

Quincy Police Department

Policy Manual

CHIEF'S PREFACE

The Quincy Police Department Policy Manual is established for the members of the Quincy Police Department, and the policies contained herein supersede the policies on these matters previously issued in General and/or Special Orders, Standard Operating Procedure Manuals, training materials and other written directives.

This compendium represents a major review and revision of previous general order manuals. The goals in this undertaking were to update these policies to reflect community needs and expectations, legal requirements, and professional law enforcement best practices; to more effectively provide direction and guidance to members of the Quincy Police Department in carrying out their duties and responsibilities and facilitate training on continuing education on policing.

This Policy Manual is the core of the Department's directive system. This manual will be regularly updated as the needs and priorities of the Department and community change. All members are encouraged to contribute to this continual process by notifying the Chief of Police of changes in the working environment requiring policy revisions and suggestions to improve the performance of this department and its members in service to the community.

These policies are intended for internal Department use only and should not be construed as to the creation of a higher standard of safety or care in any civil or criminal procedure with respect to third party claims.

All members are individually required and responsible for reading, understanding and carrying out all department policies that guide or affect the performance of their assigned duties, responsibilities and obligations. Members are required to seek clarification or instruction from a member's immediate supervisor for any portion of a written directive that is not understood by a member.

By order of:

Adam C. Yates

Chief of Police

Quincy Police Department

Policy Manual

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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 men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land 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, 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 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.

Quincy Police Department

Policy Manual

MISSION STATEMENT

As members of the Quincy Police Department, it is our mission and duty to serve the citizens of our community and to protect all life and property; to apply the law fairly, ethically and equally to all; and to work in concert with the citizens of our community to improve Quality of Life.

Quincy Police Department

Policy Manual

Table of Contents

Chief's Preface.	1
Law Enforcement Code of Ethics.	2
Mission Statement.	3
Chapter 1 - Law Enforcement Role and Authority.	11
100 - Law Enforcement Authority.	12
101 - Chief Executive Officer.	14
102 - Oath of Office.	15
103 - Policy Manual.	16
104 - Agreements with Outside Entities for Law Enforcement Services or Support.	19
Chapter 2 - Organization and Administration.	20
200 - Organizational Structure and Responsibility.	21
201 - Departmental Directives.	24
202 - Emergency Operations Plan.	25
203 - Training.	26
204 - Electronic Mail (Email).	33
205 - Administrative Communications.	35
206 - Patrol Shift Staffing Levels.	36
207 - Retiree Concealed Firearms.	38
208 - Emergency Management Plan Procedures.	43
Chapter 3 - General Operations.	46
300 - Use of Force.	47
301 - Use of Force Review Board.	55
302 - Handcuffing and Restraints.	58
303 - Control Devices and Techniques.	63
304 - Conducted Energy Device.	68
305 - Officer-Involved Shootings and Deaths.	77
306 - Firearms.	88
307 - Vehicle Pursuits & High Speed Overtaking.	98
308 - Officer Response to Calls.	113
309 - Canines.	116
310 - Domestic Violence.	126
311 - College Internship Program.	132
312 - Search and Seizure.	137
313 - Temporary Custody of Juveniles.	139
314 - Adult Abuse.	149
315 - Discriminatory Harassment.	154
316 - Child Abuse.	159
317 - Missing Persons.	165
318 - Public Alerts.	174

Quincy Police Department

Policy Manual

319 - Victim and Witness Assistance.	179
320 - Hate Crimes.	183
321 - Standards of Conduct.	186
322 - Information Technology Use.	193
323 - Report Preparation.	197
324 - Media Relations.	202
325 - Subpoenas and Court Appearances.	206
326 - Auxiliary Officers.	209
327 - Outside Agency Assistance.	213
328 - Registered Offender Information.	216
329 - Major Incident Notification.	220
330 - Death Investigation.	222
331 - Identity Theft.	226
332 - Limited English Proficiency Services.	227
333 - Communications with Persons with Disabilities.	234
334 - Chaplains.	242
336 - Child and Dependent Adult Safety.	247
337 - Service Animals.	251
338 - Abandoned Newborn Infant Protection.	254
339 - Volunteer Program.	256
340 - Off-Duty Law Enforcement Actions.	261
341 - Department Use of Social Media.	264
342 - Tire Deflating Devices.	267
343 - Native American Graves Protection and Repatriation.	270
344 - Community Relations.	272
345 - Warning Ticket.	277
346 - Firearms Restraining Orders.	280
347 - Police Facility Security.	284
348 - Generative Artificial Intelligence Use.	288
 Chapter 4 - Patrol Operations.	 292
400 - Patrol Function.	293
401 - Bias-Based Policing.	296
402 - Roll Call Training.	299
403 - Crime and Disaster Scene Integrity.	301
404 - Crisis Response Unit.	303
405 - Ride-Alongs.	314
406 - Hazardous Material Response.	318
407 - Hostage and Barricade Incidents.	320
408 - Response to Bomb Calls.	325
409 - Crisis Intervention.	330
410 - Civil Commitments.	338
411 - Notice to Appear or Summons Releases.	342
412 - Foreign Diplomatic and Consular Representatives.	344
413 - Rapid Response and Deployment.	348
414 - Immigration Violations.	351
415 - Emergency Utility Service.	356

Quincy Police Department

Policy Manual

416 - Field Training.	357
417 - Aircraft Accidents.	360
419 - Contacts and Temporary Detentions.	364
420 - Criminal Organizations.	368
422 - Mobile Audio/Video.	372
423 - Mobile Digital Computer Use.	377
424 - Body-Worn Cameras.	380
425 - Public Recording of Law Enforcement Activity.	388
427 - Bicycle Patrol Unit.	391
428 - Foot Pursuits.	394
429 - Automated License Plate Readers (ALPRs).	399
430 - Homeless Persons.	405
431 - Firearm Concealed Carry.	408
433 - Medical Aid and Response.	411
434 - Civil Disputes.	420
435 - First Amendment Assemblies.	423
436 - Extra Patrol Checks.	429
437 - Residence Checks.	431
438 - Notification of and Requests for External Agency Services.	433
439 - Landlord/Tenant Disputes.	435
440 - Incident Command System.	437
 Chapter 5 - Traffic Operations.	 450
500 - Traffic Function and Responsibility.	451
501 - Traffic Crashes.	456
502 - Vehicle Towing.	461
504 - Impaired Driving.	466
506 - Disabled Vehicles.	472
507 - Abandoned or Derelict Vehicle Violations.	474
508 - Traffic and Parking Citations.	476
 Chapter 6 - Investigation Operations.	 478
600 - Investigation and Prosecution.	479
601 - Asset Forfeiture.	485
602 - Informants.	492
603 - Felony Investigation Discovery.	498
604 - Eyewitness Identification.	499
605 - Brady Material Disclosure.	504
606 - Sexual Assault Investigations.	507
607 - Warrant Service.	514
608 - High Risk Operations Planning and Deconfliction.	519
609 - Unmanned Aerial System.	524
610 - Forensic Genetic Genealogy.	529
 Chapter 7 - Equipment.	 533
700 - Department Owned and Personal Property.	534
701 - Personal Communication Devices.	536

Quincy Police Department

Policy Manual

702 - Vehicle Maintenance.	540
703 - Vehicle Use.	542
704 - Cash Handling, Security and Management.	548
705 - Personal Protective Equipment.	550
Chapter 8 - Support Services.	555
800 - Crime Analysis.	556
801 - Dispatch.	558
802 - Evidence Section.	564
803 - Central Records.	576
804 - Records Maintenance and Release.	580
805 - Protected Information.	588
806 - Animal Control.	592
807 - Peer Support Team.	596
808 - Quincy Regional Crime Stoppers.	600
Chapter 9 - Custody.	602
900 - Temporary Custody of Adults.	603
901 - Custodial Searches.	611
Chapter 10 - Personnel.	617
1000 - Recruitment and Selection.	618
1001 - Evaluation of Employees.	623
1002 - Specialty Position Assignments and Promotions.	626
1003 - Grievance Procedure.	628
1004 - Anti-Retaliation.	630
1005 - Reporting of Arrests, Convictions, and Court Orders.	633
1006 - Drug- and Alcohol-Free Workplace.	636
1007 - Sick Leave.	639
1008 - Communicable Diseases.	641
1009 - Smoking and Tobacco Use.	646
1010 - Personnel Complaints.	647
1011 - Seat Belts.	657
1012 - Body Armor.	659
1013 - Personnel Records.	661
1015 - Commendations and Awards.	666
1016 - Fitness for Duty.	672
1017 - Meal Periods, Breaks, Restricted Leave.	676
1018 - Lactation Breaks.	677
1019 - Payroll Records.	679
1020 - Overtime Compensation Requests.	680
1021 - Outside Employment/Special Job Assignments.	681
1022 - Occupational Disease and Work-Related Injury Reporting.	686
1023 - Personal Appearance Standards.	688
1024 - Uniform Regulations.	692
1026 - Nepotism and Conflicting Relationships.	697
1027 - Department Badges.	700

Quincy Police Department

Policy Manual

1028 - Temporary Modified-Duty Assignments.	702
1030 - Employee Speech, Expression and Social Networking.	706
1032 - Vacation Scheduling.	710
1033 - Line-of-Duty Deaths.	715
1034 - City Hall Closing Compensation for Sergeants.	727
1035 - Sergeant Hire Backs.	728
1036 - Wellness Program.	730
1037 - Veterans on the Job Training.	735
Attachments.	737
Auxiliary Officer Oath of Office.pdf.	738
Intern Emergency Contact Information.pdf.	739
Background Authorization.pdf.	740
Intern Regulations.pdf.	741
Intern Waiver and Release.pdf.	742
Application for Internship.pdf.	743
Sexual Assault Notification 08-01-22.pdf.	744
OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM - Updated Jan 2023.pdf.	745
Supervisor Recognition Form Fillable.pdf.	746
Patrol Line Inspection Form 2023.pdf.	747
OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM - Updated Dec 2022.pdf.	748
ACIM Alert Program Officer Card.pdf.	749
ACIM Alert Program Brochure (1).pdf.	750
Ride Along Request Form 2022.pdf.	751
Hate Crime Pamphlet 2022.pdf.	752
Mental Health Form - Lexipol.pdf.	753
Uniform Regulations 2023.pdf.	754
Temporary Custody Log.pdf.	755
LOG OF PERSONNEL FILE ACCESS.pdf.	756
Informant Source File Cover Sheet.pdf.	757
News Release - Master Form.pdf.	758
QPD Request to Review Personnel File .pdf.	759
2021 OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM.pdf.	760
Request for Extension of Light Duty Form.pdf.	761
Warrant Apprehension Report Fillable.pdf.	762
Taser Addendum Revised April 2023.pdf.	763
Informant Expenditure Report.pdf.	764
OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM - Updated 2021.pdf.	765
Light Duty Form.pdf.	766
WATCH COMMANDER FUND LOG.pdf.	767
Background Check Authorization.pdf.	768
LEADS Entry Certification Form - Gang Member.pdf.	769
STIC Gang Group Name Request.pdf.	770

Quincy Police Department

Policy Manual

Uniform Regulations 2024.pdf.	771
Equipment Checkout QPD Form updated 01-25-2023.pdf.	772
Medical Records Release Form.pdf.	773
Deflection - Officer Referral Form.pdf.	774
Tow Sticker and Abandoned Vehicle Notice Card.pdf.	775
Towed Vehicle Report.pdf.	776
Strip-Cavity Search Report Oct 2023.pdf.	777
ALPR QPD to Out-of-State Agency Declaratory Agreement 2024.pdf.	778
ALPR QPD to Out-of-State Agency Declaratory Agreement 10-10.pdf.	779
Watch Commander Officer Involved Shooting Checklist Jan 2024.pdf.	780
Supervisor Officer Involved Shooting Checklist Jan 2024.pdf.	781
Ride Along Approval Waiver - Bring to Ride Along 2024.pdf.	782
Ride Along Request Form 2022.pdf.	783
Ride Along Restrictions Guide.pdf.	784
Fingerprint Consent Form.pdf.	785
CHRI Access and Review Procedures.pdf.	786
Threat Assessment.pdf.	787
ISP Form 2-649.pdf.	788
ISP Person Determined to Pose a Clear and Present Danger Form.pdf.	789
Confidential Source File Cover Sheet NEW.pdf.	790
Quincy Police Department Use of Force Narrative Guide.pdf.	791
Use of Force Report Form.pdf.	792
Request for Canine.pdf.	793
Request For Canine School Search.pdf.	794
Canine Drug Detection Log.pdf.	795
Taser Addendum.pdf.	796
Bias_Based_Policing (1).pdf.	797
Department_Use_of_Social_Media (3).pdf.	798
Domestic_Violence (2) (1).pdf.	799
Domestic_Violence (2).pdf.	800
Subpoenas (5).pdf.	801
_strong_Policy_Manual__strong_.pdf.	802
Canine Seizures.pdf.	803
Canine Monthly Report.pdf.	804
Canine Training Report 1.pdf.	805
Level of Resistance Report - Final.pdf.	806
Oath of Office - Attachment.pdf.	807
Canine Training Report.pdf.	808
Ride Along Restrictions Guide.pdf.	809
Ride Along Approval Waiver - Bring to Ride Along.pdf.	810
Vehicle_Pursuits (3).pdf.	811
sexoffender1.pdf.	812
sexoffender2.pdf.	813
Use of Force Report Form - Updated 07-10-2019.pdf.	814
Team Principals for Peer Support Team .pdf.	815
AED Public Access Defibrillator Utilization Form for Lexipol.pdf.	816
IL_444-2053_Naloxone reversal form - Updated 2018.pdf.	817

