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Danville Police Department	Section: 1.0
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/28/20
Topic: Policy Manual	
Christopher S. Yates, Chief of Police	

1.0 Policy Manual

The information contained with the Department's policy manual is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. 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. The purpose of this manual is to assist in the direction of the Department affairs and the conduct of its employees.

The Chief of Police or his or her designee has the authority to add, delete or suspend any of the provisions here-in so long as the action is done in a lawful manner.

Danville Police Department	Section: 2
Departmental Manual	Effective Date: 05/25/07
	Revised Date:
Topic: Purpose, Vision, Value and Mission Statement	
Carl J. Alexander, Director of Public Safety	

2.0. Purpose, Vision, Value and Mission

2.1 Purpose

The Danville Police Department was created to provide protection and services to the Danville community. Major goals of the Department are to reduce crime through prevention, detection and apprehension; to provide for the orderly and safe movement of vehicular traffic through traffic law enforcement, accident prevention and accident investigation; to ensure public safety through regulation and control of hazardous conditions; to participate in Homeland Security measures, to recover and return lost and stolen property; and to provide non-enforcement services through educational and other programs designed to meet community needs and desires.

The Department will accomplish this function in accordance with the laws of the City of Danville, the State of Illinois and in conformity with the Constitution of the United States and State of Illinois.

To this end the Danville Police Department has established the following Vision, Value and Mission Statements.

2.2 Vision Statement

The Vision Statement for the Danville Police Department is as follows:

“We will strive for the continuous development of Danville as a progressive city- where people want to live, conduct business and visit. As a professional organization, we will use our talents to create and sustain a safe community for all.”

2.3 Value Statement

The Value Statement for the Danville Police Department is as follows:

We are committed to upholding the public trust by serving the community with integrity, honesty, accountability and respect.”

2.4 Mission Statement

The Mission Statement for the Danville Police Department is as follows:

“The Danville Police Department will work in partnership with the community to reduce the fear and incidence of crime, to enhance the quality of life, and to render the highest standards of professional law enforcement.

Danville Police Department	Section:	3.0
Departmental Manual	Effective Date:	05/25/07
Revised Date:		
Topic: Law Enforcement Code of Ethics		
Carl J. Alexander, Director of Public Safety		

3.0 Law Enforcement Code of Ethics

The Law Enforcement Code of Ethics is the standard of conduct to which our personnel shall be held accountable.

LAW ENFORCEMENT CODE OF ETHICS

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

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

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

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

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

Danville Police Department	Section:	4.0, 4.1,4.2, 4.3 & 4.4
Departmental Manual	Effective Date:	05/25/07
	Revised Date:	09/28/20
Topic: Authority , Chain of Command, Determining Command, Command Authority and Unity of Command		
Christopher S. Yates, Chief of Police		

4.0 Authority

The ordinances of the City of Danville vest the authority to the Chief of Police as the chief executive officer of the Danville Police Department and the final departmental authority in all matters of rules, regulations, policies, procedures, operations and discipline.

4.1 Chain of Command

During the temporary absence or unavailability of the Chief of Police when the Chief has made no other provision, the command of the Department shall descend in the following order:

1. Commander
2. Sergeant
3. Senior officer on duty

4.2 Determining Command

If the Chief or his or her designee makes no other provision, when two or more officers are on duty together, the ranking officer is in charge and shall be held responsible for their performance of duty, unless the ranking officer has been relieved of that responsibility by a higher ranking officer or if a higher ranking officer has assigned another officer regardless of rank to this responsibility. When officers are of the same rank, they shall rank according to their seniority as determined by time in rank. When two or more officers are appointed to the same grade on the same day, each shall rank according to the order in which they were selected for hire or promotion.

4.3 Command Authority

The officer in command shall have and be permitted to exercise the rights and duties of command, but shall be particularly careful to carry out all verbal and written directives of the City of Danville, of the Department and the Chief of Police. Additionally, the organizational charge shall be respected and shall not, except in the case of emergency or in accordance with guidelines set by the Chief be disregarded.

4.4 Unity of Command

Each member based on his or her specific assignment will have only one immediate supervisor.

Danville Police Department	Section: 4.5
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/28/20
Topic: Jurisdiction and Mutual Aid	
Christopher S. Yates, Chief of Police	

4.5 Jurisdiction and Mutual Aid

4.5.1 Objective

To establish the territorial jurisdiction of the Danville Police Department, guidelines for responding to mutual aid requests, and requesting mutual aid from other local, state and federal law enforcement agencies.

4.5.2 Jurisdiction

The jurisdiction for Danville police officers is within the corporate city limits of the City of Danville, Illinois or as specified in the Illinois Compiled Statutes in section 725 ILCS 5/107-4.

4.5.2.1 Federal Property

Real property that is owned by the U.S. Government with the corporate limits of Danville is subject to exclusive jurisdiction of federal officers. A federal agency may request specific assistance from the Department, until the assistance is no longer appropriate. (i.e. V.A. Medical Center.)

Real property that is leased by the U.S. Government within the corporate limits of Danville is subject to concurrent jurisdiction by the Department and federal officers.

4.5.2.2 State Property

The Danville Police Department has jurisdiction on State property within the corporate city limits.

4.5.2.3 County Property

The Danville Police Department has jurisdiction on County property within the corporate city limits; however the Vermilion County Sheriff's Department will be the lead agency in matters occurring in Vermilion County Offices, Vermilion County Court House, Juvenile Detention Center or Vermilion County Jail.

4.5.3 Mutual Aid

4.5.3.1 ILEAS Mutual Aid Agreements

The City of Danville maintains a mutual aid agreement pursuant to the Constitution of the State of Illinois (Ill. Const. Art. VII, sec. 10), the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/7-101 et seq.) and the Illinois Municipal Code (65 ILCS 5/11-1-2.1) with the Illinois Law Enforcement Alarm System (ILEAS).).

4.5.3.2 Non ILEAS Mutual Aid Agreements

Mutual aid requests from non-ILEAS agencies shall be made in writing to the Chief or his designee. In the event of an emergency request for assistance requiring immediate response to prevent loss of life or serious injury from a non- ILEAS agency the request can be made verbally and the highest ranking on duty supervisor will make the determination on the response.

4.5.3.3 Response to request for Mutual Aid

The department may fulfill requests for mutual aid, as long as the request does not significantly impact the delivery of police services to the citizens of Danville. This response may include personnel, vehicles, radios and/or other police services. In accordance with ILEAS, such response shall be rendered without reimbursement regardless of the possibility of reimbursement from the requesting agency or other source. If the department fulfills a request for mutual aid the City shall assume sole responsibility for indemnifying its employees, as provided by State or federal law and or local ordinance, and for providing personnel benefits, including benefits that arise due to injury or death, to their employees. The City shall also be responsible, regardless of fault, for repairing or replacing any damage to their vehicles or equipment that occurs while fulfilling a mutual aid request.

Only the Chief of Police or his or her designee will approve mutual aid requests and order a Danville Police response. Exceptions to this procedure will be an emergency request requiring immediate response to prevent loss of life or serious injury in Vermilion and Champaign County in Illinois or Warren, Vermillion and Fountain Counties in Indiana, a request for an immediate officer back-up from a law enforcement agency within Vermilion County or a request for a canine with in Vermilion County. During such exceptions the highest ranking available on duty supervisor may approve the request. If a supervisor approves an emergency request requiring immediate response to prevent loss of life or serious injury in Vermilion and Champaign County in Illinois or Warren, Vermillion and Fountain Counties in Indiana the supervisor shall cause the Chief or designee to be notified immediately.

Officers assigned to another agency under mutual aid provisions will be subject to lawful operational command of supervisors of the requesting agency, but shall adhere to the policies and procedures of the Department. Personnel and administrative control, including compensation for the officers, will be retained by the Department.

4.5.3.4 Departmental Requests for Mutual Aid

Mutual aid requests by the Danville Police Department will be made by the Chief or his designee, pursuant to Illinois Law Enforcement Alarm System (ILEAS). . Exceptions to this procedure will be an emergency request requiring immediate response to prevent loss of life or serious injury, a request for an immediate officer back-up from a law enforcement agency within Vermilion County or a request for a canine with in Vermilion County. Requests in an emergency situation to prevent loss of life or serious injury or an immediate back-up may be made the senior officer on a scene. When such request is made the on duty supervisor will respond immediately and access the situation to see if such response is necessary. Canine requests must be approved by the highest ranking available on-duty supervisor. The Chief and Patrol Coordinator will be made aware of emergency requests for mutual aid.

Police Officers assigned to other law enforcement agencies under mutual aid provisions will have the same jurisdiction, powers, rights and immunities as officers of that jurisdiction.

When possible, only officers from ILEAS member departments will be utilized in mutual aid requests.

Law enforcement personnel from responding agencies shall report to and shall work under the direction and supervision of the Danville Police Department, provided, however, that at all times, the personnel of the aiding agencies shall remain employees of their own agency and shall adhere to the policies and procedures of their own employer.

4.5.4 Federal Law Enforcement Assistance

The Danville Police Department has a close working relationship with Federal Law Enforcement. There is no formal criterion that must be met before requesting federal law enforcement assistance. Supervisors may contact the appropriate agency depending on the type of federal violation.

4.5.5 Emergency Disaster Assistance

In the event of unusual occurrences that require non-law enforcement assistance beyond the capabilities of City resources, the Vermilion County Emergency Management Agency may be contacted, which will serve as coordinator with all assisting agencies to include local, state and federal agencies. The Chief, Patrol Coordinator and CID Commander shall be notified if an EMA request is required.

4.5.6 State of Emergency

Only the Mayor of Danville may issue a proclamation declaring a state of emergency. The Mayor may request the assistance of the Illinois National Guard through the Office of the Governor.

Danville Police Department	Section: 5.0
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 01/12/14
Topic: Definitions	
Christopher S. Yates, Chief of Police	

5.0 Definitions

Unless specifically defined herein, or a different meaning is apparent from the content, the terms used in this manual shall have the following definitions:

- 5.1 Acting Commander:** A member appointed by his or her rank acting in the capacity of a commander in the absence of the commander. An acting commander shall have the same authority and responsibility as a commander.
- 5.2 ADA:** Americans with Disabilities Act.
- 5.3 Administrative Duty:** Duty assigned a sworn member that relieves the member of his or her enforcement duties.
- 5.4 Administrative Leave:** Paid leave which can be authorized by the Director for circumstances not otherwise covered by the Departmental Manual.
- 5.5 Area:** A geographical area of variable size within the City to which one or more officers are specifically assigned for patrol purposes.
- 5.6 Auxiliary Officer:** A member of the Danville Auxiliary Police Unit.
- 5.7 Booked:** The procedure for admitting a person arrested or charged with an offense to the Vermilion County Sheriff's Department holding facility or other holding facility.
- 5.8 Chain of Command:** Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.
- 5.9 Chain of Evidence:** The continuity of custody of material and items collected as physical evidence from the time of its collection to the presentation in court.
- 5.10 Chaplain:** An ordained member of the clergy appointed as a chaplain to the Department.
- 5.11 Citizen:** Designates any individual who is not a sworn or civilian employee of any law enforcement agency.
- 5.12 City:** When alone and capitalized means the City of Danville, Illinois.
- 5.13 Civilian Employee:** a member of the Department uniformed or non-uniformed who has not taken an oath and who does not have law enforcement authority.
- 5.14 Command Officer:** Designates any officer who has attained the rank of sergeant or above.
- 5.15 Commander:** A rank 2nd in command of the Department.
- 5.16 Commanding Officer:** Same as command officer.
- 5.17 Command Officer's Association:** Officers of the rank of Commander or Sergeant represented by the PB&PA.
- 5.18 Complainant:** A person other than a victim making an initial report of an offense or occurrence to the police.
- 5.19 Contract:** See "Work Agreement."
- 5.20 Crime Scene:** The location where a crime occurred or where the indication of a crime exists.
- 5.21 Crime Scene Processing:** The specific actions taken at a crime or accident scene, consisting of, but not limited to, taking photographs, measurements and collecting and preserving physical evidence.
- 5.22 CS:** A confidential source. A confidential source is a person who is believed to be able to furnish reliable information or other lawful services, and who will maintain the confidentiality of department investigations or other activities, but who wishes to remain anonymous.

- 5.23 Date:** All dates will be recorded either in full with month, day and then the full year, or abbreviated as an eight point digit with month/day/year (example: 00/00/0000.)
- 5.24 Deadly Force:** Force likely to cause death or great bodily harm.
- 5.25 Department:** When used alone and capitalized, designates the Danville Police Department.
- 5.26 Departmental Manual:** A manual containing the Department's functions, organizational structure, rules and regulations and standard operating procedures.
- 5.27 Deputy Director of Police:** A rank second in command of the Department.
- 5.28 Detail:** A detail is the smallest organizational component and may be used to describe a permanent or temporary activity.
- 5.29 Detective:** An officer assigned by the Chief to the Criminal Investigation Division.
- 5.30 Director:** ~~The Director of Public Safety, chief executive officer for the Danville Police Department.~~
- 5.31 Division:** A "Division" is a functional subdivision of the Department.
- 5.32 EMD:** Electro-muscular disruption weapon that is a device not intended to cause death or great bodily harm which delivers an electrical energy charge that is designed to override the central nervous system and take direct control of the skeletal muscles of an individual.
- 5.33 Employee:** Same as "member."
- 5.34 ERU:** The Emergency Response Unit.
- 5.35 Follow-up:** Supplemental investigations designed to record additional facts and/or obtain additional evidence.
- 5.36 Field Training Officer (FTO):** An officer trained and designated as a Field Training Officer to supervise on-the-job training of a probationary police officer.
- 5.37 General Order:** A written order, issued by the Chief or his/her designee, establishing an official act of permanent duration affecting the entire Department.
- 5.38 His/Her, Him/Her, He/She:** Male and female pronouns used synonymously in this manual. However if a masculine gender is used in the Departmental Manual it shall be considered to include the feminine gender whenever applicable.
- 5.39 ILEAS:** The Illinois Law Enforcement Alarm System a State of Illinois organization whose mission is to meet the needs of law enforcement throughout the State of Illinois in matters of mutual aid, emergency response and the combining of resources for public safety.
- 5.40 Immediately:** The term immediately shall be considered to mean as soon as possible and practical.
- 5.41 Investigator:** An officer assigned by the Chief on a temporary basis to the Criminal Investigation Division as part of the PB&PA Work Agreement.
- 5.42 Juvenile:** A person under the age of 18.
- 5.43 Lawful Order:** Any written or oral instruction issued by a superior officer to a subordinate or group of subordinates which is not a violation of any law, ordinance, or departmental policy.
- 5.44 Leave of Absence:** A period of time during which a member is excused from duty and during which time he or she receives no compensation.
- 5.45 Light Duty:** Assignment to duties other than that a member would be assigned for the purposes of recovering from an illness or injury.
- 5.46 May/Should:** The terms "may" and "should" shall mean that the action indicated is permissive and discretionary.
- 5.47 Mayor:** When used alone and capitalized means the Mayor of the City of Danville.
- 5.48 MDT:** Mobile Data Terminal.
- 5.49 Member:** Designates any employee of the Police Department, including officers and civilians.
- 5.50 Memorandum:** A written document that may or may not convey an order; it is generally used to clarify inform or inquire.

- 5.51 Mutual Aid:** An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergencies.
- 5.52 MVR:** Mobile Video Recorder.
- 5.53 Necessary Force:** That minimum amount of force necessary for an officer or officers to affect an arrest and or defend him or herself or another.
- 5.54 Off-Duty:** That time period when a member has been relieved of the routine performance of the duties of that member's position and is not being compensated.
- 5.55 Officer:** Any member of the Department who has taken an oath of office and possesses police powers. Same as "sworn."
- 5.56 On-Duty:** That time period when a member of the Department is in the routine performance of the duties of that member's position while the member is receiving compensation. An officer is considered on duty during authorized breaks and meal periods.
- 5.57 Patrol:** The deployment of officers to repress and prevent criminal activities, investigate offenses, apprehend offenders, and furnish day to day law enforcement services to the community.
- 5.58 PB&PA:** The Police Benevolent and Protective Association Unit 11.
- 5.59 Peace Officer:** Any person who by virtue of his or her office or local public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses.
- 5.60 Plurality:** The singular includes the plural and the plural includes the singular.
- 5.61 Preliminary Investigation:** The initial investigation conducted into the report of a crime, incident or traffic accident. The preliminary investigation shall include, but not be limited to, statements from all persons concerned, details of the incident being investigated, collection of evidence and description of property involved, identity of any suspects, and actions taken by the officer.
- 5.62 Policy:** A broad statement designating governing principles of management and reflecting the objectives, philosophy and direction of the Danville Police Department.
- 5.63 Prisoner:** A person who has been arrested and taken into custody.
- 5.64 Procedure:** Designates the fact or manner of proceeding with any particular action or course of action.
- 5.65 Promotion:** A change in a member's sworn position to a position of greater responsibility and compensation.
- 5.66 PSB:** The Public Safety Building located at Two East South Street, Danville, Illinois.
- 5.67 Ranking Officer:** The officer having the highest rank.
- 5.68 Remedial Training:** Personalized training to correct a specific deficiency, which is usually identified by either evaluation during training or supervisory evaluation during routine job performance.
- 5.69 Response Time:** The period of time elapsed between the receipt of a call for service and the arrival of the first officer on a scene.
- 5.70 Roadside Safety Check:** A temporary operation in which members stop traffic to inspect an individual driver status, seat belt usage or compliance of a specific statute or ordinance.
- 5.71 Rule:** Defines a specific course of action to be followed or avoided and , in that capacity, governs conduct and actions.
- 5.72 Section:** A "Section" is a functional subdivision of a Division.
- 5.73 Selective Traffic Enforcement:** The assignment of personnel to traffic enforcement activities.
- 5.74 Seniority:** Seniority is established first, by rank, second by time in rank, and third, by an officer's standing on the order of hire from the eligibility list for a specific rank.
- 5.75 Sergeant:** A rank fourth in command of the Department.
- 5.76 Shall/Will:** The terms "shall" and "will" shall mean that the action indicated is mandatory.
- 5.77 Sheriff:** When used alone and capitalized means the Sheriff of Vermilion County Illinois.

- 5.78 Shift:** An established period of time that an employee works.
- 5.79 Shift Briefing:** Training or informational sessions of short duration administered to officers just prior to, or after, their tour of duty.
- 5.80 Shift Commander:** A ranking command officer who has overall law enforcement responsibility for an assigned shift.
- 5.81 Special Order:** A written order, issued by the Chief of his or her designee, relating to specific circumstances or situations, usually of temporary nature. Special orders are also utilized to appoint, assign, transfer, and promote members.
- 5.82 Subordinate:** An employee of lower rank and under the command or supervision of the employee in question.
- 5.83 Superior Officer:** An officer of higher rank or assigned responsibility of supervision.
- 5.84 Supervisor:** Any member who is assigned, in the "Chain of Command" to direct the activities of any component of the Department and its assigned personnel.
- 5.85 Suspension:** The act of temporarily denying an officer the privilege of performing his or her duties as a consequence of violation of rules, regulations, policies, procedures, orders and directives.
- 5.86 Sworn Personnel:** "Sworn personnel" designates all personnel of the Department who have taken an oath of office and who possess police powers. Same as officer.
- 5.87 Taser:** Same as EMD.
- 5.88 Tense:** Words used in the present tense include the future, and the future includes the present.
- 5.89 Ticket:** Any traffic enforcement action other than a parking ticket that requires the accused to either appear or contemplates adjudication or disposition to determine the guilt or innocence of the person charged with a violation.
- 5.90 Tour of Duty:** Same as "Shift."
- 5.91 Unit:** "Units" are groupings of members performing the same function.
- 5.92 Victim:** A person who suffers physical, financial or emotional harm as the direct result of a specified crime committed upon his or her person or property. This definition excludes any person involved in a crime as a perpetrator or accomplice.
- 5.93 Watch:** Same as "Shift."
- 5.94 Witness:** A person who has information or evidence relevant to an investigation of a specific crime.
- 5.95 Work Agreement:** The collective bargaining agreement between the City and PBPA that sets forth specific compensation benefits for the rank of Police Officer and for the ranks of Sergeant and Commander.

Danville Police Department	Section: 6.0
Departmental Manual	Effective Date: 05/25/07 Revised Date: 09/28/20
Topic: Rules and Regulations	

6.0 Rules and Regulations

Unless specifically defined herein, or a different meaning is apparent from the content, the terms used in this manual shall have the following definitions.

- 6.1 Duty to Read, Understand and Comply with Orders:** It is the responsibility of members to read and understand all rules, regulations, general orders, special orders, directives, policies, procedures, memorandums or electronic correspondence of the Department. It shall be a member's responsibility to inquire of a superior for the meaning or application of any law, rule or regulation, general order, special order, policy procedure, correspondence (written or electronic) written or verbal orders which a member is unsure.
- 6.2 Insubordination:** Members shall not fail to or deliberately refuse to obey a lawful order given by a supervisor, or fail to follow or deliberately refuse to follow a lawful order relayed from a superior officer by an officer of the same or lesser rank so long as the member of the same or lesser rank relays the order is from a supervisor
- 6.3 Medical Examinations, Photographs, Line-ups:** Members shall not fail to submit to any medical, psychological, ballistics, chemical or other tests, photographs or lineups, upon the order of the Director, or his or her designee. All procedures shall be specifically directed and narrowly related to a particular investigation being conducted by the department. In cases where the Director did not order the test, the Director will be notified of the test ordered and receive the results of the test.
- 6.4 Chain of Command:** Members will operate within the chain of command as set forth by departmental procedure, and keep one's supervisor informed as to his or her activities.
- 6.5 Unity of Command:** Members will be accountable to only one supervisor at any given time.
- 6.6 Illegal Order:** Members shall not obey any order which they know or should know requires them to commit any illegal act
- 6.7 Conflicting Order:** Members receiving a lawful order which they know to be in conflict with a previous order, rule, regulation or direction shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand. Under these circumstances the responsibility for the conflict shall be upon the supervisor issuing the order.
- 6.8 Compliant with the Law:** Members of the Department shall comply with Federal, State, County and City laws and/or ordinances.
- 6.9 Aid Another in the Violation of the Law:** Members shall not aide, abet or incite another in the violation of Federal, State, County and/or City laws and/or ordinances
- 6.10 Compliance of Rules, Regulations, Policies, Procedures and Orders:** Members shall obey all Departmental rules, regulations, policies, procedures and orders, both written and oral. Rules, regulations, policies, procedures and orders are considered valid if issued by a member with the vested authority to issue such rules, regulations, policies, procedures and orders.
- 6.11 Aid Another to Violate a Rule, Regulation, Policy, Procedure and/or Order:** Members shall not aide, abet or incite another in the violation of rules, regulations, policies, procedures and orders.
- 6.12 Code of Ethics:** Members shall conduct themselves in accordance with the Law Enforcement Code of Ethics as found in the Departmental Manual.
- 6.13 Misconduct Known to Members** Member's who are aware or become aware of a fellow member's violation of law, ordinance, rule, regulation, policy, procedure or order shall report the violation in writing to their immediate supervisor. Supervisors receiving such notification will forward the written notification through the Chain of Command.
- 6.14 Cooperation with Internal Investigations:** Member's shall answer questions, respond to lawful orders, render material and relevant statements in an internal department investigations when such orders, questions and statements are related to the matter being investigated and are conducted in accordance with state statutes and departmental policy.

- 6.15 Prejudicial Conduct/Unbecoming Conduct:** Members shall not engage in conduct that is prejudicial to the good order and police discipline of the Department or conduct unbecoming a member which may not specifically be set forth in Departmental rules.
- 6.16 Satisfactory Performance:** Members are required to complete their duties in a satisfactory manner and give suitable attention to the performance of their duties. Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their position
- 6.17 Neglect of Duty:** Members shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. It shall be a member's responsibility to inquire of a superior in the event the member needs questions answered or assistance in completing a duty related task.
- 6.18 Dereliction of Duty:** Members shall not intentionally abandon their duties or intentionally refuse to complete an assignment or take suitable action that they know or should have known required police intervention.
- 6.19 Responsibilities to Aid the Public:** Members shall when performing their duties provide aid to the public when directed or when they are aware or should have been aware that such aid is necessary. They shall respect the rights of individuals and perform their services with honesty, courage, discretion and sound judgment.
- 6.20 Prompt Performance of Duty:** Members will promptly perform as directed all lawful duties required by a constituted authority including the responsibilities of the duties of their general assignment.
- 6.21 Return to Duty After Assignment:** Members shall return promptly to service after the completion of a call for police service.
- 6.22 Return to Duty After Authorized Break:** Members shall return promptly to service after the completion of authorized lunch periods and authorized breaks. To this end officers shall not exceed the authorized time for lunch periods or breaks.
- 6.23 Termination of Duty/Assignment :**Members shall not terminate their duty or assignment unless properly relieved or dismissed by constituted authority.
- 6.24 Discrimination:** Members shall not discriminate against a person or group on the bases of race, color, national origin, gender, age or marital status.
- 6.25 Impartial Attitude:** Members discharging their duties shall maintain an impartial attitude toward complainants and violators. Members shall at all times consider it their duty to be of service to anyone who may be in need of police assistance regardless of race, color, national origin, gender, age, sexual orientation or income level.
- 6.26 Police Authority:** Officers receive their police authority from the City of Danville as provided by the Illinois Compiled Statutes and the ordinances of the City of Danville. The Chief of Police may relieve an officer of his or her police authority. Officers shall not exercise police authority while under suspension or when relieved of their authority by the Chief. Officers shall not carry a firearm when relieved of their police authority.
- 6.27 Action While Off Duty:** Members who are off-duty in the City of Danville who observed a felony or Class A misdemeanor in progress are required to report such activity to the Vermilion County Communications Center. Off-duty officers are not required to become physically involved in the prevention of the act but will be required to provide any information observed to the investigating officer. Although not prohibited, off-duty officers should refrain from taking enforcement action for minor offenses or traffic violations. If an officer takes enforcement action while off-duty that an on-duty officer on active duty if present and available would take, it shall entitle the off-duty officer to all rights and benefits concerning such action as if he or she were then on active duty, providing such actions were in conformance with applicable law. Any officer taking enforcement action while off-duty will be required to submit a written report as the enforcement action taken.
- 6.28 Improper Use of Discretion:** A member shall not use discretion in such a way that is wanton or in an unreasonable manner which is determined to be detrimental to the discipline and efficiency of the Department and the image of the City and which law and sound public opinion recognize as injurious to the ability of the Department and the City to complete its mission or to protect and serve the community.
- 6.29 Immoral Conduct:** Officers shall not participate in any immoral, indecent, lewd, or disorderly conduct.
- 6.30 Truthfulness:** A member shall be truthful in all aspects regarding the completion of his or her duties, to include but not be limited to: written reports and correspondence, reports regarding the use of authorized leave, requests for pay or compensatory time accrual, oral and/or written responses to others including supervisors, responses related to any investigation specifically directed and narrowly related to the scope of employment and/or operations of the Department, Court or other hearing testimony, radio, mobile data terminal or other electronic media transmissions.

- 6.31 Destruction or Defacing Notices:** Members shall not destroy or deface any official written notice relating to departmental business.
- 6.32 Circulation or Posting of Unauthorized Notices:** Members shall not post or circulate any notice of a derogatory character relating to any person, group or police activity or those which would negatively impact the operation of the department.
- 6.33 Receiving Compensation:** Members shall not receive, accept or submit for compensation for time they did not work or receive compensation more than once for the same hours of work except in the case where an officer is on approved leave time, with the exception of sick leave or bereavement leave, and works overtime. Compensation may include but not be limited to pay or compensatory time. Members will not receive compensation from the City if they have received compensation from another for the same time period, unless such pay was duty related and the compensation received by another was submitted to the City (e.g. witness fees from a private attorney while receiving court pay from the City.)
- 6.34 Abuse of Process:** Members shall not threaten any person with false accusations of any criminal, traffic or ordinance violation.
- 6.35 Intimidation of Persons:** Members shall not intimidate any person for personal reasons under the authority of their position.
- 6.36 Use of Force:** Members will comply with existing Federal and State statutes and Departmental Procedures with regards to the use of force and will only use that force which is reasonable and necessary, based on the circumstances known to the officer at the time the force was used.
- 6.37 Aiding and Protecting Fellow Members:** Members of the Department are required to act together, assist and protect each other during the performance of their duties.
- 6.38 Respect for the Public, Coworkers, Subordinates, and Supervisors:** Members shall be courteous to the public, co-workers, subordinates and supervisors. Members shall refrain from unnecessary shouting or using obscene language and lack of courtesy to an individual or group either in person, on the telephone, other electronic device or in writing. To this end, members shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. Members shall not use coarse, violent profane or insolent language or gestures toward members or the public or co-workers.
- 6.39 Citizen Complaints/Non Supervisory Members:** Non-supervisory members of the department shall refer all complaints against any member or department to an on-duty supervisor. If a supervisor is unavailable the non-supervisory member will take the name, address and telephone number of the person making the complaint and forward it to an on-duty supervisor as soon as reasonable possible. Non-supervisory members should not dissuade any person from making a complaint against any member or the department.
- 6.40 Citizen Complaints/ Supervisors:** Supervisory of the department upon receipt of a complaint against a member or department will process the complaint in accordance with departmental procedures. Supervisors may attempt to resolve minor complaints but should never dissuade any person from making a complaint against any member or the department.
- 6.41 Relationships with Supervisors:** Members shall address supervisors by their proper rank at all times on official business. Members shall immediately inform their supervisor of any matter coming to their attention which may affect the welfare or be of interest to the department or the City.
- 6.42 Relationship between Members:** Members shall maintain a spirit of cooperation between individuals, shifts, units and divisions at all times. Members shall refrain from making any statement or allusion which discredits or disparages any member except when reporting a member's misconduct to a supervisor.
- 6.43 Vexatious or Unnecessary Complaint:** Members shall not make vexatious or unnecessary complaints against a fellow member.
- 6.44 Fighting with Members of the Department:** Members will not fight another member of the department.
- 6.45 Malicious Threats or Assaults:** Members shall not maliciously threaten, strike, batter or assault any other member of the Department.
- 6.46 Criticism of the Department:** Members shall not criticize the Department or its programs, policies, actions or officers by talking, writing, or expression in any manner where such talking, writing or expression is defamatory, obscene, unlawful, or tends to impair the operation of the department by impairing its efficiency, interfering with the ability of the supervisors to maintain discipline or having been made with reckless disregard for truth or falsity.

- 6.47 Providing Name and Badge Number:** When asked for their name and badge number a member will provide the person requesting such information either a printed card with his or her name and badge number or write his or her name and badge number and provide the written information to the person making the request unless such action is likely to jeopardize the successful completion of a police assignment.
- 6.48 Identification:** Members shall carry their badge and or identification card on their person at all times, except when impractical or dangerous to their safety or to an investigation.
- 6.49 Detective/Investigator Identification:** Members assigned to the Detective Division shall be prompt to identify themselves when the necessity arises. Members who are aware a member is assigned to a unit that participates in covert operations will not recognize a member in civilian clothes unless first addressed.
- 6.50 False Identification:** When requested for their name or badge number or when identifying themselves as a police officer members will not use a false name or the name of another member.
- 6.51 Unauthorized use of Computers:** Members shall not use Departmental computers for other than their intended purpose. Violations of this regulation shall include, but not be limited to, sending or receiving inappropriate or non-approved e-mails and or attachments, viewing pornographic sites, hate sites or other sites that would be considered on their surface as prejudicial, hateful or otherwise inappropriate, or in violation of the City's policy of use of the computer. This section shall not apply to members engaged in an official investigation where it is necessary to access these types of sites.
- 6.52 Unauthorized use of Cell Phones:** Members shall use Departmental cell phones for their intended purpose.
- 6.53 Police Communication Equipment:** Members shall use police communication equipment for their intended purpose. Members will not broadcast or send offensive, obscene language or argumentative transmissions or messages. Members will restrict their transmissions to duty related matters.
- 6.54 Possession of Keys:** Members shall not possess keys or electronic key fobs to the Public Safety Building or its rooms or offices unless issued under the direction of the Chief of Police. Further, members shall not possess keys pertaining to department business or obtained under departmental authority without the approval of the Chief.
- 6.55 Public Safety Building Security:** Members shall not permit unauthorized access of individuals to the Public Safety Building. Unauthorized access would include, but not be limited to, unescorted individuals who are not members of the Department or other recognized law enforcement agency.
- 6.56 Unauthorized Access to Offices and/or Files:** Members shall not enter or cause to be entered a locked office belonging to another employee unless authorized by the Chief or Commanders. Members shall not access or obtain copies to files that they have not been authorized to enter or receive by the Chief or Commanders.
- 6.57 Appropriating Property:** Members will not appropriate any lost, found, evidential or departmental property to their own use.
- 6.58 Purchase of Forfeited Property and Property from Victims, Suspects, Arrestees:** Members shall not purchase or attempt to purchase any item or property which they know has been seized by the department and legally forfeited unless said item is sold at public auction in accordance with existing statutes. No member may purchase any item or property from a victim, suspect, or arrestee as a result of a contact made through the department without the written consent of the Chief. In the case of the Chief the Mayor must issue written approval.
- 6.59 Use of Alcohol:** Members shall not drink alcoholic beverages while on duty either in or out of uniform, except when necessary in the performance of their duties when approved by a supervisor. Members will not be under the influence of any alcohol when on duty.
- 6.60 Use of Alcohol to Excess:** Members shall not drink alcoholic beverages while off duty to an extent which results in the commission of an obnoxious or offensive act that might tend to bring discredit upon the department.
- 6.61 Alcohol in Police Installations:** Members shall not store or bring into or onto departmental property alcoholic beverages except when in the performance of the member's duty without the written permission of the Chief of Police or his or her designee.

- 6.62 Controlled Substance:** Members shall not use or possess any controlled substance as defined in the Illinois Compiled Statutes except according to prescription and under the supervision of a licensed doctor, physician's assistant or dentist or other person licensed in Illinois to dispense controlled substances. Members taking prescription medication that has side effects that could affect a member's physical or mental abilities or motor skills will notify his or her immediate supervisor in writing.
- 6.63 Controlled Substance in Police Installations:** Members shall not store or bring into or onto departmental property controlled substances except when in the performance of the member's duty or when such controlled substance is possessed by the members by a lawful prescription.
- 6.64 Contacting a supervisor:** Whenever members of the Department are involved in traffic accidents (either on-duty or off-duty) or other incidents requiring police attention where a member is involved, but not as a result of his official duties, the investigating member shall immediately notify the on-duty supervisor. The supervisor will respond and assess the situation and give appropriate direction as how to proceed in the investigation. In cases where arrest is necessary of a member of the Department the supervisor will, based on probable cause, be responsible for making the arrest.
- 6.65 Reporting for Duty:** Members will report for duty at the time and place required of their assignment. Such reporting shall include but not be limited to: a member's normal work assignment; overtime assignments; court appearances; special units call outs; meetings; training, mobilizations or other assignments as directed by appropriate authority.
- 6.66 Order to Report:** Members who are off duty shall report for duty immediately upon receipt of an order to do so.
- 6.67 Reporting in Major Disasters:** In the event of a major disaster in the City all members shall report for duty immediately without individual notification.
- 6.68 Reporting Absence:** Members shall report an absence from duty one (1) hour before their scheduled reporting time.
- 6.69 Absence without Leave:** Members who fail to report for duty or leave a duty assignment without following department policies and procedures shall be considered absent without leave.
- 6.70 Constructive Resignation:** Absences without leave for two or more working days shall be deemed to be a resignation from the department and will be accepted by the Chief as such.
- 6.71 Location When Ill:** Members who are absent from duty and using sick leave time shall be required to keep their supervisors informed of their locations and be available by phone or in person at those locations.
- 6.72 Feigning Illness or Injury:** Members shall not feign illness or injury in an effort to escape duty.
- 6.73 Use of Tobacco Products in the Public Safety Building and City Owned Vehicles:** Members shall not use tobacco products in the Public Safety Building. The use of tobacco in other than designated city owned vehicles is prohibited. As of January 1, 2008 the use of tobacco in city vehicles will be prohibited. A tobacco product for the purpose of this section includes smoking of any form of tobacco, or the use of tobacco in the mouth.
- 6.74 Prohibited Association:** Members shall not have personal association with persons who have been convicted of a felony within the last five years or who have an open and notorious reputation in the community for felonious activity, unless such association is authorized by the Director. This section does not apply to relatives by blood or law.
- 6.75 Prohibited Frequency:** Members will not knowingly enter or frequent any establishment wherein the laws of the United States, the State of Illinois or local ordinances are violated except in the performance of duty or while acting under the proper and specific orders of a supervisor.
- 6.76 Amusement Places Restrictions:** Members on duty shall not enter any place of amusement or liquor establishment except when necessary in the performance of their duty or period inspection. (Officers are not prohibited from eating in restaurants which are licensed to serve liquor so long as the sale of liquor is not the primary business.)
- 6.77 Accepting Public Monies:** Members shall not accept money to be turned into the Court (State or City) as a fine or as a bond unless as part of the officer's assignment. When authorized monies will only be collected at the PSB following prescribed procedures.

- 6.78 Accepting Gifts from Persons of Bad Character:** Officers shall not receive any article whatsoever, whether as a gift or as the result of purchase or trade, from suspects, prisoners, persons recently arrested or known gamblers, prostitutes, or other persons of bad character or ill repute, or other persons whose vocations may profit from information obtained from the police, or from relatives, employees, or associates of any of these persons.
- 6.79 Soliciting, Accepting Gifts, Gratuities:** Members shall not solicit or accept from any person, business, or organization any gift (including but not limited to: money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the member or the department if it may be reasonably be inferred that such gift is given to influence action of an official nature or seeks to affect the performance or nonperformance of a member's duty or if the person, business or organization has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of a member's duty.
- 6.80 Fees and/or Rewards:** Members shall not accept any fee or reward from any source for any services rendered in the performance of ones duty without the knowledge and written consent of the Chief. In the event of the Chief the Mayor must give written consent. No member will accept any compensation that would be contrary to law.
- 6.81 Private Benefit for Departmental Association:** Members shall not use the prestige or influence of their official position, or the use of the time, facilities, equipment or supplies of the department for their private gain or advantage to themselves or another. To this end, members will not use their official position to obtain privileges not otherwise available to them except in the performance of their duties, for personal or financial gain, or for avoiding consequences of illegal acts.
- 6.82 Solicitation of Favorable Acts:** Members shall not solicit anyone to intercede with the Chief of Police, Mayor, legislative body, Board of Fire and Police Commissioners, or any elected/appointed official in relation to promotions, departmental assignment, and disposition of pending charges or findings in a disciplinary proceeding. Nothing in this section shall be construed to be applicable to licensed attorneys of the State of Illinois when representing a member of the Department.
- 6.83 Giving Testimonials, Seeking Publicity:** Members shall not give testimonials or permit their names or photographs to be used for advertising purposes without the approval of the Chief and in the case of the Chief the Mayor. Members will not recommend attorneys, tow companies, body shops, contractors, or other businesses to citizens they come in contact while performing their duties. Members shall not seek personal publicity either directly or indirectly in the course of their employment unless approval of the Chief is received and in the case of the Chief the Mayor.
- 6.84 Soliciting Business:** Members shall not solicit subscriptions, sell books, papers, tickets, merchandise or other things, or collect or receive money or other things of value for any purpose whatsoever while on duty or representing the department, except as authorized by the Chief. (This section shall not prohibit officers from selling to other members tickets to charitable events or their children's or grandchildren's merchandise for school functions.)
- 6.85 Settlement of Duty Incurred Expenses/Damages:** Members shall not accept from any person money or other compensation for damages sustained or expenses incurred in the line of duty without first notifying the Chief in writing.
- 6.86 Payment of Debts:** Members shall not undertake any financial obligation which the member knows or should know they will not be able to meet, and shall pay all debts when due. For the purposes of this section an isolated instance of financial irresponsibility will not be grounds for discipline except in cases where there is a factual basis to believe the member knew he or she could not meet the financial obligation. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle an account is being made. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline.
- 6.87 Payment of Child Support:** Any member who is under order of the Court to make child support payments shall make the payments as specified in the order.
- 6.88 Co-Signing Financial Notes:** Members shall not co-sign any financial note for a supervisor, nor shall a supervisor co-sign a note for an officer. This section will not apply if members are immediate family. Members shall not have an official of the City of Danville co-sign for a financial note.
- 6.89 Personal, Neighborhood or Family Disputes:** Officers shall not engage in controversies or attempt to make arrests in their own quarrels or in those between their families or in disputes arising between their neighbors, except under such circumstances as would justify them in using self defense or to prevent injury to another or when a serious offense has been committed.
- 6.90 Protecting Prisoners:** Members of the Department are required to take reasonable steps to protect a person who has been taken into custody from physical harm, mental abuse, intentional humiliation, ridiculing or taunting while in the member's custody. This includes but is not limited to, the transporting or causing transport of a prisoner to a medical facility when facts are present that would make a reasonable person believe medical attention may be required.

- 6.91 Search of Prisoners:** Members shall perform necessary searches of persons arrested to locate weapons, evidence or contraband.
- 6.92 Strip Searches:** Strip searches will be done in accordance with State statute and departmental policy.
- 6.93 Posting Bail/Bond:** Officers shall not post bail or bond for any person arrested.
- 6.94 Escapes:** Members shall not allow a suspect or prisoner to escape from custody due to negligence or inattention to duty.
- 6.95 Aiding an Escape:** Officers shall not aid or abet any prisoner or suspect to escape.
- 6.96 Compromising Criminal Cases:** Members shall not become involved in making any promises or arrangements between a suspect and his victim intended to permit the offender to escape the full penalty proved by the law, or interfere with the Courts, or for personal gain or benefit, use their official positions to make any arrangements for any suspect to escape prosecution.
- 6.96.1 Contacting Judges:** Members shall not make contact with judges regarding cases before the Court, without being represented in person by the prosecuting attorney. Officers seeking warrants will not contact judges directly but work through the prosecutor's office.
- 6.97 Interfering with Case Assigned to Others:** Members shall not interfere with any case assigned to another officer, nor shall any officer interfere with the operation of any other division, other governmental agency.
- 6.98 Withholding Information of Criminal Activity:** Members shall not withhold information regarding criminal activity.
- 6.99 Reduction of Charges or Voiding of Tickets:** Members shall not attempt to have any charges, traffic tickets, citations, or notices to appear reduced, voided or stricken from records or files. The prosecuting authority shall have sole authority with regards to the reduction or dismissal of such matters.
- 6.100 Parking Tickets:** Members of the Department, except as stated herein, will not void parking tickets that have been issued, but will refer disputed tickets to the Motor Vehicle Parking Systems. The Chief or designee may void a parking ticket that was issued in error or the issuing officer requests to be voided for cause.
- 6.101 Lack of Jurisdiction:** Members shall not take action where the department does not have the original jurisdiction in accordance with State statutes.
- 6.102 Providing Assistance Outside the City of Danville:** Members shall not go outside the City unless sent by proper authority on the request of the Sheriff's Department or other law enforcement agency having jurisdiction, or unless involved in fresh pursuit, or because there appears to be a grave emergency and urgent need for assistance, or when authorized to do so by a commanding officer. Members will advise Communications when leaving the City.
- 6.103 Advising Communications:** Members shall advise Communications of activity while on duty which includes, but is not limited to, assignments involving calls for service, self initiated activity, breaks or other activities occurring while the member is on duty. Such notification will be made by use of the primary police radio frequency unless prior authorization has been received by a member's on duty supervisor.
- 6.104 Cooperation with Other Agencies:** Members shall cooperate with all law enforcement agencies, other City departments, other officers and other public service agencies and shall provide aid and assistance to such agencies when requested in accordance with departmental procedures.
- 6.105 Use of Firearms:** Members will use firearms in accordance with existing statutes and departmental rules, regulations, policies and procedures.
- 6.106 Warning Shots Prohibited:** The use of warning shots is prohibited.
- 6.107 Display of Firearms:** Officers shall not unnecessarily draw or display firearms.
- 6.108 Careless Handling of Firearms:** Officers shall not carelessly handle a firearm at any time.
- 6.109 Restrictions on Auxiliary Weapons:** Officers shall not carry auxiliary or back-up weapons unless authorized by the departmental policy or written approval is received from the Chief.
- 6.110 Failure to Secure Weapons:** Members shall secure weapons in such a manner to prevent unauthorized possession or use. For the purposes of this section a secured weapon is one is a locked compartment.
- 6.111 Failure to Secure Weapons in a Vehicle:** Members shall not leave weapons unsecured in a motor vehicle. For the purposes of this section a secured weapon in a motor vehicle is one that is a locked compartment in a locked motor vehicle.

- 6.112 Firearms in Book-In, Jail or Interview Rooms:** Officers shall secure their weapons prior to entering book-in or the jail at the Public Safety Building or prior to entering an interview room with a suspect or a person likely to be a suspect.
- 6.113 Attendance in Court:** All members shall appear in court on time as required by departmental regulations and procedures. Members shall be prepared to give testimony in the case to which they were called. Members receiving subpoenas shall make proper return on each and will be held accountable for appearance on a punctual basis.
- 6.114 Personal Appearance in Court:** Officer appearing in court as witnesses or for any reason while representing the Department, shall appear in the regulation uniform or acceptable business attire (for male: dress shirt, tie, suit coat, dress pants, dress shoes; for women, business suit, dress, skirt with dress blouse, dress shoes.)
- 6.115 Testifying in Civil Cases:** Except when a member is testifying as a witness for the City of Danville, members shall not testify in civil cases that arise from their employment unless legally summoned.
- 6.116 Participation in Civil Matters:** Members shall not institute any civil action arising out of their official duties without notifying the Director in writing. Members shall not use their official position as a means of forcing or intimidating persons with whom they are engaged in any civil matter to settle the case in their favor.
- 6.117 Testifying for Defendant:** Members subpoenaed to testify for the defense in any trial, or against the City of Danville or interest of the department in any hearing or trial shall notify the Chief through the Chain of Command, and in the case of a prosecution the State's Attorney, the City Attorney in an ordinance case, or the attorney representing the City or department in other trial or hearing.
- 6.118 Member or Department as Defendant:** Members shall notify the Chief in writing when he or she is summoned to the office of any attorney or before any court concerning any matter in which the Department or any member could become a defendant or witness.
- 6.119 Communication of Information which may Delay an Arrest:** Members shall not communicate in any manner, directly or indirectly, information which may jeopardize an arrest or enforcement action, or aid in the destruction or hiding of evidence.
- 6.120 Communication of Information which may Aid a Person to Escape:** Members shall not communicate in any manner, directly or indirectly, information which may aid a person to escape.
- 6.121 Recovered Property and Evidentiary Material:** Members shall turn over to the designated agent of the department all lost, stolen, recovered, abandoned or evidentiary material which comes into the possession of a member as a result of his or her duties. All such material shall be submitted in accordance with departmental procedures prior to the completion of the member's tour of duty during which the material came into the member's possession. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with department procedures or ordered by the Court.
- 6.122 Collection of Evidence:** Members assigned to investigate an offense shall have the responsibility to search for, preserve, identify and collect evidence that may be related to the commission of the offense.
- 6.123 Field Notes in Homicide Cases:** Members shall submit their original notes taken during a homicide investigation into evidence.
- 6.124 Crime Scenes – General Duties:** Members shall take necessary steps to protect crime scenes from contamination.
- 6.125 Information Concerning Cases under Investigation:** Members shall not communicate information relating to proposed arrests, suspects or information related to cases being investigated or cases to be investigated except to authorized persons.
- 6.125.1 Requesting investigative assistance from other law enforcement agency:** Members shall not request investigative assistance from another law enforcement agency without first advising the Chief or Commander.
- 6.125.2 Requesting prosecution from than the Vermilion County State's Attorney's or City Attorney's Office:** Members shall not request another prosecuting agency become involved in a case without first advising the Chief or Commander.
- 6.126 Removal of Reports and Records:** Members shall not remove departmental reports or records from the division in which they are maintained without proper authority.
- 6.127 Destruction, Removal or Altering of Reports or Records:** Members shall not destroy, permanently remove or alter from its file whether paper or electronic any departmental record or report without proper authority.

- 6.128 Destruction or Altering of Video or Electronic Record from a Police Mobile Recorder:** Members shall not destroy or alter recordings made from video/ compact disc, hard drive or other electronic recording from a mobile recorder installed in a police vehicle.
- 6.129 Dissemination of Reports:** Members shall not provide copies either paper, electronic or by other medium, of police records or reports except to authorized persons.
- 6.130 Failure to Make or File Required Reports:** Members shall not fail to make and/or file required reports and records.
- 6.131 Completing Reports:** Members shall complete reports promptly, accurately and completely in conformity with specification of the Department. Members, in accordance with policy, shall complete all necessary reports prior to ending their tour of duty.
- 6.132 Investigative Materials in Homicide Cases:** Members involved in a homicide report/investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including but not limited to reports, memoranda, and field notes. All generated materials shall be tendered to the authority prosecuting the offense. This also includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense. To this end members shall make a copy of their field notes and include them with their report on the incident and place the original notes into evidence. Any other memoranda will be included with the member's report.
- 6.133 Investigative Materials in Non-Homicide Felony Cases:** Members involved in a non-homicide report/investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including reports and memoranda. All generated materials shall be tendered to the authority prosecuting the offense. This also includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the non-homicide felony offense. Any generated material and/or memoranda will be included with the member's report.
- 6.134 Other Departmental Documents to be Submitted:** Members shall complete and submit in a timely manner other departmental documents related to the performance of a members duty. This shall include, but not be limited to, traffic tickets, warning tickets, alarm reports, profiling reports, overtime cards, sick leave cards or other documents as may be required.
- 6.135 Altering Information on Official documents:** No member shall unnecessarily change, alter, or otherwise distort the information on any traffic citation, notice to appear, or any other official document, written or issued by the member or another member of the department.
- 6.136 Departmental Correspondence:** Members shall not enter into official department correspondence with anyone or any agency outside the department, except with the written approval of the Chief.
- 6.137 Security of Police Information:** Members shall not divulge any police or investigative information nor make information contained in police records available to any person or agency except as provided by department procedure, by law , or by competent authority.
- 6.138 Release of State or Federal or other Law Enforcement Data:** Members shall not release information from any State of Illinois, Federal or other law enforcement data base or any written records from the State, Federal government or local law enforcement that was obtained as part of their duties to anyone other than another member or peace officer without the authorization of a supervisor.
- 6.139 Giving Assistance to Criminals:** Members shall not communicate in any manner, directly or indirectly, any information which may delay arrest or enable persons suspected of criminal acts to escape arrest or punishment or which may enable them to dispose of any property or goods unlawfully obtained or any evidence of unlawful activity.
- 6.140 Revealing Informants/Confidential Sources:** Members shall not divulge the identity of persons giving confidential information or providing confidential services to the department except as authorized by proper authority.
- 6.141 Answer to Official Communications:** All official communications and correspondence sent out from the department shall conform to the format as prescribed by the Chief.
- 6.142 Unauthorized Use of Departmental Letterheads:** Members shall not use police department letterheads except for authorized departmental correspondence.
- 6.143 Publication of Articles:** Members of the department shall obtain permission from the Chief to publish articles as official representatives of the Police Department.

- 6.144 Confidential Information:** Members shall treat as confidential the official business of the department. They shall not impart official information of a confidential nature to anyone, except those for whom it is intended, or as directed by a supervisor, or under due process of law. They shall not reveal the identity of a complainant, suspect, or informant to a private person.
- 6.145 Duty to Report Physical and Mental Condition:** Members shall report immediately any physical or mental condition a member knows or should reasonable know that will limit the member from performing his or her duties.
- 6.146 Duty to Report the Use of Prescription Medication:** Members shall inform their supervisor of any prescription medication they have been prescribed and the possible side effects of the medication.
- 6.147 Uniform Wear While on Duty:** Members whose assignments require the wearing of the departmental uniform will wear the uniform in accordance with the rules, regulations, policies and procedures of the department.
- 6.148 Uniform Restrictions While Off Duty:** Off duty officers are restricted in the use of their uniforms as follows; officers may wear the full uniform in going to and from work or a departmental function; the mixing of uniforms and civilian attire or head gear is not permitted and wearing a partial uniform that may be observed by the public is prohibited.
- 6.149 Personal Appearance:** Members shall maintain a neat, clean and professional appearance and shall be in a proper uniform or civilian dress and carry all necessary police equipment. Officers shall adhere to the rules, regulations, policies and procedures regarding uniform wear and civilian attire.
- 6.150 Uniform Restrictions for Officers Under Suspension:** Officers shall not wear the uniform while under suspension.
- 6.151 Unauthorized Use of Badge and Identification:** Members shall not alter, duplicate, exchange or transfer their badge or identification card except by written order of the Chief. Members shall not use another member's badge or identification card without consent of the Chief, nor shall they permit any person not appointed a member of the police department to use their badge or identification card.
- 6.152 Loss or Damage to Badge:** A member whose badge is lost, stolen or damaged shall report such to the Chief through the chain of command.
- 6.153 Loss of City Property/Equipment:** A member shall report in writing to the Chief the loss of any City property or equipment that was furnished to the member.
- 6.154 Prohibited Equipment:** Members shall not wear or carry in their immediate possession or have access to any item of equipment not specifically authorized by departmental regulation or authorized by the Chief.
- 6.155 Rough or Careless Handling of City or Departmental Property:** Members shall use care in handling department equipment and property, and shall report immediately any that is lost, damaged, or in bad order. Members will not willfully or negligently lose, damage, or destroy department property.
- 6.156 Reporting Damage to City or Departmental Property:** Members shall immediately report in writing all damage to police vehicles or City or departmental equipment.
- 6.157 Equipment and Property Restrictions on Use:** Officers are prohibited from using police department property or vehicles for other than its intended purpose and will not use it in the conduct of their own personal or private affairs without approval of a Commander or Chief of Police.
- 6.158 Operation of Vehicles:** Members shall operate departmental and personal vehicles in a careful and prudent manner in accordance with all laws and departmental regulations. Departmental vehicles shall not be used for personal business unless approved by the Chief or his or her designee.
- 6.159 Non member's use of a Police Vehicle:** Officers shall not allow any non member of the department to operate any vehicle of this department without permission of a supervisor.
- 6.160 Emergency Equipment:** Officers shall not sound sirens or display emergency lighting on police vehicles except when responding to emergencies or when it is necessary in the proper performance of their duties.
- 6.161 Securing Vehicles:** Members shall secure departmental vehicles or vehicles assigned to the member during the course of his or her duties when unattended. Securing shall include but not be limited to, the closing of all windows, locking of doors and the removal of the ignition key.
- 6.162 Use of Seat Belts:** Members shall comply with Section 625 ILCS 5/12-603.1 regarding the use of seat belts when operating a City owned vehicle. For the purpose of this section, exceptions will be allowed if an officer's arrival at an in progress call for service is imminent, or the officer is not exceeding 20 mph, in areas commonly known for high service calls that may require quick exit from the patrol vehicle.

- 6.163 Officers Political Activities to Conform to Law:** Officers shall not accept an elected or appointed position to any public office which would constitute a violation of Federal law, State statute, or local ordinance. Nothing here-in should be construed to limit an officer's ability to run or be nominated for a public office so long as it does not conflict with existing laws, statutes or ordinances.
- 6.164 Using Police Position to Gain Political Office:** Officers, while seeking or holding political office shall not appear in that capacity in the Danville Police Department uniform or use their positions as police officers to gain political office or carry out the duties thereof.
- 6.165 Soliciting Money for Political Purpose:** Members shall not solicit money or other things for political purposes while in uniform or on duty or in any room or building occupied for the discharge of official police duties.
- 6.166 Working for Political Purpose While on Duty:** Members shall not work on a political campaign or solicit for votes while on duty.
- 6.167 Holding Elective, Non-Elective, Appointive Office or Position in Organizations that Possess Liquor License:** Members shall not hold elective, non-elective, appointive offices or positions in organizations that possess liquor licenses when the member will receive monetary remuneration of any kind for holding such position and or the member holding such a position is required to sign or have his or her name listed anywhere on the liquor license application or on the liquor license.
- 6.168 Receipt of Mail, Calls or Visitors at the PSB:** Members will not consistently receive personal mail or visitors at the PSB or consistently use departmental telephone equipment for non-duty related purposes.
- 6.169 Residence telephone and address:** Members will maintain a telephone at their residence or a personal cell phone while employed and shall notify the Chief of any change of address or telephone number.
- 6.170 Residency:** Members shall live or reside within the area so designated by City Ordinance or prevailing work agreement.
- 6.171 Secondary employment:** Members shall not accept secondary employment unless it complies with department policy and without the written approval of the Chief.
- 6.172 Labor Activity:** Members shall not engage in a strike, a concerted failure of members to report for duty, work stoppage, or other activity against the City of Danville for the purposes of inducing, influencing or coercing a change in conditions, compensation, rights, privileges or obligations of employment.

Danville Police Department	Section:	7.0 and 7.1
Departmental Manual	Effective Date:	05/25/07
	Revised Date:	09/29/20
Topic: Departmental Organization		
Christopher S. Yates, Chief of Police		

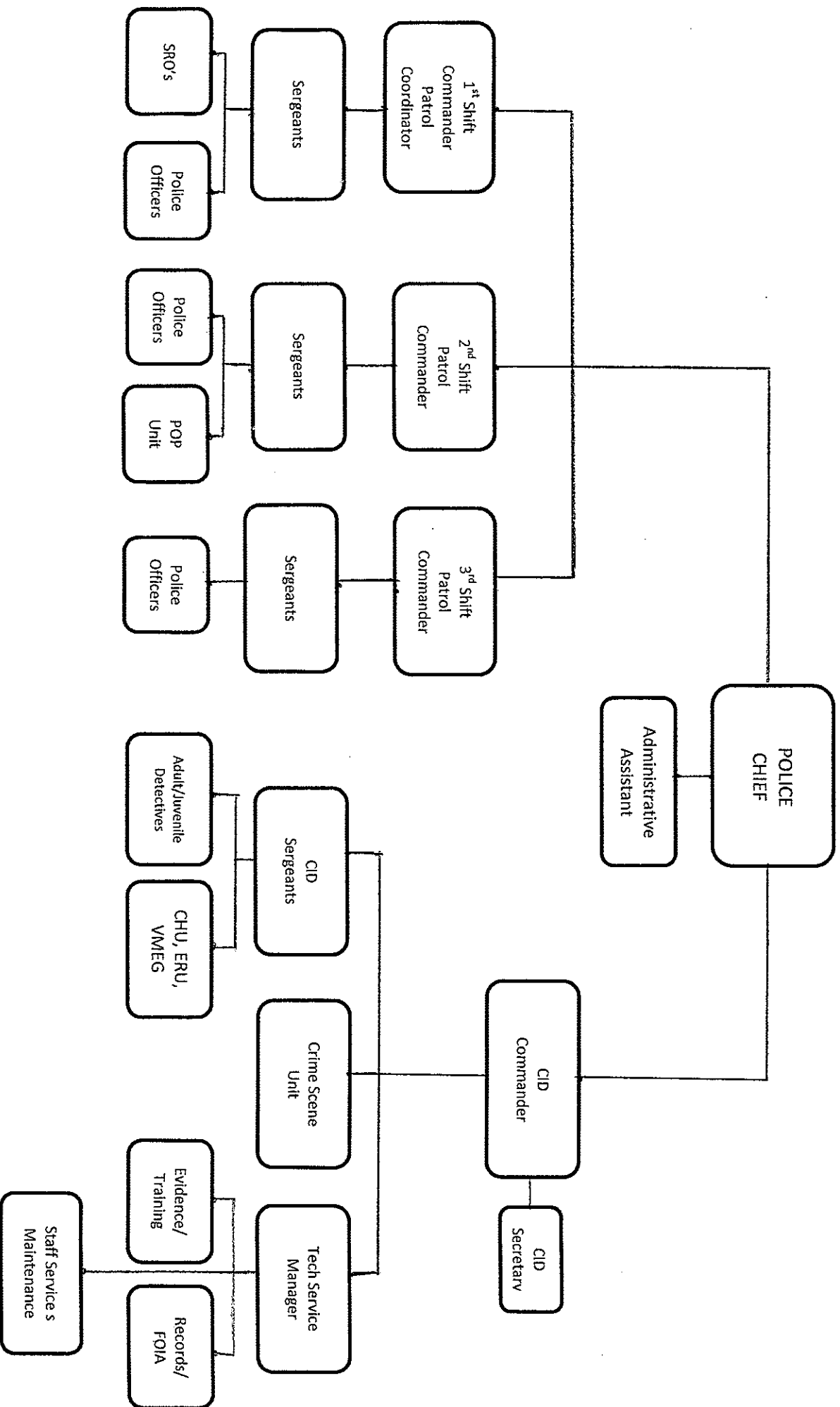
7.0 Departmental Organization

7.1 Organizational Chart

The organizational chart included in this section (7.1.1) is a representation of the Department's formal structure and personnel distributions. It is a guide and should not be construed as an inflexible regulation governing the personnel allotment within the Department.

The Chief of Police has sole authority within the Department to re-organize and re-assign personnel in order to provide maximum police service to the community.

The CID Commander and Commander assigned as Patrol-Coordinator may request to alter the operation of their respective assignments to assign personnel as needed.



Section 7.1.1
Organizational Chart

Danville Police Department	Section: 7.2
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/29/20
Topic: Departmental Organization – Division Responsibilities	

7.2 Division Responsibilities

Members of all divisions in the Danville Police Department are expected to adhere to the purpose, vision, values and mission of the Department as outlined in Section 1.0 of the Departmental Manual.

Following are general responsibilities of each individual division. This section outlines individual division responsibilities, but it does not preclude another division from assuming those duties or overlapping the duties when necessary for the efficient operation of the Department.

7.2.1 Patrol Division

The Patrol Division's primary responsibilities will include but not be limited to:

1. Protection of life.
2. Protection of the rights of others.
3. Protection of property.
4. Prevention and repression of crime.
5. Preliminary investigations of criminal and other offenses.
6. Enforcement of criminal and traffic laws and city ordinances.
7. Identification and apprehension of criminals.
8. Investigation of traffic crashes and other traffic related matters.
9. Preliminary response to request for police service.
10. General patrol duties.
11. Evidence collection and preservation.
12. Intelligence gathering.
13. Report preparation.
14. Case preparation and testifying in court.
15. Problem Oriented Police Unit (POP).
16. School Resource Officer(s) and Friendly Town
17. Traffic Enforcement Grant Coordination
18. JAG Grant Coordination
19. Duties as directed by the Chief or his or her designee.

7.2.1.1 Changed to 7.2.2.6 08/03/08

7.2.2 Criminal Investigation Division

The Criminal Investigation Division's responsibilities will include, but not be limited to the following:

1. Protection of life.
2. Protection of rights of others.
3. Protection of property.
4. Prevention and repression of crime.
5. Identification and apprehension of criminals.
6. Prevention of juvenile delinquency.
7. Collection and preservation of evidence.
8. Intelligence information gathering.
9. Licensing investigation as assigned by the Director.
10. Liaison with Federal, State, and City prosecutor's office with regards to case preparation and court notification.
11. Coordination with other agencies involved in the welfare and protection of delinquent, neglected and abandoned children.
12. Investigation of missing persons.
13. Sex offender monitoring.
14. Liaison with Departments officer assigned to the Vermilion County Metropolitan Enforcement Group (VMEG).
15. Preparation of reports.
16. Case preparation and testifying in court.
17. Asset Seizure
18. Computer Crime Investigations
19. Community Housing Unit (CHU)
20. Operation of the Technical Services Section.
21. Duties as directed by the Chief or his or her designee.

7.2.2.1 Technical Services Section

The Technical Services Section is part of the Criminal Investigation Division and consists of the Staff Services Unit, the Records Unit, Evidence and Training Unit and Vehicle Maintenance Unit.

Sworn personnel assigned to the Technical Services Section will have the general responsibilities of:

1. Protection of life.
2. Protection of rights of others.
3. Protection of property.
4. Prevention and repression of crime.
5. Enforcement of criminal laws and ordinances.
6. Duties as assigned by the Chief or Commanders.

7.2.2.1.1 Records Unit

The Records Unit's responsibilities include but are not limited to:

1. Reception, maintenance, processing and lawful destruction, expungement and control of police records of the Danville Police Department and participating Vermilion County Law Enforcement Agencies;
2. Maintenance of necessary data information systems used by the Records Section;
3. Operation of reception desk for the public and incoming general telephone lines;
4. Process requests for information from members of the Department and other law enforcement agencies.
5. Bonding procedures as related to persons in custody and vehicle seizures.
6. Preparation and submission of Uniform Crime Reports;
7. Preparation of reports and other forms as required by the State and Federal government;
8. Duties as assigned by the Chief, CID or Tech/Staff Services Manager. (Directives not to conflict and will coordinate through Tech/Staff Services Manager)

7.2.2.1.2 Staff Services Unit

The Staff Services Unit's responsibilities include but are not limited to:

1. Preparation and management of the Department's budget;
2. Purchase control and disbursement of departmental property and supplies;
3. Vehicle acquisition.
4. Maintenance of personnel records;
5. Planning;
6. Department safety and accident prevention and reporting;
7. Record keeping regarding towed and abandoned vehicles;
8. Record keeping regarding alarm violations.
9. Report to the Tech/Staff Services Manager.
10. Duties as assigned by the Chief or his or her designee.

7.2.2.1.3 Evidence, Training and Community Relations Unit

The duties of the Evidence, Training Section include, but not be limited to the following:

1. Coordinate and schedule training for members of the department;
2. Maintain training records;
3. Serve as a board member of the East Central Illinois Training Project;
4. Reception, safekeeping and control of evidence and recovered property;
5. Transportation, shipping or other transmission of evidence to Federal or State crime laboratories, and the arrangement of its safe return.
6. Coordination of the Auxiliary Police Unit, Neighborhood Crime Watch Program and other community relation and crime prevention programs.
7. Report to Tech/Staff Services Manager
8. Duties as assigned by the Chief or his or her designee.

7.2.2.1.4 Vehicle Maintenance Unit

The duties of the Vehicle Maintenance Unit include, but are not limited to the following:

1. Maintenance of all Department vehicles.
2. Scheduling of repairs of vehicles.
3. Maintenance of all records regarding the service of Departmental vehicles.
4. City inspections as assigned by the Chief.
5. Report to the Tech/Staff Services Manager
6. Duties assigned by the Chief or his or her designee.

□

7.2.2.1.5 Community Housing Unit (CHU)

Officers selected to CHU will be assigned to Criminal Investigation Division, however, may assist Patrol Division when necessary or when in public or privately owned housing. In addition will have responsibilities that include but are not limited to the following:

1. Develop partnerships with residents and community groups within their assigned area.
2. Complete assignments as related to Elderly Service Officer duties.
3. Appear at public events and conduct public speaking events as assigned.
4. Complete additional duties as assigned by the Unit Commander.
5. Refer to 11.7 (Criminal Investigation Procedures-CHU)

□

7.2.2.1.6 Problem Oriented Policing Unit (POP)

1. Officers assigned to the POP Unit will have the same basic responsibilities as those officers assigned to the patrol division, but will in addition have the authority to work in a covert capacity as needed to complete their assignments. These officers will concentrate their efforts on enforcement concerns identified by the Department, the Community and City Officials. Further they will complete additional duties as assigned by the Unit Commander.
2. Refer to 10.7 (10.7 Patrol Procedures)

Danville Police Department	Section:	7.3
Departmental Manual	Effective Date:	05/25/07
	Revised Date:	09/29/20
Topic: Departmental Organization – Auxiliary Police Unit		
Christopher S. Yates, Chief of Police		

7.3 Auxiliary Police Unit

The Auxiliary Police Unit is a unit consisting of unpaid volunteers who have successfully completed the course of training for an Auxiliary Police Officer provided by the Department. Auxiliary Officers who are in uniform and who operate as set forth by the State of Illinois and City Ordinances. These unpaid volunteers serve at the discretion of the Chief of Police. Auxiliary Police Officers neither possess or acquire any employment right or benefit either through the Danville Police Department or the City of Danville.

The Unit or any individual member of the unit may be terminated at the sole discretion of the Chief of Police. Termination from the Auxiliary Police Unit is not subject to appeal. Any expense or cost incurred by Auxiliary Police Officers as part of service in the Auxiliary Police Program will not be reimbursed upon termination.

Members of the Auxiliary Police Unit are held accountable to the rules, regulations, policies, procedures, orders, laws and ordinances that govern the Danville Police Department and will adhere to the Departmental Manual and any regulations issued by the Department or of the Auxiliary Unit.

Auxiliary Police Officers will not be used to supplant regular duty officers or to work assignments traditionally worked by regular duty officers on overtime.

Any monetary donations received by the Auxiliary Police Unit will be deposited into a fund that is strictly limited in use to Auxiliary Police Unit expenses. Individual Auxiliary Police Unit members will not receive pay for any detail worked.

The Chief of Police will appoint a Departmental liaison for the Auxiliary Police Unit.

Danville Police Department	Section:	7.4
Departmental Manual	Effective Date:	05/25/07
	Revised Date:	09/29/20
Topic: Departmental Organization – Specialized Units		
Christopher S. Yates, Chief of Police		

7.4 Specialized Units

Specialized Units are units consisting of members who have received training in a specific field who perform tasks related to a specialized unit in addition to the members' normal duty assignment. Members serve at the discretion of the Chief of Police. Assignment to a specialized unit is considered a management right retained by the City to direct the affairs of the Department.

Because the needs of the City constantly change specialized units may be created or eliminated as a need arises or is met. Currently the following special units are authorized:

1. **Arson Investigation Unit** – a combined unit with members from both the Department and the Danville Fire Department responsible for fire investigation to include but not limited to cause and origin and identification and apprehension of suspects.
2. **Canine Unit** – a unit whose responsibilities includes, but is not limited to, the use of a canine partner to assist in searches and apprehensions.
3. **Crime Scene Unit** – a unit whose responsibilities includes, but is not limited to, the processing, collection and preservation of evidence at crime scenes.
4. **Emergency Response Unit** – a unit whose responsibilities includes, but are not limited to, high risk warrant service, barricaded and hostage situations.
5. **Field Training Officer Unit** – a unit whose responsibilities includes, but is not limited to, the training of recruit officers after the recruit officer completes the mandatory basic police officer training, and before the recruit officer begins solo assignment.
6. **Firearms Training Unit** – a unit whose responsibilities includes, but is not limited to, the qualifying of members on both duty and off duty weapons.
7. **Honor Guard** – a volunteer unit who responsibilities includes, but is not limited to, formally representing the Department in parades and Honor Guards at Departmental functions, funerals and police memorial ceremonies.

Danville Police Department	Section: 7.4.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 09/29/20
Topic: Canine Unit (K-9)	
Christopher S. Yates, Chief of Police	

7.4.2 Canine Unit (K-9)

7.4.2.1 Purpose

A Canine Unit is to provide the Department with an increased ability in search and tracking capabilities and in drug detection.

7.4.2.2 Policy

The policy of the Department is to use a canine team in accordance with the procedures set forth here-in.

7.4.2.3 Definitions

A. With regards to the operation of the Canine Unit the following definitions will apply:

1. A Canine Team is an officer handler and his or her assigned canine.
2. The Canine Unit consists of all the canine teams and the unit supervisor.
3. The Unit Supervisor is a supervisor of the rank of sergeant or above who has been assigned to supervise the Canine Unit.

7.4.2.4 Procedures

A. Chain of Command

The Chain of Command in matters dealing directly with the Canine Unit will be as follows:

1. Canine handler
2. Canine Unit Supervisor
3. Chief

B. Duties of a Canine Team

The duties of a canine team include, but are not necessarily limited to the following:

1. Tracking and or search of individuals
2. Search of buildings
 - a. Prior to conducting a search of a building for a suspect, the canine handler will attempt to ensure that all officers and non-target individuals are out of the search area. If tactically sound to do so, then handler will make a verbal announcement that the canine is going to be entering the building to conduct a search. This warning will be repeated periodically during the search of the area as deemed necessary based on the circumstances of the search.

3. Assist in apprehensions

- a. The canine may be used for apprehensions of suspects where there is a warrant or sufficient probable cause to believe that the person has committed a criminal offense especially those related to a crime against a person, or a felony offense.
- b. The canine unit will be removed from an apprehension as soon as practically possible when the suspect complies with the command of the officers and submits to arrest.
- c. Prior to conducting a search for a suspect, the canine handler will attempt to ensure that all officers and non-target individuals are out of the search area. If tactically sound to do so, the handler will make a verbal announcement that the canine is going to be entering an area to conduct a search. This warning will be repeated periodically during the search of the area as deemed necessary based on the circumstances of the search.

4. Assist in the location of evidence and narcotic detection.

5. Handler protection.

6. Duties as assigned.

- a. Duties as assigned may include, but not limited to assisting other police agencies, organizations or conducting public events.

C. Use of Canine

Because of the handler's specialized canine training it will be the handler's responsibility for determining when a situation justifies the use of a canine and what appropriate tactical measures should be taken. Where there is a conflict between the handler's decision to use a canine and the on-scene supervisor the canine will not be used until the conflict is resolved by a supervisor of higher rank than the on-scene supervisor.

D. Injuries Caused by a Canine

When a canine causes an injury to anyone the following procedure will be followed:

1. The injured person will be transported to the hospital and offered medical assistance.
2. The on duty shift commander will be notified. In the event the injury is considered serious or life threatening the Chief and Unit Commander will be immediately notified.
3. An incident report and a Form 45 will be completed and a copy will be sent the Unit Commander and the Chief. The justification to use the canine will be documented along with any treatment that was afforded the person injured. A copy of the Form 45 will be sent to the City's Risk Manager.
4. The handler of the canine involved in the injury will make the necessary notifications of a canine bite to the agencies required by statute and/or ordinance.

