall apply as in any other injured arrestee situation.

d. In the event of a mass arrest situation involving juveniles, the supervisor of the Command Post shall contact the Juvenile Division to prepare for the processing/booking procedures.

D. Planning Function

1. The Planning Function will collect, evaluate, and disseminate incident situation information and intelligence to the IC and incident management personnel. The Captain of the Support Services Division shall be the principal planner and advisor to the Chief of Police on all critical incidents. During an active incident, in the absence of the Support Services Captain, this role may be assumed by the ranking trained commander available. Specific responsibilities include:

a. Preparing a documented incident action plan

b. Gathering and disseminating information and intelligence

c. Participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG)

d. Planning post-incident demobilization

E. Logistics Function

1. Responsible for all support requirements needed to facilitate effective and efficient incident management. Call the OEM for assistance in coordinating supplies and resources. Responsibilities include:

a. Communications
b. Transportation

*In times of emergency, a vehicle under the direct control of the Police Department may be utilized for assignment or transport usage by other agencies.

c. Medical support

d. Supplies

e. Specialized team and equipment needs

2. Resources must be organized, assigned, and directed to accomplish the incident objectives. Incoming resources are sent to the Staging Area when they will be immediately deployed or for impending contingencies. Resources that require rest, repair, or retro-fitting should be assigned to a separate Base or Camp.

3. If necessary, Training Unit personnel may act as Quartermasters. Each officer shall be responsible for issued special equipment during the incident.

4. The Training Lieutenant is responsible for a documented quarterly inspection for the operational readiness of equipment designated for use in support of its critical incident plan.

F. Finance/Administration Function

1. The Finance Department and/or the Police Department Fiscal Technician (depending on the circumstance) is responsible for all financial and cost analysis aspects of the critical incident. Specific responsibilities include:

   a. Recording personnel time

   b. Procuring additional resources

   c. Recording expenses

   d. Documenting injuries and liability issues

   e. Preparing appropriate reimbursement documents, if applicable

G. Incident Action Plan

1. The **Incident Action Plan** (IAP) includes the overall incident objectives and strategies established by the IC or the Unified Commander (UC). Every incident needs some form of an IAP. For small incidents of short duration,
the plan does not necessarily need to be written. The following are examples of when written IAPs should be used:

a. When resources from multiple agencies are being used  
b. When several jurisdictions are involved  
c. When the incident will require change in shifts of personnel and/or equipment

2. The IAP will typically contain a number of components. Some of these are:

a. Incident objectives  
b. Organization list or chart  
c. Assignment list  
d. Communications plan  
e. Responder medical plan  
f. Incident plan  
g. Traffic plan  
h. Site security plan  
i. Investigative plan  
j. Evidence plan.

VI. DEMOBILIZATION, END OF INCIDENT, AND DEBRIEFING

A. After Action Review

At the end of any incident where the ICS has been activated, a de-briefing review should be conducted. An after-action review answers the following questions:

1. What did we set out to do?  
2. What actually happened?  
3. Why did it happen?  
4. What are we going to do differently next time?  
5. Are there lessons learned that should be shared?  
6. What follow-up is needed?

This review should be conducted as soon as possible after the incident. Any changes to current operational policy should then be instituted for use in the next incident.

B. EAP Referral

All participants in any incident should be aware that the possibility exists for personnel to experience some sort of Critical Incident Stress. As such, information about the availability of Critical Incident Stress Counseling will be made available to all personnel in a timely manner.
VII.  TRAINING

A.  Department In-Service Training

1.  All officers shall receive annual training on the Incident Command System and this policy. They may also receive training related to the City and County Response Plans.

2.  Other training, available through FEMA on-line may be completed by officers. Copies of certificates obtained through this method should be turned into the Training Unit. Topics may include

   a.  ICS-200: Basic ICS. This training is available through the FEMA on-line method. Recommended for all officers.

   b.  ICS-300: Intermediate ICS and ICS-800: National Response Plan (NRP), An Introduction. Recommended for mid-level supervisors

   c.  ICS-400: Advanced ICS. Recommended for command staff.

3.  All commissioned personnel shall be trained to the First Responder Level in HAZMAT and attend recertification training on an annual basis.

B.  Functional Training

The OEM will facilitate or connect police personnel with relevant local, regional, or national classroom training opportunities through the Training Unit, as well as table tops and full scale exercises in the community on a biennial basis.

VIII. ANNUAL REVIEW

This policy shall be reviewed on an annual basis, with recommendations for policy and training adjustments documented and sent to the patrol captain.

This directive provides general guidelines to personnel regarding Department practices and is for internal use only. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this Department, and then only in an employment related proceeding.
I. POLICY

It is the policy of the Peoria Police Department as an additional enforcement measure to pursue legal action for forfeiture of vehicles used in any forfeitable offense, and to utilize these vehicles in the best interest of the department and the city of Peoria. Forfeitable offenses under 720 ILCS 5/36 and 720 ILCS 570/505 are:

Murder
Aggravated kidnapping
Indecent solicitation of a child
Soliciting for juvenile prostitution
Juvenile pimping
Exploitation of a child
Child pornography
Stalking
Aggravated stalking
Criminal sexual assault
Aggravated criminal sexual assault
Criminal sexual abuse
Aggravated criminal sexual abuse
Armed robbery
Burglary
Possession of burglary tools
Residential burglary
Arson and aggravated arson
Possession of explosives
Aggravated discharge of a firearm
Gambling
Felony violations of the Illinois Cannabis and Controlled Substances Act

II. PROCEDURES

A. At the time of arrest any vehicle that is being used in a forfeitable offense shall be towed in the usual manner. The arresting officer will place a hold on the car for a forfeiture check by noting it on the tow sheet. Records will make extra copies of the reports, including the tow sheet, for the asset forfeiture officer.
B. When the arrest does not occur immediately at the time of the crime, but there is probable cause to believe a specific vehicle was used in one of the above offenses with the knowledge and consent of the owner, it should be seized and towed in any of the following circumstances:

1. The suspect is driving or in possession of the vehicle.
2. The vehicle is found unattended in a public place.
3. The vehicle is owned by the suspect and found upon private property, but breaking into any building or enclosure is not required.
4. The CID officer in charge specifically authorizes such.

Otherwise, SID should be immediately notified on the location and condition of the vehicle. If the vehicle is towed, the procedure outlined above for a forfeiture check should be followed.

C. The asset forfeiture officer shall determine the lien status, including the payoff and date the lien was filed with the SOS.

1. Under 720 ILCS 5/36 (criminal forfeiture):

   He shall notify the Peoria County Sheriff and Peoria County State’s Attorney’s Office in writing within seven days of the seizure. Once the SAO receives this notice, they may initiate forfeiture proceedings.

2. Under 720 ILCS 570/505 (drug forfeiture):

   Within fifty-two days of the seizure, he shall forward the pertinent copies of the Illinois State Police Notice/Inventory of Seized Property form to the required agencies, including the SAO. Once the SAO receives this notice, they may initiate forfeiture proceedings.

D. If the forfeiture is denied by the SAO or by court hearing, the vehicle will be returned to the owner, who will be required to reimburse the city for any towing or storage fees.