Quincy Police Department

Policy Manual

Missing Personal Informational Form.pdf.	818
ADAMS COUNTY JUVENILE DETENTION SCREENING CRITERIA.pdf.	819
Juvenile Statement of Rights NEW 7 14 17.pdf.	820
Warrant Apprehension Report Form.pdf.	821
WC Brochure for Employee.pdf.	822
COQ Work Comp Procedures.pdf.	823
Confidential Informant Expenditure Report.pdf.	824
Confidential Source File Cover Sheet.pdf.	825
Missing Person Returned Form.pdf.	826
Missing Person Checklist.pdf.	827
Supervisors Public Safety Questions for Officer Involved Shootings - Updated	
10-05-2018.pdf.	828
Vehicle_Maintenance (2).pdf.	829
Registered_Offender_Information (4).pdf.	830
sexoffender3.pdf.	831
sexoffender4.pdf.	832
Field_Training_Procedure - Link for Policy.pdf.	833
Master News Release Form.pdf.	834
Control_Devices_and_Techniques.pdf.	835
Supervisors Public Safety Questions for Officer Involved Shootings Lexipol.pdf.	836
Strip-Cavity Search Report.pdf.	837
Detainee Information Report.pdf.	838
Medical Treatment Log.pdf.	839
Missing Person Informational Form.pdf.	840

Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Quincy Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Quincy Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE QUINCY POLICE DEPARTMENT

An officer may arrest a person when (725 ILCS 5/107-2):

- (a) There are reasonable grounds to believe that an arrest warrant exists.
 - 1. Notifications and waiver requests for the execution of warrants for those in need of emergency medical assistance and sexual assault victims shall be made in compliance with 725 ILCS 5/107-2.
 - 2. When the warrant charges a violation of the ILCS in another county, the arresting officer shall take steps to have the arrestee delivered before a judicial officer within the jurisdiction of the Quincy Police Department as soon as practicable (625 ILCS 5/16-103; 725 ILCS 5/109-2).
- (b) There are reasonable grounds to believe that the person is committing or has committed an offense.

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE QUINCY POLICE DEPARTMENT

The authority of officers outside the Quincy Police Department, police district includes the ability to conduct temporary questioning or make an arrest (725 ILCS 5/107-4):

- (a) If the officer is engaged in the investigation of criminal activity that occurred in the officer's jurisdiction and the temporary questioning or arrest is in furtherance of that investigation.
- (b) If the officer, while on-duty as an officer, becomes aware of the immediate commission of a felony or a misdemeanor violation of the laws of this state.

Quincy Police Department

Policy Manual

Law Enforcement Authority

- (c) If the officer, while on-duty as an officer, is requested by an appropriate state or local law enforcement official to render aid or assistance to the requesting law enforcement agency that is outside the Quincy Police Department jurisdiction.

While outside the jurisdiction of the Quincy Police Department, an officer shall make prompt notification to the local law enforcement agency of the county or municipality where any of the above occurs, and shall notify the officer's immediate on-duty supervisor as soon as practicable (725 ILCS 5/107-4).

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended within other adjoining states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters Indiana, Iowa, Wisconsin or Missouri in fresh pursuit of a person who is in the immediate and continuous flight from the commission of a felony, and in Missouri the crime of driving while intoxicated or driving with excessive blood alcohol content (I.C. § 35-33-3-1 (Indiana); Iowa Code § 806.1 (Iowa); Wis. Stat. § 976.04 (Wisconsin); § 544.155, RSMo (Missouri)).

Whenever an officer makes an arrest in Indiana, Iowa, Wisconsin or Missouri, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (I.C. § 35-33-3-2; Iowa Code § 806.2; Wis. Stat. § 976.04; § 544.155, RSMo).

100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Illinois constitutions.

Chief Executive Officer

101.1 PURPOSE AND SCOPE

The Illinois Law Enforcement Training Standards Board (ILETSB) has mandated that all sworn officers within the State of Illinois receive certification and training within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any Chief Executive Officer and Deputy Police Chief of this department must complete a minimum of 20 hours of certified training annually as prescribed by the Illinois Police Training Act (50 ILCS 705/10.7).

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Quincy Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. The oath will be taken prior to undertaking the duties of a Quincy Police Officer. The form of oath shall be as follows (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010):

"I _____ do solemnly swear that I will support and comply with the Constitution of the United States and the Constitution of the State of Illinois; the Ordinances of the City of Quincy; the Rules and Regulations of the Quincy Police Department; and the Law Enforcement Code of Ethics; and that I will faithfully discharge the duties of my office as Police Officer for the City of Quincy to the best of my ability."

The Pledge shall be administered by and done in the presence of the Chief of Police or his designee.

A copy of the pledge signed and dated by the officer shall be maintained in his/her personnel file

[See attachment: Oath of Office](#)

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (65 ILCS 5/3.1-10-25; 55 ILCS 5/3-6004; 55 ILCS 5/3-6010).

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Quincy Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Quincy Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Quincy Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CFR - Code of Federal Regulations.

Quincy Police Department

Policy Manual

Policy Manual

City - The City of Quincy.

Civilian - Employees and volunteers who are not sworn peace officers.

Department/QPD - The Quincy Police Department.

Employee/personnel - Any person employed by the Department.

ILETSB - The Illinois Law Enforcement Training Standards Board (50 ILCS 705/1).

Juvenile - Any person under the age of 18 years.

Law enforcement officer - Any officer of a law enforcement agency who is primarily responsible for prevention or detection of crime and the enforcement of the criminal code, traffic, or highway laws of this State or any political subdivision thereof (50 ILCS 705/2).

Manual - The Quincy Police Department Policy Manual.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person who is employed or appointed by the Quincy Police Department, including:

- Full- and part-time employees.
- Sworn peace officers.
- Reserve, auxiliary officers.
- Civilian employees.
- Volunteers.

Officer - Those employees, regardless of rank, who are sworn employees of the Quincy Police Department.

On-duty - A member's status during the period when the member is actually engaged in the performance of assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other department members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

Quincy Police Department

Policy Manual

Policy Manual

The term "supervisor" may also include any person (e.g., officer-in-charge, lead, or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

Agreements with Outside Entities for Law Enforcement Services or Support

104.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for entering into agreements with outside entities for the Quincy Police Department to provide law enforcement services or support.

This policy does not apply to the provision of security for special events and limited services on an extra-duty basis (see the Outside Employment/Special Job Assignment Policy for additional guidance).

104.2 POLICY

It is the policy of the Department to have a written agreement consistent with applicable state and local laws if providing law enforcement services or support to an outside entity.

104.3 REQUIREMENTS

Prior to providing law enforcement services or support to an outside entity, a written contract with the entity receiving the services shall be established. The contract should include:

- (a) A detailed description of the specific services to be provided.
- (b) Financial terms.
- (c) Records to be maintained by the Quincy Police Department.
- (d) Duration, modification, and termination of the contract.
- (e) Liability issues.
- (f) A stipulation that supervision and control of members will remain with the Quincy Police Department.
- (g) Arrangements for the use of Quincy Police Department equipment and facilities.
- (h) Insurance and indemnity requirements.

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

The organizational structure of this department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 DIVISIONS

The Chief of Police is responsible for administering and managing the Quincy Police Department. There are two divisions in the Police Department as follows:

- Administration Division
- Operation Division

200.3 ADMINISTRATION DIVISION

The Administration Division is commanded by a Deputy Chief of Administration, whose primary responsibility is to provide general management direction and control for the Administration Division, which supports the operations division. The Deputy Chief of Administration shall have the authority and responsibility for the procurement, maintenance, and disposal of department-owned property, and property used by the department. The Deputy Chief of Administration is responsible for the following:

200.3.1 CENTRAL RECORDS

Central Records is supervised by the Central Records Supervisor whose primary responsibility is to provide general management, direction, and control for the following:

- (a) Records Associates
- (b) Court Clerk
- (c) Typist/Clerk

200.3.2 ADMINISTRATION SUITE

The Administrative Suite is supervised by the Deputy Chief of Administration whose primary responsibility is coordination of the suite and to provide general management, direction, and control for the following:

- (a) Payroll Coordinator
- (b) Purchasing Assistant

200.3.3 ADMINISTRATIVE SERVICES UNIT

Administrative Services Unit is supervised by the Administrative Services Sergeant who is responsible for the coordination of training, as well as general management, direction, and control for animal control, fleet management, Pro-Act, and housing.

- (a) Animal Control
 - 1. Animal Control Officer

Quincy Police Department

Policy Manual

Organizational Structure and Responsibility

- (b) Fleet Management
 - 1. Fleet Coordinator
- (c) Pro-Act
 - 1. Pro-Act Officer
 - 2. Pro-Act Assistant
- (d) Housing
 - 1. Housing Officer

200.3.4 INVESTIGATION SECTION

The Investigation Section is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction, and control for the Investigation Section.

- (a) Criminal Investigation Unit - supervised by a Sergeant
 - 1. Detective-Criminal Specialist
 - 2. Elder Service Officer
- (b) Youth Investigation Unit - supervised by a Sergeant
 - 1. Detective-Youth Specialist
 - 2. School Resource Officers
- (c) Special Investigations Unit - supervised by a Sergeant
- (d) Drug Task Force Inspectors - supervised by the Lieutenant
- (e) Evidence Unit - supervised by the Lieutenant
 - 1. Crime Scene Technician
 - 2. Evidence Custodian

200.4 OPERATIONS DIVISION

The Operations division is commanded by the Deputy Chief of Operations who supervises, organizes, and coordinates all personnel assigned to the Operations Division of the Quincy Police Department in a manner which will utilize the patrol personnel in the most effective manner to accomplish the mission. The Deputy Chief of Operations is responsible for the following:

200.4.1 PATROL SECTION

The Patrol Section is divided into two patrol shifts (day shift and night shift). Each patrol shift is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction, and control for their Patrol Shift. Each shift (day shift and night shift) is divided into two squads of uniformed patrol officers. Each squad is supervised by two sergeants. The K-9 unit will be assigned to night shift.

200.5 COMMAND PROTOCOL

Quincy Police Department

Policy Manual

Organizational Structure and Responsibility

200.5.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the department. In the absence of the Chief of Police, the Deputy Chief of Operations will serve as the acting Chief of Police. In the absences of both the Chief of Police and the Deputy Chief of Operations, the Deputy Chief of Administration will serve as the acting Chief of Police.

The next order of succession is as follows:

- (a) Lieutenant based off seniority in grade
- (b) Sergeant based off seniority in grade

200.5.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., K-9, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

Departmental Directives

201.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with personnel rules and applicable guidelines. Departmental Directives will immediately modify or supersede sections of this manual to which they pertain.

201.1.1 DEFINITIONS:

Written Directive - any typed or electronically written document used to guide or affect the performance or conduct of department personnel.

Lexipol Policy and Procedures - policy and procedure changes will be done through Lexipol.

Rules and Regulations - set of specific guidelines to which all department personnel must adhere.

Department Memorandum -an informal, written document that may or may not convey an order; it is generally used to clarify, inform or inquire.

Instructional Material -training guides, bulletins and checklists.

Standard Operating Procedure (SOP) - documents authored to provide procedures to be followed when dealing with specific issues that are not addressed in the Lexipol policy and procedures manual.

201.1.2 DEPARTMENTAL DIRECTIVES PROTOCOL

Departmental Directives will be incorporated into the manual as required upon approval of staff. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

201.2 STAFF RESPONSIBILITIES

The staff shall review and recommend Departmental Directives for incorporation as revisions to the Policy Manual.

201.3 ACCEPTANCE OF DEPARTMENTAL DIRECTIVES

All employees are required to read and obtain any necessary clarification of all Departmental Directives. All employees are required to acknowledge in writing the receipt and review of any new Departmental Directive. Signed acknowledgement forms and/or email receipts showing an employee's acknowledgement will be maintained by the Office Administrator.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

The City has prepared an Emergency Operations Plan Manual (EOP) for use by all employees in the event of a major disaster or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

202.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Operations Plan will be activated by Quincy's Chief Elected Official as described in the EOP. The line of succession for Quincy's Chief Elected Official is outlined in the EOP.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Quincy Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee. The Chief of Police or the authorized designee may cancel all vacation, DRT, comp time, unrestricted sick days, and personal days as needed up to the duration of the emergency. Exceptions to this include FMLA leave, military leave, and situations where the cancellation would cause a financial hardship.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 REQUEST FOR ASSISTANCE FROM OUTSIDE AGENCIES

There are mechanisms in place for law enforcement, fire service, and public works to quickly access assistance from other agencies.