E. Damages Caused by a Canine

When known damage is done by a canine team the following procedure will be followed:

1. The on-duty shift commander will be notified.
2. A photograph will be taken of the damage.
3. An incident report and a Form 45 will be completed and will be sent to the Unit Commander and the Chief. A copy of the Form 45 will be sent to the City's Risk Manager.
4. The property owner will be notified to contact the City's Risk Manager.

F. Non-handler Officer Procedures

When a canine team is in use, non-canine officers should follow the following procedures:

1. When a canine team is to be deployed to search for a suspect an officer(s) shall establish a containment area to the extent possible to prevent escape of the suspect(s) and maintain a perimeter until notified the search is concluded.
2. When establishing a perimeter, officers shall refrain from unnecessary conversation; in the event a building is being searched officers shall stay away from windows and doors, and will not enter the search area unless instructed by the canine handler or supervisor.
3. Officers maintaining a perimeter should keep all unauthorized persons from entering the area to be searched. Also they should attempt to determine if any person, other than the target of the search, is in the search area.
4. When a canine team enters a building or search area an officer may be assigned to accompany the team to provide cover for the canine team. The cover officer will take a position behind the canine team and take direction from the canine handler.
5. Officers should avoid illuminating the canine team with flashlights or spotlights
6. Once a canine search has begun, officers should not come between the canine and the suspect unless the handler instructs the officer to do so. If the officer comes in contact with the suspect the officer should immediately notify the canine handler and other officers in the perimeter.
7. If an officer does come between the canine team and suspect the officer should stand as still as possible and make no overt movements. Notify the canine handler immediately of the situation.
8. Officers should avoid contaminating the search area and should refrain from touching discarded articles or evidence.
9. If an handler becomes incapacitated or injured and is unable to handle his or her canine officers at the scene should:
 - a. Attempt to have another handler respond to the scene.
 - b. If possible have the handler call his or her canine and have the canine placed in the handler's vehicle.
 - c. Attempt to call the dog to the handler's squad.
 - d. If a protective bite sleeve is available a volunteer officer can have the dog make a bite to the sleeve, leash the dog and return it to the handler's squad car.
 - e. If time permits consider bringing an adult member of the handler's family to the scene.
 - f. If necessary tranquilize the canine.
 - g. As a last resort destroy the canine.

G. Canine Care

The handler will be responsible for the following care of his or her canine.

1. Insure an annual medical examination by a licensed veterinarian determined by the Department is conducted, and that all vaccinations as required by statute are completed.
2. A non-emergency illness or injury will be reported to the Canine Unit Supervisor and a decision will be made as to whether the canine should be taken to the veterinarian. Technical Services Section will be notified when such action is necessary. If the Canine Unit Supervisor is not available then the Chief should be contacted and in his or her absence the Technical Services Manager.
3. In an emergency situation the handler will have the authority to seek immediate medical attention for the canine. A memorandum detailing the incident and

subsequent treatment will be sent to the Chief using the chain of command with a copy being directed to the Technical Services Manager.

4. Provide the necessary care as directed by the veterinarian including but not limited to the administration of any prescribed medication.
5. Provide daily grooming and feeding of the canine.
6. The handler will maintain his or her assigned squad car in a clean and sanitary condition as well as the home kennel of the canine.
7. The handler's work hours have been modified in the Agreement between the City of Danville and the PB&PA Unit 11 to compensate the handler for duties related to the care and training of the canine.

H. Equipment

1. Canines

A canine issued to a handler is the property of the City of Danville.

2. Vehicles

The City will provide to each handler a marked police motor vehicle equipped in such a manner that the canine team can complete their duties. Such vehicle is the property of the City of Danville and may be used for duty related purposes only. For the purpose of this section duty related will include transporting the canine to training, medical appointments and like circumstances. Any time the handler is using the vehicle for duty related purposes he or she will be armed and will monitor radio traffic.

3. Other Equipment

The City may provide any equipment deemed necessary by the Chief for the canine team to complete their assigned duties.

4. Food

The City will provide the food for the canine.

5. Care of Equipment

The handler will be responsible for maintaining all issued equipment and insuring that it is in serviceable condition. Any damage, loss or malfunction of equipment will be reported to the appropriate departmental personnel immediately.

I. Veterinarian Care/Boarding

The City will provide veterinarian care for the canine and will select which veterinarian service is used. Handlers will follow the procedures as set forth here-in with regards to seeking veterinarian service.

J. Dissolving Canine Unit

If the City determines it is in the best interest of the Department to dissolve the Canine Unit the handler will be required to turn all equipment to the Department including the canine.

K. Retirement of the Canine

At the point where a canine is retired from service the City will offer to sell the canine to the most recent handler as a price determined by the City and agreed to by the handler. If the handler does not wish to purchase the canine the Chief shall make a decision as to the disposition of the canine.

Nothing in this section will prevent the Chief from making the decision that it is in the best interest of the City that a canine be destroyed instead of being sold. This determination will be based on the determination of whether the canine has been classified as a dangerous or vicious dog or there is evidence that such canine poses a threat to a person or other animal.

Once a canine has been sold all costs related to the canine will be the responsibility of the person purchasing the canine.

Danville Police Department	Section: 7.4.3
Departmental Manual	Effective Date: 05/25//2007
	Revised Date:
Topic: Crime Scene Unit	
Carl J. Alexander, Director of Public Safety	

7.4.3 Crime Scene Unit

A. Purpose

The Crime Scene Unit will assist in the investigation of major crimes which may include but not be limited to crimes involving the loss or potential loss of life, serious crimes against persons, major property crimes or any other incident so assigned by the Director or his or her designee.

B. Procedures

1. The Director will appoint a Crime Scene Unit Supervisor whose responsibility will be to coordinate the crime scene process. The Criminal Investigation Division Commander shall have discretionary override authority with regards to the crime scene.
2. The Crime Scene Units primary function is the collection, preservation, treatment and identification of physical evidence. To this end it is the responsibility of each Crime Scene Officer to properly record, mark, collect, package, process and preserve all physical evidence. The "chain-of-custody" and the legal and scientific requirements of each item are to be maintained.
3. Crime Scene personnel must insure that a search warrant or a written consent to search has been secured prior to processing any scene where a suspect may have an expectation of privacy.
4. Upon arrival at the scene, Crime Scene personnel will insure necessary steps have been taken to protect the scene and a procedure is in place to maintain a record of all people entering the scene.
5. Crime scene personnel will complete a crime scene process which may include, but not limited to:
 - a. Scene protection
 - b. Search warrant or consent to search
 - c. Photographing and/or video the scene
 - d. Sketching the scene
 - e. Identification and collection of evidence
 - f. Development processes for latent prints and latent blood
 - g. Secure of scene
6. Scenes that a large in nature that may take an extended period of time to process, officers shall be assigned to the perimeter of the scene to insure no entry is made while Crime Scene personnel are not on the scene. Nothing in this section prohibits the scene from being secured while crime scene personnel leave the scene for periods of rest or meals.
7. Prior to the release of a major scene, the Crime Scene Officer in charge of the scene will contact the Criminal Investigation Unit supervisor and review the completed crime scene process.
8. Crime Scene personnel will follow Departmental evidence procedures with regards to the submission of evidence.
9. Crime Scene personnel are responsible for the timely completion of reports with regards to the processing of the scene and evidence.

Danville Police Department	Section: 7.4.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 09/30/20
Topic: Emergency Response Unit	
Christopher S. Yates, Chief of Police	

7.4.4 Emergency Response Unit

7.4.4.1 Purpose

The purpose of the Danville Police Department's Emergency Response Unit (ERU) is to assist the department in achieving its mission by providing trained and motivated personnel schooled in the use and deployment of special weaponry and advanced tactics.

It will be the goal of ERU to peacefully resolve all deployment situations.

7.4.4.2 Policy

ERU shall be maintained for the purpose of handling situations which are beyond the normal scope of patrol officers or detectives and which require special weapons and/or tactics. ERU will assist the various divisions of the Department, and other police agencies upon command approval, in dealing with any and/or all of the following law enforcement situations:

1. Armed or barricaded suspects;
2. Hostage situations;
3. High risk warrant service;
4. Civil disturbances
5. Any other law enforcement functions as assigned by the Chief or his or her designee.

7.4.4.3 Procedures

A. Call-Out Procedures

1. In Progress Emergencies

ERU activation for in progress emergencies will be based upon the assessment of the ranking on duty supervisor. If the ranking on duty supervisor feels that a situation exists that poses a high risk of serious injury to the public or to officers, they shall contact the Chief or designee for authorization to deploy ERU. In the event that the either the Chief or designee is unavailable then the on-duty ranking supervisor may authorize ERU deployment.

a. Call Out Criteria

The following criteria may be considered when determining whether to deploy ERU:

- (1) Firearms or weapons involved.
- (2) Shots have been fired.
- (3) Known violent offenders.
- (4) Hostages are involved.
- (5) A barricaded suspect is involved.
- (6) The personnel situation for on-duty police personnel is not adequate to control the situation or the threat is greater than can safely be controlled by available on duty personnel.

B. ERU Use of Force Policies

All department policies regarding use of force, up to and including use of deadly force will be strictly adhered to by ERU.

C. Chemical Munitions

Once ERU is assigned to the scene, the use of chemical munitions will be at the discretion of the on scene ERU Commander. Safety will be the uppermost consideration with the deployment of any chemical munitions. Chemical munitions will not be used in the same room when it is known that children or the infirmed are present, except when the threat to those persons exceeds the potential risks of using those chemical munitions. Nothing in this section shall prohibit the Chief or designee from over-riding a decision regarding the use of chemical munitions.

D. Distraction Devices

Once ERU is assigned to the scene, the use of distraction devices will be at the discretion of the on scene ERU Commander. Safety will be the uppermost consideration with the deployment of any distraction devices. Distraction devices will not be used in the same room when it is known that children or the infirmed are present, except when the threat to those persons exceeds the potential risks of using those distraction devices. Nothing in this section shall prohibit the Chief or designee from over-riding a decision regarding the use of distraction devices.

E. Entries Regarding Armed Suicidal or Barricaded Suspects

Prior to making entry to a building with an armed suicidal or barricaded suspect, the on-duty ERU commander/supervisor will discuss the options with the ranking officer on scene to determine, if based on all information available at the time, that entry is the best available option.

F. Use of Negotiators

When situations call for the use of negotiators they will be engaged into the process as early as possible.

G. All ERU call-outs will be recorded by documentation in the approved ERU Activation Report.

H. Any outside agency request for ERU will be subject to the same standards of the Danville Police Department in regards but not limited to:

1. Intelligence Reports
2. Pre-surveillance when applicable
3. Search Warrant Review/Approval
4. Felonious Activity
5. Approved by Chief or his/her designee

I. ERU Member Requirements and Standards

1. Applicants to ERU must have successfully completed the Department's Field Training Program and the required probationary period.
2. Successful applicants must participate in a departmentally approved interview process and physical testing process coordinated by the ERU Commander.
3. Opening for ERU shall be posted in accordance with approved work agreements between the City and the Police Benevolent and Protective Association Unit 11.
4. Before acceptance to ERU the Department reserves the right to have the applicant submit to a psychological evaluation administered by a department sanctioned evaluator.
5. Once selected for ERU a member must maintain adequate physical fitness to perform the duties required and shall participate in the yearly physical agility ERU test.
6. ERU members must qualify semi-annually with any ERU weapon assigned to their use. The exception would be their duty weapon and such qualifications will be governed by departmental requirements.
7. ERU members will attend ERU training. Excused absences will only be given for previously scheduled vacations, personal or immediate family illnesses, court appearances, other assigned departmental training or scheduled duty assignment.
8. The ERU Commander or his/her designee will ensure that all training is documented. That documentation will be maintained by the ERU Commander and a copy will be provided to the Training Coordinator in Staff Services.
9. Members may be removed from ERU for, but not limited to, the following reasons:
 - a. Involvement in illegal or unprofessional activity;

- b. Breach of loyalty to the ERU members or department;
- c. Failure to maintain physical standards and or firearms proficiency;
- d. Two or more unexcused absences from training or activation in a calendar year;
- e. Departmental discipline resulting in suspension;
- f. Poor field performance in the member's regular duty assignment.
- g. At the discretion of the Chief.

Danville Police Department	Section: 7.4.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 09/30/20
Topic: Field Training Unit/Program	
Christopher S. Yates, Chief of Police	

7.4.5 Field Training Unit/Program

- A. Following successful completion of basic law enforcement training (Phase I), the Department will provide extensive on-the-job training to new officers through its Field Training Program. In addition to field training on police techniques and training tasks, the Field Training Program will include instruction in the Department's policies, procedures, rules and regulations (Phase II). The new officer will then enter into the last part of the Field Training Program where monthly evaluations and scaffold FTO's are assigned (Phase III).
- B. The Chief of Police will assign one or more experienced supervisors who have completed the Field Training Officers course to coordinate the Field Training Program.
- C. The Field Training Coordinators will assign trainees to Field Training Officers (FTO) *for a period of at least 80 days; divided into 4 steps*, which will preferably be a rotation among the various shifts. Trainee assignments will be based on an analysis of their perceived job performance strengths and weaknesses. *FTO assignment may be less than 80 days at the discretion of the FTO Coordinator if trainee has previous police experience.*
- D. The organization, administration, and implementation of the Field Training Program are delineated in the Field Training Manual. Topics addressed in this manual include:
 - a. The duration of recruit field training.
 - b. The supervision of the FTO program.
 - c. Recruit evaluation procedures.
 - d. FTO reporting responsibilities
- E. A set of evaluation guidelines have been established to ensure each FTO's rating of a trainee will be consistent throughout the program. The guidelines are performance indicators that provide definitions, in behavioral terms, of *"Meets Standards as 'no' "*, *"Meets Standards as 'yes' "*, and *"Exceeds Standards"*.
- F. The Daily Observation Report (DOR) is completed each duty day by the FTO. This report is a permanent record of the trainee's progress, remedial efforts taken, and identified problem areas. The DOR is usually completed and discussed with the trainee before the end of the tour of duty. In addition to the DORs, an end-of-step report is completed *and sent to the Chief of Police* to determine the trainee's status in the program. *This report is commonly completed in an email.*
- G. *Probationary Officers that have successfully completed step 4 of Phase II will be assigned to solo patrol Phase III which consists of monthly observation reports completed by the probationary officers immediate shift supervisor. The probationary officer will also be assigned to work with a Scaffold Training Officer 1 to 2 times a month until non-probationary employment status is reached. Phase III documentation will be turned into the FTO Coordinator where a report will be forwarded to the Chief of Police for non-probationary status review.*
- H. Officers that are chosen to be a Field Training Officer must meet the following minimum requirements:
 - a. Completion of an 18 month probationary period plus an additional twelve months of continuous service.
 - b. Fully acceptable ratings or higher on the two most recent annual performance evaluations.
 - c. Will not have received any disciplinary action in excess of a written reprimand for a period one year prior to being selected as a FTO. (Excluding a suspension for a minor traffic accident.)
 - d. Successful completion of a Department approved field training instructor course.
- I. Field Training Officers serve at the discretion of the Chief of Police.

Danville Police Department	Section: 7.4.6
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 09/30/20
Topic: Firearms Instructor Unit	
Christopher S. Yates, Chief of Police	

7.4.6 Firearms Instructor Unit

A. Purpose

To provide officers trained as Firearm Instructors to conduct Department firearm qualifications and to offer remedial training to officers.

B. Firearms Instructors

Officers selected to be firearm instructors will have to successfully complete an approved course of instruction for firearm instructors. Firearm Instructors serve at the pleasure of the Chief of Police.

C. Unit Supervisor

A unit supervisor shall be appointed to lead the Firearms Instructor Unit. The duties of the Unit Supervisor shall include those duties for a firearms instructor and in addition will include, but not necessarily limited to:

1. Insure firearm qualifications are completed as outlined in the Departmental Manual.
2. Maintain records of all firearm qualifications and notify the Chief, through the chain-of-command, of any sworn personnel or retired police officers who do not successfully qualify.
3. Schedule meetings with firearm instructors to discuss, plan and implement firearm training and qualifications.
4. Maintain an accurate inventory of all Department owned firearms.
5. Be responsible for the supplies and ammunition that are needed to operate the range and to conduct qualifications.

D. Firearm Instructors

The duty of firearm instructors include, but are not limited to:

1. Instruct members in the safe and proper use of both on-duty and off-duty weapons.
2. Instruct members on proper shooting techniques and offer constructive critique on how to improve a member's shooting skills.
3. Conduct the required course of fire qualifications.
4. Complete and submit qualification records to the Unit Supervisor.
5. Report to the Unit Supervisor any officer that fails to qualify or in the opinion of the firearms instructor is in need of remedial training.
6. Report any non-functioning range stalls to the maintenance supervisor of the PSB.

E. Qualifications

The firearm instructors will be responsible for conducting qualifications as directed by departmental procedures.

Danville Police Department	Section: 7.4.7
Departmental Manual	Effective Date: 05/25//2007
	Revised Date: 09/30/20
Topic: Honor Guard	
Carl J. Alexander, Director of Public Safety	

7.4.7 DANVILLE POLICE DEPARTMENT HONOR GUARD

The Danville Police Department authorizes the formation of a voluntary Honor Guard to participate in funerals of deceased Danville Police Officers (active and retired) and to conduct other ceremonial duties as designated. The Honor Guard is comprised of officers selected from within the Department. Service to the Honor Guard is voluntary and participation does not qualify for overtime or compensatory time. There is nothing to prohibit the Chief of Police from awarding compensatory time depending on the circumstances the Honor Guard is assigned.

Criteria for assignment to the Honor Guard include, but are not limited to:

- Above average personal appearance and grooming
- Demonstrated military bearing and maturity
- Willingness to act as a representative of the Danville Police Department and City of Danville at official functions.

The Chief of Police shall designate an officer to serve as the officer-in-charge (OIC) of the Honor Guard. The uniform and equipment for the Honor Guard shall be of a style, weight, and color determined by the members of the Honor Guard, and approved by the Public Safety Director.

The Honor Guard is utilized at the direction of the Chief of Police or his/her designee. In part their duties may be to participate in funerals of active and retired Danville Police Officers in accordance with the wishes of the immediate family. The funerals to be attended and the number of Honor Guard officers attending will be decided by the Chief of Police or his/her designee. Members of the Honor Guard may be directed to attend various other ceremonial functions, such as parades as official representatives of the Danville Police Department.

Any active duty Danville Police Officer that dies, either on or off duty, will be accorded Active Duty Honors, if requested by the immediate family. Honors may include the casket watch during viewing hours, military courtesy at the funeral service, firing squad (if available), the playing of "Taps" and/or "Amazing Grace" by bugler, bagpiper (audio recording if necessary), military flag fold and presentation, and full police escort.

Any retired Danville Police Officer who dies will be accorded Retired Honors if requested by the immediate family. Honors may include casket watch during viewing hours, the playing of "Taps" and/or "Amazing Grace" by bugler, bagpiper (audio recording if necessary), and military flag fold and presentation. The Chief or his/her designee will determine military courtesy at the funeral service and police escort.

At the direction of the Chief, or his/her designee, Active Duty Honors may be accorded retired personnel under exigent circumstances such as the death of a retired Public Safety Director or Police Chief, death of a retired officer while assisting active duty officers, etc.

Danville Police Department	Section:	7.5
Departmental Manual	Effective Date:	05/25/07
	Revised Date:	09/30/20
Topic: Department Organization – Position Guides Sworn Personnel		
Christopher S. Yates, Chief of Police		

7.5 Position Guides – General for Sworn Personnel

All members who are sworn officers have a position that involves responsibility for the protection of life and property, prevention of crime, conflict management, investigation of crimes, apprehension of criminals and general enforcement of laws and ordinances. Members are responsible for providing services in keeping with legal requirements, ethics and professional standards, and the department's vision, value and mission. The work involves an element of personal danger, and the member must be able to take initiative, be assertive, act without direct supervision and exercise independent judgment in meeting emergencies.

Sworn members must have the physical ability to do the following:

1. Use muscle force to stand, crawl, walk, run, sprint, grip, hold, squeeze, lift, push, pull, carry, drag, swing, torque, jab, climb, kick, jump, kneel, squat, duck, roll, and throw;
2. Support, hold up, or move own weight repeatedly or continuously;
3. Stand, sit and lay for short and extended periods of time;
4. Hold one's self up, including all necessary equipment, without assistance of artificial means (artificial means does not mean a prosthetic so long as the member can perform all physical requirements;)
5. Immediately and without warning exert one's self physically over short and extended periods of time;
6. Bend, stretch, twist, or reach out with the body, fingers, arms and legs;
7. Bend, stretch, twist, or reach out quickly and repeatedly;
8. Make quick single movements of the fingers, arms or legs;
9. Coordinate the movement of the finger, arms, legs and torso together;
10. Keep or regain body balance in non-stable positions;
11. Maintain hand/arm steadiness;
12. Make skillful, coordinated movements with the hands and fingers;
13. Hold arms up and make coordinated movements for long periods of time;
14. See in close and distant environmental surroundings;
15. Match or discriminate between colors;
16. Hear and understand conversation in a quiet and noisy environment;
17. Tell where sound is coming from and discriminate between sounds;
18. Speak clearly and distinctly as to be heard in a quiet and noisy environment and at near and far distances;
19. Work outside in various temperature and climate conditions for both short and extended periods of time;
20. Work extended hours and/or irregular hours.

7.5.1 Position Guide - Police Officer

In addition to 6.5 a Police Officer's duties includes, but is not limited to, general patrol function and preliminary investigation and traffic regulation. Police Officers are expected to generate self initiated activity, to respond to calls for service and respond to requests from the citizenry. Police Officers also may be assigned as detectives, juvenile officers, school resource officers, or other duties as assigned by the Chief of Police. Assignments may include work at the Public Safety Building and or on special tasks which require specialized abilities and knowledge. Work assignments are general and special instructions received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

7.5.1.1 Examples of Work

Examples of work by a police officer include but, are not limited to:

1. Accomplishes departmental law enforcement, order maintenance, criminal investigation and criminal intelligence objectives through effective accomplishment of assigned duties;
2. Provides emergency assistance to citizens and other agencies in need of police services;
3. Investigates and reports factual information regarding all incidents of crime personally discovered or reported by a citizen;
4. Conducts self initiated enforcement activity as it relates to his or her assignment;
5. Engages in problem solving;
6. Makes arrests and processes offenders;
7. Conducts traffic control functions such as direction, enforcement, investigation of traffic crashes and parking enforcement.
8. Intervenes in interpersonal crisis, conflict and domestic violence situations to protect life, property and personal rights.
9. Initiates investigations into all suspicious or hazardous circumstances observed while patrolling assigned area;
10. Responds to calls for service as assigned by dispatch or requested by citizens;
11. Cooperates in the prosecution of criminal offenders by court testimony, grand jury testimony and at coroner's inquests;
12. Familiar with repeat criminal offenders, their method of operation, haunts and associates;
13. Attend approved training to remain knowledgeable regarding current law enforcement practices and techniques.
14. Conducts covert activities or surveillance assignments;
15. Prepares statements of suspects, witnesses and victims;
16. Conducts door-to-door investigative canvassing and interviews;
17. Performs or assists in specialized task such as arson investigation, crime scene, vice, narcotics, juvenile investigations, canine, firearms, special weapons and tactics, fingerprint identification and intelligence collection;
18. Performs field training function as assigned;
19. Develops public contacts and confidential sources;
20. Conducts criminal background checks as required;
21. Makes public presentations regarding various facets of police service as required;
22. Enhances police-citizen collaboration and police-community relations;
23. Conducts administrative inspections are required by assignment.
24. Checks public buildings, business and residential areas to enhance security against trespass, damage, unsafe conditions or burglary.
25. Performs other duties as assigned by a supervisor.
26. Responsible for checking assigned equipment to insure it is serviceable and to prevent undue damage from occurring.

7.5.1.2 Requirements

The requirements of a Police Officer include:

1. Knowledge of traffic laws, criminal laws, ordinance violations, court decisions, policies, procedures, rules, regulations, and orders and apply them effectively in his or her work assignments with a view toward the provision of quality services for citizens and visitors to the City.
2. Ability to react quickly and calmly to emergency police situations;
3. Ability to develop self defense skills and skill in the use and care of firearms and other weapons;
4. A working knowledge of the street layout and population pattern of the City;
5. Ability to drive a motor vehicle safely and efficiently;
6. Skill in responding courteously and informatively to citizen requests for services, information and problems of concern to them.
7. Ability to multi-task.
8. Ability to understand and follow oral and written communications;
9. Effectively communicate both orally and in writing;
10. A working knowledge of key boarding, computer skills, and ability to learn and successfully use software applications;
11. Ability to develop and maintain positive working relationships with other employees, government officials, and the public.
12. Skill in exercising good judgment and the proper use of discretion;
13. Ability to make decisions in accordance with applicable laws and policies;
14. Ability to accept and share responsibilities and become involved in problem solving;
15. Ability to be responsive in the performance of work with respect to the vision, values and mission of the Department.
16. Ability to work toward Departments goals and objectives.
17. Working knowledge of safety and occupational standards and hazards.
18. Meet statutory training and certification requirements.
19. Possess a valid driver's license issued by the State of Illinois.
20. Ability to meet all employment requirements set forth by the City of Danville and the Board of Fire and Police Commissioners.

7.5.2 Position Guide – Sergeant

In addition to 6.5 and the examples of work and requirements as outlined for a police officer in Section 6.5.1 a Sergeant performs supervisory and specialized field and administrative duties. The work in this position involves responsibility for supervising personnel on an assigned shift, unit or office and for participating in police patrol, regulatory activities, general street duties, investigation, crime scene or accident scene processing and various administrative duties. A police sergeant frequently participates in work performed by subordinate officers and assumes complete charge in the absence of a superior officer. Although work is performed in accordance with departmental policies and procedures, the Sergeant must exercise initiative and judgment in applying them to specific situations. A Sergeant receives specific work instructions from superior officers for assignments but works with considerable independence in performing regularly assigned duties. He/she is accountable to an assigned Commander and work is reviewed by inspection, observation or results and through oral and written reports.

7.5.2.1 Examples of Work

In addition to the examples listed in 6.5.1.1 examples of work by a Sergeant include but, are not limited to:

1. Accomplishes departmental law enforcement, order maintenance, criminal investigation and criminal intelligence objectives through effective supervision of assigned personnel;
2. Insures satisfactory work performance, discipline, direction and development of assigned personnel;
3. Counsels and evaluates assigned employees in work accomplishment;
4. Works in cooperation with immediate supervisor to resolve assigned work unit problems and/or needs and evaluates methods and techniques used to achieve resolution consistent with departmental standards;
5. Maintains liaison, coordinates and cooperates with departmental supervisors, managers and administrators regarding achievement of departmental goals and objectives;
6. Works in cooperation with immediate supervisor to develop and implement plans to improve unit achievement of work;
7. Keeps immediate supervisor advised of matters relative to shift and/or unit operation;
8. Reports unsatisfactory performance, violations of rules, regulations, policies, procedures and orders.
9. Maintains confidentiality of personnel matters;
10. Takes necessary corrective action and recommends disciplinary action to immediate supervisor.
11. Insures personnel are being assigned as required;
12. Investigates and completes reports regarding on-duty accidents and injuries involving assigned personnel;
13. Reviews and approves/disapproves incident and investigation reports.
14. Accepts citizen complaints alleging police misconduct or corruption and processes such complaints in accordance with departmental manual;
15. Represents the Department as assigned;
16. Prepares reports as assigned regarding division or shift activities;
17. Prepares plans for special events and/or unusual occurrences as directed;
18. Conducts roll call briefing, inspection and training as assigned;
19. Adheres to labor agreements from a management perspective.
20. Performs duties as directed by a commander or Chief of Police.

7.5.2.2 Requirements

In addition to the requirements listed in 6.5.1.2 the requirements of a Sergeant are:

1. Ability to give clear and concise instructions to personnel;
2. Ability to evaluate and document performance of subordinates;
3. Ability to complete administrative reports as required or assigned;
4. Good knowledge of departmental manual, rules, regulations, policies, procedures, orders and labor agreements.
5. Continuation of professional development.
6. Successful completion of all requirements of promotion as set forth by the Board of Fire and Police Commissioners.

7.5.3 Position Guide – Commander

In addition to 6.5 and the examples of work and requirements as outlined for a police officer in Section 6.5.1 and sergeant in 6.5.2 a Commander performs supervisory and specialized field and administrative duties. The work in this position involves the administrative responsibility of directing and supervising the activities of a patrol shift. Duties involve scheduling personnel, evaluating the work of both sergeants and police officers, and instructing them in new and approved police methods, enforcing rules and regulations and inspecting police activities. The police commander receives specific instructions from the Chief of Police but works with considerable independence in performing regularly assigned duties. A police commander frequently participates in work performed by subordinate officers and assumes complete charge. Although work is performed in accordance with departmental policies and procedures, the Commander must exercise initiative and judgment in applying them to specific situations. A Commander receives specific work instructions from the Chief for assignments but works with considerable independence in performing regularly assigned duties. He/she is accountable to the Chief of Police, and work is reviewed by inspection, observation or results and through oral and written reports.

7.5.3.1 Examples of Work

In addition to the work examples listed in 6.5.1.1 and 6.5.2.1 examples of work for a commander include but, are not limited to:

1. Manages an assigned shift of the police department and oversees the management and supervision of shift personnel, which includes work allocation, training and problem resolution, evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance;
2. Plan, direct, supervises and participates in the activities of patrol, traffic enforcement, initial crime investigation and community relation activities as it relates to the Patrol Division;
3. Coordinates with other commanders to insure the efficient delivery of police services;
4. Meets regularly with the Chief and other commanders to discuss, formulate and implement policies, plans and decisions as it relates to the their Division and Department;
5. Review written reports prepared by personnel assigned to the shift for completeness and accuracy;
6. Maintains shift records as required by the Department;
7. Determine training needs of shift personnel;
8. Assists in budget preparation as assigned;
9. Regularly provides reports to the Chief of shift activities;
10. Attend meetings as directed by the Chief;
11. Assigned as a member of the department's Internal Affairs Unit;
12. Acts as the Chief of police in his/her absence or when assigned to do so;
13. Plans, coordinates and develops special programs to address needs of the Department and Community;
14. Evaluates the efficiency of the division, projects future personnel needs, and makes fiscal requests to assure effectiveness of the division.
15. Establishes and monitors various personnel programs to establish and meet performance standards.
16. Evaluates the efficiency, productivity and appropriateness of division activities and develops and implements improvements consistent with modern police practices.
17. Develops sound and effective employee relations and staff development encouraging problem solving;
18. Evaluates the efficiency, productivity and appropriateness of division activities and develops and implements improvements consistent with modern police practices
19. Meets with community groups and others to facilitate close working relationships.
20. Submits reports required by law or administrative direction;

21. Performs duties as directed by the Chief of Police.

7.5.3.1.1.1.1 Requirements

In addition to the requirements listed in 6.5.1.2 and 6.5.2.2 the requirements of a Commander are:

1. Good public speaking skills;
2. Successful completion of all requirements of promotion for commander as set forth by the Board of Fire and Police Commissioners.

7.5.4 Position Guide – Chief of Police

The Chief of Police plans, organizes, and directs the overall law enforcement Danville Police Department. The Police Department shall be managed and controlled by the Chief of Police, who shall be an executive officer of the city appointed by the Mayor with the advice and consent of the City Council. The Chief shall be the highest ranking authority in the Police Department and shall report to the Mayor. The Chief is a sworn position and maintains the authority of a peace officer. The Chief shall administer the Police Department and their personnel subject to the ordinances of the City, the laws of the State of Illinois, and the direction of the Mayor. The Chief of Police shall have the duty to inform the Mayor and the City Council as to the business and affairs of the Police Department.. The Chief develops, revises, interprets and directs the implementation of rules, regulations, policies, and procedures related to the overall operations and long term goals/objectives of the Danville Police Department as well as develop and implement the Department's budget, including determining staffing levels and equipment resources needed to effectively protect and serve the citizens of Danville.

7.5.4.1 Examples of Work

Examples of work of the Chief of Police include, but are not limited to:

1. Plan and organize the personnel resources of the Police Department to provide optimum police protection and service for the City;
2. Prepare and manage the budgets for the Police Department;
3. Issue and modify internal rules, regulations, policies, procedures and orders as necessary for the efficient operation of the Police Department
4. Request appointments to the Police Department, and hire civilian employees for the Police Department.
5. Discipline, suspend members of the Police Department for cause.
6. Recommend charges for suspension or dismissal against a member with the Board of Fire and Police Commissioners.
7. Active in public affairs, but shall not seek nor hold any elective or appointive political office of any governmental subdivision that would conflict with the duties of the Chief of Police;
8. Submit reports to the Mayor as requested.
9. Attend various meetings of the Council, committees, and boards as necessary;
10. Serve as a member of the Vermilion County Emergency Telephone System Board.
11. Represent the City in grievances from the Police Benevolent and Protective Association, the Danville Police Command Association and any applicable work agreements with civilian employees;
12. Cooperate and assist all city officials and departments for the common welfare of the citizens of Danville;
13. Complete duties as required by laws and ordinances;
14. Complete other duties as assigned by the Mayor.

7.5.4.2 Requirements

The requirements for the position of Chief of Police are:

1. Must possess a bachelor's Degree from a recognized educational institution, advanced degree or coursework preferred;
2. Have a minimum of eight (8) years' experience in law enforcement that includes progressively professional experience in management of a large safety service department or unit.
3. Must possess or be able to obtain within six months of employment all required certifications from the State of Illinois.
4. Must possess or able to obtain within six months of employment a valid Illinois driver's license.
5. Before appointment must successfully complete a psychological and physical examination using similar standards as set forth in the City of Danville's Board of Fire and Police Commissioner's Rules and Regulations.

Danville Police Department	Section: 8.1
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/30/20
Topic: Personnel Policies	
Christopher S. Yates, Chief of Police	

8.0 Personnel Procedures

8.1 Personnel Policies

8.1.1 Sworn Officers

The Board of Fire and Police Commissioners of the City of Danville is responsible for the selection and promotion of all sworn officers other than the Chief of Police who shall be appointed by the Mayor.

a. Officers of the rank of Police Officer, Sergeant and Commander.

Officers of the rank of police officer, sergeant or commander shall be governed by the respective work agreement between the City of Danville and the approved bargaining unit for the members. Such agreements outline the rate of compensation, hours of work, holidays, vacation, sick leave, compensatory time and health benefits.

b. Officer of the rank of Chief of Police

Officer of the rank of Chief of Police shall be governed by the City of Danville Personnel Policies unless there is an additional agreement that sets forth working condition for this rank. Such agreements outline the rate of compensation, hours of work, holidays, vacation, sick leave, compensatory time and health benefits.

8.1.2 Civilian Employees

The selection and promotion of all civilian (non-sworn) will be hired through the Personnel Office of the City of Danville. Civilian employees not covered by a bargaining agreement shall be governed by the City of Danville Personnel Policies.

a. Chief's Administrative Assistant, Investigation Division Secretary, Stenographer, Lead Records Clerk, Records Clerks, Staff Services Secretary, Staff Services Clerk and Police Mechanic.

The Chief's administrative assistant, the investigation division secretary, the stenographer, the lead records clerk, the records clerks, the staff services secretary, the staff services clerk, and the police mechanic shall be governed by the respective work agreement between the City of Danville and the approved bargaining unit for the members. Such agreements outline the rate of compensation, hours of work, holidays, vacation, sick leave, compensatory time and health benefits.

8.1.3 Retirement benefits

Retirement benefits for sworn officers are governed by the Danville Police Pension Board and eligibility is determined by State Statute. Sworn personnel must submit application to the Pension Board upon appointment to the Department.

Retirement benefits for civilian employees are governed by Social Security and the Illinois Municipal Retirement Fund.

8.1.4 Equal Opportunity Employer

It is the policy of the Department and the City that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment or current employees, because of race, color, national origin, age, sex, marital status, or physical or mental handicap unrelated to ability, provided the employee or applicant is qualified and meets the physical and mental requirements necessary for the position to which they are employed or have applied.

Danville Police Department	Section: 8.2
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/30/20
Topic: Employment Policy - General	
Christopher S. Yates, Chief of Police	

8.2 Employment Policy - General

It is the policy of the City and the Department that all persons are entitled to equal employment opportunities, and therefore, the City or the Department does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, sexual orientation or physical or mental handicap unrelated to ability, provided the employee or applicant is qualified and meets the physical requirements necessary for the job.

8.2.1 Hours of Employment

A. Sworn Personnel

(1) Non supervisory

Non supervisory sworn personnel will work hours in accordance with the work agreement between the City and the PB&PA Unit 11.

(2) Supervisory

Supervisory sworn personnel, excluding the Director and Deputy Director(s) will work hours in accordance with the work agreement between the City and the PB&PA Command Officers Association.

(3) Deputy Director(s)

Deputy Directors will normally work Monday through Friday and the work day will consist of 8.5 hours per day inclusive of a one hour lunch. The hours worked will normally be between 0800-1630 hours but may also be adjusted at the approval of the Director.

(4) Director

The Director will normally work Monday through Friday with a work day that consists of 8.5 hours inclusive one hour lunch. The actual hours of work will be determined based on the Director's responsibilities with the approval of the Mayor.

B. Civilian or Non-Sworn Personnel

(1) Civilian employees covered by contract

Civilian employees covered by contract will work hours in accordance with their respective work agreement.

(2) Civilian non-union employees

Civilian employees not covered by a contract will work hours in accordance with the Personnel Policies of the City unless their hours are adjusted by the Director.

C. Exceptions

Because of the nature of the law enforcement mission there will be times that schedule changes or hours of work may need to be adjusted. Nothing in this section shall prevent the changing of hours if done without additional cost so long as such changes are mutually agreed between the City and the effected member and the employee completes the required number of hours as required by his or her work agreement.

8.2.2 Assignment of Days Off

Personnel who are not on a Monday – Friday work schedule will have days off scheduled by their respective Commander or his or her designee. Changes to an officer's day off schedule in the Patrol Division will not be made in mid calendar year without the prior approval of the Chief of Police.

8.2.3 Shift Selection

Shift selection for members will be based on their respective work agreements. For those members not covered by a work agreement or when a work agreement does not specify a shift selection process shift assignment will be at the City's discretion.

Probationary members do not have seniority rights with regards to shift selection and may be assigned at the discretion of the Chief.

8.2.4 Vacation

Vacations, the number of days allowed and how it is selected will be based on a member's respective work agreement. Absent a work agreement selection will be in accordance with City personnel policies.

8.2.5 Sick Leave

Sick Leave or Earned Time Leave will be based on a member's respective work agreement. Absent a work agreement the sick leave or earned time leave will be in accordance with City personnel policies.

8.2.6 Compensatory Time

The accrual of and use of compensatory time will be based on a member's respective work agreement. Absent a work agreement compensatory time will be accrued and used in accordance with City personnel policies.

8.2.6.1 Request for use of compensatory time

Members covered by the work agreement with the PB&PA Unit 11 or by the PB&PA Command Officers association may request compensatory time 30 days in advance. Requests for compensatory time shall be granted if an officer requests the use of such compensatory time a minimum of seventy-two (72) hours or more in advance (up to 30 days) of its proposed use. Requests shall be processed in order of receipt. Compensatory time off which has been granted to an officer shall not be cancelled except in cases of extreme emergency. Compensatory time granted may be approved but cannot create a deficiency in coverage known prior to 72 hours. It is at the discretion of the Commander if compensatory time will be approved when supplemental patrol details are scheduled prior to 72 hours of the requested time off. Approval will be granted in accordance with the respective work agreements. Requests will be granted in the order they are received. If requests are received at the same time then a lottery shall be done to determine who will receive the compensatory time.

8.2.7 Limited Duty Assignments/Details

Nothing in Section 7 prohibits a member from being reassigned for the purpose of completing a limited duty assignment or detail so long as it does not violate the existing work agreement of the member.

8.2.8 Reporting times

The following reporting times will be adhered to unless altered by the Chief or his or her designee:

A. Police Officer assigned to a patrol shift:

- | | |
|---------------------|-------------|
| (1) First Shift: | 0640 |
| (2) Second Shift:: | 1440 |
| (3) Third Shift: | 2240 |
| (4) COPS: | As assigned |
| (5) Attending class | As assigned |

B. Police Officer assigned as a detective:

- | | |
|---------------------|--------------|
| (1) First Shift | 0745 |
| (2) Second Shift | 1245 |
| (3) Or as assigned. | |
| (4) Attending class | As assigned. |

C. Commanders and sergeants assigned to a patrol shift:

- | | |
|------------------|------|
| (1) First Shift | 0625 |
| (2) Second Shift | 1425 |
| (3) Third Shift | 2225 |

D. Commander and sergeants assigned to detectives:

As assigned by the Chief of Police or his or her designee.

E. Civilian Personnel covered by work agreement

Reporting times for civilian personnel covered by a work agreement will be in accordance with the respective work agreement, unless changed by a mutual agreement between the City and employee.

F. Civilian Personnel not covered by a work agreement

Reporting times for civilian personnel not covered by a work agreement will be in accordance with the personnel policies of the City, unless otherwise assigned by the Chief or his or her designee.

8.2.9 Ending Tour of Duty

Officers will not be released from their regular tour of duty before the end of their shift unless authorized leave has been granted. Authorization must be received by an on-duty supervisor prior to ending a tour of duty.

Following are the regular times for ending a tour of duty:

- | | |
|----------------------------|---|
| ■ First Shift | 1515 hours |
| ■ Second Shift | 2315 hours |
| ■ Third Shift | 0715 hours |
| ■ CHU: | As scheduled |
| ■ POP: | As scheduled |
| ■ CID First Shift | 1600, or as directed |
| ■ CID Second Shift | 2100, or as directed |
| ■ Officer Attending School | The member shall not leave prior to the class ending unless approved by a supervisor. Officers leaving a class early with approval will either return to work or use authorized leave time. |

8.2.10 Trading Time

Members trading time as outlined in their applicable work agreements will submit a request in writing signed by both members affected by the trade to the shift commander of the shift of the scheduled trade. The supervisor will approve the request so long as it meets the standards as outlined by the work agreement. The Commander may deny the request of trade for non-arbitrary reasons at their discretion, requiring a memorandum with reason to Chief of Police prior to the date requested for trade.

Once a request has been approved it will be the member who agreed to work the trade that is responsible for reporting to work on the approved date.

8.2.11 Light Duty

Light Duty was be assigned in accordance with applicable work agreements or absent a work agreement in accordance with the personnel polices of the City.

Danville Police Department	Section: 8.3
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/30/20
Topic: Sexual Harassment	
Christopher S. Yates, Chief of Police	

8.3 Sexual Harassment

8.3.1 Policy

It is the policy of the Danville Police Department to provide a businesslike work environment free from all forms of employee discrimination including incidents of sexual harassment. No employee shall be subject to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical. Sexual harassment will be treated as misconduct with appropriate disciplinary sanctions.

8.3.2 Definitions

1. Employee – all department personnel, both sworn and non-sworn.
2. Sexual Harassment – is the deliberate or repeated behavior of a sexual nature by one employee to another that is unwelcomed, unasked for or rebuked by the other employee. The behavior can be verbal, nonverbal, or physical in nature. Examples of sexual harassment could include but are not limited to the following:
 - a. Sexual comments of a provocative or suggestive nature;
 - b. Jokes or innuendoes intended for and directed to another employee;
 - c. Suggestive or demeaning looks or leering;
 - d. Creating an intimidating, hostile or offensive working environment; and
 - e. Making acceptance of unwelcomed sexual conduct or advances or request for sexual favors of any nature for condition of employment, continued employment or Departmental assignment.
3. Supervisor – for the purpose of this policy is any person that has supervision responsibilities over another to include but not be limited to Commanders, Sergeants, and a Field Training Officer (if a recruit advises the FTO of a complaint), Technical Services Manager or Evidence/Training Coordinator.

8.3.3 Reporting Procedures

1. An employee who believes he or she has been sexually harassed shall contact his or her immediate supervisor, or if the case involves the immediate supervisor, the supervisor in the next highest position in the Chain of Command. Such notification shall be made in writing and will contain:
 - a. The time and date of incident;
 - b. The employee or employees involved in the incident;
 - c. A description of the incident upon which the complaint is based.
2. Such allegations of sexual harassment shall be reported immediately.
3. All complaints shall remain confidential unless they are found to be valid and disciplinary action is required.

8.3.4 Supervisor's responsibility

Supervisors observing acts they believe to be sexual harassment will take immediate action to stop the act and if necessary remove the affected employee from any further work contact with the alleged violator until such matter is resolved. If necessary or if an affected employee is removed from work contact with an alleged violator the supervisor will document the incident in writing and forward it through the chain of command.

Supervisors receiving a written complaint of sexual harassment shall:

- a. If necessary take immediate action to limit the affected employee(s) from any further harassment and if necessary remove the affected employee from any further work contact with the alleged violator until such matter is resolved
- b. Be responsible for routing all complaints of sexual harassment to the Chief of Police, through the chain of command within three days of the receipt of the complaint.

8.3.5 Chief of Police Responsibility

The Chief of Police upon receipt of a complaint of sexual harassment shall:

- a. If necessary take immediate action to limit the affected employee(s) from any further harassment and if necessary remove the affected employee from any further work contact with the alleged violator until such matter is resolved;
- b. Direct an investigation or cause an investigation to commence into the allegation within three days of the receipt of the complaint, with such complaint to be conducted without delay.
- c. Complete a written report or cause to have a written report completed with regards to the findings of the investigation and if all possible to do so within ten days of receipt of the complaint;
- d. If the complaint is valid, take appropriate disciplinary action against the employee or employees responsible for the actions.
- e. If the complaint can not be supported by fact, advise the employee lodging the complaint as to the findings of the complaint and the reasons for the findings. Such notification will be in writing.

8.3.6 Right to Appeal

1. Any employee who has lodged a complaint of sexual harassment and who does not believe appropriate action has been taken with regards to the allegation may file a complaint with the Human Resource Manager for the City of Danville or take other legal action as they may feel appropriate.
2. Any employee disciplined under this policy shall retain the same right of appeal as allowed in any other disciplinary action.

Danville Police Department	Section: 8.4
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/30/20
Topic: Critical Incident Management	
Christopher S. Yates, Chief of Police	

Section 8.4 Critical Incident Management

8.4.1 Purpose

Critical incidents create different levels of stress for employees. The purpose of this Section is to formulate procedures to address the management of Critical Incidents as it relates to the employee.

8.4.2 Definitions

1. A **critical incident** is any event with sufficient impact to produce significant emotional reactions in employees at the time of the incident or later. A critical incident includes but is not limited to:
 - a line of duty death
 - serious line of duty injury/assault/sexual assault to an employee
 - suicide of employee
 - officer involved shooting/victim of shooting
 - disarming/siege/hostage involving an employee
 - disappearance or kidnapping of employee
 - multi-casualty incident/disaster
 - significant event involving children
2. **Critical incident administrative leave** is duty related paid leave of absence of an employee involved in a critical incident when it is determined to be in the best interest of the employee and department. Such leave may be recommended by an employee's supervisor, but must be approved by the Chief of Police or his/her designee.
3. **Critical incident stress management** is programs and strategies designed to assist an employee(s) in managing and recovering from significant stress encountered as a result of a critical incident.
 - a. **Debriefing** is a group meeting or discussion (usually held within 24-72 hours after an incident) targeted toward mitigating or resolving the psychological distress associated with a critical incident. This may be with the assistance of a mental health professional or person who has received specialized training with regards to critical incident debriefings.
 - b. **Evaluation** is the meeting of an employee with a mental health professional, for the purposes of determining what, if any, counseling may be required to benefit the employee in dealing with the aftermath of the critical incident.
 - c. **Counseling** is a meeting or meetings of an employee with a mental health professional for the purposes of providing mental health services to the employee which may benefit the employee in dealing with the aftermath of the critical incident.
 - d. **Critical Incident Management Support Team** is designed to be a confidential consultation and resource for members of the department. The Support Team consists of sworn personnel able to support members of the department by providing assistance in the areas of personal and group debriefing, anonymous and confidential peer support, and resilience training. Peer support is not to interfere in any way with the voluntary use of/or referral to any other related programs or services.
4. **Mental health professional** is a critical incident stress management trained licensed clinical social worker, a psychologist or psychiatrist.

8.4.3 Debriefing/Evaluations and Counseling Procedures

1. After a critical incident, as defined in 7.4.2.1, a debriefing may be conducted with the employees involved in the incident. In the case of a prolonged critical incident the Chief of Police or his or her designee will make the decision if it is necessary for a mental health professional to respond to the scene.
 - a. If a debriefing is held, attendance may be made mandatory. If the debriefing is not held during an employee's duty time the employee will be compensated in accordance with the current work agreement.
 - b. An employee can be mandated to attend the debriefing, but an employee does not have to speak if they choose not to.
 - c. No notes will be taken at a debriefing session.

2. Within 72 hours of the conclusion of a critical incident, any employee directly involved in a critical incident as defined in 7.4.2.1, may be referred to a mental health professional, of the Department's choice, for evaluation.
3. The Critical Incident Coordinator will confer with the on-duty supervisor and employees involved in the critical incident and recommend to the Chief of Police whom should be referred to a mental health professional, of the Department's choice, for evaluation.
4. The Chief or his or her designee may place an employee on critical incident administrative leave pending an evaluation of the employee.
5. The mental health professional conducting the evaluation will make the following determination:
 - a. The employee may continue/return to work without restrictions
 - b. The employee may continue/return to work, but will be scheduled for counseling
 - c. The employee may not return to work and will be scheduled for counseling

The mental health professional conducting the evaluation will report the result of the evaluation to the Chief or his or her designee. The mental health professional employed to conduct the evaluation will not be the same mental health professional who conducts the counseling. The mental health professional designated to do the evaluation, will continue to monitor an employee's progress and make the determination when the employee can return to work.

6. All information shared during a debriefing or evaluation except that involving danger to the employee or others is confidential. However, this section does not prohibit the mental health professional conducting the evaluation from providing an opinion to the Department with regards to an employee's fitness for duty.
7. All information shared during counseling between an employee and a mental health professional will have all the confidentiality privileges as allowed by statute.
8. Employees referred to a mental health professional for evaluation will be re-evaluated 6 months after the initial evaluation and one year after the initial evaluation.

8.4.4 Family/Significant Other Notifications

It is important that family members of an employee who has been injured or killed as a result of a critical incident be notified in a timely and professional manner. In addition it is important the Department have a system of keeping employees and their families informed of events immediately following a critical incident.

8.4.4.1 Notifications

1. Each employee will have the opportunity of completing a form with notification information that would be needed in the event the employee was seriously injured or killed. The information on this form may include, but not be limited to the following:
 - a. A list of family members or significant others to be contacted by the Department in the event a members is seriously injured or killed.
 - b. Names of persons who could be contacted to provide comfort to the family, I.E., friends, clergy, etc.
 - c. Names of persons who could provide babysitting services if the need arose to have a spouse come to the hospital.
 - d. Names of persons who the employee specifically does not want contacted by the Department.

A copy of this form will be placed in an employee's personnel file at both the Departmental level and the Division and Shift level. It will be the responsibility of the employee to keep this information current.

2. When an employee is seriously injured or killed, the on-duty supervisor will have the responsibility to make the notifications or direct notifications to be made. These notifications should be made in person if possible. Refer to 8.4.4.1(b) for special considerations and instructions. If necessary, and practical, transportation should be made available to the family member being contacted. Notifications should be made as soon as practically possible.

8.4.5 Non-involved employee informational services

1. Seriously injured employees

If possible, when an employee is seriously injured in the line of duty, the Department will make arrangements to have an employee available to accept telephone inquiries at the hospital. The hospital security staff should be contacted and they will provide office space with a telephone where calls can be directed. The employee assigned this duty will, upon approval, release the following information to sworn employees:

- a. The name of the officer involved
- b. Extent of injuries if available based on a bonafide medical update
- c. Where employees can meet if they are coming to the hospital

Employees must remember that it is the hospital's responsibility to provide medical care. Employees responding to the hospital will be required to go to the designated meeting room to receive reports and to schedule visits to the injured employee in an orderly manner.

2. Employees killed in the line of duty

When an employee is killed in the line of duty, the Department will, as soon as possible, designate a specific non-emergency number at the PSB, to handle incoming calls from other employees

8.4.6 Press releases

Press releases will be referred to a Police Information Officer as designated by the Department. Statements **will not** be made at the scene of the critical incident unless approved by the Chief of Police.

8.4.7 Departmental property/weapons

In the event an employee is seriously injured or killed in the line of duty and it is necessary to recover Departmental issued property or weapons of the employee they will be collected by an employee so designated by the Department. In the case of weapons hospital personnel will turn the weapon over to a police supervisor. Property, which is of an evidentiary value, will be processed in accordance with departmental procedures.

8.4.8 Critical Incident Management Support Team procedures

1. Confidentiality and Responsibility

- a. Members of the department who choose to use the Support Team services must be aware that no special legal privilege is extended to peer support providers such as in the case of doctors/patients and attorneys/clients.
- b. The department and team members agree to actively protect confidentiality in order to sustain program viability.
- c. Peer support providers shall ensure that department members understand all conversations and sessions are strictly confidential with the exception of:
 - i. Information indicating imminent harm to the member or others.
 - ii. Information that may prevent serious crimes.
 - iii. Situations requiring mandated reporting by law (ex: child abuse, domestic violence, etc...)
 - iv. Information shared between peer support providers enabling other team members to garner assistance and experience from one another. These discussions shall be general in nature, shall not include names or other unnecessary identifiers, and shall not be discussed outside of closed team sessions.

2. Department Responsibilities

The Police Department considers communications between a department member and Support Team as privileged and shall not question a peer support provider concerning the identity or services provided to a member of the department.

3. Team Notification for Critical Incidents

- a. The Team Coordinator shall be responsible for maintaining and updating current contact rosters.
- b. At the discretion of the Shift Supervisor, Critical Incident Management Support Team shall be activated for:
 - i. Use of deadly force that results in death or serious injury.
 - ii. Line of duty death.
 - iii. Serious injury to department members in the performance of their duties.
 - iv. Any other incident that produces a high level of stress.

Danville Police Department	Section: 8.5
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 10/13/20
Topic: Recognition of Achievement	
Christopher S. Yates, Chief of Police	

8.5 Recognition of Achievement

8.5.1 Purpose

The recognition of a member's outstanding performance of duty or professional achievement is essential to the morale of the Department.

8.5.2 Policy

Any member of the Department may recommend another member for recognition for outstanding performance or professional achievement. Such recommendations will be in accordance with the policies contained within this section of the Departmental Manual.

8.5.3 Procedures

8.5.3.1 Nomination for Awards

All letters, memorandums, or nominations of recognition pertaining to outstanding performance shall be referred to the Chairperson of the Awards Committee, through the Chain of Command. All nominations to the Awards Committee must be in writing and have the necessary documentation to support the requirements of the award requested. Such nominations may include but will not be limited to the following:

- (1) The member or members involved and their duty assignment.
- (2) A description of the action being recommended for recognition.
- (3) Reports or other documentation available for review.
- (4) Any possible witnesses either Departmental or non-departmental.
- (5) Was the action taken a matter of routine or beyond recognized limits of duty?

8.5.3.2 Awards Committee

1. Membership

The Awards Committee will be composed of all the commanders of the Department. The Committee shall elect a Chairperson and a Secretary. All recommendations for awards will be forwarded to the Awards Committee.

2. Award Criteria

When reviewing a recommendation for an award the Committee will insure that:

- a. A complete detailed description of the incident and action taken by the member has been submitted and that such documentation assists the Committee in establishing the following:
 - (1) Did the member initiate the incident or did it result from assignment or command?
 - (2) Was the action taken a matter of routine or beyond recognized limits of duty?
 - (3) What was the duty status of the member at the time of the incident or action?
 - (4) Did the member risk his or her life in the performance of this action?
 - (a) What was the nature and degree of the risk?
 - (5) Did the member's action contribute to the saving of a life?
 - (a) Is there supporting evidence from an attending physician or witnesses to indicate that the action taken did, in fact, save a life?

- (6) Did or will the professional achievement have a positive and long lasting effect for the Department or City Of Danville.
- b. The Committee will consider statements from witnesses or interested parties when making their decisions.
- c. The Committee may investigate the recommendation or if the request came from a member of the Department, return the recommendation for further clarification of the incident.

8.5.3.3 The Award Decision

Upon receiving the recommendations of the Awards Committee, the Chief of Police may take one of the following actions:

1. Authorize the presentation of the appropriate award to the member as recommended by the Committee.
2. Advise the Committee that in his or her opinion the conduct does not meet the criteria as submitted and return the recommendation to the Committee with comments.

Notwithstanding the above, the Chief of Police is not bound by the Awards Board's recommendation for the presentation of a specific award.

8.5.4 Awards

The Department establishes the following awards:

1. City of Danville's Mayor's Medal of Honor

The City of Danville's Mayor's Medal of Honor is designated as the highest award a member can be awarded from the City of Danville. The award shall be presented upon appropriate review and recommendation for a specific act involving personal risk or exceptional judgment.

In cases involving personal risk, such risk must have been taken in a purposely and not foolhardy manner, in order to prevent loss of life or other tragedy.

In cases involving exceptional judgment or initiative, such an act must be clearly outstanding and one that, had it not been exercised, undesirable consequences would have followed.

In either case involving personal risk or exceptional judgment, the actions of the member must have been in accordance with existing statutes and in accordance with current rules, regulations, policies or procedures of the Department.

The Mayor's Medal of Honor will consist of a medal accompanied by a service bar designating the word "Honor."

2. Meritorious Service Award

The Meritorious Service Award shall be presented upon appropriate review and recommendation for demonstrated outstanding performance or professional achievement.

In cases for outstanding performance, such performance must have been an exceptional act above and beyond the regular duties of the member. The performance will have demonstrated a high degree of professionalism and judgment, and exemplified the highest standards in law enforcement.

In cases involving professional achievement, such achievement will have had a lasting benefit to the Department, or the City of Danville, and will have been conducted with a high degree of professionalism.

In either instance, the actions of the member must have been in accordance with existing statutes and in accordance with current rules, regulations, policies or procedures of the Department.

The Meritorious Service Award will consist on a service bar with the word "Merit."

3. Life Saving Award

The Life Saving Award will be presented upon appropriate review and recommendation to a member who was actively involved in an exemplary act which was directly related to the saving of another person's life. This may include, but not be limited to, the successful administration of cardiac pulmonary resuscitation, Heimlich maneuver, or other life saving resuscitation.

The actions of the member must have been in accordance with existing statutes and in accordance with current rules, regulations, policies or procedures of the Department.

The Life Saving Award will consist of a medal and service bar as designated by the Department.

4. Departmental Commendation

A Departmental Commendation will be presented after appropriate review and recommendation to a member for a specific act which exemplifies outstanding performance of a member as it relates to the overall mission of the Department.

The actions of the member must have been in accordance with existing statutes and in accordance with current rules, regulations, policies or procedures of the Department.

A Departmental Commendation Award shall consist of a service bar with stars designating the number of commendations received.

5. Division Commendation

A Division Commendation will be presented after appropriate review and recommendation to a member for a specific act, which exemplifies outstanding performance of a member as it, relates to the overall mission of the members assigned Division.

The actions of the member must have been in accordance with existing statutes and in accordance with current rules, regulations, policies or procedures of the Department.

A Division Commendation Award shall consist of a certificate issued by the members Division Commander. A service bar award will be issued upon the receipt of five Divisional Commendations.

6. Departmental Memorandum

A Departmental Memorandum may be used to recognize excellent performance not sufficiently meritorious to warrant one of the previously mentioned awards.

8.5.4.1 Illegal Drug Seizure Achievement Program

The Illegal Drug Seizure Achievement Program is designed to reward officers for their pro-active work in taking illegal drugs off of the street in Danville.

1. Award Criteria

Officers who meet the following criteria will receive a pin of recognition for their work:

- a. Seize a controlled substance and/or methamphetamine in an amount accumulating to one ounce.

or

- b. Seize cannabis in an amount accumulating to one pound.

2. Award Procedure

- a. Officer must submit a copy of their report and a picture of the drug(s) seized to the Program Coordinator.
- b. All drugs seizures must be weighed with minimum packaging.
- c. All drug seizures must come from a pro-active encounter.

3. Award Pin

Officers will receive a pin to display on their uniform with a number that will reflect the total amount of illegal drugs seized.

- 4. Program Coordinator will be a Sergeant assigned to the Patrol Division. Program Coordinator will keep track of officers' seizures and have final say on whether or not to count a seizure.

8.5.5 Eligibility

All members of the Danville Police Department, including sworn and non-sworn personnel and Auxiliary Police Officers in the performance of their related duties, are eligible for the awards set forth in this section. Additionally law enforcement personnel outside of the Department may also be considered for the awards outlined here-in.

8.5.6 Non Departmental Awards

Nothing in this section precludes a member from receiving an award from a bonafide agency regarding the same incident which the Department has recognized achievement.

8.5.7 Records

A record of all awards shall be made part of the member's personnel file.

Danville Police Department	Section: 8.6
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 09/30/20
Topic: Personnel Policies / Administration of Discipline	
Christopher S. Yates	

8.6 Administration of Discipline

The Director of Public Safety is responsible for the administration of discipline within the Police Department.

8.6.1 Policy

Any member who violates his or her oath and trust by committing an offense punishable under the laws or statutes of the United States, the State of Illinois, or the Code of the City of Danville; or who violates any provision of the rules and regulations, orders or instructions and or policies and procedures of the Police Department; or who disobeys any lawful order or instruction; or who is guilty of conduct unbecoming an officer; or who violates the Code of Ethics as found in Section 2 of the Departmental Manual; or who is incompetent to perform his duties; or who fails to perform his or her duties when required; is subject to appropriate corrective action.

8.6.2 Forms of Corrective Action

The following forms of corrective action may be assessed against any member for cause:

1. Verbal Counseling

Any supervisor may verbally counsel a subordinate. Such counsel should be done in private if possible.

Verbal counseling may be used to review proper procedures with a member or to correct minor infractions of the rules and regulations, policies, procedures or other directives where the incident of reoccurrence is low. A supervisor will make a written record of such verbal counsel and place a copy of the record into the member's shift file. The member shall receive a copy of any record placed in his or her file.

2. Written Reprimand

Any supervisor may issue a written reprimand in a form prescribed by the Department to be entered into a member's personnel file.

A written reprimand is a form of corrective action designed to prevent a reoccurrence of an infraction of the rules, regulations policies, procedures, directives or other violations of the Departmental Manual. Usually a written reprimand will follow verbal counseling, but may be the first step in disciplinary action based on the seriousness of the infraction.

The member shall receive a copy of any record placed in his or her file.

3. Docking of Pay

Any supervisor may recommend the docking of pay for a member due to a member reporting late for work or for sending a member home to obtain required equipment the member should have had when reporting for work or for correcting unsatisfactory personal appearance.

If such docking occurs then a written record documenting the docking of pay will be placed in the member's file. The member shall receive a copy of any record placed in his or her file.

4. Emergency Suspension

A member may be placed on an emergency suspension with pay from duty for gross neglect of duty; insubordination; conduct unbecoming an officer or other serious offense for the remaining portion of the shift they are working. Such suspension may be ordered by a Commander.

In the event an emergency suspension is issued the Commander issuing such suspension shall make a written report to the Chief of Police outlining the infraction that resulted in the suspension.

The Chief, upon receipt of the written report, may:

- (1) Return the member to duty without further action;
- (2) Convert the suspension with pay to a suspension without pay.
- (3) Issue a suspension of up to five days without pay.
- (4) File charges against the member for a suspension of greater than five days or dismissal;

(5) Take other disciplinary action as authorized within Section 7.6.

If disciplinary action is taken as a result of the emergency suspension written documentation will be placed in the members departmental personnel file regarding the action. The member shall receive a copy of any record placed in his or her personnel file.

5. Suspension

The Chief may suspend, for cause, any member for a period not to exceed five days without pay. An officer under suspension shall have no police authority and upon request will surrender his or her identification card, badge, department keys and radio. For the purpose of this section a loss of accrued compensatory time for a disciplinary matter shall be considered a suspension and shall not exceed 40 hours.

The Board of Fire and Police Commissioners or other body as approved by the City may upon hearing of evidence suspend a member from 1 to 30 days.

Suspensions usually will follow a written reprimand, but may be the first step in disciplinary action based on the seriousness of the infraction.

A record of suspensions shall be placed in the members departmental personnel file. The member shall receive a copy of any record placed in his or her file.

6. Terminations

During the probationary period a member is considered an "at will employee" and the Chief of Police may recommend the member's termination from the Department.

After completion of the probationary period, no officer of the rank of commander, sergeant or police officer can be dismissed unless the Board of Fire and Police Commissioners deems there are sufficient grounds for dismissal.

Danville Police Department	Section: 8.7
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 09/30/20
Topic: Investigation of Complaints	
Christopher S. Yates, Chief of Police	

8.7 Investigations of Complaints

The Department is committed to the investigation of complaints of officer misconduct, including violations of law, policies, procedures, rules and regulations. Complaints may be initiated by citizens, government officials, or internally by supervisors or employees. Complaints made anonymously may also be appropriately investigated.

The Chief has the authority to direct investigations based on allegations initiated by citizens, or internally by supervisors or employees. With regards to allegations made anonymously the Chief may authorize an informal inquiry to determine if there is enough evidence to support an investigation.

The Department will, when conducting formal investigations, adhere to the Law Enforcement Officer's Disciplinary Procedure Act.

8.7.1 Definitions

A. Minor infraction

Complaint of a violation of policy, procedure, rule or regulation that would have minimal adverse impact on the operation or integrity of the Department and that would result in disciplinary action no greater than a written reprimand or suspension of less than 3 days.

B. General Misconduct

Complaint of violations that do not fall into the categories of minor, serious or pattern of misconduct that could result in disciplinary action ranging from oral counseling to suspension/termination.

C. Pattern of Misconduct

A pattern of documented misconduct by an officer or group of officers that includes, but is not limited to, allegations or complaints over time that indicate conduct of more concern than that created by infrequent or isolated incidents of citizens complaints or unacceptable conduct that could result in disciplinary action ranging from written reprimand to suspension/termination.

D. Serious Misconduct (including law violations)

Violations of policies, procedures, rules, or regulations that have an adverse impact on the operation or integrity of the Department and that, if proven, would likely result in disciplinary action in the form of a suspension/termination. Examples of serious misconduct include but are not limited to: departing from the truth, excessive force, conduct unbecoming an officer, breach of ethics, or violation of the law.

E. Informal Inquiry

A meeting by supervisory or command personnel with an officer upon whom an allegation of misconduct has come to the attention of such supervisory or command personnel, the purpose of which meeting is to mediate a citizen complaint or discuss the facts to determine whether a formal investigation should be commenced.

F. Formal Investigation

The process of investigation ordered by a commanding officer during which the questioning of an officer is intended to gather evidence of misconduct which may be the basis for filing charges seeking his or her removal, discharge or suspension in excess of three days.

G. Interrogation

The questioning of an officer pursuant to a formal investigation in connection with an alleged violation which may be the basis for filing charges seeking the officers suspension, removal, or discharge. The term does not include questioning as part of an informal inquiry or relating to a minor infraction which may be noted on the officer's record but which may not in themselves result in removal, discharge or suspension in excess of 3 days.

H. Administrative Proceeding

Any non-judicial hearing which is authorized to recommend, approve or order the suspension, removal, or discharge of an officer.

I. Law Enforcement Officer's Disciplinary Procedure Act

The Illinois State statute that sets forth certain rights which are guaranteed to officers in disciplinary procedures.

J. Citizen Complaint

A complaint made by a non-member of the Department regarding conduct of a member of the Department if sustained would constitute a violation of policy, procedures, rules, regulations, or a violation of the law.

8.7.2 Procedures

A. Authority and Responsibility of All Employees

All Departmental members have an affirmative responsibility to report employee misconduct to the next higher level of authority in the chain of command. Members will be required to give a complete account of this information.

Employees are required to cooperate in departmental investigations and to truthfully answer questions by, or render material and relevant statements to, competent authority, when so directed.

A member may be required to submit to a medical or laboratory examination, at the Department's expense, when the examination is specifically, directly, and narrowly related to a particular Department investigation or inquiry into an allegation of employee misconduct.

B. Authority and Responsibility of Supervisors

Department supervisors and command personnel are responsible for taking complaints and act in accordance with the following:

1. Complaints alleging minor infractions.
 - a. Supervisors receiving complaints or having knowledge regarding alleged minor infractions will document the complaint or conduct and if possible investigate the complaint/conduct at shift level. If the alleged complaint is found to be valid the supervisor shall take or recommend the appropriate action. All complaints, investigations conducted and any action taken or recommended shall be sent in writing to the respective shift commander. The shift commander will forward all complaints to the Division Coordinator.
 - b. If the complaint is from a citizen and the supervisor can not mediate the complaint then the complainant should be advised to contact the Human Relations Office. The supervisor will advise the respective Shift Commander in writing that a complaint was received, the nature of the complaint and the name of the person making the complaint, the member(s) involved and that the complaint was referred to the Human Relations Office. All documentation will be forwarded to the Division Coordinator who will notify the Chief.

The Division Coordinator will maintain a record of all minor complaints and mitigation/disposition for both (B)(1)(a) and (b).

2. Complaints alleging general misconduct, pattern misconduct or serious misconduct.
 - a. Supervisors receiving a complaint of or having knowledge of alleged general misconduct, pattern misconduct or serious misconduct shall obtain the complainant(s) name, address, physical identifiers, and telephone number, the nature of the complaint, witnesses and the officer(s) involved and advise the Shift Commander in writing of the complaint.
 - b. When the supervisor has direct knowledge he or she will prepare a written report for the Shift Commander outlining the same information.
 - c. In a Citizens Complaint the complainant shall be informed that the complaint will be forwarded to the Shift Commander for follow-up. In a Citizen's Complaint situation the complainant shall also be advised of that they may file the complaint with the Human Resource Department.

- d. In cases involving serious misconduct (including the violation of the law) the supervisor taking the complaint will immediately inform the Shift Commander of the complaint.
- e. In cases where supervisor has evidence to support that immediate intervention should be taken to protect the public or member the supervisor shall take intervention action and immediately contact the Shift Commander.
- f. Citizen Complaints from this section will be reported to the Director of Human Resource Department by the Chief of Police

C. Investigations

The Shift Commander upon receipt of a report of alleged misconduct shall review the complaint and forward it to the Chief of Police. The Director may order the Shift Commander to investigate a complaint that is considered general misconduct or pattern misconduct.

On cases involving serious misconduct or any other case involving the violation of the rules, regulations, policies, procedures, law or ordinances the Chief may direct an investigation be conducted by the Internal Affairs Unit.

In cases involving the violation of law the Chief may defer the investigation to another law enforcement agency or proceed after consulting with the Vermilion County State's Attorney.

All findings of investigations whether by a Shift Commander or the Internal Affairs Unit will be submitted to the Chief in writing.

D. Administrative Investigation Formal Investigation Interrogation Warning

If an officer is subject to a formal investigation and is to be questioned he or she will be advised of his or her rights under the Illinois Law Enforcement Disciplinary Act in a format similar to that which is included in this section.

E. Internal Affairs Unit

The Internal Affairs Unit will investigate complaints of misconduct by members of the Department as assigned by the Chief.

The Chief shall assign the members of the Internal Affairs Unit and it will generally but not necessarily be limited to a Commanders.

F. Investigation Findings

An investigation can result in one of the following findings:

- 1. Unfounded: The investigation indicated that the act or acts alleged did not occur or failed to involve police personnel.
- 2. Exonerated: The investigation indicated that the act or acts did occur, but were justified lawful and proper.
- 3. Not Sustained: The investigation failed to discover sufficient evidence to clearly prove or disprove the allegations.
- 4. Sustained: The investigation disclosed sufficient evidence to clearly prove the allegations.

G. Appeals

Members have the right to appeal suspensions, loss of pay, days off, compensatory time or vacation time as a result of disciplinary action. Such appeals can be made through the Board of Fire and Police Commissioners or through a grievance process as outlined in their respective labor agreement.

DANVILLE POLICE DEPARTMENT

ADMINISTRATIVE FORMAL INVESTIGATION INTERROGATION WARNING

CASE NUMBER:

IAD#:

OFFICER BEING INTERROGATED:

Rank:

BADGE #:

DATE:

DIVISION OF ASSIGNMENT:

A Formal Investigation as defined in the Uniform Peace Officer's Disciplinary Act, has been commenced with regards to a complaint filed against you. The purpose of this investigation is to gather evidence of alleged misconduct which may be the basis for filing charges seeking your removal, discharge or suspension in excess of three days.

You shall not be subjected to an interrogation without first being informed in writing of the nature of the investigation. The information shall be sufficient as to reasonably apprise you of the nature of the investigation.

All interrogations shall be conducted at a reasonable time of day, and if possible when you are on duty. If this is not possible you will receive compensation for the time you are required to be at the interrogation.

You shall be informed of the name, rank and unit or command of the officer in charge of the investigation, the persons conducting the interrogations, and all persons present during any interrogation.

A complete record of any interrogation will be made and a copy of your interrogation will be made available to you.