- (a) The watch commander may seek assistance from the Adams County Sheriff's Department, the Illinois State Police, and/or federal law enforcement agencies directly or through 9-1-1 of Adams County.
- (b) If a larger response is necessary, assistance shall be requested through ILEAS Mutual Aid.
- (c) The Chief of Police or designee may request assistance from the Illinois National Guard through proper channels.

202.4 LOCATION OF MANUALS

Manuals are available in the watch commander's office and via COQ Share on the City's server. All supervisors should familiarize themselves with the Emergency Operations Plan and what roles personnel will play when the plan is implemented.

202.5 UPDATING OF MANUALS

The Chief of Police or designee shall review and update, if necessary, the Emergency Operations Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS).

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local, and the Illinois Law Enforcement Training and Standards Board (ILETSB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with ILETSB rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Deputy Chief of Administration and the Administrative Services Sergeant to develop, review, update, and maintain the training plan outlined in this policy and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. Considerations should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The Administrative Services Sergeant is responsible for the systematic and detailed documentation of all training for all members. This will include the collection of information on curriculum, training material, training facilities and scheduling.

The Deputy Chief of Administration and the Administrative Services Sergeant shall periodically review the training plan contained in this policy to ensure it is in compliance with all training mandates.

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training
- (b) State-mandated training:

Quincy Police Department

Policy Manual

Training

1. Officers must successfully complete the Minimum Standards Basic Law Enforcement Training Course or a similar ILETSB-approved training program within six months of full-time employment (50 ILCS 705/8.1).
 - (a) The basic training requirement may be waived if the employee is eligible for certification by meeting training and certification standards within the parameters, extensions, and exceptions set by ILETSB (50 ILCS 705/8.1).
 - (b) State-mandated training requirements every year include (50 ILCS 705/7; 50 ILCS 705/7.1):
 1. Legal updates.
 2. Emergency medical response training and certification.
 3. Crisis intervention training.
 4. Officer wellness and mental health.
 5. Firearms Restraining Order Act.
 6. Firearms qualifications.
 7. Use of force (must include scenario-based or similar training in accordance with ILETSB mandates).
 - (c) State-mandated training requirements every three years include (50 ILCS 705/7; 50 ILCS 705/10.6; 725 ILCS 203/20):
 1. Constitutional and proper use of law enforcement authority.
 2. Procedural justice.
 3. Civil rights.
 4. Human rights.
 5. Mandatory child abuse reporting.
 6. Cultural competency.
 7. Mental health awareness and response.
 8. Training on sexual assault and sexual abuse response and report writing (see the Sexual Assault Investigations Policy).
 9. ILETSB-approved use of force training, including policies and laws related to stops and searches and officer safety techniques.
 10. Scenario-based role-playing (six hours de-escalation and six hours high-risk traffic stops) in accordance with ILETSB mandates.
 - (d) State-mandated training requirements every four years include:
 1. Homicide investigator training for investigators (50 ILCS 705/10.11).
 - (e) State-mandated training requirements every five years include:
 1. Domestic violence (725 ILCS 5/112A–27; 750 ILCS 60/301.1).

Quincy Police Department

Policy Manual

Training

203.4.2 DEPARTMENT MANDATED TRAINING

The mandatory retraining for the Quincy Police Department includes, but may not be limited to the following:

Department mandated training requirements every year for sworn officers and any member annotated in the parenthesis next to the requirement include:

- (a) Firearms and Use of Deadly Force (Animal Control Officer)
- (b) Electronic Controlled Weapons Training (Animal Control Officer)
- (c) Emergency Response Team members who are authorized to use any additional weapons but not limited to rifles, automatic firearms, shotguns, etc.
- (d) Rapid Response to Active Shooter
- (e) HAZMAT Refresher
- (f) Department policies, procedures, rules and regulations with an emphasis on change.
- (g) Bloodborne Pathogens
- (h) N95 Fit Testing (all members)
- (i) AVON C50 Fit Testing (Animal Control Officers and Crime Scene Technicians)
- (j) Pursuit policy review

Department mandated training requirements every two years for sworn officers and any member annotated in parenthesis next to the requirement include:

- (a) AED/CPR in accordance with American Heart Association guidelines (all members)
- (b) LEADS (Records Personnel, Animal Control Officer, Pro-Act Assistant, Crime Scene Technician)

203.4.3 OTHER MANDATED TRAINING, CERTIFICATES, AND/OR RE-CERTIFICATIONS

Based on a member's position, they may be required to have other training and certifications. Certified members may also be required to attend additional training to maintain certification. These types of training include, but may not be limited to the following:

- All officers who are promoted to sergeant shall receive a minimum of 80 hours of supervisory/command training at an appropriate training facility
- All sergeants who are promoted to lieutenant shall receive ten weeks of supervisory/command training at an appropriate training facility
- The Chief of Police and Deputy Chiefs 20 hours of continuing law enforcement education*
- K9 Officer/Unit*
- Breath Alcohol Operator*
- Lead Homicide Investigator*
- AED/CPR Instructor*

Quincy Police Department

Policy Manual

Training

- Crisis Intervention Team Officer
- Child Safety Seat Technician*
- PEER Team
- Gracie Defensive Tactic Instructors*
- D.A.R.E. Officer
- In-House Instructor
- Firearms Instructor
- Taser Instructor*
- Emergency Response Team Operator
- Observer/Sniper
- Field Training Officer/Coordinator
- IPMBA Certified Bike Officer
- Domestic Violence Protocol Instructor
- Crisis Negotiators
- Crisis Negotiator Phase III*
- DUI SFST Instructor*
- ICAC (Internet Crimes Against Children) Investigator
- Juvenile Officer

An * annotates a position that requires continuing training to maintain certification.

An officer who attends a 40 hour or more training specific to mandated training, certifications, or re-certifications, shall be given the opportunity to use excess training hours or travel time the day immediately following their return.

203.4.4 PROBATIONARY TRAINING

Probationary officers are required to satisfactorily complete minimum training mandated by the ILETSB in order to be eligible for permanent employment (50 ILCS 705/7).

203.4.5 NON-SWORN ORIENTATION

All non-sworn members of the Department shall receive information regarding:

- (a) The Department's role, purpose, goals, policies, and procedures.
- (b) Working conditions and regulations.
- (c) Responsibilities and rights of employees.

Quincy Police Department

Policy Manual

Training

203.4.6 SKILLS DEVELOPMENT TRAINING

Members who are assigned to new functions or promotions shall receive training in their new assignments.

203.5 TRAINING NEEDS ASSESSMENT

The Deputy Chief of Administration and the Administrative Services Sergeant will conduct an annual training-needs assessment during the department's budget preparation period. During this period, all members will be responsible for forwarding their training needs for that fiscal year to the Deputy Chief of Administration. Throughout the year, the Administrative Services Sergeant will continue to assess the training needs of the department and forward any specific recommendations to the Deputy Chief of Administration.

203.6 REQUESTS TO ATTEND TRAINING

Employees wishing to be enrolled in training through the department must complete a Request for Training Form and submit the form to their lieutenant.

- (a) The form is to be routed through the chain of command to the Administrative Services Sergeant.
- (b) Supervisory personnel shall check shift/section schedules and other relevant information to ensure that the training request does not interfere with any known scheduling issues. If in the supervisor's opinion the importance of the course to the employee and/or department necessitates making special arrangements such as hiring back personnel to cover for the absent employee, this shall be noted on the request form so that this can be taken into consideration by the Chief or Deputy Chief(s).
- (c) All requests must have the approval of the Chief of Police or a Deputy Chief before enrollment will take place.
- (d) Once approved, the Administrative Services Sergeant will provide the employee with a training packet which will include:
 1. A memo to the employee confirming enrollment and further instructions on the employee's responsibilities regarding the training.
 2. Sign in sheet(s).
 3. A training evaluation form.
 4. Dress code and/or requirements stipulated by the instructor or entity hosting or sponsoring the training, if applicable.
 - (a) If no stipulations or requirements are set by the instructor or entity, employees shall abide by the department's dress code as outlined in 1024 Uniform Regulations for attending training whether held locally or away from Quincy.
 5. Travel expense reimbursement guidelines.

Quincy Police Department

Policy Manual

Training

203.7 TRAINING ATTENDANCE

- (a) While in attendance at training, employees are representatives of the department and shall conduct themselves accordingly.
 - 1. Employees are still bound by all applicable department Rules and Regulations.
 - 2. Employees shall follow all rules set forth by the training facility.
- (b) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or department necessity.
- (c) Any member who is unable to attend training as scheduled shall notify the on-duty Watch Commander as soon as practicable prior to the start of training and shall:
 - 1. Document the member's absence in a memorandum to the Administrative Services Sergeant.
 - 2. Make arrangements through the Administrative Services Sergeant to attend the required training on an alternate date.

203.8 TRAVEL TIME COMPENSATION

Any time needed to travel to/from the training outside of the employee's normal shift will be documented on the sign in sheet. The Payroll Coordinator will enter these hours into the scheduling software for tracking purposes. It is the employee's responsibility to get the travel time scheduled off in a timely manner.

Travel time should be used as follows:

- (a) Within the same pay period it is earned, if possible,
- (b) Must be used within two months, if possible, based on department staffing levels.
- (c) Travel time not used within two months should be scheduled as soon as possible thereafter.

The use of travel time shall not cause a hireback unless the use qualifies under 203.4.3.

203.9 SIGN IN SHEETS

The department will provide appropriate forms to track all training attended by employees. The Administrative Services Sergeant will ensure sign-in sheets are provided for local training and if the training is out of town, the employee will be provided with a training packet which will include the sign-in sheets. Members are expected to complete and turn in training sign in sheets upon return from, or completion of, training.

Quincy Police Department

Policy Manual

Training

203.10 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Quincy Police Department policy manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Office Administrator in conjunction with the Administrative Services Sergeant.

Personnel assigned to participate in DTBs should only use login credentials assigned to them by the Office Administrator. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB in a timely manner. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

The Office Administrator will be responsible for monitoring the progress of personnel and forwarding that information to the member's supervisor to ensure compliance with this policy.

203.11 TRAINING RECORDS

A copy of any certificates of training issued to the employee shall be given to the Administrative Services Sergeant for placement in the employee's training file.

The Administrative Services Sergeant is responsible for the creation, filing, and storage of all training records (50 ILCS 705/8.1). Training records shall be retained in accordance with the established records retention schedule.

Electronic Mail (Email)

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the City. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices, current law (e.g., Illinois Freedom of Information Act), and City policy.

Messages transmitted over the email system should only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, practices of the Department, or information for the general good and welfare of City employees.

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over City networks are considered City/Department records and therefore are City/Department property. The City/Department reserves the right to access, audit or disclose, for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any City system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used. Employees using the City email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages on the email system is prohibited, will not be tolerated and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items or that are of particular interest to all users. Email messages addressed to the entire City must be approved by the Chief of Police or designee. It is a violation of this policy to transmit a message under another user's name without permission from that user.

Users are strongly encouraged to log off the network when their computer is unattended. This added security measure should minimize the misuse of an individual's email, name and/or password by others.

Quincy Police Department

Policy Manual

Electronic Mail (Email)

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Illinois Freedom of Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

All emails are stored and retained indefinitely within the email archiver by the IT Department. The only emails that are potentially deleted are spam related or advertising based emails.

204.5 GENERAL EMAIL DISTRIBUTION

Emails sent to the department's general email address are assigned to be opened and read by the Pro-Act Unit officer and/or by the Chief of Police or designee. Internet based submissions, such as web page submission forms (e.g., online crime reporting, employment inquiries, and general questions) shall be forwarded to the appropriate person or section to be handled.

204.6 MEMBERS' REQUIREMENTS

During their work day, all departmental personnel shall check their email and voicemail and respond to all messages in a timely manner or by any response deadline given. Email and/or voicemail should be checked, at a minimum, at the start of each work day. In addition, email and/or voicemail should be checked prior to the end of their work day, if possible.

Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies.

205.2 DEPARTMENT EMAIL

Department email may be issued periodically by the Chief of Police or designee to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

The Quincy Police Department provides a general department letterhead and letterhead from the Office of the Chief of Police. In order to ensure that the letterheads and name of the department are not misused, department letterheads should only be used for official business. The department letterhead shall be used for all external correspondence that does not come from the Office of the Chief of Police. The Office of the Chief of Police letterhead may only be used with the approval of the Chief of Police or designee.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or designee.

205.5 PERSONNEL RESPONSIBILITIES

All departmental personnel are responsible for reading, responding to and/or acknowledging, where such response is requested and/or required, any information or solicitations received either internally or externally and disseminated to the department as a whole, as a section, group or individually. Such information includes but is not limited to mail, email, voicemail, memorandum, written or electronic messages, etc.

All departmental personnel are responsible for disseminating and/or sharing appropriate information received or learned either internally or externally to the appropriate department personnel or unit(s).

Patrol Shift Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the minimum number of patrol officers required to adequately serve and protect the community is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least two regular supervisors on duty whenever possible. Watch Commanders will ensure that at least one supervisor is working during each watch.