You have the right to be represented by counsel or Association representative of your choosing and may request counsel at any time before or during interrogation. If you request counsel or Association representation you shall be given reasonable time and opportunity to obtain counsel or representation prior to proceeding with the interrogation.

You are advised this is a non-criminal interrogation, and any admissions made by you during the course of an interrogation may be used as evidence of misconduct or as the basis for administrative charges seeking suspension, removal or discharge.

You are being advised:

1. You will be asked questions about the allegations set forth below.
2. The questions will be asked by an officer of a higher rank.
3. You are being ordered to answer these questions.
4. If you do answer these questions your statements cannot be used against you in a subsequent criminal proceeding.
5. If you refuse to answer these questions the Danville Police Department will seek your termination.

You are further advised that an interrogation is being conducted with regards to the following alleged violations:

Rules and Regulations Sections:

IN THAT YOU ARE ALLEGED TO HAVE:

The officer in charge of this investigation is:

The interrogating officers are:

I, _____, have read the above warnings and allegations which are being investigated and understand that I have a right to counsel or Association representative during the interrogation with regards to the charges listed and at this time waive the right to counsel or Association representation.

Signature of officer being interrogated

Time

Date

Witness's signature

Witness's signature

Danville Police Department	Section: 8.8
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 10/01/20
Topic: Personnel Policies/Personnel Files	
Carl J. Alexander, Director of Public Safety	

8.8 Personnel Files

Personnel files shall be maintained on all personnel to accumulate and record all pertinent information relative to a member's past history which may include but is not limited to education, military service and previous experience. Information concerning his or her progress within the Department, documentation of awards, commendations, corrective action and any other information pertinent to the employment of the member may be maintained in the personnel file.

8.8.1 Policy

1. Physical location of files

All personnel files will be maintained in the Office of the Chief, or an office so designated by the Chief.

2. Insertion of information

Information may be inserted into a member's personnel file, by the Chief, Commander, or Sergeant, or their designee. No adverse material shall be inserted into the file until the member concerned has had an opportunity to review the material. The member has the right to add comments to the adverse material. The material along with any comments added by the member will then be placed in the file.

3. Copy to member

A member shall be given a copy of all material placed in his or her file.

4. Removal of Information

No material will be permanently removed from a member's file without the consent of the Chief. Such consent will normally be given to the removal of written documentation of verbal counseling, or written reprimands after three years have passed without repetition and the employee does not have a history of other corrective action in his or her file during those past three years. Suspension information shall not be removed from a personnel file.

5. Confidentiality

Personnel files are confidential and will be accessible only to the following:

- a. The member on whom the file is maintained. A member shall have the right to review his or her personnel file during regular business hours in the office of the Chief, and bring to the attention of the Chief any pertinent information not included in the file.
- b. The Chief of Police.
- c. A member's Commander.
- d. Sergeant with the approval of the Chief or Commander.
- e. The Mayor of the City of Danville.
- f. The Board of Fire and Police Commissioners.
- g. The City Attorney or Corporate Council or other person retained by the City in cases involved in defense or discipline of a member.
- h. Upon receipt of valid court order or subpoena to surrender the file. Prior to the surrender of such file the member shall be notified of such order unless such notification would compromise an investigation involving a member of the Department. There is nothing in this section that would prevent the City or an attorney representing the member from entering a legal objection to prevent the surrender of the file. However, if the legal objection is denied the file will be surrendered as ordered.
- i. To a third party at the request of a member who has provided written consent to the third party to review the file. The Department will not be required to notify a member when such review has occurred when done so as a result of the written consent.

6. Use of Personnel Files

Personnel files may be used, but not limited to, evaluating the performance and promotional potential of a member, and to learn the strength and weakness of a member.

8.8.2 Operational Files

Section 8.7 shall not be construed as to limit supervisory personnel from maintaining a shift file or division file on a member for the effective operation of the shift or division. Such files will be maintained in the same fashion as outlined for Personnel Files in Section 8.7.1.

Danville Police Department	Section: 8.9
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 10/01/20
Topic: On the Job Injuries	
Christopher S. Yates, Chief of Police	

8.9 On-the-Job Injuries

8.9.1 Medical Treatment in Emergencies

An employee injured in the line of duty and in need of emergency or immediate medical care shall go or be transported to the closest hospital for stabilization and treatment. The injured employee has the right to choose which physicians and hospital will provide treatment once the employee is stabilized. If an employee is unable to make the decision medical personnel will consult with the immediate family. Absent any family, the hospital medical personnel will make the decision regarding the care and treatment of the employee.

Officers who have specific wishes with regards to physicians and medical providers should discuss future plans with family members or take other necessary steps to insure their wishes are followed.

8.9.2 Medical Treatment in Non Emergency situations

Members injured in the line-of-duty that do not require emergency treatment may go to a doctor of their choice for treatment of the injury. Members are entitled to visit up to two doctors of their choice and these doctors may make referrals to other physicians.

8.9.3 Conflicting Medical Reports

In cases where there are conflicting medical reports and the member's ability to return to work, a determination will be made by the Workers Compensation insurance company. If the member is released for duty as a result of an independent medical evaluation ordered by the insurance company, and the member feels that he/she is not able to return, the member will be required to use sick time until the issue is resolved.

8.9.4 Reporting an On-the-Job Injury

8.9.4.1 Members responsibility upon injury

A member receiving an injury while on duty will:

- a. Notify their supervisor immediately. If their supervisor is not available the member will report the injury to any on-duty supervisor.
- b. If the injury is severe seek medical treatment.
- c. If the injury is not severe, make arrangements to see a doctor of the member's choice if necessary.
- d. Prior to, or immediately following medical treatment, complete the Employers First Report of Injury or Illness (Form 45). These forms can be obtained from a member's supervisor. The completed form is to be given to the member's on-duty supervisor and if not available any on-duty supervisor.
- e. After seeking medical treatment the member shall provide to the Department, through the chain of command, any medical slip provided by the attending physician. Members seeking medical treatment must receive, from the attending physician, a "return to work slip" regardless of the type of injury. If a leave is recommended, the notice should contain a specified amount of time, and the next scheduled appointment. If the member can return to work, but with restrictions, the restrictions must be listed.
- f. If unable to return to full duty after the injury the member must provide a physician's statement certifying the member has been examined and that the member is unable to work. To qualify for workman's compensation such physician statement must include the date of the injury, or the day the member first missed work.

8.9.3.2 Injuries Requiring Surgery or Extensive Testing

A member off on a job-related injury or disability that requires surgery or extensive testing (except for that which was provided during emergency treatment) should obtain approval from the member's current workers compensation insurance company prior to the surgery or testing. Failure to do so may prevent workman's compensation from paying for the surgery or testing.

8.9.3.3 Doctor or therapy visits

If the member requires therapy or doctor visits after the employee has returned to work, the employee should schedule these after working hours, if possible. The City will allow time off for doctor visits, if the appointment cannot be scheduled after work hours. This means if the doctor's office or facility is not open after work hours. The City will not pay overtime if the appointment is outside of the normal scheduled work day. The City will not pay for travel expenses to or from the appointment and the employee will not be allowed to use a City owned vehicle for travel to the appointment.

8.9.3.4 Outside Employment While Off for an On-the-Job Injury

While off for an on-the-job injury, no member shall be employed in any other manner with or without monetary compensation.

8.9.3.5 Failure to Provide Accident Notification, Providing False Information; Abuse of Disability Leave

A member who fails to provide the required notification upon injury, who provides false information regarding on-the-job injuries or abuses on-the-job (disability) leave shall be subject to disciplinary action.

8.9.3.6 Supervisor Reports

When an employee reports an injury a supervisor will:

- a. Determine whether the injury is severe. If so, the employee should be sent to the emergency room.
- b. If the employee does not need immediate care the employee can chose a doctor of their choice to consult about the injury or illness.
- c. Complete the Form 45 Employers First Report of Injury or Illness
- d. The original Form 45 with supporting documentation will be forwarded to Technical Services.
- e. One electronic copy will be sent to the Chief of Police.
- f. One electronic copy will be sent to the City Insurance.
- g. One copy should be placed in the officer's shift file.

If the employee does not seek immediate medical assistance, advise the employee it is their obligation to notify the Department if and when they do seek medical treatment. Any medical reports should be routed in the same manner as the Form 45.

Supervisors should investigate the accident that caused the injury and include their findings along with the Supervisor Accident Investigation report which is located on the back side of the Form 45.

Danville Police Department	Section: 8.10
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: Reinstated 06/25/08, rev.10/1/20
Topic: Compensation other than regular salary compensation (Overtime, Compensatory Time, Court Pay)	
Carl J. Alexander, Director of Public Safety	

8.10 Compensation other than regular salary compensation

8.10.1 General

The City of Danville will compensate a member for hours in excess of a member's normal work schedule in accordance with the provisions of the contract between the City of Danville and the Police Benevolent Protective Association Unit 11, the Police Benevolent Command Officers Association, or other applicable work agreement.

To receive such compensation the member shall adhere to the procedures as set forth in Section 7.9 of the Departmental Manual.

8.10.2 Procedures

1. Overtime

To receive compensation for overtime in accordance with a member's applicable work contract the member must:

- a. have been authorized to work the overtime;
- b. have actually worked the overtime;
- c. submit to the members supervisor, or supervisor authorizing the overtime, an overtime report/card approved by the Department that contains the following information:
 - (1.) The officers name;
 - (2.) Date of overtime;
 - (3.) The time duration of the overtime;
 - (4.) The total time of overtime in straight time hours;
 - (5.) The reason for the overtime, that will also include any applicable report numbers and any other information requested on the overtime report/card.

No member shall submit for overtime pay if the member has submitted for compensatory time or other approved compensation for the same time worked.

Overtime must be submitted during the same payroll period that it is earned. Banking or holding overtime reports/cards is not permitted.

Approved overtime cards will be submitted to the Chief's Office.

2. Compensatory Time

To receive compensatory time for overtime in accordance with a member's applicable work contract the member must:

- a. have been authorized to work the overtime that qualified for compensatory time;
- b. have actually worked the overtime that qualified for compensatory time;
- c. submit to the members supervisor, or supervisor authorizing the overtime, a compensatory time report/card approved by the Department that contains the following information:
 - (1.) The officers name;
 - (2.) Date of overtime;
 - (3.) The time duration of the overtime;
 - (4.) The total time of overtime in straight time hours;
 - (5.) The reason for the overtime, that will also include any applicable report numbers and any other information requested on the overtime report/card;

No member shall submit for compensatory time if the member has submitted for overtime pay or other approved compensation for the same time worked.

Compensatory time must be submitted during the same payroll period that it is earned. Banking or holding compensatory time reports/cards is not permitted.

The member's supervisor or the supervisor authorizing the overtime for compensatory time shall log the compensatory time onto the member's work record card at the rate of accumulation as required by contract.

Members cannot record more than 80 hrs. of accrued compensatory time without the consent of the shift commander. Consent must consider a plan to use it prior to December 31 of that year. K-9 officers may accrue up to 100 hrs.

3. Court Pay

To receive compensation for court appearances in accordance with a member's applicable work contract the member must:

- a. Adhere to and report for court appearances as outlined in Section 19.0 of the Departmental Manual.
- b. actually appear in court (for the purposes of this section an officer is considered to have appeared in court if an officer receives notification to appear in court and responds in accordance with Section 19.0 and is in route to court and then is notified by court personnel that the member's appearance is no longer needed);
- c. have a court appearance report/slip completed by State's Attorney's personnel and process as follows:
 - (1) For pay, the original copy of the court appearance report/slip is retained by the State's Attorney's Office and later forwarded to the Department and the copy of the court appearance report/slip is given to the member.
 - (2) For compensatory time, both the original and copy (all copies) of the court appearance report/slip is given to the member. The member will then complete a compensatory time report/card as outlined in section 8.3.2.2.c. above including the actual time spent in court in straight time, and attach all copies of the court appearance report/slip to the compensatory time report/card and submit it to the member's supervisor.

No member shall submit for compensatory time if the original copy of the court appearance report/slip was retained by the State's Attorney's Office for payment.

Court appearance compensation must be submitted during the same payroll period that it is earned. "Banking or holding court appearance compensation reports/slips is not permitted.

The member's supervisor upon receipt of a compensatory time report/card and all copies of the court appearance report/slip shall log the compensatory time onto the member's work record card at the rate of accumulation as required by the contract.

4. Court Pay in Civil Cases

To receive court pay for a civil case the following factors must apply:

- a. The officer must have been served a valid subpoena, with witness fee.
- b. The officer must submit a copy of the subpoena; the witness fee and a court pay request (which can be obtained from the Chief's secretary) with the actual time spent at court.
- c. The officer's appearance must be associated with actions arising from his or her employment as a police officer.
- d. An officer will not receive court pay where the officer is bringing suit against the City.
- e. It is not considered a court appearance if officers are appearing at a Board of Fire and Police Commission hearing because of charges filed against them. Officers who are not the subject of charges, but who have received a subpoena to testify as a witness or who have been ordered by the City to attend will be eligible for court pay.
- f. An officer, who is receiving compensation from the City, whether during regular duty hours or on off-duty time, for his or her appearance at a civil process must submit their witness fee check to the City.

All requests for court pay as outlined in this policy will be forwarded to the Chief's Office.

Danville Police Department	Section: 8.11
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/01/20
Topic: Administrative Leave	
Carl J. Alexander, Director of Public Safety	

8.11.1 Administrative Leave

A member may be placed on Administrative Leave by the Chief of Police when based on the circumstances the granting of Administrative Leave is in the best interests of the City. Such Administrative Leave may be with or without pay based on the particular circumstances presented.

The Chief of Police may grant paid Administrative Leave for a period not to exceed five (5) working days. They Mayor must approve any Administrative Leave that exceeds five (5) working days.

A member's regular duty schedule while on paid Administrative Leave will be Monday – Friday from 0745 hours – 1600 hours.

Unless otherwise stated in writing a member on paid Administrative Leave will:

1. Be available to return to work on the member's regularly scheduled work day;
2. Telephone the Office of Chief of Police between the hours of 0800-0900 hours on every regularly scheduled work day to see if there is a change in the member's status;
3. Be allowed to take regularly scheduled vacations or compensatory time without restrictions;
4. Not travel in excess of 25 miles from the Danville City Limits Monday- Friday from hours of 0745-1600 without the consent of the Chief of Police;
5. Not work any other employment from Monday – Friday from 0745-1600 hours;
6. Notify the Chief of Police of any change of address of telephone number;
7. Adhere to all conditions of employment for the member's position with the City of Danville.

Danville Police Department	Section: 8.12
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 10/1/20
Topic: Leave of Absences	
Carl J. Alexander, Director of Public Safety	

8.12 Leave of Absences

8.12.1 Illness

Illness requiring absence from duty shall be reported to the member's supervisor at least one (1) hour prior to his or her scheduled reporting time. For the purpose of this section reporting shall include calling the respective supervisor's office and leaving a voice mail on the answering machine. If an answering machine is not available or in non-working order the officer shall call the Records Department and advise on-duty personnel.

Upon return from work a member will complete an illness report card provided by the Department. For any illness in excess of three consecutive days the member will have to bring medical documentation supporting the use of the sick leave.

Any member who does not report for work due to illness shall not work any Departmental overtime (to include but not limited to, shift hire back, other governmental hire back, JAG,STEP or other approved overtime) within a twenty-four hour period from the time the member was to report for work. If a member works overtime within eight hours of the time he or she is to report for work, the member will be expected to report for duty.

Any member who does not report for work due to illness shall not work at his or her secondary employment within a twenty-four hour period for the time the member was to report for work. If a member works his or her secondary employment within eight hours of the time he or she is to report for work, the member will be expected to report for duty.

Members' sick leave accrual and use will be governed by the current work agreement. Members will adhere to the current work agreement with regards to returning to work after the use of sick leave. The Department retains the right to have a member produce medical documentation to support a member's absence.

Any officer who is on sick leave for more than ten (10) consecutive days shall each week thereafter and until such time he or she returns to duty, forward written correspondence to his or her Commander relative to his or her health status to include any instructions from his or her physician (s) regarding his or her continued absence from work. A mandatory health status report from the physician regarding an officer's ability to return to work shall be submitted at least every thirty days. Such written notice should be hand-delivered to the member's Commander or an on-duty supervisor who will in turn forward it to the Chief. If the member is unable to hand deliver the report the member will cause to have the report delivered by U.S. Mail or other acceptable delivery system.

Civilian personnel shall be entitled to sick leave as prescribed in their work agreement or in absence of a work agreement the City Personnel Policies.

8.12.2 Bereavement Leave

Bereavement leave requiring absence from duty shall be reported to the member's supervisor at least one (1) hour prior to his or her scheduled reporting time. For the purpose of this section reporting shall include calling the respective supervisor's office and leaving a voice mail on the answering machine. If an answering machine is not available or in non-working order the officer shall call the Records Department and advise on-duty personnel.

A member will not work any Departmental overtime (to include but not limited to, shift hire back, other governmental hire back, DTEP or other approved overtime) during the period of time covered by the bereavement leave.

Any member who does not report for work due to bereavement leave shall not work at his or her secondary employment during the period of time covered by the bereavement leave.

Members' bereavement leave will be governed by the current work agreement. Members will adhere to the current work agreement with regards to returning to work after the use of bereavement leave. The Department retains the right to have a member produce documentation to support a member's absence.

Civilian personnel shall be entitled to bereavement leave as prescribed in their work agreement or in absence of a work agreement the City Personnel Policies.

8.12.3 Vacations

Members will qualify and receive vacations in accordance with the member's applicable work contract or the Danville Personnel Policies.

Danville Police Department		
Departmental Manual		
Topic: Evaluations	Section 8.13	Revised: 6/20/19
Christopher Yates, Chief of Police		

8.13 Evaluations

Personnel evaluations will be done on an annual basis. Evaluations will be used to review a member's overall performance. In addition evaluations will be reviewed prior to a member's promotion or assignment to a specialized division or unit.

8.13.1 Procedures

The following procedures will be followed in regards to the evaluation of members:

1. All sworn members will be evaluated at least once a year, using evaluation forms approved by the Chief of Police.
2. The evaluation process will begin in January and continue all year long with yearly Personnel Evaluation forms being completed by November 1st of each year.
3. The evaluation process will include but not be limited to Rounding Meetings with members.
4. Commanders will be responsible for having evaluations for the members assigned to their shift or unit.
5. The Chief of Police or his designee will be responsible for the evaluation of the members holding the rank of Commander.
6. Once an evaluation has been completed it will be reviewed with the member. A member has the right to add comments to the evaluation.
7. An evaluation, once reviewed, will be placed in the members personnel file as part of their permanent record.
8. Evaluations of non-sworn personnel will be conducted in accordance with policies set forth by the Human Resource Manager of the City of Danville.

Danville Police Department Personnel Evaluation

Evaluation Period Beginning _____ to _____

Employee: _____

RANK: Commander Sergeant Police Officer

DIVISION: Criminal Investigation Patrol Technical Services

Current Assignment: Shift Commander, Shift Supervisor, Investigator, Patrol Officer, POP Unit, SRO, Other: _____

Special Unit Assignments: Arson Investigation Accident Investigation Breath Test Operator

Crime Scene Investigator Emergency Response Unit Field Training Officer

Firearms Instructor K9 Handler Standardized Field Sobriety Instructor Other: _____

Was a rounding meeting completed with the employee in January and June? YES NO

If NO state the reason _____

EVALUATION SCALE: EXCEEDS STANDARDS MEET STANDARDS YES MEET STANDARDS NO

PERFORMANCE CATEGORIES

1. Motor Vehicle Operation	___	___	___
2. Jurisdictional Geography	___	___	___
3. Written Communication	___	___	___
4. Field Performance	___	___	___
5. Field Operations	___	___	___
6. Telecommunication Skills	___	___	___
7. Criminal Law/Ordinances	___	___	___
8. Department Policy/Procedure	___	___	___
9. Traffic Enforcement	___	___	___
10. Relationships	___	___	___
11. Punctuality	___	___	___
12. Appearance	___	___	___
INVESTIGATORS			
13. Investigative Techniques	___	___	___

Leave Blank if not applicable to job assignment

SUPERVISORS

14. Written Communications	___	___	___
----------------------------	-----	-----	-----

15. Organizational Abilities	_____	_____	_____
16. Relationship Skills	_____	_____	_____
17. Leadership Abilities	_____	_____	_____
18. Personnel Development	_____	_____	_____
Sick days used this year:	_____	Vacation days used this year:	_____
Compensatory hours used:	_____	Other leave days used this year:	_____
Division Commendations received:	_____	Department Commendations:	_____
Written reprimands this year:	_____	Suspensions this year:	_____

Comments: (required for any Meets Standards NO):

Employee comments:

Signatures:

OFFICER: _____ Date: _____

SUPERVISOR: _____ Date: _____

CHIEF OF POLICE: _____ Date: _____

Rounding Meetings
Completed in January and June

An informal meeting will be held between the Supervisor(s) and the Officer to cover performance, communication, job description, goals and objectives in order to improve or maintain all.

Officers should know what is expected of them.

-Past Performance: any obstacles that prevented the person being evaluated from meeting the shift expectations. If so how do we as a team overcome the obstacles?

-Future Focus: The goals to be achieved by the evaluatee. The goals should be achievable and measurable.

-Written documentation of the meeting will be kept in the supervisor's critical incident file, not in the personnel file.

Supervisor's expectations:

Examples would be

Officer Safety

Teamwork

Taking possession of your area

- Checking buildings
- Residential areas
- Traffic issues

Passing a daily inspection

- Uniform
- Car
- Etc.

Stats:

Reports: (How many?)

Goals:

Areas Liked:

Training Wanted:

DANVILLE POLICE DEPARTMENT EVALUATION MANUAL

Danville Police Department Personnel Evaluation

Evaluation Period Beginning _____ to _____

Employee: _____

RANK: Commander Sergeant Police Officer

DIVISION: Criminal Investigation Patrol Technical Services

Current Assignment: Shift Commander, Shift Supervisor, Investigator, Patrol Officer, POP Unit, SRO, Other: _____

Special Unit Assignments: Arson Investigation Accident Investigation Breath Test Operator

Crime Scene Investigator Emergency Response Unit Field Training Officer Firearms Instructor
K9 Handler Standardized Field Sobriety Instructor Other: _____

Was a rounding meeting completed with the employee in January and June? YES NO

If NO state the reason _____

EVALUATION SCALE: EXCEEDS STANDARDS MEET STANDARDS YES MEET STANDARDS NO

PERFORMANCE CATEGORIES

1. Motor Vehicle Operation	___	___	___
2. Jurisdictional Geography	___	___	___
3. Written Communication	___	___	___
4. Field Performance	___	___	___
5. Field Operations	___	___	___
6. Telecommunication Skills	___	___	___
7. Criminal Law/Ordinances	___	___	___
8. Department Policy/Procedure	___	___	___
9. Traffic Enforcement	___	___	___
10. Relationships	___	___	___
11. Punctuality	___	___	___
12. Appearance	___	___	___
INVESTIGATORS			
13. Investigative Techniques	___	___	___

Leave Blank if not applicable to job assignment

SUPERVISORS

14. Written Communications	___	___	___
15. Organizational Abilities	___	___	___
16. Relationship Skills	___	___	___
17. Leadership Abilities	___	___	___
18. Personnel Development	___	___	___
Sick days used this year:	_____	Vacation days used this year:	_____
Compensatory hours used:	_____	Other leave days used this year:	_____

Division Commendations received: _____ Department Commendations: _____

Written reprimands this year: _____ Suspensions this year: _____

Comments: (required for any Meets Standards NO):

Employee comments:

Signatures:

OFFICER: _____ Date: _____

SUPERVISOR: _____ Date: _____

CHIEF OF POLICE: _____ Date: _____

Danville Police Department	Section: 8.14
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 06/10/11
Topic: Work-Card/Time-Off Record	
Larry Thomason, Director of Public Safety	

8.14 Work Record

8.14.1 Purpose

Work Records will be maintained to accurately record each member's work history on an annual basis.

8.14.2 Policy

An annual work record shall be maintained for every member of the Department which when completed will become a part of the member's permanent file.

8.14.3 Procedure

- The following notations will be made on the member's work card corresponding with the work day:

a.	Present for Duty (For officers working a patrol area assignment, the vehicle and assigned area will be noted on the team commander report.)	X
b.	Regular Days Off	O
c.	Adjusted Day Off	ADO
d.	Light Duty	LD
e.	Administrative Leave	AL
f.	Death In Family or Bereavement Leave	DIF
g.	Sick or Illness	S
h.	Sickness in Family	SIF
i.	Suspended	SU
j.	School/Training	TR
k.	Vacation	V
l.	Holiday	H
m.	On the job injury-day off	OJI
n.	Overtime	OT
o.	Compensatory time used	CT

- All documentation required to indicate/clarify work day status, such as: lateness, special assignments, shift trades, partial day status changes or any other notations required to maintain an accurate work record, shall be entered by inserting a comment on the specific work card and day in question.
- A compensatory time accrued and used by a member will be maintained in the designated area of the work record. Only supervisors may enter this accrual or use on the record.
- Final entries on the work-card/time off records should be made by 0700 hours on January 1st of the following year.

Danville Police Department	Section: 8.15
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Family and Medical Leave Act	
Carl J. Alexander, Director of Public Safety	

8.15 Family and Medical Leave Act of 1993

The Department will adhere to the Family and Medical Leave Act of 1993. To that end members wishing to take Family or Medical Leave in accordance with the Act shall be required to complete an "Employee Request for Family Medical Leave" and a "Certification of Health Care Provider" form that may be obtained through the City of Danville's Personnel Office.

Members that are approved for leave will be required to substitute as part of the 12 week maximum under the FMLA all available paid leave as set forth below:

A. Birth of a Child

A member requesting Family and Medical Leave due to the birth of a child (excluding when the member is the birth mother) when such sick leave is required for medical reasons to care for the mother or child shall use sick leave as outlined in their respective work agreement. When a FMLA request is made and it is not associated with a medical necessity then a member will be required to substitute any sick leave for the calendar year the request was made and any vacation time available to the member prior to going to an unpaid leave status for the remainder of the 12 weeks or portion thereof requested.

Members not covered by a work agreement shall adhere to the City of Danville's policy regarding Family and Medical Leave.

B. Illness or Injury to an officer's spouse or child requiring an officer's presence, or serious illness or serious injury involving hospitalization, surgery or special treatment to an officer's parent requiring an officer's presence.

A member requesting Family and Medical Leave due to Illness or Injury to an officer's spouse or child requiring an officer's presence, or serious illness or serious injury involving hospitalization, surgery or special treatment to an officer's parent requiring an officer's presence an officer shall be required to substitute accrued sick leave and then vacation for the 12 weeks or portion thereof requested.

Members not covered by a work agreement shall adhere to the City of Danville's policy regarding Family and Medical Leave.

8.15.1 Pension Benefits

Members taking unpaid leave in accordance with the Family & Medical Leave Act should check with their respective pension representative to see if the time the member is off on unpaid leave is time covered under their particular pension.

8.15.2 Health Insurance Benefits

A member's health care benefits will continue during approved FMLA. A member's portion of the health care premium will be deducted from the member's paycheck as long as the member remains on a paid status. If a member goes to an unpaid status the member must contact the Risk Management Office of the City of Danville to make arrangements to pay his or her portion of the health insurance premiums. If a member does not return to work after the approved FMLA the member may be required to reimburse the City for the portion of the health care insurance the City paid while the member was off on unpaid FMLA.

8.15.3 Failure to Return to Work

A member failing to return to work after the expiration of an approved FMLA and who has not received an additional approved leave of absence shall be considered to have made a constructive resignation from the Department.

8.15.4 Return to work

A member returning to work from an approved FMLA due to a personal medical condition must present a medical release advising the member is fit for duty.

Danville Police Department	Section: 8.16
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/13/2011, 10/1/20
Topic: Secondary Employment	
Director of Public Safety	

8.16 Secondary Employment

8.16.1 Defined

Secondary employment for the purpose of this section includes any employment when income is not earned from an officer's employment from either a regular duty assignment or an approved overtime detail as a Danville Police Officer.

8.16.2 Authorization

The Chief must approve all secondary employment, even in self-employment circumstances. Failure to receive approval before beginning secondary employment is grounds for disciplinary action.

8.16.3 Procedure

A member requesting secondary employment shall adhere to the following procedures.

- (1) A Secondary Employment Request form will be secured from the Chief's Office. The completed form will be forwarded through the chain of command to the Chief.
- B. The Chief will review the member's request form and either approve or deny the request. Reasons for denial of a request may include but not be limited to the following:
 - (1) The employment would render the officer unavailable in emergencies.
 - (2) The employment would physically or mentally exhaust the officer to the point that their performance may be affected.
 - (3) The employment would require special consideration be given to the member with regards to scheduling of an officer's regular duty hours.
 - (4) The employment would prevent an officer from appearing in court or other hearings.
 - (5) The employment would bring the Department into disrepute or impair the operation or efficiency of the Department or officer or be considered a conflict of interest.
- C. A member will notify the Chief in writing when he or she no longer is employed at a secondary employer.

8.16.4 Prohibited Secondary Employment

The following employment is prohibited as secondary employment:

- A. Employment as a police officer, deputy sheriff, reserve or auxiliary officer in any other jurisdiction. This section does not preclude an officer from accepting a commission from another law enforcement agency when necessary in the performance of his or her duty and with the approval of the Chief.
- B. Employment as an investigator, security officer, guard or watchmen unless employed exclusively and regularly by one employer in connection with the affairs of such employer only with whom the officer works as an investigator, security officer, guard or watchman.
- C. Employment in any capacity by a license private detective agency.
- D. Employment at taverns, cocktail lounges and businesses that sell alcoholic beverages where such sale of alcohol can be considered the primary concern of the business.
- E. Employment by any collection agency or reposessor.
- F. Employment outside the Department which would require wearing the Danville Police Department uniform, when compensation from such employment comes from other than the City of Danville.

8.16.5 Prohibited Working Secondary Employment When on Leave

Members shall not work secondary employment if they are on sick leave, maternity leave, bereavement leave, administrative leave, off work due to a workman compensation injury, or is off due to the Family & Medical Leave Act. Further an officer will not work secondary employment within 24 hours of using sick leave.

8.16.6 Compliance with Federal and State Laws/Payment of Taxes

A member engaging in secondary employment shall comply with all Federal and State laws regarding such employment, including the reporting of all income derived there from. Failure to report all income and pay all taxes due thereon shall be grounds for disciplinary action.

Danville Police Department	Section: 8.17
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/01/20
Topic: Extra Duty Employment	
Carl J. Alexander, Director of Public Safety	

8.17 Extra Duty Employment

8.17.1 Defined

For the purposes of this section, extra duty employment refers to overtime employment of sworn personnel working in the capacity of a police officer for the City of Danville either in uniform or in street attire.

8.17.2 Authorization

Members shall only work extra duty employment approved by the Department when the employee is receiving compensation through the City of Danville. A sworn member is prohibited from working as a Danville Police Officer either in uniform or street attire if compensation is provided to an officer from any source other than through the City of Danville's payroll without the written consent of the Chief.

8.17.3 Types of Extra Duty Employment

Extra duty employment may include, but is not limited to the following authorized extra duty assignments:

- A. Regular overtime
- B. Grant overtime
- C. Contract Policing overtime
- D. Special Detail overtime

Request for compensation for Extra Duty Employment shall be submitted on an approved overtime card.

8.17.4 Performance Requirements of Extra Duty Employment

Due to the nature of extra duty employment there may be a specific performance standard that needs to be completed. Officers who willfully fail to complete the performance standard for the extra duty assignment may be subject to disciplinary action and may be prohibited for working similar extra duty employment in the future.

8.17.5 Non-compensated Extra Duty Employment

There are times that officers are requested to donate their time as a police officer to work an event. The Department will not compel or request an officer to do so. However, if an officer at his or her own volition wishes to volunteer their police services he or she must make a written request to the Chief outlining what group or individual has made the request, the time, date and location of the assignment, if the assignment will be in uniform or street attire and an acknowledgement the officer is donating the time and is not receiving any compensation for the work. No officer will work such non-compensated extra duty employment without the approval of the Chief.

Danville Police Department	Section: 8.18
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Physical Exam and Power Test	
Carl J. Alexander, Director of Public Safety	

8.18 Physical Exam and Power Test

8.18.1 Physical Exam

Officers will complete an annual physical examination provided by the Department. The Department will specify the physician and the extent of the exam. Physicals will be taken during the anniversary month of the officer's employment. It will be prima facie evidence that this section was violated if the officer fails to complete all portions of the examination as required by the Department during his or her anniversary month.

8.18.2 Power Test

Officers are encouraged to maintain a healthy life style of good nutrition and regular exercise, and avoid unhealthy life style choices such as smoking and the abuse of alcohol. Officers who participate in regular fitness training along with proper diet will be better equipped to handle the rigors of being a police officer. The Department recognizes the importance of good fitness and will recognize on an annual basis those officers who maintain a basic level of fitness. This level of fitness will be measured using the Peace Officer Wellness Evaluation Report (POWER) test established by the Illinois Law Enforcement Training and Standards Board.

Annually the Department will offer the POWER test. Those officers who choose to participate in the testing and successfully complete the test will be awarded a Fitness pin which they may wear on their uniform shirt during the year for which they have qualified. Such participation will be on a voluntary basis.

8.18.2.1 POWER Test Standards

The POWER Test consists of four basic tests.

A. Sit and Reach Test

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is also important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extend arms from the sitting position. The score is in the inches reached on a yard stick.

B. 1 Minute Sit-Up Test

This is a measure of the muscular endurance of the abdominal muscles. It is important area for performing police tasks that may involve the use of force and is also an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in one minute.

C. 1 Repetition Maximum Bench Press

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. The score is a ration of weight pushed divided by body weight.

D. 1.5 Mile Run

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

Power Test Standards Table

Test	Men				Women			
Age Group	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	16	15	13.8	12.8	18.8	17.8	16.8	16.3
1 Min Sit-Up	37	34	28	23	31	24	19	13
Max. Bench Press %	98%	87%	79%	70%	58%	52%	49%	43%
1.5 Mile Run	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44

Danville Police Department	Section: 8.19
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Liability Protection	
Carl J. Alexander, Director of Public Safety	

8.19 Liability Protection

The Illinois Compiled Statutes Chapter 65 ILCS 5/1-4-6 requires the City of Danville to provide certain liability protection. This section reads in part:

"In case any injury to the person or property of another is caused by a member of the police department of a municipality having a population of less than 500,000 while the member is engaged in the performance of his or her duties as a police officer, and without the contributory negligence of the injured person or the owner of the injured property, or the agent or servant of the injured person or owner, the municipality in whose behalf the member of the municipal police department is performing his or her duties as police officer shall indemnify the police officer for any judgment recovered against him or her as the result of such injury, except where the injury results from the willful misconduct of the police officer, to the extent of not to exceed \$1,000,000 including costs of the action. Any police officer, or any person who, at the time of performing such an act complained of, was a police officer, who is made a party defendant to any such action shall, within 10 days of service of process upon him or her, notify the municipality by whom he or she is or was employed, of the fact that the action has been instituted, and that he or she has been made a party defendant to the same. Such notice shall be in writing, and shall be filed in the office of the city attorney or corporation counsel, if there is a city attorney or corporation counsel, and also in the office of the municipal clerk, either by himself, his or her agent, or attorney. The notice shall state in substance, that such police officer, (naming him or her), has been served with process and made a party defendant to an action wherein it is claimed that a person has suffered injury to his or her person or property caused by such police officer; stating the title and number of the case; the court wherein the same is pending; and the date such police officer was served with process in such action, and made a party defendant thereto. The municipality which is or may be liable to indemnify the police officer shall have the right to intervene in the suit against the police officer, and shall be permitted to appear and defend. The duty of the city to indemnify any such policeman for any judgment recovered against him shall be conditioned upon receiving notice of the filing of any such action in the manner and form hereinabove described

For the purposes of this Section, no civilian defense worker, nor any member of any agency engaged in any civilian defense activity, performing services as a part of any civilian defense program, shall be considered to be a member of a municipal police department.

If any person in obeying the command of any such policeman to assist in arresting or securing an offender is killed or injured, or his or her property or that of his or her employer is damaged, and such death, injury or damage arises out of and in the course of aiding such policeman in arresting, or endeavoring to arrest, a person or retaking or endeavoring to re-take a person who has escaped from legal custody, the person or employer so injured, or whose property is so damaged, or the personal representatives of the person so killed, shall have a cause of action to recover the amount of such damage or injury against the municipal corporation by which such police officer is employed at the time such command is obeyed."

8.19.1 Notification of Process of Civil Action

Members who are made a party of a civil action as a result of their official duties shall make written notification of such civil action to the city attorney or corporation counsel, if there is a city attorney or corporation counsel, and also in the office of the municipal clerk, either by himself, his or her agent, or attorney. A copy of the civil action will be included with the notification.

Danville Police Department	Section: 8.20
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Line of Duty Death Benefits	
Carl J. Alexander, Director of Public Safety	

8.20 Line of Duty Death Benefits

In the event of a line of duty death, the member's surviving member is entitled to specific benefits. Each of the benefits will have specific requirements related to benefits. The following benefits may be available:

1. United States Bureau of Justice Assistance Public Safety Officers' Benefits Program

The PSOB Program provides death benefits in the form of a one-time financial payment to the eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. It also provided disability benefits for public safety officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanent prevents the officer from performing any substantial and gainful work. The PSOB Program also includes the Public Safety Officer's Educational Assistance Act that may provide financial assistance for higher education for the spouses and children of federal, state, and local public safety officers who have been permanently disable or killed in the line of duty. More information may be obtained on these benefits at::

PSOB Program
Bureau of Justice Assistance
633 Indiana Avenue, NW
Washington, DC 20531
202-307-0635
www.ojp.usdoj.gov.

2. State of Illinois Survivor's Benefit/Illinois Law Enforcement Officer Compensation Act

The State of Illinois provides a death benefit in the form of a one-time financial payment to eligible survivors of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. More information may be obtained at:

Court of Claims
630 South College Avenue
Springfield, IL 62756.
217-782-7101
www.cyberdriveillinois.com/departments/court_of_claims/home

3. Police Pension Benefits

A police officer's eligible survivor is entitled to police benefits when an officer is killed in the line of duty. Contact the pension representative of the Department for further information.

4. Workman Compensation Benefits

Illinois Worker's Compensation Death Benefits are paid to eligible survivors when an employee is killed when performing his or her duties. More information regarding this benefit may be obtained at:

City of Danville
Risk Manager
17 W. Main Street
Danville, IL 61832
217-431-2305

A surviving spouse can not draw both a workman's compensation benefit and police pension at the same time. A workman's compensatory attorney may be able to offer guidance in this benefit.

5. Life Insurance

The City of Danville provides a life insurance policy for an employee of the City of Danville. More information on this benefit may be obtained from:

City of Danville
Risk Manager
17 W. Main Street
Danville, IL 61832
217-431-2305

6. Police Benevolent and Protective Association

If the officer is a member in good standing with the Police Benevolent and Protective Association he or she is entitled to a death benefit from the Association. The eligible survivor would contact the local president of the PB&PA Unit 11.

Danville Police Department	Section: 8.21
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/01/20
Topic: Employee Lockers and locker rooms	
Carl J. Alexander, Director of Public Safety	

8.21 Employee Lockers

8.21.1 Policy

It is the policy of this Department that lockers are provided for officers to store duty related equipment and that the locker room areas be used in accordance with the following procedures.

8.21.2 Procedure

- A. Officers will only use the locker that has been assigned to him or her.
- B. Officers may place a lock on their locker; however no officer has an "expectation to privacy" with regards to these lockers. Lockers, locked or unlocked can be opened when necessary without an officer's permission.
- C. Evidence will not be stored in an officer's locker.
- D. Illegal items, alcohol or offensive material will not be stored in lockers.
- E. An officer will be allowed to use the top of his or her locker, but what ever is placed on top the locker must be confined to the space directly above the officer's locker and be secure so that it does not fall onto the floor.
- F. No stickers, advertisements, writing, etc., will be posted on the outside of the lockers.
- G. The City, the Department or the Public Building Commission assumes no liability for any items taken from a locker or from the locker rooms.
- H. Nothing will be stored on the floor of the locker rooms.
- I. Clothing or other articles, with the exception of ballistic vests, will not be hung on the outside of lockers.
- J. An officer storing a firearm in his or her locker must have a working lock on the locker and the locker must be locked when unattended by the officer.
- K. Unattended weapons will not be left unsecured in the locker rooms.
- L. Male officers will not enter into the female locker room and female officers will not enter the male locker room. Supervisors of either sex may check either locker room, but a supervisor of an opposite sex will insure the locker room is either clear of personnel or in the absence of a supervisor of the opposite sex, a supervisor will insure that all personnel have sufficient warning prior to entering the locker room.

Danville Police Department	Section: 9.0
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 06/26/20
Topic: Use of Force/ Levels of Force	
Christopher S. Yates, Chief of Police	

9.0 USE OF FORCE

Members shall only use that force which is reasonable and necessary in accordance with Federal Laws, State statutes, City ordinances, and Departmental rules, regulations and procedures.

9.1 Levels of Force

An officer's level of force may escalate based on the actions of the person(s) an officer is dealing with. No policy can include every possible circumstance an officer may face when deciding to use force. Ultimately force used will be judged based on totality of circumstances by stepping into the shoes of the officer at the moment that the force was used. It is the policy of this Department that officers will only use force to bring an incident under control and balancing the need for officer safety in the use of force. Following are various levels of force, which an officer may use, based on the circumstances faced. Nothing in this section requires an officer to follow the levels as listed in a specific order. The levels of force are described as follows:

9.1.1 Officer Presence, Canine Presence, Verbal Commands, Restraint Devices

Officer presence, canine presence, verbal commands and for the purpose of officer safety, restraint devices, may be used when a person is cooperative and there is little or no injury potential that exists to the officer if the person remains cooperative.

9.1.2 Joint Manipulation, Pressure Sensitive Area Techniques (With or Without Control Instruments), Other Appropriate Compliant Techniques.

Joint manipulation, pressure sensitive area techniques (with or without control instruments), other appropriate compliance techniques may be used with persons who exhibit no resistive movement in response to a verbal or other direction, but fail to comply with an officer's direction. This is most commonly found in persons described as passive resisters.

9.1.3 Stunning Techniques (With or Without an Impact Weapon) Take Downs, Oleoresin Capsicum (O.C) Spray, Canine Deployment, Electro-Muscular Disruption Weapon (EMD or Taser.)

Stunning techniques (with or without an impact weapon) take downs, O.C. spray, canine deployment and/or an EMD or Taser, may be used with persons who exhibit resistive movement to avoid physical control, or who have made verbal assertions that they are going to resist arrest, or otherwise attempt to cause physical injury to him or herself or another and the officer has a reasonable belief this is going to occur.

9.1.4 Impact Weapons, Punches, Kicks and Other Striking Techniques, Take Downs Directed at the Skeletal Structure of the Body, Less-Lethal Ammunition.

Impact weapons, punches, kicks, striking techniques, take-downs directed at the skeletal structure, and or use of less-lethal ammunition may be used with persons who verbally relay a threat to themselves or another and the existing circumstances are such that without intervention such threat may be carried out, or performs physical action, without weapons, that are aggressive and/or demonstrates behavior that is likely to cause physical injury to either the person or another.

9.1.5 Force Likely to Cause Death or Great Bodily Injury

Force which is likely to cause death or great bodily injury may be used by an officer when the officer reasonably believes that such force is necessary to prevent death or great bodily harm to the officer or another, or when the officer reasonably believes **both** that:

- a. Such force is necessary to prevent the arrest from being defeated by resistance or escape; **and**
- b. The person to be arrested has committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay.

Further an officer is justified in the use of force, including force likely to cause death or great bodily harm, which he or she reasonably believes to be necessary to prevent the escape from a penal institution of a person whom the officer reasonable believes to be lawfully detained in such institution under sentence for an offense or awaiting trial or commitment for an offense and is an imminent threat of serious bodily harm or death to another.

9.1.5.1 Definitions of Force Likely to Cause Death or Great Bodily Harm

Force likely to cause death or great bodily harm with in the meaning of Section 00.1.5 shall include but not be limited to:

- a. The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and
- b. The firing of a firearm at a vehicle in which the person to be arrested is riding.
- c. A choke hold or prolonged neck restraint that interrupts air and/or blood flow to the brain.

9.1.5.2 Render Aid

If any person is injured and requires medical attention, officers will render aid in accordance with their training and request medical assistance when necessary. Consideration of body position shall be taken when any subject appears or complains of difficulty breathing.

9.1.6 Prohibited Use of Force by a Peace Officer

- a. An officer shall not use a **chokehold** in the performance of his or her duties, unless deadly force is justified.
- b. An Officer shall not use a chokehold or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion. (720 ILCS 5/7-5.5)

9.1.6.1 Definition of chokehold

Means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air.

"Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air. (720 ILCS 5/7-5.5)

9.1.7 Duty to Intervene

A law enforcement officer has an affirmative duty to intervene on behalf of a citizen whose constitutional rights are being violated in his or her presence by officers. Officers of the Danville Police Department have a duty to intervene when they observe or hear conduct by a fellow officer that is unethical, clearly violates the law or violates department policy. The Danville Police Department is committed to protecting officers who act on their duty to intervene to prevent or minimize misconduct by another officer or member of the department.

- a. Use of Force: Officers of the Danville Police Department have an affirmative duty to intervene if they witness a use of force that is clearly unreasonable. Any officer that observes another using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent or stop the unreasonable force. An officer who observes another officer whose use of force exceeds the degree of force that is permitted by law, policy or ordinance shall promptly report the observations to a supervisor.
- b. Officers must recognize and act upon the duty to intervene to prevent or stop any member from conducting any act that is unethical, or violates the law, ordinance or a policy of the Danville Police Department. Intervention may be verbal and/or physical. Failure to intervene may subject an officer to disciplinary and/or legal action.

9.1.7.1 Definition of Intervene

To come between, whether verbally or physically, so as to prevent or alter a result or course of events

- 1) If the misconduct is verbal, the unoffending officer will attempt to intervene verbally to attempt to deescalate the situation. When safe to do so the unoffending officer will attempt to break the agitation and let the offending officer to collect him or herself. This can also be done by asking the officer to meet at the back of the car or other area deemed to be safe.
- 2) If the misconduct is physical and based on training the use of force is unreasonable, the unoffending officer shall verbally advise the officer. If the unreasonable force continues, the unoffending officer, when safe to do so, use appropriate physical intervention to stop the force. This may be in the form of assisting the officer in securing the subject safely and advising the officer that you will take over.
- 3) Notify a supervisor after conducting any type of intervention, when safe to do so.
- 4) If physical intervention was performed, document the incident in writing and forward it to a supervisor.

9.1.8 Supervisor Responsibilities

- a. Once receiving the report of an incident involving excessive use of force or an incident involving an officer intervening with another officer, separate all officers involved in the incident.
- b. Conduct a preliminary investigation to gather any pertinent information that would coincide with the reason for the intervention such as witnesses, video footage, etc.
- c. Mandate all parties involved in the incident to complete a report detailing the circumstances that led to the intervention and what occurred after the intervention.
- d. Determine whether the actions leading to the intervention constitute misconduct, unethical behavior or even potential criminal conduct and document findings in a report.
- e. Forward all reports, evidence and all other information through the chain of command for possible referral to Internal Affairs Unit per order of the Chief of Police.

Danville Police Department	Section: 9.2
Departmental Manual	Effective Date: 05/25/07
	Revised Date:
Topic: Reporting Use of Force	
Carl J. Alexander, Director of Public Safety	

9.2 Reporting Use of Force

Any member employing force as outlined in Section 9.4, 9.5, 9.6. or 9.7 of the Departmental Manual, shall immediately report such use of force to his or her on-duty supervisor, or in the absence of his or her on-duty supervisor the current on duty shift commander. In addition the officer shall complete a written report outlining the force used and circumstances that required the force to be used. The report of the incident will be forwarded to the Director using the chain-of-command.

9.2.1 Minimum Contents of Use of Force Reports

Reports regarding the use of force will include, but not be limited to the following:

- a. The circumstances surrounding the action
- b. The member or members using the force.
- c. All members present when the force was applied.
- d. The factors justifying the level of force used.
- e. A description of the force used.
- f. Any injuries sustained by the member.
- g. The identity of the person or persons the force was used against.
- h. Any injuries or lack of to the person the force was applied.
- i. Any injuries to officers.
- j. Any medical treatment that was required to be given to an officer or other person injured.
- k. Witnesses, other than police personnel, who may have observed the application of force.

An incident report will meet the requirements of this section as long as it contains the minimum information outlined above.

Danville Police Department	Section:	9.3
Departmental Manual	Effective Date:	05/25/07
	Revised Date:	10/2/20
Topic: Use of Force Investigations		
Carl J. Alexander, Director of Public Safety		

9.3 Use of Force Investigations

The Chief or his or her designee will direct at what level of investigation will be conducted regarding the use of force. The Chief may request an outside law enforcement agency to conduct any criminal or administrative investigation he or she deems necessary. Unless otherwise specified The Internal Affairs Unit will be responsible for conducting an Administrative Investigation regarding the use of force. A written copy of any Departmental findings shall be forwarded to the Chief.

9.3.1 Officer Involved Shootings

The Chief or his or her designee will order an investigation with regards to officer involved shootings under the following circumstances:

- a. Any instance where an officer has fired a firearm and a person was struck.
- b. Any instance where an officer fired his weapon at a person or occupied building or vehicle even though no person was struck.
- c. Accidental discharges which resulted in injury to either the officer or another.
- d. Any other instance where the Chief or his or her designee deems it appropriate.

9.3.1.1 Actions to be taken in Officer Involved Shootings

If a shooting incident described in a, b or c occurs the following actions will be taken:

- a. Medical assistance will be immediately summoned for anyone injured or shot.
- b. The on duty supervisor will, if necessary, insure the scene is protected and witnesses are identified.
- c. As soon as it is safe to do so, the involved member or members, if not requiring medical attention, will be taken to the Public Safety Building.
- d. When safe to do so, the involved member or members' firearm will be taken for evidence by his or her commanding officer. The firearm will be placed into evidence until such time it is no longer needed for tests or other examinations.
- e. The on duty supervisor will insure that the Chief and CID Commander are contacted.
- f. Any in car digital video and/or body-worn camera that may have recorded the event will be flagged as evidence.
- g. Prior to an Internal Affairs Investigation, the Chief or his designee will assign a Commander(s) to coordinate the initial investigation or request an outside law enforcement agency to lead the initial investigation.
- h. Critical Incident Response Team Coordinator will be notified
- i. No press releases will be made regarding the incident without the approval of the Chief.

9.3.2 Use of Force resulting in Death or Great Bodily Harm/ In Custody Deaths

The Chief or his or her designee will order an investigation when an officer's use of force results in the death or great bodily harm on a person or persons or in the event of an in custody death.

9.3.2.1 Actions to be taken in Use of Force resulting in Death or Great Bodily Harm

- a. Summon assistance for any officer or other person injured or in need of medical assistance.
- b. The on duty supervisor will identify witnesses and if necessary insure the scene is protected.
- c. As soon as it is safe to do so, in cases where a death has resulted from the use of force, the involved member or members, if not requiring medical attention, will be taken to the Public Safety Building.
- d. The on duty supervisor will insure that the Chief of Police, CID Commander and Patrol Coordinator are contacted.
- e. The Critical Incident Response Team Coordinator will be contacted.
- f. Any in car video and BWC video that may have recorded the event will be flagged as evidence.
- g. Prior to an Internal Affairs Investigation, the Chief or his designee will a Commander to coordinate the initial investigation or request an outside law enforcement agency to lead the initial investigation.
- h. No press releases will be made regarding the incident without the approval of the Chief.

9.3.3 Use of Force Resulting in Injuries

The Chief or his or her designee may order an Internal Affairs Unit Review or an investigation when an officer uses force that results in an injury of the following:

- a. Skeletal fracture
- b. Hospitalization
- c. Head injuries with an impact weapon
- d. Any other instance where the Chief or his or her designee deems it appropriate.

9.3.3.1 Actions to be taken in Use of Force Resulting in Injuries

If the use of force results in an injury as described in a, b or c above the following actions will be taken:

- a. Medical attention will be summoned or the injured person or persons will be taken to the nearest hospital for treatment.
- b. If the injuries are such that a person is hospitalized the on duty supervisor will insure that the Chief and CID Commander are contacted.
- c. If it is necessary the on-duty supervisor will identify witnesses and if necessary protect the scene.
- d. Any in-car video or BWC video that recorded the event will be flagged as evidence.

Danville Police Department	Section: 9.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/2/20
Topic: Use of Force: Firearms	
Carl J. Alexander, Director of Public Safety	

9.4 Firearms

9.4.1 Use of Firearm

Officers shall not discharge any firearm in the performance of their duties except as authorized by law and the rules, regulations, policies and procedures of the Department.

9.4.2 Firing of a firearm in the direction of a person or at a vehicle in which a person is riding is considered deadly force likely to cause death or great bodily harm.

The firing of a firearm in the direction of the person or at a vehicle in which the person is riding is considered force likely to cause death or great bodily harm and an officer is justified in taking this action only if:

- a. An officer reasonably believes that such force is necessary to prevent death or great bodily harm to himself or such other person or when the officer reasonable believes both that:
 - (1) Such force is necessary to prevent the arrest from being defeated by resistance or escape; **and**
 - (2) The person to be arrested has committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay.
- b. Further an officer is justified in the use of force, including force likely to cause death or great bodily harm, which he or she reasonably believes to be necessary to prevent the escape from a penal institution of a person whom the officer reasonable believes to be lawfully detained in such institution under sentence for an offense or awaiting trial or commitment for an offense.

9.4.3 Verbal declaration

A verbal declaration that an officer will shoot if a person does not comply with an officer's commands will be given if time permits and it does not endanger an officer, another or does not eliminate the necessity of surprise or tactical advantage.

9.4.4 Discharge of a firearm using ammunition designed to disable or control

An officer's discharge of a firearm using ammunition designed to disable or control an individual without creating the likelihood of death or great bodily harm shall not be considered force likely to cause death or great bodily harm.

9.4.5 Killing a dangerous or injured animal

An officer may discharge a firearm in the performance of his or her duties to kill a dangerous animal or one that humane treatment requires its removal from further suffering and alternative methods of disposition are impractical.

9.4.6 Firearms training

An officer may discharge a firearm in the performance of his or her duties when engaged in approved firearms training.

9.4.7 Hunting or recreational target shooting

An off-duty officer engaged in hunting or recreational target shooting is not considered to be using a firearm in the performance of his or her duties and is only restricted by existing laws governing this activity.

9.4.8 Warning shots

The use of warning or attention shots is prohibited.

00.4.9 Reporting Discharge of Firearm

Any officer who discharges a firearm for any other reason than outlined in 9.4.6 and 9.4.7 of this Section shall report such use as outlined in Section 00.2. An officer accidentally discharges a firearm will make a written report to the Chief through the chain of command.

Danville Police Department	Section: 9.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Use of Force – Impact Weapons	
Carl J. Alexander, Director of Public Safety	

9.5 Impact Weapons

An impact weapon is any object used by an officer to strike another person.

9.5.1 Use of an Impact Weapon

a. Stunning techniques

An impact weapon may be used to apply a stunning technique with persons who exhibit resistive movement to avoid physical control, or who have made verbal assertions that they are going to resist, or otherwise attempt to cause physical injury to him or herself or another and the officer has a reasonable belief this is going to occur.

b. Strikes directed at the skeletal structure of the body

Impact weapons including ammunition designed to disable or control may be used with persons who verbally relay a threat to themselves or another and the existing circumstances are such that without intervention such threat will be carried out, or performs physical action, without weapons, that are aggressive and/or demonstrates behavior that is likely to cause physical injury to either the person or another.

c. Strikes likely to cause death or great bodily harm

Impact weapon strikes to the head, neck, throat or clavicle have a high probability of causing great bodily harm or death. An officer intentionally striking a person in these areas, or shooting a person or person intentionally in these areas with impact ammunition must have the necessary legal justification for such strikes.

Force which is likely to cause death or great bodily injury may be used by an officer when the officer reasonably believes that such force is necessary to prevent death or great bodily harm to the officer or another, or when the officer reasonably believes **both** that:

- a. Such force is necessary to prevent the arrest from being defeated by resistance or escape; **and**
- b. The person to be arrested has committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay.

Further an officer is justified in the use of force, including force likely to cause death or great bodily harm, which he or she reasonably believes to be necessary to prevent the escape from a penal institution of a person whom the officer reasonably believes to be lawfully detained in such institution under sentence for an offense or awaiting trial or commitment for an offense.

9.5.2 Departmental Impact Weapons

9.5.2.1 Batons

The Department will issue each officer a baton suitable for carry on the officer's duty belt for use as a primary impact weapon. Only those batons issued by the Department will be carried.

In addition the Department may issue other impact weapons which are designed for use in designated enforcement situations. Such batons use will be limited to those designated enforcement situations.

Officers shall not carry any other instrument primarily designed as an impact weapon that has not been issued by the Department.

9.5.2.2 Impact Ammunition

Impact ammunition is designed to disable or control an individual or group without creating the likelihood of death or great bodily harm.

The discharging of such ammunition is limited to those personnel who have been authorized by the Department to deploy such ammunition. The method of deployment of impact ammunition will be based on the situation to which the officer is confronted.

Impact ammunition will be deployed only when there is a "cover" officer available that has a firearm available.

9.5.3 Report the Use of Impact Weapons and Impact Ammunition

Any officer who uses an impact shall report such use as outlined in Section 00.2. An officer discharging impact ammunition even if a person is not struck shall report such use as outlined in Section 00.2. An officer accidentally discharging impact ammunition shall make a written report to the Director through the chain of command.

Danville Police Department	Section: 9.6
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 01/04/2010, 1/31/22
Topic: Use of Force – Electro-muscular disruption weapon (EMD)/Taser	
Issued by Director of Public Safety	

9.6 Electro-muscular disruption weapon (EMD) or Taser

An electro-muscular disruption weapon (EMD) or Taser is a weapon designed to control an individual without creating the likelihood of death or great bodily harm.

9.6.1 Use of an EMD or Taser

An EMD or Taser may be used with persons who exhibit resistive movement to avoid physical control or who have made verbal assertions that they are going to resist arrest, or otherwise attempt to cause physical injury to him or herself or another and the officer has a reasonable belief this is going to occur. An EMD or Taser may also be used with persons who verbally relay a threat to themselves or another and the existing circumstances are such that an officer reasonably believes that without intervention such threat will be carried out, or performs physical actions that are aggressive and/or demonstrates behavior that is likely to cause physical injury to either the person or another. An EMD or Taser deployment shall not be considered for the passively resistant subject. Active resistance or active aggression shall be required.

- A. Multiple EMD or Taser deployments against an individual may increase the likelihood of serious injury. Offices should minimize the number of discharges against an individual where possible.
- B. No more than one officer should deploy an EMD or Taser against a single individual at the same time.
- C. In cases where subject is actively resisting an officer's attempt to take them into custody but not threatening the officer with an assault it is recommended that the EMD or Taser be used in the "push (drive) stun mode."
- D. The preferred targeting is the center mass of the subject's back, however it is recognized that it is not always possible to get behind a subject. Where back targeting is not possible officers shall avoid chest shots unless deadly force would be otherwise justified.
- E. Officers who are aware that a female subject is pregnant shall not use the EMD or Taser unless deadly force would be justified.
- F. Officer shall make all reasonable efforts to avoid striking persons in the head, neck, eyes or genitals.
- G. Officers are prohibited from using the EMD or Taser as a punitive measure.
- H. An EMD or Taser shall not be used against a person who is in physical control of a vehicle in motion unless deadly force would be justified.
- I. A warning prior to discharge is preferred but not always necessary if the warning may enhance the danger to the officer or give the subject time to avoid the deployment.
- J. Officers shall make all efforts to warn other officers that a deployment is about to occur.
- K. The EMD or Taser shall never be used on a handcuffed person to force compliance unless the subject is actively resistant and control cannot be otherwise accomplished.
- L. Officers should consider the location and environment of the subject before deploying an EMD or Taser to avoid collateral injury from falling. Officers shall avoid using the EMD or Taser in cases where the subject is elevated such that the secondary impact may cause serious injury.
- M. Officers should consider whether the subject has been exposed to combustible elements such that deploying an EMD or Taser may cause ignition and fire.
- N. Officers should consider the particular subject and any vulnerability they may have before deploying an EMD or Taser. Alternative tactics shall be utilized where the officer has prior information that a subject suffers from a disability which would increase the danger to that person.

The EMD or Taser is not a replacement for a firearm and should not be used without a "cover" officer with an available firearm in those incidents where there is a threat of death or great bodily harm to the officer or another if the EMD or Taser is not effective or the situation changes to one where force likely to cause death or great bodily harm is required.

9.6.1.2 Probe removal

Any person subjected to an EMD/Taser which involved a probe that has embedded in the sensitive tissue areas such as the neck, throat, face, breast and groin, as soon as practical and prior to booking, shall be transported to the closest hospital for removal of the probes. For probes that have embedded in non-sensitive tissue an officer may remove the probe(s), however the officer must insure that the entire probe(s) was removed. If an officer can not account for the complete probe to include the body and the complete pin/straightened barb the officer will then transport the person to the closest hospital for examination. Photographs of the affected area shall be taken where possible following the removal of darts from the subject or when the push-stun method is used to document any injury. The photograph shall be placed into evidence. Deployed probes that have been removed from a suspect should be treated as a bio-hazard.

9.6.1.3 Medical Treatment

If the person subjected to the EMD/Taser is not responsive or otherwise in need of medical treatment after deployment such person will be transported to the closest hospital for treatment. All persons who have been subject of an EMD or Taser deployment shall be monitored for a period of time with focus on symptoms of physical distress. A person who complains of specific medical problems after being subjected to an EMD/Taser will be taken to the closest hospital of evaluation.

9.6.1.4 Disposal of Taser or EMD Cartridge

Officers deploying a taser cartridge will recover the expended cartridge and contents or cause to have the expended cartridge and contents recovered and disposed of in a safe manner unless circumstances prevent the recovery of the spent cartridge and contents. If recovery and disposal was not accomplished this information will be detailed in the EMD or taser report.

9.6.2 Departmental Issue EMD/Taser

Officers will only carry and deploy the EMD/Taser issued by the Department. Uniformed members of the Department will carry the Taser on their duty belt, non-firearm side. Officers assigned to civilian attire or staff positions will have the Taser readily available either in their departmental vehicle or on their person.

Officers are authorized to have their EMD/Taser while off duty and if worn will be done in a concealed manner. The use of the EMD/Taser while off-duty is the same as if the member was on duty.

9.6.3 Reporting Use of EMD/Taser

Any officer who uses an EMD/Taser shall report such use as outlined in Section 9.2. An officer accidentally discharging an EMD/Taser shall make a written report to the Chief of Police through the chain of command

9.6.4 Auditing

All EMD or Taser devices will be audited monthly to ensure that all deployment/activations have been reported as required. It will be the responsibility of the Shift Commander or his/her designee to audit the devices and maintain a written record of the audit in electronic format and provide the Staff Services Administrator with an annual written copy of the audits.

9.6.5 Training

All personnel carrying an EMD/Taser will be required to participate in annual training to the level of proficiency.

Danville Police Department	Section:	9.7
Departmental Manual	Effective Date:	05/25/2007
Revised Date:		
Topic: Use of Force – Oleoresin Capsicum (OC) Spray		
Carl J. Alexander, Director of Public Safety		

9.7 Oleoresin Capsicum (OC) Spray

Oleoresin Capsicum (OC) is a naturally occurring inflammatory agent and when applied to the face area causes inflammation to the eyes and sprayed areas of the skin.

9.7.1 Use of OC Spray

OC Spray may be used with persons who exhibit resistive movement to avoid physical control or who have made verbal assertions that they are going to resist arrest, or otherwise attempt to cause physical injury to him or herself or another and the officer has a reasonable belief this is going to occur. OC Spray may also be used with persons who verbally relay a threat to themselves or another and the existing circumstances are such that without intervention such threat will be carried out, or performs physical actions that are aggressive and/or demonstrates behavior that is likely to cause physical injury to either the person or another.

9.7.1.1 Decontamination

A person who has been exposed to OC Spray should when safely possible be afforded the opportunity to wash the effected area with water and the opportunity to remove contact lenses. For safety reasons this should be done after the person is taken to the book-in facility.

9.7.1.2 Medical Treatment

A person who has been exposed to OC Spray that is having trouble breathing or is having an obvious allergic reaction (a reaction not normally encountered with OC Spray) should be taken to the nearest hospital for treatment. A person who has been exposed to OC Spray who has complaints of breathing or other serious physical ailment should be taken to the nearest hospital for evaluation.

9.7.2 Departmental Issue OC Spray

It is not mandatory that an officer carry OC Spray, but if carried the officer will carry the OC Spray issued by the Department.

9.7.3 Reporting Use of OC Spray

Any officer who uses OC Spray shall report such use as outlined in Section 9.2. An officer accidentally discharging OC Spray shall make a written report to the Director through the chain of command.

Danville Police Department	Section: 10.1
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 10/08/20
Topic: Patrol Procedures/ General Patrol Requirements	
Christopher S. Yates, Chief of Police	

10.0 Patrol Procedures

Due to the unique conditions presented to those members working patrol operations the following regulations are set forth to provide guidance in the performance of their duties.

10.1 General Patrol Requirements

10.1.1 Duty Assignments

In conjunction with Section 6.5.1.1 of the Departmental Manual, responsibilities of on-duty police officers assigned to the Patrol Division will include, but not necessarily be limited to:

- A. Diligent patrol with the goal to maintain public order, suppress crime and provide police related services to the public.
- B. Investigation of criminal activity.
- C. Enforcement of applicable laws and ordinances.
- D. Respond to calls for service as directed by the Communication Center or supervisor.
- E. Complete job related tasks as directed by a supervisor.
- F. Respond to a citizen's request for police service.
- G. Traffic enforcement.
- H. Accident Investigation.
- I. Traffic regulation.
- J. Reporting of hazardous conditions.
- K. Providing assistance to other officers.
- L. Timely completion of reports and other required documentation.
- M. Duties as directed by a supervisor

10.1.2 Beginning tour of duty

Officers become available for calls for service at the beginning of their briefing times. For this reason officers will be in full uniform and have the necessary equipment available to begin their tour of duty when reporting for briefing.

After the completion of briefing officers shall obtain their vehicle and equipment and begin patrol without delay.

An officer who finds that his or her vehicle is unavailable shall advise their on-duty shift commander to determine if another vehicle will be assigned.

Officers will inspect their vehicles and assigned equipment at the start of their assignment. Any damage or deficiencies will be reported to the on-duty supervisor immediately.

10.1.3 Reporting Times

Officers and supervisors shall adhere to the reporting times as provided in Section 7.2.8 of the Departmental Manual unless changed by the Director or his or her designee.

10.1.4 Calls for Service

Officers shall not refuse a call for service when given by a constituted authority that includes but is not limited to the Communications Center or a supervisor.

Each shift is responsible for the calls for service received during their shift unless accepted by the next duty shift. At the end of a duty shift two officers from the shift ending its tour of duty will remain on patrol until two units from the next duty shift begins their patrol. For the purposes of this section beginning patrol means an officer is in his or her assigned vehicle and available for call. Division Commanders shall instruct Communications as to what units are to remain on duty until the next duty shift becomes available.

10.1.5 Uncommitted Patrol

Uncommitted patrol is that time when an officer is not on an assigned call or detail. The officer will use this time to diligently patrol his or her assigned area and take necessary action in an effort to enforce criminal and traffic laws and to suppress criminal activity.

Officers who become involved in activity requiring an extended investigation or an on going investigation will notify the on duty supervisor.

10.1.6 Lunch periods and breaks

Each Commander will prepare a lunch schedule for their shift, and a copy of the schedule will be forwarded to the Deputy Director and Communications. Lunch periods will be scheduled to provide maximum patrol during the course of the shift. Commanders and/or Supervisors can authorize deviations of the lunch schedule to meet the needs of the shift. Officers wishing to be assigned an alternate lunch period from their assigned lunch period must first receive approval of the shift commander. Due to the nature of the patrol assignment, officers remain available for calls during lunch periods and breaks.

Officers who are scheduled to work six hours or less during a shift will not qualify for a lunch period. However, when two officers have split a shift, the officer working at the time of the assigned lunch hour will be eligible to take the lunch period.

If time permits each officer may take two fifteen minute breaks. Officers from the same area or same side of the city will not be out of service on a break at the same time. No more than two units can be on lunch and/or break at the same time, unless approved by a supervisor.

Lunch periods or breaks will not be taken in to the first hour and twenty minutes of a shift or the last hour and fifteen minutes of a shift, unless approved by the on-duty Shift Commander. Breaks can not be taken in conjunction with a lunch period or another break.

Lunch periods must be taken within the City. Breaks must be taken within an officer's assigned area or at the PSB, unless prior approval has been received from a on-duty Shift Commander. Officers leaving their assigned area for a lunch period will be allowed a maximum of five minutes of travel time. Up to two units will be allowed at a location for lunch and/or break.

Lunch periods or breaks will not be taken in establishments where the primary business is the sale of alcoholic liquor.

All shift commanders, shift supervisors and officers will at the beginning of a break or lunch period notify Communications by radio of the location of the break or lunch period. Shift commanders, supervisors and officers will notify Communications by radio at the conclusion of their break and lunch period.

Officers exiting their patrol vehicles for periods of five minutes or less for the purpose of personal hygiene, or to make a pick up of an item will not be considered on a break, and need not notify Communications so long as such stop is conducted in their assigned patrol area, and is in a public place, and the officer remains available for calls. However, such stops should not exceed one per hour, and no more than one officer will be at the same location at the same time, unless riding in a two person unit.

10.1.7 Ending tour of duty

Officers will not be released from their regular tour of duty before the end of their shift unless authorized leave has been granted.

Unless otherwise notified by the Director or his or her designee, or if the member is on a call for service or assignment the regular times for ending a tour of duty are as follows:

A. First Shift:	1515 hours (Canine 1500 hours)
B. Second Shift	2315 hours (Canine 2300 hours)
C. Third Shift	0715 hours (Canine 0700 hours)
D. POP/CHU	As assigned

Officers remain available for calls and can be dispatched on a call for service until the end of their duty shift.

Officers may be held over when necessary for late calls, assignments or at the discretion of a supervisor.

Officers shall not end their tour of duty if they are involved in a call for service, investigation or assignment unless released from duty by a supervisor.

Danville Police Department	Section: 10.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/08/20
Topic: Patrol Division Shift Commander and Shift Sergeants	
Christopher S. Yates, Chief of Police	

10.2 Patrol Division Shift Commanders and Shift Sergeants

10.2.1 Commanders and Sergeants - Responsibilities

Commanders will be responsible for insuring all administrative functions are completed in a timely manner. By their designation they will direct the affairs of the shift in accordance with statutes, rules, regulations, policies and procedures. Additionally, Commanders are responsible for field supervision.

Shift Sergeants, in the absence of the Commander, will direct the affairs of the shift in accordance with statutes, rules, regulations, policies and procedures. Additionally, Shift Sergeants are responsible for field supervision.

On duty commanders and sergeants have the responsibility to supervise officers assigned to their shift, other officers on duty without an assigned on-duty supervisor, officers working overtime assignments during their duty shift and any auxiliary officers assigned during their duty shift.

10.2.2 Shift supervision

The primary role of the Commanders and Sergeants is to provide supervision to the officers assigned to the shift. Shift commanders and shift supervisors will endeavor to spend a majority of their duty shift in the field, providing supervision and guidance to the line officers. With the exception of required administrative duties, lunch periods and breaks, shift commanders and supervisors should be in the field.

Commanders and sergeants have the responsibility of advising the Patrol Coordinator of activities of their shift and any personnel problems which are of a serious or continuing nature. The Patrol Coordinator will assist in mitigation or forward the concerns to the Chief of Police.

10.2.3 Shift Commander's Daily Report

Shift Commanders or sergeants will be responsible for completing a Shift Commander's Daily Report each day on a form approved by the Chief of Police.

10.2.4 Supervisors assignment to calls for service

The primary roll of Commanders and Sergeants is to provide supervision to the officers assigned to the shift. They should be available to plan, coordinate and offer assistance to officers in the field.

However, there will be times it will be necessary to assign non-emergency calls to supervisors. The dispatch protocol for non-emergency calls will be:

- Area unit
- Back-up area unit
- Bordering area unit
- Non bordering area unit
- Supervisor

If the non-emergency call is of a minor nature, the supervisor may authorize Communications to hold the call for the area unit. If this occurs the supervisor will direct Communications to call the complainant and advise the party of the time delay.

With regards to emergency calls for service any available unit is authorized for dispatch. If a supervisor is the first unit to respond and arrive on the scene, the supervisor has the authority to assign the investigation to a field officer.

Notwithstanding, a supervisor has the authority to reassign any call to another unit, but has the responsibility to advise Communications of such change.