- (a) Minimum patrol shifts shall consist of the following:
 - 1. Shift 1 (0600-1800)
 - (a) 1 patrol supervisor
 - (b) 6 patrol officers
 - 2. Shift 2 (1800-0600)
 - (a) 1 patrol supervisor
 - (b) 6 patrol officers
 - 3. Patrol shifts are allowed to drop to five patrol officers between the hours of 0300 and 0900 upon supervisor approval.
- (b) The above shall be considered the minimum number of patrol supervisors and patrol officers available for street duty which is deemed necessary to adequately protect and serve the City of Quincy and its people during the hours listed.
- (c) When counting patrol officers available for street duty, probationary officers who are assigned to ride with a Field Training Officer shall not be included in the count.
- (d) Sergeants who qualify for, and agree to work, a patrol shift hireback as patrol manpower are counted toward patrol shift minimum.
- (e) When there are no patrol officers available to fill a mandatory hireback, an on-duty supervisor may be assigned to work as a patrol officer to meet minimum patrol shift manpower.

206.2.1 ASSIGNING OFF-DUTY PERSONNEL TO MEET MINIMUM MANPOWER LEVELS

- (a) When a Watch Commander is aware that a shift will fall below the recommended minimum staffing level, the Watch Commander is authorized to hireback an off-duty patrol officer. Non-supervisory personnel will be compensated in accordance with the current bargaining agreement.

Quincy Police Department

Policy Manual

Patrol Shift Staffing Levels

- (b) If voluntary help is not available, the Watch Commander is then authorized to mandate personnel to overtime work in accordance with the current bargaining agreement. Every effort should be made to treat all officers fairly by assigning both voluntary and mandatory overtime to as many officers as possible, thus avoiding the appearance of favoritism.

Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Quincy Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Illinois law (18 USC § 926C; 50 ILCS 705/10).

207.2 POLICY

It is the policy of the Quincy Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

207.2.1 DEFINITIONS

Retired Officer: The "Law Enforcement Officers Safety Act Improvements Act of 2010" defines a retired officer as an officer who has retired or separated in good standing from service with a public agency(s) as a law enforcement officer for no less than 10 years.

Firearms Certifications Requirements: The "Law Enforcement Officers Safety Act Improvements Act of 2010" allows firearms certification of retired officers in good standing, as defined above, utilizing firearms training in accordance with the standards of the officer's former agency, the state in which such officer resides, or if such state has not established training standards, standards established by a law enforcement agency within the state or the standards used by a certified firearms instructor that is qualified to conduct a firearms qualification test for active duty officers within that State. Separated officers in good standing, who during their employment with the agency had not been officially found, by a qualified medical professional employed by the agency, to be unqualified for duty as an active law enforcement officer for reasons relating to mental health are also allowed to participate in the firearms certifications the same as a retired officer in good standing.

Firearms: The U.S. Code - Section 921 of Title 18 defines the term "firearm" to mean:

- (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (b) the frame or receiver of any such weapon;
- (c) any firearm muffler or firearm silencer; or
- (d) any destructive device. Such term does not include an antique firearm.
- (e) any ammunition not expressly prohibited by Federal law or subject to the provisions of the National Firearms Act.

207.3 RETIRED OFFICER (LEOSA) IDENTIFICATION

The Chief of Police shall issue a retired officer identification card to any qualified former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.

Quincy Police Department

Policy Manual

Retiree Concealed Firearms

- (b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 RETIRED OFFICER (LEOSA) IDENTIFICATION CARD FORMAT

The retired officer identification card shall contain a photograph of the former officer and identify him/her as having been employed as an officer.

207.3.2 AUTHORIZATION

Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 - 1. A valid permit to carry a concealed firearm issued by the Illinois Law Enforcement Training and Standards Board (ILETSB) (20 Ill. Adm. Code 1720.260).
 - 2. An indication from the Quincy Police Department that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
 - 3. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Illinois law or by a private person or entity on his/her property if such prohibition is permitted by Illinois law.

The Law Enforcement Officers Safety Act, 18 USC § 926 B & C (Public Law No. 108-277) passed July 22, 2004, does NOT authorize the retired officer to;

- (a) Carry a machine gun, silencer, or other destructive device.
- (b) Act in the capacity of a Police Officer of the City of Quincy.

Quincy Police Department

Policy Manual

Retiree Concealed Firearms

- (c) Permit him or her to carry a firearm on any State or local government property, installation, building, base or park with laws restricting the carry of firearms.
- (d) Permit him or her to carry a firearm on any other property which expressly prohibits the carrying of firearms (i.e. airports, aircraft).
- (e) Violate any Federal Law, State Statute or Local Ordinance.

207.3.3 RETIRED OFFICER - CONTINUING CAREER

Retired Quincy Police Officer Employed by Another Law Enforcement Agency.

A police officer who retires from the Quincy Police Department and then goes to work for another law enforcement agency will no longer be eligible to participate in the Quincy Police Department Retiree Carry Program. Requirements for participation in a Retired Officer Carry Program, even a State level offered program, will lie with the last law enforcement agency from which the officer was employed.

207.3.4 RETIREE EXCEPTIONS

a. A retired Quincy Police officer who becomes employed by a non-law enforcement employer may be eligible to forgo the physical act of qualifying with a weapon or weapons and receive a Retired Officer Carry Card issued by the Quincy Police Department if they meet all of the following requirements.

1. As a part of their employment the retired officer is required to be armed with a weapon(s) that either the employer provides or the retired officer provides.
2. The employer requires the retired officer to qualify at least once a year and to pass that qualification with the weapon(s) they carry as part of their job.
3. The employer's firearm qualification course is as strict or stricter and meets or exceeds the standards set for passing/qualifying as that of the Quincy Police Department's qualification course designed for its sworn officers.
4. The employer's firearms instructor is certified as a firearms range instructor.
5. The weapon(s) used to qualify with were inspected by the certified range instructor and certified to be safe and in working condition.
6. If the employer allows the retired officer to qualify with weapons other than those required as part of their employment, then all other weapons the retired officer intends to qualify with and carry are to be inspected by the certified firearms range instructor as safe and in working condition
7. The retiree's employer must provide, via U.S. Mail or from the employer's E-Mail account, a signed letter that includes the necessary certifying documentation regarding the retiree's firearm qualification. This signed letter shall include;
 - (a) Certification that the retiree attended and passed their employment firearm qualification. The letter is to include the date this occurred on.
 - (b) Detailed description of the qualification course utilized,

Quincy Police Department

Policy Manual

Retiree Concealed Firearms

- (c) A description of how the scoring was done and what the retiree's qualifying score was.
- (d) Certification that all weapons used in qualifying were inspected for safety and functionality. The name of the firearms range instructor who performed the inspection is to be listed,
- (e) The make, model and serial number of the weapon(s) that were qualified with, and
- (f) A copy of the Illinois Department of Financial and Professional Regulation License showing that the firearm range instructor holds a valid and current registration with the State of Illinois.

b. The retired officer will, even if they qualify with their weapon(s) under the employer's qualification course, undergo a review of the Quincy Police Department's Retiree Concealed Firearms Policy, Use of Force Policy, and Firearms Policy and take and pass a written test.

c. If the employer only allows qualification with the weapon required as part of employment and the retired officer has other specific weapon(s) they intend to carry they must participate, as described in this policy, in the Quincy Police Department Retired Officer Carry Program with those weapons.

d. The decision to accept or deny the exception as explained will be made by the Chief of Police with the advice of the Police Department's Firearms Training Coordinator and/or the Head Firearms Instructor.

207.3.5 INSPECTION OF WEAPON(S) PRIOR TO TESTING/QUALIFICATION

- (a) Department Armors shall conduct an inspection, of the weapon(s) the retiree wishes to test and qualify with prior to its use in the testing and qualification course.
- (b) The weapon(s) must be declared safe for use by a Department Armorer and recorded as such, for that date, in the retiree's firearms file.

207.4 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD PERMITS

Retirees who wish to carry a concealed firearm may apply for an ILETSB permit through the Illinois Retired Officer Concealed Carry (IROCC) office. Application information is available on the IROCC website (20 Ill. Adm. Code 1720.250).

207.5 FORMER OFFICERS RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions Policy.

207.5.1 LEOSA QUALIFICATION CARD

Following successful completion of qualification and testing retired officers participating in the departments Retiree Concealed Firearms program shall be issued a LEOSA qualification card signed by the Chief of Police. The LEOSA qualification will be valid for one year.

Quincy Police Department

Policy Manual

Retiree Concealed Firearms

In order to obtain or retain a LEOSA qualification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA qualification card may be denied or revoked upon a showing of good cause as determined by the Department. Good cause shall include, but are not be limited to, medical and/or psychological conditions that would impair, temporarily or permanently, the ability to safely carry and use a firearm, or becomes prohibited by federal or state law from receiving or possessing a firearm. In the event that a qualification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

207.7 FIREARM QUALIFICATIONS

The Firearm Program Coordinator may provide former officers from this department an opportunity to qualify on an annual basis. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Firearm Program Coordinator will maintain a record of the qualifications and weapons used.

The Firearm Program Coordinator shall ensure that any such certification program complies with 20 Ill. Adm. Code 1720.280.

The Firearm Program Coordinator or designee's determination will be final as to all issues of safety and equipment. Any weapon, holster, ammunition, or related equipment found unsafe for qualification and carry shall be prohibited on the range.

Emergency Management Plan Procedures

208.1 PURPOSE AND SCOPE

This procedure provides members guidance in the operation of emergency management.

208.2 EMERGENCY MANAGEMENT PLAN

In accordance with the Emergency Operations Plan Policy, this plan shall supplement the policy for operations in emergency situations with the primary source being the county, state, or federal emergency operations plan enacted by the responsible emergency management agency.

This plan will supplement the plans of county, state, or federal agencies, and may be used for unusual occurrences or critical incidents, which may include:

- (a) Natural disasters.
- (b) Manmade disasters.
- (c) Pandemics.
- (d) Civil disturbances.
- (e) Active shooter situations.
- (f) Bomb threats.
- (g) Search missions of missing and/or endangered persons.
- (h) Hazardous material incidents.
- (i) Security of VIPs.
- (j) Other large-scale or special events.

208.2.1 VIP SECURITY AND SPECIAL EVENTS

The primary agency shall coordinate with other agencies or groups to assist in the planning of security for VIPs and/or special events. The appropriate authority or the authorized designee shall appoint an Incident Commander to coordinate the event specific plan.

208.3 RESPONSIBILITIES

The Emergency Operations Plan contains command and control protocol for the following major functions:

- (a) Command
- (b) Operations
- (c) Planning
- (d) Logistics
- (e) Administration

208.3.1 COMMAND SECTION

The Command Section shall account for the following functional areas or responsibilities:

Quincy Police Department

Policy Manual

Emergency Management Plan Procedures

- (a) Establishing an Incident Commander
- (b) Establishing a field command post
- (c) Determining if additional resources are required
- (d) Requesting mutual aid, when necessary, in accordance with the Outside Agency Assistance Policy
 - 1. If an incident exceeds the limits of this department, the County Emergency Management Agency should be notified, and additional resources coordinated through them.
- (e) Establishing a Deputy Chief of Operations in accordance with the Media Relations Policy
- (f) Establishing a safety officer, if required
- (g) Establishing an official or functional liaison officer
- (h) Ensuring the incident is documented, reviewed, and forwarded to the Incident Commander.

208.3.2 OPERATIONS SECTION

The Operations Section shall coordinate the organization, assignment, and supervision of tactical field resources to include:

- (a) Establishing and supervising any staging area, when necessary.
- (b) Establishing inner and outer perimeters.
- (c) Maintaining a manageable span of control.
- (d) Managing any evacuation of the affected area, when necessary.
- (e) Traffic management.

208.3.3 PLANNING SECTION

The Planning Section shall be responsible for coordinating gathering, analyzing, and disseminating information and intelligence and includes:

- (a) Managing the planning process.
- (b) Compiling the incident action plan.
- (c) Managing technical specialists.
- (d) Preparing a demobilization plan.

208.3.4 LOGISTICS SECTION

The Logistics Section shall be responsible for the following:

- (a) Communications
- (b) Medical support to incident personnel
- (c) Food and water for incident personnel

Quincy Police Department

Policy Manual

Emergency Management Plan Procedures

- (d) Supplies
- (e) Facilities
- (f) Ground support

208.3.5 ADMINISTRATION AND FINANCE SECTION

The Administration and Finance Section shall account for the following functional areas or responsibilities:

- (a) Financial and cost summaries and/or analyses
- (b) Overseeing contract negotiations, when required
- (c) Tracking personnel and equipment time
- (d) Tracking costs of equipment and consumable supplies
- (e) Processing of claims for accidents, injuries, and liability issues

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Techniques and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

Quincy Police Department

Policy Manual

Use of Force

300.2.1 DUTY TO INTERVENE AND REPORT

Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

Officers shall submit a written report within five days of the incident (720 ILCS 5/7-16).

300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

An officer may use any force which they reasonably believe to be necessary, under the totality of the circumstances, to effect an arrest, or to be necessary to defend themselves or another from bodily harm while making an arrest (720 ILCS 5/7-5).

Quincy Police Department

Policy Manual

Use of Force

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit.

These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically, actively resisting, or passively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.

Quincy Police Department

Policy Manual

Use of Force

- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers shall not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Quincy Police Department for this specific purpose.

300.3.5 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.3.6 RESPIRATORY RESTRAINTS

A member shall not apply direct pressure to the throat, windpipe, or airway of a person with the intent to reduce or prevent the intake of air (chokehold) unless deadly force is justified (720 ILCS 5/7-5.5). A member 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). If a respiratory restraint is applied, it is subject to the same guidelines and requirements as a carotid control hold.

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themselves as a peace officer and to warn that deadly force may be used.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

- (a) An officer may use deadly force to protect themselves or others from what the officer reasonably believes is an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and (720 ILCS 5/7-5):
 - 1. The officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person (except to the subject themselves) if the individual is not immediately apprehended.

Quincy Police Department

Policy Manual

Use of Force

2. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

However, an officer should not use deadly force against a person whose actions are a threat solely to themselves or property.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to immediately use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to immediately do so (720 ILCS 5/7-5).

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle without express permission from a supervisor.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly (no later than the end of the officer's work shift), completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why the officer believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.

Quincy Police Department

Policy Manual

Use of Force

- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the TASER device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) Any instance where an officer points a firearm as a threat of force.
- (j) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe (720 ILCS 5/7-15).

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

Quincy Police Department

Policy Manual

Use of Force

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived their *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within their command to ensure compliance with this policy and to address any training issues.

Quincy Police Department

Policy Manual

Use of Force

300.8 TRAINING

Officers shall receive annual training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

300.8.1 TRAINING REQUIREMENTS

Required annual training shall include:

- (a) Legal updates.
- (b) De-escalation tactics, including alternatives to force.
- (c) The duty to intervene.
- (d) The duty to request and/or render medical aid.
- (e) Warning shots (see the Firearms Policy).
- (f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).
- (g) Training on the use of force.

300.9 USE OF FORCE ANALYSIS

At least annually, the Deputy Chief of Operations should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

Use of Force Review Board

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Quincy Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Quincy Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in the death of, or very serious injury to, another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury to, or death of, another. (730 ILCS 210/3-5)

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Deputy Chief of Operations will convene the Use of Force Review Board as necessary. It will be the responsibility of the supervisor of the involved employee to notify the Deputy Chief of Operations of any incidents requiring board review. The involved employee's supervisor will also ensure that all relevant reports, documents, and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Board shall consist of the Deputy Chief of Operations (chairperson) and four additional members selected from the following, as appropriate:

- Commanding officer in the involved member's chain of command
- Administrative Services Sergeant
- Nonadministrative supervisor

Quincy Police Department

Policy Manual

Use of Force Review Board

- A peer officer
- A sworn peace officer from an outside law enforcement agency
- Department instructor for the type of weapon, device, or technique used
- A secretary who shall not take part in the investigation, but who shall record and submit minutes to the chairperson

If the Deputy Chief of Operations is involved in the incident, the Chief of Police shall designate an appropriate member to serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information, and request the involved employee to appear.

The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

No member of the Board shall release information regarding the incident or the deliberations of the Board to any nonmembers of the Board, except that the member appointed by the officer whose conduct is being investigated may discuss the proceedings with that officer, and that any member may confer with the Chief of Police.

No news release or public statement regarding the incident shall be made except by express authority of the Chief of Police.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures, and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement, and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

Quincy Police Department

Policy Manual

Use of Force Review Board

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation signed by the concurring Board members to the Chief of Police. Any member of the Board who dissents from the findings or recommendations of the Board, in whole or in part, may submit a separate, dissenting opinion to the Chief of Police stating the areas of dissent and the reasons supporting the opinion.

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure, and will determine whether any additional actions, investigations or reviews are appropriate. The Chief of Police's final findings will be forwarded to the involved employee's supervisor for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Quincy Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Quincy Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 HANDCUFFS AND OTHER RESTRAINT DEVICES

The department issues chain handcuffs and provides disposable plastic flexible (Flex Cuffs) restraints.

- (a) Officers may purchase hinged handcuffs for on-duty use. Other restraint devices may be authorized at the discretion of the Chief of Police.
- (b) Thumb cuffs are prohibited.
- (c) Only handcuffs and other restraining devices approved by the department may be used to restrain prisoners or other subjects.

302.3.2 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

Quincy Police Department

Policy Manual

Handcuffing and Restraints

302.3.3 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure herself or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

302.3.4 RESTRAINT OF JUVENILES

A juvenile's age, size, demeanor, and circumstances of the contact should be considered when determining the level of restraint utilized.

302.3.5 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Absent articulable reasons, all arrestees should be handcuffed.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Subjects shall not be handcuffed to any part of a transporting vehicle.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.4.1 MULTIPLE DETAINEES

When there are multiple detainee's each should be handcuff separately, if possible, so as to decrease the risk of injury or becoming an obstacle in gaining control if one of the detainees become combative or violent.

Quincy Police Department

Policy Manual

Handcuffing and Restraints

In emergency situations, two arrestees may be restrained utilizing one set of handcuffs by placing one cuff on either the right or the left hand of one of the arrestees and then placing the other cuff on the same hand of the second arrestee. Generally male arrestees should not be handcuffed to female arrestees. Generally juvenile arrestee should not be handcuffed to adult arrestees.

Detainees should not be transported in a vehicle handcuffed in this manner.

302.5 APPLICATION OF SPIT HOODS/MASKS

Spit hoods/masks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid commingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

Quincy Police Department

Policy Manual

Handcuffing and Restraints

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (b) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (c) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (d) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (e) When transported by ambulance/paramedic unit, the restrained person will be accompanied by an officer. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 RESTRAINT USAGE AT MEDICAL FACILITIES

Generally, restraining devices such as handcuffs, leg restraints or waist chains should be utilized while at the hospital unless their use interfere with treatment or recovery.

If the medical staff request the removal of the restraints, officers should carefully balance officer safety concerns as well as the safety of others against the need for the removal of the restraints. If the officer reasonably believes restraints are necessary then they should request hospital staff utilize their own restraints. If hospital staff declines to use their restraints and insist the removal of the officers restraints the officer should contact their supervisor.

302.9 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Quincy Police Department

Policy Manual

Handcuffing and Restraints

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

302.10 TRAINING

Subject to available resources, the Administrative Services Sergeant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Quincy Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 PATROL SUPERVISOR RESPONSIBILITIES

- (a) The Patrol Supervisor may authorize the use of specialized control devices (i.e. kinetic energy rounds and gas) by selected personnel or members of specialized units who have successfully completed the required training.
- (b) Every individually issued control device will be periodically inspected by the Shift Supervisor or the designated instructor for a particular control device. The inspection shall be documented.
- (c) The Patrol Supervisor is responsible to ensure the officers carrying TASERS sign them out and in.

303.4.2 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the appropriate supervisor

Quincy Police Department

Policy Manual

Control Devices and Techniques

for disposition. Damage to City property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. If a suspect resists arrest nonviolently (passive noncompliance), the baton may be used only to apply come-a-long/pain compliance holds. So long as the suspect remains nonviolent, they will not be struck with the baton. If a suspect resists arrest violently or attacks the officer or another person, officers are permitted to strike the offender with the baton, so long as such strikes are confined to the arms, legs and other areas of the body which, if struck, are not likely to lead to serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt or vest. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

Officers shall undergo retraining/re-certification sessions with the baton at least once every other year. Officers failing to re-certify will not be permitted to carry or use the baton on duty.

Batons will be maintained in factory condition and will not be modified or altered in any way, nor will they be fitted with any add-on device, nor will they be weighted. The only approved exception is the ASP brand larger end cap, which helps prevent the ASP baton from rolling away if dropped. Officers may purchase this end cap and install it themselves.

303.6 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

If flammable OC Spray is being introduced into a building, when practicable, fire personnel and/or Emergency Medical Services should be alerted or summoned to the scene prior to the deployment of OC Spray to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.6.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt or vest. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.6.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water as reasonable to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel. In the

Quincy Police Department

Policy Manual

Control Devices and Techniques

event that OC spray was sprayed into the suspect's face from a distance of two feet or less, officers shall always ensure that the suspect receives a medical examination.

303.7 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

The Patrol Supervisor may provide officers with the tear gas foggers for crowd control to use as needed. Tear gas that is launched must be applied by either Mobile Field Force or ERT members that are trained in its use.

As Tear Gas (CS) is being introduced into a building, when practicable, fire personnel and Emergency Medical Services should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) A firearm, then impact projectiles SHALL NOT be deployed without the use of a cover officer with lethal munitions.
- (b) The suspect has made credible threats to harm him/herself or others.

Quincy Police Department

Policy Manual

Control Devices and Techniques

- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked with orange stocks and forend that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles prior to deployment to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that **conventional ammunition** is not being loaded into the shotgun.

Quincy Police Department

Policy Manual

Control Devices and Techniques

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Administrative Services Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this department's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this department's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.
- (d) Training shall include the issuance and training of this policy and the Use of Force Policy.
- (e) Refresher training shall occur at least once every two calendar years.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

304.2.1 DEFINITIONS

Conducted Energy Device (CED): The CED is a device used to temporarily incapacitate subjects by discharging an electric current into the subject via two wired probes or in a touch-stun capacity resulting in a Neuromuscular Incapacitation (NMI) that temporarily disrupts a subject's central nervous system by causing uncontrolled muscle contractions and overriding an individual's involuntary motor response.

Anti-Felon Identification (AFID): Small identification tags ejected from the air cartridge when the CED is fired. The AFIDs have the individual cartridge unit's serial number printed on them which identifies which cartridge unit was fired.

Air cartridge: The replaceable cartridge that attaches to the front end of the CED. Contains the AFID identification tags and wired probes, all of which are propelled from the attached cartridge when the CED is fired. The air cartridge is also equipped with two contacts on the front of it's housing allowing it to be used as a contact device.

TASER: A particular brand of CED. The two words are used interchangeably.

Probes: Barbed darts connect to the CED by insulated wire through which an electrical signal is transmitted to where the propelled probes make contact with a subject's body or clothing.

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and may carry the CED.

All uniformed patrol officers and patrol sergeants who have completed the training are required to carry the CED while on patrol duty or while working Special Job Assignments.

The CED Coordinator should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall carry the device in an approved holster, pouch, or a uniform pocket.

Quincy Police Department

Policy Manual

Conducted Energy Device

Officers who carry the CED in a holster on the duty belt while in uniform shall carry it on the side opposite the duty weapon.

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) For single-shot devices, whenever practicable, officers may carry an additional cartridge on their person when carrying the CED.
- (c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

304.3.1 SIGNING OUT CEDS

All officers not issued a CED shall follow this procedure for signing one out:

- (a) Check CED for battery power.
- (b) Conduct a 5 second spark test.
- (c) Write badge number on the QPD equipment check out sheet next to the corresponding CED number.
- (d) Turn it back in at the end of the tour of duty.

The Watch Commander is responsible for ensuring the CEDs are signed out and returned.

304.3.2 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the CED Coordinator for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

Quincy Police Department

Policy Manual

Conducted Energy Device

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application is reasonably appears necessary to control a person who:

- (a) Is violent or is physically resisting.
- (b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves or others.

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the CED device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

Following each five-second CED discharge, the discharging officer shall immediately assess the situation to determine the need for subsequent CED discharges and/or the use of other techniques or force.

When practical, physical restraint techniques such as handcuffing should be applied during the five-second CED discharge to minimize the total duration of the struggle and that of the CED system stimulation.

If circumstances preclude restraint techniques during CED discharge (i.e., lone officer, lack of effectiveness of CED discharge, etc.):

- (a) The discharging officer should attempt to minimize the uninterrupted duration and total number of CED applications.
- (b) If the subject refuses to comply after multiple CED applications, the officer should consider whether the additional applications are making sufficient progress towards compliance/restraint or if a transition to a different force option is warranted.

Situations warranting consideration of prolonged, extended, uninterrupted discharges or extensive multiple discharges shall be limited to those where the subject poses an immediate threat of death or great bodily harm to himself or others.

Quincy Police Department

Policy Manual

Conducted Energy Device

While assessing the progress of the situation and the potential need to change tactics, officers should be mindful of whether the individual is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Officers shall not use the CED device on a suspect fleeing from the officer without other known circumstances or factors.

304.5.2 HEALTH CONCERNS

Repeated, prolonged, and/or continuous exposure(s) to the CED electrical discharge may cause strong muscle contractions that may impair breathing and respiration, particularly when the probes are placed across the chest or diaphragm.

304.5.3 APPLICATION CONSIDERATION

- (a) Whenever possible, steps should be taken to obtain back-up personnel prior to the use of the CED. Back-up personnel should be deployed in such a manner as to enable them to take the suspect into custody using restraint procedures during the five-second CED deployment window. This will minimize the need for repeated, prolonged and/or continuous CED exposures.
- (b) Whenever a CED is to be deployed, it is the responsibility of the deploying officer to make sure other officers on the scene understand that the CED is being deployed and not deadly force by announcing "TASER" several times before the deployment.
- (c) When practical, prior to firing the CED, the officer deploying the CED shall inform Dispatch by radio of the CED use by saying "Code TASER". If unable to inform dispatch prior to deployment it should be done immediately after.