10.2.5 Notification Procedures

On duty Shift Commanders and/or Supervisors will insure the Chief of Police or designee are immediately contacted if the following occurs during their duty tour:

- Officer killed or injured (other than minor injury)
- Homicide, suicide or questionable death, or death of a juvenile (under 18), or in custody death or serious injury.
- Civil disorders that would require the coordination of personnel and equipment
- ERU or Crime Scene Unit Call Out
- An off-duty incident involving a sworn member of the department.
- Vehicle pursuit which results in a death, serious injury or accident.
- Fatal accident or accident involving life threatening injuries
- Hazardous material spills that would require additional resources.
- Natural disaster that would require the coordination of personnel and equipment
- Disasters such as explosions, large fires or other incidents which would require the coordination of personnel and equipment
- Armed Robbery (of business) in which a shot was fired
- Shooting investigation where person is injured
- Criminal offenses involving serious injuries or major property loss
- Bomb incidents

10.2.6 Review of reports

Supervisors will on a daily basis review and sign reports which were prepared or completed by the officers on their shift. Supervisors will be responsible for having officers make necessary corrections in reports which are not complete, concise or have other errors.

Shift commanders and sergeants will also review assigned shift officer's arrest, traffic, and report totals and other statistical information in an effort to monitor an officer's performance.

10.2.7 Documentation of superior performance

Supervisors will document an officer's superior performance and if appropriate recommend an officer for either a Division, Department Commendation or other departmental recognition.

10.2.8 Documentation of substandard performance

Supervisors will document an officer's substandard performance and if appropriate recommend an officer receive disciplinary action. When such recommendation is made the supervisor will provide a record of what previous action if any has been taken to correct an officer's performance.

Further, supervisors remain responsible for the reporting of illegal activity or violations of the rules and regulations as required by the Departmental Manual.

10.2.9 Shift Files

Shift Commanders and Supervisors will maintain necessary shift files to insure the proper administration of their shift.

10.2.10 Shift Documentation

Each shift will maintain documentation of meetings with officers regarding their performance. Such documentation may also be used to document oral commendations or reprimands not normally reduced to writing. Commanders will be responsible for their respective shift personnel evaluations as outlined in 8.13.

10.2.11 Grievances

When a grievance is filed by the Association at Step 1, prior to answering such grievance, the shift Commander or shift sergeant receiving the grievance will meet with the Division Coordinator prior to giving a reply to the officer filing the grievance.

10.2.12 Injury and Accident Reports

On duty shift Commanders or Sergeants will be responsible for insuring that injury or accident reports provided by the City of Danville are completed, when an officer reports an injury, or when a supervisor is aware of a duty

related injury or when a member damages equipment which is either the property of the City or may require reimbursement by the City.

The officer reporting the injury or accident may be directed to complete a portion of the report and the supervisor will complete the portion regarding the investigation of the incident.

Such reports will be completed within 48 hours of the incident.

The original and electronic copy will be forwarded to Technical Services Section.

One electronic copy will be forwarded to the Chief of Police and Risk Manager

10.2.13 Moving squad cars during snow removal

In inclement weather, when snow removal is necessary in the police parking lot and vehicle maintenance personnel are not available, the on duty supervisor will make necessary arrangements using on duty personnel to have the vehicles moved from the lot to allow snow removal.

10.2.14 Vehicle Inspections

Police vehicles will be inspected on a regular basis to ensure proper care and maintenance. Any deficiencies or corrections will be documented.

Danville Police Department	Section: 10.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/02/2016, 10/08/20
Topic: Duty Times/Patrol	
Director of Public Safety	

10.3 Duty Times/Patrols

10.3.1 Reporting for duty.

Officers are required to report for duty at the appointed times for briefing as outlined in Section 7.2.8 of the Departmental Manual with the necessary equipment available to begin their tour of duty.

10.3.2 Unable to report for duty - Reporting.

Officers unable to report for duty must advise their shift Commander or Sergeant no later than one hour before the shift begins. (For the purposes of this section, the shift begins at the beginning of briefing for officers on 1st, 2nd, or 3rd shift.

Notification will be made by calling the designated office and leaving a message on the answering machine for the particular shift being worked. The numbers are as follows:

- First Shift Patrol: 431-2225
- Second Shift Patrol: 431-2220
- Third Shift Patrol: 431-2224
- POP: 431-2220 or respective shift based on schedule

In the event the answering machine is not functioning the officer will then call Records and have a message left for the appropriate shift commander/supervisor.

10.3.3 Beginning tour of duty

Officers become available for calls for service at the beginning of their briefing times. After the briefing is completed officers are expected to obtain their vehicle and begin patrol as soon as possible.

If an officer's assigned vehicle is not available he or she will advise their on-duty shift commander/sergeant to determine if another vehicle will be assigned. Shift Commander and Sergeants should have alternate vehicles ready to be assigned (including command vehicles if necessary.)

10.3.4 Duty Assignments

In conjunction with Section 6.5 of the Departmental Manual, responsibilities of on duty officers will include, but not necessarily be limited to:

- Diligent patrol with the goal to maintain public order, suppress crime and provide police related services to the public.
- Investigation of criminal activity.
- Enforcement of applicable laws and ordinances.
- Response to calls for service as directed by Communications.
- Completion of tasks as directed by a supervisor.
- Response to a citizen's request for police service.
- Traffic enforcement.
- Accident investigation.
- Required traffic regulation.
- Reporting of hazardous conditions.
- Timely completion of reports and other required documentation.

10.3.5 Calls for service

Each shift is responsible for responding to calls for service generated from their shift. For the purpose of Section 10.3.5, generally officers become available for calls at the end of their briefing. However nothing in Section 10.3.5 prohibits an officer from being sent on a call from the start of briefing.

To this end, the commander of the duty shift which is to begin will advise Communications when their briefing is completed so the officers of the current shift can be called to the PSB to end their tour of duty.

Two units, Area 2 and Area 5, unless two other units have been designated by the commander, will remain available for call until two units from the oncoming shift are available for call. For the purposes of Section 10.3.5, available for call means that an officer has completed the check of his or her squad car and is in the vehicle and on the street available for immediate response to calls for service. Officers shall not notify communications that they are available for calls unless they meet the above standard.

The two units remaining on the street will be used for priority calls such as crimes in progress, accident with injuries or other matters needing immediate police response. Once two oncoming units have become available the two units that remained on call may return to the PSB.

For non-emergency calls not requiring immediate police response that are received just prior to an end of a shift (15 minutes or less, not counting de-briefing), an on-duty supervisor may authorize Communications to have the next shift handle the call.

10.3.6 Uncommitted Patrol

Uncommitted Patrol is that time when an officer is not on an assigned detail. The officer will use this time to diligently patrol his or her assigned area and take necessary action in an effort to enforce criminal and traffic laws and to suppress criminal activity.

Officers who become involved in activity requiring an extended investigation or an on going investigation will notify the on duty supervisor.

10.3.7 Foot patrol

Foot patrol is a method of conducting uncommitted patrol with the same goals as vehicle patrol. Officers are encouraged to conduct foot patrol in their assigned areas. Officers who are conducting foot patrol will advise Communications as to their activity and location. Since one purpose of foot patrol is to make contact with the citizens, foot patrols should include, but are not to be limited to, parks, public events, and housing communities.

10.3.8 Ending tour of duty

Officers will not be released from their regular tour of duty before the end of their shift, as outlined in Section 7.2.9 of the Departmental Manual, unless authorized leave has been granted.

Officers remain available for calls until the end of their duty shift and can be dispatched on a call for service after Communications has called-in the units for debriefing.

Danville Police Department	Section: 10.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/09/2012, 10/08/20
Topic: Reports/Patrol	
Christopher S. Yates, Chief of Police	

10.4 Reports/Patrol

10.4.1 Completion of Reports

All officers and supervisors will complete all reports before ending a tour of duty unless approval has been given by a supervisor to complete the report at another time in accordance with Section 10.4.1. Reports will be complete, concise, legible and accurate. Supervisors will complete a review of reports and return for correction those not complete, concise, legible or accurate to the officer filing the report.

A supervisor may authorize an officer to complete a report during his or her next duty shift if the report is minor in nature and the officer's next duty shift begins within the next twenty four hours. Supervisors will not authorize the following reports to be completed during an officer's next duty shift:

- A report involving an arrest
- A report when a "simul" broadcast has been made
- A report where an arrest request has been made
- A report involving a missing person
- A report involving domestic violence
- A report involving a felony offense involving a crime against person
- A report involving child abuse or neglect or where the DCFS Hotline or other Social Service Agency has been contacted
- A report which will require follow-up prior to the next tour of duty
- Accident report or leaving the scene of an accident report (At the least the cover sheet should be turned into records if the investigation is not complete.)

10.4.2 Submission of Reports

Completed reports (incident or accident) will be submitted to the Records Section (via Law Enforcement Records Management System-LERMS) when applicable. Officers completing reports that contain information of a confidential nature that the officer feels should not be in records may request that the on-duty supervisor approve submitting the report directly to the Technical Services Manager.

10.4.3 Felony Reports

Felony reports, except vehicle thefts will be typed, unless a supervisor approves the report to be handwritten.

10.4.4 Investigative Materials In a Homicide Report and/or Investigation

Members involved in a homicide report/investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including but not limited to reports, memoranda, and field notes. All generated materials shall be tendered to the authority prosecuting the offense. This also includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense. To this end members shall make a copy of their field notes and include them with their report on the incident and place the original notes into evidence. Any other memoranda will be included with the member's report.

10.4.5 Investigative Materials in Non-Homicide Felony Cases

Members involved in a non-homicide report/investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including reports and memoranda. All generated materials shall be tendered to the authority prosecuting the offense. This also includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the non-homicide felony offense. Any generated material and/or memoranda will be included with the member's report.

10.4.6 Handwritten reports

Officers may hand write non-felony reports on the proper forms provided by the Department, unless directed by a supervisor to type the reports.

10.4.7 Accident Investigations, Reports, Enforcement

Accident reports will be completed on the forms provided by the State of Illinois. Officers will complete a narrative and a diagram on the back of an accident report. Diagrams will be completed even if vehicles have been moved prior to the arrival of the officer, based on the statements of the drivers and witnesses, and physical evidence at the scene.

Accident reports will be submitted to records prior to an officer ending a tour of duty. If the accident report cannot be completed because of follow-up investigation, then at the minimum the cover sheet will be submitted.

10.4.7.1 Accidents on public ways

Accident reports will be completed on accidents occurring on the public highways, roadways or public property, unless there are no injuries, an enforceable violation has not occurred and the damage is obviously less than \$1500.00 and both parties do not want a report completed.

10.4.7.1.1 Enforcement

In accident investigations, if probable cause exists to determine that a violation of the Illinois Vehicle Code has occurred, the violator should be issued a traffic ticket for the violation.

If a ticket is not written, a supervisor has the authority, upon review of the accident investigation; to order the investigating officer to issue a ticket if in the supervisor's opinion probable cause exists for such action.

10.4.7.2 Accidents of private property

Accidents on private property will be investigated under the following conditions:

- An injury has occurred
- Property damage in excess of \$1500.00 has been sustained
- A violation of an enforceable law or ordinance has occurred.
- Regardless of the amount of damage, when any party to the accident or damage has not been contacted for the exchange of information.

If an accident on private property has occurred and no injuries have resulted and the damage is less than \$500.00 an officer will provide forms provided by the Department so the participants may exchange information. These reports do not have to be submitted to the police department.

10.4.7.3 Station or Desk Accident Reports

When a driver or property owner comes to the PSB to report an accident occurring in the City, an officer will be assigned to complete an accident report using the forms provided by the State. If the property damage is less than \$1500.00, there are no injuries, and if all parties to the accident have been notified, the parties will be advised there is no need for a police report. If they then wish to file a report with the Department they will be provided a form to complete and submit to records.

10.4.7.4 Train accidents

When a train is involved in an accident with a fixed object, vehicle or pedestrian a police report will be completed. This will be in addition to any report completed by the railroad. If the accident involves a vehicle at a railroad crossing then an Accident Report will be completed. If the object, person, or vehicle is not on an area considered a roadway at the time of the train accident then an incident report will be completed.

10.4.8 Incident Reports

Officers will complete incident reports for criminal offenses, arrests, and to document police response.

10.4.9 Special circumstance reports

In addition to Section 10.4.6 reports will be completed for the following special circumstances:

Death investigations - If the police respond to a call of a death a report will be completed even if it appears the death is of natural causes.

Medical assists - If an officer is on a call where the officer has summoned medical assistance (ambulance) to the scene for an individual then a report will be completed. This will include those transported for alcohol problems, injuries (other than when an accident report has been completed) or other medical or psychological reasons.

Prowler or Suspicious Persons: If an officer responds to a prowler, suspicious person or like call the officer shall complete a report.

Towed motor vehicle reports- When a vehicle is towed at the direction of the Department a towed vehicle report will be completed. An inventory of the vehicle will be completed in conjunction with the removal of the vehicle.

A towed vehicle report will not be necessary if a vehicle is being towed at the request of the owner/driver and the owner/driver has specified a particular towing service.

When towing a vehicle an officer will request communications to conduct a registration check and title search on the vehicle. This information will be forwarded to the Staff Services Section.

Towed motor vehicle reports will be taken to Records.

Vehicles taken without owners consent - Generally the Department will not become involved in the recovery of a vehicle when the owner does not want to report the car as stolen.

There are exceptions where it will be in the best interest of the public for the Department to become involved. These are:

- A juvenile has taken his parents, guardian or relative's car without permission.
- An adult who is either physically or mentally handicapped has obtained unauthorized control over a vehicle.
- If an on-duty supervisor feels the factual basis of the case warrants the involvement of the Department in the location of the vehicle.

In such cases a report entitled "Information, Vehicle taken without owner's consent" will be taken.

Except as listed above, if an owner wants the Department to locate their car because a person has failed to return it, but they do not want to file a theft report, they will be advised the matter is civil in nature.

If the person wishes to file a Theft Report on the vehicle the owner should understand the driver of the car at the time of recovery is subject to arrest. The stolen vehicle report which requires the owner's signature should be used when taking a vehicle theft.

If Communications receives a call of a "car taken without owner's consent," an officer will be sent to investigate the nature of the call.

Tavern incident reports - An incident which occurs in a business which is licensed to sell alcohol must be reported with a copy of the completed report being sent to the office of the Chief of Police. When applicable the handwritten form can be used.

Danville Police Department	Section: 10.5
Departmental Manual	Effective Date: 05/25/2007
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Topic: Operational Procedures/Patrol	
Christopher S. Yates, Chief of Police	

10.5 Operational Procedures/Patrol

10.5.1 Anonymous Information

When anonymous information is received by an officer either directly or through a dispatch or other source it must be judged on its merit. Arrests will be made only if probable cause exists to believe a crime is about to be committed, is being committed or has been committed. This does not limit an officer from conducting an investigation with regards to the information received in an effort to establish probable cause.

10.5.2 Alarms - response

Officers receiving a dispatch of an "alarm" will respond in the same manner as they would to a "crime in progress call."

Communications will notify the officer(s) of the location of the alarm and then attempt to call the location to ascertain if the alarm is valid. Communications will then dispatch additional information received.

10.5.2.1 Hold up response - financial institutions

The following policy is to assist in the direction of the internal operations of the Danville Police Department. Due to rapidly changing circumstances that often are present during a crime in progress, this policy is a guide for officers responding to alarms commonly referred to as "hold-up alarms." This policy does not establish a "special duty to protect," any individual, business, company or corporation.

For the purposes of Section 10.5.2.1, a financial institution is defined as a bank, savings and loan, or a credit union.

Response to financial institution alarms presumed to be active hold-up alarms **will** be as follows:

1. Communications will dispatch the alarm call.
 - a. If the alarm is presumed a hold-up alarm Communications will not make telephone contact with the business prior to dispatching an officer.
 - (1.) For the purposes of this procedure, alarms specifically noted as hold-up alarms or alarms that are received during a time when financial institutions are open will be presumed to be hold-up alarms.
2. Officers responding to a hold-up alarm will, upon arrival, take a tactically sound stationary position so as to observed vehicle and pedestrian traffic arriving and leaving the business.
 - a. Officers receiving updated dispatch information confirming a crime in progress is occurring or has occurred will take action based on the situation presented to the officer.
 - b. Officers observing a crime in progress will immediately notify Communication and then take action based on the situation presented to the officer.
3. Once in a stationary position the officers will have Communications call the business and direct an employee or representative from the business to come outside and meet with the officer. Officers will exit their squad cars when meeting with the employee or representative.
 - a. The officer will obtain a photo identification from the representative and ascertain the status of whether any crime has been or is being committed. If the officer does not know the individual presenting the photo identification, the officer will at the least conduct a computer identification check to ascertain if the identification is valid.
 1. If it is determined a crime has been committed or is being committed the officer will take action based on the situation presented to the officer.

2. If it is determined the alarm was a false alarm the information will be disseminated to assisting personnel.
 - b. If an employee or business representative is not sent out to meet with the officer, officers will take action based on the situation presented to the officer.
4. Officers may return to duty when the call has been brought to a conclusion if:
 - a. Communications advises to disregard on the response.
 - b. The officer has responded and based on the information available the officers believes proper procedures have been followed and no crime has been or is being committed.
 - c. A crime has been or is being committed and the officer has taken the appropriate action and has completed his assignment.
5. Officers responding to presumed hold-up alarms to other businesses other than financial institutions **may** use the above procedures if necessary to facilitate a safe response to the alarm. When using this policy for other than financial institutions the following will be considered:
 - a. For the purposes of this procedure, alarms specifically noted as hold-up alarms or alarms that are received during a time when a business is open will be presumed to be hold-up alarms.
 - b. Alarms received at a business' normal opening time, unless otherwise noted, will be dispatched as an intruder alarm and will be handled in accordance with the policy governing intruder alarms.
 - c. For the purpose of this procedure all residential alarms, unless otherwise noted will be considered intruder alarms and will be handled in accordingly.

10.5.3 Chemical Munitions

Chemical munitions with the exception of oleoresin capsicum propellant will not be deployed without prior approval of the Chief of Police, designee or Commander in Charge when Chief is unavailable..

10.5.4 Civil Disorder Equipment

Officers will have their civil disorder equipment (helmet and gas mask) at the PSB and available for use. Supervisors have the discretion to direct officers to carry this equipment in an officer's squad car when on patrol.

10.5.5 Court Dates

City Ordinance cases are to be set for Thursdays, at 1730 hours at the City Council Chambers, 17 West Main Street. However, ordinance violations for Daytime Curfew will be set for Tuesday, at 1500 hours in Room 4B.

Officers will use the following schedule for setting traffic days at 0830 hours in Room 1A at the Vermilion County Court House:

- First Shift Officers: Tuesdays
- Second Shift Officers: Wednesdays
- Third Shift Officers: Fridays

Court dates will not be set on holidays.

Officers will not request court dates from Communications.

10.5.6 Crime Scenes

Patrol officers will often be the first law enforcement personnel at a crime scene and will have the responsibility of securing the scene. Officers arriving on the scene of the crime should do the following:

- Check for suspects, insure the scene is safe
- Render aid to victims and check for additional victims

- Protect scene from evidence destruction
- Obtain a consent to search or search warrant before processing the scene
- Notify supervisor if scene must be processed by Crime Scene members
- Process the scene if so assigned
- Release/secure the scene

Officers should be aware of blood borne pathogens, bacterial or viral threats at scenes and take the necessary precautions to avoid contamination. If contamination occurs decontamination procedures as outlined by the Department should be followed.

10.5.7 Directed Patrol

When a directed patrol assignment is assigned the officer receiving the assignment will complete such assignment and return a report to the Commander in Charge of the assignment.

10.5.8 Evidence/Recovered Property

Officers will follow Departmental Policies with regard to the handling of evidence. All evidence and recovered property must be secured in an approved fashion prior to an officer ending his or her tour of duty. Under no circumstances will evidence or recovered property be taken home with an officer or stored in an officer's personal locker.

10.5.9 Missing Persons

There is no waiting period required, no matter what the age of the person missing, prior to when a Missing Person Report can be completed. When completing Missing Person Reports, officers will include in the narrative what efforts if any were made to locate the person. Missing person reports will be entered into LEADS and NCIC as soon as reasonably possible. Officers must have the complainant complete a LEADS "STOLEN VEHICLE and MISSING PERSON AFFIDAVIT" form when the missing person is an adult or an emancipated minor.

In cases involving juveniles 13 years of age and under, in addition to the above, an officer will notify the on duty supervisor regarding the report. The supervisor will assess the situation and will direct efforts in an attempt to locate the missing child.

The supervisor will direct a search of the child in the immediate vicinity. If there is not sufficient personnel to conduct the search, or if a search was conducted and the child not found, the supervisor will contact the Criminal Investigation Division Commander for assistance.

In any missing person case where foul play is suspected, the CID Commander will be notified at the time the report is taken.

All such efforts regarding the investigation will be documented in the Missing Person Report.

10.5.9.1 AMBER Alert

When a child is reported missing or abducted and the case involves a child under the age of 16 or the child has a proven mental or physical disability, **AND** the police believe the child is in danger of serious bodily harm or death, the CID Commander will be notified to request the initiation of an **AMBER Alert**.

Time is of the essence. When an officer receives a report of a missing or abducted child and the case involves a child under the age of 16 or the child has a proven mental or physical disability, **AND** the police believe the child is in danger of serious bodily harm or death the on-duty supervisor should immediately:

- Confirm that an abduction has taken place and the criteria have been met.
- Notify the Director of Public Safety and the Deputy Directors.
- Begin the completion of the pre-established facsimile packet required to Activate the AMBER Alert Notification Plan.
- Obtain current photo of child
- Obtain any information that could be helpful to the public in identifying the child.
- Meet with a CID representative to provide information obtained.

10.5.10 Media Releases

Requests for media releases will be directed to the on-duty supervisor who will follow Departmental Procedures with regards to any release.

10.5.11 Prowler Calls

Officers responding to prowler calls will personally make contact with the complainant (personally means in person and not through a telephone contact or third person contact) to explain what actions the officer took in response to the request for police assistance and to also obtain information needed for the required report.

The only exception would be if the complainant, without an initiation by either the officer or dispatcher, specifically requested that no officer make contact with them.

10.5.12 Radio Procedures

Radio Procedures will be in accordance with the Departmental Manual.

To this end, patrol personnel will not argue, berate, insult, other police or communication personnel while on the radio or otherwise make remarks which would be considered inappropriate on the radio. Further officers will endeavor to maintain a professional demeanor while using the radio and refrain from referring to officers on a first name or nick name basis.

On duty supervisors will have Communication Specialists conduct unit status checks every hour on the half hour by broadcasting a station identifier. Officers, unless on a call which would require an individual status check, will respond with their unit number.

Supervisors notified that an officer has not responded to a status check or to a call for service will immediately begin take steps to locate the officer.

10.5.13 Recovered Stolen Vehicles

It will be the responsibility of the officer recovering a vehicle reported stolen or taken without owners consent to notify the owner of the vehicle of its recovery. If the vehicle will be required to be held for evidence processing, the owner will be notified the vehicle has been recovered and to contact the Criminal Investigation Division Commander for further information regarding the vehicle.

If an officer is unable to contact the owner prior to the ending of his or her duty shift then the officer will document the efforts which were made to contact the owner and advise the Criminal Investigation Division that the owner has not been contacted. The Criminal Investigation Division will then be responsible for owner notification.

The recovering officer will notify Communications to cancel all LEADS and NCIC entries regarding the vehicle.

10.5.14 Restricted areas

The Records Section and Communications Center are restricted areas for line officers. Supervisors will enter and remain in these areas for duty related purposes only.

Access to the armory is restricted to the Chief of Police, Commanders and Sergeants, or officers accompanied by a supervisor.

10.5.15 Ride Along Program

Ride along assignments are a part of an officer's duty assignment, and refusing such an assignment constitutes violation of this procedure. Further an officer will not take steps to discourage a ride along such as having the person ride in the back seat or other such conduct which would show disrespect to the individual.

10.5.16 Securing Weapons

With regards to the Departmental Manual, Section 5.113, entitled "Failure to Secure Weapons," officers placing a weapon or weapons in lockers in either the male or female locker room of the PSB shall insure that the lockers are locked when unattended.

10.5.17 Abandoned Bicycles

Definition: "*abandoned bicycle*" is any bicycle left abandoned and not claimed being on private or public property, street, roadway, or alley, and there is no reasonable belief it has been involved in any type of criminal activity or known as a fact to be reported as stolen.

Only officers working during Danville Police Department Records business hours will respond to the report of abandoned bicycles. Typically Officers working 3rd shift patrol will not respond to simple abandoned bicycle calls unless there are exigent circumstances.

Officers responding to the report of an "abandoned bicycle" will complete the following procedure;

- a. Check for a yellow/gold City of Danville Bicycle Registration sticker affixed to the bicycle which was issued by Danville Police Department Records personnel (Danville City Ordinance **72.028 Registration**)
Officers will also check for a serial number on the frame of the abandoned bicycle.
- b. If either or both of these identification methods are located on the bicycle, the officer will contact Records in order to attempt to locate an owner of the bicycle or locate a Police Report in order to check if the bicycle was reported stolen.
- c. Officer will attempt to contact the owner and have them retrieve the bicycle or deliver the bicycle to the owner within the city limits of Danville. Same procedure applies if the bicycle was reported stolen.
- d. If the owner cannot be located and there is a City of Danville Bicycle Sticker present or the bicycle was reported stolen, the officer will transport the bicycle to the rear of the Public Safety Building and complete a recovered bicycle report or supplemental to the stolen report. Bicycles will be considered unclaimed property after 90 days.
- e. The Evidence Manager or the Evidence Manager's Assistant, will attempt to contact the owner if arrangements have not already been made by Patrol for the bicycle's return. If the owner is not able to be reached, the bicycle will be secured in the secured area of the tunnel.
- f. If no City of Danville Bicycle Sticker is located and no evidence that the bicycle is reported stolen, the bicycle shall be labeled with a yellow property zip tag around the frame. The officer shall date the tag and place the bicycle in a location where it is easily found by Public Works.
- g. The on duty supervisor will be contacted and he/she will then send an email to the Public Works Director who will arrange for the bicycle to be picked up. The email must be cc'd to the Deputy Chief of Patrol and indicate the description of the bicycle, tag number, exact location and date/time bicycle was checked by the officer. **No phone calls are to be made for the transportation of bicycles to Public Works where they will be stored for set duration per City Ordinance.**
- h. The Evidence Manager or Evidence Manager's Assistant will make arrangements to dispose of all unclaimed bicycles per City Ordinance the first full week of April each year.

Danville Police Department	Section: 10.6
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/9/20
Topic: Patrol/Bicycle Patrol	
Carl J. Alexander, Director of Public Safety	

10.6 Bicycles

10.6.1 Purpose

Departmental bicycles will be used to provide the department with additional patrol operational capability and promote community relationships that will allow for police/citizen interaction.

10.6.2 Policy

The use of bicycles provided by the Department may be used at the discretion of the Chief, Commander or on duty supervisor.

10.6.3 Procedure

A. Assignment

Officers assigned to the Community Housing Unit (CHU) will utilize the bicycle as part of their patrol equipment. Other officers who have volunteered to participate in bicycle patrol and who have the required equipment may be assigned to use bicycles.

B. Uniforms

Officers assigned to bicycle patrol will wear the uniform specified in Section 31.0.4 of the Departmental Manual.

Officers who wear the bicycle uniform for duty wear must be assigned to ride a bicycle for at least ½ of their assigned duty time.

C. Bicycles

1. Only bicycles belonging to the Department will be utilized for bicycle patrol, unless the Chief of Police or his or her designee provides prior authorization. Bicycles will be equipped for both day and night operation. Bicycle equipment will include but not be limited to the following:

- a. Front and rear reflective lens (front clear, rear red)
- b. Head light for night operation
- c. Black equipment bag with "POLICE" logo

D. Duty equipment

Officers assigned to bicycle patrol will carry the necessary equipment including but not limited to, flashlight, ticket book, report forms, when on patrol.

10.6.4 Maintenance

Prior to beginning patrol on a bicycle the officer will insure his or her bicycle is in working order. Officers should follow the "ABC Quick Check" (air, brakes and crank) prior to the tour of duty. The officer using the bicycle is responsible for preventative maintenance and cleaning of the bicycle they use. Problems with a bicycle will be reported on a "Car Service Report."

10.6.5 Pursuits

Officers riding a bicycle will not become involved in motor vehicle pursuits either as primary unit or support unit.

10.6.6 Due regard for safety

Except when required to complete their assigned duties, officers riding bicycles will do so in accordance with existing statutes. Officers will operate the bicycles with due regard for safety even when it is necessary to violate existing traffic regulations.

Danville Police Division	Section: 10.7
Departmental Manual	Effective Date: 12/09/2011
	Revised Date: 10/9/20
Topic: False Alarm Response	
Issued by Director Public Safety	

10.7 False Alarm Response

- I. Policy: It is the policy of the Danville Police Department that alarms received be regarded as serious matters. Therefore it is our intent to reduce the amount of false alarms.
- II. Definitions
 - A. Alarm permit: An authorization issued by the City to allow a responsible party to install and maintain an alarm system.
 - B. Alarm System: Audible alarm, automatic Telephone Dialing Device as defined in City of Danville Ordinance Chapter 102
 - C. False Alarm: A report by the 911 Director from any alarm system resulting in a response by the Police Division, Fire Division or other emergency personnel to the premises on which the alarm system is located, where an emergency does not exist.
 - D. Premises: Any private, public, residential, commercial, or industrial land or buildings located within the City.
 - E. Permit Year: A period beginning January 1 and continuing through December 31.
- III. Procedure:
 - A. All alarms will be responded to unless otherwise directed by the Communications Center or a supervisor.
 - B. The manner in which a response is made will be dependent on the type of alarm received. For purposes of this policy the response will be in accordance with Section 10.5.2 of the Rules and Regulations.
 - C. Responding Officer
 1. Generally
 - a. Officers will be responsible for knowing the contents of City of Danville Chapter 102: False Alarms
 - b. When responding to an alarm officers will inspect the premises and determine if police response was necessary.
 - c. After determining the premises is secure and no evidence is found of criminal action the officer will complete a False Alarm Notification and leave the original copy with a responsible party or affix to a conspicuous location on the premises. The hard card copy will be placed in Staff Services box at end of shift.
 - d. The officer will notify the Communications Center of action taken.
 2. Specifically
 - a. Audible Alarms. Responsible parties must have such alarms reset or shut off within 30 minutes after notification that the alarm has been activated. Failure to reset in the appropriate time will require the officer, upon return to check status after being advised of the continuous alarm by Communications, to prepare an Incident Report in addition to the False Alarm Notification.
 - b. Failure/Refusal to Respond to Premises. A responsible party or his designee who fails or refuses to respond to the premises after 30 minutes will require the officer to prepare an Incident Report in addition to the False Alarm Notification when notified of the failure by Communications.
 - c. An Incident Report does not have to be completed on all responses to alarms, but will be completed as listed in a. and b. of this section and if the premise is found unsecured.
 - D. Staff Services Responsibility

It will be the responsibility of Staff Services to maintain a computerized log for all alarm notifications issued by police officers.

 1. Procedure
 - a. Upon receipt of a False Alarm Notification the information from the copy will be entered in the database under the company/residence listed.
 - b. If all requirements pertaining to City of Danville Chapter 102.02 and 102.03 have been met by the alarm holder a letter will be sent to the business or residence customer of pending fines when the database indicates receipt of three (3) False Alarm Notifications in the same calendar year.

1. If a permit is not found for a business/residence the City Clerk will be notified of the discrepancy and if a permit is not found it will be the responsibility of the City Clerk to notify the alarm holder of requirements.
- c. Detection of the fifth (5th) or subsequent False Alarm Notification with the same calendar year will cause Staff Services to prepare a bill for service charge. The bill will be sent to the Director's Office who will forward to the Finance Department for mailing.

Danville Police Department	Section: 10.8
Departmental Manual	Effective Date: 02/14/2020
	Revised Date:
Topic: Domestic Violence Reporting	Issued By: Chief of Police Christopher S. Yates

10.8 Domestic Violence Reporting

10.8.1 Purpose

The purpose of this Policy is to establish a uniform response for police officers based on procedures that are compliant with the Domestic Violence Act as indicated in 750 ILCS 60/301.1.

10.8.2 Policy

Domestic Battery: A person commits domestic battery if he or she without legal justification by any means intentionally causes bodily harm to or makes physical contact with a victim of an insulting or provoking manner with any family or member of the household. This would include spouses, former spouses, parents, children, step-children, or others related by blood, persons related by former or current marriage, persons who share or formerly shared a common dwelling, persons who allegedly have a child in common, persons who allegedly share a blood relationship through a child, person who have or had a dating relationship, and persons with disabilities and their personal assistants. This does not include reasonable direction of a minor by a parent or person with legal parental authority.

10.8.3 Procedure

A. Reports by Law Enforcement Officers

Every law enforcement officer investigating a report of Domestic Battery, including alleged abuse, neglect, or exploitation of protected persons shall make a written police report of any bona fide allegation and the disposition of the investigation. The police report will include the victim's statements as to the frequency and severity of prior incidents as well as the number of call for police assistance involving the same family or household member.

B. Prevent Further Violence/Case Preparation

Take control of the scene by separating the parties involved. Use whatever reasonable means to prevent further violence, abuse or exploitation by:

- 1) Arresting the abusing party when appropriate. Discretion to issue a Notice to Appear or other court summons is not recommended and only under extraordinary circumstances will it be considered after approval by a supervisor;
- 2) If there is probable cause to believe that particular weapons were used to commit the incident of abuse, subject to constitutional limitations, seizing and taking inventory of the weapons;
- 3) Accompanying the victim to his or her place of residence for a reasonable period of time to remove necessary personal belongings and possessions;
- 4) Offering victims immediate and adequate information which would include a summary of the procedures and relief available to victims of abuse and the officer's name and badge number;
- 5) Advising the victim with a referral to an accessible service agency;
- 6) Advising the victim about seeking medical attention and preserving evidence;
- 7) Preserving additional evidence such as clothing and photographs of injuries as well as the scene if of evidentiary value.
- 8) Providing or arranging accessible transportation for the victim and any minor dependents in the victim's care. If the victim of abuse chooses to leave the scene of abuse, 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.
- 9) Whenever an arrest is not made, the police officer in addition to all of the previous steps, will advise the parties involved:
 - a. That the report will be completed and forwarded to the State's Attorney's Office for review.
 - b. That the complaint need not be requested or signed by the victim at the time of the incident for further action by the State's Attorney's Office.
 - c. Of the victim's right to request the initiation of court proceedings.
 - d. Of the importance of preserving evidence.
 - e. Of the victim's right to contact the State's Attorney's Office to express the desire for prosecution at a time later than the initial incident.

- 10) Officers shall not leave the children with the suspect if the victim requires medical treatment, should the offender receive a Notice to Appear solely because the presence of the children. If the victim cannot care for the children, they will be taken into protective custody until an acceptable family member or relative can care for the children.
- 11) If the **children are present and witness the incident**, officers shall report the incident to the DCFS Hotline.
- 12) If the victim is the age of 60 or older then the officer shall make a report to the Illinois Dept. on Aging, Elder Abuse Hotline by calling 1-800-252-8966.
- 13) In the case of an **aggravated domestic battery or when there is injury to the victim**, officers shall make every attempt to get a written or recorded statement from the victim when possible.
- 14) When **visible injuries to the victim**, Officers **will photograph such injuries and submit the images into evidence**. If photos are not taken due to extraordinary circumstance, the officer will document why they were not and advise his/her supervisor.

C. Arrest of Offenders

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 weapon has been used.
- 3) When there is an active order of protection that has been properly served and recorded.
- 4) When there is a violation of a court ordered 72-hr No Contact provision.
- 5) When an offense has been committed in the presence of the officer.

10.8.4 Special Considerations

A. Unwilling/Uncooperative Victim

If an arrest is made in which the officer is the complainant against the wishes of the victim it shall be documented in the report.

B. Mutual Violence

If the officer has probable cause that two or more persons committed a misdemeanor or felony, or if two or more persons make a complaint to the officer, the officer should:

- 1) Try to determine who was **the primary aggressor** and whether one party acted in self-defense.
- 2) Consider degree of injury inflicted upon each person.
- 3) Consider objective and testimonial evidence from third parties and other persons at the scene, including children.
- 4) The likelihood of future injury as well as considering history of involved parties.

All considerations need to be articulated in your written report. It should be noted that arresting both parties is not the preferred response and does not substitute for a thorough investigation.

10.8.5 Limited Law Enforcement Liability (750 ILCS 60/305)

Any act of omission or commission by any law enforcement officer acting in good faith in rendering emergency assistance or otherwise enforcing this Act (750 ILCS 60/) shall not impose liability upon the law enforcement or his or her supervisor or employer, unless the act is a result of willful or wanton misconduct.

Danville Police Department	Section: 10.9
Departmental Manual	Effective Date: 09/01/2020 (New Issue)
	Revised Date:
Topic: Problem Oriented Policing (POP)	

10.9 Problem Oriented Policing

10.9.1 Purpose

The purpose of the Problem Oriented Policing Unit (POP) is to address various law enforcement issues within the community and reduce crime and incidents of recidivism of criminal activity in neighborhoods through building relationships with the community and by taking appropriate enforcement actions.

10.9.2 Policy

Officers assigned to POP will work within the City and in cooperation with other law enforcement agencies and City departments to prevent crime, apprehend criminals, enforce ordinance violations, conduct traffic enforcement and perform other duties as directed by an immediate supervisor.

10.9.3 Procedures

POP Unit will operate in accordance with the following procedures:

- A.** POP will be considered part of the Patrol Division, and as such second shift Commander will supervise the operations of POP. The Commander may assign a Sergeant to direct supervision of POP in his absence.
- B.** POP officers shall conduct their operations within the City unless otherwise directed or approval has been received from the direct supervisor.
- C.** The Departmental Manual will be strictly adhered to with regards to confidential sources or informants. No one will be used as a confidential source unless the person has completed the vetting process as required by the Department.

This includes, but is not limited to, people who have agreed to perform a service or provide information for consideration of a charge reduction or dismissal, but they have not yet provided that service or information. The fact that someone does not receive payment or consideration does not preclude them from the receiving approval to be used by the Department as a confidential source.

- D.** Confidential funds will be used only for their intended purpose in conjunction with Departmental policy and procedures. A monthly accounting of funds will be sent to the unit supervisor.
- E.** The supervisor of POP will complete monthly reports as directed by the Department.
- F.** POP officers will complete Case Management Reports and Case Management Follow-up Reports provided by the Department in the manner directed by the unit supervisor.
- G.** At the beginning of an investigation involving drugs, or an investigation that will require surveillance, or involves the execution of a search warrant, a de-confliction with the Illinois Statewide Terrorism Intelligence Center will be completed. If there is a possible conflict, the agency that may be in conflict will be notified prior to any enforcement action.
- H.** POP Unit members will wear Department issued uniforms while on duty. Any other uniforms or attire other than Department issued uniforms must be approved by the POP Unit supervisor or his designee.
- I.** POP Unit members will defer to the current bargaining contract under the patrol division for any issues/grievances not addressed or laid out in this manual.

10.9.4 Schedule

POP Unit members will adhere to the following in regards to schedule/manpower/vacation selection:

- A.** POP members will work scheduled hours as directed by the Chief of Police, unit Commander, or any designee acting as supervisor of the unit. Hours may vary or could be subject to change based upon assignment.
- B.** Vacation selections within the unit will be made based upon seniority with the Danville Police Department.

- C. No more than one unit member may take approved leave (vacation, compensatory time) off from a scheduled shift at one time.

Danville Police Department	Section: 11.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Criminal Investigations -General	
Carl J. Alexander, Director of Public Safety	

11.0 Criminal Investigation Procedures – General

The purpose of this policy is to establish guidelines for the administering, assigning, designating and the managing of investigations.

11.1 General Investigation Division Requirements

11.1.1 Duty Assignment

In conjunction with Section 6.5.1.1 of the Departmental Manual, responsibilities of on duty police officers assigned to the Criminal Investigation Division will include, but not necessarily be limited to:

- A. Investigation of criminal activity.
- B. Completion of investigations as assigned by a supervisor.
- C. Enforcement of applicable laws and ordinances.
- D. Complete job related tasks as directed by a supervisor.
- E. Respond to citizen's requests for police service.
- F. Report hazardous conditions.
- G. Provide assistance to other officers.
- H. Timely completion or reports and other required documentation. Specifically as it relates to investigative materials in homicide cases and non-homicide felony cases the following will apply:

(1) **Investigative Materials in Homicide Cases:** Members involved in a homicide report/investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including but not limited to reports, memoranda, and field notes. All generated materials shall be tendered to the authority prosecuting the offense. This also includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense. To this end members shall make a copy of their field notes and include them with their report on the incident and place the original notes into evidence. Any other memoranda will be included with the member's report.

(2) **Investigative Materials in Non-Homicide Felony Cases:** Members involved in a non-homicide report/investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including reports and memoranda. All generated materials shall be tendered to the authority prosecuting the offense. This also includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the non-homicide felony offense. Any generated material and/or memoranda will be included with the member's report.

- I. Respond to calls for service as directed by Communications or a supervisor.

11.1.2 Tour of duty

Officers and supervisor shall adhere to the reporting times and ending times of their tours of duty as provided in Section 7.2.8 of the Departmental Manual unless changed by the Director or his or her designee.

11.1.3 Uncommitted investigation time

Officers when not conducting investigations shall use this time diligently to address crime concerns within the City or to assist other detectives and investigators on investigations.

11.1.4 Calls for Service

Although it is understood that it is not the primary responsibility of officers assigned to the Criminal Investigation Division to be assigned initial calls for service, officers shall not refuse a call for service when given by a constituted authority that includes but is not limited to the Communications Center or a supervisor.

11.1.5 Lunch Periods and Breaks

Officers and supervisors assigned to the Criminal Investigation Division may take lunch and breaks in accordance with their respective work agreement. Officers who are scheduled to work six hours or less during a shift will not qualify for a lunch period.

Lunch periods and breaks must be taken within the City, unless otherwise approved by a supervisor.

Lunch periods or breaks will not be taken in establishments where the primary business is the sale of alcoholic liquor.

Danville Police Department	Section: 11.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Criminal Investigation Division Responsibilities	
Carl J. Alexander, Director of Public Safety	

11.2 Criminal Investigation Division Responsibilities

The Criminal Investigation Division responsibilities will include, but not be limited to, assuring the required follow-up investigation is done on:

1. Felony offenses.
2. Juvenile offenses.
3. Vice and gambling complaints.
4. Applicant background investigation
5. Licensing background investigation
6. Other cases or duties as assigned.

11.2.1 Preliminary Investigation:

1. Officers of the Patrol Division will normally be the first to respond on all initial reports, but nothing in this section precludes an officer assigned to CID from completing an initial report. Patrol officers will normally handle an initial report unless:
 - a. The patrol officer is relieved by a supervisor,
 - b. A detective or investigator is assigned the initial report.
 - c. A supervisor assigns the initial call to a detective or investigator.
2. Patrol Officers completing the initial report will refrain from telling the complainant/victim that a detective or investigator will contact them. The patrol officer responding to an initial call should advise the complainant and/or victim that unless they are contacted within seven days, the case has been inactivated or not assigned. If the person has further information that would enable the case to be continued, they should contact the Department.

11.2.2 Case Assignment and Management

1. The decision to assign a case for follow-up investigation or to continue in an investigation is a management prerogative based in part on the following criteria:
 - a. The seriousness of the offense.
 - b. The solvability factors which may include:
 - (1) Is there a witness?
 - (2) Is a suspect named?
 - (3) Is a suspect known?
 - (4) Is a suspect described?
 - (5) Can a suspect be identified?
 - (6) Is there a pattern present?
 - (7) Is stolen property traceable
 - (8) Is physical evidence present?
 - (9) Was there a minimum delay in reporting?

2. Supervisors assigned to CID will be responsible for case assignment and may include, but are not limited to the following considerations considering case management:
 - a. Assignment of cases that have the best solvability factors.
 - b. Assignment of cases to officers with the skills, knowledge and abilities required for the assignment.
 - c. Officers assigned are conducting timely investigations and that the workload is evenly distributed.
 - d. Officers assigned are completing all reports and documentation in a timely manner.

3. Case Status

The CID supervisor may chose the following case status:

- a. Case not assigned: Cases that have little or not solvability factors.
- b. Active: Cases that has been assigned and investigative efforts are active.
- c. Inactive: All available leads have been exhausted but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.
- d. Cleared: The case has been concluded:
 1. By arrest
 2. Closed, no further leads
 3. Exceptionally cleared

4. Criteria to close a case

Reasons a case may be closed or not assigned may include, but not limited to the Following:

- a. Absence of further leads or solvability factors.
- b. Lack of investigative resources requiring the prioritization of investigations based on such things as degree of seriousness, time of offense or date.
- c. Victim does not wish to proceed or refuses to cooperate with the investigation.
- d. No criminal violation exists.
- e. The case is cleared by arrest or is exceptionally cleared.
- f. Officers will notify the CID supervisor if a case remains open 60 days.
- g. Officers will communicate to the victim in a manner approved by the CID supervisor of the status of a case investigation.

7. Files to be maintained

CID will maintain a file of all assigned cases to include the following information at a minimum:

- a. Report number
- b. Complainant/Victim
- c. Date assigned.
- d. Date closed.
- e. Detective assigned.
- f. Case status

6. Case File Management:

Case file management will be as follows:

- a. Original copies of reports and documentation will be forwarded to the Records Division with copies maintained in the case file.
- b. CID copies of cleared, closed or inactive cases will be filed in the CID division for one year with the exception of Death Investigation which will be kept indefinitely.

Danville Police Department	Section: 11.3 Effective Date: 05/25/2007 Revised Date: (Corrected 01/17/08); 02/18/2010; 07/18/13; 07/23/13; 01/12/14; 11/30/20
Departmental Manual	
Topic: Juvenile Procedures	
Issued by Director of Public Safety	

11.3 Juvenile Procedures

11.3.1 Purpose

To establish uniform policies and procedures with regards to the investigation of matters involving juveniles.

11.3.2 Policy

It is the policy of the Danville Police Department to:

- a. investigate criminal complaints where juveniles are identified as the offender or victim;
- b. investigate incidents where the health, safety or welfare of a juvenile is in danger, and
- c. to work in cooperation with State and local authorities and representatives of related social agencies, in an effort to bring a successful end to police investigations which serve the best interests of both the juvenile and the community.

11.3.3 Procedures

The following procedures will be followed with regards to the investigation of complaints involving juveniles:

11.3.4 Definitions

For the purpose of Section 11, of the Departmental Manual, the following definitions will be used:

11.3.4.1 Juvenile

With regards to Section 11, a juvenile is any person under the age of 18, except those persons defined in the Juvenile Court Act as a Delinquent Minor. A Delinquent Minor is a juvenile under the age of 18 who has violated or attempted to violate any federal, state, county or municipal law or ordinance.

11.3.4.2 Minor

A minor is a person under the age of 21.

11.3.4.3 Juvenile Police Officer

A sworn police officer, who has completed a Basic Recruit Training Course, has been assigned to the position of juvenile police officer by the Chief of Police and has completed the necessary juvenile police officers training as prescribed by the Illinois Law Enforcement Training Standards Board.

- a. All officers who meet the above criteria shall make a copy of their training certificate for the Juvenile Officer class and forward through the proper chain of command to their training and personnel files.

11.3.4.4 Juvenile Detective

In accordance with the Illinois Juvenile Court Act (705 ILCS 405/1-3 [17]), a full-time sworn police officer who has successfully completed a Juvenile Officer training class, at least 32 hours in length, as prescribed by the Illinois Law Enforcement Training and Standards Board are to be considered assigned to the position of Juvenile Detective and who has been assigned to the Criminal Investigation Section.

- a. All Juvenile Detectives who meet the above criteria shall make a copy of their training certificate for the Juvenile Officer class and forward through the proper chain of command to their training and personnel files.

11.3.4.5 Secure Detention

The Juvenile Court Act defines detention as “ *the temporary care of a minor who is alleged to be or has been adjudicated delinquent and who requires secure custody for the minor's own protection or the community's protection in a facility designed to physically restrict the minor's movements, pending disposition by the court or execution of an order of the court for placement*

or commitment. Design features that physically restrict movement include, but are not limited to, locked rooms and the secure handcuffing of a minor to a rail or other stationary object..."

11.3.4.6 Status Offense

A status offense is any offense that would not be a crime if committed by an adult (for example: underage drinking, curfew, and truancy.) Secure detention is not allowed for a juvenile committing a status offense.

11.3.5 Juvenile Court Act

The Illinois Compiled Statutes in Chapter 705/405 describes and outlines the Juvenile Court Act of 1987. This act mandates how matters involving minors must be handled with regards to:

- Abused, Neglected or Dependent Minors
- Minors Requiring Authoritative Intervention
- Addicted Minors, and
- Delinquent Minors.

TO THIS END, all personnel will be knowledgeable of the Juvenile Court Act and act in accordance with these statutes.

11.3.6 Felonies, Misdemeanors, Ordinance Violations, Warrants, Traffic

The Juvenile Court Act requires specific actions to be taken when a minor is taken into temporary custody, is detained or requires shelter care. It also has requirements regarding the notification of parents or guardians.

The following procedures will be used when complying with the Juvenile Court Act.

11.3.6.1 Felonies

When a juvenile is taken into custody with regards to a felony, a Juvenile Detective will be notified. If after hours, the Criminal Investigation Division Commander or his or her designee will be notified who will then make the decision of whether to contact a Juvenile Detective.

11.3.6.1.1 Disposition

If the Juvenile Detective or CID Commander makes the decision the juvenile is not to be detained then the arresting officer will be responsible for contacting a parent or guardian so the juvenile can be released to their care.

11.3.6.2 Misdemeanors

Juveniles taken into custody for misdemeanors will be processed and released to their parent or guardian. In cases where the officer feels there are extenuating circumstances with regards to the events involving the arrest he or she may notify an on duty Juvenile Police Officer, or on duty Juvenile Detective. If no Juvenile Officer or Juvenile Detective is on duty then the CID Commander may be notified.

11.3.6.3 Ordinance Violations

Any juvenile 13 or older may be issued a Notice to Appear for a City Ordinance Violation. Juveniles taken into temporary custody for a City Ordinance Violation will be released to a parent or guardian by the officer handling the incident.

11.3.6.4 Warrants

Juvenile Warrants are a court order and are usually in one of two forms.

11.3.6.4.1 Warrants to be served when court is in session

Warrants that order a minor to be taken into custody only when court is in session limit an officer from taking into custody a minor on the warrant unless Court is in session. An officer taking a minor into

custody on this type of warrant should notify a Juvenile Detective that the juvenile has been taken into custody.

11.3.6.4.2 Juvenile Warrants

A juvenile taken into custody on a juvenile warrant (designated by the Year of Issue – JD- Case Number) requiring the minor to be taken into custody may be taken to the Juvenile Detention Center if the following conditions are met:

1. The officer determines that the warrant is a Juvenile Warrant and not a traffic warrant or other non-juvenile warrant.
2. The officer makes reasonable attempts to contact the parent or guardian that the juvenile has been taken into custody and will be taken to the Detention Center.
3. The juvenile is processed in Book-in prior to transport to the Center.
4. The Juvenile Detention Center is notified (431-6691) prior to transporting the juvenile to the Center.
5. The officer delivers a copy of the warrant to the Detention Center when delivering the juvenile.
6. The officer will advise Detention Personnel if the parents or guardians have been contacted and if notification was not made assist the Center in making notification.

11.3.6.5 Traffic Citations

Juveniles may be issued traffic citations and will be released on a Notice to Appear. In cases where a juvenile has a valid driver's license, it will be the officers discretion on whether to release on a Notice to Appear or take the juvenile's license as bond under Rule 553 of the Illinois Vehicle Code.

11.3.6.6 Non Criminal Offenses and Counseling Contacts

When a minor is taken into temporary custody on a non-criminal matter the officer handing the investigation may request assistance from an on-duty Juvenile Police Officer or Juvenile Detective. If none is available and assistance is necessary the CID Commander should be contacted.

11.3.6.7 Other Type of Cases

Juveniles under the age of 13, in cases involving city ordinance violations and non-felony traffic cases will be released to their parent or guardian without any type of bond or Notice to Appear.

11.3.6.8 Notification of Parents or Guardian

In all cases where a juvenile is taken into temporary custody, or detained (this does not include a traffic stop or the issuance of a traffic ticket) a parent or guardian will be contacted. If in the event a parent or guardian can not be reached assistance from a Juvenile Police Officer or Juvenile Detective may be requested. In any event if all reasonable efforts have been made to contact the parents or guardian of a juvenile and it becomes necessary, the juvenile may be released to a responsible adult, preferably a family member.

11.3.7 Bonds

Cash bonds are not required for juvenile offenders, except in cases where a Judge has set a bond for a particular minor.

11.3.8 Secure Detention

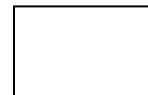
The detention of all minors and juveniles will be in accordance with the Juvenile Court Act. Accordingly no person under the age of 10 will be detained.

The procedures outlined in Section 11.3.3 will be followed with regards to the notification of Juvenile Officers when a juvenile is taken into custody.

The ultimate decision of whether a juvenile is detained is the responsibility of the Court or the criteria set by the Vermilion County Juvenile Detention Center management staff. (See Section 11.3.5.2 Extended Detention.)

11.3.8.1 Beginning Secure Detention

Detention begins when the criteria outlined in 11.3.4.5 are met. There are specific time limits of how long a juvenile can be detained in a city lock-up or county jail so it is important to note when a juvenile is first placed in secured detention.



A minor/juvenile taken into temporary custody for a status offense (11.3.4.6) **WILL NOT BE DETAINED.**

Any minor 10 years of older may be detained however the detention is subject to the following conditions:

- a. A minor under the age of 12 can only be detained in a city lock-up or county jail for no more than six (6) hours.
- b. A minor 12 years of age or older can only be detained in a city lock-up or county jail for up to twelve 12 hours, unless the crime committed is considered a crime of violence and then the time limit increase to twenty-four 24 hours.
- c. Detention times only apply when a juvenile is actually in secure detention as defined. It does not include transportation times, or times when the juvenile is at the police facility and not under secure detention.
- d. Any minor so detained shall be under periodic supervision and shall not be permitted to come into or remain in contact with adults in custody in the building. For this reason, when an officer places a minor in secure detention the officer will be required to log such detention on a "Detention Log" which are located outside of the Juvenile Holding Cells. Once placed in detention the arresting officer, unless relieved by a supervisor or Juvenile Detective or Juvenile Police Officer, will make a physical check of the status of the minor every fifteen minutes and record such check on the "Detention Log." If the arresting officer is relieved of this duty, the officer relieving the arresting officer then becomes responsible for the status checks.
- e. Upon placement in secure detention in a jail or lock-up, the minor shall be informed of the purpose of the detention, the time it is expected to last and the fact that it cannot exceed the time specified in 11.3.5.1 a. or b.
- f. A log shall be kept which shows the offense which is the basis for the detention, the reasons and circumstances for the decision to detain and the length of time the minor was in detention. TO THIS END, when an officer places a minor in secure detention the officer will be required to log such detention on a "Detention Log" which are located outside of the Juvenile Holding Cells. Once placed in detention the arresting officer, unless relieved by a supervisor or Juvenile Detective or Juvenile Police Officer, will check the status of the minor every fifteen minutes and record such check on the "Detention Log." If the arresting officer is relieved of this duty, the officer relieving the arresting officer then becomes responsible for the status checks.

11.3.8.2 Extended Detention

Detention which extends beyond the time limits outlined above must be ordered either by the Court or must meet the current standards established and followed by the Vermilion County Probation Department at the Vermilion County Juvenile Detention Center. Unless the juvenile to be detained has been arrested on a warrant directing the juvenile be delivered to the Detention Center, an officer wishing to place a minor in detention will contact a Juvenile Detective. If a Juvenile Detective is not available the Criminal Investigation Division Commander will be contacted.

The CID Commander or Juvenile Detective will review the facts of the arrest and supporting facts regarding the case and determine if the minor meets the criteria for detention and will make the necessary notifications to the Detention Center.

11.3.8.3 Transporting Juveniles to Out-of-Town Detention Centers

The transportation of juveniles to detention centers outside of the City will be the responsibility of the Criminal Investigation Division, unless it is a court order detention then it will be the responsibility of the Vermilion County Sheriff's Department. When possible such transport will be arranged during normal duty hours of the Criminal Investigation Division and they will be conducted by on-duty personnel.

All transports will be conducted by two sworn police officers, with one of the two officers being a Juvenile Detective.

11.3.9 Juvenile Book-In Procedures

When a minor is taken into temporary custody for a criminal offense, or ordinance violation and is brought to the PSB, the juvenile will be booked. For the purposes of booking a minor, the minor/juvenile may be taken to the Vermilion County Book-In under the direct and constant supervision of either a police officer or correctional officer. To this end the following procedures will be followed:

11.3.9.1 Supervision of minor when at Book-In

An officer taking a minor/juvenile to book-in will not leave the minor/juvenile unattended. The officer will insure that a correctional officer is available to have direct and constant supervision of the minor/juvenile before leaving the minor/juvenile in book-in or the officer will remain with the minor/juvenile until the book-in process is completed.

11.3.9.2 Minors under the age of 13

Minors under the age of 13 will only be booked when they have been taken into custody for a felony offense or on a warrant.

11.3.9.3 Minors between the ages of 13-17

Minors between the ages of 13 – 17 will be booked when taken into temporary custody for any city ordinance or state statute violation.

11.3.9.4 Fingerprinting for identification purposes

Nothing in this section prohibits an officer from having a juvenile fingerprinted for the purposes of determining the minor's identity.

11.3.10 Reports

Officers handling calls or investigations that involve a violation of statute or ordinance or where a minor may be in need or assistance from a social agency or requiring some other intervention will complete an incident report regarding the call or investigation.

11.3.10.1 Juvenile Identifiers need for reports (Contact Sheet)

The following information is needed when identifying a juvenile in a report:

- a. complete name,
- b. complete address,
- c. telephone,
- d. height/weight
- e. date of birth
- f. place of birth
- g. school of attendance and grade
- h. biological father's name, address and telephone
- i. biological mother's name, address and telephone
- j. step-father's name, address and telephone
- k. step-mother's name, address and telephone
- l. name of guardian if applicable

11.3.11 Investigations

Generally, officers of the Patrol Division will conduct initial investigations with follow-up investigations being conducted by the Criminal Investigation Division when required. To assist officers in these investigations the following procedures will be followed:

11.3.11.1 Child Abuse and Neglect

The Illinois Department of Children and Family Services (DCFS) is mandated by the State of Illinois to investigate alleged Child Abuse and Neglect. Any officer investigating such a case is mandated by the State to make a report as soon as possible to DCFS. DCFS can be contacted using their hotline number of 1-800-252-2873.

In cases where a child is found to be danger an officer does have the authority to take a child into protective custody. At such time the same hotline number can be used to notify DCFS and have a caseworker respond.

11.3.11.2 Cases Involving Death or Severe Injury

An officer investigating the death of a juvenile or a case where a juvenile has been severely injured (excluding traffic accidents) shall immediately notify the CID commander of the circumstances.

11.3.11.3 Kidnappings

An officer investigating a kidnapping of a juvenile shall immediately notify the CID commander.

11.3.11.3.1 AMBER Alerts

When a child is reported missing or abducted and the case involves a child under the age of 16 or the child has a proven mental or physical disability, **AND** the police believe the child is in danger of serious bodily harm or death, the CID Commander will be notified to request the initiation of an **AMBER Alert**.

Time is of the essence. When an officer receives a report of a missing or abducted child and the case involves a child under the age of 16 or the child has a proven mental or physical disability, **AND** the police believe the child is in danger of serious bodily harm or death the on-duty patrol supervisor should immediately:

- a. Confirm that abduction has taken place and the criteria have been met.
- b. Notify the Director of Public Safety and the Deputy Directors.
- c. Begin the completion of the pre-established facsimile packet required to activate the "AMBER Alert Notification Plan.
- d. Obtain a current photo of the child.
- e. Obtain any information that could be helpful to the public in identifying the child.
- f. Meet with a CID representative to provide information obtained.

11.3.11.4 Runaways

Officers taking juveniles into temporary custody with regards to being a runaway will:

- a. Try to talk to the juvenile into returning home.
- b. If the juvenile refuses to return home or circumstances will not permit this, an attempt should be made to place the juvenile in the home of a responsible relative with the parent or guardian's and juvenile's approval.
- c. If neither the above two options are available, a Juvenile Police Officer or Juvenile Detective will be contacted. If a Juvenile Police Officer or Juvenile Detective is not available the CID commander will be notified.
- d. Out of jurisdiction runaways will remain in temporary custody, and a Juvenile Officer or Juvenile Detective will attempt to have the juvenile placed in a safe environment pending the juvenile's return to his or her jurisdiction.

11.3.11.5 Family Crisis

In cases involving family crisis the first responding officer will conduct an investigation and attempt to mediate the situation and refer the matter for follow-up if necessary.

If the family crisis is of such a nature where a juvenile is in danger, the officer may take the juvenile into protective custody and a Juvenile Detective will be advised. DCFS will also be notified by use of the hotline (see 11.3.8.2).

11.3.11.6 Truants

Truants will be referred to the Attendance Officer of School District 118.

11.3.11.6.1 Day Time Curfew

Minors found in violation of the daytime curfew ordinance will be processed as follows:

- A. Unless the child resists or obstructs an officer or there are other extenuating circumstances any child charged under this ordinance will be issued a Notice to Appear and returned to their home school. When the circumstances warrant that a student is transported to the PSB the procedures regarding the arrest of juveniles will be followed.
- B. If an officer determines that the student stopped is on probation, the officer should return the student to their home school, complete a report and notify the Vermillion County Probation Department. A NTA should not be issued under these circumstances.
- C. The school official accepting the student should be given a copy of the Notice to Appear. It will be the School's responsibility to notify the parents of the student and provide the NTA to the parent.
- D. All court appearances for the Daytime Curfew Ordinance will be set for Thursdays, at 1:30 p.m. in the City Council Chambers.
- E. Officers should remember that there are a variety of school schedules and there are children who are "home schooled" and have no regular school hours. Primary enforcement of this ordinance may be initiated by, but not limited to, the following:
 1. A complaint from school officials regarding specific individuals or locations where students may be located.
 2. Students who are loitering near or around school property.
 3. As a result of a citizen complaint about a possible student or students loitering or involved in some criminal activity.
 4. Conduct which would give rise to a reasonable suspicion that a student may be in violation of the ordinance.
- F. A report will be completed each time a student is charged under this ordinance.

11.3.12 Interviews and Interrogations

Interviews with juveniles that do not relate to the juvenile's involvement in a crime has no special restrictions except that in cases involving serious offense the juvenile's parents or guardian should be advised that an interview was conducted and the general purpose of the interview.

A non-custodial interview or interrogation that relates to a juvenile's involvement in a crime will not be conducted without first making a reasonable attempt to contact the parents or guardian of the juvenile.

A custodial interrogation will not be conducted with a juvenile without first contacting a Juvenile Police Officer or Juvenile Detective (if none is available contact the CID commander). A reasonable attempt will be made to contact the parents or guardian of the juvenile prior to a custodial interrogation.

Juveniles are entitled to the same Constitutional guarantees as an adult. In addition a custodial interrogation can not be conducted with a juvenile under the age 15 without the presence of an attorney for the following offenses: *murder, intentional homicide of an unborn child, second degree murder, voluntary manslaughter of an unborn child, involuntary manslaughter and reckless homicide, involuntary manslaughter and reckless homicide of an unborn child, drug induced homicide, criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, criminal sexual abuse or aggravated criminal sexual abuse (Refer to 705 ILCS 405/5-170)*. A custodial interrogation will not be conducted with a juvenile arrested for any of these offenses except by a Juvenile Detective.

11.3.12.1 Interrogations (custodial or non-custodial) without notification of parents or guardians.

When a interrogation is conducted with a juvenile who is a suspect in a felony case and a reasonable attempt has been made to contact a parent, guardian or responsible adult, without success the following procedure will be followed prior to the beginning of the interview or interrogation.

1. A Juvenile Officer, other than the juvenile officer or juvenile detective involved in the interview, interrogation or investigation will be contacted to act as the concerned adult in the juvenile's behalf. The role of this juvenile officer or juvenile detective will be as follows:
 - a. To ensure that a reasonable attempt has been made to contact the parent, guardian or responsible adult of the juvenile.
 - b. To ensure that the juvenile has, in a custodial interview, been advised and understands his or her constitutional rights.
 - c. To insure the juvenile's basic needs such as the opportunity to use the restroom, adequate rest, and food has been provided while the juvenile has been in custody.
 - d. The juvenile officer or juvenile detective acting as the juvenile's concerned adult will not participate in the interview, interrogation or investigation of the offense the juvenile is being questioned.
2. Regarding custodial interrogations of minors under 17 years of age, Predatory Criminal Sexual Assault or Aggravated Arson, the interview must be audio and video recorded as of 06/01/2014.
3. Custodial interrogations of minors under 17 years of age for Aggravated Kidnapping, Aggravated Vehicular Hijacking and Home Invasion must be audio and video recorded as of 06/01/2015.
4. Custodial interrogation of minors under 17 years of age for Criminal Sexual Assault, Armed Robbery and Aggravated Battery with a Firearm must be audio and video recorded as of 06/01/2016.

11.3.13 Release of Information

The Juvenile Court Act and the Freedom on Information Act will govern the release of information regarding a minor. To this end only, only a Juvenile Detective or Juvenile Police Officer will release information to those authorized in the Juvenile Court Act.

All other requests for juvenile information will be forwarded to the commander of Technical Services.

No other department personnel are authorized to and are prohibited from releasing juvenile information without the consent of the Chief of Police or his or her designee.

Danville Police Department	Section: 11.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/30/2020
Topic: Confidential Sources	

11.4 Confidential Sources

11.4.1 Utilization of Confidential Sources

Only persons who are believed able to furnish reliable information or other lawful services, and who will maintain the confidentiality of departmental investigations or other activities may be utilized as Confidential Sources. Confidential Sources will be told they are not agents or employees of the City of Danville or the Department and that any information they provide may be used in criminal proceedings. The Department will use all lawful means available to protect their identity.

11.4.2 Prohibited Confidential Sources

1. No individual in the following categories may be actively involved in an investigation in Vermilion County for the purpose of setting up a delivery of controlled substances or cannabis, making controlled buys of narcotics or cannabis, or otherwise participating in the purchase of narcotics or cannabis without the prior approval of the Vermilion County State's Attorney's Office.
 - a. Persons currently serving a period of probation as a result of a conviction for the offense of Aggravated Battery, Criminal Sexual Assault, Criminal Sexual Abuse, Aggravated Criminal Sexual Abuse, Unlawful Possession of a Weapon by a Felon, Aggravated Discharge of a Firearm, Possession/Delivery of a Controlled Substance, or Delivery of or felony Possession of Cannabis.
 - b. Persons on probation who are participating in a court ordered drug or alcohol treatment program.
 - c. Persons serving a sentence in the custody of the Vermilion County Correctional Center.
 - d. Persons under the age of 18.
 - e. Persons who are defendants in pending criminal cases where criminal charges have been filed.
2. Persons in the following categories will not be used as Confidential Sources without the prior approval of the Chief of Police:
 - a. Persons under the age of 18 years of age, and with the prior written consent of a parent or guardian.
 - b. Persons who are on parole for violent crimes or sexual offenses, or have convictions in the past five years involving violent crimes or sexual offenses.
 - c. Persons currently being treated for a mental illness or has a known and continued history of mental illness.
 - d. Persons who have been arrested or taken into custody, but not yet formally charged. A person approved as a defendant-confidential source may be advised that his or her cooperation will be brought to the attention of the prosecuting authority. HOWEVER, NO PROMISE OF DISMISSAL, OR IMMUNITY WILL BE GIVEN, EXCEPT BY THE PROSECUTING AUTHORITY OR THE COURT.
 - e. Persons who have been arrested and are suspects in a criminal offense where another person or business has been the victim of the criminal offense.
 - f. Persons who the officer knows or should know, is being investigated by or in custody as a result of another member of the Department's investigation, or by another law enforcement agency.
 - g. Persons who have been released to the custody of the Vermilion County Correctional Center without first obtaining authorization from the prosecuting authority.

3. The following persons will not be used as confidential sources:
 - a. Persons who are under the influence of drugs or alcohol to the point they are not capable of making informed decisions.
4. An officer or employee of this Department has no authority and will not promise a dismissal or immunity of prosecution to an individual in lieu of the cooperation. Such agreements must be made through the proper prosecuting attorney's office or the Court.

11.4.3 Use of Confidential Sources

An officer who uses a person as a Confidential Source who receives Departmental funds for information and/or who is cooperating in exchange for an approved agreement (as outlined in 10.1.2 D) for immunity or reduction in charges and/or who is developed as a result of a Departmental criminal investigation and has offered or has been asked to provide information as a result of that criminal investigation and/or is a person who is being used as a continuing source of information will prior to using that Confidential Source do the following:

1. Insure that the person is not prohibited from being used as a Confidential Source as outlined in Section 11.4.2.
2. Advise the Criminal Investigation Commander of the intent to use a Confidential Source and provide identifying information regarding the Confidential Source to the CID Commander. The CID Commander will insure the person is not prohibited from being used as a Confidential Source as outlined in Section 10.1.2. The CID Commander will maintain a Confidential Source File on any person used as a Confidential Source. The only persons having access to the Confidential Source File will be the CID Commander and the Chief of Police. At the time the identification information is provided the CID Commander will assign the person a "CS" identification number. Any mention of a Confidential Source in a report will be done with only the CS identification number.
3. Any person providing information in accordance with Section 11.4 will sign a form provided by the Department releasing the Department from liability and acknowledging no promise of dismissal or immunity from criminal prosecution has been received in return for their cooperation, or that an agreement has been reached in accordance 11.4.2.4.
4. Officers meeting with any Confidential Source will notify a supervisor of such a meeting and the expected length of time the meeting is to last. The officer will supply the supervisor with the CS identification number of the Confidential Source and the meeting location.
5. Confidential sources used to conduct controlled buys of cannabis, controlled substances, stolen property or other contraband or who are being utilized as a contact person in an undercover or covert operation shall searched for contraband and United States Currency prior to and after such purchase or contact has been made. To this end the following will occur:
 - a. The search of the person will include a search of all clothing short of a strip search, to include but not limited to hats, shirts, pants, skirts, shorts, outer garments and shoes.
 - b. If a confidential source is using a vehicle other than one provided by the Department a complete search of the vehicle to include the trunk and any closed containers will be conducted.
 - c. All searches conducted by an officer not of the same sex as the confidential source shall be witnessed by another officer.

11.4.4 Prohibited Activities by a Confidential Source

1. Confidential Sources on probation will not be provided funds to make controlled buys without approval of the State's Attorney. Confidential Sources will not be provided funds to purchase contraband unless for a "controlled buy." A Commander or Chief of Police will approve such controlled buys.
2. Confidential Sources will not be permitted to engage in criminal activity, including but not limited to entrapment.
3. "Reverse stings" will not be conducted with a Confidential Source without the approval of the State's Attorney and without prior approval of a Commander or the Chief of Police.
4. A confidential source will be advised not to make any unauthorized contact with a prospective defendant without prior approval of the Department.

11.4.5 Illegal Activities by Confidential Sources

Any officer who becomes aware that a Confidential Source is engaged in illegal activity will immediately terminate the Confidential Source's services and take appropriate enforcement action. In every case, such illegal activities will be reported to the State's Attorney. Under no circumstances will an officer hinder the prosecution of a Confidential Source.

Any officer who has a reasonable belief that a person is or has engaged in any illegal activity shall report such information to the State's Attorney, regardless of the individual's status as a Confidential Source or prospective Confidential Source.

Absent an Order by the Court, an officer must receive authorization from the Chief of Police to appear as a character witness for a person used as a Confidential Source. The prosecuting authority will be notified of such plans.

11.4.6 Disclosure of Confidential Sources

Whenever a Confidential Source may be a prospective witness in any case, the prosecuting authority shall be so advised prior to the filing of the complaint. Any decision by an officer refusing to disclose the identity of a Confidential Source to the prosecuting authority shall be reviewed by CID Commander or Chief of Police. Refusal to disclose a Confidential Source's identity will be based on the danger to the Confidential Source if his or her identity was disclosed, and the Department's ability to afford protection to the Confidential Source; the Confidential Source's present and potential usefulness to the Department; and the relative value of the Confidential Source as compared to the importance of the case in question. When making such a decision, all officers must remember that any Confidential Source is subject to disclosure upon an order of the court.

Danville Police Department	Section: 11.05
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 10/30/20
Topic: Confidential Operation Funds	
Christopher S. Yates, Chief of Police	

11.5 Confidential Operation Funds

1. Confidential Operation Funds will be used to purchase information and/or other lawful services from Confidential Sources to provide funds to conduct other lawful investigations, or to provide limited resources to complete an investigation.
2. The Criminal Investigation Commander and Patrol Coordinator of Police will each be issued Confidential Operation Funds for use as prescribed in Section 11.5. The Chief of Police will determine the amount of the funds issued.
 - a. If the Patrol Coordinator issues funds for shift use, the Shift Commander or supervisor will advise the Patrol Coordinator when such funds are used, and complete such accounting reports as required by the Chief and/or Patrol Coordinator.
3. When new funding is required The CID Commander or Patrol Coordinator will make a written request to the Chief of Police or his or her designee.
4. The CID Commander and Patrol Coordinator will make regular written reports to the Chief as to the use of the funds. Such report will include, but not be limited to, a listing of Confidential Sources, by their CS identification number, and the amount each received, and a description of any moneys used for other purposes other than payment for information.
5. All disbursements of funds will be recorded in the manner directed by the Chief of Police.
6. No funds will be provided to a Confidential Source if the Confidential Source has not met the criteria as set forth in Section 11.4 of the Department Manual.
7. A Confidential Source receiving confidential funds will be considered an independent contractor and not a employee of the City.
8. A Confidential Source receiving confidential funds will sign a receipt which will include the Confidential Sources CS identification number.
9. Any single disbursements to a Confidential Source in excess of \$50.00 must have the prior approval of the Chief or his or her designee.
10. Items purchased with confidential funds that have evidentiary value shall be treated as evidence and processed in accordance with Section of the Departmental Manual. A written report of all items purchased with confidential funds will be forwarded to the Chief via chain of command.
11. Confidential Operational Funds are not to be used for rewards.
12. Confidential Operational Funds will not be "fronted" (advanced as a condition for subsequent delivery of drugs or other evidence) without the authorization of the Commander or Coordinator of the Division who is conducting the investigation or the Chief of Police.
13. All records regarding the receipt and disbursement of Confidential Operation Funds are subject to audit and review by the Chief of Police, Mayor, or other person directed by either the Chief or Mayor.
14. Confidential Operation Funds will be used only for their intended purpose and will not be used for personal use, loans to oneself or members or other unauthorized purposes.