304.5.4 3-POINT CONTACT

- (a) Officers are encouraged to use the 3-Point Contact technique instead of resorting to a "Drive Stun" which is less effective.
 - 1. The 3-Point Contact technique involves an officer deploying the CED through a normal discharge of the probes from the attached cartridge at close or even at contact range. The officer will then utilize a drive stun of the CED with the cartridge still in place at a different part of the body from where the probes are located. This technique increases the spread of the CED contacts while increasing the effectiveness of the Neuromuscular Incapacitation (NMI).
 - 2. The 3-Point Contact technique is recommended for use on a suspect who is in a prone position on the ground and who will not "give up his hands" by struggling to keep his hands under his body.
 - 3. The 3-Point Contact technique, specifically the placement of the CED drive stun, is not to be used in the area of the head, face, throat or groin.
- (b) It is suggested that the CED drive stun placement be in the area of main body mass and/or the calf muscle area of the leg.

Quincy Police Department

Policy Manual

Conducted Energy Device

- (c) Only those who have been trained by a CED Instructor in the proper deployment and use of the 3-Point Contact technique will be permitted to use it.

304.5.5 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray.
- (f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.6 MULTIPLE APPLICATIONS OF THE CED

Officers should apply the CED for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the CED against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the CED appears to be ineffective in gaining control of an individual, the officer should consider certain factors before additional applications of the CED, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Officers should generally not intentionally apply more than one CED at a time against a single subject.

Each CED application is a separate Use of Force and must be justified by the officer independently.

Quincy Police Department

Policy Manual

Conducted Energy Device

304.5.7 ACTIONS FOLLOWING DEPLOYMENTS

Officers shall notify a supervisor of all CED discharges. AFID tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

When a CED has been deployed it shall, if practical, be immediately taken out of service and brought in to headquarters for the stored information to be downloaded. The CED Coordinator or designee will be responsible for downloading the information from the CED.

If the CED Coordinator or designee is not on duty, the CED is to be locked in a temporary secure body camera locker located in the squad room with a note attached to it noting the CFN, officer name and badge number and the date and time the CED was placed in the locker. The key should be turned over to the W/C who will lock it in the lieutenants' key box. A note or an email is to be sent to the CED Coordinator informing him/her that a CED has been left for them to download.

Officers shall include in their reports the after deployment actions taken by them for removing the CED from service for downloading.

Any accidental discharge of a CED shall be immediately reported to the Watch Commander.

304.5.8 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.9 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all CED discharges in the appropriate report(s). Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the appropriate report form.

Items that shall be included in the report form are:

- (a) The type and brand of CED and cartridge and cartridge serial number.
- (b) Date, time and location of the incident.
- (c) Whether any display, laser or arc deterred a subject and gained compliance.
- (d) The number of CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the CED was used.

Quincy Police Department

Policy Manual

Conducted Energy Device

- (f) The type of mode used (probe or drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Description of where missed probes went.
- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.
- (l) Whether any officers sustained any injuries.

The CED Coordinator should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The CED Coordinator should also conduct audits of data downloads and report forms with recorded activations. CED information and statistics, should annually be made available to the Chief of Police.

304.6.1 REPORTS

Whenever the CED is used, except for training purposes or for checking the energy level, the officer using the CED shall file a General Offense Report, a Use of Force Report and a CED Use of Force Addendum Report. These reports will be completed prior to the end of the officer's tour of duty and uploaded to the online use of force software. A copy of the addendum report shall be given to the CED Coordinator. [See attachment: Taser Addendum Revised April 2023.pdf](#)

The officer should include the following in the arrest/crime report:

- (a) Why the CED was used.
- (b) Circumstances surrounding its use.
- (c) The results and effects of said use.
- (d) Identification of all personnel firing CEDs.
- (e) Identification of all witnesses.
- (f) Medical care provided to the subject.
- (g) Observations of the subject's physical and physiological actions.
- (h) Any known or suspected drug use, intoxication or other medical problems.

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following

Quincy Police Department

Policy Manual

Conducted Energy Device

categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or CED Coordinator and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

304.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the CED Coordinator. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Quincy Police Department

Policy Manual

Conducted Energy Device

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The CED Coordinator is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The CED Coordinator should include the following training:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.
- (e) Scenario-based training, including virtual reality training when available.
- (f) Handcuffing a subject during the application of the CED and transitioning to other force options.
- (g) De-escalation techniques.
- (h) Restraint techniques that do not impair respiration following the application of the CED.
- (i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.
- (j) Proper tactics and techniques related to multiple applications of CEDs.

304.10 ANIMAL CONTROL OFFICERS

- (a) The CED may be used by ACO after they have been trained in its deployment and use.
- (b) CED trained ACOs may arm themselves with an CED whenever they are on duty/call.
- (c) ACOs shall use the CED in a manner that is consistent with departmental policy and procedure and training guidelines.
- (d) ACOs use of the CED is for the purpose of controlling dangerous or aggressive animals.
- (e) An ACO is justified in using a CED on a human subject only in circumstances for protection from an imminent threat of bodily harm and in a situation where the ACO is unable to retreat and allow law enforcement to intervene.

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer (50 ILCS 727/1-10; 50 ILCS 727/1-30; 730 ILCS 210/3-1).

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.1.1 DEFINITIONS

Definitions related to this policy include:

Officer-involved Shooting - Any instance that an officer is involved with a subject that involves the discharge of a firearm at another person. Injury to the subject is not required to be an officer-involved shooting.

Officer-involved Death - Any death of an individual that results directly from an action or directly from an intentional omission, including unreasonable delay involving a person in custody or intentional failure to seek medical attention when the need for treatment is apparent, of a law enforcement officer while the officer is on-duty, or otherwise acting within the scope of his/her employment, or while the officer is off-duty, but performing activities that are within the scope of his/her law enforcement duties. It also includes any death resulting from a motor vehicle crash, if the law enforcement officer was engaged in law enforcement activity involving the individual or the individual's vehicle in the process of apprehension or an attempt to apprehend (50 ILCS 727/1-5). Officer-involved deaths also include those caused by the officer acting outside the scope of his/her official duty.

305.2 POLICY

The policy of the Quincy Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Quincy Police Department would control the investigation if the suspect's crime occurred in Quincy.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police or designee and with concurrence from the other agency.

305.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

An officer-involved death of an individual in custody that may have been caused by the officer's use of force shall be investigated pursuant to the Reporting of Deaths in Custody Act (730 ILCS 210/3-5).

305.4.4 USE OF FORCE REVIEW BOARD

The Use of Force Review Board will investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on or off duty, excluding training or recreational use. At the discretion of the Chief of Police, the Use of Force Review Board may serve as the Administrative Investigation.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved QPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved QPD supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any QPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects, and complete a GOR.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
 - 2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
 - 3. Supervisor should refer to the supervisor's public safety questions as provided on the pocket card.
- (c) Provide all available information to the Watch Commander and Dispatch. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional QPD or other law enforcement members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable medical location for evaluation.
 - 1. Each involved QPD officer should be given an administrative order not to discuss the incident with other involved officers or QPD members pending further direction from a supervisor.
 - 2. In most cases the involved officer's firearm shall be retained by them until such time when the Illinois State Police investigators deem it necessary to collect it. The supervisor on scene shall only collect the involved officer's firearm under exigent circumstances (e.g., the officer is injured and non-ambulatory, the officer is extremely distraught and may become a threat to himself or others, etc.).

See attachment: [Supervisors Public Safety Questions for Officer Involved Shootings - Updated 10-05-2018.pdf](#)

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

[See attachment: Supervisor Officer Involved Shooting Checklist Jan 2024.pdf](#)

305.5.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until relieved by the Chief of Police or a designee.

All outside inquiries about the incident shall be directed to the Deputy Chief of Operations or designee.

[See attachment: Watch Commander Officer Involved Shooting Checklist Jan 2024.pdf](#)

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Investigation's Commander
- Chief of Police
- Deputy Chief of Operations and Administration or designee,
- Outside Agency Investigators (if appropriate)
- States Attorney
- Appropriate shift commander
- Chaplain
- Officer's family (generally the involved officer should make the notification)
- a. If the officer is unable to notify their family then the Watch Commander should ensure that the officer's family is notified on a priority basis and in person when possible. In either case the Watch Commander will ensure that they are assigned transportation to the hospital or other location where they are needed as soon as possible.
- b. Assign an officer to the family for security, support, control of the press and visitors, establishment of communication and related matters.
- Coroner (if necessary)
- Psychological/Peer Support personnel from another available agency
- Director of Administrative Services of the City
- Involved officer's agency representative (if requested)

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
 - 1. Involved QPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

2. Requests from involved non-QPD officers should be referred to their employing agencies.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved QPD officer. A licensed psychotherapist may also be provided to any other affected QPD members, upon request.
 1. Interviews with a licensed psychotherapist will be considered privileged.
 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
- (e) Communications between the involved officer and a peer support member is addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved QPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

305.5.6 COMMUNICATION WITH FAMILY AND NEXT-OF-KIN

When a death has resulted from an officer's use of force or while in the custody of the Department or a department officer, notification to next-of-kin, family, or another emergency contact shall be made as soon as practicable. The information provided should include the facts surrounding the incident that are reasonably known to the member at that time and that are appropriate to provide under the circumstances given any pending investigations and in accordance with state and federal law (730 ILCS 210/3-5).

The Chief of Police shall designate an officer as the Family Liaison Officer to handle ongoing communication with the decedent's family or next-of-kin. Responsibilities of this position include but are not limited to communicating investigation developments, practical support, and, if requested, arranging for a chaplain or suitable staff member to address matters related to faith (730 ILCS 210/3-5).

305.6 CRIMINAL INVESTIGATION

The State Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting that does not result in death. Officer-involved deaths shall be

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

investigated by outside agency investigators as provided in the applicable intergovernmental agreements.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the State Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews.

The following shall be considered for the involved officer:

- (a) QPD supervisors and administrative personnel should not participate directly in any voluntary interview of QPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 OFFICER-INVOLVED DEATH INVESTIGATIONS

The Chief of Police should ensure that the Quincy Police Department enters into appropriate intergovernmental agreements to investigate officer-involved deaths involving members of the QPD by appropriately trained outside investigators as required by the Police and Community Relations Improvement Act (50 ILCS 727/1-1 et seq.). The agreement should establish any compensation arrangement for participation in investigations and establish responsibilities for expeditiously providing a complete report to the State's Attorney and a public report if no charge or indictment is brought against the officer.

305.6.2 REPORTS BY INVOLVED QPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved QPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved QPD officer may write the report, it is generally recommended that such reports be completed by the assigned supervisor with assistance as required. All involved officers should

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

be interviewed as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved QPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.3 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
 - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.6.4 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Unit supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

investigators from outside investigatory agencies and may be assigned to separately handle the investigation of any related crimes not being investigated by outside investigatory agencies.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Investigation Unit supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Commander.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved QPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Deputy Chief of Operations and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy) (50 ILCS 725/1 et seq.).

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood and urine sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
 - 1. A sample shall be compelled in the case of a shooting that caused injury or death of a person as soon as practicable but no later than the end of the officer's shift or tour of duty (50 ILCS 727/1-25).
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas, with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 - (a) Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
 - (b) The interview shall take place at the facility to which the administrative investigator is assigned or the police facility that has jurisdiction over the place where the incident occurred. The interview shall also be conducted at a reasonable time of day and during the time when the officer is on-duty as operational requirements and the nature of the incident permit. The interview

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

shall be of reasonable duration and allow for reasonable periods of rest and personal necessities of the officer (50 ILCS 725/3.1; 50 ILCS 725/3.3; 50 ILCS 725/3.5).

- (c) The officer shall not be subject to professional or personal abuse, including offensive language (50 ILCS 725/3.6).
 - (d) If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview and shall inform the QPD of any person who will be present on his/her behalf (50 ILCS 725/3.4; 50 ILCS 725/3.9). The officer shall have the right to be represented by counsel and may request counsel at any time before or during the interview and shall have a reasonable time and opportunity to obtain counsel (50 ILCS 725/3.9). However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
 - (e) A complete record of the administrative interview shall be made and a complete transcript or copy shall be made available to the officer without charge and without undue delay. Such record may be electronically recorded (50 ILCS 725/3.7). The officer may also record the interview.
 - (f) The officer shall be informed in writing of the nature of the investigation, the interviewers, and all persons who will be present on behalf of the QPD (50 ILCS 725/3.2; 50 ILCS 725/3.4). If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights in writing and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally (50 ILCS 725/3.8).
 - (g) The Deputy Chief of Operations shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
 - (h) Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
 - (i) Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.
- (d) Investigators should take reasonable steps to avoid interfering with the outside criminal investigation conducted under the requirements of 50 ILCS 727/1-10 (50 ILCS 727/1-15).

305.8 USE OF FORCE REVIEW BOARD

The Use of Force Review Board will investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on or off duty, excluding training, recreational use, or the destruction of sick or injured animals. At the discretion of the Chief of Police, the Use of Force Review Board may serve as the administrative investigation.

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

The Use of Force Review Board shall be convened and operated as directed by Policy 301, Use of Force Review Board.

305.9 RETURN TO FULL DUTY

Each involved QPD officer's supervisor shall refer to the Fitness for Duty policy prior to the officer returning to full duty.

305.10 CIVIL LIABILITY RESPONSE

A member of this department will be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.11 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV) or other video or audio recordings, but not body-worn camera footage, prior to providing a recorded statement or completing reports. After writing an initial report, an officer subject to supervisor's approval, may file amendatory reports after viewing body-worn camera recordings. (see the Portable Audio/Video Recorders Policy) (50 ILCS 706/10-20).

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

305.12 DEBRIEFING

Following an officer-involved shooting or death, the Quincy Police Department should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings

305.12.1 TACTICAL DEBRIEFING

As needed a tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police or the authorized designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

Quincy Police Department

Policy Manual

Officer-Involved Shootings and Deaths

305.13 MEDIA RELATIONS

Any media release shall be prepared by the Deputy Chief of Operations or designee. Releases will be available to the Watch Commander, Investigation Commander and Deputy Chief of Operations in the event of inquiries from the media.

No involved QPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or designee.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.14 REPORTING

The Deputy Chief of Operations or designee will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements for any officer-involved shooting or death that qualifies to be reported to the Department of State Police (50 ILCS 709/5-12).

The Records Supervisor shall submit a written report to the Illinois Criminal Justice Information Authority whenever there is an officer-involved death of an individual in custody or that may have been caused by an officer's use of force as required by the Reporting of Deaths in Custody Act (730 ILCS 210/3-5). There shall be a good faith effort to include all known relevant facts and circumstances in the report, and the report shall be submitted within 30 days on the required standardized form (730 ILCS 210/3-5).

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.1.1 DEFINITIONS

Firearms Instructor - A sworn member of the Quincy Police Department who is certified and authorized to instruct firearms training.

306.2 POLICY

The Quincy Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been inspected by the Firearms Coordinator or designee. Except for the Quincy Police Department Animal Control Officer, firearms shall not be carried by civilian members while on-duty or while in any City-owned vehicle. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that model of firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law. Other edged weapons maybe carried with approval of the Chief of Police or designee.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 47 semiautomatic 9mm pistol with Holosun 509T optic attached.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870P 12 gauge.

Quincy Police Department

Policy Manual

Firearms

When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the Colt AR-15 5.56 mm.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order.
- (b) The firearm shall be inspected by a Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to a Firearms Instructor, who will maintain a list of the information.

The Quincy Police Department will not assume any obligation, responsibility or liability relating to the repair or maintenance of personally owned firearms carried as a secondary weapon.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

Quincy Police Department

Policy Manual

Firearms

- (a) The handgun shall be in good working order.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by a Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to a Firearms Instructor, who will maintain a list of the information.

The Department will not assume any obligation, responsibility or liability relating to the repair or maintenance of personally owned firearms carried as a secondary weapon.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms (personal or department) by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the personally owned firearm to the Firearms Instructor for inspection prior to being carried. Thereafter the firearm shall be subject to periodic inspection by the Firearms Instructor.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Firearms Instructor that the member is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.

Quincy Police Department

Policy Manual

Firearms

- (f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Firearms Instructor, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, they may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) When armed, officers shall carry their badges and Quincy Police Department identification cards under circumstances requiring possession of such identification.
- (i) The member will possess a valid FOID card.

Officers are encouraged but not mandated to carry a handgun when off duty within the area of this jurisdiction.

An officer who elects not to carry a handgun while off duty shall not be subject to disciplinary action if an occasion should arise in which the member could have taken police action if the member was armed.

The Department will not assume any obligation, responsibility or liability relating to the repair or maintenance of personally owned firearms carried as a secondary weapon.

306.3.7 AMMUNITION

Members shall carry only department-authorized ammunition while on duty. Members shall be issued duty ammunition in the specified quantity for all department-issued firearms. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by a Firearms Instructor when needed, in accordance with established policy.

Members carrying personally owned authorized on-duty firearms of a caliber differing from department-issued firearms shall be issued duty ammunition in accordance with the above.

Department approved ammunition consists of the following:

- Underwood 9mm +P+ 90 gr Xtreme Defender
- Underwood 9mm +P+ 124 gr Self-Defense JHP
- Underwood 40 S&W 165 gr Bonded JHP
- Underwood .45 ACP +P 200 gr Bonded JHP
- Underwood 10mm 165 gr Bonded JHP
- Corbon 9mm 115 gn +P DPX
- Hornady .223 REM 53 gr CX TAP Patrol
- Hornady .223 REM 62 gr TAP Barrier
- Hornady 5.56 NATO 53 gr CX TAP Patrol
- Hornady 5.56 NATO 62 gr TAP Barrier
- Hornady 300BO 110 gr TAP
- Hornady 300BO 110 gr GMX
- Hornady .308 WIN 168 gr ELD Match TAP Precision

Quincy Police Department

Policy Manual

Firearms

306.4 EQUIPMENT

Firearms carried on or off duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or a Firearms Instructor.

Firearms that are the property of the Department, or personally owned firearms that are approved for department use, may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by a Firearms Instructor.

Any repairs or modifications to the member's personally owned duty firearm shall be done at the member's expense and must be approved by a Firearms Instructor.

The only modifications permitted:

- (a) Replacement with "Minus" connector.
- (b) Replacement with extended slide stop lever.
- (c) Replacement with extended magazine catch.
- (d) Installation of grip plug.
- (e) Installation of thumb cliff.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members on duty. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by a Firearms Instructor. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by a Firearms Instructor. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

Quincy Police Department

Policy Manual

Firearms

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by a Firearms Instructor. Members shall not dry fire or practice quick draws at the range except as instructed by a Firearms Instructor.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where it is safe to do so.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the booking section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the booking section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Any firearm authorized by the Department to be carried on duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Firearms Instructor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by a Firearms Instructor will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so.

Quincy Police Department

Policy Manual

Firearms

Members should be aware that negligent storage of a firearm could result in civil and criminal liability (720 ILCS 5/24-9(a)).

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete scheduled training with their duty firearms. In addition to scheduled training, all members will qualify at least annually with their duty weapons (50 ILCS 710/0.01 et seq.)

Members will qualify with off-duty and secondary firearms at least once a year. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situation including low-light shooting.

Officers authorized to use the Kinetic Energy Projectile Shotguns shall show proficiency in its use at least once a year.

306.6.1 REQUIREMENTS PRIOR TO CARRYING

Prior to an officer carrying a firearm, the officer shall be issued copies of this policy and the Use of Force Policy, and successfully complete department-approved training on both.

306.6.2 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to the member's immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 - 1. Unauthorized range make-up
 - 2. Failure to meet minimum standards or qualify after remedial training.

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

Quincy Police Department

Policy Manual

Firearms

All qualifications and required training as listed above shall be done under the supervision of a Firearms Instructor.

Any exceptions to the above must be approved by the Chief of Police or designee.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to the member's supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsaicin (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING SHOTS

Warning shots are prohibited.

306.8 FIREARMS INSTRUCTOR DUTIES

During scheduled training, the range will be under the exclusive control of a Firearms Instructor. All members attending will follow the directions of the Firearms Instructor. The Firearms Instructor will maintain a roster of all members attending the range and will submit the roster to the Administrative

Quincy Police Department

Policy Manual

Firearms

Services Sergeant after each range date. Failure of any member to sign in and out with the Firearms Instructor may result in non-participation or non-qualification.

The Firearms Program Coordinator or designee has the responsibility of making periodic inspection, at least once a year, of all duty weapons carried by members of this department to verify proper operation. The Firearms Program Coordinator or designee has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to their personally owned firearm; it will not be returned to service until inspected and approved by the Firearms Instructor.

The Firearms Program Coordinator or designee has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Firearms Program Coordinator or designee shall complete and submit to the Administrative Services Sergeant documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Firearms Program Coordinator or designee should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Administrative Services Sergeant.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Quincy Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).
- (c) The Quincy Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Quincy Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail

Quincy Police Department

Policy Manual

Firearms

his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Quincy Police Department identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Vehicle Pursuits & High Speed Overtaking

307.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related crashes. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuit situations are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

307.2 HIGH SPEED OVERTAKING

Definition: Driving above the posted speed limit with the intent to make a stop of a vehicle.

High Speed overtaking in and of itself is not a pursuit, however, it is generally governed by the same driving rules of a pursuit.

Generally when the high speed overtaking involves a vehicle targeted for a traffic law only, the officer's speed is limited to 30 M.P.H. over the posted limit.

Officers engaged in high speed overtaking shall utilize both visual (emergency lights) and audible (siren) emergency equipment unless circumstances exist that would create a threat to the officer's safety by such a response.

Such circumstances may include, but are not limited to, the possible presence of armed and dangerous occupants in the target vehicle and the necessity of maintaining contact until suitable backup units can respond to assist.

Officers engaged in high speed overtaking without the immediate use of emergency lights and siren must be prepared to articulate the facts and circumstances warranting the action.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

Officers engaged in high speed overtaking must exercise great care to avoid damage to uninvolved and innocent life and property.

Officers may drive on the wrong side of any other divided roadway only when absolutely necessary and in so doing shall exercise extreme caution.

Extreme caution must be used whenever officers disregard traffic signs or signals, even though statutes specifically permit such conduct. Officers shall make use of all available warning devices to alert other motorists and pedestrians.

307.3 VEHICLE PURSUIT

Definition: An active attempt by a peace officer in an authorized emergency vehicle to apprehend an actual or suspected law violator, who is attempting to avoid apprehension through evasive tactics.

307.3.1 OFFICER RESPONSIBILITIES

It shall be the policy of this department that a vehicle pursuit shall be conducted only with emergency lights and siren. The driver of an authorized emergency vehicle may proceed past a stop signal or stop sign, exceed the maximum speed limits, and disregard regulations governing direction of movement or turning in specified directions provided the driver slows as may be required and necessary for safe operation and does not endanger life or property (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved 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/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

To reduce the likelihood of a pursuit occurring, an officer intending to stop a vehicle for any violation of the law, except a traffic law, should, whenever possible and without creating a threat to public safety or officers, close the distance between the two vehicles. In situations where appropriate and prudent, awaiting the arrival of assisting officers, prior to activating emergency lights, an audible device, or otherwise signaling the suspect to stop may be warranted.

Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is an increased likelihood of a collision, the driver of any pursuit vehicle shall reduce the vehicle's speed so as to avoid a collision with another vehicle or pedestrian.

Officers should make every reasonable effort to ensure that the way is clear before proceeding through an intersection or otherwise increasing speed. Pursuing officers are expected to maintain complete control of their vehicles at all times. Throughout the course of a pursuit, pursuing officers should not attempt to overtake, pull alongside, or pass the suspect's moving vehicle without the specific authorization of a supervisor, if feasible. Officers are discouraged from passing other units involved in a pursuit unless the passing officer receives specific permission from the Primary Unit.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

307.3.2 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that the occupant(s) of the suspect vehicle have committed or are committing or have 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 human life will be endangered or great bodily harm inflicted unless arrested without delay.

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

- (a) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risk to officers, innocent motorists and others.
- (b) Apparent nature of the fleeing suspect(s) (e.g., whether the suspect(s) represent a serious threat to public safety).
- (c) The threat to public safety created as a result of the pursuit shall not be the sole reason for continuing the pursuit.
- (d) The identity of the suspect(s) has been verified and there is comparatively minimal risk in allowing the suspect(s) to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic and the speed of the pursuit relative to these factors.
- (f) Pursuing officer(s) familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the telecommunicator/supervisor and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (g) Weather, traffic and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Availability of other resources including aircraft assistance.
- (l) The police unit is carrying passengers other than police officers. Pursuits shall not be undertaken with a prisoner(s) in the police vehicle.

307.3.3 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect(s)' escape.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

The factors listed in the previous subsection are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle(s).

In addition to the factors listed in the previous subsection the following factors should also be considered in deciding whether to terminate a pursuit:

- (a) Distance between the pursuing officers and the fleeing vehicle(s) is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
- (b) Pursued vehicle's location is no longer definitely known.
- (c) Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
- (d) Hazards to uninvolved bystanders or motorists.
- (e) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

307.3.4 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

307.4 PURSUIT UNITS

Pursuit units should be limited to two vehicles; however, the number of units involved will vary with the circumstances. An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers should stay out of the pursuit, but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

307.4.1 MOTORCYCLE OFFICERS

A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical.

307.4.2 SEMI-MARKED AND UNMARKED VEHICLES

Semi-marked units may initiate a pursuit providing the proper justification exists, but will relinquish Primary Unit status immediately upon the participation of a marked police car. Upon relinquishing Primary Unit status, semi-marked units shall terminate active involvement in a pursuit unless they are needed to fulfill Secondary Unit responsibilities or are otherwise directed by a supervisor. A semi-marked police vehicle is not identifiably marked by a distinctive color scheme; red and/or blue lights may be mounted within the vehicle, equipped with siren, and could have partial police marking.

Unmarked or other departmental vehicles, except for marked, semi-marked and motorcycle units, may not initiate a pursuit without the authorization of a supervisor unless there is an imminent threat to life or great bodily harm represented by the continued freedom of the suspect. An unmarked police vehicle has no distinctive identifiable marking but may have portable emergency warning lights.