Danville Police Department	Section: 11.6
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/30/2020
Topic: Undercover or Covert Operations	
Christopher S. Yates, Chief of Police	

11.6 Undercover or Covert Operations

11.6.1 Purpose

The following policy and procedures are intended to provide guidelines and regulations regarding general undercover and covert operations. For the purpose of this section, an undercover or covert operation is an investigative technique employed by the Department in order to infiltrate criminal activity through a covert or clandestine means. The purpose of such investigation can include but is not limited to, determining the nature and extent of illegal activity; a controlled buy of cannabis or a controlled substance; sting operations involving prostitution, gambling, purchasing of stolen merchandise; or other like criminal investigations.

11.6.2 Policy

Undercover and covert operations are to be conducted in a safe and efficient manner in accordance with established statutes, rules, regulations, policies, procedures and orders.

11.6.3 Procedures

1. The first priority of operational consideration will be the safety of involved personnel and the general public; second priority to the security of official funds; and third priority to the attainment of investigative objectives.
2. A covert operation will not be initiated without the approval of the appropriate supervisor. New operations must be pre-approved by the Chief of Police, Criminal Investigations Division Commander or the Patrol Division Coordinator respective to which is initiating the operation.
3. The on duty shift commander and on duty CID commander will be notified prior to the commencement of any covert operation which is to begin during their tour of duty.
4. All members involved in the investigation should be briefed and fully understand the objective of the particular investigation.
5. A member of the Department will not singularly conduct investigations without assistance of another member or contrary with established statutes, rules, regulations, policies, procedures and orders. For the purposes of this section, member means an employee of the rank of police officer or above.
6. Planning and execution of undercover or covert operations should include insofar as possible:
 - a. Full identification of the suspect(s), associates, and method of operation.
 - b. Provide adequate support surveillance to include technical assistance where needed, prior to, during, and subsequent to purchases and/or meetings.
 - c. Pre-arranged methods of communication, signals, rendezvous, as well as time limits.
 - d. Ensure notification as well as solicit participation from other agencies when appropriate. With regards to controlled buys or seizures involving cannabis or a controlled substance VMEG will be notified in accordance with the following procedures:
 - (1) The on-duty supervisor will be responsible for immediately notifying a VMEG Supervisor when:
 - (a) Subsequent to an arrest for possession of cannabis or a controlled substance the suspect has expressed a willingness to cooperate in conducting a controlled purchase.
 - (b) Subsequent to a seizure of 100 grams of cannabis or 10 grams of a controlled substance. If a seizure of a lesser amount is made from a person when information has identified the person as one actively engaged in the delivery of cannabis or a controlled substance, VMEG will be notified.
 - (c) Subsequent to a seizure of over \$1000 in cash and or property.

- (2) Any drug related arrest or seizure report will be forwarded to VMEG.
 - (3) Prior to a Departmental drug investigation or as soon as practically possible of a drug investigation which may result in a controlled buy, a search warrant or a raid for the seizure of cannabis or controlled substance, the on duty supervisor will notify the supervisor's Division Commander/Coordinator and a VMEG supervisor.
 - (4) The VMEG supervisor will advise if they wish to involve their personnel in the investigation.
 - (5) If the VMEG supervisor advises a current VMEG investigation is in progress regarding the person or place targeted by the Departmental investigation and to continue the investigation would compromise the VMEG investigation, the Departmental Supervisor will halt the current Departmental investigation. Only the Chief of Police may authorize the investigation to proceed in such an instance and will do so only after conferring with the Director of VMEG or his or her designee.
 - (6) This policy outlines when it is mandatory for VMEG to be notified. Nothing in this notification procedure is intended to prevent an officer or supervisor from notifying VMEG with regards to any active case to which they are involved. When possible, VMEG will assist the Department in any drug investigation if requested.
7. The primary function of support surveillance is to protect the undercover personnel, corroborate undercover activity, make arrests as planned, and be prepared in the eventuality of unforeseen circumstances.
8. Utilization of informants must be in accordance with Section 11.4 of the Departmental Manual. Further informants should be thoroughly briefed concerning their particular activity of involvement to include what they are to say and do during contact with the suspect. Care should be taken not to allow informants to learn more than is operationally necessary as well as to minimize exposure of other personnel.
9. Covert Identification
 - a. Covert identification will only be issued at the authorization of the Chief of Police and only for the time an officer is actively involved in an undercover or covert operation. Such covert identification remains property of the Department and will surrendered upon demand of the Chief or other supervisor. A supervisor receiving such identification will submit it to the Chief immediately.
 - b. Covert identification issued by the Department will be fully documented.
 - c. Any misuse of covert identification will result in disciplinary action.
 - d. A member will turn in any Departmental issued covert identification at the end of an investigation.

Danville Police Department	Section: 11.7
Departmental Manual	Effective Date: 02/01/2008 (New Issue)
	Revised Date: 09/01/2020 (Revision)
Topic: Problem Oriented Policing (POP)	

11.7 Problem Oriented Policing

11.7.1 Purpose

The purpose of the Problem Oriented Policing Unit (POP) is to address various law enforcement issues within the community and reduce crime and incidents of recidivism of criminal activity in neighborhoods through building relationships with the community and by taking appropriate enforcement actions.

11.7.2 Policy

Officers assigned to POP will work within the City and in cooperation with other law enforcement agencies and City departments to prevent crime, apprehend criminals, enforce ordinance violations, conduct traffic enforcement and perform other duties as directed by an immediate supervisor.

11.7.3 Procedures

POP Unit will operate in accordance with the following procedures:

- A.** POP will be considered part of the Patrol Division, and as such second shift Commander will supervise the operations of POP. The Commander may assign a Sergeant to direct supervision of POP in his absence.
- B.** POP officers shall conduct their operations within the City unless otherwise directed or approval has been received from the direct supervisor.
- C.** The Departmental Manual will be strictly adhered to with regards to confidential sources or informants. No one will be used as a confidential source unless the person has completed the vetting process as required by the Department.

This includes, but is not limited to, people who have agreed to perform a service or provide information for consideration of a charge reduction or dismissal, but they have not yet provided that service or information. The fact that someone does not receive payment or consideration does not preclude them from the receiving approval to be used by the Department as a confidential source.

- D.** Confidential funds will be used only for their intended purpose in conjunction with Departmental policy and procedures. A monthly accounting of funds will be sent to the unit supervisor.
- E.** The supervisor of POP will complete monthly reports as directed by the Department.
- F.** POP officers will complete Case Management Reports and Case Management Follow-up Reports provided by the Department in the manner directed by the unit supervisor.
- G.** At the beginning of an investigation involving drugs, or an investigation that will require surveillance, or involves the execution of a search warrant, a de-confliction with the Illinois Statewide Terrorism Intelligence Center will be completed. If there is a possible conflict, the agency that may be in conflict will be notified prior to any enforcement action.
- H.** POP Unit members will wear Department issued uniforms while on duty. Any other uniforms or attire other than Department issued uniforms must be approved by the POP Unit supervisor or his designee.

- I. POP Unit members will defer to the current bargaining contract under the patrol division for any issues/grievances not addressed or laid out in this manual.

11.7.4 Schedule

POP Unit members will adhere to the following in regards to schedule/manpower/vacation selection:

- A. POP members will work scheduled hours as directed by the Chief of Police, unit Commander, or any designee acting as supervisor of the unit. Hours may vary or could be subject to change based upon assignment.
- B. Vacation selections within the unit will be made based upon seniority with the Danville Police Department.
- C. No more than one unit member may take approved leave (vacation, compensatory time) off from a scheduled shift at one time.

Danville Police Department	Section: 11.8
Departmental Manual	Effective Date: 03/01/2007 Revised Date: 10/30/2020
Topic: Investigations: Deconfliction	

11.8 Deconfliction

11.8.1 Purpose

The purpose of deconfliction is to prevent conflicts between two or more agencies that may be pursuing investigations against common subjects, locations, telephone numbers, motor vehicle license plates, and events.

11.8.2 Policy

It will be the policy of the Department to follow the procedures set forth here-in to prevent conflicts between law enforcement agencies regarding common subjects, locations, telephone numbers, motor vehicle license plates, and events.

11.8.3 Definition

For the purpose of this section, **deconfliction** is the process used to determine if two or more agencies are simultaneously pursuing investigations against common subjects, locations, telephone numbers, motor vehicle license plates, and events.

11.8.4 Procedures

1. The Department will use the deconfliction system operated by the Statewide Terrorism Intelligence Center (STIC) of the State of Illinois to attempt to obtain if there are simultaneously pursuing investigations occurring. (Telephone number for STIC 877-455-7842 and advise a deconfliction check is needed.)
2. The Chief of Police will determine which departmental personnel are authorized to make an inquiry to STIC's deconfliction system. Only those members designated shall have the authority to make such deconfliction inquiries.
3. Prior to beginning an investigation involving the controlled purchase of a controlled substance or cannabis, the controlled buy of weapons or contraband, a controlled delivery, the execution of a search warrant, the beginning of surveillance, conducting a stake out or a sting operation the member will notify his or her supervisor or the on duty supervisor so a deconfliction inquiry can be made.
4. Using the format provided by STIC the supervisor will call and make a deconfliction inquiry. A written copy of all requests along with the finds will be submitted to the CID Commander.
5. If it is found that a possible conflict exists the supervisor shall make every reasonable attempt to contact the agency and/or officer that has information regarding the conflict prior to proceeding with the activity that prompted the deconfliction inquiry.
6. If a conflict exists an evaluation will be made with regards to the operations currently being conducted to see if the Department's investigation outweighs the interests of the other agency. If a conflict exists, prior to proceeding with the Department's investigation, approval from a Commander or the Chief of Police.
7. Nothing in this section will limit the Department's authority to proceed with an investigation, even if a potential conflict exists, if it is in the best interest of the community to do so.
8. In cases where immediate action is necessary to prevent the loss of life or great bodily harm or to prevent the escape of a person who may cause death or great bodily harm, a Commander or Chief may approve an operation without completing the deconfliction process.

Danville Police Department	Section:	11.9 (Formally 10.7)
Departmental Manual	Effective Date:	02/01/08 (New Issue)
	Revised Date:	09/01/2020 (prev. COPS)
Topic: Community Housing Unit (CHU)		

11.9 Community Housing Unit (CHU)

11.9.1 Purpose

The purpose of the Community Housing Unit (CHU) is to develop partnerships with residents, business and community groups within the Danville area with the goal of reducing crime and helping residents with problem solving. In addition to providing police assistance; the role of a Community Housing Officer (CHO) is to build relationships within the community and enhance the quality of living for its residents.

11.9.2 Policy

Officers assigned to the CHU will work within the areas designated by the Department as the CHU service areas and provide services to prevent crime, apprehend criminals, conduct enforcement stops and build community partnerships.

11.9.3 Procedures

The Community Housing Unit will operate in accordance with the following procedures.

- A.** The CHU will be considered part of the Criminal Investigation Division and as such the CID Commander or Sergeant will supervise the CHU operations. The hours of operation for the CHU will be determined by the CID Commander or Sergeant and based on the needs of the Department. The CHU work schedules will generally follow a rotation of 6 working days with 2 days off followed by 4 working days with 2 days off. The CHU will have holidays off in accordance with the CID approved holidays with the exception of the Independence Day and Memorial Day holidays. Those two holidays will be considered working days for the CHU unless they fall on a scheduled day off or vacation time is used. Only one member at a time will be allowed to take time off via vacation/comp time. All other approvals of time off will be at the discretion of the CID Commander or Sergeant.
- B.** CHU officers will endeavor to limit their assignments to the CHU designated areas unless otherwise directed or by prior command approval. Investigations outside of the assigned areas will be approved by the CID Commander or Sergeant.
- C.** In addition to the patrol of CHU areas, CHU officers are responsible for maintaining a working knowledge of the housing regulations and procedures within the CHU areas and enforce those regulations and procedures when applicable. CHU officers may be responsible for attending any organized event to include special events or meetings within the CHU assigned areas.
- D.** The Departmental Manual will be strictly adhered to with regards to the use of confidential sources or informants. No one will be used as a confidential source unless the person has completed the vetting process as required by the Department. This includes, but is not limited to people who have agreed to perform service or provide information for payment or in exchange for consideration of a reduction or dismissal of current charges. The fact that someone does not receive payment or consideration does not preclude them from receiving approval to be used by the Department as a confidential source.
- E.** Confidential funds will only be used for their intended purpose in conjunction with Departmental policy and procedures. A monthly accounting of the funds will be sent to the CID Commander or Sergeant.
- F.** CHU officers may be required to complete monthly reports for case management and case management follow-up as directed by the CID Commander or Sergeant.
- G.** At the beginning of an investigation that involves drugs or an investigation that will require surveillance or the execution of a search warrant, a deconfliction with the Illinois Statewide Terrorism Intelligence Center will be completed. If there is a possible conflict, the agency that may be in conflict will be notified prior to any enforcement action.
- H.** CHU officers will wear Departmental uniforms or other approved attire while conducting their assigned duties. Any attire other than the Departmental uniform will be subject to approval by the CID Commander or Sergeant. Although the CHU is a part of CID, due to their assigned duties the CHU officers will adhere to the patrol division grooming standards.
- I.** Any guidelines not specifically covered in this policy should be referred to the Danville Police Department Policy and Procedures manual or current collective bargaining contract.

Danville Police Department	Section: 12.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020
Topic: Records Management	
Christopher S. Yates, Chief of Police	

12.0 Records Management

12.0.1 Purpose

The purpose of this policy is to establish procedures for the collection, processing, maintenance, retrieval, security and distribution of department records and reports.

It is the policy of the Danville Police Department to maintain a records management function regarding police incidents, administrative activity, and to maintain, preserve, retrieve, distribute and dispose of records in accordance with departmental procedures and all applicable laws.

12.0.2 Policy

The Danville Police Department will maintain records for any law enforcement agency in Vermilion County Illinois so long as each agency complies with the submission and retrieval requirements as set for by the Department.

12.0.3 Procedures

A. The Records Section of the Danville Police Department is the central repository of all police reports and related records. It has the primary responsibility for the processing, maintenance, security, and distribution of records and additional administrative functions as follows:

1. Receive, image, file, and or store original incident reports and accident reports and related documents which may include but not limited to:
 - a. Incident and supplement reports.
 - b. Accident reports.
 - c. Photographs.
 - d. Fingerprints.
 - e. Statements
 - f. Traffic Tickets
 - g. Reference files
 - h. Criminal history information
2. Process, maintain and distribute police reports to include investigation, arrest and follow up reports.
3. Process Freedom of Information requests.
4. Create computer information databases and record indexes.
5. Provide photocopying and interdepartmental mailing services.
6. Data input from report information into the LERMS system and generate statistical information as required or requested.
7. Merge and scan report records into LERMS.
8. Process and maintain arrest records, photographs, fingerprints and Illinois State Police and FBI updates on I individuals arrested by contributing agencies.
9. Ensure the privacy and security of all record platforms.
10. Respond to front counter and telecommunication requests for information.
11. Telephone reception of all designated non-emergency telecommunications lines.
12. Maintain and distribute the Daily Log and Daily Accident Log.
13. Completion of incident reports.
14. Respond to requests for records from contributing agencies or personnel.

- B. The Technical Services manager is responsible for the administration and management of the aforementioned records operations.
- C. The Records Section shall not be responsible for certain types of departmental records, due to the nature of the record. These records include but are not limited to:
 - 1. Informant or intelligence records that will be maintained by the Criminal Investigation Division.
 - 2. Individual Member and Recruitment Files maintained either in accordance with existing work agreements or by the Human Resource Department of the City of Danville.
 - 3. Training records maintained by the Evidence/Training Manager.
 - 4. Internal Affairs Investigations maintained either by the Internal Affairs Unit or the Director's Office.
 - 5. Discipline Records maintained either at a shift or division level or at the departmental level depending on the level of discipline.
 - 6. Financial Records maintained by the Technical Services Section.
 - 7. Juvenile contact information maintained by the Criminal Investigation Division.
 - 8. Grant Records maintained by the Technical Services Section.
- D. Original reports completed by members that are completed in the course of conducting an on going major investigation or drug investigation may be maintained by the Criminal Investigation Division Commander on a temporary basis. The Technical Services manager will be notified when original reports are being temporarily held. All reports filed under these circumstances shall be forwarded to the Records Section as soon as practical. Further, upon request the Technical Services Manager may maintain original reports of such investigations on a permanent basis in a locked file maintained by the manager.
- E. The Records personnel shall routinely make available copies of various investigation reports to members of the contributing departments that demonstrate a need. Police personnel may view police reports through the ON-BASE imaging system as well as LERMS and a copy may be printed.
- F. The Records Section shall only destroy reports in accordance with guidelines set forth by the State of Illinois and only after complying with all requirements as set forth by the State. Reports not authorized for disposal must be retained as required.
- G. The Technical Services manager shall ensure compliance with all court orders as they relate to the expungement and sealing of records.
- H. The Technical Services manager shall ensure compliance to all State statutes regarding the release of information to non-law enforcement agencies regarding both general and juvenile records.
- I. The Records Section will accept reports written on authorized forms that have been approved by the lead law enforcement official of a contributing agency.
- J. No original report filed in the Records Section shall be removed without the approval of a supervisor and only after a receipt for the report has been completed by Records personnel.
- K. The Technical Services manager shall routinely cause for audits to be conducted of ON BASE and LERMS to ensure accuracy.
- L. The Technical Services manager shall routinely cause for an audit to insure all reports that have been assigned numbers have been submitted to the Records Section.

Danville Police Department	Section: 12.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020 (reviewed)
Topic: Separate Files	
Carl J. Alexander, Director of Public Safety	

12.1 Separate Files

The Records Section will be the main repository of records as outlined in 12.0.3. A. 1. Members shall not maintain separate original filing systems that would include incident reports, accident reports, fingerprint cards, photographs, or other files routinely maintained by the Records Section unless such files are approved in writing by the Chief of Police.

Nothing in this section precludes members from keeping operation files directly related to their duty assignment.

Danville Police Department	Section: 12.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020
Topic: Dissemination of Reports	
Christopher S. Yates, Chief of Police	

12.2 Dissemination of Reports

12.2.1 Purpose

The purpose of this policy is to establish a procedure for the dissemination of information from the Records Section.

12.2.2 Policy

The Records Section is the main repository of reports and other records as outlined in 12.0.3 A. 1. Requests for such reports and records shall be referred to the Technical Services Manager or a designated authority. Members will not release original or copies of reports or records unless such release is authorized by the Chief of Police or Technical Services Manager.

12.2.3 Procedures

Release of information shall be in accordance with applicable federal, state and local law and in accordance with departmental policy.

1. Original copies of reports shall not be removed from the Records Section unless a chain of custody is established prior to its removal. Such removal must be approved by a supervisor who shall ensure that the proper chain of custody is documented which will include the name of the member removing the file and for what purpose.
2. Although members may obtain copies of reports from the On-Base System, LERMS or similar records management platform, officers shall be governed by the same policy as outlined in Section 12.2 with regards to the release of such reports or documents.
 - A. Copies of documents or other material may include, but is not limited to paper copies, electronic and or computer downloaded files.
3. Copies of reports and records may be provided to any bonafide criminal justice agency or individual officer of a criminal justice agency when such report is needed for an on-going investigation or other legitimate law enforcement purpose.
4. The Criminal Investigation Division may release copies of juvenile investigation reports to District 118 in accordance with existing inter-agency agreements, and may provide reports to the Department of Children and Family Services and the Center for Children Services as allowed by the Juvenile Court Act.
5. Copies of reports and accidents will be released to the members of the general public in accordance with the Illinois Freedom of Information Act.

Danville Police Department	Section: 12.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020
Topic: Distribution of Reports	
Christopher S. Yates, Chief of Police	

12.3 Distribution of Reports

12.3.1 Purpose

The purpose is to establish a uniform system for the distribution of police reports.

12.3.2 Policy

The policy is to ensure that reports and or copies are distributed to ensure the efficient operation of police services.

12.3.3 Procedure

1. Records will assign sequential Report Numbers and create a corresponding Case in LERMS.
2. Upon receipt of reports in the Merge queue, Records will Merge the reports into LERMS.
 - a. When addressing Merging Errors, Records may be required to manually enter some information into LERMS in order to fix the Merging Error
 - b. If the Merging Error cannot be fixed via subsection (a), the report may need to be Rejected to either the original reporting officer (Merge Rejected) or the approving Supervisor (Merge Rejected to Reviewer)
 - i. When rejecting reports, Records will need to delete the report, which created the Error, from LERMS. This needs to be done to prevent duplicate reports that may contain different information; i.e., one with the Error and one that has been corrected.
3. Hard copies of reports such as Rights and Waivers, Consent to Search, Photographs, etc. will be manually scanned into LERMS and then filed.
4. Distribution of reports will consist of a single copy being printed from LERMS and forwarded to the Criminal Investigation Division.

Danville Police Department	Section: 12.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020 (reviewed)
Topic: Assigning Report Numbers	
Carl J. Alexander, Director of Public Safety	

12.4 Assigning Report Numbers

12.4.1 Purpose

To establish a uniform system for the assignment of incident report and accident report numbers.

12.4.2 Policy

Incident reports and accident reports and other related documents will bear a report number issued by the Records Section.

12.4.3 Procedure

1. Report numbers will be assigned by the Records Section in sequential order.
 - a. Members will provide the corresponding Incident Number to Records when requesting a Report Number
2. Report numbers will begin with the full year of issuance, a dash, and then a five digit number following the dash. (I.e.: 2020-01234.)
3. Accident numbers will begin with a capital letter "A" followed by the full year of issuance, a dash, and then a five digit number following the dash. (I.e. A2006-01234)
4. Report numbers will be placed on all corresponding documents of a report including evidence records, Rights and Waivers, Consent to Search, etc.

Danville Police Department	Section: 12.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 8/20/21
Topic: Information Systems Security	
Christopher S. Yates, Chief of Police	

12.5 Information Systems Security

A. Purpose

The purpose of this section is to establish procedures regarding the security information systems maintained by the Department to include but not limited to the ON-BASE, CISCO LERMS, Field Mobile and ALECS information systems.

B. Policy

It will be the policy of the Department to protect information systems in accordance with Departmental procedures and in accordance with any relevant statutes.

C. Procedure

1. Confidentiality

Members shall treat all information stored on departmental information systems and computers as confidential information. No unauthorized release of information contained in these systems is allowed. No copies of the information contained in departmental systems will be downloaded and taken from the PSB without the written permission of the Director of Public Safety.

2. Backups

The Technical Services manager will ensure there is a backup of the Records Management information systems known as CISCO, ON BASE, LERMS or any other system similar in nature that is in use for departmental records, is backed-up on a daily basis. At least one copy of a monthly back-up will be maintained at a secured off-site location as determined by the Technical Services manager and approved by the Chief of Police.

3. Data Entry

Only members trained in the proper method of entry and who have been assigned access for data entry by an authorized member of the Department will be authorized to enter data into a Departmental database.

4. Deletion of Information

Only members designated in writing by the Chief of Police or Technical Services Manager shall delete information or files from the information systems and then only when necessary for the lawful and proper performance of one's duties.

5. Accessing information

Only members of the Department who have been given passwords may access information of CISCO, ONBASE, LERMS or similar information systems maintained to support records management. All persons who use, acquire or disseminate information from either CISCO, ON BASE, LERMS or similar system are responsible for all data contained therein. Members who receive CISCO, ON BASE, LERMS or similar systems information shall adhere to the following procedures:

- a. No data or information will be acquired unless for a legitimate law enforcement purpose.
- b. No data or information acquired (or copies thereof) shall be given to anyone except:
 - (1) A member of this department or other agency associated with the administration of criminal justice having legitimate need for the information.
 - (2) No printed material obtained (or copies thereof) may be delivered to persons or agencies outside criminal justice,

except as directed by appropriate court or the Chief of Police or his or her designee.

6. Logging Off

To prevent unauthorized use, a member will log off of his or her terminal once they have completed their inquiry either into CISCO, ON BASE, LERMS or similar program used for records management.

7. Altering Programs/Introduction of Viruses

Members shall not alter or attempt to alter the programs of, or introduce viruses to the CISCO, ON BASE, LERMS or similar program used for records management, nor shall they try to make unauthorized entry into the system.

8. Altering Information

Members shall not alter information entered into CISCO, ON BASE, LERMS or similar program used for records management, unless for the purpose of correcting data incorrectly entered into the system.

9. Reporting Improper Use or Known Problems

A member who is aware of improper use of CISCO, ON BASE, LERMS or similar program used for records management shall immediately report the improper use to an on-duty supervisor. The supervisor will take immediate steps to stop the improper use. If a member knows of problems with the operation of the system they will immediately report such problems to the on-duty supervisor.

10. Violating terms of license

No member shall knowingly violate the license agreement with regards to any informational system software.

11. Destruction of Digital Media

When lawfully able to do so, reusable digital media such as Thumb Drives, SD Cards and External Hard Drives will be cleared in a fashion that provides a reasonable assurance that the data is not easily retrieved or reconstructed.

Non-reusable media will be destroyed in a fashion that prevents the media from being reused as originally intended. The form of destruction includes, but is not limited to, incineration, pulverizing, shredding and melting.

Danville Police Department	Section: 12.5.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020 (reviewed)
Topic: Information Systems/Departmental Computer Use	
Carl J. Alexander, Director of Public Safety	

12.5.1.1 Department Computer Use

12.5.1.2 Purpose

The purpose of this policy is to establish uniform guidelines for the use of Departmental computer systems.

12.5.2 Policy

The policy of the Department is to use the Department's computer systems for their intended purposes. This policy does not supercede the policies set forth by the City of Danville for all of its employees and the stricter of the two policies will apply to the user.

12.5.3 Definitions

The following definitions will apply to this procedure:

1. Computer System shall mean all computers (on-site or portable), hardware, software, and resources owned, leased, rented or licensed by the City of Danville, Danville Police Department or the Public Building Commission, which are provided for official use by agency employees.
2. Hardware shall include, but is not limited to, computers, computer terminals, network equipment, modems, or any other tangible computer device generally understood to comprise hardware.
3. Software shall include, but is not limited to, all computer programs and applications including "shareware." This does not include files created by the individual user.
4. Wireless connection means any remote connection to a network, the internet or to the Department's record's management system, report data base or other system used by the Department in its day to day operation.
5. Temporary or Permanent File or File shall mean any electronic document, information or data residing or located in whole or in part on the Computer System, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, e-mails or photo files.

12.5.4 Procedure

A. System Inspection and Review

An employee has no expectation of privacy on any computer system owned by the City or any such computer system that is not owned by the City, but is connected to a City or Public Building Commission System. An employee's supervisor has the express authority to inspect or review the Computer System, any and all temporary or permanent files and related electronic systems of devices, and any contents thereof when such inspection or review is in the course of his or her supervisory duties, or based on cause.

Reasons for inspection or review may include, but are not limited to: system malfunctions, problems or general system failure, a lawsuit against the agency involving the employee or related to the employee's duties, an alleged or suspected violation of Department policy, or a need to perform or provide a service when the employee is unavailable.

B. Agency Property

All information, data, documents, and other entries initiated on any of the agency's computers, whether downloaded or transferred from the original agency computer, shall remain the exclusive property of the City and shall not be available for personal or non-departmental use without the expressed written authorization of the Chief of Police or his or her designee.

C. Unauthorized Duplication of Software

Employees shall not copy or duplicate any copyrighted and/or licensed software except for a single copy for backup purposes. To reduce the risk of personal computer virus infection, employees are not permitted to install personal copies of any software onto the agency's computer systems. If an employee must copy data onto a disk and download it on a non-agency computer, the employee shall scan the disk for viruses before reloading the data on an agency computer system. No employee shall

knowingly make, acquire or use unauthorized copies of computer software not licensed to the agency while on agency premises or on any agency computer system.

D. Internet Use

Internet access provided by the Department, or other source when using a wireless connection, when using City owned computer systems or any such computer system that is not owned by the City, but is connected to a City or Public Building Commission system shall be limited to Department-related business activities, except for short and infrequent incidental use.

The unauthorized use of another's internet service is prohibited. To this end, unless an officer knows an internet service to be available to the public, or has written permission, with a copy forwarded to the Chief of Police, from the company, business or residence, an officer will not use that internet service.

Examples of improper internet use shall include, but not be limited to:

1. Browsing pornographic or adult forum sites.
2. Browsing and using Real Audio, Real Player or similar sites to listen to music or watch movies that would not be considered related to a duty function and approved by a supervisor.
3. Browsing or using game or gaming sites.
4. Operating private business ventures while on duty.
5. Viewing or participating in "chat rooms" unless related to a duty related function and approved by a supervisor.

For the purposes of this section, infrequent incidental will include when an employee is on a break or lunch hour. Use of the internet that impairs or negatively impacts work performance is prohibited.

Downloaded information shall be limited to message, mail and data files. No copyrighted and or unlicensed software, screen savers or like information shall be downloaded.

E. E-mail

Employees may make short and infrequent incidental use of e-mail for personal messages. Employees may also access personal mailboxes not associated with City e-mail systems (e.g. AOL, MSN etc.) However, any use impairing or negatively impacting work performance is subject to review and possible disciplinary action.

When sending e-mail it is the responsibility of the sender to ensure that the mail is sent to the correct recipient, and that no improper release of sensitive or confidential information to third parties occurs.

E mails that are prohibited include, but are not necessarily limited to:

- a. The transmission of e-mail containing abusive, harassing, discriminatory, or sexually explicit language or content.
- b. Intercepting, eavesdropping, recording or altering another's person's e mail message without authority.
- c. Attempting to send or sending e-mail anonymously or adopting the identity of another person on any e-mail message, or using another person's password, other authorized proxy.
- d. Sending, downloading, or using software or information in violation of copyright law.
- e. Sending or forwarding chain letters or SPAM.
- f. Sending or forwarding non-work related executable files;
- g. Communication in a manner that violates any other rule or regulation, City policy, State or Federal regulation, including but not limited to those regarding harassment and discrimination.
- h. Direction to family, friends and acquaintances to use the Department's e-mail address as a regular means of communication.
- i. Solicitations or selling of goods or services for profit, such as posting of garage/yard sale notices and including personal message to buy or sell goods or services.

F. Protection of City Systems and Files

All employees have a duty to protect the computer systems from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system. If an employee is using a personal computer system to log on to any computer system, owned or operated by the City, the Department or Public Building Commission, the employee must have the anti-virus software of that system downloaded to his or her personal unit.

It is expressly prohibited for an employee to allow an unauthorized user to access the Computer Systems, or any data base at any time or for any reason.

Employees shall report any unauthorized access to the Computer Systems, or data bases including but not limited to NCIC, LEADS, CISCO, On Base and LERMS.

Danville Police Department	Section: 12.5.2
Departmental Manual	Effective Date: 03/17/08 NEW
	Revised Date: 11/10/2020
Topic: Information Systems – Criminal Intelligence System	

12.5.2 Criminal Intelligence System

12.5.2.1 Definitions

- A. Criminal Intelligence System** means the arrangements, equipment, facilities and procedures used for the receipt, storage, interagency exchange, dissemination, and analysis of criminal intelligence information. Any information system that receives, stores, and disseminates information on individuals or organizations based on their involvement in criminal activity is a criminal intelligence system. The definition includes both systems that store detailed information on the criminal activities of subjects and systems that store only information designed to identify individuals or organizations that are subject of an inquiry or analysis.
- B. Analytical Information and Work Products** refers to working files for investigations where the bulk data and analytical results are returned to the submitter upon completion and are not otherwise retained, stored, or disseminated.
- C. Interjurisdictional Intelligence System** means an intelligence system that involves two or more participating agencies representing different governmental units or jurisdictions.
- D. Criminal Intelligence Information** means data that has been evaluated to determine that:
 - (1) it is relevant to the identification of and the criminal activity engaged in by an individual who, or organization that, is reasonably suspected of involvement in criminal activity, and
 - (2) it meets criminal intelligence system submission criteria.

Criminal intelligence information is factual or conjectural (i.e., in the case of reasonable suspicion); current; and subjective. It is intended for law enforcement use only, to provide law enforcement officers and agencies with useful information on criminal suspects and to foster interagency coordination and cooperation.

Because criminal intelligence information is both conjectural and subjective in nature, may be widely disseminated through the interagency exchange of information, and cannot be accessed by criminal suspects to verify that the information is accurate and complete, the protections and limitations set forth in Regulation 28CFR Part 23 are necessary to protect the privacy interests of the subjects and potential subjects of a criminal intelligence system.

- E. Participating Agency** means an agency of Federal, State, local, county, or other governmental unit that exercises law enforcement or criminal investigation authority and that is authorized to submit and receive criminal intelligence information through an interjurisdictional intelligence system. A participating agency may be a member or a nonmember of an interjurisdictional intelligence system.
- F. Intelligence Project** refers to an organizational unit that operates an intelligence system on behalf of and for the benefit of, a single agency or an organization that operates an interjurisdictional intelligence system on behalf of a group of participating agencies.
- G. Validation of Information** means the procedures governing the periodic review of criminal intelligence information to ensure its continuing compliance with system submission criteria established by regulation or program policy.

12.5.2.2 Policy

It is the policy of this department to insure that the Federal Regulations 28 CFR Part 23, regarding Criminal Intelligence Systems is followed.

12.5.2.3 Procedure Criminal Intelligence System

The department will adhere to the following procedures with regards to Criminal Intelligence Files:

- A.** The Department may collect and maintain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity.
- B.** The Department shall not collect or maintain criminal intelligence information about the political, religious or social views, associations, or activities of any individual or any group, association, corporation, business, partnership, or other organization unless such information directly relates to criminal conduct or activity and there is reasonable suspicion that the subject of the information is or may be involved in criminal conduct or activity.
- C.** Reasonable Suspicion or Criminal Predicate is established when information exists which establishes sufficient facts to give a trained law enforcement or criminal investigative agency officer, investigator, or employee a basis to believe that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise. In an interjurisdictional intelligence system, the project is responsible for establishing the existence of reasonable suspicion of criminal activity either through examination of supporting information submitted by a participating agency or by delegation of this responsibility to a properly trained participating agency which is subject to routine inspection and audit procedures established by the project.
- D.** The Department shall not include in any criminal intelligence system information which has been obtained in violation of any applicable Federal, State, or local law or ordinance. In an interjurisdictional intelligence system, the project is responsible for establishing that no information is entered in violation of Federal, State, or local laws, either through examination of supporting information submitted by a participating agency or by delegation of this responsibility to a properly trained participating agency which is subject to routine inspection and audit procedures established by the project.
- E.** Members of the Department or authorized recipient shall disseminate criminal intelligence information only where there is a need to know and a right to know the information in the performance of a law enforcement activity.
- F.**
 - 1. Except as noted in paragraph F 2 of this section, the Department shall disseminate criminal intelligence information only to law enforcement authorities who shall agree to follow procedures regarding information receipt, maintenance, security, and dissemination which are consistent with these principles.
 - 2. Paragraph F 1 of this section shall not limit the dissemination of an assessment of criminal intelligence information to a government official or to any other individual, when necessary, to avoid imminent danger to life or property.
- G.** The Department while maintaining criminal intelligence information will adhere to administrative, technical, and physical safeguards (including audit trails) as needed to insure against unauthorized access and against intentional or unintentional damage. A record indicating who has been given information, the reason for release of the information, and the date of each dissemination outside the Danville Police Department or Vermilion County Sheriff's Department shall be kept.

12.5.2.4 Operational Procedures

- A.** The Criminal Investigation Division Commander or his or her designee will review all information submitted for the Criminal Intelligence System prior to its entry to insure it is related to criminal or suspicious conduct and or potential threats to the community. Examples of suspicious and criminal activities that may be entered into the Criminal Intelligence System include, but not limited to:
 - 1. Organized crime activities
 - 2. Gang-related criminal activities
 - 3. Gypsy crimes

4. Subversive criminal activities
 5. Illegal drug activity
 6. Gambling and vice activities
 7. Terrorism
 8. Civil Disorder as long as such entry does not violate Section 12.5.2.3 B.
 9. Habitual criminal activities
- B. Officers may submit information for inclusion into the Criminal Intelligence System, in writing to the CID Commander or his or her designee in a manner prescribed by the Department. Information may also be entered that is obtained for reports or other documentation. All information entered must be based on reasonable suspicion or criminal predicate that criminal or suspicious activity is involved or there is potential threat to the community.
- C. If information that has been entered into the Criminal Intelligence System is found to be inaccurate, outdated, untrue or unfounded with no basis of criminal or suspicious activity or potential threat to the community such information will be removed from the System at the direction of the CID Commander.
- D. All information in the Criminal Intelligence System shall be deemed to be classified and under the direct control of the CID Commander. The dissemination and use of intelligence information shall be for cause and responsive to specific and well-founded law enforcement needs only. Only authorized personnel will be allowed access to intelligence information. For the purpose of this section the following personnel are authorized:
1. Vermilion County Sheriff
 2. Chief of Police
 3. Sworn officers of the Danville Police Department or Vermilion County Sheriff's Department.
 4. CID Secretary
- E. Information from the Criminal Intelligence System will be disclosed on a need to know or right-to-know basis. A need-to-know situation is where another Danville Police or Vermilion County Sheriff's Department authorized person (as listed in 12.5.2.4 D), and/or recognized law enforcement agency, has a need of an item of information that is necessary to its investigation. For the purpose of section, the following are recognized law enforcement agencies:
1. Federal Law Enforcement Agencies
 2. State Law Enforcement Agencies
 3. Armed Forces Police or Investigative Agencies
 4. Immigration and Naturalization Service
 5. County Law Enforcement Agencies
 6. Local Police Agencies
- F. All information disseminated from the Criminal Intelligence System, unless disseminated to a member or an authorized person from the Danville Police Department or Vermilion County Sheriff's Department, shall be noted in an log book designated by the Department with the following information being included:
1. Date and time of release
 2. Person who is the recipient
 3. Reason for dissemination of information
 4. Agency to which information was disseminated
 5. Applicable case incident number if available.
- G. Unauthorized release of any Criminal Intelligence System information is prohibited.
- H. The Department shall assure that all information which is retained in the Criminal Intelligence System has relevancy and importance. A member designated by the Chief of Police shall conduct a periodic review of information and the destruction of any information which is misleading, obsolete or otherwise unreliable will be done. Any recipient agencies will be advised of such changes which involve errors or corrections. All information retained as a result of this review must reflect the name of the reviewer, date of review and explanation of decision to retain. Information retained in the system must be reviewed and validated for continuing compliance with system submission criteria before the expiration of its retention period which will be five (5) years.

Danville Police Department	Section: 12.6
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 11/29/07, 11/10/2020
Topic: Records Section Personnel Procedures	

12.6 Records Section Personnel Procedures

12.6.1 General

Records Personnel are responsible for the processing of records that include but are not limited to those listed in Section 12.0.3. A. 1. They are also responsible for telephone reception of non-emergency telephone lines and public window reception. Records Personnel are governed by the Departmental Manual and applicable procedures of the City of Danville Personnel Policies and their work agreement between the City of Danville and Clerical Bargaining Unit Local 703.

12.6.2 Schedules

Records personnel will report for duty in accordance with work schedules posted by the Technical Services Manager.

12.6.3 Duty Times

Generally duty times, that will include, but not limited to, reporting times and ending times, will be in accordance with the work agreement between the City of Danville and Clerical Bargaining Unit Local 703. Record Clerks are required to report to work at their scheduled starting time and will not end their duty shift unless relieved of their duty by another Record Clerk or other personnel assigned by the City.

12.6.4 Time Clock

Records Personnel shall clock in and out at the beginning of their duty shift, at the beginning and end of their lunch hour and the end of their duty shift using the time clock located in the Records Section. Record Clerks will not be entitled to overtime for clocking in prior to their reporting time, unless prior approval has been received from a supervisor. An employee will not clock in or clock out for another employee.

12.6.5 Reporting Illness

Illness will be reported in accordance with the work agreement between the City of Danville and Clerical Bargaining Unit 703. To that end, the Clerk reporting in sick shall contact the on duty Record Clerk and the Technical Service Manager. The Record Clerk notified of the illness will prepare a memorandum and send it to the Records Supervisor.

12.6.6 Overtime Call Back

Overtime call back will be in accordance with the work agreement between the City of Danville and Clerical Bargaining Unit 703. To that end, in the event a vacancy in Records occurs the following procedures will be followed:

- A. If the next duty shift is left unattended because of a reported illness the on-duty Record Clerk will remain on duty until a Record Clerk is called in to fill the vacancy.
- B. If an on-duty Record Clerk becomes ill and must leave and is the only clerk on duty the Clerk will notify the on-duty patrol supervisor. The patrol supervisor will assign an officer to Records to answer incoming calls and work the public reception window. The Records Supervisor will be contacted regarding the vacancy. The Records Supervisor will then call back for overtime and fill the vacancy. If the Records Supervisor can not fill the vacancy then the Record Supervisor will report to the PSB to fill the vacancy.

12.6.7 Vacations, Earn Time Leave, Compensatory Time and Holidays

Vacations, Earned Time Leave, Compensatory Time and Holidays will be awarded in accordance with the work agreement between the City of Danville and Clerical Bargaining Unit 703. If the work agreement does not cover requests for this type of leave, then the City's Personnel Policies will govern its use.

12.6.8 Personal Conduct

Record Clerks will work diligently in completing their assignments. They will not engage in activities which would affect the efficiency of the Records Section or Department which would include, but not be limited to the following prohibited activities:

- A. Unnecessary shouting or use of obscene language.
- B. Actions which would be shown to be acts of lack of courtesy to another employee, an individual or group.
- C. The use of gestures which are recognized to be obscene or offensive.
- D. The use of actions or words that represent or express any prejudice concerning race, religion, national origin, life style or similar personal characteristics.
- E. Sleeping on duty, or other conduct that demonstrates dereliction of duty.
- F. Conducting personal business on duty.
- G. Tardiness for work or taking a lunch or break that exceeds allotted times.
- H. Absence without leave.
- I. Insubordination.

12.6.9 Telephone Reception

- A. Records personnel will be responsible for answering telephone reception for administrative telephone numbers, to include but not necessarily limited to 431-2250.
- B. When answering administrative telephone calls the Records Clerk will answer in the following manner, "Danville Police Department, _____ speaking, how may I help you?" Personnel answering the telephone will be required to identify themselves with their first name. All conversations will be handled cordially and in a professional manner. Telephone reception for a local line is to be answered in the same manner, with the exception that instead of stating Danville Police Department, the clerk can substitute "Records."
- C. When a phone call is received in Records, the record clerk taking the call should attempt to obtain sufficient information to assure that the call is handled correctly or directed to the proper authority. To this end the following calls should not be transferred to an answering machine or voice mail:
 - 1. **Crimes in progress or that are of an emergency nature.** Calls of this nature will be forwarded to the 911 Dispatch Center.
 - 2. **Calls where a person is requesting to speak with a specific on-duty officer.** When this type of call is received the Record Clerk will determine if the officer is on-duty and will take a number and contact the Dispatch Center with the number so the officer can be provided the information.
 - 3. **Calls requesting to speak with an off-duty officer.** If an officer does not have an individual voice mail a paper message will be taken by the clerk and placed in the officer's mail box.
 - 4. **When a person is calling for general information.** Record clerks may call a supervisor to see if the supervisor is available to take the call. If a supervisor is not available a message will be taken and the Record Clerk should call the Dispatch Center to have a supervisor call to Records for the message. If a supervisor is unavailable Dispatch should be requested to have an officer call in for the message.
 - 5. **A person calling in for a supervisor.** A record clerk should call the on-duty supervisor's office to see if the supervisor is available. If the supervisor is not available a message should be taken and the record clerk should call the Dispatch Center to have the supervisor call Records for the message. However, if a person is calling for a specific supervisor and that supervisor is not available or off-duty the Record Clerk will advise the caller that they may be transferred to the supervisors voice mail.
 - 6. **Calls where the jurisdiction is outside of Danville.** When a call with regards to an incident that occurred outside of the Danville city limits a Record

Clerk should refer to caller to the proper jurisdiction. There is an exception to this when the crime involves Identity Theft and should be handled as a felony report.

7. **Calls from a person outside of the jurisdiction requesting to make a misdemeanor report on an incident that occurred in Danville.** These reports should be taken over the telephone by a Record Clerk.
 8. **Calls from a person outside of the jurisdiction requesting to make a felony report on an incident that occurred in Danville.** The Record Clerk should take the person's name and number and then notify the Dispatcher that there is a felony call that needs to be taken by telephone.
 9. **Calls from a person in Danville wishing to make a misdemeanor or felony report report.** These calls should be transferred to the Dispatch Center for dispatch of an officer.
- D. Transferring calls. When it is necessary to transfer a call, the Record Clerk will obtain the caller's name and telephone number in the event the call becomes disconnected. The clerk making the transfer will stay on the line until he or she is sure the call was successfully transferred.

12.6.10 Public Window Reception

When greeting people who come to the public window in Records for assistance a clerk will in a timely and professional manner offer assistance to the person. If immediate assistance can not be rendered the person waiting at the window should be acknowledged and advised there will be a delay.

12.6.11 Employee Reception

When greeting members of the Department at the Employee Reception Area a clerk will in a timely and professional manner offer assistance to the person. If immediate assistance can not be rendered the person waiting at the window should be acknowledged and advised there will be a delay.

12.6.12 Public Address/Paging

Clerks paging an individual over the public address system will identify the person by using their official title and last name.

12.6.13 PSB Security

Personnel will not admit anyone into the Public Safety Building unless it is known the person being allowed admittance has authority to enter the secured portion of the PSB.

- A. The Chief of Police will issue a directive regarding personnel authorized to enter the records section. Anyone entering Records who is not authorized should be reported as soon as possible to the on duty patrol supervisor.
- B. Personnel assigned to Records will not admit, or allow anyone to exit, through the elevator security door unless the person being admitted or allowed to exit has the authority to do so. If a person is trying to make unauthorized exit or entry or if there is a doubt whether a person has the authority to enter or exit, the clerk or other personnel will contact either an on duty Danville Police supervisor or Sheriff's Department correctional or patrol supervisor immediately.

12.6.14 Dress Code

Clerks shall follow the standard of dress as outlined in the Departmental employees entitled "Civilian Personnel."

Danville Police Department	Section: 13.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/10/2020
Topic: Purchasing	
Christopher S. Yates, Chief of Police	

13.0 Purchasing

13.0.1 Purpose

To establish a procedure regarding Departmental purchases made by members of the Department.

13.0.2 Policy

It shall be the policy of the Department that purchases made by members of the Department will be in compliance with expenditure procedures of the City.

13.0.3 Procedure

- A. All purchases by the Department will be in strict compliance with the procedures established by the Finance Department of the City. If a member is not sure of a purchasing procedure he or she has the responsibility of checking with the Police Staff Services secretary or the City Finance Department before a purchase is made or an order placed.
- B. The Staff Services Section will be responsible for processing all purchase requests.
- C. No purchases will be authorized unless there are sufficient unencumbered funds available.
- D. Splitting purchases into individual items to avoid specific purchasing requirements as set forth by City policy or to avoid a formal bid process are prohibited.
- E. No member is authorized to make a purchase without first receiving a purchase order from the Staff Services Section. Only the item(s) approved by Staff Services for a purchase order is allowed. Addition of items once the PO is issued or approved will require a new PO. A copy of the invoice from the supplying vendor will be obtained, signed by the receiving officer and the signed invoice sent to Staff Services immediately. Any member purchasing any item without first obtaining a purchase order will be liable for payment of the item purchased and subject to disciplinary action.
 1. An exception to this rule may be made for a tow truck to tow a departmental vehicle or to perform a tire repair.
 2. An exception may be made if verbal authorization is received by the Chief of Police or manager of Staff Services for an after normal business hours circumstance where obtaining a purchase order is not immediately possible.
- F. Members with City issued credit cards will limit their use to items for duty related purposes only. Members will not use credit card to avoid obtaining purchase orders. Without prior consent of the Chief of Police (or the Mayor in the case of the Chief of Police) members will be prohibited from using a departmental credit card for purchasing items for personal use and then reimbursing the City. Members making unauthorized charges will be liable for such purchases and subject to disciplinary action.
- G. Members will make the best effort possible to obtain the lowest possible price when making departmental purchases and will follow the comparable pricing procedure set forth by the City.
- H. Whenever possible purchases will be made from pre-approved state bids.
- I. Use of personal credit cards to purchase city supplies, property or other real goods not specifically addressed as contractual is prohibited.
- J. In emergency situations the Chief of Police or his designee can seek authorization from the Mayor to suspend normal purchasing procedures.

Danville Police Department	Section: 14.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/03/2020
Topic: Unbiased Policing	
Carl J. Alexander, Director of Public Safety	

14.0 Unbiased Policing

14.0.1 Purpose

The purpose of this order is to reaffirm the Department's commitment to unbiased policing in all its encounters between police officers and citizens.

14.0.2 Policy

The policy of the Department is to treat every citizen with courtesy and respect. This policy provides guidelines for officers to prevent biased policing, protects members when they act within the dictates of the law and policy from unwarranted accusations, and reinforces procedures that serve to maintain public confidence and trust through the provision of services in a fair and equitable fashion.

Police action which is biased is illegal and violates the equal protection clause and the Fourth Amendment of the Constitution. It also alienates citizens, fosters distrust of police, and undermines legitimate law enforcement efforts.

The nature of policing requires law enforcement officers to be observant, to identify unusual occurrences and law violations, and to act upon them. Proactive enforcement keeps our citizens free from crime and our streets and highways safe to drive upon.

Criminal profiling is a legitimate tool in the fight against crime. Criminal profiling is an investigative method in which an officer, through observation of activities and environment, identifies suspicious behavior by individuals and develops a legal basis, consistent with the Fourth Amendment, to stop them for questioning.

However, illegal profiling refers to a decision by an officer to stop, detain, interdict, or search an individual based on the race, color, ethnicity, national origin, or sexual orientation. This Department prohibits illegal profiling as a law enforcement tactic and will not tolerate or condone its use by any member.

14.0.3 Procedures

- A. All investigative detentions, traffic stops, arrests, searches and property seizures by officers will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the United States Constitution and statutory authority. Officers must be able to articulate specific facts, circumstances, and conclusions that support probable cause or reasonable suspicion for arrests, traffic stops, or investigative detentions, non-consensual searches, and property seizures.
- B. Officers may take into account the reported race, color, ethnicity, or national origin of a specific suspect based on trustworthy information that links a person of a specific race to a particular criminal incident.
- C. Race, color, ethnicity, national origin, or sexual orientation can never be used as the sole basis for establishing reasonable suspicion or probable cause, but can, in the restricted circumstances described above, be one component of the "totality" of the circumstances.
- D. The detention of any individual which is not based on factors related to violation of federal law, Illinois Statutes, City Ordinances, or court order is prohibited.

14.0.4 Profiling Sheets

The State of Illinois requires that officers conducting a traffic stop must obtain specific information with regards to the driver, the driver's sex, race, vehicle type, location of stop and type of violation. In addition the officer must provide information on whether the stopped vehicle was searched. Officer shall comply with the Illinois requirement and complete all information as required and submit it instructed by the Chief of Police.

Danville Police Division	Section: 14.1
Departmental Manual	Effective Date: 02-23-2016
Topic: Stop Data Program	

Larry J Thomason, Director of Public Safety

14.1 Stop Data Program

14.1.1 Purpose

To provide guidelines to ensure uniformity in the processing of, and accounting for, the Danville Police Division Stop Data Collection program as required by Public Act 99-0352 and PA 094-0997.

14.1.2 Policy

It shall be the policy of the Danville Police Division to comply with PA-0352 and PA 094-0997 to the best of its officers abilities and compliant with 625 ILCS 5/11-212 "Traffic and Pedestrian Stop Statistical Study" and 725 ILCS 5/107-14. Temporary Questioning without Arrest. This policy supersedes any and all previous references to the collection program.

14.1.3 Definitions:

A. Stop Data Sheet: Traffic and Pedestrian

A form to be used in compliance with 625 ILCS 5/11-212 by law enforcement officers to gather demographic information during a reportable encounter that was initiated by the officer.

B. Stop card

A business sized card issued to each officer to be used in compliance with 625 ILCS 5/11-212 by law enforcement officers during a reportable encounter that was initiated by the officer. The card includes the name and badge number of the officer, date and time of stop, location of stop and reason for stop and given to the pedestrian.

C. Reportable stop

Any time an officer conducts a traffic stop of a motorist for an alleged violation of the Illinois Vehicle Code regardless of whether a traffic citation was issued; or frisks, searches, issues a Notice to Appear or arrests a pedestrian in a public place.

D. Detention

Detention is defined by PA 99-0352 as all "frisks, searches, summons or arrests" and only applies in public places.

14.1.4 Procedures

A. Traffic Stop Sheet

1. Officers will complete a Traffic Stop Sheet whenever the officer has a reportable stop with a motorist.
2. The Traffic Stop Sheet will not be completed when the officer does not have probable cause to believe a traffic violation has occurred.
3. Traffic Stop Sheets will not be used for:
 - a. Motorist Assist
 - b. Accident investigation
 - c. Investigatory stop (for criminal violation)
4. During a roadside safety check or seatbelt detail, if there is probable cause to believe a violation of the IVC has occurred and the officer directs the driver to a secondary location for further review, a Traffic Stop Sheet will be completed.
5. One Traffic Stop Sheet will be completed per traffic stop.

14.1.4

6. The driver's information (enforcement action taken) will be recorded on a Traffic Stop Sheet even if the probable cause for the stop was based on the passenger's actions.

14.1.5 Pedestrian Stop Sheet Completion

- A. Officers will complete a Pedestrian Stop Sheet whenever the officer has a reportable stop with a pedestrian.
- B. The Pedestrian Stop Sheet requirement only applies to "detention" of pedestrians in public places.
- C. The Stop Card receipt will only be issued during a reportable stop that involves a frisk or a search of the pedestrian, unless the pedestrian refuses the receipt or it is impractical or impossible to provide one due to exigent circumstances.
- D. Officers will document exigent circumstances in their report if one is generated.
- E. Stop Sheet and Stop Card receipt will not be completed during security screenings.

14.1.6 Dissemination of Stop Sheet Data

- A. Dissemination of Stop Sheet Data (except to the violator) is not permitted outside the Division and/or the criminal justice system without documented approval by the Director, Corporation Counsel for the City of Danville or a court order.

14.1.7 Traffic and Pedestrian Stop Statistical Study

- A. Officers will complete the Traffic or Pedestrian Stop Sheet as required by statute.
 1. Traffic and Pedestrian Stop Sheets will be submitted to the officers' command officer at end of shift for review. Command officers will submit the form(s) to the Records Manager.

14.1.8 Failure to Comply

- A. Failure to comply with the Traffic and Pedestrian Stop Statistical Study can result in disciplinary action.

Danville Police Department	Section: 15.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/9/2020
Topic: Rapid Police Response to an Active Shooting Incident	
Christopher S. Yates, Chief of Police	

15.0 Rapid Police Response to an Active Shooting Incident

15.0.1 Purpose

It is the purpose of this procedure to define an active shooting incident, define the role of police officers in dealing with an active shooting incident and define the police response after the active shooter stops or has been stopped.

15.0.2 Policy

It is the policy of the Department to expeditiously take action to stop active shooters using all lawful and necessary means, to evacuate all living persons from the scene of the active shooting incident and to conduct an investigation into the circumstances surround the active shooting incident.

15.0.3 Definitions

With regards to this procedure the words and phrases listed below have the following meanings.

- A. **Active shooting:** Any incident in which a person or persons armed with a deadly weapon is systematically, actively, and presently employing the weapons against innocent victims upon the arrival of the police. An active shooting incident is not to be confused with a hostage/barricade/terrorist (HBT) incident in which harm is being threatened but no killing is taking place. However, any HBT incident can deteriorate into an active shooting incident. The conclusion that an active shooting incident is occurring may be based on information or circumstances that would lead a reasonable peace officer to that conclusion. It need not be based on personal observation.
- B. **Initial Officer Response:** The first law enforcement officer to arrive at the scene of an active shooting incident. The initial officer on scene will immediately quickly assess the scene as to general location of the shooter(s), description and weaponry (if available) then transmit information to additional responding units. Initial officer will determine tactical initiative and attempt to locate the shooter to engage (initial officer will call out officer's point of entry when applicable). Once confirmed as an active shooting and contact with the active shooter(s) is made, Officer shall use all necessary and lawful means to end the carnage.
 1. If multiple officers arrive simultaneously, officers will team up and move to contact with active shooter(s) to terminate or mitigate the threat.
- C. **Secondary and Subsequent Officer Response:** Additional officers arriving on scene will make the assessment based on tactical initiative as to either go to initial officer's location or to engage from a flanking vantage point. This will be determined by the totality of all information available as well as the geographic and structural considerations.
- D. **Search Team:** Team made up of 3 or more officers that will tactically and methodically search a location for threat in the case there is a pause in the shooting.
- E. **Search Team Leader:** The senior supervisor present. If no supervisor is present the senior officer present with ERU experience and if no officer with ERU experience is present then the most senior officer.
- F. **Post Officers:** Officers who will be directed to post within the hostile environment once an area or section of an area has been searched and cleared to restrict free movement of the threat and to provide rear security
- G. **Rescue/Recovery Teams:** Officers responding later who enter the scene after the contact/search/post officers to render first aid to wounded persons and to remove them and innocent persons from the hostile environment. This team may include properly trained non-law enforcement personnel as long as there is police security and armed protection.
- H. **Hostile Environment:** Any environment in which an active shooting incident has taken place until declared safe by the senior ranking officer at the scene following evacuation of all living persons.

15.0.4 Operational Strategies

It is an officer's first mission and duty to protect life. If human life is being systematically, actively and presently taken, it is a police officer's sworn duty to act to end the killing. In an HBT incident, this responsibility usually falls to an ERU assault team. In an active shooting incident, it falls to the first and subsequent officers to arrive on the scene to terminate or mitigate the threat.

A. Initial Response – Assault

1. It is the responsibility of the first and subsequently arriving officers to arrive on the scene to follow the sound of gun shots and/or screams and/or available intelligence information to find the active shooter(s) and utilize all lawful and necessary force to end the killing.
2. Enhanced ballistic protection body armor will be utilized as well as the use of patrol rifles or shotguns if available. However, the lack of availability of this equipment shall not be cause for delay.
3. The initial and subsequent officers will bypass everything and everyone (alive, wounded or dead) to confront the active shooter. Stopping the killer is the sole primary responsibility. They will focus on no other activity until their mission is accomplished.
4. Once an active shooter has been stopped, the officers must be aware of the possibility of additional assailants. If more shooting, screams or intelligence information lead to the conclusion that a second or third or more active shooters are present, they will continue the mission until all active shooters are stopped.
5. Later responding officers will coordinate with the initial officers as to how and where to assist. It may be necessary for later responding officers to probe and assess if communication with initial officers is compromised or initial officers are rendered incapable due to being casualties or other causes or that the contact team has requested emergency assistance or the on scene commander makes that determination.
 - a. In instances when the first contact officers have been rendered ineffective, another contact team shall immediately continue the mission.
 - b. The contact team shall maintain radio contact with Communications, providing them with status information and observations.
6. Later responding officers shall form a perimeter to stop the escape of an active shooter. Active shooters emerging from cover or concealment are to be stopped by perimeter officers using all lawful and necessary means.
 - a. It is anticipated that innocent civilians will be fleeing the active shooter. Fleeing victims are to be searched and directed to a place of safety designed by the senior ranking officer at the scene.

B. Secondary Response

1. Once all active shooters have been stopped, focus shifts to evacuation of all living persons from the hostile environment. The area will continue to be viewed as hostile even though no more hostile action is known to be taking place. It is possible that yet another one or more active shooters have abandoned their efforts in hopes of escaping or mingling with innocent persons. This will be the primary responsibility of the rescue recovery team(s).
2. Additional personnel may be summoned to form teams to search the hostile environment for wounded persons and persons in hiding.
3. The senior ranking officer may have to assign rescue and recovery teams to escort medical personnel into the scene.
 - a. If possible, wounded personnel should be checked for weapons to insure an active shooter is not trying to blend in with the wounded to facilitate an escape.
4. Uninjured civilians in the hostile environment shall be searched for weapons by rescue/recovery team members or other police personnel so designated, prior to being evacuated to a safe area.

- a. One officer should act as a cover officer while other officers complete the searches.

- 5. Rescue/recovery teams will continue to search the hostile environment until all living persons have been evacuated.
- 6. The senior ranking officer present at the scene shall declare a hostile environment safe at which point the hostile environment becomes a crime scene.

C. Third Response – Investigation

- 1. The Commander of the Criminal Investigation Division or his or her designee will be responsible for the investigation and will request and assign personnel as needed.

Danville Police Department	Section: 16.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 11/09/2020 (Reviewed)
Topic: Hostage Situations and Barricaded Subjects	
Carl J. Alexander, Director of Public Safety	

16.0 Hostage Situations and Barricaded Subjects

16.0.1 Policy

In handling a hostage/barricade situation, officers should attempt to avoid confrontation in favor of controlling and containing the situation until a supervisory decision is made on whether to utilize hostage negotiators or the Emergency Response Unit. The passage of time is usually a positive factor in bring a situation to a successful conclusion.

The exception to this rule may be an incident involving mass violence and/or an active shooter.

16.0.2 Procedures

A. Objectives

Depending upon the complexity of the situation, various personnel may become involved. Objectives in handling a hostage or barricaded person situation include, but may not be limited to:

1. Establishing and maintaining operational control of the scene including the establishment of an outer and inner perimeter.
2. Obtaining a tactical advantage.
3. Gather intelligence concerning the circumstances surrounding the event, the location and the identity of hostages or suspects.
4. Negotiating for the release of hostages and the surrender of the suspect.
5. If necessary, undertaking an assault on a suspect's position.

B. First Officer on the Scene Responsibility

The first officer on the scene should determine the scope of the incident and provide Communications with the following information:

1. Location of the suspects
2. Number of suspects
3. What weapons are being used or threatened to be used by the suspect.
4. Number of hostages.
5. If any one is injured.
6. Request medical assistance if needed.
7. Number of additional units needed to set up preliminary perimeter.

The first responding officer shall take steps to secure the scene and establish a preliminary perimeter until a supervisory unit arrives.

C. Supervisory responsibility

Supervisory or command personnel shall respond to the scene and be responsible for the following:

1. Establishing an inner and outer perimeter.
2. Evacuation of bystanders.
3. Coordinate the response of emergency personnel.
4. Direct the notification of the Chief and Commanders.
5. If necessary, request a negotiator and the Emergency Response Unit.
6. If necessary designate a location for a command post.

If only one supervisor is on duty the supervisor should when being notified of a barricaded subject or hostage situation immediate notify Communication to contact the Patrol Coordinator to have another supervisor called back to assist in supervision of on-duty personnel not involved in the current situation.

D. Responsibility of the Emergency Response Unit (ERU)

Upon arrival of ERU the ERU Commander or designee will establish an inner perimeter and draw back regular duty officers to an outer perimeter location.

If the decision is made to assault a position the ERU Commander will assume tactical control of the operation, including but not limited to the methods of entry and apprehension.

E. Role of negotiator

The role of a negotiator is to establish contact with the barricaded subject or suspects in attempt to resolve the situation without the use of force. If at all possible officers who have received training in negotiations should be utilized. If none are available an officer, of non-supervisory rank, shall be designated as the negotiator.

The negotiator will evaluate the progress of the negotiations and based on the information known make recommendations to the senior ranking supervisor and the ERU Commander regarding the feasibility of ending the situation without the use of force. Negotiations may continue so long as they are productive and actions of a barricaded subject or suspects in a hostage situation do not place a person in danger of imminent force likely to cause death or great bodily harm.

F. Decision to assault position or use deadly force.

Other than under exigent circumstances, the decision to assault a location or use deadly force will be authorized by the Chief or his or her designee after consultation with the on scene commander, ERU commander, and any other person the Chief may need necessary.

Danville Police Department	Section: 17.0
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 11/09/2020 (reviewed)
Topic: Arrest Procedures	
Carl J. Alexander, Director of Public Safety	

17.0 Arrest Procedures

17.0.1 Purpose

To set forth Department policy and procedure regarding arrests.

17.0.2 Policy

Department officers will make arrests in conformance with Federal, State and local laws and ordinances.

17.0.3 Procedures

Arrests shall be made in conformance with Federal, State and local ordinances and the procedures shall include, but not necessarily limited to the following:

1. Probable Cause

An officer may make an arrest when he or she has reasonable grounds to believe that a person is committing or has committed an offense.

2. Warrant Arrest

An officer may make an arrest when he or she has a warrant commanding that a person be arrested or he or she has reasonable grounds to believe that a warrant for a person's arrest has been issued in this State or another jurisdiction.

- a. An officer will not make an arrest on a warrant if the issuing jurisdiction will not extradite the person named on the warrant.

3. Method of Arrest

- a. An arrest is made by an actual restraint of the person or by his or her submission to custody.
- b. An arrest may be made on any day and at any time of the day or night.
- c. An arrest may be made anywhere with the jurisdiction of this State.
- d. All necessary and reasonable force may be used to affect an entry into any building or property or part thereof to make an authorized arrest.

4. Release of Person Arrested

An officer who arrests a person without a warrant is authorized to release the person without requiring him or her to appear before a court when the officer is satisfied that there are no grounds for criminal complaint against the person arrested.

5. Persons exempt from arrest

State statute exempts the following persons from arrest:

- a. Electors shall, in all cases except treason, felony or breach of peace, be privileged from arrest during their attendance at election, and in going to and returning from same.
- b. Senators and representatives shall, in all cases, except treason, felony or breach of the peace, be privileged from arrest during the sessions of the General Assembly, and in going to and returning from the same.
- c. The militia shall in all cases, except treason, felony or breach of the peace, be privileged from arrest during their attendance at musters and elections, and in going to and returning from the same.

- d. Judges, attorneys, clerks, sheriffs and other court officers shall be privileged from arrest while attending court and while going to and returning from court.

6. Juvenile Arrests

Officers making arrests of juveniles will adhere to Section 11.7 of the Departmental Manual.

7. Search Incident to an Arrest

Officers shall search all persons incident to an arrest and shall search the immediate area of the person as allowed by law.

8. Transport of Arrested Persons

Transports of those arrested shall be in accordance with Section 17.1 of the Department Manual.

9. Notice to Appear

State statute allows for whenever a peace officer is authorized to arrest a person without a warrant he or she may instead issue to such person a notice to appear. Officers shall adhere to the following when issuing a notice to appear:

- a. An officer may issue a notice to appear to a person if the offense is a city ordinance violation, state statute violation of a Class A through C misdemeanor or Petty Offense with the following exceptions:
 - (1) A crime involving an injury to a victim.
 - (2) A domestic battery.
 - (3) A crime involving a threat using a weapon or a discharge of a firearm.
- b. A supervisor or above may authorize a notice to appear for a Class 3 or 4 felony and such authorization will only be granted if the person is not a danger to another, is not a flight risk and there is a illness, physical condition, or disability that would not allow the person, if taken into custody, to be accepted by the Vermillion County Jail.
- c. Only a Chief or Commander may authorize a notice to appear for a Class 1 or Class X felony and such authorization will only be granted if the person is not a danger to another, is not a flight risk and there is a illness, physical condition, or disability that would not allow the person, if taken into custody, to be accepted by the Vermillion County Jail.

10. Bail

- a. Bail Schedule

Any person who is not required to appear before the Court to have bail set, will be governed by the uniform bail schedule and regulations adopted pursuant to Illinois Supreme Court Rule or Order.

- b. Accepting cash or monetary bail in the field

Officers will not accept cash or other monetary bail in the field. Such bail must be posted either at the Vermillion County Court House or at the Records Sections at the Public Safety Building.

- c. Notice to Appear in lieu of Illinois driver's license

In cases where an Illinois driver's license is an acceptable form of bail, without the addition on any cash bond, an officer may issue the driver a notice to appear unless the officer has articulable reasons that would lead the officer to believe the offender will not appear in court.

- d. Bail acceptance procedures

Records Personnel will follow procedures as set forth by the Vermillion County Circuit Clerk with regards to accepting bail and how bail will be accepted. In addition Records Personnel will adhere to any other policies issued by the Department with regards to the completion of bond sheets, receipting of bond money or acceptance of bond.

- e. Securing money accepted as bail

All monies accepted as bail will be placed in a locked box until such time it is transported to the Vermillion County Circuit Clerks Office.

Danville Police Department	Section: 17.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 04/10/2020
Topic: Arrest/Transporting Prisoners	
Christopher S. Yates, Chief of Police	

17.1 Prisoner Transport

17.1.1 Purpose

To establish a policy and procedure for the transportation of people taken into custody.

17.1.2 Policy

An officer conducting a custodial transport is responsible for the safety of that individual and such transports will be conducted in accordance with the procedures set forth below.

17.1.3 Procedures

A. Handcuffing- The purpose of handcuffs/flex-cuffs is to restrain the movements of a subject in a manner that provides a safe means of transportation for officers and others. Restraints also control further physical resistance from a subject. Only the department authorized restraint devices may be used.

1. Except as indicated below all persons arrested and transported in departmental vehicles will be handcuffed behind the back and palms positioned outward.
2. Situations for handcuffing persons in front:
 - a. Elderly or ill persons for minor offense
 - b. Persons who have a disability, injury or medical condition that would prevent them from being handcuffed with their hands behind their back.
3. Persons will not be handcuffed to any part of the vehicle.
4. Handcuffs will be double locked. The exception to this rule is when, due to the arrest environment, it would be tactically unsafe. Handcuffs will be double locked as soon as possible after exiting the unsafe environment.
5. The use of handcuffs and the fact they were double locked will be documented in the police report.
6. To assure proper safety for officers, all subjects will be handcuffed before being searched, provided an exception to the handcuffing requirement does not exist.
7. The officer should assure that unnecessary tightness, which may prevent proper blood circulation, does not occur. As standard practice the officer should be able to fit one finger between the handcuff and the arrestee's wrist.
8. Flex-cuffs may be used to temporarily restrain a subject when traditional handcuffs cannot be used or are unavailable. When restraining an arrestee with Flex-cuffs, officers will employ the same method of hand positioning as with traditional handcuffs (both hands behind arrestee's back, palms positioned outward.) Flex-cuffs must be properly adjusted when used. Officers need to be aware that flex-cuffs can cause lacerations, reduce circulation, or cause nerve damage if applied too tightly. Typically, these restraints cannot be adjusted once applied. Never use a knife to cut off the flex-cuffs, only use an approved cutting tool. Flex-cuffs can only be used in accordance with department training.

B. Leg Restraints

Leg restraints may be used on arrested persons who are considered an escape risk or who may be combative.

C. Search of Prisoners

1. Persons taken into custody will be searched by the transporting officer prior to being placed in the vehicle for transport. Any weapons or items that could be

used as weapons, contraband or evidence will be removed from the person taken into custody and processed according to department procedures.

2. Persons should be searched by an officer of the same sex, when available. However, if this is not possible, the transporting officer will perform a non-intrusive pat-down of the person, search the handbag, if any, and outer garments of the person(s) prior to transport for his own safety.
3. Department vehicles used for transport will be searched by the officer assigned to that vehicle at the beginning and end of each shift and after each transport.

D. Transport

1. Department vehicles equipped with protective shields or a prisoner transport van will be utilized for transport when possible. Nothing in this section will prohibit the use of a departmental vehicle not so equipped from being used for transport.
2. When a shielded car or transport van is not available the transporting officer may take the following steps to insure safe transportation of the arrestee:
 - a. Two officers may be used to transport if available.
 - b. If two officers are unavailable the transport officer may be followed by another police officer.
3. Under ordinary circumstances, no more than two prisoners will be transported in a single vehicle. This does not apply to the prisoner transport van.
4. Prisoners, who for police purposes should be separated to prevent their talking to one another, will be transported in separate vehicles.
5. Windows will be rolled up and doors locked to prevent a person from escaping.
6. Appropriate climate controls will be set and be on in the squad car to allow for heat or air conditioning as may be needed for the prisoner. Prisoners will not be left unattended.
7. A police vehicle if left running without the officer physically in the vehicle will have the key removed and the ignition by-pass used.
8. When possible juvenile offenders will be transported separate from adults.
9. Prisoner seating in the vehicle.
 - a. Prisoner(s) should be placed in the rear seat on the side opposite the driver.
 - b. In vehicles with shields, if there is a second officer, he/she will sit in the front seat.
 - c. In non-shield vehicles, a second officer if used will sit to the prisoner's left and behind the driver if there is only one prisoner;
 - d. When transporting more than one prisoner the second officer, in non-shield vehicles, will sit in front.
10. Prisoners will be secured in the seat, in an upright position, with a safety belt, when practical. If the officer is unable to secure the prisoner as described, it will be so noted in the police report along with the reason(s) why.
11. Officers transporting persons in custody will not become involved in other police incidents, chases, traffic stops, etc. during the transport process.
12. When an officer must transport a member of the opposite sex, the following information will be transmitted to telecommunications personnel:
 - a. Odometer reading of the vehicle at the beginning and end of the transport.
 - b. The location the transport is starting from and destination of the transport.

13. Except when a person is placed in the back of a prisoner transport van for safety reasons officers should not lose sight of persons under their control.
14. Requests by persons to communicate with family, attorneys, etc., or the use of a cell phone while being transported will be denied until the transport destination is reached.

E. Arrival at Public Safety Building

1. If an officer transports a person to the sally-port area of the Public Safety Building the officer will prior to entering the book-in area do the following:
 - a. Secure his or her weapon either in the trunk of the squad car or other locked location.
 - b. Deliver the prisoner into the book-in area and conduct a second search of the prisoner prior to taking handcuffs off the individual.
 - c. Complete all required book paperwork and procedural requirements.
 - d. Provide book-in personnel with any information regarding the prisoner's condition or the possibility of escape, suicide or other security concerns. Officers shall document these notifications in the arrest report.
 - e. Check with the book-in personnel prior to leaving the book-in area to insure book-in personnel are prepared to accept prisoner.
2. If an officer transports a prisoner to another location in the PSB the officer will:
 - a. Prior to removing the handcuffs off a prisoner, conduct a second search.
 - b. If a prisoner is being placed in an interview room or juvenile holding cell the officer shall have the following property removed and placed outside the interview room:
 - (1) Any property in a person's pockets.
 - (2) Hats, coats and shoes.
 - (3) Belts
 - (4) Chains, watches or bracelets or large rings.
 - (5) Cell phones.
 - (6) Wallets and purses.
 - (7) Any other items that could be considered a security risk or used to escape or harm the prisoner or another.
 - c. If a prisoner is placed in an interview room the officer has the responsibility of that prisoner until he or she is taken to book-in or another officer takes custody of the prisoner. Prior to placing a person in the interview room the room should be checked for weapons, contraband or confidential items.
 - d. If a juvenile is placed in a holding cell the officer shall begin a Detention Sheet and shall check the status of the juvenile every fifteen minutes until his or her release. The officer placing the juvenile in the holding cell has the responsibility of that juvenile until he or she is taken to book-in, released, or another officer takes control of the juvenile. Prior to placing a juvenile into a holding cell he or she should be searched for weapons, contraband or confidential items.
 - e. If an officer is going to question a person in custody in an interview room or juvenile holding cell the officer shall secure his or her weapon prior to the interview.
 - f. If a person is taken into custody and is taken to the PSB or other location for questioning and is not placed in a secure setting, the person will be kept under constant supervision and control and will not be left alone or handcuffed to an object.

F. Extended Transportation

1. Prisoner transports outside of jurisdiction

Officers required to make a prisoner transport outside their jurisdiction shall notify an on duty supervisor prior to beginning the transport. This will not include transports originating from the Veterans Medical Center at 1900 East Main and terminating at the Public Safety Building.

2. If a prisoner transport extends over one hour an officer shall:

- a. Allow prisoners reasonable opportunities to use toilet facilities without compromising security.
- b. If necessary and the prisoner has not eaten within eight hours since custody began make arrangements to provide a meal for the prisoner.
- c. If an overnight stay is to be required make arrangements prior to beginning a transport to have the prisoner stay at a local detention facility.

G. Transporting prisoners at the request of Veterans Administration Medical Center Police Department

When a request to transport a prisoner is made by the Veterans Medical Center Police Department at 1900 East Main the following procedure will be adhered to:

1. The transporting officer will meet with the VAMC arresting officer and obtain a "book-in" information sheet that will include the VAMC report number.
2. The transporting officer will handcuff, search and transport the prisoner as outlined in Section 17.1.3 of the Departmental Manual.
3. The VAMC police officer does not have to accompany the Danville officer to the PSB.
4. The Danville officer does not have to complete a report regarding the transport unless the prisoner commits another violation while being transported and the transporting officer has additional charges.
5. If book-in personnel refuse the prisoner for any reason the prisoner will be returned to the VAMC arresting officer.

H. Transportation of Non Ambulatory Persons or Persons with Disabilities

1. If an officer arrests a person who is non-ambulatory or has a disability where transport can not be made with a police car or van the officer will contact an on-duty supervisor for authorization to contact an ambulance for transport.
2. Prior to approving an ambulance transport, the on duty supervisor should check with an on-duty Vermilion County Jail supervisor to insure that they will accept the prisoner who is non-ambulatory or has the disability.
3. If the Vermilion County Jail can not accept the prisoner then an alternative method of dealing with the arrest situation will have to be considered.
4. If an ambulance is used for transport, an officer may be directed to ride in the ambulance with the prisoner.
5. The officer's report will note what restraints were used on the suspect.

I. Prisoners Requiring Medical Treatment

1. Persons in custody requiring non-life threatening medical care prior to being taken to the Public Safety Building may be taken to the hospital by the transporting officer.
 - a. The Department is not responsible for medical charges for a person's treatment and the hospital should bill the person in custody.
 - b. If the decision is made to admit the person the transporting officer will contact an on-duty supervisor. The supervisor will determine if alternative

arrangements can be made that will allow the person to be released from custody until after the person is discharged from the hospital.

- (1) If the nature of the charges are so serious that it would not be practical for the person to be released from custody the supervisor will contact a Deputy Director for further instruction on what security measures will be taken.
 - (2) Until a decision has been made as to what security steps will be taken an officer will remain at the hospital with the person in custody.
2. If a person has life threatening injuries an ambulance will be called to transport the person to the hospital prior to taking the person into custody. An officer may if necessary accompany the person in the ambulance.
 - a. If the decision is made to admit the person the officer will contact an on-duty supervisor. The supervisor will determine if alternative arrangements can be made that will allow the person to be released from custody until after the person is discharged from the hospital.
 - (1) If the nature of the charges are so serious that it would not be practical for the person to be released from custody the supervisor will contact a Deputy Director for further instruction on what security measures will be taken.
 - (2) Until a decision has been made as to what security steps will be taken an officer will remain at the hospital with the person in custody.
3. Section I does not pertain to those persons who are transported to the hospital because they were taken into "Protective Custody" as part of the Illinois Mental Health Act as these people are not considered under arrest or in custody as it relates to an arrest.

J. Escapes

1. If a prisoner being transported escapes, the transporting officer will immediately notify the on duty shift commander and the telecommunications center of the escape and begin an immediate search of the area for the person.
2. The on duty shift commander will notify the Deputy Director and the Director of Public Safety.
3. The on-duty shift commander will determine if any further actions, i.e. asking for assistance from other jurisdictions, establishing a command center to aid in the search, etc. will be needed.
4. After the return of the prisoner or after exhausting all efforts to return the prisoner, the transporting officer will submit a written report detailing the circumstances surrounding the escape. All incident reports having information of escapes will be forwarded to the Director by the chain-of-command.

Danville Police Department	Section: 17.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Arrest/ Strip Searches	
Carl J. Alexander, Director of Public Safety	

17.2 Strip Searches

17.2.1 Purpose

The purpose of this directive is to insure that personnel conduct strip searches in an appropriate manner.

17.2.2 Policy

The policy of the Department is to conduct strip searches in accordance with Illinois state law.

17.2.3 Definition

"Strip search" means having an arrested person remove or arrange some or all of his or her clothing so as to permit a visual inspection of the genitals, buttocks, anus, female breasts or undergarments of such person.

17.2.4 Procedures

- A. No person arrested for a traffic, regulatory or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or controlled substance.
- B. All strip searches shall be performed by persons of the same sex as the arrested person and on premises where the search cannot be observed by persons not physically conducting the search.
- C. Members of the Department conducting a strip search shall:
 1. Obtain the written consent of an on-duty Danville Police Department supervisor prior to conducting the strip search.
 2. The officer having the strip search conducted will prepare a written report as found in Section 17.2.5, that shall include the written authorization, the person subject to the search, the names of the persons conducting the search and the time, date and place of search.
 3. A copy of this report shall be provided to the person subject to the search. The member will have the person sign to acknowledge receipt of the report. If the person refuses to sign for the report the member will have a witness sign the form acknowledging that a copy was delivered.
- D. No search of any body cavity other than the mouth shall be conducted without a duly executed search warrant. Any warrant authorizing a body cavity search shall specify that the search must be performed under sanitary conditions and conducted either by or under the supervision of a physician licensed to practice medicine in all of its branches in the State of Illinois.
- E. Any member who knowingly or intentionally fails to comply with any provisions of the law regarding strip searches may be disciplined or charged with official misconduct or other criminal offense as may apply.

17.2.5 Danville Police Department Strip Search Authorization and Report

Report Number: _____

STRIP SEARCH REPORT INFORMATION:

Person subject to strip search: _____

Sex: _____ Race: _____ DOB: _____ Offense: _____

No person arrested for a traffic, regulatory or misdemeanor offense, except in cases involving weapons or a controlled substance, shall be strip searched unless there is reasonable belief that the individual is concealing a weapon or controlled substance.

Officer to Conduct Search: _____ Sex: _____

Sex: _____

Date of Search: _____ Time of Search: _____ Location: _____

State the reasonable belief why the individual is concealing a weapon or controlled substance:

AUTHORIZATION

I have authorized the search of the person listed above, pursuant to Section 725 ILCS 5/103-1.

Name of Supervisor: _____ Signature: _____

Date: _____ Time: _____

DELIVERY OF COPY OF THIS REPORT TO THE PERSON BEING SEARCHED

I certify that I delivered a copy of this report to the person subject to the strip search.

Officer: _____ Signature: _____

Date: _____ Time: _____

I certify that I received a copy of this Strip Search Report.

Person's name: _____ Signature: _____

Date: _____ Time: _____

To be completed if person being searched refuses to sign for the Strip Search Report:

I certify that I witnessed _____ provide the person subject the strip search a copy of this Strip Search Report:

Officer: _____ Signature: _____

Date: _____ Time: _____

Danville Police Department	Section: 18.0
Departmental Manual	Effective Date: 12/1/2020
	Revised Date:
Topic: Traffic/ Traffic Enforcement	
Christopher S. Yates, Chief of Police	

18.0 Traffic Enforcement

18.0.1 Policy

Traffic enforcement involves all activities or operations which relate to observing, detecting, and preventing traffic violations and taking appropriate action under the circumstances. Enforcement not only involves arrests and citations, but includes warnings to drivers and pedestrians to prevent them from committing minor violations. Traffic enforcement may result from a reaction to observed violations at accidents, or in response to community concerns, or may be proactive to prevent traffic violations.

18.0.2 Purpose

The purpose of this policy is to prescribe procedures for traffic enforcement, preventive patrol, proactive enforcement, relationships with motorists & pedestrians, and e-citation procedures.

18.0.3 Procedure

A. General

Officers shall enforce the same laws consistently under similar circumstances. Before taking any enforcement, officers must consider the circumstances of the law violation and decide on a course of action which relies on experience, training, and judgment. Further, traffic laws shall be enforced without regard to race, sex, nationality, location of the operator's residence, or the nature of the vehicle (type, model, whether commercially or privately operated).

B. Types of Enforcement Actions

1. Warnings

Officers may issue warnings to a violator whenever a minor traffic infraction is committed in areas where traffic accidents are minimal, or when the act may be due to ignorance of a local ordinance which may be a unique violation or a violation of which the driver may not be aware.

a. Warnings, verbal or written, will not be issued for the following violations:

- (1) Driving Under the Influence of alcohol and/or drugs
- (2) Fleeing or eluding a police officer
- (3) Aggravated fleeing or eluding a police office
- (4) Drag Racing
- (5) Reckless Driving
- (6) Leaving the scene of an accident
- (7) Driving while license suspended or revoked
- (8) Driving without a driver's license
- (9) Speeding over 15 MPH
- (10) Any violation which resulted in a traffic crash
- (11) Operating a vehicle without insurance
- (12) Any felony traffic offense

2. Illinois E-Citation

The Electronic Citation Program has been approved and is in use by the Danville Police Department in accordance with guidelines set and approved by the Administrative Office of Illinois Courts effective 2/5/2013.

a. Officers shall issue to a violator who jeopardizes the safe and efficient flow of vehicular and/or pedestrian traffic including hazardous moving violations or operating unsafe and improperly equipped vehicles. When investigating an accident, if an officer determines (or should have determined) that there is probable cause that a traffic violation occurred the officer shall issue the

violation a non-warning e-citation. Nothing in this section shall preclude an officer from issuing an e-citation for any violation of Illinois Vehicle Code or similar ordinance violation.

- b. Officers shall complete all required information on an e-citation. Such information shall be entered in the appropriate location on the e-citation form. An officer will place his or her signature on the space provided after the e-citation is printed in the patrol car.

3. Custodial Arrests

An officer may make a custodial arrest for any traffic offense where either a cash bond or the combination of cash bond and driver's license is required. A notice to appear may be used in lieu of a custodial traffic arrest except in the following circumstances:

- a. A felony traffic offense.
- b. Driving under the influence of alcohol or drugs, unless there are extenuating circumstances and the use of a notice to appear is approved by the on duty supervisor.
- c. Aggravated fleeing or eluding an officer unless there are extenuating circumstances and the use of a notice to appear is approved by the on duty supervisor.
- d. Leaving the scene of an accident where an injury or death occurred, unless there are extenuating circumstances and the use of a notice to appear is approved by the on duty supervisor.

4. Bond for Traffic Offenses

The Illinois Supreme Court establishes procedures with regards to the acceptance of bond for certain traffic violations. A motorist may post the following bonds:

- a. Cash Bond: A violator may post the cash bond established by the Supreme Court Rules. Such cash bond must be posted at the PSB as officers are not authorized to accept bond in the field or to provide a motorist with an envelope to mail the bond. This procedure will only be done during the Danville Police Department Records Division working hours.
- b. Driver's license or Bond Certificate: A violator may post a driver's license or a bond certificate, approved by the State of Illinois, for minor traffic violations where the bail does not exceed \$164 for a single offense or \$350 for multiple offenses arising out of the same occurrence. If a driver's license is posted, that fact will be noted on the traffic ticket. All licenses and bond certificates will be submitted with the e-citation to the Records Section.
- c. Notice to Appear: An officer may release a person on a notice to appear on a traffic offense as long as it is not for an offense listed in Section 18.0.3.B.3.
- d. Promise to Comply: An officer may release an out-of-state driver for a minor offense where bail does not exceed \$164.00 by having the violator sign the "Promise to Comply" portion of the traffic ticket.

C. Handling special categories of violators

1. Juveniles

Juvenile traffic offenders may be issued e-citations, but those under 18 years of age, who are taken into custody, must be released to a parent or guardian unless the offense they committed would qualify for juvenile detention. In such cases the on duty supervisor will be contacted prior to detention.

2. Electors, Senators, Representatives, Militia, Judges, Attorneys, Clerks, Sheriffs, and other Court Officers.

Officers shall comply with Illinois Compiled Statute 725 ILCS 5/107-7 entitled Persons exempt from arrest regarding the arrest of electors, senators, representatives, militia, judges, attorneys, clerks, sheriffs and other court officers.

The mere stopping and issuing of an e-citation does not constitute an arrest.

D. Traffic Stop and Violator Contact

1. Traffic enforcement is one of the many routine tasks performed by officers. For violators, however, it is frequently the only contact that a person has with this department. Officers should be aware of this and strive to make each contact positive and educational, leaving the violator with the impression that the officer performed a necessary task in a professional manner.
2. Traffic stops create an environment that can create safety concerns. Officers conducting traffic stops should consider the following:
 - a. When possible plan the stop ahead.
 - b. Choose the location of the traffic stop.
 - c. Advise the Communication Center of the stop, providing all relevant information to include the location, license information, and if necessary the vehicle description and occupant information.
 - d. The police vehicle should be placed in a position that will protect the officer from other traffic while outside the vehicle.
 - e. Use the emergency lighting on the police vehicle to illuminate the vehicle and stop location.
 - f. Prior to exiting the police vehicle place the vehicle in park and check for traffic prior to exiting the vehicle.
 - g. Approach the violator's vehicle with caution, not walking between vehicles.
 - h. Upon approach to the violator's vehicle be aware of movements of the occupants and visually scan the vehicle for anything of a suspicious, illegal or dangerous nature.
 - i. Keep the strong (weapon) hand free.
 - j. Stand to the rear of the driver's door.
 - k. Upon contact, maintain a safe position and continue to monitor movement of the occupants.
 - l. Avoid reaching into the violator's vehicle.
 - m. If taking enforcement action, keep occupants in sight during the e-citation entering process. Do not seat the violator in the police vehicle while issuing an e-citation unless the violator is under arrest or extenuating circumstances exist. Have the violator remain in his or her vehicle.
3. In order to minimize conflict between the officer and violator and to facilitate a uniform approach to violators officers, when practical, will utilize the following greeting:
 - a. An officer will give his or her name and the Department's name.
 - b. State the reason for the stop.
 - c. Request driver's license and proof of insurance.
4. Officers issuing an e-citation will not accept a cash bond on the street, but shall either bring the violator to the PSB or escort the violator to the PSB where a cash bond can be accepted by a records clerk during business hours.
5. When issuing the violator the copies of an e-citation the officer shall explain the appearance process to the violator and the reason for two copies of the e-citation.
6. Officers shall return violator's driver's license (if not accepted as bond) and insurance card and any other documentation (if not evidentiary in nature) received from the violator at the completion of a stop.

E. Routing of E-Citation

Officers will complete e-citations and warnings on their squad car Mobile Data Terminals by logging in and using the e-citation application. The e-citations violator, complaint, and court copies will be printed from the squad car e-citation printers.

Officers will issue the suspect the violator and court communications copy of the e-citation.

Officers will turn in the complaint copy of the e-citation to the Records Section before an officer completes his or her tour of duty.

An officer will save all e-citations on their MDT, after they are issued to the violator.

At the end of the Officers tour of duty, they will complete the process in the e-citation application to send all e-citations to the cloud and end their e-citation application for the shift. A printed copy of the court communications e-citation via the Brazos website will be submitted to Records by using the report writing computers prior to the end of their shift.

F. Unauthorized Use of E-citations

1. Officers will only use e-citations for their intended purposes.

G. Routing of Written Warning Violations

The printed copy of the e-citation warning violation shall be submitted to the Records Section before an officer completes his or her tour of duty.

H. Racial Profiling Study Information

Officers shall complete all required documentation on the e-citation application or the provided forms by the department to meet the requirements of the State of Illinois mandated Racial Profiling Study.

I. Requesting dismissal of an issued E-citation

Once an e-citation has been entered and issued it may not be voided or dismissed by any member of the Department. E-citations once issued must go through the proper court process. Any member requesting a dismissal of an e-citation must address a written request to the Vermilion County State's Attorney, listing the violator's name, date of violation, violation and reason for request. The written request then must be routed through the Chain of Command. A Patrol Commander will review the request and if approved will forward the request to the State's Attorney's Office. In the event a Patrol Commander is making the request the request will be forwarded to the Chief of Police.

J. Voiding E-citations

An officer who wishes to void an e-citation that has been entered into the system but not issued to the violator may contact the supervisor on duty who has the ability to log into the Brazos website and void the e-citation. The officer must provide the reason for voiding the e-citation to the on duty supervisor who can then approve it.

K. Department E-Citations

Members shall only use the e-citation format and application provided by the Department and shall only use them for their intended purpose. The current e-citation format is through Tyler Technologies and processed in the Brazos website.

Danville Police Department	Section: 18.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 12/01/2020
Topic: Traffic/ Parking Enforcement	
Christopher S. Yates, Chief of Police	

18.1 Parking Enforcement

City ordinances restrict parking in various areas to insure fair access to parking and to expedite the flow of traffic. For this reason it is important that parking regulations be enforced in a reasonable and impartial manner.

18.1.1 General Enforcement

Officers are encouraged to impartially enforce parking regulations occurring on public property.

18.1.2 Specific Violations

There are some violations that have specific considerations:

A. Handicap Parking

Handicap Parking may be enforced on both public and private property so long as the handicap parking area is sufficiently marked.

B. Fire Lane Violations

Fire Lane violations may be enforced on both public and private property so long as the fire lane is sufficiently marked.

C. Overtime Parking Violations

Members of the Department generally do not issue parking violations for overtime parking. This violation is primarily enforced by the City of Danville's Public Works Department.

D. No Parking Police Order

The Chief of Police or his or her designee may grant authority to post an area "No Parking Police Order," and direct sufficient temporary signage to be posted. Officers have the authority to take enforcement action for those who violate the temporary parking ban.

18.1.3 Suspension of Parking Restrictions

The Chief of Police or his or her designee can temporarily suspend parking regulations.

18.1.4 Parking Tickets

- A. Parking tickets will be issued on the forms provided by the Department. The violator's copy will be left under the driver's windshield wiper of the violator's vehicle, or may be given to the violator if present.
- B. The Department's copy of the parking ticket will be turned into Staff Services by placing the ticket in the Staff Services mailbox prior to an officer ending his or her tour of duty.
- C. Parking violations will be issued on parking tickets and not e-citations.

18.1.5 Voiding of Parking Tickets

Members of the Department will not void or dismiss parking tickets once they are issued. Violators wishing to dispute the validity of a parking ticket will be referred to the City of Danville's Legal Department.

18.1.6 Receiving a parking ticket in the performance of one's duties.

An officer receiving a City parking ticket while working or while attending court with regards to a case generated while on duty shall submit a memorandum to the Patrol Commander attaching the parking ticket and the reason for receiving the ticket.

Danville Police Department	Section: 18.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: reviewed 12/24/20
Topic: Traffic/Speed Measuring Device	
Carl J. Alexander, Director of Public Safety	

18.2 Speed Measuring Device

18.2.1 Purpose

The purpose of this directive is to establish a procedure for the use of speed measuring devices.

18.2.2 Policy

It is the policy of the Department to utilize speed measuring devices in a manner designed to create an appropriate deterrent that will reduce speeding violations, improve the general quality of speeding enforcement and reduce crashes caused by excessive speed.

18.2.3 Procedure

- A. Officers will only utilize speed measuring devices provided by the Department.
- B. Prior to using a Departmental speed measuring device, an officer will receive instruction in its use.
- C. Officers shall insure that the device is functioning properly by testing it before and after an enforcement action or detail by the following procedure:
 1. The internal circuitry will be checked through the use of the internal test function of the unit.
 2. The readout lights will be checked through use of the light test function of the unit.
 3. The calibration of the unit will be checked externally through the use of a tuning fork.

Any unit found not to be working properly will not be used and will be reported in writing to the Technical Services Section for repair.
- D. When not in use speed measuring devices will be kept in their mounts or carrying cases. They will not be stored on the floor or in the trunk without a case. Any detection of damage or misuse will be reported to the on-duty shift supervisor.
- E. The Technical Services Section will be responsible for the maintenance of each speed control device and will insure that the units are certified as required by manufacturer specifications.
- F. Nothing in this section prohibits an officer from pacing a vehicle using the patrol vehicles speedometer in determining another vehicle's speed. When pacing, the officer shall attempt to keep an equal distance from the violator long enough to make an accurate determination of the violators speed.
- G. In selecting a location to operate a speed measuring device, officers should position their patrol vehicles so as not to impede traffic or cause a traffic hazard.

Danville Police Department	Section: 18.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: rev. 12/01/20
Topic: Traffic/ Traffic Control	
Carl J. Alexander, Director of Public Safety	

18.3 Traffic Control

18.3.1 Traffic Control and Direction

- A. The orderly flow of traffic is essential to motorist safety. Members may be called upon to direct traffic in situations that may include, but not be limited to:
 1. Traffic Crashes
 2. Road closures or at the presence of other road hazards
 3. Special Events
 4. Disaster situations
- B. Officers directing traffic will wear reflective vests or clothing.
- C. Officers will utilize the emergency lighting on the police vehicle when conditions warrant improving safety and visibility.
- D. Hazardous Road and Weather Condition

Hazardous road and weather conditions include hazards such as debris in the roadway, downed power lines, snow, ice or other condition such as malfunctioning or damaged traffic control devices or signals. Upon the discovery of a hazardous road or weather condition, members shall take immediate appropriate action and notify the Communications Center of the hazardous condition and request the appropriate response from either a City agency or the appropriate utility responsible for correcting the hazard. If necessary, officers shall provide traffic direction and control in the vicinity of hazardous road or weather condition.

Danville Police Department	Section: 18.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 12/21/2020
Topic: Traffic/ Roadside Safety Checks	
Carl J. Alexander, Director of Public Safety	

18.4 Roadside Safety Checks

18.4.1 Purpose

The purpose of this directive is to establish a uniform policy and procedures in conducting Roadside Safety Checks.

18.4.2 Policy

It is the policy of the Department to utilize roadside safety checks to enforce violations of the Illinois Vehicle Code to include, but not limited to, unsafe equipment violations, no valid operator's license, driving under the influence of intoxicating liquor or drugs, and having proper proof of insurance as required in the Illinois Vehicle Code.

18.4.3 Procedures

- A. The Chief or his or her designee will authorize when and where a roadside safety check is to be conducted. The location of the safety check will not be changed without approval of supervisor originally authorizing the check.
- B. A supervisor will be assigned to supervise the roadside safety check.
- C. The selection sequence of the vehicles to be stopped (i.e. every vehicle, every fifth, tenth vehicle, etc.) will be prescribed by the supervisor in charge of the check and uniformly applied.
- D. A news release will be conducted prior to the roadside safety check announcing that a check will be conducted but will not necessary include the exact date, time or location.
- E. The roadside safety check will meeting the following requirements:
 1. The location to be used will fulfill certain minimum requirements:
 - a. It is safe and visible to oncoming motorists;
 - b. There is ample room for police and subject vehicles;
 - c. There is room for a secondary screening area;
 - d. Area is free from business and residential driveways, alleys, intersecting streets or highways;
 - e. Area is well drained, all weather roadway and parking areas;
 - f. Area is free from obvious hazards in the highway;
 - g. There is adequate advance warning signs and sufficient lighting to ensure motorists and officer safety;
 - h. There is a reduced opportunity for avoiding or escaping the check site.
 2. The detail supervisor will have assigned personnel and equipment in place before the first vehicle is stopped.
 3. At the scene of a roadside safety check, traffic will be directed by using the following procedures:
 - a. Uniformed officers and marked squad cars will be in sufficient quantity and visibility to show the presence of the enforcement action;
 - b. A detail supervisor will be present on the scene to guide operations. Should it be necessary for the supervisor to leave the scene and another supervisor is not available, the senior officer present will act as the supervisor.

4. During the roadside safety check officers should;
 - a. Be alert to their surroundings.
 - b. Be courteous to the driver and passengers stopped.
 - c. Use a checking procedure that is consistent with the purpose of completing the assignment with as little delay as possible. The vehicle will be checked for equipment violations, the driver for a valid driver's license and insurance card, and the officer should look for any signs of alcohol or drug impairment of the driver.
 - d. Consider a driver's license that appears valid evident that the driver is in compliance with the Illinois driver license law.
 - e. Consider an insurance card that appears valid on its face evident the driver is in compliance with the Illinois insurance law.
 - f. If the officer has reasonable suspicion to believe that a driver is in violation of a law, the driver will be directed to a secondary screening area for further investigation or enforcement action.
 - g. Nothing precludes an officer from taking enforcement action on any other criminal violation lawfully discovered during the roadside safety check.
 5. Officers should not allow traffic to back-up for an unreasonable distance. If this should occur checks should be halted and all traffic waived through. Once traffic is cleared then the sequential checks can resume.
 6. Any police department assisting the Department in a roadside safety check will be expected to abide by these procedures. Where difference in procedures exists, they will be resolved prior to the check.
- F. At the conclusion of the roadside safety check, the supervisor in charge will prepare a report regarding the check and forward it to the Chief through the chain-of-command.

Danville Police Department	Section: 18.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 12/21/20
Topic: Traffic – E-Citation Printer Paper Control and Accountability	
Christopher S. Yates, Chief of Police	

18.5 E-citation printer paper accountability

18.5.1 Purpose

The purpose of this directive is to establish policy and procedures for the issuance of e-citation printer paper.

18.5.2 Policy

It is the policy of the Department to maintain e-citation printer paper in a secure area prior to issuance and issue printer paper to personnel in a way to maintain accountability due to its expense.

18.5.3 Procedure

A. Storage

E-citation printer paper will be stored either in the Technical Services storage area, or in the locked secondary armory (Room 172) on the first floor of the PSB.

B. E-citation printer paper issuance

The following procedures will be utilized in issuing e-citation printer paper:

1. Generally personnel will only be issued one (1) roll of e-citation printer paper at a time.
2. An on duty supervisor will issue the officer the printer paper.
3. A supervisor will not carry around an extra roll of printer paper with them.
4. An officer will request another roll of e-citation the instant a printed citation shows red on the paper. This means the roll is getting short.
 - a. Once an officer reports their paper low, the on duty supervisor will immediately provide only 1 (one) new roll of paper.

C. Accountability

Officers are accountable for e-citation printer paper issued to them and are responsible for placing the paper into the squad car printer they are assigned at that time per their training.

Danville Police Department	Section: 18.5
Departmental Manual	Effective Date: 12/01/2020
	Revised Date:
Topic: Traffic – E-Citation Printer Paper Control and Accountability	
Christopher S. Yates, Chief of Police	

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The following procedures will be utilized in issuing e-citation printer paper:

1. Personnel will only be issued one (1) roll of e-citation printer paper at a time.
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3. A supervisor will not carry around an extra roll of printer paper with them.
4. An officer will request another roll of e-citation the instant a printed citation shows red on the paper. This means the roll is getting short.
 - a. Once an officer reports their paper low, the on duty supervisor will immediately provide only 1 (one) new roll of paper.

C. Accountability

Officers are accountable for e-citation printer paper issued to them and are responsible for placing the paper into the squad car printer they are assigned at that time per their training.

Danville Police Department	Section: 18.6
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 12/20/2020
Topic: Traffic/Speed Monitoring Sign	
Carl J. Alexander, Director of Public Safety	

18.6 Speed Monitoring Sign

18.6.1 Purpose

The purpose of this directive is to establish policies and procedures governing the use of Departmental speed monitoring signs.

18.6.2 Policy

It is the policy of the Department to utilize available speed monitoring signs to deter speed related offenses and to gather statistical data.

18.6.3 Procedures

- A. The Patrol Coordinator or his or her designee will be responsible for deploying the unit and analyzing the data from the system.
- B. Request for the speed measuring sign will be directed to the Patrol Coordinator or his or her designee who will make assignments as needed.
- C. Officers will be assigned to place the sign in specific locations. Officers will:
 1. Using the equipment provided, securely place the sign in position. The sign post and sign will be locked using chains and locks provided.
 2. The power supply will be connected and locked to a post or object for security.
 3. The speed will be set for the unit.
 4. The sign will be placed in such a position to monitor the traffic properly.
 5. The officer will insure the sign is working properly prior to leaving the sign.
- D. Supervisors assigning the placement of the sign will note in the Shift Commander's report when the sign was placed in a specific location and by whom.
- E. Supervisors will insure the sign is removed when so directed and will note on the Shift Commander's report that the sign was secured.
- F. The sign will be returned to the maintenance garage and secured after each use.
- G. If the sign becomes damaged during deployment, during use or during return it will be reported in writing the Technical Services Section with a copy being forwarded to the Patrol Coordinator.

Danville Police Department	Section: 18.7
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Medical Reporting/Re-examination Requests/Driver's License Confiscation	
Carl J. Alexander, Director of Public Safety	

18.7 Medical Reporting/Re-examination Requests/Driver's License Confiscation

18.7.1 Purpose

The purpose of this directive is to insure uniformity in dealing with various issues with regards to a person's driver's license or ID Card.

18.7.2 Policy

It shall be the policy of the Department to report known medical concerns of a motorist that could adversely affect their ability to operate a motor vehicle, to recommend driver's license retesting and confiscate licenses that are invalid, suspended, revoked, cancelled, fictitious, fraudulent, or found in possession of someone other than who it was issued.

18.7.3 Procedure

1. Medical Reporting

An officer who comes in contact with a motorist who displays a medical condition that would preclude the motorist from safely operating a motor vehicle (to include, but not limited to, seizures, black outs, vision disorder or a mental health issue) shall complete a "Medical Reporting and Re-examination Request" report provided by the Illinois Secretary of State and mail it to the address provided on the form.

Instructions for completion of the form can be found on the back side of the report.

A copy of this form will be assigned a number and placed in Records.

2. Re-examination Request

An officer who comes in contact with a motorist who demonstrated their lack of ability to safely operate a motor vehicle due to their dangerous actions, lack of driving skill, gross lack of attention or lack of knowledge of traffic laws shall complete a "Medical Reporting and Re-examination Request" report provided by the Illinois Secretary of State and mail it to the address provided on the form.

Instructions for completion of the form can be found on the back side of the report.

A copy of this form will be assigned a number and placed in Records.

3. Law Enforcement License and Identification Card Confiscation Report

Driver's licenses or identification (ID) cards may not be confiscated or retained by an officer except for a lawful purpose and such action will be documented as provided by departmental procedure.

An officer who comes in contact with a person who presents an invalid, suspended, revoked, cancelled, unlawfully altered, fictitious or fraudulent license or identification card or who finds a motorist in possession of a license or ID card of someone other than who it was issued to shall, in addition to any enforcement action, confiscate the license or ID card. The officer will, in addition to any incident report, complete the "Law Enforcement License Confiscation Report" provided by the Illinois Secretary of State and then mail the report along with the license or ID card to the Secretary of State.

If the license or ID card was confiscated because it was unlawfully altered, fictitious or fraudulent license or who finds a person in possession of a license or ID card of someone other than who it was issued will include the copy of the incident report along with the confiscation report and license or ID card.

A copy of the confiscation report will be assigned a number if it is a stand alone document or will be included with the incident report.

Danville Police Department	Section: 19.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Towing of Vehicles - General	
Carl J. Alexander, Director of Public Safety	

19.0 Towing of Vehicles

19.0.1 Purpose

To establish a uniform procedure in the towing of motor vehicles.

19.0.2 Policy

Members shall only tow vehicles when lawful and necessary to complete their duties.

19.0.3 Procedure

A. Officers may tow a vehicle when it is legally permissible and necessary to complete their duties. Officers considering a tow of a vehicle may include, but are not limited to, the following circumstances when making their decision:

1. Any vehicle required by statute or ordinance to be towed.
2. The vehicle was used in the commission of a felony.
3. Preventing further use of the vehicle as a method of escape.
4. Towing is required to preserve evidence until a search warrant is obtained.
5. A vehicle left unattended would cause a potential hazard to vehicle or pedestrian traffic.
6. A vehicle in accordance with statute or ordinance is unsafe to be on the roadways.
7. Towing is needed to secure the vehicle from damage or theft of the vehicle or contents of the vehicle.
8. The owner or operator of the vehicle is incoherent, not available or unable to make a decision as to the securing of the vehicle.
9. Illegally parked vehicles which must be moved or where the owner or operator of the illegally parked vehicle refuses to move the illegally parked vehicle. A supervisor should be advised prior to towing an illegally parked vehicle.
10. Vehicles involved in accidents that are not drivable.

B. If the decision is made to tow a vehicle the officer will:

1. Advise the person in possession of the vehicle that the vehicle will be towed.
2. Vehicles towed are towed at the owner's expense.
3. Except when a tow is required by statute, ordinance or policy, the officer may consider any reasonable alternate means of removing or securing a vehicle requested by the person in possession of the vehicle.
4. A vehicle towed by the Department will be towed by a company authorized by the Department to complete such tows.
5. All vehicles towed except for those as outlined in #6 below shall be inventoried prior to being towed.
6. An owner or person in possession of a vehicle requesting a tow because of an accident or with regards to an abandoned or inoperative vehicle may select a tow company so long as the tow company requested can respond in a reasonable amount of time depending of the particular circumstances. If the owner or person in possession of the vehicle does not have a preference the officer will summon or have summoned the tow company that is authorized by the Department.

Danville Police Department	Section: 19.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Towing of Vehicles – Inventory of vehicles towed	
Carl J. Alexander, Director of Public Safety	

19.1 Inventory of Vehicles Towed

Any motor vehicle impounded by this department for any reason will be inventoried as to its contents:

- A. For the protection of the property of the vehicle owner;
- B. For the protection of the impounding officer and the Department in the event the owner of the vehicle makes a claim of loss of property;
- C. For the protection of the public in the event that the contents of the vehicle might be a danger to the public health and safety.

The vehicle inventory will include, but not limited to, the contents of any storage areas in the vehicle, containers in a vehicle, and all open areas of the interior. Property in the vehicle will be listed on the towed motor vehicle report and any evidence or contraband will be processed as evidence in accordance with Departmental procedures.

Danville Police Department	Section: 19.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 12/28/2020, 06/01/21
Topic: Towing of Vehicles – Public Nuisance Tows	
Christopher S. Yates, Chief of Police	

19.2 Public Nuisance Tows

The City of Danville has declared vehicles used in specific violations shall be considered a "public nuisance" and such should be seized and impounded until such time the owner posts bond or has a hearing with regards to the disposition of the vehicle.

A. Vehicles to be towed

1. Officers shall tow and impound vehicles where the driver or other person within the motor vehicle has committed one of the following offenses while in the motor vehicle:
 - a. The act of prostitution or solicitation for prostitution;
 - b. Illegal dumping;
 - c. Violation of the Methamphetamine Control and Community Protection Act;
 - d. Reckless discharge of a firearm.
 - e. Violation of the Cannabis Control Act and the weight is 2.5 grams or greater.
 - f. Violation of the Controlled Substance Act.
 - g. Violation of the Illinois Drug Paraphernalia Control Act being possession of drug paraphernalia.
 - h. Commits an act of vandalism that results in injury to a person or damage to property.
 - i. Violation of the IVC Section entitled Sound Amplification Systems or the Danville Ordinance regarding noise.
2. Officers shall tow and impound vehicles where the driver of the motor vehicle, while being under the age of 21, is in possession of or has consumed an alcoholic beverage.
3. Officers shall tow and impound vehicles where the driver or other person in control of the motor vehicle commits the offense of driving while license canceled, revoked or suspended or no valid driver's license.
4. Officers shall tow and impound vehicles where the driver or person in control of the motor vehicle commits the offense of Fleeing and Eluding or Aggravated Fleeing and Eluding a Police Officer.
5. Officers shall tow and impound vehicles where the driver or person in control of the motor vehicle commits the offense of Driving Under the Influence of Alcohol, Drugs, Intoxicating Compounds or any combination thereof.
6. Departmental Exceptions

Officers have the discretion not to tow and impound a vehicle as outlined in 1,2, or 3 above if:

 - a. A child 16 years or younger, a person with an obvious disability or a person over the age of 60 is a passenger in the vehicle and a licensed driver is on scene and available to drive the vehicle.
 - b. It is obvious, based on the factual basis of the case, that the person in control of the vehicle had no knowledge that the eligible towing offense was being committed.
7. Ordinance Exceptions

Officers will not tow vehicles as a public nuisance if:

 - a. The motor vehicle was stolen at the time and the theft was reported to the appropriate police authorities within 24 hours after the theft was discovered or reasonably should have been discovered.
 - b. The motor vehicle is operating as a common carrier and the violation occurs without the knowledge of the person in control of the motor vehicle.
8. Safety of occupants

If a vehicle is towed as a public nuisance the officer should consider the safety of the occupants of the vehicle when the vehicle is towed. Officers may need to make arrangements for the occupants to be picked up at the tow sight. Factors to be considered in this decision may include but not be limited to the following:

- a. Age and gender of the occupants.
- b. Disabilities of the occupants.
- c. Time and location of the tow.
- d. Weather conditions.

9. Tow Reports

Officers will complete a DPD vehicle impound report on their MDT. For each vehicle that is seized and/or requires a HOLD, officers will mark the reason for the HOLD on an Impound/Towed Motor vehicle form. The Impound/Towed Motor Vehicle form will then be given to the tow truck driver, which will alert the tow company not to release the vehicle due to a Police Hold being placed on it and for what reason. The vehicle may not be released until the hold has been released. The Danville Police Department Records Division will email a copy of the completed DPD impound report to the respective tow company as soon as possible.

10. Appeals

Officers towing a vehicle as a public nuisance will advise the owner or person in control of the vehicle at the time of the tow, by use of a written document provided by the Department of the following:

- a. That the vehicle is being towed as a public nuisance.
- b. The procedure to follow to appeal the tow and impoundment.
- c. The procedure to post bond for the vehicle prior to any evidentiary hearing.

11. Notification

The Chief of Police will designate an employee to send a letter to the owner of a vehicle that has been seized and impounded notifying the owner that the vehicle was towed and the procedure to have the vehicle released.

12. Bonding

Every vehicle towed as a public nuisance, with the exception of those that qualify for asset seizure may be released once the owner posts the required bond. The bond will be in addition to any tow and storage fees that must also be paid before the vehicle is released from impound.

a. Bonding Procedures

Once a vehicle has been towed and impounded as a public nuisance and the owner desires to bond the vehicle out the following procedure will apply:

1. Bonds must be posted at the PSB.
2. The owner will be given a receipt for the bond amount and be instructed that tow and storage charges will have to be paid directly to the company towing the vehicle. The receipt will be the proof the towing company will need to release the vehicle to the owner once the tow fee and any storage fees have been paid.
3. All bond monies collected will be placed in a locked box, and such monies will be collected by a person designated by the Chief of Police and such funds will be balanced and then delivered to the City Attorney's Office.

Danville Police Department	Section: 20.0.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 01/10/22
Topic: Firearms - Authorized Duty Weapons	
Christopher S. Yates, Chief of Police	

20.0.1 Authorized duty weapons

Sworn officers of this Department, while on duty, will be armed with a firearm as outlined in this section of the Departmental Manual.

A. Semi Automatic Pistols

The following semi-automatic pistols may be carried by sworn officers:

1. Officers may carry a 9 mm or .40 caliber semi-automatic manufactured by Smith & Wesson, Sig Sauer, Beretta, Glock or Springfield Armory. All semi-automatics must be able to fire from double action from the first round. No compensators will be allowed on duty weapons.
2. Officers, regardless of their assignment, carrying a semi-automatic pistol must have a minimum of eight round capacity. Magazines must be designed for the weapon it is carried in and be fully loaded. Weapons will be carried fully loaded (full magazine and one round in the chamber) and loaded only with ammunition issued by the Department. Officers assigned to patrol will carry two additional magazines in authorized magazine holders issued by the Department. Personnel assigned to the Criminal Investigation Division will carry at least one additional magazine in a holder approved or issued by the Department.
3. Barrel length for semi automatic pistols carried by patrol personnel will be a minimum of 4" in length and will not exceed 6" in length. Personnel assigned to the Criminal Investigation Division or staff officers may carry a minimum barrel length of 2" but not to exceed 6".
4. Officers are authorized to attach and use the approved Trijicon RMR red dot sight system on their semi-automatic pistols at their own cost (no clothing allowance use). Officers will not be allowed to use clothing allowance to purchase any item required due to the use of the red dot system. Semi-automatic pistols with the Trijicon RMR red dot sight system must have suppressor height iron sights on them prior to attaching the red dot system. Once attached, the red dot system must be inspected and approved by a firearms instructor prior to use. Optic batteries must be changed yearly. Only approved supporting holsters will be used by officers using the red dot sight system. *Officer may not use the approved red dot sight system until completion of probation on the Danville Police Department.*
5. All duty weapons are subject to inspection by an armorer to insure they meet Departmental requirements.

B. Second Duty Weapon

Officer may carry, on their person, a second handgun in addition to the mandated duty weapon, subject to the following restrictions.

1. The caliber of the weapon will not exceed the largest caliber authorized for regular duty carry.
2. An officer carrying a second handgun must qualify annually with the handgun on the current course of fire for duty weapons.
3. A second handgun will not be worn on an officer's duty belt, but will be worn in a secure manner and will be concealed from view except when the officer is at the Public Safety Building.
 - a. A second duty weapon may be carried in a manner not on the officer but carried in a suitable carrier to be secured in the trunk of a police vehicle.

4. Second handguns must be safety inspected by the departmental armorer who must approve the weapon for use by the member.

Danville Police Department	Section: 20.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/12/2017, 02/11/2021
Topic: Firearms – Off Duty Firearms	
Christopher S. Yates, Chief of Police	

20.1 Off Duty Firearms

The carrying of a firearm off duty is allowed, but shall be at the option of the individual officer. No officer will be subject to disciplinary action if an occasion should arise in which the officer could have taken action but did not do so because he or she did not possess a firearm.

A. Authorized Off Duty Firearm

Each officer will have the discretion of carrying what type of firearm he or she will carry while off-duty. An officer must annually complete a qualification course of fire, determined by the Department, for any firearm he/she carries off-duty. Prior to qualification, an armorer will examine the weapon and determine that it can be operated in a safe manner and is of a caliber suitable for use as an off-duty weapon. An armorer who judges a firearm to be inappropriate for off-duty use will so notify the member in writing and copy such notice to the Chief of Police. A member will not be authorized to carry and firearm that has been judged as inappropriate.

B. Off-duty firearms if worn shall be concealed from view.

1. An off-duty firearm will be carried in a holster that is designed for the make and model of the firearm.

Danville Police Division	Section: 20.2
Division Manual	Effective Date: 05/25/07
	Revised Date: 02/03/11, 02/11/21
Topic: Firearms – Inspection and Registration	

20.2 Inspection and Registration

The Department retains the right to inspect an officer's firearm at any time to insure the firearm is in good working order and is the firearm the officer qualified with. If the Department determines a firearm does not meet the standards as set forth in the Departmental Manual, the officer can be ordered not to carry the firearm.

A firearm can only be carried by an officer after the officer has qualified with the firearm. The Department will maintain a record that will include, but not necessarily be limited to, the make, model, caliber and serial number of the firearm that was qualified. Such record will constitute the registration of the firearm with the Chief of Police.

- A. Bi-annual inspections of firearms (sidearm, rifle, and shotgun) will be conducted on firearms carried by an officer of the Department. In addition the authorized accessories for weapons will be inspected and a written record of the inspection will be maintained.
- B. Firearms instructors of each shift/division will conduct the inspections at the direction of their immediate supervisor. Inspections shall be conducted on the firing range.
- C. Shift/Division Commanders will insure the inspections are completed by a firearms instructor and will enter results of inspections on their daily reports.
- D. A complete inspection record will be maintained by the firearm instructor with a copy or original inspection record sent to the Firearms Coordinator.

Danville Police Department	Section: 20.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 05/12/08
Topic: Firearms – Training and Qualifications	

20.3 Training and Qualifications

20.3.1 Training

All officers will participate in an annual weapons training and or qualifications with their duty weapon, any secondary duty weapon, off-duty weapon, shotgun and if authorized to carry, a patrol rifle.

20.3.2 Qualifications

Qualifications for duty weapons, secondary duty weapons, off-duty firearms and shotguns will be as follows:

- a. January 1-February 29th: Annual qualifications with duty and off-duty weapons
- b. September 1- October 31: Night fire with duty weapon and shotgun familiarization.

Qualifications for the patrol rifle will be scheduled annually.

Nothing prohibits the Department from requiring additional qualifications or training opportunities.

It is the member's responsibility to notify their immediate supervisor if they have not yet completed the required course of fire during the time period specified above.

20.3.2.1 Failure to qualify

- A. If an officer fails to qualify during one of the qualification periods, the firearms instructor supervising the qualification will notify the Firearms Unit Supervisor who will schedule the officer to complete remedial training covering topics such as stance, grip, isometric tension, sight alignment and trigger finger control. A written record of this remedial training will be made and placed in the officer's personnel file.
- B. After remedial firearm instruction is completed, the officer will then be required to re-qualify and obtain a passing score.
- C. Any officer who fails to qualify, who completes remedial training and still does not qualify with their duty weapons may be prohibited from carrying a firearm. If such action is taken the officer will be placed on station assignment while disciplinary action is commenced. For the purpose of this section the patrol rifle is not considered an officer's duty weapon and if an officer can not qualify with a patrol rifle the officer will not be authorized to carry a patrol rifle, but no further action will be taken against the officer.

20.3.3 Qualification insignia

Officers are authorized to wear the marksmanship insignia that corresponds to their most recent annual qualification. There will separate insignia for pistol qualification and rifle qualification.

Officers wishing to have a qualification insignia will be required to purchase the appropriate insignia from his or her clothing allowance. Such insignia will not be considered part of an officer's original issue. Only insignia approved by the Department will be authorized for purchase and wear. The firearms instructor completing an officer's qualification or the Firearms Instructor Unit supervisor will be required to provide written notification as to the officer's qualification classification.

Pistol marksmanship will be classified as follows:

Pistol Marksman:	70% of total points possible
Pistol Sharpshooter:	80% of total points possible
Pistol Expert:	90% of total points possible

Rifle marksmanship will be classified as follows:

Rifle Marksman:	75% of total points possible
Rifle Sharpshooter	85% of total points possible
Rifle Expert	95% of total points possible

Such badges will be worn in accordance with Section 31.0.6 J of the Departmental Manual.

Danville Police Department	Section: 20.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Firearms – Surrendering of Firearm	
Carl J. Alexander, Director of Public Safety	

20.4 Surrendering of Firearm

Situations may arise when an officer is at the mercy of an armed suspect, but experience has shown that the danger to the officer is not reduced by surrendering his or her firearm upon demand. Surrendering his or her firearm may mean giving away his or her only chance of survival; therefore an officer should use every tactical tool at his or her disposal to avoid surrendering the firearm.

Danville Police Department	Section: 20.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Firearms – Carry a Firearm While Intoxicated (Prohibited)	
Carl J. Alexander, Director of Public Safety	

20.5 Carrying a Firearm While Intoxicated

Officers who are intoxicated will not carry a firearm. For the purposes of this section, an officer will be presumed intoxicated if the officer's blood alcohol is .08 or higher.

Danville Police Department	Section: 20.6
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/12/2017, 12/21/20
Topic: Firearms - Shotguns	
Christopher S. Yates, Chief of Police	

20.6 Shotguns

20.6.1 Shotgun

For the purpose of this section, a shotgun is a semi-automatic pump 12 gauge single barrel shotgun with a magazine capacity of at least six rounds and a barrel length that is not less than 18" and the overall modified length of the weapon is not less than 26 inches that is equipped with a shoulder stock manufactured by Remington, Mossberg, Beretta, Winchester or Benelli. The shotgun must be equipped with a sling and/or a carry strap. (Folding stocks are prohibited.)

20.6.2 Authorized Shotgun

Only those shotguns which meet the definition of Section 20.6.1 and owned by the officer may be carried so long as the officer has received authorization as outlined in Section 20.6.4.

20.6.3 Deployment

A. Deployment Defined

Deployment of a shotgun is defined as bringing the shotgun from its secured position in a squad car and readying it for use. The shotgun does not have to be fired to be deployed.

B. Deployment of Shotgun

The deployment of a shotgun is limited to situations in which the officer's duty weapon is not sufficient because of an offender's weapon or other critical situation that would make the shotgun a more practical option in a firearm than an officer's duty weapon.

C. Report of Deployment

Any time a shotgun is deployed as defined Section 20.6.3, the officer will prepare a written report, which will be forwarded to the Chief by the "chain of command."

20.6.4 Authorization to Carry a Shotgun

A. Application to Carry a Shotgun

Officers who wish to carry a personally owned shotgun as defined in 20.6.1 must first apply through the "chain of command" to the Chief. The Chief may consider, but is not limited to, the following when determining whether to approve an officer to carry a shotgun:

1. Recommendations by supervisors or division commanders,
2. Demonstrated judgment and decision making abilities of the officer,
3. The officer's level of training,
4. The officer's level of experience,
5. The officer's demonstrated ability to follow orders, policies and procedures.

B. Authorization

The Chief has the sole authority in providing an officer with authorization to carry a personal owned shotgun. Authorization will be in writing and will be contingent on the officer's ability to meet and maintain the qualification standards as set forth in 20.6.7.

C. Revocation of Authorization

The authorization for an officer to carry a shotgun may be revoked at any time under the following circumstances:

1. At the discretion of the Chief.

2. Temporarily by a supervisor.

- a. If a supervisor suspends an officer's authorization a written report will be submitted immediately through the chain of command to the Chief stating the reason(s) for the suspension. Such suspension will remain in effect until such time as the Chief makes a determination to either lift the suspension or revoke an officer's authorization.

3. An officer fails to meet qualification standards.

The revocation of an officer's authorization to carry a shotgun in itself is not to be considered disciplinary action. However, nothing in the section prohibits disciplinary action towards an officer for actions leading up to the revocation of the authorization.

20.6.5 Carrying and Storage of Shotguns

D. Carrying of Shotguns in Police Vehicles

Unless deployed in accordance with Section 20.6.3 shotguns will be carried in a case, in a safe manner (no round in the chamber) stored and locked in the trunk of the police vehicle in a department approved case. Shotguns are to be removed from the police vehicle at the end of a duty shift.

E. Storage of Shotguns

At the end of a duty shift officers are responsible to insure their shotgun is properly secured. To this end, officer may lock them in their assigned personal locker. Weapons stored in the personal locker will be unloaded.

20.6.6 Ammunition

Only Departmental issued shotgun slugs may be used in shotguns.

20.6.7 Qualification

Annually, officers will complete a qualification course to include proper loading and unloading the shotgun. The qualification will be done in conjunction with patrol rifle qualifications.

20.6.8 Shotgun Accessories

The following accessories are authorized for shotguns:

- A. Accessories for improved sighting. Officers will be required to re-qualify with the weapon after installation of any different sights.
- B. Weapon mounted lighting.
- C. Ammunition carrier
- D. Modified stocks with prior approval, but no folding stocks will be allowed.

Danville Police Department	Section: 20.7
Departmental Manual	Effective Date: 05/25/07 Revised 2/11/21, 6/7/21 and 1/31/22
Topic: Firearms – Patrol Rifles	
Carl J. Alexander, Director of Public Safety	

20.7 Patrol Rifles

20.7.1 Patrol Rifle Defined

A patrol rifle is a gas operated, box magazine fed, .223 caliber semi-automatic rifles, similar to an "AR15 or Ruger Mini 14" style, approved by the Department for duty use.

20.7.2 Authorized Patrol Rifle

Only those rifles which meet the definition of Section 20.7.1 and which have been approved by the Director may be carried by an officer so long as the officer has received authorization as outlined in Section 20.7.4.

20.7.3 Deployment

A. Deployment Defined

Deployment of a patrol rifle is defined as bringing the rifle from its secured position in a squad car and readying it for use. The rifle does not have to be fired to be deployed.

B. Deployment of Patrol Rifle

The deployment of a patrol rifle is limited to armed confrontations in which the officer's duty weapon is not sufficient because of an offender's weaponry, use of body armor, or other critical situation that would make the patrol rifle a more practical option in a firearm than an officer's duty weapon.

C. Report of Deployment

Any time a patrol rifle is deployed as defined Section 20.7.3, the officer will prepare a written report, which will be forwarded to the Director by the "chain of command."

20.7.4 Authorization to Carry a Patrol Rifle

A. Application to Carry a Patrol Rifle

Officers who wish to carry a patrol rifle as defined in 20.7.1 must first apply through the "chain of command" to the Director. The Director may consider, but is not limited to, the following when determining whether to approve an officer to carry a patrol rifle:

1. Recommendations by supervisors or division commanders,
2. Demonstrated judgment and decision making abilities of the officer,
3. The officer's level of training,
4. The officer's level of experience,
5. The officer's demonstrated ability to follow orders, policies and procedures.

B. Authorization

The Director has the sole authority in providing an officer with authorization to carry a patrol rifle. Authorization will be in writing and will be contingent on the officer's ability to meet and maintain the qualification standards as set forth in 20.7.7.

C. Revocation of Authorization

The authorization for an officer to carry a patrol rifle may be revoked at any time under the following circumstances:

1. At the discretion of the Director.
2. Temporarily by a supervisor.
 - a. If a supervisor suspends an officer's authorization a written report will be submitted immediately through the chain of command to the Director stating the reason(s) for the suspension. Such suspension will remain in effect until such time as the Director makes a determination to either lift the suspension or revoke an officer's authorization.
3. An officer fails to meet qualification standards.
 - a. An officer failing to meet qualification standards will not carry the patrol rifle until such time as the officer successfully completes qualifications.

The revocation of an officer's authorization to carry a patrol rifle in itself is not to be considered disciplinary action. However, nothing in the section prohibits disciplinary action towards an officer for actions leading up to the revocation of the authorization.

20.7.5 Carrying and Storage of Patrol Rifles

A. Carrying of Patrol Rifles in Police Vehicles

Unless deployed in accordance with Section 20.7.3 patrol rifles will be carried in a case, in a safe manner (no round in the chamber) and stored in the trunk of the police vehicle. The automatic trunk release on patrol vehicles will be disabled on the vehicles where patrol rifles are carried to prevent theft or unauthorized use of the patrol rifle. Patrol rifles are to be removed from the police vehicle at the end of a duty shift.

B. Storage of Patrol Rifles

At the end of a duty shift officers are responsible to insure their patrol rifle is properly secured. To this end, officer may secure their patrol rifle in the armory, or may lock them in their assigned personal locker. Weapons stored in the armory or personal locker will be stored unloaded.

20.7.6 Ammunition

Only ammunition issued by the Department may be used in patrol rifles.

20.7.7 Qualifications

Officers must successfully demonstrate to a Patrol Rifle Instructor proficient knowledge of the operation of their patrol rifle prior **and meet qualification standards**. Qualifications will be conducted on an annual basis on a course of qualification determined by the Department. An officer must score at least 75% of the total possible score to maintain his or her authorization to carry a patrol rifle.

20.7.8 Patrol Rifle Accessories

The following accessories are authorized for patrol rifles:

- A. Accessories for improved sighting. Officers will be required to re-qualify with the weapon after installation of any different sights.
 1. If accessory improved sights are installed, the weapon shall be equipped with fixed iron sights. Iron sights may be flip up or offset 45 degrees on the weapons barrel.
- B. Use of a magazine up to a 30 round capacity is permitted.

Danville Police Division	Section: 20.8
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 06/10/2010, 02/11/2021
Topic: Firearms - Qualifications for Retired Police Officers	
Christopher S. Yates, Chief of Police	

20.8 Qualification of Retired Police Officers

In July 2004, Title 18, of the United States Code, also known as the "Law Enforcement Officers Safety Act of 2003" (LEOSA) was passed and signed into law.

The Danville Police Department will, as a courtesy, afford those retired or disabled officers of the Danville Police Department who meet the standards set forth in the LEOSA the opportunity to qualify annually. The Chief retains the sole authority to withdraw this courtesy to all retirees or an individual retiree.

The retired officer will be required meet the qualification standard as set forth by the Illinois Law Enforcement Training Standards Board. As of November 2006 the course of fire was as follows:

A 30 round course of fire with 12 rounds fired from the five yard line, 12 rounds fired from the seven yard line and 6 rounds fired from the fifteen yard line. To successfully qualify a person must place 21 rounds of the 30 rounds fired within an 8.5" X 14" target area.

Qualifications will be conducted by a departmental firearms instructor, designated by the Chief of Police. The departmental firearms instructor designated will hold qualifications on the date(s) specified.

Each retired or disabled officers meeting the standards as set for in the LEOSA shall be advised that the City of Danville, the Danville Police Department nor its agents assume any responsibility to defend or indemnify the retired officer as it relates to the retired officer's use of a firearm.

Retired or disabled officers prior to qualification will sign a Waiver of Liability waiving any claims to the City of Danville, the Danville Police Division, its employees or agents if the retired officers' use or misuse of a firearm results in civil or criminal action against the retired or disabled officers.

Retired or disabled officers must furnish their own firearm and ammunition for any qualification. The firearms instructor has the right to refuse to allow a qualification to proceed if the instructor feels the weapon is unsafe. Firearms with special modifications or "match" type firearms will not be considered an acceptable weapon.

The Department offers a qualification opportunity only. They will not provide remedial training to a retired or disabled officer. A retired officer will be afforded no more than three qualification attempts.

Annually, retired officers who successfully meet the qualification standard will be issued a photo identification that will indicate the officer passed an annual qualification and the identification card will have an expiration date to correspond to when the next qualification is required.

The expiration date for all photo identification cards issued to retired or disabled officers will be August 31 of the year following last qualification. Officers retiring from the Police Department on or after the qualification period of the calendar year and have completed the annual course of fire qualification prior to retiring will be issued a photo identification card with the expiration date of August 31 for the upcoming year.

Danville Police Department	Section: 20.9
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Firearms – Armory	
Carl J. Alexander, Director of Public Safety	

20.9 Armory

20.9.1 Purpose

The purpose of this directive is to establish policies and procedures regarding the security of the Departmental Armory.

20.9.2 Policy

It will be the policy of this Department that all departmental weapons and munitions not issued to members shall be stored in the primary armory (Room 171) which will be kept locked and on alarm when not attended by a sworn member of the Department.

20.9.3 Procedure

- A. Room 171, will be used to store all departmental weapons and munitions, including but not limited to, ammunition, less than lethal rounds, distractionary devices, and chemical agents, not issued to members.
- B. The armory (Room 171) will be kept locked and the alarm activated except for times when it is entered to store or retrieve property.
- C. Only supervisors will have keys and alarm codes to the armory (Room 171). Supervisors will not give out their alarm codes or key to the armory.
- D. Supervisors will only use their alarm code to enter the armory (Room 171).
- E. Any breaches in security to the armory (Room 171) will be immediately reported to the Director, through the chain-of-command.
- F. The Director will assign a supervisor at least annually to do an inventory of the armory (Room 171).

Danville Police Department	Section: 21.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/16/2021, 10/20/21
Topic: Evidence Physical Evidence Procedures	
Christopher S. Yates, Chief of Police	

21.0 Physical Evidence Procedures

21.0.1 Purpose:

To establish uniform procedures for the collection, marking, storage and inventory of physical evidence and other property by members of this Department.

21.0.2 Policy

- A. All physical evidence and other property recovered will be inventoried and stored in accordance with the procedures set forth in Section 21 of the Departmental Manual.
- B. All physical evidence and other property will be stored in a secured manner in the Evidence Room or other area designated to protect and secure the property for court purposes. A record of the "Chain of Custody" will be maintained on all property. Unless written approval has been received from the Chief or his/her designee, no member of this Department will retain any physical evidence or recovered property in his or her possession.
- C. Once property has been accepted into the custody of the Evidence Manager, it shall be the responsibility of the Evidence Manager, acting in accordance with the Illinois State Statutes, and in cooperation with the States Attorney Office to dispose of property no longer needed for court purposes. Any time evidence has been taken into custody, by any member of this Department and then released or disposed of, a report will be filed with regards to that release or disposal.
- D. If property is recovered by a member of the Department and is returned to the owner prior to submitting the property into evidence, the member shall
 1. Complete an inventory list of the property which will include the property's description and serial number if present, and have the owner sign a copy of the inventory to acknowledge receipt of the property. A member may use a Property Inventory Report for both the receipt and the report.
 2. If prosecution is anticipated with regards to the property recovered and returned, a photographic record shall be made of the property and the photographic record shall be submitted as evidence.
- E. If property is recovered by a member of the Department and is destroyed immediately as contraband the member shall complete an inventory of the property to be destroyed and the person who the property was confiscated from will be given a receipt for the property. The member will then destroy the property, with a command officer or another officer as a witness and if at all possible in the presence of the person from whom it was confiscated, and complete a report of destruction of the evidence. A member may use a Property Inventory Report for both the receipt and the report.
- F. If property is recovered with regards to a search without a warrant and a person is arrested members shall follow the state statute as found in Illinois Compiled Statutes 725 ILCS 5/108-2, which states: "Custody and disposition of things seized. An inventory of all instruments, articles or things seized on a search without warrant shall be given to the person arrested and a copy thereof delivered to the judge before whom the person arrested is taken, and thereafter such instruments, articles or things shall be handled and disposed of in accordance with Section 108-11 and 108-12 of this Code. If the person arrested is released without a charge being preferred against him all instruments, articles or things seized, other than contraband shall be returned to him upon release." For the purposes of this policy a report and inventory completed by the member and sent to the Vermilion County State's Attorney Office during the normal course of business will have met this requirement.
- G. Any physical evidence and other property recovered not released in accordance with Section 21 will be inventoried and stored in accordance with the procedures set forth in this Section of the Departmental Manual.

21.0.3 Procedure

Members of this Department will proceed in the following manner with regards to the packaging and or processing of evidence.

A. Packaging

1. Any property recovered, unless limited due to size shall be packaged in a paper bag or heat sealed container, or other container supplied by the Department.
2. On the outside of the package the following information is required: Complaint Number, Date Recovered, and Officer's Name. This is in addition to the Evidence and Property Record which will be attached to each package.
3. Members shall package evidence and property in a safe manner to prevent injury to themselves and others involved in the handling of the evidence. To this end the following property shall be packaged as follows:

- a. Firearms – shall be packaged unloaded unless it is necessary to the investigation that the weapon remain loaded. If the weapon must remain loaded then the outside of the package shall be clearly marked "**Loaded Weapon**". The barrel direction shall be noted on the package.

1. Ammunition/Magazines – All ammunition or magazines shall be packaged separately from a firearm.

- b. Knives – shall be packaged in such a manner so they do not cut through the package or so a person can not be cut through the normal handling of the package.

- c. Syringes and Needles – shall be packaged in a plastic safety tube before being placed in an evidence container. The outside of the container shall be marked to indicate a syringe or needle is contained and a bio-hazard label is to be affixed.

- d. Blood Evidence – following acceptable methods of packaging the outside package shall have a biohazard label affixed.

It is the members responsibility to assure that all property be packaged in a safe manner to protect all who are involved in the handling of the property and the integrity of the contents of a package are not compromised.

- e. All packages made of paper or corrugated material must be sealed with tape. All openings must be completely closed with tape. Heat sealed vinyl shall be cross sealed at all four corners of the container.

- f. All packages shall have Evidence and Property attached to the package.

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B. Evidence and Property Record

Each item or package of evidence or property must have attached an Evidence and Property Record form. The information requested is needed to complete a computer entry on the property submitted. Members shall complete, in a legible manner, the Evidence and Property Record as follows:

Bin:	This space remains blank and is used by the Evidence Manager
Report No:	The number assigned to the report for which the property has been collected
Date:	The date the record is completed
Officer:	The badge number of the officer recovering the property
Offense:	The offense section number. If more than one offense is listed the first offense will be entered into the computer. No offense will be spelled out.
Recovered:	Date, time and who recovered the evidence
Description of Property:	A description of the property being submitted into evidence
ARR:	Arrested person(s) last name, first name, sex/race, DOB (If a suspect only, place (S) after information
LK:	Locker number evidence was placed in
Disposition Requested:	Check the appropriate box.
Owner's Name:	Name of owner
Telephone:	Owner's telephone number
Owner's Address:	Owner's address
Owner's Signature:	If the property is released to the owner, the owner signs the original copy of the Evidence and property Record

The original copy of the Evidence and Property Record shall be attached to the package or item being submitted (by using a single staple) and the yellow copy shall be submitted to the Evidence Manager by placing the copy and key in Locker 0.

Items of evidence collected and small enough to fit in the opening of Locker 0, after appropriate packaging, may be placed in Locker 0.

C. Report Numbers

Prior to submitting any property for storage, the member recovering the property must have the Report Number written on the outside of the package and on the Evidence and Property Record.

D. Photographs

Photographs recovered as evidence shall be processed as any other evidence. Photographs taken by members using the "instant type" film or digital imaging for the purpose of photographing property that is being destroyed or released shall place the photograph in evidence.

E. Alcohol

Any alcohol confiscated as contraband shall be photographed and the alcohol destroyed. In the event of kegs being recovered they should be photographed and the keg placed in the sally port. The Evidence Manager shall make arrangements with the appropriate distributors to have the keg claimed.

F. Items Requiring Refrigeration

There are several items that once recovered must be refrigerated to preserve the evidentiary value of the item. Prior to items being refrigerated they should be inventoried as any other evidence and an Evidence and Property Record will be attached to the property.

Whole blood samples or any other property which must be refrigerated to preserve the item from being spoiled, after being inventoried, shall be placed in the refrigerator of the Department's Crime Lab. The member recovering the property will have the responsibility of seeing that it has been placed in the refrigerator.

G. Cannabis/Controlled Substance

Cannabis/Controlled Substance may be field tested through use of chemical test kits supplied by the Department. Used kits need not be submitted as evidence. Preliminary weight of suspected contraband may be weighed on scales in the Department. Forensic substantiation of actual content/weight will be determined by the State Crime Laboratory.

Suspected cannabis/controlled substance will not be packaged with other items.

H. Latent Prints/Elimination Prints

Latent prints that have been lifted shall be packaged separately from any other evidence collected, including the items from which the latents were lifted.

Latents should be packaged and tagged as any other evidence once they have been lifted.

Officers are responsible for the lifting of latents in the field, unless special processing is required to develop a latent print. In cases where special processing is needed the officer should submit the item to be printed into evidence where it can be processed by either Departmental personnel or State lab personnel

Where practical, officers in the field should attempt to obtain elimination prints from victims/owners and submit the elimination prints with latent evidence.

I. Flammable Materials

Flammable materials, such as items soaked in gasoline or other flammable liquid must be stored in air tight metal containers, and the outside of the can shall be marked Flammable Materials. Gas cans will be stored outside the PSB, in the area of the maintenance garage, until they can be transferred to the Danville Fire Department for safe storage, by the Evidence Manager.

J. Checks/Other Financial Documents

Checks and other financial documents (i.e. money order) will be placed in a heat sealed vinyl container and inventoried as any other evidence. Two copies of the check or other financial document will be made by the recovering officer, prior to placing the items into evidence. One copy will be directed to Records with the original report and one copy to the Criminal Investigation Division copy of the report.

K. Digital Video Evidence (Departmental Vehicles and Body Worn Camera Video)

1. Personnel will refer to the DPD Policy Manual "28.0 Mobile Vehicle Recorders (MVR) and Body Worn Cameras (BWC)" for evidence security, storage and processing from the MVRs and BWCs.

L. Compact Discs (CDs) or DVDS

CDs & DVDs recovered as evidence shall be packaged within a jewel case prior to submitting as evidence. When a jewel case is used the Evidence and Property Record shall be affixed with adhesive tape to the jewel case in manner that allows the record to seal the opening of the case. Both the CD and the jewel case will be marked with the Report Number and Officer Badge Number by using a black felt tip pen.

Any other material used to enclose the disc, other than a jewel case, will require the disc to be placed within a heat sealed vinyl container and appropriate markings made on the container.

M. Currency

All currency recovered by members of the Department shall be packaged separate from all other items of evidence. Currency in excess of \$100.00 will be counted and witnessed by a second officer and all bills will be placed in the appropriate denominations in the same direction.

N. Bicycles

Bicycles recovered by members of the Department will be left outside on the south side of the PSB. The bicycles will be locked with the chain provided.

Officers shall affix a yellow serialized tag to property stored outdoors and then complete an Evidence and Property Record on the item, noting the number from the yellow serialized tag on the record. Both the white and yellow copies of the Evidence and Property Record shall be dropped in Locker 0.

O. Wet Items

Items recovered that are wet shall first be placed in the dryer in the Department's Crime Lab. Under normal circumstances the item can be safely removed at the next tour of duty. Removal of the item from the dryer is the responsibility of the recovering officer who shall package the item in an appropriate container and complete the inventory process as described within these rules.

P. Firearms

All firearms inventoried as evidence shall have affixed to the Evidence and Property Record the following information: make, model, and caliber, length of barrel if appropriate, serial number, and country of manufacture.

Q. Evidence Manager

The Evidence Manager is responsible for the custody of all evidence and property coming into the possession of the Police Department. The Chief of Police may, by Special Order, designate one or more Assistant Evidence Custodians to aid the Evidence Manager as requested by the Evidence Manager.

R. Custody of Evidence

It will be the responsibility of the member recovering evidence or property to deliver that property to the Evidence Manager for safe keeping.

This can be done either by transferring the property directly to the Evidence Manager or by placing the property in Evidence Lockers as provided by the Department.

Once the property has been secured in an Evidence Locker the key will be dropped in the locked compartment marked Locker 0 that is adjacent to the Evidence Lockers.

No evidence will be left in an Evidence Locker more than three working days unless approved by a commanding officer.

S. Evidence Room

The Evidence Room door locks will be keyed separately from all other locks in the Public Safety building. Only the Evidence Manager and Assistant Evidence Custodians will possess keys to the Evidence Room.

No one is authorized to enter the Evidence Room, except with the permission and in the presence of the Chief of Police, Evidence Manager or Assistant Evidence Custodian.

T. Evidence Submitting to State Laboratory

It shall be the responsibility of the Evidence Manager to submit evidence to the State Crime Laboratory. However, the following is required by the member submitting the evidence prior to the evidence being submitted:

1. That the procedures outlined in this section have been followed with regards to packaging and marking of evidence.
2. If any tests other than standard testing are required, members shall submit either a memorandum or email to the Evidence Manager outlining what test are required. If the test is a standard test, i.e., prints, the instructions may be posted on the evidence and Property Record.

Danville Police Department	Section: 21.1
Departmental Manual	Effective Date: 05/25/2007
Revised Date:	
Topic: Evidence – Crime Scene – First Response	
Carl J. Alexander, Director of Public Safety	

21.1 Crime Scene – First Response

21.1.1 Purpose

To establish uniform guidelines for first responders to a crime scene.

21.1.2 Procedures

A. Duties of First Responding Officer

The first arriving officer will have the following duties when responding to a crime scene:

1. Self protection
2. Aid for the injured
3. Check for additional victims and or suspects still on scene
4. Securing and protecting the scene
5. Identifying victims, witnesses, complainants or suspects
6. Maintaining control of the scene
7. Notification of on-duty supervisor

B. Protection of Scene

The first responding officer will be responsible for limiting the contamination of the scene. Unless necessary to aid the injured or for a "sweep" to look for additional victims or for suspects, no one will be allowed to enter the crime scene. Any person entering into the crime scene will be identified and listed in the first responding officer's report.

C. Officer in Charge

The first responding officer is the "officer in charge" of the scene until relieved by a supervisor, a crime scene officer or a detective.

D. Evidence

Evidence or potential evidence at the scene should not be moved, touched, or otherwise disturbed until such time the Crime Scene personnel arrive on the scene. This section does not apply in cases where the line officer is responsible for the processing of the scene, or when it is necessary to prevent the evidence from being altered or destroyed if left uncollected.

E. Reports

The first responding officer will be responsible for the completion of all incident reports necessary to document the actions taken prior to being relieved of the crime scene.

Danville Police Department	Section: 21.2
Departmental Manual	Effective Date: 05/15/2007
	Revised Date: Revised 02/11/2021
Topic: Evidence – Non-Consensual Drawing of Blood	
Christopher S. Yates, Chief of Police	

21.2 Non Consensual Drawing of Blood or Urine

Per the direction of the Vermilion County States Attorney's Office, all Non-Consensual Drawing of Blood or Urine will require a search warrant.

Danville Police Department	Section: 21.3
Departmental Manual	Effective Date: 05/25/2007
Revised Date:	
Topic: Evidence / Computer Seizures	
Carl J. Alexander, Director of Public Safety	

21.3 Computer Seizures

21.3.1 Purpose

The purpose of this directive is to develop policy and procedures in the seizure of computers as evidence.

21.3.2 Policy

It shall be the policy of the Department to properly seize computers in such a manner as to prevent the destruction of evidence.

21.3.3 Procedures

A. Computer Seizure

1. Under the best circumstances if a computer is to be seized officers will have with them personnel trained in the recovery of computer systems.
2. When a computer is unexpectedly discovered as part of a crime scene search the following procedures should be followed:
 - a. If the computer is off, do not turn it on. It may be moved.
 - b. If the computer is on, do not turn it off and do not cause any change to the software or data. Do not touch the keyboard or mouse or any accessories connected to the computer. Do not move the computer or any accessories connected to the unit.
 - (1) Prior to moving such a unit, if it is at all possible have an officer or another authorized person who has received training in the recovery of computer systems respond to the scene to shut down the computer and make it available for transport.
 - (2) If the computer is on, but not running a process and you must shut the unit down use the same method of as described in "c." below.
 - c. If the computer is on and it appears there is a process running that is deleting files shut the computer down immediately as follows:
 - (1) Personal computers should have the power cord unplugged from the unit not the outlet. There could be an existing back up power sources so the disconnection must be made from the unit itself.
 - (2) Laptops should **first** have the batteries removed and then the external power cord (if being used) should be unplugged from the laptop.
 - (3) Computers connected to the network should not be disconnected until first notifying the network administrator to minimize any damage or contamination to the system.

B. Seized Computer Discs

1. Any discs found at the scene will not be placed in the seized computer, except under the direction of trained personnel.
2. Seized discs will not be examined on a desktop or laptop computer that is connected to the Department's computer network.

C. Evidentiary Procedures

1. All items recovered will be inventoried and stored in accordance with Departmental evidentiary procedures.

Danville Police Division	Section: 21.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 03/25/2011 reviewed 2/11/21
Topic: Evidence/ Digital Photography	
Director of Public Safety	

21.4 Digital Photography

21.4.1 Purpose

The purpose of this directive is to provide policies and procedures with regards to the storage and copying of digital photographic images.

21.4.2 Policy

It is the policy of the Department to store digital images in such a manner to insure they are available for court presentation.

21.4.3 Procedure

- A. When a digital camera is used, it must have a storage medium that allows for a direct transfer to a compact disc without viewing the images first through a computer.
- B. Digital cameras used for a crime scene will use a storage medium free of any other images.
- C. Officers will not erase any photograph taken during the documentation of a crime scene. All photographs recorded will be downloaded regardless of the image quality or content.
- D. After photographs are taken they will be downloaded to a blank compact disc using equipment dedicated to the preservation and storage of the original data taken directly from the medium source. At least two discs will be made. Nothing in this section precludes additional copies being made for law enforcement purposes.
- E. The master disc will be submitted into evidence according to procedures outlined in Section 21 of the Departmental Manual. No images on the master disc will be changed, altered or enhanced. The Evidence Custodian will make copies of the master disc when required.
- F. Once the master disc has been completed and reviewed to insure a proper download was completed then the medium card may be erased.
- G. The master disc, disc copies or any copies of images from the master disc or disc copies will not be released to the media, non-law enforcement agency or individual without a Court Order, unless authorization is received from the Chief or his or her designee.

Danville Police Department	Section: 21.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Evidence/ Homicide Investigative Materials	
Carl J. Alexander, Director of Public Safety	

21.5 Investigative Materials in Homicide Cases

21.5.1 Purpose

The purpose of this directive is to establish procedures with regards to the preservation of investigative materials involved in a homicide investigation.

21.5.2 Policy

It is the policy of the Department to maintain and submit all investigative materials generated by or have come into possession of any member during the investigation of a homicide.

21.5.3 Procedure

- A. Members involved in a homicide report and/or investigation will submit all investigative materials generated by or have come into the possession of the member during the investigation, including but not limited to reports, memoranda and **field notes**.
- B. All generated materials shall be tendered to the authority prosecuting the offense. This includes any materials that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense.
- C. Members shall make a copy of their field notes and include them with their report.
- D. The original notes will be submitted into evidence following procedures as set forth in 21.0 of the Departmental Manual.
- E. Any other memoranda will be included with the member's report.

Danville Police Department	Section: 21.6
Departmental Manual	Effective Date: 05/25/2007
Revised Date:	
Topic: Non-evidentiary Property and Contraband	
Carl J. Alexander, Director of Public Safety	

21.6 Non-evidentiary property and Contraband

A. Purpose

The purpose of this directive is to establish procedures with regards to property that is recovered or ends up in the possession of an officer or the Department that has no evidentiary value.

B. Policy

It shall be the policy of the Department that any property that comes into possession of an officer or Department that does not have any evidentiary value shall be returned to the owner or disposed of as required by law.

C. Procedures

1. Property inadvertently retained by an officer

At times officers may find they have inadvertently retained a piece of property from a person or persons they have come in contact with that has no evidentiary value. This could include, but is not limited to, a driver's license, identification card, knife or other object. When such a situation arises the officer shall make an attempt to return the item to the owner. If the officer can not make this return within 24 hours of the incident, the officer shall complete a property report and place the item in evidence in accordance with Section 21.0 with the direction to the evidence custodian that the item is to be returned to the owner.

Officers will store the item in a evidence locker and may retain the key until the next duty shift when the officer makes the return.

No such items will be kept in an officer's personal locker.

2. Recovered Property

When an officer recovers property with any value he or she will complete a property inventory report. If the owner can be determined and the property returned the officer will have the owner sign the property inventory acknowledging receipt of the property. If the owner can not be determined the property will be placed in evidence following the general evidence guidelines as found in Section 21.0.

3. Contraband

Contraband, or that property which is illegal that is recovered but has no evidentiary value as it relates to a criminal investigation shall be placed in evidence in accordance with Section 21.0 and such property will be destroyed by the Evidence Custodian.

Danville Police Department	Section: 21.7
Departmental Manual	Effective Date: 08/20/2021
	Revised Date:
Topic: Evidence - Disposition	
Christopher S. Yates, Chief of Police	

21.7 Evidence - Disposition

A. Purpose

The purpose of this directive is to establish procedures for purging Evidence and Recovered / Abandoned Property.

B. Policy

It shall be the policy of the Department that any property held as Evidence or Recovered / Abandoned Property will be purged in accordance with the following procedures.

C. Procedures

1. When Evidence and Recovered / Abandoned Property will be purged.

i. Evidence – No Charges Filed

Evidence in criminal cases where no charges have been filed will be purged in accordance with the statute of limitations as set forth in 720 ILCS 5/3-5 General Limitations and 720 ILCS 5/3-6 Extended Limitations.

ii. Evidence – Charges Filed

Evidence in criminal cases where charges were filed will be purged in accordance with the conditions set forth in the Evidence Destruction Order.

iii. Recovered / Abandoned Property

a. If the owner of the property is known, the Evidence Manager or the Evidence Manager's Assistant, will attempt to make contact with the owner either by mail or telephone in an attempt to make arrangement to return the property.

a. If contact and arrangements are made and the owner fails to pick up the property within 6 months, the property will be considered forfeited and will be disposed of according to the estimated value.

b. If the owner of the property is not known, the property will be held for 6 months prior to being disposed of according to the property's estimated value

a. Property with an estimated value less than \$100 may be destroyed

b. Property with an estimated value of \$100 or more may be disposed of, in accordance with 720 ILCS 1030/0.01, by one of the following:

i. Departmental Use

ii. Public Auction

iii. Donation to a charity within the State of Illinois

Danville Police Department	Section: 22.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/11/2021
Topic: Court Notification Procedures	
Christopher S. Yates, Chief of Police	

22.0 Court Notification Procedures

22.0.1 Purpose

To establish an effective procedure for notifying members of court appearances.

22.0.2 Policy

All members are responsible for appearing in court when required. Any member who fails to appear in court after being notified in accordance with the procedures contained herein will be subject to disciplinary action.

22.02.3 Procedures

- A. Court Notices once received by the Department will be distributed to the members by a supervisor or designated member of the Department. The notice will be considered issued if the notice was placed in an officer's "mail" slot, hand delivered or emailed to the officer.
- B. It is an individual member's responsibility to notify either the State's Attorney's Office or City Attorney's Office of any circumstances that may require a continuance such as vacation, training etc. Such notice must be submitted in writing; listing the dates the officer will not be available, not less than seven working days prior to the court date. This can be accomplished by returning a copy of the member's notice to the office of issuance with the reason why an officer can not appear in court.
- C. When a member makes the appropriate notification that he or she will not be available for court because of vacation or departmental training the officer will be excused from attendance unless the State's Attorney or City Attorney issues a subpoena to the member ordering the member's appearance in court. In all cases other than vacation or departmental training it will be the member's responsibility to check on whether the case has been continued. If the case has not been continued the member will be required to be available for court. A member being excused from an appearance will obtain the name of the person authorizing this in the event there is a question of why a member did not appear.

22.0.4 Notification Methods

A. Policy

It is an individual member's responsibility to appear in court when required. The Department recognizes specific notification methods for officers who have been scheduled for court so they can be notified that their appearance is required within 60 minutes of notification.

B. Procedures

1. A member has the following options with regards to being notified that his or her appearance is required.
 - a. Departmental radio
 - b. Personal cellular telephone
2. If an officer is scheduled for court uses a personal cellular telephone to be notified for court appearances and such numbers are on file at the Vermilion County State's Attorney's Office and the City Attorney's Office then an officer need only have the telephone turned on and in his or her possession and in the area of coverage when scheduled for court so notification can be made.
3. If an officer who is scheduled for court uses a departmental radio for court notification an officer will no later than 0830 hours call the State's

Attorney's Office, or if a City case the City Attorney's Office and advise the receptionist that the officer can be reached by radio. If an officer is using his or her radio for notification the member must keep the radio on, in his or her possession, and remain in the area of coverage so notification can be made.

4. When an officer is notified by the State's Attorney's Office or City Attorney's Office that their appearance is required the officer must report to the court no later than 60 minutes after notification. If an officer received prior notice of the court appearance and an officer can not be notified as outlined above or fails to respond once notified such action will constitute a violation of the rules and regulations.
5. Members being notified will report to court in proper attire as outlined in the Departmental Manual within sixty minutes of notification.
6. Members who have been scheduled to testify at a Preliminary Hearing, Juvenile Hearing, Asset Forfeiture Hearing, Suppression Hearing, a Coroner's Inquest, or City Case scheduled in Night Court will not use the above procedure but will be required to report to court as specified by the court notice unless otherwise notified by the State or City Attorney's Office or Coroner's Office than an officer's appearance is no longer needed.
7. It is not the State's Attorney's Office or City Attorney's Office's responsibility to call an officer and advised him or her that a case will go to trial or not. If this is done it is done as a courtesy to the officer, but is not required as part of this procedure. Nothing prohibits an officer from calling the day or trial to see if the case is going to go to trial and if his or her appearance is required.
8. Officers will receive court pay only if they report to court in accordance with procedures outlined above.

Danville Police Department	Section: 23.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: rev. 02/11/2021
Topic: Emergency Procedure Plan & Mobilization	
Carl J. Alexander, Director of Public Safety	

23.0 Emergency Procedure Plan & Mobilization

An incident requiring the mobilization of a large number of members of the Department, that may include, but not be limited to, natural disasters, train accidents, hazardous chemical incidents, explosions and plane crashes, will be considered major emergencies. Any time a mobilization becomes necessary, regardless of the level, the Chief of Police or his/her designee will be notified. The Chief/designee must approve a mobilization. If the Chief can not be reached then the Patrol Coordinator or CID Commander may authorize a mobilization. If neither the afore mentioned can be contacted, the on-duty supervisor may authorize a mobilization.

23.0.1 Terminology

During an emergency it is necessary that all involved understand the instructions given. To this end the following terminology consistent with the National Incident Command System will be used:

- A. **Incident Command Post:** The Incident Command Post, or ICP, is the location from which the Incident Commander oversees all incident operations. There will generally be only one ICP for each incident or event, but it may be necessary to change the ICP's location during the event.
- B. **Staging Areas:** Staging areas are temporary locations at an incident where personnel and equipment are kept while waiting for tactical assignments. The resources in the Staging Area should always be in an available status. There may be more than one Staging Area during an event.
- C. **Base:** A Base is the location for which primary logistics and administrative functions are coordinated and administered. The Base may be collocated with the Incident Command Post. The resources at the Base should be considered out of service. The Base may provide food, water, sleeping areas and sanitary services.
- D. **Camp:** A Camp is the location where resources may be kept to support incident operations if a Base is not accessible to all resources.
- E. **Tactical Resources:** Tactical Resources are personnel and major items of equipment that are available for potentially available to the Operations function.
- F. **Support Resources:** Support Resources are all other resources required to support the incident to include but not limited to food, communications equipment and vehicles.
- G. **Classification of Tactical Resources:** Tactical Resources shall be classified as on of the following:
 1. Assigned – Assigned resources are those working on an assignment under the direction of a supervisor.
 2. Available – Available resources are those that are assembled, have been issued their equipment and are ready for immediate service.
 3. Out-Of-Service – Out-of-service are resources that are not ready for available or assigned status.
- H. **Single Command:** Single Command is where one person has complete responsibility for incident management.
- I. **Unified command:** A Unified Command is where responding agencies and/or jurisdictions with responsibility for the incident share incident management.
- J. **Unity of command:** Unity of command is where every individual is accountable to only one designated supervisor to whom they report at the scene of an incident.

23.0.2 Mobilization

If an incident (either civil disorder or disaster) requires the mobilization of off-duty personnel the following "levels of mobilization" may be utilized. Nothing contained here-in will prohibit the Chief of Police or his or her designee from making changes to these mobilization procedures to best meet the needs of the Department and or community. The levels of mobilization are as follows:

A. Level I Mobilization

A Level I mobilization will be used when there is an immediate need for a limited number of additional personnel. The Chief/designee will authorize a Level I Mobilization. In such an incident the following procedure may be followed:

1. If the mobilization occurs during the first half of a current duty shift, all patrol supervisors and patrol officers working the previous duty shift will be called to report for duty.
2. If the mobilization occurs during the last half of the current duty shift, the patrol supervisors and patrol officers scheduled to work the next duty shift will be called to report for duty.
3. Nothing in this section prohibits other specialized units (I.E. the Emergency Response Unit, the Crime Scene Unit or Canine Unit or members of the Criminal Investigation Division) from being mobilized in addition to the other personnel listed.

B. Level II Mobilization

A Level II mobilization will be used when there is need for a larger number of personnel than in a Level I Mobilization, but short of a Departmental Mobilization. The Chief/designee will authorize a Level II Mobilization. In such an incident the following procedure may be followed:

1. If the mobilization occurs during the first half of a current shift, all patrol supervisors and patrol officers of the previous shift, regardless if they had worked the previous shift or not, will be called to report for duty.
2. If the mobilization occurs during the last half of a current shift, all patrol supervisors and patrol officers of the next duty shift, regardless if they are scheduled to work the next duty shift or not, will be called to report for duty.
3. Nothing in this section prohibits other specialized units (I.E. the Emergency Response Unit, the Crime Scene Unit or Canine Unit or members of the Criminal Investigation Division) from being mobilized in addition to the other personnel listed.

C. Level III Mobilization

A Level III mobilization will be used when an incident occurs which requires the immediate mobilization of the entire Department. All personnel regardless of their days off or vacation schedule will be subject to mobilization.

23.0.3 Reporting in disasters

A. Notification:

1. Department's responsibility

The Chief of Police and Commanders will be notified on every mobilization. The Chief of Police/designee or an on-duty supervisor will advise the personnel designated to make notification to supervisors and officers as to the level of mobilization.

When a mobilization has been authorized the designated person will be responsible for contacting off-duty personnel as directed.

The Department will maintain a call list for use during a mobilization. A record will be maintained of the personnel that were called and a record of the actual contacts made.

Calls will be made as follows:

- a. **Level I during first half of a duty shift:** The person designated to notify off duty personnel, using the monthly schedules will identify the patrol supervisors and patrol officers who worked the previous duty shift and will call these officers advising them that they are being called back to work a Level I mobilization. The person making the notifications will notify the on-duty supervisor of what officers have been successfully notified. In addition the person designated to make notifications will call any additional personnel directed by either a supervisor with regards to the mobilization.

- b. **Level I during second half of duty shift:** The person designated to notify off duty personnel, using the monthly schedules, will identify the patrol supervisors and patrol officers who are scheduled to work the next duty shift and will call these officers advising them that they are being called back to work a Level I mobilization. The person making notification will notify the on-duty supervisor of what officers have been successfully notified. In addition the person making notification will call any additional personnel directed by either a supervisor with regards to the mobilization.
- c. **Level II during first half of a duty shift:** The person designated to notify off duty personnel, using the monthly schedules, will call all the patrol supervisors and patrol officers who are listed on the previous shift, (whether they worked the previous shift or not) advising them that they are being call back to work a Level II mobilization. The person making notification will notify the on-duty supervisor of what officers have been successfully notified. In addition the person making notification will call any additional personnel directed by either a supervisor with regards to the mobilization.
- d. **Level II during second half of duty shift:** The person designated to notify off duty personnel, using the monthly schedules, will call all the patrol supervisors and patrol officers of the next shift, regardless if they are scheduled to work the next duty shift, advising them that they are being called back to work a Level II mobilization. The person making notification will notify the on-duty supervisor of what officers have been successfully notified. In addition the person making notification will call any additional personnel directed by either a supervisor with regards to the mobilization.
- e. **Level III:** The person designated to notify off duty personnel will call all sworn off-duty personnel to report for a Level III mobilization. In addition the person making notification will call any additional personnel as instructed by the Director of Public Safety or his or her designee.

2. Member's responsibility

It is mandatory that a member report for duty at the time and place so instructed as a result of a mobilization notification.

When members are needed for a mobilization, the Department will make notifications. **However**, in some events normal communication systems may be impeded. If an event occurs where a member would reasonably believe that a mobilization would be needed the member should in a reasonable amount of time attempt to contact the Communications Center to see if a mobilization has occurred. If the event is of such a nature where large evacuations have been announced, catastrophic damage has occurred or a large number of casualties are known or anticipated and a member has not been notified by the Department then the member will make all reasonable attempts to contact the Department to see if a mobilization has occurred and advise the Department of his or her status.

B. Assembly/Reporting

Officers mobilized will report in full uniform unless otherwise instructed. Officers should also have any Departmental issued equipment that will reasonably be needed with regards to the type of mobilization. If a location was not given to the officer at the time of notification assembly will be in the Training Room at the Public Safety Building.

C. Family Concerns

In any incident requiring mobilization there will be concern on the part of the member for his or her immediate family. It is critical that the member report when the order for mobilization is given. The Department will remain aware of the needs of individual officers and attempt to make necessary allowances for the member to make family arrangements. Officers with specific concerns should notify their immediate supervisor for assistance in addressing the matter. All officers are encouraged to develop a "**Family Disaster Plan**," that would include the scenario where the officer would have to report for a mobilization.

23.0.4 Incident Command Post

The Chief or his or her designee will be responsible for establishing an Incident Command Post.

23.0.5 Unified Command

If multiple agencies are involved in the incident it will be incumbent upon the Chief or his or her designee work in conjunction with these agencies. If necessary a Unified Command will be established.

23.0.6 Unity in Command

During an incident it will be the responsibility of the command staff to insure that all personnel are aware of the person they are to directly report.

23.0.7 Illinois Law Enforcement Alarm System (ILEAS)

The Illinois Law Enforcement Alarm System (commonly known as **ILEAS**) mission is to coordinate statewide mutual aid for law enforcement in Illinois. The Department is a member of ILEAS. If an incident or emergency occurs that taxes the City beyond its available law enforcement resources, assistance from other law enforcement agencies can be requested through ILEAS.

The Mayor, the Chief of Police/designee can authorize the implementation of an ILEAS request. Once authorization has been given the following will occur:

- A. The person authorizing the ILEAS request will call or direct a call to be made to ILEAS at 1-847-590-3500 (primary) or if no answer to 1-309-494-8000 and ILEAS will be provided with the following information.
 1. Name of the Department
 2. Name of person authorizing the request
 3. A call back number
 4. Nature of incident
 5. Level of alarm requested
 6. Which staging area to use
 7. Areas or routes to be avoided
 8. Radio contact frequency for staging command, if known
 9. Any other special reporting instructions

The Department will have a supervisor at the staging area to meet with responding law enforcement agencies to provide a briefing and give assignments.

23.0.8 Civil Disorders

The policy of the Department is to protect life and property and to restore order in the community during a civil disorder. The procedures outline in this section has operational flexibility and therefore should be used as a guide and not a substitute for sound judgment and proper command decision making.

A. Types of Demonstrations and responses

1. Peaceful Demonstrations

Peaceful demonstrations are viewed as a legally acceptable manner of expressing an opinion when done so in a lawful manner. The role of the Department in a peaceful demonstration is to protect not only rights of the demonstrators but also of the public. Officers will remain neutral in their opinions regarding any demonstration and will remain fair and impartial. Officers can be expected to be taunted but must remain professional, exercising restraint. If it becomes necessary to act officers should be patient and tactful.

As in any encounter only that force necessary to complete an assignment will be used. A peaceful demonstration can evolve and change in nature if it is not managed properly. It is not uncommon to have professional agitators in a crowd to goad officers into overreacting. Supervisors will monitor their personnel to help officers cope with agitation.

Arrest situations must be approved by a supervisor unless an emergency exists.

Groups of opposing beliefs who are demonstrating should be isolated from each other to avoid confrontation. A reasonable neutral zone should be left between the two groups. If possible the distance should be such that members of the group can not throw objects at each other.

Prior to planned demonstrations group leaders should be identified and interviewed with regards to the demonstration. Members of the Department involved in such interviews should keep notes that should include, but not necessarily be limited to; staging instructions, limitations concerning crowd size, location, time of event and planned activities that are discussed. Limitations placed on the demonstrators must be justified by specific and articulated facts or circumstances causing reasonable concern for public safety, public health or safe access or egress from an area.

2. Passive Resistance

Passive resistance can be described as when demonstrators are not being aggressive toward the police but are not following police orders to vacate an area.

As in peaceful demonstrations, opposing groups should be separated by a neutral zone. If it becomes necessary to clear an area of demonstrators several verbal warnings will be given. Such warnings will include the reasons the demonstration is no longer lawful and that arrests will be made if the area is not cleared. If possible, a video recording of these warnings should be made.

If arrests are to be made an announcement of this action will be made to demonstrators. If possible the technique of "encirclement" will be used in these arrests. This technique involves line officers surrounding the demonstrators who are about to be arrested. After the demonstrators are encircled they are informed they are under arrest and will not be permitted to leave.

Arrest teams and transportation for the arrestees should move in. Officers should not engage in conversation with the demonstrators except to give them instructions as how to comply with the arrest and for them not to resist. The arrest supervisor will identify which person is to be taken into custody and arrests should be done methodically until all persons in the encirclement have been taken into custody. For demonstrators who are sitting or lying down if stretchers or backboards are available they will be used to move the demonstrators once they have been taken into custody.

Media personnel will not be allowed to interfere with police officers conducting their duties, but they will not be prohibited from filming or recording the activity.

3. Civil Disturbance

A civil disturbance is when a violent confrontation between opposing groups against each other or a violent confrontation between a group or groups against the police.

Under such circumstances all available resources necessary to quell the disturbance will be used.

4. Impromptu Disturbances

An impromptu disturbance will occur unexpectedly and most likely tax the immediate resources available. With limited personnel the primary goal will be to avoid loss of life, so the initial step must be to limit access to the area and keep unauthorized persons from entering. This should be done by setting a perimeter until additional personnel can be mobilized.

If an impromptu disturbance occurs the on-duty shift commander should respond to assess the situation and set up the perimeter. The Chief and Commanders will be notified. The shift commander will have the option of requesting additional on-duty personnel from other law enforcement agencies in Vermilion County and/or the Illinois State Police.

The shift commander will stay on scene until relieved by appropriate authority.

23.0.9 Communications

During any emergency plan implementation that could involve other agencies radio transmissions and other communications should be in plain English and the use of "Ten Codes" and other jargon only familiar to the Department will not be used.

23.0.10 Terminating an Emergency Plan

Once a situation has been contained or controlled to the point where normal staffing levels can handle the situation the order to terminate the emergency plan will be given. Nothing in this section prohibits a phased down approach to ending the emergency plan.

It will be the responsibility of the Incident Commander to give the order to terminate the plan. A controlled deactivation of personnel should be conducted and all personnel will be accounted for as they are released from duty.

A post-briefing will be conducted to review all aspects of the emergency response.

Danville Police Department	Section: 24.0
Departmental Manual	Effective Date: 05/25/07
	Revised Date:
Topic: Communication Procedures	
Carl J. Alexander, Director of Public Safety	

24.0 Communication Procedures

24.0.1 Adherence to Federal Communication Commission (FCC) Rules and Regulations

The use of radio frequencies is limited to communications essential to conduct official duties or activities. To this end rules of conduct established by the Federal Communication Commission (FCC) will be followed. In part the FCC prohibits the use of the radio for:

1. The transmission of superfluous signals or messages of a personal nature.
2. The transmission of profane, indecent or obscene language.
3. Unlawful or malicious interference with other radio communications.
4. The interception and use or publication of the contents of any radio message without the expressed written permission of the proper authority.

24.0.2 Professional Demeanor on Radio

The personnel of the Department will maintain a professional demeanor on the radio and will refrain from referring to other officers on a first name basis and will avoid the use of slang, inappropriate comments or other unnecessary radio traffic.

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24.0.3 Plain Speak / APCO Ten Signals & Activity Codes

Common speaking without the use of codes or acronyms should be used when possible. If codes are used, then they should comply with the following APCO Ten Signals or Activity Codes:

1. APCO Ten Signs

10-0 Use Caution	10-50 Traffic Accident
10-1 Signal Weak	10-51 Request Tow Truck
10-2 Signal Good	10-52 Request Ambulance
10-3 Stop Transmitting	10-53 Roadway Blocked
10-4 Message Received	10-54 Livestock on Roadway
10-5 Relay	10-55 Intoxicated Driver
10-6 Station is busy	10-56 Intoxicated Pedestrian
10-7 Out Of Service	10-57 Hit and Run Accident
10-8 In Service	10-58 Direct Traffic
10-9 Repeat	10-59 Escort
10-10 Fight In Progress	10-60 Squad In Vicinity
10-11 Animal Problem	10-61 Personnel In Vicinity
10-12 Stand By	10-62 Reply To Message
10-13 Report Conditions	10-63 Prepare to Copy
10-14 Prowler Report	10-64 Local Message
10-15 Civil Disturbance	10-65 Net Message
10-16 Domestic Problem	10-66 Cancel Message
10-17 Meet Complainant	10-67 Clear For Net Message
10-18 Urgent	10-68 Dispatch Information
10-19 Go To Station	10-69 Message Received
10-20 Advise To Location	10-70 Fire Alarm
10-21 Phone _____	10-71 Advise Nature Of Alarm
10-22 Disregard	10-72 Report Progress of Alarm
10-23 Arrived At Scene	10-73 Smoke Report
10-24 Assignment Complete	10-74 Negative
10-25 Report to _____	10-75 In contact with _____
10-26 Detaining Suspect	10-76 En route to _____
10-27 Driver's License Information	10-77 Estimated Time of Arrival
10-28 Vehicle Registration Information	10-78 Request Assistance
10-29 Check Records For Want	10-79 Notify Coroner
10-30 Unauthorized Use Of Radio	10-80 Pursuit in Progress
10-31 Crime In Progress	10-81 Breathalyzer Report
10-32 Person With Gun	10-82 Reserved Lodgings
10-33 Emergency - All Units Stand By	10-83 School Crossing Assignment
10-34 Riot	10-84 Estimated Time of Arrival
10-35 Major Crime Alert	10-85 Arrival Delayed
10-36 Correct Time	10-86 Operator On Duty
10-37 Suspicious Vehicle	10-87 Pick Up
10-38 Stop Suspicious Vehicle	10-88 Advise Telephone Number
10-39 Respond With Siren and Flashers	10-89 Bomb Threat
10-40 Do not use Siren and Flashers	10-90 Bank Alarm
10-41 Beginning Shift	10-91 Pick Up Subject
10-42 End Shift	10-92 Illegally Parked Vehicle
10-43 Information	10-93 Blockage
10-44 Permission to Leave	10-94 Drag Racing
10-45 Dead Animal	10-95 Subject In Custody
10-46 Assist Motorist	10-96 Detain Subject
10-47 Emergency Road Repair	10-97 Test Signal
10-48 Traffic Control	10-98 Prisoner Escape
10-49 Traffic Signal Out	10-99 Wanted Or Stolen

2. Activity Codes

04 No assistance needed	34 Parking Enforcement	51 Premise Check
16 Disturbance	35 Traffic Citation	52 Misc Service
17 Burglary alarm	36 Motorist Assist	53 Escort Duty
18 Arrest activity	37 Traffic Control	54 Vehicle Maint
20 Patrol – Command	38 Traffic Stop	55 Main Personnel Duty
21 Patrol – One Officer	39 Accident Inv	58 Failed to Advise
22 Patrol – Two Officers	42 Station Duty –Patrol	59 Failed to Enter
24 Patrol – Foot	43 CID/Juv Office Duty	76 Breathalyzer Operator
25 Special Patrol/Detail	44 Personal Time	78 Backup/Assistance
26 Crim Inv/Prelim	45 Office Duty - Admin	89 Court Appearance
27 Crim Inv/Follow-up	46 Briefing	91 Prisoner Transport
28 Investigation/Misc	47 Dept Meeting	92 Training
30 Police Emergency	48 Meeting -Other	
31 Medical Emergency	49 Court Duty	
33 Written warning	50 Report Writing	

Such codes will not be used in multi-jurisdictional events.

24.0.4 Phonetic Alphabet

When clarifying specific alphabetic letters on the radio the APCO Phonetic Alphabet will be used.

Letter Phonetic		Letter Phonetic		Letter Phonetic	
A	Adam	M	Mary	Y	Young
B	Boy	N	Nora	Z	Zebra
C	Charles	O	Ocean	0	Zero
D	David	P	Paul	1	One
E	Edward	Q	Queen	2	Two
F	Frank	R	Robert	3	Three
G	George	S	Sam	4	Four
H	Henry	T	Tom	5	Five
I	Ida	U	Union	6	Six
J	John	V	Victor	7	Seven
K	King	W	William	8	Eight
L	Lincoln	X	X-ray	9	Nine

24.0.5 Unit Designators

The Department will use the following unit designators.

ADAM	Single Patrol Unit	IDA	County Investigator
BOY	Double Patrol Unit	LINCOLN	VA Police/Bungee Security
CHARLES	Crime Scene Unit	MARY DAVID	VMEG
COMMAND	Supervisor	NORA	Special City Patrol Unit
COUNTY	County or Village Unit	OCEN	Special City Traffic Detail
DAVID	City Investigator	SAM	Technical Services Unit
EDWARD	Emergency Response Unit	ZEBRA	Vermilion County Coroner
FRANK	Foot Patrol		

24.0.6 Telephone, Cellular Telephones and Mobile Data Terminals

Telephones, cellular telephones or mobile data terminals will not be used in lieu of the radio for normal communications. Such normal communication traffic would include but, not be limited to notification of breaks and lunch periods, arriving and leaving a call for service or leaving an assigned service area. Officers may use telephones, cellular phones or mobile data terminals when the use of the radio would compromise the security of an operation or involves a lengthy transmission.

The Department will not be responsible for any fees for cellular telephones except for those provided by the Department.

Danville Police Division	Section: 24.1
Departmental Manual	Effective Date: 04-13-2012
	Revised Date: 03-04-2013, 02/11/2021
Topic: Electronic Communications	

24.1 Electronic Communications

24.1.1 Purpose

The ability to transmit electronic communications is vastly more efficient than paper generated forms. It provides the Department with the ability to ensure information reaches designated recipients in a timely manner.

24.1.2 Policy

It is the policy of the Danville Police Department to utilize electronic communications (email) as a means of disseminating information within the Department.

24.1.3 Procedures

- A. Every member of the Department, sworn and civilian, are given an email account. Use of that account is the sole responsibility of the named individual and only the named account holder may use same to transmit electronic messages.
- B. Each email message has the capability of requesting a Read Receipt as an option to be elected by the user. The recipient of an email message with Read Receipt notice has the option of acknowledging or declining the notice. The following accounts, when requesting a Read Receipt, will be acknowledged:
 1. Any message sent from the Chief's Office or his assistant or,
 2. any message from a command officer or,
 3. any message from legal authorities (i.e. States Attorney or City Attorney).
- C. All command personnel will review their emails prior to beginning a shift briefing to ensure dissemination of information that may be required or benefit the safety of officers going on duty.
- D. All non-supervisory personnel will check their emails no later than two hours after starting their shift.
- E. The use of email does not eliminate the use of written documents, i.e. Memorandum, where needed.
- F. Failure to read electronic communications may result in disciplinary action.

Danville Police Department	Section: 25.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: reviewed 02/11/2021
Topic: Community Relations – Citizens Police Academy	
Carl J. Alexander, Director of Public Safety	

25.0 Community Relations

25.1 Citizens Police Academy

25.1.1 Purpose

To establish a Citizen's Police Academy Program to provide a members of the community with a positive forum to interact with police officers.

25.1.2 Policy

It will be the policy of the Department to annually conduct a Citizen Police Academy when there is sufficient interest and sufficient staffing to do so.

25.1.3 Procedure

- A. The Chief of Police shall select a sworn member to be coordinator for the Citizen's Police Academy.
- B. Attendance to the Citizens Police Academy will be open to community members of the City of Danville, Vermilion County Illinois or western Indiana. However, preference will be given to residents of the City of Danville.
- C. Persons wishing to attend must submit an application which will include the applicant's full name, address, telephone number, date of birth and social security number.
- D. The Department reserves the right to deny admission to the academy without cause. Attendance will be denied for, but not limited to, applicants with felony convictions, who are on parole, probation, have a pending felony, misdemeanor, and traffic or city ordinance case. A person with a history of arrests or of not good character may also be denied attendance.
- E. Applicants will not be denied based on their race, sex or religious beliefs.
- F. Attendees participating in ride-a-longs must be physically able to enter and exit the squad car without assistance. The fact that they can not enter or exit a squad car independently will not disqualify them from attendance to other Academy classes.
- G. Attendees can attend the Academy more than once, but preference will be given to those applicants that have never attended.
- H. An announcement of when and where a Citizen's Police Academy will be made in local news media sources including, but not limited to press, television and radio. This announcement should be made at least 30 days prior to the start of the Academy.
- I. The Department will determine the schedule for the Academy prior to issuing the announcement.
- J. Instructors will be officers and other criminal justice professionals that have expertise in the field they are presenting.
- K. The Citizens Police Academy is an informational class only and does not prepare an individual for a career in law enforcement.
- L. No person attending the academy will be authorized to carry a firearm or other weapon. Attendees will not carry weapons of any type into the Public Safety Building.
- M. Attendees who attend at least 80% of the classes will be recognized for successfully completing the Academy.

Danville Police Department	Section: 25.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: revised 02/11/2021
Topic: Community Relations – Junior Citizens Police Academy	
Carl J. Alexander, Director of Public Safety	

25.2 Junior Citizens Police Academy

25.2.1 Purpose

To establish a Junior Citizen's Police Academy Program to provide a members of the community with a positive forum to interact with police officers.

25.2.2 Policy

It will be the policy of the Department to conduct a Junior Citizen Police Academy when there is sufficient interest and sufficient staffing to do so.

25.2.3 Procedure

- A. The Chief of Police shall select a sworn member to be coordinator for the Junior Citizen's Police Academy.
- B. Attendance to the Junior Citizens Police Academy will be open to students of the sixth, seventh or eight grades of schools Department to participate in the Academy.
- C. Students wishing to attend must submit an application which will include the applicant's full name, address, telephone number, date of birth and social security number along with parental consent.
- D. The Department reserves the right to deny admission to the academy without cause. Attendance will be denied for, but not limited to, applicants with felony convictions, who are on parole, probation, have a pending felony, misdemeanor, and traffic or city ordinance case. A person with a history of arrests or of not good character may also be denied attendance.
- E. Applicants will not be denied based on their race, sex or religious beliefs.
- F. Students will not participate in a ride-a-long.
- G. The Department will determine the schedule for the Academy prior to issuing the announcement.
- H. Instructors will be officers and other criminal justice professionals that have expertise in the field they are presenting.
- I. The Citizens Police Academy is an informational class only and does not prepare an individual for a career in law enforcement.
- J. No person attending the academy will be authorized to carry a firearm or other weapon. Attendees will not carry weapons of any type into the Public Safety Building.

Danville Police Department	Section: 25.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Community Relations – Speed Watch Program	
Carl J. Alexander, Director of Public Safety	

25.3 Speed Watch Program

25.3.1 Purpose:

The Speed Watch Program is designed to use trained volunteers to complete speed surveys in specified neighborhoods.

25.3.2 Policy:

When complaints are received of speeding in a residential neighborhood the Department may assign trained civilian volunteers to conduct traffic surveys to determine to what extent the speeding problem exists.

25.3.3 Procedure:

- A. Complaints of speeding on residential streets will be reviewed by a designated member of the Patrol Division. A determination will be made if the speeding complaint is one that can be assigned to members of the Speed Watch Team.
- B. If it is assigned to a Speed Watch Team a survey time will be assigned and representatives of the Speed Watch Team will be contacted to conduct the survey.
- C. Members of the Speed Watch Team that are going to operate a radar unit must have completed instruction on its proper use. The training will be conducted by a member of the Department.
- D. Speed Watch Team members will work in pairs when conducting a survey. One member will be responsible for operating the radar unit and the other will be the record keeper recording the license number and other required information of the vehicles that exceed the speed limit.
- E. The Speed Watch Team will be provided a radar unit by the Department, but will use their own vehicle when conducting the survey.
- F. Speed Watch Team members will have no enforcement authority and will be prohibited from stopping a violator.
- G. The radar unit will be checked out at the beginning of each survey and returned at the end of a survey.
- H. Speed Watch Team members will submit all reports and documentation to the Deputy Director of Patrol when done with a survey.
- I. Registration checks will be completed on those vehicles observed speeding and the Department will send a letter out to the owners of the vehicles advising them of the violation that was observed.
- J. The information obtained through the Speed Watch surveys will be used by the Department to plan future traffic enforcement.

Danville Police Department	Section: 25.4
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/05/2008 rev. 2/11/2021
Topic: Community Relations/ Ride Along Procedure	
Carl J. Alexander, Director of Public Safety	

25.4 Ride-Along Program

25.4.1 Policy

The Danville Police Department provides opportunities for members of the general public to participate in ride-alongs with on duty police officers. Generally these participants are enrolled in an approved college intern program, the Danville Police Citizen Academy, the Leadership Danville Program, or are members of an officer's family or are sponsored by a current duty officer, (excluding the aforementioned categories ride-alongs must be at least 18 years old.) The Chief or a Commander may approve other participants for the Ride-Along Program. Citizens of the community who ride with officers shall be limited to a 4-hour tour of duty. Patrol Supervisors have the discretion to make exceptions, to either extend or shorten the four-hour tour of duty.

25.4.2 Procedure

A. Authorization

A person wishing to participate in the Ride-Along program must have authorization from a Commander unless the person is a member of the officer's immediate family in which case an Sergeant can provide authorization. Rides for members may be limited to a four-hour tour, twice in any twelve-month period. For immediate family members or an officer's significant other, rides will be limited to an eight hour tour, twice in any twelve month period. For police officers from another jurisdiction, rides will be limited to an eight hour tour, twice in any twelve month period. The time limit on the hours of riding does not include those participants in an approved college internship program.

B. Application & Indemnification Agreement

All participants including, but not limited to, family members, police officers from another jurisdiction or members of a college intern program, will be required to complete the Danville Police Department Ride-Along Application and the Danville Police Department Release and Indemnification Agreement. The background section of the application will be completed by the supervisor authorizing the ride-along. The original of the Application and Indemnification Agreement will be forwarded to the Patrol Division Coordinator.

C. Safety

The safety of the Ride-Along participant is of the utmost importance. Under no circumstances shall a participant in the Ride-Along program be armed. An exception may be made by the Chief of Police for law enforcement officers.

Officers with ride-alongs shall not engage in high speed motor vehicle chases.

Officers with ride-alongs shall not permit their rider to enter any premises or leave the police vehicle, when there is any apparent danger. Should hazardous circumstances arise, and the opportunity to leave the observer at a safe location is available, this shall be done. The dispatcher will be notified of the observer's location. If the host officer will be busy for an extended time period, arrangements will be made by Communications to have another officer pick up the observer.

Before entering a private residence or business an officer will obtain permission of the occupant(s) for the civilian observer to enter with the officer. If an occupant(s) objects to the observer will be directed to wait in the police vehicle.

Officers with ride-alongs shall briefly explain to the citizen rider the operation of the police radio, should an emergency arise.

D. Incidents

All cases of improper behavior or unusual incidents, involving a participant, will promptly be reported to a supervisor and documented in a memorandum, through the chain of command to the Chief of Police

If a participant becomes a hindrance to the host officer's performance of duties, the participant will be returned to the PSB and the on-duty supervisor will be notified who will decide whether to terminate the ride-along's participation. The decision is not appealable.

E. Participant requirements

Participants in the Ride-Along Program must:

1. Submit to a background check.
2. Sign an indemnification agreement.
3. Be physically able to perform the observation function without assistance from the host officer.
4. Under most circumstances, not accompany police officers into private residences or businesses without the permission of the occupant(s).
5. Not participate in any police activity or converse with any prisoner, suspect, witness, or any other person contacted on police business unless requested by the host officer.
6. Not inquire as to why an officer handled a complaint as he/she did until after the completion of the call.
7. Not make any audio or video recordings during the ride-along without the prior knowledge and permission of the host officer and Department and anyone who is being recorded. If permission is granted officers will not demand to review or edit tapes made with their permission, but there is the possibility that the tapes could be taken as evidence if they contain information important to a criminal case or other police matter.
8. Not be armed unless a law enforcement officer with the approval of the Chief.
9. Maintain a neat, clean, and business like appearance.

F. Injury or death to a participant

If a participant is injured during a ride-along, the on-duty supervisor will be notified and a report will be completed outlining how the injury occurred and describe the extent of the injury. In the event of a severe injury, the Chief of Police will be notified immediately. Although members of the Department should assist the injured person in obtaining medical assistance the Department or its members are not responsible for the cost of such assistance or treatment. All reports and documentation will be forwarded, through the chain of command, to the Chief of Police.

In the event a participant dies during a ride-along, the on-duty supervisor, the Chief and the CID Commander will be notified immediately. A written report will be completed regarding the death of the observer.

Danville Police Department	Section: 26.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/12/2021
Topic: Alcohol and Tobacco Enforcement Compliance Checks	
Christopher S. Yates, Chief of Police	

26.1 Alcohol and Tobacco Enforcement Check Protocol

26.1.1 Purpose

To define procedures for the monitoring of licensed establishments who sell alcoholic beverages and tobacco products.

26.1.2 Policy

The policy of this department is to uniformly enforce the City's liquor and tobacco ordinances by conducting control buy operations.

26.1.3 Definitions

- A. Licensee: Holder of a license to sell alcohol or tobacco or both.
- B. Official Identification: An identification card or driver's license issued by the State of Illinois.
- C. Alcohol and Tobacco Compliance Supervisor (ATCS): A supervisor who has been assigned to coordinate an alcohol and or tobacco compliance enforcement detail.
- D. Youth Volunteer Agent: A volunteer under the legal age to purchase alcohol or tobacco, who assists the Department with compliance checks including controlled buys.

26.1.3 Procedures

- A. Pre-operation activities
 - 1. The Alcohol and Tobacco Compliance Supervisor (ATCS) will be responsible for scheduling the alcohol or tobacco compliance details. Prior to the conducting of such detail the Chief of Police or his or her designee will be notified of the date, time and locations that are to be checked.
 - 2. Compliance checks can be conducted on a regularly scheduled basis, randomly or as a result of a citizen's complaint of underage purchases.
 - 3. Any youth volunteer agent (agent) used in compliance checks will be approved and trained prior to the compliance check.
 - a. A copy of the agent's official identification will be submitted with the agent's application packet to be approved prior to the compliance check.
 - (1) Agents used for tobacco checks will be between 16 and 20 years of age.
 - (2) Agents used for liquor checks will be between 18 and 20 years of age.
 - b. All agents should be of good character. They will have no record of liquor or tobacco related violations, nor will they have made any prior attempts to unlawfully purchase these items. An exception to this section may be made with regards to using a person who has been stopped by an officer for making an illegal purchase and they are then sent back to the same location to make a controlled purchase.
 - c. Agents should have the appearance, demeanor, and mannerisms appropriate to their age.
 - d. Agents will dress appropriate for their age group, and will not have facial hair, nor wear any type of heavy make-up or excessive jewelry.
 - e. Agents under the age of 18 will have written parental/guardian consent prior to the participating in a compliance check.

- f. Agents will be available to testify at hearings at the request of the City Attorney. If possible, the same clothing worn during the compliance check will be worn to the hearings. The department will do everything possible to avoid an agent testifying.

4. Prior to the compliance check the following will occur;

- a. The agent's appearance will be approved and a photo taken of the agent. The agent will not change his or her appearance during the compliance check.
- b. The agent's official identification will be checked to insure his or her true date of birth and correct photo appears on the identification. This will be the only identification carried or presented by the agent during the compliance check.
- c. The agent will be provided with pre-recorded currency to make purchases. Only this money will be used.
- d. Agents will be instructed:
 - (1) to go directly to the targeted merchandise and then directly to the check-out;
 - (2) that at no time should he/she try and persuade the licensee/clerk to complete the sale and should only speak only as necessary;
 - (3) if asked about his/her age, the agent will reply with his or her correct age and if asked for identification will present the official identification approved prior to the compliance check;
 - (4) if a transaction is completed, the agent should try to obtain a receipt;
 - (5) that the success of the operation and his/her continued use as an agent is not dependent on making successful purchases;
- e. Compliance checks will not be conducted during extremely busy times at the licensee's location.

B. Operational concerns

- 1. Any officer involved in a compliance check may terminate the check for safety reasons.
- 2. With regards to tobacco compliance checks in venues other than liquor establishments an officer will be at a location either in or out of the targeted establishment where he or she can observe the agent make the transaction.
- 3. With regards to liquor compliance checks an agent will not be sent into a location if the officer can not see the agent during the transaction. Preferably the officer will be inside the location in a position to observe the agent.
- 4. Agents purchasing either tobacco or alcohol will not use or consume the product purchased.
- 5. If an agent is refused the sale, the agent will immediately leave the location.
- 6. If an agent feels their safety is being compromised the agent will leave immediately and make immediate notification of the officer conducting the surveillance.

C. Completed Transactions

1. Tobacco dealers

- a. If a successful transaction is made, the agent will exit the store and immediately turn over the purchased item to the officer along with any receipts. The agent will identify the person making the sale.
- b. The officer will make contact with the on-duty manager and the employee making the sale and take the appropriate enforcement action.
- c. The pre-recorded currency will be recovered if possible and the sale item(s) will be placed in evidence.

2. Liquor violations

- a. If a successful transaction is made, the agent will exit the store and immediately turn over the purchased item to the officer along with any receipts. The agent will identify the person making the sale. If the product is an opened beverage, the agent will alert the officer to that fact.
- b. The officer will make contact with the on-duty manager and the employee making the sale and take the appropriate enforcement action.
- c. The pre-recorded currency will be recovered if possible and the sale item(s) will be placed in evidence.

3. Reports

Incident reports will be completed on all successful transactions. A copy of such reports will be forwarded, through the chain of command, to the Mayor.

Danville Police Department	Section: 27.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Mobile Data Terminals	
Director of Public Safety	

27.0 MOBILE DATA TERMINALS

27.0.1 Purpose

The purpose of this policy is to provide personnel with guidelines for the use of mobile data terminals, commonly known as MDTs.

27.0.2 Policy

The use of MDTs will be restricted to law enforcement purposes in conjunction with the following procedures.

27.0.3 Procedures

A. Security

1. MDTs will be operated in accordance with Departmental Procedures, procedures established by the Illinois Public Safety Agency Network (IPSAN) and Illinois LEADS procedures.
2. The release of any information obtained through the use of the MDTs to any person not authorized by statute or procedure shall be prohibited. Personnel making such unauthorized release may be subject to prosecution and/or disciplinary action.
3. Information obtained with the MDTs is intended for the sole use of currently employed personnel of the Danville Police Department, as it strictly relates to their employment with the Department.
4. Officers logging on to an MDT will log off of the MDT when no longer using the MDT. For the purposes of this section, officers who will be assigned a vehicle for a shift period may log on at the beginning of the shift and log off at the end of the shift.
5. Officers logging on to an MDT will be responsible to insure only authorized departmental personnel use or have access to the MDT.
6. Officers will only log on using the password issued to them and will not use another person's password to gain access.
7. MDT messages are recorded by ALERTS and are provided to the Department for review. Messages will be of a duty related nature, free of any language that could be considered, derogatory, profane, ethnically or racially insensitive, or inappropriate in sexual content. MDT messages are not to be used as individual e mails between members discussing or commenting on non-duty related matters.

B. Operation of the Mobile Data Terminal

1. MDTs will be operated in accordance with ALERTS policies and procedures.
2. MDTs should be used to supplement not replace radio traffic. To this end officers shall use the radio to:
 - a. Call in all traffic stops and other self initiated activity.
 - b. Advise communications of any "hit" information received over the MDT.
 - c. Advise communications of lunch periods and breaks.
 - d. Advise of unit status.
 - e. Advise Communications when clearing from a call or leaving their assigned area.
3. Calls will not be routinely dispatched by use of MDTs. Calls may be dispatched by MDT if directed by a supervisor or it is believed that suspects may have in their possession a radio scanner. The on duty shift commander will be notified by Communications if a call is dispatched by use of the MDT. All calls for service dispatched by a MDT will be acknowledged by voice radio.

4. Routine LEADS and SOS inquiries should be made by MDT whenever possible.
5. Routine car to car and car to station messages may be sent by use of the MDT.
6. Officers will depress the EMERGENCY button only if in dire need of assistance and unable to use the radio or believes that use of the radio would further jeopardize the situation.

C. Care of MDTS

1. Officers should keep the equipment clean and avoid situations where food or drink might be spilled on the equipment.
2. Officers will log off and turn the MDT off at the end of the duty shift.
3. Officers will not change the original set-up configuration or parameters of the operating system without prior approval of the system's manager.
4. Officers will not load files, including but not limited to, games, photographs, images, clip art, sound clips, video clips, screen savers, or other software, onto the MDT without the prior approval of the system's manager.
5. Officers will not view games, photographs, images, clip art, sound clips, video clips, screen savers or other software through the use of an auxiliary drive or by connecting an external device to the MDT, without the prior approval of the system's manager.

Danville Police Department	Section: 28.0
Departmental Manual	Effective Date: 09/02/08
	Revised Date: 02/01/21
Topic: Mobile Vehicle Recorders and Body Worn Cameras	
Christopher S. Yates, Chief of Police	

28.0 Mobile Vehicle Recorders (MVR) and Body Worn Cameras (BWC)

28.0.1 Policy

- A. The Danville Police Department is committed to protecting the safety and welfare of the public as well as its members. Audio and visual recordings from the Mobile Vehicle Recorders (MVR) and Body Worn Cameras (BWC) can improve the quality and reliability of investigations and increase transparency. Members will be trained prior to the assignment and utilization of the MVR and BWC. Any member who knowingly fails to comply with this directive will be subject to progressive discipline, training, or other remedial action according to current Department policies. The definitions of various terms used in this directive are in Section XI (28.0.5)
- B. The Department does not intend to utilize the MVR and BWC to discipline members for isolated minor Departmental policy violations consistent with the Illinois Officer-Worn Body Camera Act (50 ILCS 706/10) and the Danville Police Department Policy Manual.
- C. All sworn members and their immediate supervisors assigned to a Patrol Division normally assigned to field duties, SROs, Special Units assigned to Problem Oriented Police (POP), Community Housing Unit (CHU) and any other member at the discretion of the Chief of Police (his/her designee) will be assigned and utilize a BWC and patrol vehicle equipped with a MVR. MVR Exceptions: Student Resource Officers (SRO) Vehicles and assigned marked vehicles or unmarked covert vehicle.
- D. Members will only use department-issued BWCs.
- E. Members will only use Department BWCs while on duty in accordance with this directive.

28.0.2 Purpose-MVR

It is the purpose of this policy to provide officers with guidelines for the use of mobile vehicle recording equipment

28.0.3 Procedures-MVR

- A. The MVR will be checked for proper operation at the start of each shift and any malfunction then or that arises during the shift, shall be immediately reported to an on-duty shift supervisor. Every effort will be made to assign units that have a working MVR, however, nothing prohibits a vehicle from being assigned because the MVR is not operating properly.
- B. Officers will be sure the MVR is turned on and operating properly. Personnel shall not attempt to erase, record-over, or alter the data contained on the MVR or its SD card. Recordings will be incident based when the emergency equipment is activated and officers have the capability to manually initiate recordings when necessary.
- C. The camera shall be positioned to record occurrences directly in front of the patrol vehicle on a level plane unless manually adjusted to record a specific police intervention. Officers will not intentionally obstruct or reposition the camera to avoid recording an occurrence.
- D. The rear camera will be turned on when transporting a prisoner. The on-board microphone may be activated if an officer's squad car is posted in such a manner to sufficiently notice a person that their conversation may be recorded or if the officer verbally advises the person that their conversation is subject to recording. Such verbal announcement by the officer should be recorded. It is suggested that anytime a person is placed in the squad car that a verbal warning that conversations in the squad car are subject to recordings.
- E. The voice transmitter will be activated by the officer at the beginning of a traffic stop, when **the traffic stop is made as a result of an investigation of an offense under the Illinois Vehicle Code**, and continue activated until the stop is completed.

- F. For other citizen contacts which involve a call for service, enforcement action, or other duty related contact, if the officer desires to record the conversation, the officer shall advise the parties involved that their conversation will be recorded at the time the voice transmitter is activated. If the person or persons request the audio recorder to be turned off, the officer may:
 - 1. Turn the audio off and continue with the investigation or call; or
 - 2. Leave the audio on, and advise the parties the recorder will remain on and their continuation of the conversation is deemed to be consent to record.
- G. Officers must remember if they chose to leave the recorder on after being asked to turn it off they cannot compel a person to answer questions or be involved in a conversation, and cannot base enforcement action of their refusal to involve themselves in a conversation. Requests to turn off the audio portion of the unit will not apply to the image portion.
- H. The wireless transmitter shall be worn by the vehicle operator when the officer exits the vehicle on a traffic stop.
- I. Transmitters will be left in the vehicle charger when not in use by the officer and at the end of a shift.
- J. MVRs will be turned off at the end of the duty shift.
- K. Recordings from the MVR will be automatically uploaded to VuVault when the squad is parked in the assigned squad parking area.
- L. The unauthorized tampering, destruction or erasure of the unit's hard drive is strictly prohibited. Any unauthorized intentional tampering, destruction or erasure is subject to disciplinary action in accordance with Departmental Policies and Procedures and possible criminal prosecution
- M. View Digital Video Recordings
 - 1. Recordings are stored and viewed on VuVault.

28.0.4 Purpose-BWC

This Directive:

- A. Initiates the body worn camera (BWC) policy and procedures.
- B. Satisfies:
 - 1. The requirements of the Illinois Officer-Worn Body Camera Act (50 ILCS 706/10); and
 - 2. introduces the use of the Camera Grant Report form.

28.0.5 Procedures

I. Initiating, Concluding and Justifying Recordings

- A. Initiation of a Recording
 - 1. The decision to electronically record a law-enforcement-related encounter is mandatory, not discretionary, except where specifically indicated.
 - 2. The Department member will activate the system to event mode at the beginning of an incident and will record the entire incident for all law-enforcement-related activities. If circumstances prevent activating the BWC at the beginning of an incident, the member will activate the BWC as soon as practical. Law-enforcement-related activities include but are not limited to:
 - a. calls for service;
 - b. investigatory stops;
 - c. traffic stops;
 - d. traffic control;
 - e. foot and vehicle pursuits;

- f. arrests;
 - g. use of force incidents;
 - h. seizure of evidence;
 - i. interrogations;
 - j. searches, including searches of people, items, vehicles, buildings, and places;
 - k. statements made by individuals in the course of an investigation;
 - l. requests for consent to search;
 - m. emergency driving situations;
 - n. emergency vehicle responses in which fleeing suspects or vehicles may be captured on video leaving the crime scene;
 - o. high-risk situations;
 - p. any encounter with the public that becomes adversarial after the initial contact;
 - q. arrestee transports;
 - r. any other instance when enforcing the law.
3. A Department member may utilize discretion to activate the BWC for non-law-enforcement-related activities in the following circumstances:
- a. in situations that the member, through training and experience, believes will serve a proper police purpose, for example, recording the processing of an uncooperative arrestee;
 - b. in situations that may help document, enhance, and support the following: written reports, evidence collection, investigations, and court testimony; and
 - c. when the member is engaged in community caretaking functions, unless the member has reason to believe that the person on whose behalf the member is performing a community caretaking function has committed or is in the process of committing a crime.
4. The officer must provide notice of the recording to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording.

NOTE:

Sworn members will not unreasonably endanger themselves or another person to conform to the provisions of this directive. However, notice must be provided as soon as practical.

B. Deactivation of a Recording

- 1. The Department member will not deactivate event mode unless:
 - a. the entire incident has been recorded and the member is no longer engaged in a law-enforcement-related activity;

NOTE:

For the purposes of the deactivation of BWCs, the Department has identified the following circumstances as the conclusion of a law-enforcement-related activity:

- (1) the member has cleared the assignment;

- (2) the member leaves the scene of the incident;
- (3) for arrestee transports, when the arrestee:
 - (a) is secured in the processing room and the member is only conducting administrative functions of the Department alone or only in the presence of other sworn members; or
 - (b) Custody has been transferred to another Department member, lock-up personnel, mental health providers, or hospital personnel.
- (4) The highest-ranking on-scene Command Officer has determined that the scene is secured in circumstances involving an officer-involved death investigation, firearm discharge, or any other use of force incident.

NOTE:

The scene may be considered secure when all offenders are in custody or otherwise not in the area, medical aid has been requested/administered or CFD is on the scene, the involved officers have been identified, and the crime scene has been established.

- b. requested by a victim of a crime;
- c. requested by a witness of a crime or a community member who wishes to report a crime; or
- d. the officer is interacting with a confidential informant.

EXCEPTION:

- 1. Department members may continue or resume recording a victim or witness if exigent circumstances exist or if the officer has reasonable articulable suspicion that a victim, witness, or confidential informant has committed or is in the process of committing a crime.
- 2. Department members will ensure their BWC is deactivated, consistent with this directive, before providing an oral response to the Internal Affairs investigations for incidents involving a firearms discharge and/or officer-involved death.
- 3. The Department member will ensure that any request by a victim or witness to deactivate the camera, unless impractical or impossible, is made on the recording.
- 4. Justification for Deactivating a Recording

The Department member will verbally justify on the BWC when deactivating it prior to the conclusion of an incident. When a member fails to record an incident or circumstances warrant the verbal justification of a deactivation as being impractical or impossible, the member will document the reason by activating the BWC and stating the type of incident, event number, and the reason for deactivating the recording.

NOTE:

Department members will notify their immediate supervisor when the BWC is deactivated prior to the conclusion of an entire incident.

II. Prohibited Conduct

- A. The BWC will not be activated to record:
 - 1. Individuals in residences or other private areas not open to the public unless there is a crime in progress or other circumstances that would allow the officer to be lawfully present without a warrant.
 - 2. Inside medical facilities, except when directly relevant and necessary to a law enforcement investigation and approved by the member's immediate supervisor.

3. Appearances at court or hearings. Members will turn off their BWC so that it is not in buffering mode after notifying the dispatcher and verbally announcing the reason for turning off the BWC.
4. In connection with strip searches.

NOTE: Department members will not activate the BWC to record strip searches.

5. Personal activities of other Department members during routine, non-enforcement-related activities.
- B. The audio recording of a private conversation is prohibited by law when obtained or made by stealth or deception or executed through secrecy or concealment.
- C. According to law, no officer may hinder or prevent any non-officer from recording a law enforcement officer who is performing his or her duties in a public place or when the officer has no reasonable expectation of privacy. Violation of this law may constitute disciplinary actions consistent with the directive entitled "Complaint and Disciplinary Procedures" as well as criminal penalties such as theft or criminal damage to property. However, a member may take reasonable actions to enforce the law and perform their duties.

III. Operations

Department members will:

- A. at the beginning of the tour of duty:
1. Sign out their assigned BWC from the designated Department member, ensuring to choose a camera that has both the orange and blue lights illuminated and NOT blinking;
 2. Visually and physically inspect the BWC and ensure that it is their assigned BWC, fully charged, and operational;
 3. Securely attach the BWC to the front of the member's person consistent with training;
 4. Power on the BWC AFTER they have left the parking area, Making sure the orange light is illuminated to show connectivity to the MVR
- B. during the tour of duty:
1. Record incidents consistent with this directive.
 2. Activate their BWCs and confirm it's recording through the flashing light or periodic vibration. When responding to incidents as an assist unit, obtain the primary unit's event number consistent with training;
 3. Annotate all reports that relate to a recorded incident as "BWC."
 5. In any instance where a BWC was turned off or deactivated consistent with this directive, turn on or reactivate the BWC if required and as soon as it is safe and practicable to do so.

NOTE:

Department members may review their BWC recording of an incident prior to writing any report related to the incident. The member will document this fact in the narrative portion of the report. This includes but is not limited to case reports, arrest reports, and investigatory stop reports.

- C. at the conclusion of a tour of duty:
1. Ensure the BWC is placed in the assigned slot on the docking station.

IV. Supervisory Responsibility

- A. All supervisors assigned to oversee Department members utilizing Department-issued BWCs:
 - 1. will ensure:
 - a. Department members are utilizing their BWCs consistent with this policy.
 - b. The Technical Services Manager is notified whenever any member is unable to utilize the BWC or download digitally recorded data due to technical problems that cannot be resolved by the on-duty supervisor.
 - c. An investigation is initiated when notified of a missing, lost, or damaged BWC.
 - 2. Are required to view recordings for the following reasons:
 - a. to investigate a complaint against an officer or a specific incident in which the officer was involved;
 - b. when Department members have had a pattern of allegations of abuse or misconduct.
- B. Shift Commanders will ensure:
 - 1. The daily Team Commanders Report are accurate and notation made when officer is not assigned to regularly assigned squad car.
 - 2. Any supervisory review or actions taken in respect to BWC is documented and forwarded to the Patrol Coordinator.
 - 3. Technical Services Manager is notified of any internal investigation where BWC or MVR is used in order to meet the reporting requirements of 50 ILCS 707/20.

NOTE:

If unable to view a BWC-recorded incident, the reviewing supervisor will notify the Technical Services Manager or designee.

V. Technical Service Division Responsibilities:

- A. The Technical Services Division (TSD)
 - 1. Will ensure all authorized Department members and any authorized outside-agency personnel have access to view recordings that relate to their official duties.
 - 2. Is responsible for:
 - a. assigning, reassigning, and replacing BWCs.
 - b. reassigning the recordings to the member who created the recordings, if a member uses a BWC that was not assigned to him or her. (This may also be done by Command)
 - c. is responsible for the annual report consistent with 50 ILCS 706/10-25.
- B. The TSD will promote compliance with the policy and procedures of this directive.

VI. Officer-Involved Shooting or Other Incident That Involves Great Bodily Harm to a Person

- A. Department members involved in an officer-involved shooting or other incidents which involve great bodily harm will secure their BWCs with their immediate supervisor.
- B. The supervisor will ensure:
 - 1. The recording is available for immediate viewing by authorized personnel investigating the incident; and
 - 2. The BWC is immediately uploaded.

VII. Viewing Digitally Recorded Video

- A. Recordings are stored and viewed on VuVault.
- B. If the digitally recorded data must be viewed before it is uploaded to VuVault, the BWC will be taken to a Department facility equipped with a computer capable of showing the video.
- C. Department members authorized to view recordings on VuVault will use their unique user access credentials from a Department computer at a Department facility.

NOTE:

All digitally recorded data created with BWCs are the property of the Department. Dissemination outside the Department of any BWC-recorded data is strictly prohibited without specific authorization by the Chief of Police or an appointed designee in compliance with (50 ILCS 706/) Law Enforcement Officer-Worn Body Camera Act. Unauthorized duplicating, deleting, altering, capturing, or disseminating of any audio or video from BWC footage is strictly prohibited.

VIII. Retention

All digitally recorded data created by the BWC will be retained in accordance with the Department's Retention Schedule and the Illinois Officer-Worn Body Camera Act (50 ILCS 706/10).

- A. Recordings made on BWCs must be retained for a period of at least 2 years, fulfilling the requirement of the Law Enforcement Camera Grant.
- B. Upon expiration of the Law Enforcement Camera Grant, BWC video will be retained for a period of at least 90 days, fulfilling the requirement set by the Local Records Commission.
- C. Under no circumstances will any BWC recording of a flagged incident be altered or destroyed prior to retention periods stated above in Subsections A. and B. If the flagged recording was used in a criminal, civil, or administrative proceeding, the recording will not be destroyed except upon a final disposition of the investigating authority and/or order from the court.

The recording must be flagged in VuVault in the following manner:

- 1. Officers will flag encounters resulting in a detention, including investigatory stops or an arrest, and excluding traffic stops which resulted in only a minor traffic offense or business offense.
 - a. To Flag a video for evidentiary purposes, the Workflow State in VuVault must be changed to "Do Not Archive"
 - 2. The involved member's supervisor will flag recordings that capture:
 - a. an officer discharging his or her firearm or using force during the encounter;
 - b. death or great bodily harm to any person;
 - c. incidents that a supervisor, prosecutor, defendant, or court determines has evidentiary value in a criminal prosecution.
 - 3. The Technical Services Manager, or their designee, will flag recordings that relate to a complaint against a Department member or an officer who is the subject of an internal investigation.
 - 4. Recording members may flag their own recordings for purposes related to their duties.
 - 5. Recordings may be flagged by other investigative bodies that have the legal authority to do so.
- C. Prior to the 90-day storage period, recordings may be flagged and retained if a supervisor designates the recording for training purposes.

IX. FOIA Information

Recordings made with the use of an officer-worn body camera are not subject to disclosure under the Freedom of Information Act, except that:

- A. If the subject of the encounter has a reasonable expectation of privacy, at the time of the recording, any recording which is flagged, due to the filing of a complaint, discharge of a firearm, use of force, arrest or detention, or resulting death or bodily harm, shall be disclosed in accordance with the Freedom of Information Act if:
 - 1. The subject of the encounter captured on the recording is a victim or witness; and
 - 2. The law enforcement agency obtains written permission of the subject or the subject's legal representative;
- B. Except as provided in paragraph (A) of this subsection any recording which is flagged due to the filing of a complaint, discharge of a firearm, use of force, arrest or detention, or resulting death or bodily harm shall be disclosed in accordance with the Freedom of Information Act; and
- C. Upon request, the law enforcement agency shall disclose, in accordance with the Freedom of Information Act, the recording to the subject of the encounter captured on the recording or to the subject's attorney, or the officer or his or her legal representative.

X. Flagging Video as Evidence

- A. Evidence/Property Tag must be completed with both copies being forwarded to the Evidence Manager
- B. Enter the Report Number and Evidence/Property Tag number in VuVault
- C. Select "Do not archive" in the Workflow State of the flagged video

XI. Body Worn Camera Program Evaluation Committee

- A. Committee Membership
 - 1. The Body Worn Camera Program Evaluation Committee will consist of the following members:
 - a. Patrol Division Coordinator
 - b. Internal Affairs Coordinator
 - c. Technical Services Manager
 - d. IT Director
 - e. City Corporate Counsel
 - f. Designated Patrol Officer
 - 2. The Patrol Coordinator will serve as chairperson of the committee.
 - 3. The Internal Affairs Coordinator will serve as the vice-chairperson of the committee.
 - 4. The chairperson will designate a police officer from the Patrol Division to serve on the committee.
 - 5. Committee meetings will convene biannually and upon notification from the Chairperson.
 - 6. The TSD Manager will analyze and compile all reports received and present the final report to the Body Worn Camera Program and Evaluation Committee at the biannual meetings.
- B. Responsibility

The Body Worn Camera Program Evaluation Committee is responsible for:

1. Ensuring the program is operating efficiently and within compliance of the law, Department policies, and best practices.
2. Evaluating the effectiveness of the program and determine if it should be continued, expanded, modified, or terminated.
3. Advising the Superintendent on the recommendations concluded by the committee.

XI. Definitions

For purposes of this directive the following definitions apply:

- A. **Activate:** To double press the event button on the body-worn camera to switch the camera from buffering mode to event mode to begin permanently recording audio and digital media.
- B. **Bodily Harm:** A bodily injury that does not create a substantial risk of death; does not cause serious, permanent disfigurement; or does not result in long-term loss or impairment of the functioning of any bodily member or organ
- C. **Body-Worn Camera (BWC):** Equipment worn by a Department member that captures audio and digital media that includes, at a minimum, a camera, microphone, and recorder.
- D. **Community Caretaking Function:** A task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. "Community caretaking function" includes, but is not limited to, participating in town halls or other community outreach, helping a child find his or her parents, providing death notifications, and performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing.
- E. **Deactivate:** To press and hold the event button on the body-worn camera to stop permanently recording audio and digital media and returning the camera back to buffering mode.
- F. **Flag:** Utilizing the WORKFLOW category box in VuVault to extend the retention of recorded digital media captured by a body-worn camera beyond the 90 days required by law.
- G. **Force:** Any physical effort by a Department member to compel compliance by an unwilling subject.
- H. **Great Bodily Harm:** A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.
- I. **Private Conversation:** Any oral communication between two or more persons, whether in person or transmitted by other means, when one or more of the parties intends the communication to be of a private nature under circumstances reasonably justifying that expectation. A reasonable expectation shall include any expectation recognized by law, including, but not limited to, an expectation derived from a privilege, immunity, or right established by common law, case law, state or federal statute, or the Illinois or United States Constitution (720 ILCS 5/14-1).

Danville Police Department	Section: 29.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 06/28/2016
Topic: Use and Care of Police Vehicles / Police Motor Vehicle Definition and General Use	
Larry J Thomason, Director of Public Safety	

29.1 Use and Care of Police Vehicles

A. Police Motor Vehicle Definition

A police motor vehicle is any vehicle that is owned by the City of Danville and assigned for use to the Danville Police Department or any other motor vehicle which is on loan to the Department.

B. General Use of Police Vehicles

Unless otherwise stated, police vehicles will be operated in accordance with existing rules, regulations, policies and procedures.

C. All Police Vehicles - Shutdown

All police vehicles will be shut down when unoccupied with the following exceptions:

1. Engaged in traffic related investigation where safety of officer, citizens or motoring public may be at risk without overhead lights in operation, or
2. When outside temperatures are 20 degrees or less.
3. No vehicle will be left running when conducting business inside the Public Safety Building, when the officer is on break or at appointed meal time.

Danville Police Department	Section: 29.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Vehicles/ Pursuit Driving	
Carl J. Alexander, Director of Public Safety	

29.2 Pursuit Driving

29.2.1 Accountability

This pursuit procedure is for internal management purposes only and not an enlargement of officers' duties to members of the public. This procedure is based on the recognition for the basic need for pursuit under certain circumstances. Great reliance is placed upon the individual officer and the supervisors in the application of their experience, common sense and training. All officers involved in vehicular pursuits will be held accountable for continuing a pursuit when circumstances indicate that it should have been discontinued. Officers will neither be criticized nor disciplined when their decision, based on existing conditions, is to terminate rather than continue a pursuit.

29.2.2 Definition – Motor Vehicle Pursuit

"Motor vehicle pursuit", is an active attempt by a law enforcement officer operating a police motor vehicle and utilizing simultaneously all emergency equipment (red/blue lights and siren) to apprehend one or more occupants of another moving vehicle when the driver of the fleeing vehicle is aware of that attempt, and is resisting apprehension by maintaining or increasing his or her speed, ignoring the officer or attempting to elude the officer while driving at speeds in excess of the legal speed limits or other driving maneuvers.

29.2.3 Procedure

- A. The primary goal of the Department is the protection of life and property. An officer in an authorized emergency vehicle may initiate a motor vehicle pursuit when:

1. The necessity of immediate apprehension outweighs the level of danger created by the pursuit and one of the three following factors exist:
 - a. The fleeing vehicle represents an immediate and direct threat to life or property.
 - b. When the suspect is attempting to flee apprehension from an alleged felony or misdemeanor that would normally require a full custody arrest; or;
 - c. When as a result of a fresh pursuit at a moderate speed and for a reasonable distance, if necessary, to apprehend persons who have committed traffic offenses or an offense not requiring a full custody arrest.

- B. Pursuit Officer Responsibilities

The pursuing officer must constantly consider the risks created by the pursuit. The officer should not needlessly endanger his/her self or other persons. Factors to be considered when determining to initiate, continue or terminate a pursuit should include:

1. Time of day: High speed pursuits occurring during a time when there is a high level of business, school or other activity are deemed more hazardous than those occurring during periods of low activity.
2. Volume of vehicular and pedestrian traffic: Pursuits occurring during periods of heavy vehicular or pedestrian flow are deemed more hazardous than those occurring at other times.
3. Location of pursuit: Pursuits through residential areas or along streets near or adjacent to schools and public shopping areas are deemed more hazardous than those in lightly populated areas.
4. Weather conditions: The presence of rain, snow or ice makes pursuit driving more hazardous.
5. Road conditions: The condition and type of road surface, the lack of straight and level surfaces and presence of intersections add to the hazards of pursuit driving.
6. Speeds involved: Every vehicle has a maximum speed at which it may be operated safely. Factors such as type and condition of tires and ambient temperature, brakes related to the known characteristic of fading under severe use, and the limit on the suspension system to support the vehicle at maximum side thrust must be considered.

7. Driver ability: Every driver must recognize his/her ability to safely operate a high speed vehicle on a given roadway. The driver must take into consideration his/her experience and training in high speed operations, the degree of understanding of the handling characteristics of the vehicle being operated and the knowledge of the roadway or any other factor, which might affect the driver's ability to operate the vehicle.
8. Nature of charges: Pursuits of persons suspected in serious crimes are viewed as more justifiable than those for persons suspected of only misdemeanor or traffic violations.
9. Legal limitations: Every member shall be aware of the State statutes governing authorized emergency vehicles. Every member should further be aware of possible civil and/or criminal liability that could arise for injuries or property damage that is caused as a result of recklessness or negligence on the part of the member driver involved in the pursuit.

C. Notification

When a motor vehicle pursuit is initiated, a member in the pursuit vehicle shall immediately report it to communications. Initial information reported will include:

1. Reason for pursuit;
2. Description of fleeing vehicle;
3. Occupant information;
4. Location and direction of pursuit; and
5. Speeds involved.

It will be the responsibility of the Communication Section to immediately notify the field supervisor and shift commander of the pursuit.

D. Supervisory Responsibilities

Duty supervisors are to take control by monitoring the pursuit and ensuring compliance with pursuit policy. They are to terminate the pursuit if apparent danger outweighs the necessity of apprehension.

In addition to the on-duty supervisor or commander a deputy director or director has the authority to order a pursuit terminated.

E. Pursuit Tactics

1. Unmarked vehicles: Members operating unmarked vehicles equipped with emergency warning equipment may engage in pursuit only when:
 - a. The necessity of immediate apprehension outweighs the level of danger created by the pursuit and one of the two following factors exist:
 - (1) The fleeing vehicle represents an immediate and direct threat to life or property; and/or
 - (2) When the suspect is attempting to flee apprehension from an alleged felony.

Whenever a marked vehicle becomes available to take over the pursuit initiated by an unmarked vehicle, then the unmarked vehicle will withdraw from the pursuit and may serve in a support function for the marked vehicle, but not be actively engaged in the pursuit. When a second marked unit becomes involved in the pursuit the member operating the unmarked vehicle will terminate his or her involvement in the pursuit including that as a support function.

2. Vehicles used by the police, number involved: Except as outlined in E.1. above, only clearly marked patrol cars fully equipped with operable emergency lights and siren driven by sworn personnel will be utilized in motor vehicle pursuits. Under no circumstance will private vehicles be used nor will vehicles be commandeered for pursuit purposes.

Unless otherwise directed by a supervisor, no more than three vehicles per suspect vehicle will become involved in a pursuit. Other members should be alert to the pursuit's progress and location.

3. Pursuit initiated by another law enforcement agency: Pursuits initiated by a law enforcement agency or another jurisdiction, the initiating unit and jurisdiction shall be responsible for the progress of the pursuit. Danville police units will not become involved in a pursuit initiated by another law enforcement agency unless assistance is requested by the pursuing agency. A supervisor from the pursuing agency may deny the request of a subordinate for the Danville police to become involved. A Danville police supervisor retains the right to terminate the Danville police participation in the pursuit.
4. Overtaking suspects: As a general policy, members should not attempt to overtake or pass a fleeing suspect. To do so places the officer in a highly vulnerable position. Generally, the pursuing member(s) should keep a safe distance from the suspect and merely attempt to keep the suspect vehicle in sight until the suspect voluntarily stops. All police pursuit vehicles should keep a safe distance apart, particularly at intersections, to avoid collisions.
5. Firearms: The firing of a firearm at a vehicle in which a person to be arrested is riding is defined as "force likely to cause death or great bodily harm," in the Illinois Compiled Statutes 720ILCS 5/7-8 (2).

A member is justified in firing at a moving vehicle only in accordance with the requirements on the use of force likely to cause death or great bodily harm in the Illinois Compiled Statutes 720 ILCS 5/7-5 (a) (1) and (2), which states in part: a peace officer "is justified in using force likely to cause death or great bodily harm only when he reasonably believes that such force is necessary to prevent death or great bodily harm to himself or such other person; or when he reasonably believes both that:

- a. Such force is necessary to prevent the arrest from being defeated by resistance or escape; **and**
 - b. The person to be arrested has committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay."
6. Forcible stop techniques: For the purpose of this section a forcible stop technique is one in which an officer deliberately impacts his or her vehicle with the violator's vehicle with the purpose to functionally damage or otherwise force the violator's vehicle to stop or to cause the violator to lose control of the vehicle. Officers may use a forcible stop technique only when force likely to cause death or great bodily harm is warranted toward all persons in the violator's vehicle.
 7. Roadblocks: Only a supervisor can authorize the use of a roadblock. Because of the extreme and obvious dangers inherent in the use of roadblocks in pursuit situations, it is the policy of this Department that the use of roadblocks for the purpose of apprehending wanted suspects shall not be employed when it is apparent that innocent persons would be endangered.

If roadblocks are used, they must be set so the suspect or other person has enough time to see and react and bring his or her vehicle to a stop. If police vehicles are used in roadblocks all emergency lighting will be activated and no members will remain in the vehicle.

8. Tire deflation devices: The use of tire deflation devices are authorized under the following conditions:
 - a. Only departmental issued tire deflation devices may be used.
 - b. An officer must have completed the Department's training on the use and deployment of the tire deflation device prior to using the device.
 - c. Tire deflation devices must be used in accordance with departmental training and procedures and will not be used for other than its intended purpose.
 - d. A supervisor must authorize the deployment of a tire deflation device.
 - e. Prior to deploying the device, the member must notify Communications and other officers involved in the pursuit that the device has been deployed and the location of deployment.
 - f. The deploying officer must immediately remove the deflation device from the roadway after the suspect vehicle crosses it and collect the device prior to leaving the scene of deployment.
 - g. Tire deflation devices will not be used when the pursuit involves motorcycles or other two-wheeled vehicles, three-wheeled vehicles or all-terrain vehicles.
 - h. Members must be aware that a successfully used tire deflation device will most likely cause the suspect vehicle to slow and should be prepared to take evasive action to avoid contact with the suspect vehicle.
 - i. Members will complete required reports after the use of a tire deflation device.

9. Driving on controlled access highways: Members may not pursue suspects the wrong way on interstate or other controlled access or divided highways.
10. Duplicating hazards: Many suspects will take imperiling chances placing themselves and others in the general public in danger to avoid being arrested. Members will not duplicate such hazards if it places the public or officer at risk of receiving serious injury. Because of the circumstances faced by members involved in the pursuit they must recognize and accept the fact he or she will not be able to successfully apprehend every fleeing motorist.
11. Traffic control devices: Extreme care should be used whenever disobeying traffic control signs or signals, and should be done in accordance with State statutes. Members, who find it necessary to proceed past a red or stop signal or stop sign, will do so only after slowing down or stopping as may be required and necessary for safe driving.
12. Use of emergency equipment: Members will utilize both the emergency visual and audible equipment when involved in a vehicle pursuit.
13. Maintaining communications: The pursuing member shall maintain radio contact with Communications, relaying information such as the identity of his or her unit, location, direction of travel, and other information which will enable the other members in the area, as well as Communications, to assist.
14. Transporting prisoners: Members who are transporting prisoners, witnesses or complainants in their police vehicles will not become engaged in pursuit situations.
15. Non-police personnel: Members who have non-police personnel involved in ride along programs or student intern programs where a "waiver of liability" has been completed shall attempt to minimize the member's involvement in a pursuit. Officers who are transporting non-police personnel in their police vehicles without a "waiver of liability" or who are transporting persons in custody will not become engaged in pursuit situations.
16. Fleeing vehicle containing non involved passengers: Members involved in a pursuit with a vehicle that has a non-involved passenger(s), (a non-involved passenger is a person that is in the suspect vehicle and there is no reason to believe the passenger has committed a felony or custodial misdemeanor), must weigh the dangers the passengers of the suspect vehicle will be placed against the danger if the suspect is not apprehended. To this end, pursuits with vehicles containing non-involved passengers will be limited to those incidents where there is reason to believe the suspect has committed a felony and if the suspect is not apprehended may cause death or great bodily harm to himself or another. Forcible stop techniques will not be used against vehicles that contain non-involved passengers.

29.2.4 Termination of Pursuit

- A. A pursuit shall be immediately terminated in any of the following circumstances;
 1. Weather or traffic conditions substantially increase the danger of pursuit beyond the risk of allowing the suspect to escape apprehension.
 2. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile; or
 3. Suspect is known to the officer and the offense is a traffic violation, misdemeanor or non-violent felony.
 4. The member's vehicle experiences equipment failure or malfunction involving lights, siren, brakes, steering, radio (includes unable to receive transmissions from supervisors or base station) or other essential equipment.
 5. The danger posed by continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect(s).
 6. At the direction of a supervisor as outline in 29.2.3 D.

29.2.5 Pursuit Review

When a member is involved in a pursuit, a report of the pursuit will be made. The member should include in the report the justification for the pursuit using the criteria outlined in this procedure. Also the results of the pursuit should be included.

If the pursuit resulted in the completion of an incident report the incident report will be sufficient.

A copy of the report will be forwarded to the Director of Public Safety within twenty-four hours of the completion of the pursuit.

The Director upon review of the report may direct a Deputy Director or other designee to review the report and collect any additional information needed to determine if the pursuit was conducted within the guidelines as set forth in the procedure.

The Deputy Director or Director's designee may, at their discretion, conduct interviews of the members involved or other parties as may be deemed necessary. Such review by the Deputy Director or Director designee will be considered an Administrative Review.

All findings of the review will be forwarded to the Director.

Danville Police Department	Section: 29.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Vehicles: Emergency Response/ Use of Emergency Equipment / Due Regard for Safety	
Carl J. Alexander, Director of Public Safety	

29.3 Vehicles/Emergency Response Use of Emergency Equipment/Due Regard for Safety

29.3.1 Accountability

This procedure as with others in the Departmental Manual is for internal management purposes and not an enlargement of officer's duties to members of the public. This procedure is based on recognition of the basic need for officer's to disregard the provisions of the Illinois Vehicle Code under certain circumstances. Great reliance is placed upon the individual officer and the supervisors in the application of their experience, common sense and training. All officers disregarding the provision of the Illinois Vehicle Code as outlined below will be held accountable for continuing these actions when circumstances indicate that such actions should have been discontinued. Officers will neither be criticized nor disciplined when their decision based on existing conditions is to discontinue the disregarding of the provisions of the Illinois Vehicle code.

29.3.2 Emergency Response

An emergency response by a member in a police motor vehicle is one where an officer may disregard the provisions of the Illinois Vehicle Code because the circumstances of the response involved any of the following:

- a. Threat of personal injury or death
- b. Crime in progress
- c. In pursuit of a suspected or actual violator
- d. Providing a back-up for an officer
- e. Other situation where based on the facts of an incident the risk of violating the provisions of the Illinois Vehicle Code outweigh the danger presented by the situation the member is responding.

29.3.3 Use of Audible Signal While in Motion or Visual Signals

A. Audible and Visual Signals

Members who are drivers of a police motor vehicle are authorized, when responding to an Emergency call or when in pursuit of an actual or suspected violator of the law to:

1. Proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation;
2. Exceed the maximum speed limits so long as he/she does not endanger life or property;
3. Disregard regulations governing direction of movement or turning in specified directions.

When a member disregards the above provisions of the Illinois Vehicle Code, a member shall use both the audio (siren) and visual (red and blue lights) emergency signals on their police motor vehicle unless factual circumstances exist to justify the discontinuance of their use of either the audible or visual signal and the discontinuance of their use outweighs the risk of their continued use.

B. Visual Signals

Members who are drivers of a police motor vehicle shall be required to use only the visual signal when stopping a violator, stopped with a violator or required to park, stand or to otherwise remain in the roadway irrespective of existing traffic regulations unless factual circumstances exist to justify the discontinuance of their use and the discontinuance of the use outweighs the risk of their continued use.

29.3.4 Exceeding the Speed Limit

Members driving a police motor vehicle will not operate the vehicle in excess of twenty (20) miles per hour over the posted limit except in the following circumstance and in accordance with Section 29.3:

1. When a factual basis exists for a reasonable officer to believe a person is in jeopardy of receiving injuries likely to cause great bodily harm or death.
2. When responding to an officer's request for assistance.
3. When actively engaged in a pursuit.
4. When attempting to close the distance between a traffic violator and the distance traveled does not exceed one (1) mile.
5. As directed by a supervisor.

29.3.5 Due Regard for Safety

The foregoing policy does not relieve the driver of a police motor vehicle from the duty of driving with due regard for the safety of all persons, nor do such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others.

Danville Police Department	Section: 29.4
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 02/12/2021
Topic: Vehicles/Care of Police Motor Vehicles	
Christopher S. Yates, Chief of Police	

29.4 Care of Police Motor Vehicles

Any member assigned a police motor vehicle will, before operating the vehicle, be responsible for the following:

A. Fuel and oil levels

Members shall have enough fuel and oil in their assigned vehicle. For the purpose of this section, vehicles should always have at least one quarter (1/4) tank of fuel and the oil level should be kept full or within one quart of being full. All vehicles will be left with at least three quarters (3/4) of fuel at the end of their tour.

1. Members shall check the fuel level and oil level of their vehicles at the beginning of their tour of duty and if not in accordance with the requirements above add fuel and oil as is appropriate.
2. A sufficient supply of fuel and oil will be maintained in an accessible location for officers to meet the above requirement.

B. Checking police motor vehicles for damage

Members shall check their assigned police motor vehicle for any damage to either the exterior and/or interior of the vehicle. Any damage found, that the member is not aware of having been reported previously, will be immediately reported in writing to an on-duty supervisor. Such reports will be forwarded through the chain of command.

C. Checking vehicle for contraband

Members shall check their assigned police motor vehicle for contraband, and if found, immediately report the discovery in writing to an on-duty supervisor. Such report will be forwarded through the chain of command. For the purpose of this section, contraband is any article not included as part of the police equipment issued to the police vehicle. Items of contraband may include, but are not limited to, weapons, controlled substances or cannabis.

D. Checking police motor vehicles for other hazards

Members shall check their assigned police motor vehicle for any condition which would render the vehicle unsafe. If such condition is found, the member will immediately advise an on-duty supervisor of the condition, and then follow-up before the end of the duty shift with a written report. Vehicles determined to be unsafe will not be used until the condition has been corrected. For the purpose of this section, conditions which would render a vehicle unsafe include equipment violations which effect the safe operation of the vehicle or blood contamination.

E. Checking equipment on or in vehicles

Members shall check their assigned police motor vehicle to insure the equipment on and in the vehicle to see that it is functional and in good working order. If any equipment is found to be inoperative, this will be reported in writing to the on-duty supervisor.

F. Service requests

Members needing service done to their assigned vehicle shall complete a "Car Service Work Order" and submit this to vehicle maintenance. If the service that is needed makes the vehicle unsafe to operate or may cause damage to the vehicle if not immediately corrected the vehicle shall be parked until such time the vehicle may be repaired.

G. Removing personal property or any waste

Members shall not leave personal property in their vehicles at the end of the tour of duty and shall remove all waste or garbage from the vehicle. This section does not pertain to members who are assigned a take home vehicle.

H. Exterior Care/Cleanliness

Members will keep the exterior of vehicles clean of excessive dirt and road grime. Vehicles will be taken to pre-determined automatic wash establishments up to once a week or may be washed by hand at maintenance garage. Considerations will be given during winter months when icing dictates. Command will regularly inspect interior and exterior conditions of police vehicles.

Danville Police Department	Section: 29.5
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Vehicles/Presumption of Responsibility	
Carl J. Alexander, Director of Public Safety	

29.5 Presumption of Responsibility

In the event that a police motor vehicle or equipment therein, is found to be damaged or not operational, fuel levels not at proper levels, or if other violations of this section are found and have not been previously reported, it will be presumed that the member last using the police vehicle was responsible.

Danville Police Department	Section: 29.6
Departmental Manual	Effective Date: 05/25/07
	Revised Date: 02/12/2021
Topic: Use of Personal Vehicles or Vehicles Not Owned by the City	
Carl J. Alexander, Director of Public Safety	

29.6 Use of Personal Vehicles or Vehicles Not Owned by the City

29.6.1 Use of Personal Vehicles

Members shall not use their personal vehicles to conduct enforcement duties or surveillance or undercover activities.

29.6.2 Borrowing of a motor vehicle

A. Authorization

Members must receive written authorization from the Chief or his or her designee to borrow a vehicle for use in enforcement or other departmental activities.

When requesting authorization the following information will be provided to the Chief or his or her designee:

1. The business, company or individual offering to lend the vehicle.
2. What cost if any is associated with the use of the vehicle.
3. The person authorizing the loan of the vehicle.
4. The type of departmental activity the vehicle will be used for and the length the vehicle will be used.

The Chief or his or her designee will provide written authorization to borrow a vehicle.

B. Notifying Risk Management

Once authorization has been received to borrow a vehicle the City of Danville's Risk Manager will be notified by e-mail and telephone with the following information prior to picking up the vehicle:

1. The year, make and model of the vehicle;
2. The last six numbers of the vehicle identification number;
3. The value of the vehicle;
4. The owner of the vehicle;
5. The dates the vehicle will be borrowed;
6. The intended use of the vehicle.

If the Risk Manager is absent the local representative of the Illinois Municipal League Risk Management Association may be contacted and provided with the above information. As of the writing of this document the telephone number is 217-444-1337.

C. Return of vehicle

The Chief or his or her designee will be notified in writing when the vehicle has been returned to the owner.

Danville Police Department	Section: 29.7
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 10/09/2012, 02/12/2021
Topic: Vehicles/Accidents Involving Departmental Vehicles	
Larry J Thomason, Director of Public Safety	

29.7 Accidents Involving Departmental Vehicles

29.7.1 General

Any member involved in an accident with a departmental vehicle, which results in an injury, damage to the vehicle in excess of \$1500.00, or damage to private or public property shall have an Illinois Traffic Crash Report completed and submitted to the Records Section.

Whenever a police vehicle is involved in a vehicle accident which involves a death, serious injury or major property damage, the on duty supervisor will request the accident to be investigated by either the Vermilion County Sheriff's Department or the Illinois State Police. The Chief of Police will be notified in such instances.

An Illinois Traffic Crash Report will be completed in any accident involving a departmental vehicle and a non-departmental vehicle regardless of the amount of damage that has occurred.

The member involved in the accident will not conduct or complete his or her own investigation or Illinois Traffic Crash Report. A supervisor will complete the report. Only under extraordinary circumstances, an officer not involved in the traffic crash will be assigned to complete the report. In addition the on-duty supervisor at the time of the accident will be responsible for completing all internal reports with regards to accidents involving departmental vehicles.

In a departmental vehicle accident where there are no injuries, the vehicle damage is less than \$1500.00, and no other private or public property has been damaged, the necessary internal reports will be completed and sent to the Technical Services Manager. No Illinois Traffic crash Report will be required.

An on-duty supervisor will determine to the best of his or her ability the monetary amount of damage to the departmental vehicle. If the damage was estimated to be under \$500.00, but is later found to have exceeded \$1500.00, the supervisor making the initial damage estimate will complete an Illinois Traffic Crash Report.

Damage to a vehicle which would meet the elements of the offense of Criminal Damage to Property will be reported on a Danville Police Department "incident" report and not an Illinois Traffic Crash Report.

29.7.1.1 Supervisors Responsibility

The on-duty supervisor will ensure that photographs of the departmental vehicle and the non-departmental vehicle are taken in ALL traffic crashes and included in the traffic crash report as well as in the Supervisor's Report of Vehicle Damage (Form 45) as covered in DPD Policy 29.8. Photographs will be taken and recorded regardless if the traffic crash investigation is conducted by an outside agency.

29.7.2 Vehicle Accident Damage Review Committee

Unless otherwise directed, the Vehicle Accident Damage Review Committee (VADRC) will review all reports and incidents involving damage to any departmental vehicle or property damage as a result of a departmental vehicle accident. In the event that a member's conduct in the operation of a motor vehicle could lead to a suspension of more than three days, the Chief may order an Internal Affairs investigation into the matter and eliminate the review by the VADRC.

Technical Services will insure the VADRC receives a copy of all accident reports and internal reports on vehicle damage.

The VADRC will determine if the member driving the departmental vehicle was being operated in accordance with established department policies and procedures and applicable statutes and ordinances. The findings of the VADRC will be forwarded to the Chief who will make final determination as to whether disciplinary action is warranted. Nothing here-in requires the Chief to accept the findings of the VADRC.

The VADRC will be composed of five officers from the Department, with one of the members being of a supervisory rank, with the supervisor serving as the chairperson. The chairperson and two other members of the committee will constitute a quorum. The members of the VADRC will serve at the discretion of the Chief.

The chairperson will be responsible for insuring meetings are scheduled within 30 days of an incident occurrence. The chairperson must be present at all meetings of the VADRC.

In reviewing the accident the VADRC will:

1. Notify the vehicle operator as to the time and date of the meeting and shall notify the member that he or she may, and is encouraged to attend. No member will be mandated to attend a meeting unless so ordered by the Chief. The vehicle operator may, if he or she desires, be accompanied at the meeting by a representative of their collective bargaining unit or other person representing the collective bargaining unit.
 - a. If during a review it becomes obvious to the members of the VADRC that the conduct of the driver could lead to a suspension of more than three days they shall notify the Chief prior to questioning the vehicle operator. The Chief will advise the chairperson whether to continue with the review or relieve them of further review and assign the matter to the Internal Affairs Unit.
 - b. If an employee is ordered by the Chief to attend a VADRC meeting and is mandated to answer questions for the purpose of obtaining evidence which could lead to disciplinary action in the form of a suspension in excess of three days, such questioning will be considered a part of a "formal investigation." Any interviews and/or interrogations conducted with the employee under these circumstances will be in accordance with the Illinois Compiled Statutes 50ILCS725/1 and the members current work agreement.
2. After a review of all available information regarding the incident the VADRC shall deliberate in private to arrive at their decision.
3. The VADRC will make one of the following determinations regarding each incident reviewed:
 - a. The member was "not chargeable" for the accident or damage incurred. Such determination will be made if the member could not have prevented the incident that occurred or the circumstances arising from the incident were such that the employee's actions were justifiable.
 - b. The member was "chargeable" for the accident or damage incurred. Such determination will be made if the incident was one that could have been prevented by the member or the circumstances arising from the incident did not justify the member's actions.
 - c. The incident was "undetermined." Such determination will be made if there are insufficient facts to render any other finding.

Reports regarding the findings of the review, with suggested non-binding recommendations, will be forwarded to the Chief within five business days following the meeting.

4. In the event the VADRC is reviewing an incident involving a VADRC member, that member shall not participate in the review or decision making process regarding the incident. If the chairperson is involved the Chief shall appoint a supervisor to act as temporary chairperson on that review and the chairman will not participate regarding that particular review.

Danville Police Department	Section: 29.8
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/12/2021
Topic: Supervisor's Report of Vehicle Accident With or Without Injuries	
Carl J. Alexander, Director of Public Safety	

29.8 Supervisor's Report of Vehicle Accident With or Without Injuries

29.8.1 General

When a member is involved in an accident in a police vehicle, the member's supervisor shall, within 24 hours, complete the Supervisor's Report of Vehicle Accident. If an injury occurs in conjunction with the accident the supervisors will also have or cause to have the Employers First Report of Injury or Illness (Form 45) completed. (For additional information regarding this particular report see Section 7.8.)

29.8.1.1 Photograph

Photographs will be taken of the scene, departmental vehicle, non-departmental vehicle as well as any other property damaged as a result of the traffic crash.

29.8.2 Distribution of Completed Reports

After the Supervisor's Report of Vehicle Accident and if necessary the Employer's First Report of Injury or Illness is completed, electronic copies (email) will be distributed as follows:

1. Technical Services Manager
2. Risk Manager/HR
3. Chief of Police/Executive Assistant
4. VADRC Chairperson
5. One hard copy to the member's shift file.

Danville Police Department	Section: 29.9
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/12/2021
Topic: Vehicle Garage Procedures	
Carl J. Alexander, Director of Public Safety	

29.9 Vehicle Garage Procedures

29.1.1 Purpose

To insure the efficient operation of the departmental garage; and to avoid any actual or apparent abuse or misuse of materials, supplies, equipment and facilities.

29.9.2 Policy

The departmental garage will be used for the serving and maintenance of city owned vehicles only.

29.9.3 Procedure

- A. Service and repairs will only be performed on city owned vehicles.
- B. Service or repairs will not be performed on privately owned vehicles.
- C. City owned equipment, supplies or materials will not be used except on city owned vehicles.
 - 1. Air for tires is not considered equipment, supplies or materials, so long as a member is not using departmental personnel to air up tires while on City time.
- D. City owned tools, equipment, supplies or materials will not be loaned out to any person for personal use. Tools or equipment may only be removed from the garage area with the authorization of a supervisor and must be for duty related purposes only. If the tool or supply is going to be used for more than one hour by someone other than maintenance personnel, then written notification must be made to the Fleet Manager with a copy being forwarded to the Technical Services Manager.
- E. The garage will be locked at all times when vehicle maintenance personnel are not present.

Danville Police Department	Section: 29.10
Departmental Manual	Effective Date: 02/01/08 (New Issue)
	Revised Date: 02/12/2021
Topic: Vehicles – Cell Phone Usage	

29.10 Vehicles- Use of Cell Phones on Duty

29.10.1 Purpose

Cell Phones, personally owned or Department assigned, must be used in a safe manner while on duty.

29.10.2 Policy

Cell phone use for personal conversation should be limited unless on break. Hands-free option should be used when operating a departmental vehicle. Texting without voice operation is prohibited by the driving officer when departmental vehicle is moving. Driving officer will not read text from cell phone while vehicle is moving except under extraordinary duty related circumstances.

Danville Police Department	Section: 30.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: reviewed 02/12/2021
Topic: Police Media Relations	
Carl J. Alexander, Director of Public Safety	

30.0 Police Media Relations

30.0.1 Purpose

It is the purpose of this directive to establish guidelines for release and dissemination of public information to print and broadcast news media.

30.0.2 Policy

It is the policy of this law enforcement agency to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the department. Such cooperation will be in accordance with the Illinois Freedom of Information Act. Release of information shall not unduly interfere with departmental operation, infringe upon individual rights, or violate the law

30.0.3 Procedure

A. Members authorized to release information to the news media

Only the Public Information Officer (PIO) or a supervisor may make news releases, unless authorization has been given by the Chief of Police. Such releases must be of a factual nature and in accordance with this policy. Information that if released may be detrimental to an on going investigation shall not be released. When unsure of the facts or the propriety of releasing information, a supervisor shall refer all news requests to the PIO.

B. Public Information Officer (PIO)

The Chief will designate a Public Information Officer. The PIO will be the day to day liaison with the news media. In addition the PIO may be called to issue news releases during major events or on-going investigations. The PIO may designate an assistant with the Chief's approval to assist in his/her absence.

C. Notification of requests for information

Members shall notify a supervisor as soon as possible if they are contacted by a member of the news media for information.

D. Written Press Releases

Written press statements shall be released only following the approval of the Chief, PIO or their designee.

E. Release of information by telephone

Information shall not be released to the news media by telephone unless the identify of the representative is known or can be authenticated.

F. Personnel Information

Only the Chief may release information concerning personnel matters to the news media and will do so only in accordance with law and policies and procedures.

G. Denial of Information

News media will be denied access to information in accordance with the Illinois Freedom of Information Act.

H. Crime Scenes

News media representative shall not be granted any special consideration with regards to access to crime scenes that would not be afforded the general public, unless such access is authorized by the Chief or his or her designee. At no time will such entry be allowed if there is a possibility that evidence may be damaged, altered, destroyed, or other wise prejudiced by its existence being published or portrayed.

I. Special Considerations – Non-criminal Matters

Access by the news media to areas of man-made or natural catastrophes shall be determined based on the situation. If a Unified Command Center has been established with regards to the incident, the PIO assigned to the Unified Command Center will make the determination after conferring with the Incident Commander.

Danville Police Department	Section: 31.0
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 05/28/2008, 10/18/2017, 02/15/2021
Topic: Uniforms	
Christopher S. Yates, Chief of Police	

31.0 UNIFORMS/WEAPONS/PERSONAL

31.0.1 Uniforms and Insignia

A. Purpose

For the purposes of uniformity and to aid in the recognition of their official identity by the general public, all officers assigned to uniformed duties will wear dark blue uniforms as issued by the Department. The insignia will be either silver or gold finish depending on the member's rank. The Chief may in lieu of the dark blue shirt wear a white shirt at his discretion.

B. Wearing of the Uniform

1. All officers will wear the complete regulation uniform with required insignia and equipment at all times while on duty, with the following exceptions:
 - a. Officers assigned to the Criminal Investigation Section.
 - b. Officers attending training courses when the wearing of the uniform is not required.
 - c. Officers assigned to duties that do not require the recognition of the uniform and on the approval of their supervisor.
2. No article of clothing, insignia or equipment will be worn that does not conform to these regulations. Deviation there-from by substituting personal articles for those issued is prohibited without first obtaining authorization from the Chief.
3. Uniform officers' wear of regulation headgear is optional except at the direction of the Chief or his or her designee. Members shall have their helmet, shields, neck protectors and black helmet covers readily available at all times while on duty.
4. All articles of uniform clothing will be worn fully buttoned and/or zipped at all times, with the exception of the top button of the short-sleeved shirt, which will be worn unbuttoned with the collar opened. If a "tee" shirt is worn under the shirt it will be white or dark blue. No portion of sleeves of the "tee" shirt will be visible. Uniform shirt sleeves or shirt cuffs will not be rolled up.
5. Notebooks, wallets, handkerchiefs, or other items carried in uniform pockets or under other articles of clothing will not protrude or otherwise be visible or distort the shape of the pocket or uniform. Issued bullet resistant vests are exempted from this section.
6. Pins or other jewelry not issued by the Department, unless listed in this section, will not be worn on the uniform unless prior written authorization is received by the Chief.

C. Issue, Care and Replacement

1. Uniform Issue

Every sworn member will initially be issued a sufficient quantity of uniform clothing, insignia and equipment necessary for the performance of his or her duties. The Chief or his or her designee will determine the type and number of article issued. The proper care, maintenance and replacement of all articles issued is the responsibility of each member as set forth below.

2. Care and Cleaning

It is the responsibility of each member to maintain all articles of uniform clothing, insignia and equipment, both issued and individually owned, in serviceable condition at all times. Uniformed members will not wear dirty, wrinkled, or unserviceable uniforms, un-shined shoes or unpolished shields and insignia or fail to have available the proper uniform for his or her assigned duties.

D. Replacement

1. Annual Allowance

A. Uniformed Officers

Each uniformed officer is granted an annual allowance for the replacement of unserviceable clothing, insignia and equipment as set forth in their "Agreement" between the City of Danville and Police Benevolent and Protective Association.

B. Civilian Attire

Each officer authorized to wear civilian attire shall in lieu of their uniformed clothing allowance be granted an annual allowance as set forth in their "Agreement" between the City of Danville and Police Benevolent and Protective Association.

E. Administration

The Tech Service Manager will be the approving authority for all uniform and civilian attire requisitions.

1. Uniform Clothing

Only items of uniform clothing, insignia and equipment meeting departmental specifications will be purchased with departmental funds. Officers requesting replacement of uniform clothing, insignia and equipment will do so by memorandum to the Tech Services Manager, via the chain of command. After approval a requisition authorizing the purchase will be issued. Officer making purchases before receiving approval as stated above may be responsible for the payment of the item or items purchased.

2. Civilian Clothing

Civilian clothing authorized to be purchased with departmental funds may include, suits, dress and sport shirts, jackets, shoes, slacks, neckties, belts, topcoats, raincoats, leather equipment. Jeans and non-dress shirts will be authorized for members assigned full time to covert operations. Socks, jewelry and miscellaneous items will not be purchased with departmental funds.

3. Transfers

When assignment transfers from uniform to civilian attire positions are made prior to the beginning of a fiscal year a member will receive a pro-rated civilian clothing allowance.

4. Records

The Staff Services Manager will maintain a "Clothing Allowance Record" for each officer and will not approve requisitions in excess of the officer's remaining allowance.

F. Change in Specifications

Changes in uniforms, insignia and equipment specifications will normally include a phase-out period of at least one-year, and replacements will be purchased from individual clothing allowances. When a new item is adopted requiring immediate replacement of existing clothing, insignia or equipment, or when promotions or change in assignments requires, such issue will be a departmental expense and not charged against a clothing allowance.

G. Damage, Destruction or Loss

1. Line of Duty

Uniforms or issued equipment damaged or destroyed in the line of duty shall be replaced in accordance with the "Agreement" between the City of Danville and the Police Benevolent and Protective Association. Requests for replacement will be made in writing to the Tech Services Manager.

2. Carelessness or Neglect

When uniforms or issued equipment is lost, damaged or destroyed due to carelessness, neglect, misuse or abuse, the individual member shall pay for the article and may be subject to disciplinary action. Such payment will not be made from the individual member's clothing allowance.

H. Return

Upon termination or retirement a member must return all articles of uniform clothing, insignia and equipment issued to or purchased by him or her with departmental funds before receiving a final paycheck, with the following exception:

1. A member who retires from the Department will be awarded his or her shirt badge.

31.0.2 Officer's Uniform

Male and female officers will have identical uniforms with the exception of any style changes, which are required due to differences in physiques.

A. Rainwear

Members will be issued a raincoat and hat cover to be worn in inclement weather.

B. Optional Uniform Items

1. BDU Trousers

BDU trousers approved by the Department may be worn for duty wear, but can not be worn to court or formal occasions.

2. Accessories

Black scarves may be worn when the weather requires. Black gloves, which cover the entire hand and fingers, may be worn. White gloves may be prescribed for formal occasions.

3. Neck wear

An approved LAPD blue dickey mock turtle neck shirt may be purchased from a member's clothing allowance and worn in accordance with Section 31.0.2.

C. Court and Staff Uniform

Uniformed members who are attending court, and staff officers who have received authorization from the Chief may in lieu of the full duty belt wear in its place a black garrison style belt, holster with approved duty weapon, cuff case and cuffs and portable radio.

The wearing of shoulder holsters to court in conjunction with the uniform or with the staff uniform is prohibited unless written permission has been received by the Chief.

Officers who do not wear their uniform to court must if a male officer wear a dress shirt and tie and slacks and appropriate foot wear and if a firearm is worn a suit coat to cover the firearm. A female must wear a business suit, dress, dress blouse, skirt or slacks and appropriate foot wear and must have her firearm concealed if worn.

31.0.3 Honor Guard

Any Honor Guard member will wear a uniform as prescribed by the Chief.

31.0.4 Bicycle Uniform

Officers assigned to bicycle patrol will wear the following issued uniform:

- A. Dark blue shorts or pants designed for bicycle operation;

- B. Dark blue shirt with appropriate Departmental markings;
- C. Black boots (pants) or tennis shoes (shorts) and black socks (anklets with shorts);
- D. Jacket (if worn bicycle pants will be worn.)
- E. Standard duty belt including weapon, baton, cuffs, taser and radio;
- F. Bicycle helmet, which must be worn when riding the bicycle;
- G. Protective eyewear;
- H. Gloves specifically designed to be worn when riding a bicycle.

Since assignment to the bicycle patrol is voluntary, officers wishing to participate in the unit will be required to purchase the required uniform from their clothing allowance.

31.0.5 Footwear

Members will wear appropriate footwear conforming to the following specifications:

A. Shoes and Boots

Shoes shall be plain black leather or man-made material low or high cut with a smooth military or plain toe. Boots may be worn as long as there is a smooth military or plain toe, however cowboy style boots may not be worn. Shoes or boots may not have pointed toes, open cut toes or heels, wingtips, ornamental buckles or bows, stitching across the toes or other such designs. Heels shall not exceed 2 ½ inches in height.

Black socks will be worn with shoes and boots.

B. Inclement Weather Footwear

The wearing of boots, overshoes or similar footwear during inclement weather is authorized, however such footwear must be black.

31.0.6 Insignia

Only insignia issued by the Department will be worn on the uniform unless written approval is received by the Chief.

A. Badges/shields

1. Shirt and Jacket

Officers will wear the appropriate issued badge centered above the left breast pocket in the badge sling provided. Officers will always wear a badge on the outer most uniform garment worn.

2. Hat and Cap

The hat or cap badge will be worn centered (in the grommets provided) in front of all headgear.

3. Small badges

The wearing of an approved small badge on the uniform shirt is optional.

B. Collar/Rank Insignia

Police officers will wear the following collar insignia:

1. Winter and Summer Shirts/Police Officer

- a. Police officers will wear issued silver collar insignia, the badge number being worn on the right side collar and the badge number on the left side of the collar in the position shown.





- b. Supervisors will wear the appropriate rank insignia on each collar in the position similar to the collar insignia of patrol officers.
- c. Sergeants will wear issued cloth chevrons centered, points up, on each sleeve with the top point $\frac{1}{2}$ " below the shoulder patch.

2. Jacket Insignia

- a. Police officers will not wear collar insignia on their jackets. The Chief and Commanders will wear on their jackets the appropriate rank insignia on each shoulder strap parallel to and $\frac{1}{2}$ " from the shoulder seam.
- b. Sergeants will wear issued cloth chevrons centered; points up, on each sleeve of their jackets with the top point $\frac{1}{2}$ " below the shoulder patch.

C. Name plate

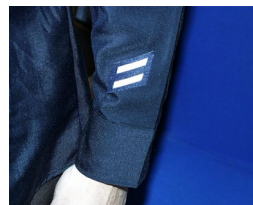
All members will wear the appropriate issued name plate on both the shirt and jacket centered above the right breast pocket with the lower edge touching the top seam of the pocket.

D. Service Tab

Officers will wear the appropriate issued "Serving Since" tab attached to the nameplate worn on the member's shirt.

E. Service Stripes

Service Stripes will be worn on the left sleeve, 3" from the bottom of the cuff and $\frac{1}{2}$ " to the right of the crease on the top of the left sleeve. One stripe will be worn for every four years of service.



F. Shoulder Patch

Officers will wear the appropriate issued Danville Police Department patch on both sleeves on all uniform jackets and shirts with the top of the patch centered $\frac{1}{2}$ " below the shoulder seam.

G. Tie bar/tie tac

Uniformed officers will wear the Danville Police Department tie bar or tie tac centered on all uniform neckties. No other tie bar or tie tack will be worn unless written authorization is received by the Director.

H. Uniform buttons

Metal buttons worn on issued uniform items shall be either gold for sergeant and above or silver for police officers and will be marked with a "P".

I. United States Flag

A small metal clutch back rectangular United States Flag is an optional item of insignia. When worn, it will be worn on the uniform shirt, centered 1/8" above any insignia worn above the right pocket.

J. Other Insignia

All other insignia issued or approved by the Department will be worn centered 1/8" above the nameplate. They will be worn in the following order above the nameplate:

1. Pistol marksmanship badge
2. Rifle marksmanship badge
3. Rifle program insignia
4. Special unit insignia
5. Non-departmental issued, but approved insignia
6. Departmental Awards
Departmental Awards will be displayed in the following order with (a) being the bottom position.
 - a. Fitness Award
 - b. Divisional Commendation
 - c. Department Commendation
 - d. Awards issued prior to 1999
 - e. Life Saving Commendation
 - f. Meritorious Service Commendation
 - g. Mayor Medal of Honor
 - h. National or State Award Commendation issued for service in the line of duty.

Issue Equipment

Equipment designated in the "Items Furnished by the City to New Hires" as outlined in the appendix of the current "Agreement" between the City of Danville and the Police Benevolent and Protective Association Unit 11, will be issued. Only the equipment issued or individual equipment that has been approved in writing by the Director will be worn. Equipment will be worn as follows:

A. Duty Belt

The duty belt will be worn tightly around the waist completely covering the trouser belt. A maximum of four belt keepers will be worn to help keep the duty belt in position. The following equipment will be worn on the duty belt:

1. Duty weapon and Holster: A holster issued or approved by the Department will be worn parallel with the body of the wearer. The holster will not be bent to throw the gun butt away from the wearer's side. Cross draw holsters will not be worn. An approved duty weapon will be worn securely in the member's holster.
2. Magazine holders will be worn on the right side (left side for left hand gun position) of the duty belt in front of the holder.
3. Handcuffs and handcuff case: Issued handcuffs will be worn in an issued case in such a manner that a member can easily access the handcuffs when needed. Handcuffs will not be worn in such a manner that would interfere with the use of any other equipment on the duty belt. Officers may wear up to two pair of handcuffs on their duty belt.
4. Baton and holder: Officers will wear an issued collapsible baton and holder on the opposite side of their duty weapon. The collapsible baton will be worn on the duty belt at all times.
5. Portable radio and case: Officers will carry an issued portable radio and case or clip on their duty belt in such a manner to suit the officer's convenience as long as it does not interfere with the use of other equipment. The radio will be turned on at all times the officer is on patrol and out of the patrol vehicle.
6. Taser and taser holder/case. Officer will carry the taser and holder/case opposite of the duty weapon.

7. Keys and key strap: Officer may carry keys on an issued key strap worn in such a manner to suit the officer's convenience as long as it does not interfere with the use of other equipment.

8. Chemical Munitions

An officer may only carry chemical munitions issued by the department, securely in an issued case on the officer's non-gun side of the duty belt.

- B. Protective vest

- The Department issued protective vest will be worn at all times when performing uniformed duties. When worn, the vest will be concealed under the uniform shirt. Officers may elect to wear a Division approved outer protective vest which may be purchased from their individual clothing allowance. When worn in public view, the outer vest will be completely closed.

- C. Whistle and chain (optional)

Uniformed officers may wear an issued whistle chain and whistle (silver for officers and gold for sergeant and above) buttoned to the right shoulder strap of the coat and shirt, with excess chain tucked into right side of the right breast pocket.

- D. Flashlight

Officers will carry only the departmental issued flashlight with the following exception:

A small "mini-mag" or similar type small flashlight may be carried as an optional light source. Such lights will not be equipped with any modified cap that would allow use of the flashlight for other than its intended purpose of being a light source. The department will not provide these type of lights or the batteries to make the light operational.

31.0.7 Individual Equipment

Individual equipment is equipment not issued by the Department, but authorized to wear, carry or use while on duty. Unless an item is specifically listed in the "Work Agreement" between the City of Danville and the Police Benevolent and Protective Association Unit 11 such individual equipment will not be replaced or repaired at departmental expense even if damaged in the line of duty.

- A. Individual equipment – required

Officer must carry the following equipment while on duty:

1. Notebook or note cards suitable for taking field notes, making sketches, etc.
2. Ballpoint pen with black ink. (The Department will furnish plastic cased ballpoint pens.)
3. Watch or time keeping device. Members on duty will wear a serviceable wrist watch. Ornate leather, metal or fabric watch bands in loud colors will not be worn. In lieu of a wrist watch an alternate time keeping devices, such as found on a cell phone can be worn as long as it does not detract from the uniform.

- B. Individual equipment – not required

1. Knife. A knife may be carried on the duty belt, but it cannot be a spring loaded or switch blade type knife. The blade must be a lock-blade type knife with a blade that does not exceed 4 ½" in length. If carried the knife must be carried closed and concealed either in a pocket or black case that matches the duty belt.
2. Mobile telephones may be carried by on duty members.

31.0.9 Personal Appearance

- A. Male Personnel

1. Hair

The length, bulk or appearance of the hair will not be excessive, ragged or unkempt. Hair will be neatly groomed and will not hang over the collar. Hair in front will be groomed so

that it does not fall below the band of properly worn headgear. Hair in front may be groomed slightly over the ears (not over $\frac{3}{4}$ of an inch) but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear. Extreme styles, such as cornrows, pigtails or dreadlocks are not permitted. Styles that are lopsided or distinctly unbalanced are prohibited. The acceptability of a member's hairstyle will be based upon the criteria set forth herein and not upon individual style.

2. Sideburns

Sideburns, if worn, shall be neatly trimmed, not extending below the lowest part of the ear, not flared, of even width and ending with a clean-shaven horizontal line.

3. Moustaches

Moustaches, if worn, will be short and neatly trimmed and shall not extend lower than the top of the upper lip or beyond the corners of the mouth.

3. Goatee or Beard

Goatees may be worn by officers working in uniform. Beards will not be worn by officers working in uniform.

Goatees and beards will be allowed for non-uniformed personnel and civilian employees provided they are maintained in a neat, clean manner presenting a groomed appearance.

For purposes of describing the goatee and beard for wear, the facial hair may not extend past the outside corners of the mouth nor may it extend down the neck. The facial hair will be neatly trimmed at all times and the goatee may not have a hair length of greater than one-quarter ($\frac{1}{4}$) inch. A beard shall be no longer than one inch and kept neatly trimmed at all times. The beard must be shaven off the neck area.

Under no circumstances will an officer assigned to non-uniformed assignment be permitted to work in any uniform assignment or hire back in uniform while wearing a beard.

5. Hairpieces or Wigs

Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

6. Hair Coloring

Hair coloring, if used, must look natural. Extreme hair coloring is prohibited.

B. Female Personnel (Sworn)

1. Hair

The length, bulk or appearance of the hair will not be excessive, ragged or unkempt. Hair will be neatly groomed and will not extend below 2" from the bottom of the collar in normal posture. Long hair that falls naturally below 2" from the bottom edge of the collar will be neatly and inconspicuously fasten or pinned, so no free-hanging hair is visible. Hair in front will be neatly groomed so that it does not fall below the band of properly worn headgear. The hair may be worn over the ear (not over two inches) but in no case will the bulk or length of the hair interfere with the proper wearing of any authorized headgear. Extreme styles, such as cornrows, pigtails, or dreadlocks, or styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Styles that are lopsided or distinctly unbalanced are prohibited. The acceptability of a member's hairstyle will be based upon the criteria set forth herein and not upon individual style.

2. Hairpieces or Wigs

Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

3. Hair Coloring

Hair Coloring, if used, must look natural. Extreme hair coloring is prohibited.

4. Hair holding devices

Hair-holding devices are authorized only for the purpose of securing the hair. Hair-holding devices will not be worn for decorative purposes. All hair-holding devices must be plain and of a color as close to the member's hair as is possible or clear. Authorized devices include, but are not limited to: small, plain "scrunchies" (elastic hair bands covered with

material), barrettes, combs, pins, clips, rubber bands, and hair bands. Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, large, lacy scrunchies, beads, bows, claw clips, clips pins or barrettes with butterflies, flower, sparkles, gems or scalloped edges; and bows made for hairpieces.

5. Cosmetics

Female members may wear cosmetics if they are conservative and complement the uniform and the member's complexion. Eccentric, exaggerated or trendy cosmetic styles and colors are prohibited.

C. Civilian Personnel

1. Males

Male civilian employees will conform to Section 31.0.9 A, D, F, G and H of the Personal Appearance regulations.

2. Females

Female Civilian employees will conform to Section 31.0.9 B, D, F, G and H of the Personal Appearance regulations.

D. Fingernail Care

Fingernails will be clean, neatly trimmed and extend no more than ¼ inch beyond the quick. Female members may wear fingernail polish, but if worn they will not wear fingernail polish shades that distinctly contrasts with their complexion, that detracts from the uniform, or that are extreme. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, white, red, khaki, camouflage colors, and fluorescent colors. Officers will not apply designs to nails or apply two-tone or multi-tone colors to nails.

E. Accessories

1. Earrings

Female employees are authorized to wear screw-on, clip on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6mm or ¼ inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

2. Eyeglasses/Contacts/Sunglasses

Member's eyeglasses will have conservative frames when worn with the uniform. Lens will be clear unless they are transition style lenses that change to brown, gray or black lens. Contacts worn will be clear or natural colored. Contacts that provide an unnatural look to the eye are prohibited. Sunglasses will have conservative frames and lenses, with no bright colors permitted. Cords worn with glasses will be dark blue or black.

3. Jewelry

Members may wear a wristwatch, a medical identification bracelet, one ring on each hand (a wedding set is considered one ring), and a necklace or neck chain if concealed by the uniform. Any other personal accessories not listed within Section 31 shall not be worn unless prior approval is received from the director of public safety or his or her designee.

F. Tattoos

Members are permitted to be tattooed providing that the tattoo is covered by the uniform or shirt in the case of officers working in civilian clothing. The area of the arm from the end of the short sleeve shirt to the wrist may be exposed and follow the guidelines as listed below.

1. All tattoos that are deemed offensive will be concealed from public view while on duty. The Chief of Police will have final say in the determination of whether or not a tattoo is offensive. If the markings are deemed offensive concealment from public view while on duty will be mandatory.

2. Considerations when determining if the markings are offensive will include, but not limited to, those that are obscene, offensive, sexually suggestive, profane, or discriminatory towards persons on the basis of their race, color, national origin, ancestry, religion or creed, age, sex, or disability, or advocate or symbolize gang or extremist groups.
3. Exposure of tattoos while present or testifying in a court of law is prohibited. Long sleeve uniform shirt and tie, or in the case of officers permitted to wear civilian dress a long sleeve dress shirt and tie or short sleeve dress shirt with a tie and sport or suit coat, will be worn.
4. For tattoos deemed offensive members have the following options:
 - Wearing the issued long sleeve uniform shirt and tie while on duty, or in the case of officers permitted to wear civilian clothing a long sleeve dress shirt and tie; or
 - Covering the tattoo(s) with a Division approved (natural flesh colored) sleeve/patch while on duty and purchased at the member's expense.
5. Under no circumstances will a tattoo be visible on the neck, face, ears, scalp or the hands.

G. Body Piercing

Members, while on duty, may not attach, affix or display objects, articles, jewelry or ornamentation to or through the skin.

H. Hygiene and body grooming

Members will maintain good personal hygiene and grooming on a daily basis and wear the uniform as not to detract from their professional appearance.

I. Exceptions

Exceptions to the provisions of Section 31 may be permitted for officers assigned in a division other than the Patrol Division or for those officers temporarily assigned to undercover work with in the Patrol Division. Such exceptions must be approved by the Chief of Police.

31.0.10 Responsibility

It is the responsibility of all commanding officers to insure that members under their command present a neat appearance at all times and that hair styles are kept within the guidelines established herein.

31.0.11 Inspections

A. Daily Inspections

Shift Commanders will informally inspect officers under their command at daily briefings to insure a continuing high standard of uniform appearance for all members.

B. Quarterly Inspections

Shift Commanders will conduct formal inspections quarterly, including weapons inspection. These inspections may or may not be announced in advance.

C. Inspection by the Chief

The Chief of Police may conduct an inspection of the entire department at his discretion. These inspections will be announced in advance.

D. Safety

Weapon inspections will take place in the firing range. When inspecting weapons officers will unload their weapon in a safe manner prior to presenting the weapon to a supervisor for inspection. Supervisor will also check to insure the weapon has been unloaded prior to inspecting the weapon.

Danville Police Department	Section: 31.1 Effective Date: 03/01/2008 (New) Revised Date:
Departmental Manual	
Topic: Uniforms: Traffic Safety Vests	

31.1 Traffic Safety Vests

It shall be mandatory for members to wear a reflective traffic vest provided by the Department when out of their vehicle directing traffic, otherwise involved in traffic control, or on a public right of way investigating a traffic crash.

Danville Police Department	Section: 32.1
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/15/2021
Topic: Special Responses/ Responding to Persons with Mental Illness	
Carl J. Alexander, Director of Public Safety	

32.1 Responding to Persons with Mental Illness

32.1.1 Purpose

To establish guidelines for the recognition and handling of mentally ill or gravely disabled individuals.

32.1.2 Policy

The mentally ill can pose a significant challenge to law enforcement. Persons suffering from these conditions may behave in erratic and unpredictable ways and can pose a serious safety hazard to both the public and responding officers. The members of the Department will strive to deal with mentally ill and gravely disabled individuals in a compassionate and safe manner and shall follow the procedures set forth within this directive.

32.1.3 Procedure

A. Guidelines for the Recognition of Persons With Mental Illness

Mental illness is often difficult for even the trained professional to define. However there are certain behaviors that may indicate a person is suffering from the effects of mental illness. These can include, but are not limited to:

1. Behaviors dangerous to themselves or others.
2. Withdrawn behavior, talking only to themselves.
3. People who know the individual who state the person is acting in an unusual manner.
4. Threats of violence to others or themselves.
5. Experiencing sensations not based on reality such as visions, odors, tastes, voices.
6. Unrealistic ideas of grand thoughts.
7. Exaggerating events.
8. Loss of memory and/or time.

B. Voluntary admissions

An officer coming into contact with a person who he or she has reasonable cause to believe is a danger to him or her self or others and is in need of immediate hospitalization to protect such person or others from physical harm may offer the option to the person to seek immediate voluntary mental health treatment. In the event the person agrees the officer will have the responsibility to insure that the person is immediately transported to OSF Sacred Heart Medical Center Emergency Department either by ambulance, by another person or by the Department. If it is by another person the officer will follow the person to the hospital to insure the person does seek treatment. The officer will complete a written report regarding his or her actions as it related to the voluntary admission.

C. Involuntary admissions

An officer coming into contact with a person who he or she has reasonable cause to believe is in need of immediate hospitalization to protect such person or others from physical harm and when that person fails to see immediate voluntary admission as outline in 32.2.3 B, shall:

1. In accordance with Illinois State Statute, take the person into protective custody and transport or cause to be transported by ambulance the person to OSF Sacred Heart Medical Center Emergency Department for treatment. Transporting officers shall take necessary precautions for their safety and the safety of the individual.
2. The person may be restrained if necessary, but only to the extent necessary to protect the person, officer and or the public.

3. If the officer, based on his or her observation or collection of information, made the determination that the person was in need of immediate hospitalization to protect such person or others from physical harm and took protective custody, will upon arrival at OSF Sacred Heart Medical Center Emergency Department, complete the "Involuntary Admission Petition" as required by state law.
4. If the officer has taken a person into protective custody based on the request of another person or agency, the officer will explain to the other person or agency representative that they will need to respond to OSF Sacred Heart Medical Center Emergency Department to complete the "Involuntary Admission Petition." The officer will respond to OSF and provide his or hers name and badge number and agency to hospital personnel.
5. An officer involved in a voluntary or involuntary admission will complete a written report on the incident.

Danville Police Department	Section: 32.2
Departmental Manual	Effective Date: 05/25/2007
	Revised Date: 02/15/2021
Topic: Special Circumstances / Pandemic Plan	
Christopher S. Yates, Chief of Police	

32.2 Pandemic Plan

32.2.1 Purpose:

Although there is no way to predict whether a pandemic will occur in Vermilion County, the purpose of this plan is to insure the timely response to the challenges that the Danville Police Department and its members will address in such a situation.

32.2.2 Policy:

It will be the policy of the Danville Police Department to work with other governmental and private agencies in addressing the needs of the community during a pandemic. Specifically the Department will address security and public order issues and as the law allows in the role of community disease control.

32.2.3 Procedures:

1. Staffing Issues

Predictions are that as many as 25%-35% of the population will become ill during a pandemic and as such the Departments work force may also be affected. Since a pandemic will be a wide spread event there may not be assistance available through traditional sources such as the Illinois Law Enforcement Alarm System (ILEAS). This may necessitate schedule changes, extended hours, and suspension of days off and voluntary leave such as vacations.

a. Chain of Command

The Department will follow its established chain-of-command. If a member of the supervisory staff becomes ill and unavailable the member next in the chain-of-command will assume authority for the vacated position.

b. Cross Training of Personnel

The Department may deem it necessary to cross train positions within the Department. This will insure the continuation of services if high degrees of absenteeism results due to illness.

c. Preventative measures

Members during a pandemic may be ordered to stay home on sick leave if they exhibit symptoms. Having a sick employee report for work is a good way to decimate the current workforce during a pandemic. The Department will take recommendations from the Vermilion County Health Department, Illinois Dept. of Public Health and the CDC.

The Chief of Police with the assistance of command staff will prepare a specific response protocol that is customized to the particular situation. In addition, any policy or protocol published by the City of Danville will be adopted with considerations to the operations of the Danville Police Department.

Good hygiene is encouraged during a pandemic. Members should follow basic disease control habits such as:

1. Cover mouth and nose when coughing or sneezing (use the inside of the elbow instead of hands);
2. Wash hands after touching anything that could be contaminated with the body fluids of another, after coughing or sneezing, after using the toilet, before and after meals and snacks, when arriving home and before and after work;
3. Keep hands away from mouth, eyes and nose.
4. Stay away from large gatherings where social distancing cannot be practiced.

Members in direct contact with the public will be provided with an N95 mask and disposable barrier gloves or other similar equipment recommended for such situation. Protective masks may also be ordered worn while in the PSB to prevent spread among personnel

d. Vaccines

Vaccines may not be immediately available. When vaccines do become available there may be a limited supply. Health officials will determine the distribution of available vaccines. The Department will work closely with these organizations to obtain sufficient vaccines for members and their families.

2. Maintaining Public Order

The primary purpose of the Department is to provide protection and law enforcement services to the Danville community. Major goals of the Department are to reduce crime through prevention, detection and apprehension; to provide for the orderly and safe movement of vehicular traffic through traffic law enforcement, accident prevention and accident investigation; to ensure public safety through regulation and control of hazardous conditions; to participate in Homeland Security measures, to recover and return lost and stolen property; and to provide non-enforcement services through educational and other programs designed to meet community needs and desires.

The Departments primary purpose will remain unchanged during a pandemic. However, services will be reviewed and those that can be classified as non-essential may be suspended or alternative forms of delivery will be developed.

Pandemics will create unique challenges to the Department. Food deliveries to the area may be temporary delayed, there may be some drug shortages and when vaccines become available an orderly delivery of these vaccines will be imperative. Also, quarantines or actions to limit movement of the population may be instituted and the Department will respond in such a manner consistent with the current laws in effect at the time.

3. Return to Normal Operating Procedures

The Chief of Police or his or her designee shall after conferring with Federal, State, County and local officials determine when the Department can return to normal operating procedures and shall direct the Department's staff accordingly.

Danville Police Department	Section: 32.3
Departmental Manual	Effective Date: 05/25/2007
	Revised Date:
Topic: Special Circumstances/ Order of Protections-Short Form Notifications.	
Carl J. Alexander, Director of Public Safety	

32.3 Order of Protections – Short Form Notifications

32.3.1 PURPOSE

To establish a uniform procedure with regards to the service of Order of Protection- Short Form Notifications.

32.3.2 POLICY

It is the policy of the Danville Police Department to assist the victims of domestic violence in the service of Order of Protections. To this end officers will utilize the Short Form Notification to effectuate service of an active Order Of Protection upon a respondent during a routine traffic stop or any other routine contact an officer may have with the respondent.

32.3.3 PROCEDURE:

- A. All patrol vehicles will be equipped with a packet containing the carbonless four-part short forms.
- B. When an officer has contact with a respondent and the LEADS entry indicates the Order of Protection has not been served, the officer will fill out the Short Form and distribute the copies.
- C. Most of the information for the Short Form can be obtained from LEADS. The next hearing date is generally not in LEADS and it is the responsibility of the respondent to obtain the full Order of Protection for this information. A current address on the respondent may also be needed at time of service.
- D. Once the Short Form is completed and all remedies are marked, the officer will explained each condition and read the notice provision to the respondent. The responded receives the front white copy which has directions on the back for obtaining the full order of protection. The order of protection is now enforceable.
- E. Communications will be notified when as Short Form is served so that they may enter an add on record into LEADS.
- F. A police report will be completed regarding the service of the Short Form Notification. The yellow copy of the form is the agency's copy and should accompany the police report in records.
- F. Both the Pink and Gold copies of the form are forwarded to the Sheriff's Office where the order was issued. Addresses for these agencies can be obtained in the National Directory for Law Enforcement Administrators.
- G. There will be times when an officer has contact with an un-served respondent and the Order of Protection was issued out of Vermilion County. Officers will first check with the Vermilion County Sheriff's Department as they may be available to serve the full order of protection. This will eliminate the need for the short order form. If the Sheriff's Department advises they are unable to respond and serve the full Order Of Protection, the officer will serve the short form notification. (750 ILCS 60/222.10) .

Danville Police Department	Section: 32.4
Departmental Manual	Effective Date: May 12, 2008 (New Issue)
	Revised Date: 02/15/2021
Topic: Housing Authority City of Danville Lease Violation Tickets	

32.4 Housing Authority City of Danville (HACD) Lease Violations Tickets

32.4.1 Purpose

The purpose of the Housing Authority City of Danville (HACD) Lease Violation Ticket is a cooperative effort with the HACD to identify tenants of HACD properties who commit specific violations of their lease.

32.4.2 Policy

It will be policy of the Department to have its members issued written lease violations.

32.4.3 Procedure

1. An officer will issue a tenant of HACD a Lease Violation Ticket if the tenant has, while on HACD property, violated one of the specific sections of the lease as listed in Section 32.4.3.2.
2. Following are the lease violations subject to the Housing Authority Lease Violation Ticket and are listed by the section of the HACD Lease being violated:

(b) Not to give accommodation to boarders, lodgers, friends, family or guests in excess of 72 hours) without the advance written consent of PHA. Not give permission to a former resident of the PHA who has been evicted or any person on the Housing Authority's No Trespass List to occupy the unit any period of time.

(c) To use the dwelling unit solely as a private dwelling for tenant's household and not to use or permit its use for any other purpose.

(e) To comply with the requirements of applicable state and local building or housing codes and zoning codes, City of Danville Ordinances, or directives from the Danville Police Department that affect the health and /or safety of Tenant and Household.

(f) To keep the dwelling unit and other such areas as may be assigned to Tenant for exclusive use in a clean, safe and sanitary condition. This includes keeping front and rear entrances and walkways free from hazards and trash and keeping the yard free of debris and litter. This also includes keeping all windows and doorways free of blockages.

(k) To act and cause household members or guests to act in a manner that will: Not disturb other resident's peaceful enjoyment of their accommodations.

(l) To assure that Tenant, any member of the household, a guest, or another person under tenant's control shall not engage in:

1. *Any criminal activity, or any activity that threatens the health, safety, or right to peaceful enjoyment of PHA's public housing premises by other residents or employees of PHA, including but not limited to battery, domestic violence, weapons, drug paraphernalia or sale of tobacco.*
2. *Any drug related criminal activity. For the purpose of this section, the term drug related criminal activity means the illegal possession, manufacture, sale, distribution, use or the intent to sell, manufacture or distribute of a controlled substance as defined in section 102 of the controlled substance act.*

(o) To act in a cooperative manner with neighbors, law officials and PHA staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors, law officials and PHA staff.

(p) Not to display, use, or possess or allow members of Tenant's household or guests to display, use or possess any firearms, (operable or inoperable) or other illegal weapons as defined by the laws and courts of the State Of Illinois anywhere on PHA property.

(u) Tenant's household shall refrain from keeping, maintaining, harboring, or boarding any animal of any nature in the dwelling except in accordance with the PHA policy: Pet shall be registered with PHA. Common household pet means, dog, cat, bird or fish. NOT reptiles, rodents, insects, Arachnids, wild animals or feral animals, pot-bellied pigs, or animals used for Commercial breeding. The following animals are not permitted: Any animal whose adult weight will exceed 25 pounds, dogs

of the pit bull, rottweiler, chow, or boxer breeds. Ferrets or other animals whose natural protective mechanism poses a risk to small children. Any animal not permitted under state or local law or code. Residents may own maximum of 2 pets, only 1 of which may be a dog.

(v) To remove from PHA property any vehicles without valid registration and valid plates. To refrain from parking any vehicles in any right-of-way, yard or fire lane designated and marked by PHA. Any inoperable or unlicensed vehicle as described above will be removed from PHA property at Tenant's expense. Automobile repairs are not permitted on project site.

(bb) Curfew. The PHA follows the city of Danville Ordinance regarding curfew. This chapter is 133.03 in the city code. Repeated violations may result in termination of the tenant's lease.

The tenant will be provided the gold copy of the ticket. All other copies will be forwarded to the CHU Officers who will forward the original white copy to the HACD. The pink copy will be forwarded to an assigned staff person who will enter the data from the violations into a data base. The yellow copy will be a working copy for the CHU. The Department's copies will be for temporary reference and will not be considered an official record of the Department. The Housing Authority City of Danville will be considered the keeper of any original records regarding HACD Lease Violations issued by the departmental personnel.

Danville Police Division	Section: 36.0
Departmental Manual	Effective Date: 05/17/21
	Revised: 6/3/21
Topic: Sexual Assault Incident Procedures	
Christopher S. Yates, Chief of Police	

36.0 Purpose

The purpose of this policy is to establish guidelines for the reporting and the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects these crimes have on the victims. (725 ILCS 203/15)

36.1 Definitions

Sexual Assault – Any of the following as established by (725 ILCS 203/10):

- A. Any crime or attempted crime defined in 720 ILCS 5/11-1.20 through 720 ILCS 5/11-1.60 of the criminal code of 2012
- B. Any crime or attempted crime defined in sections 720 ILCS 5/12-13 through 720 ILCS 5/12-16 of the criminal code of 1961
- C. Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/11-0.1 of the criminal code of 2012
- D. Any act of nonconsensual sexual conduct or sexual penetration as defined in 720 ILCS 5/12-12 of the criminal code of 1961

36.2 Policy

It is the policy of the Danville Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will investigate sexual assaults, pursue apprehension of perpetrators and protect the victims and community.

36.3 Written Guidelines

The Danville Police Department should ensure that written guidelines are in place for members responding to reports of sexual assaults or assigned to these investigations. These procedures shall be consistent with the Illinois Attorney General guidelines on response to, and investigation of sexual assaults (725 ILCS 203/15).

36.4 Reporting and Response

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which allegations appear unfounded or unsubstantiated.

Written reports shall include to the extent reasonably known to the reporting member the following information (725 ILCS 203/20):

- A. The victim's name or other identifier
- B. The victim's contact information
- C. The date, time and location of the offense
- D. Other information provided about the victim
- E. The suspect name and description if available
- F. The names and contact information of persons with information relevant to the time before, during and after the offense
- G. The names of medical professionals who conducted a medical examination of the victim, and any information provided about the offense. If a medical examination is completed a copy of the Illinois State Police Medical Forensic Documentation Form (ISP 6-002) should accompany the reporting members report
- H. Whether an Illinois State Police Sexual Assault Evidence Collection Kit was completed, the name and contact information for the hospital, and whether the victim consented to

the testing of the Evidence Collection Kit by Law Enforcement. If a collection kit was completed a copy of the Illinois State Police Patient Consent Form (ISP 6-003) should accompany the reporting members report and when a sexual assault kit is completed the reporting member will make note of the "K" serial number provided with the sexual assault kit and that "K" number will be noted in the report

- I. Whether a urine or blood sample was collected and whether the victim consented to testing of toxicology by law enforcement
- J. When the victim of a sexual assault is a juvenile and the suspect is a parent, or other person of trust or authority over the juvenile then a notification to DCFS must be done through the DCFS hotline and documented in the report with date and time of notification
- K. Any other relevant information learned about the offense

36.5 Third-Party Complaints

A written report shall be completed even if the information regarding a sexual assault or sexual abuse is reported by a third party, unless the third party fails to provide the following (725 ILCS 203/22):

- A. His/her name and contact information
- B. Affirmation that the victim of the sexual assault or sexual abuse gave consent to the third party to provide information about the offense

36.6 Jurisdictional Issues

In all reported or suspected cases of sexual assault that may have occurred in another jurisdiction, a report should still be written and forwarded to the appropriate law enforcement agency within 24 hours unless the other agency is able to promptly respond to the reporting location and assume responsibility for the investigation (725 ILCS 203/20). If an agency from another jurisdiction responds and takes responsibility for the investigation, the Danville Police member who initially took the report should provide the investigating agency any statements taken up until that point. The Danville Police member will also document the name and contact information of the member of the agency that is taking control of the investigation.

If the sexual assault investigation determines the sexual assault occurred outside the jurisdiction of the Danville Police Department and the agency with jurisdiction cannot respond to take responsibility for the investigation then the reporting member will complete the report and notify a shift supervisor that the report needs forwarding to another agency. The shift supervisor should ensure that the report is forwarded to the appropriate agency within 24 hours by fax or email (725ILCS 203/20).

In all cases of receiving a report from another law enforcement agency regarding a sexual assault that occurred in the Danville Police Department's jurisdiction the shift supervisor should ensure that a written confirmation is sent by fax or email that the report was received. This should occur within 24 hours of receiving the report and the written confirmation should include the name and contact number of the member who received the report so that it can be forwarded to the victim (725 ILCS 203/20).

36.7 Releasing Information to the Public

Under most circumstances sexual assault investigations are not released to the public in order to protect the victim and the integrity of the case. However, in cases where the perpetrator is not known to the victim and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information if doing so might develop helpful investigative leads. The Criminal Investigation Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and public.

36.8 Training

Training will be provided to members who are first responders (725 ILCS 203/20, 50 ILCS 705/10.19).

This training includes:

- A. Initial response to sexual assaults
- B. Legal Issues
- C. Victim Advocacy
- D. Victim's response to trauma

In addition to the above listed training qualified investigators should receive the additional training:

- A. Interviewing sexual assault victims
- B. Medical and legal aspects of sexual assault investigations
- C. Techniques for communication with victims to minimize trauma

36.8 Victim interviews

The primary considerations in sexual assault investigations should be the health and safety of the victim, the preservation of evidence, and an attempt to identify the suspect. Victim interviews shall be voluntary and no victim shall be compelled or required to submit to an interview (725 ILCS 203/20). Victims shall not be asked or required to take a polygraph examination or any form of a mechanical or electronic lie detector test (42 USC 3796gg-8; 725 ILCS 200/1).

36.9 Collection and Testing of Biological Evidence

When available biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected and preserved as evidence. If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable. Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their own control. In these circumstances, the evidence should still be collected and stored appropriately.

Members investigating sexual assaults or handling sexual assault related evidence are further required to do the following (725 ILCS 203/20; 725 ILCS 202/10):

1. Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within 5 days after the completion of the exam.
2. Document the date and time the sexual assault evidence is picked up from the hospital and the date and time the sexual assault evidence was sent to the lab.
3. Prior to submitting forensic examination evidence for testing, obtain appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).
4. Document the date and time when the victim gave consent to have their forensic examination evidence tested.
5. Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.
6. Members investigating sexual assault cases should notify victims of the status and results of any biological testing or DNA test (725 ILCS 203/35) Members will also document the date and time the victim was notified of the results.

36.10 Qualified Investigators

Qualified investigators should be assigned sexual assault investigations. These investigators should meet the following:

1. Have specialized training in, and be familiar with, interview techniques and the medical and legal concerns that are specific to sexual assault investigations (50 ILCS 705/10.19).
2. Review the initial report and conduct follow-up interviews and investigation.
3. Coordinate with other law enforcement agencies, social service agencies and medical personnel as needed.
4. Provide referrals to therapy services, victim advocates and support for the victim.
5. Present appropriate cases of alleged sexual assault to the States Attorney's Office for review.

36.11 Review of Unfounded Cases

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Criminal Investigation Division supervisor.