307.4.3 PRIMARY UNIT RESPONSIBILITIES

The decision to initiate and/or continue a pursuit requires weighing the public safety need to immediately apprehend the suspect against the degree of risk to which peace officers and others are exposed as the result of a pursuit. Officers are reminded that they are under no legal obligation to initiate a pursuit, and that in many circumstances the safety of the public will dictate that no pursuit be initiated, and/or it be discontinued.

Upon the initiation of a pursuit, the pursuing officer shall immediately activate the vehicle's emergency warning lights, audible device, and headlights if not already activated.

The Primary Unit will notify Dispatch that a vehicle pursuit has been initiated and as soon as practical provide information including, but not limited to:

- (a) Reason for the pursuit, including the offense or specific threat to the community.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of known occupants.
- (f) The identity or description of the known occupants.
- (g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

In the event that the pursuit crosses the jurisdictional boundaries of the City of Quincy (leaves the city limits) the unit responsible for radio transmissions shall use the ISPERN radio frequency.

- (a) The officer shall advise the 9-1-1 Center of his/her intent to switch to ISPERN.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

- (b) The officer shall contact the Control Point (Illinois State Police District 20) and relay the original pursuit information.

The authority of the primary unit pertains to the immediate field operation and is, at all times, subordinate to the command of a Field Supervisor or Watch Commander.

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

Failure to provide the above information shall be cause for a Field Supervisor or Watch Commander to order termination of the pursuit.

307.4.4 SECONDARY UNIT(S) RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) The officer in the secondary unit should immediately notify the telecommunicator and supervisor, if feasible, of entry into the pursuit. Until such time that a supervisor assumes responsibility, only one Secondary Unit shall become involved in an ongoing pursuit.
- (b) Remain a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit.
- (c) The secondary officer should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.
- (d) Upon joining the pursuit or being assigned Secondary Unit responsibilities, the vehicle's emergency warning lights, audible device, and headlights shall be activated.
- (e) If so requested by the Primary Unit or if directed by a supervisor to do so, the Secondary Unit may assume Primary Unit responsibilities. Otherwise, the Secondary Unit may not attempt to overtake or pull alongside the Primary Unit.
- (f) Secondary Unit personnel are responsible for serving as a backup to the Primary Unit. As such, they will respond to directions from the Primary Unit personnel unless otherwise directed by a supervisor or circumstances do not allow.

307.4.5 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles so they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

1. Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 2. Pursuing units should exercise due caution when proceeding through controlled intersections.
- (c) Police officers involved in a pursuit shall not proceed in a direction opposite to the flow of traffic on a divided highway without the specific authorization of a supervisor, if feasible. In the event the pursued vehicle does so, the following tactics should be considered:
1. Requesting assistance from an air unit.
 2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
 3. Requesting other units to observe exits available to the suspect(s).
- (d) Notifying the Illinois State Police and/or other agency if it appears that the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit.

307.4.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

There should be no paralleling of the pursuit route. Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Non-pursuing personnel needed at the termination of the pursuit should respond in accordance with the emergency driving procedure.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

307.4.7 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

307.4.8 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

307.5 SUPERVISORY CONTROL AND RESPONSIBILITY

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon notification that a pursuit is in progress, the supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
- (b) The supervisor shall immediately determine whether the pursuit was initiated in accordance with the provisions of this guideline and shall permit the pursuit to be continued only if said guideline has been fully complied with to the best of the supervisor's knowledge.
- (c) Upon being notified of a pursuit, the supervisor shall verify the following:
 - 1. That no more than the required or necessary number of units are involved in the pursuit.
 - 2. That the proper radio frequency is being used.
 - 3. That other agencies are notified as necessary and appropriate.
- (d) The supervisor shall continuously review the incoming information to determine whether the pursuit should be continued or terminated.
- (e) The supervisor shall order a pursuit terminated after concluding danger to the pursuing peace officers or the public outweighs the need for the immediate apprehension of the suspect.
- (f) The supervisor may order a pursuit terminated if the suspect's identity is established to the point where later apprehension is likely and there is no immediate threat to public safety.
- (g) The supervisor should order a pursuit terminated whenever the weather, road, or traffic conditions substantially increase the danger to the public posed by the pursuit beyond the need for immediate apprehension.
- (h) The supervisor should order a pursuit terminated whenever the distance between the pursuing and fleeing vehicles is so great that further pursuit is futile.
- (i) In controlling the pursuit, the supervisor shall be responsible for the coordination of the pursuit as follows:

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

1. Directing pursuit or support units into or out of the pursuit.
 2. The assignment of a Secondary Unit to the pursuit.
 3. The re-designation of Primary, Secondary, or other support units as necessary.
 4. The approval, disapproval, and coordination of pursuit tactics.
 5. The approval or disapproval to cross jurisdictional boundaries in the continuation of the pursuit.
 6. Ensure compliance with inter-jurisdictional pursuit agreements.
- (j) The supervisor may approve and assign additional backup or support units to assist the Primary and Secondary Units based upon their analysis of:
1. The nature of the offense for which the pursuit was initiated.
 2. The number of suspects and any known propensity for violence.
 3. The number of peace officers in the pursuit vehicles.
 4. Any damage or injuries to the assigned Primary or Secondary Units or peace officers.
 5. The number of peace officers necessary to safely make an arrest at the conclusion of the pursuit.
 6. Any other clear and articulable facts that would justify the increased hazards caused by adding more than the Primary and Secondary Units to a pursuit.
- (k) When the pursuit is terminated, the supervisor shall require that all participating agencies are notified, and identify an on scene supervisor or designee to monitor the arrest and transportation procedures.
- (l) The supervisor shall require throughout the duration of the pursuit that this guideline is followed by all peace officers.

307.5.1 WATCH COMMANDER RESPONSIBILITY

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and forward to the Deputy Chief of Operations.

307.6 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or telecommunicator. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

307.6.1 DISPATCH RESPONSIBILITIES

- (a) Upon notification that a pursuit has been initiated, Dispatch will:
 - 1. Give priority to the Primary Unit.
 - 2. Notify other units of pursuit, including location, direction of travel, and vehicle description.
 - 3. Keep the channel clear.
 - 4. Notify the Watch Commander and/or patrol supervisor if feasible.
 - 5. Receive and records all incoming information on pursuit.
 - 6. Keep Watch Commander and/or the patrol supervisor apprised of progress of pursuit.
 - 7. Request status when the pursuing peace officer fails to make frequent contact.
 - 8. Notify neighboring jurisdictions of the pursuit approaching their boundaries.
 - 9. Perform relevant records and motor vehicle checks.
 - 10. Coordinate and dispatch backup assistance and air support units under the direction of the supervisor.
- (b) Radio frequency management:
 - 1. Pursuit communication will be handled on the frequency designated by the pursuing agency unless one or more of the following conditions exist:
 - (a) The pursuit has or may extend into other jurisdictions.
 - (b) The supervisor directs a switch to ISPERN.
 - 2. Upon using the ISPERN frequency, the Primary Unit shall conform to ISPERN guidelines.

307.6.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspect(s). The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.7 INTER-JURISDICTIONAL PURSUITS

Officers involved in inter-jurisdictional pursuits are required to comply with their department's guidelines and inter-jurisdictional agreements. Only pursuit tactics permitted by this policy may be utilized by Quincy Police Department officers, irrespective of what is requested by the other agency.

When a pursuit enters another agency's jurisdiction:

- (a) The primary unit will advise Dispatch that the pursuit is leaving this jurisdiction.
- (b) The controlling supervisor will decide whether to continue the pursuit based upon the totality of circumstances known.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

- (c) As soon as practicable Dispatch will notify the involved jurisdiction.
- (d) If two units from the other agency are actively involved in the pursuit, the officers will not engage in the pursuit unless directed to do so by a supervisor.

307.7.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Units originally involved will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Quincy Police Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and ISP units, a request for ISP assistance will mean that they will assume responsibilities for the pursuit. For the same reasons, a request for assistance from the ISP should include confirmation that the ISP will relinquish control.

307.7.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless the pursuit is within the Quincy PD pursuit criteria. Assistance shall be specifically requested by the agency whose peace officers are in pursuit. The exception to this may be when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) Does the originating reason for the pursuit meet the Quincy PD pursuit criteria.
- (b) Ability to maintain the pursuit.
- (c) Circumstances serious enough to continue the pursuit.
- (d) Adequate staffing to continue the pursuit.
- (e) The public's safety within this jurisdiction.
- (f) Safety of the pursuing peace officers.

As soon as practical, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

Assistance to a pursuing allied agency by officers of this department will terminate at the City limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.8 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Police Immobilization Technique), ramming, heading off, or roadblock procedures.

307.8.1 WHEN USE AUTHORIZED

Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the officer at the time of the decision.

It is imperative that officers act within the bounds of legality, good judgment and accepted practices.

307.8.2 DEFINITIONS

Boxing-in/Rolling Roadblock - The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle. Boxing in/rolling roadblocks are mobile stop techniques.

Heading Off - An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop. Heading off is a forcible stop technique.

Roadblocks - A restriction or obstruction used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect. This includes placement of vehicles as well as use of devices to disable a vehicle. A roadblock is a stationary stop technique.

Spikes or Tack Strips - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

Vehicle Contact Action (Ramming, Police Immobilization Technique (PIT)) - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle. Vehicle contact actions are forcible stop techniques.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

307.8.3 USE OF FIREARMS/VEHICLE CONTACT ACTION

Officers involved in a pursuit shall not discharge any firearm from or at a moving vehicle, nor engage in any vehicle contact action except as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before discharging a weapon from or at a moving vehicle.

307.8.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to peace officers, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Officers who have not received certified departmental training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Those tactics which reasonably may be construed to be a use of deadly force should be employed only as a last resort in which it reasonably appears necessary to prevent imminent death or serious bodily injury to a peace officer or another person where deadly force would otherwise be legally justified. Where feasible, an officer should obtain authorization from a supervisor before applying any tactic which may be reasonably foreseen to be a use of deadly force.

Intervention tactic application circumstances include:

- (a) Officers may use stationary stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity (e.g. the pursued vehicle has sufficient time and distance to stop before reaching the roadblock or the technology employed is designed to disable the vehicle without the loss of control). Where feasible, an officer should obtain authorization from a supervisor before implementing stationary stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (b) Officers may use mobile stop techniques to terminate any pursuit so long as the technique is employed in a fashion that is not reasonably calculated to cause death or great bodily harm to persons in the pursued vehicle or others in the vicinity. Where feasible, an officer should obtain authorization from a supervisor before implementing mobile stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.
- (c) At low speeds the use of forcible stop techniques is permitted when there is legal justification for the use of force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

- (d) At high speeds the use of forcible stop techniques is permitted only when there is legal justification for the use of deadly force. Where feasible, an officer should obtain authorization from a supervisor before implementing forcible stop techniques. Absent exigent circumstances, such techniques should not be employed by officers that have not been trained in application of the selected technique.

307.8.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties.

Unless relieved by a supervisor the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

307.9 REPORTING REQUIREMENTS

Officers shall complete the appropriate reports, including a GOR and a report through the vehicle pursuit online software, of the pursuit incident and assign a case reporting number to each pursuit incident. If involved in inter-jurisdictional pursuit, obtain an Illinois State Police Emergency Radio Network (ISPERN) number in addition to their own case reporting number.

- (a) Pursuit incidents will be investigated thoroughly. The acquisition of statements, photographs, drawings, preliminary medical reports and any other evidentiary items that are or could be relevant to the conduct of the pursuit incident should be completed.
- (b) A memorandum shall be completed by the shift supervisor briefly summarizing the pursuit and sent to the Deputy Chief of Operations. This memo should minimally contain the following information:
 - 1. Date and time of pursuit.
 - 2. Length of pursuit.
 - 3. Involved units and officers.
 - 4. Initial reason for pursuit.
 - 5. Starting and termination points.
 - 6. Disposition: for example arrest, citation.
 - 7. Arrestee information should be provided if applicable.
 - 8. Injuries and/or property damage.
 - 9. Medical treatment.
 - 10. Name of supervisor at scene.
 - 11. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow up is warranted.

Quincy Police Department

Policy Manual

Vehicle Pursuits & High Speed Overtaking

- (c) The "Pursuit Driving Report" shall be completed. The "Pursuit Driving Report" should be submitted through the chain of command for internal evaluation and review to determine:
 - 1. Guideline compliance.
 - 2. Operational needs.
 - 3. Future training needs.
- (d) The "Pursuit Driving Report" will be submitted to the Illinois Law Enforcement Training Standards Board, 600 South Second Street, Suite 300, Springfield, Illinois 62704, by each agency involved in a pursuit.

307.9.1 REGULAR AND PERIODIC PURSUIT TRAINING

All sworn members of this department will participate no less than annually in regular and periodic department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

307.9.2 POLICY REVIEW

All department officers shall certify in writing that they have received, read, and understand this policy initially and upon any amendments.

307.10 APPLICATION OF VEHICLE PURSUIT POLICY

This policy has been created with input from the Illinois Law Enforcement Training Standards Board; Police Pursuit Guidelines (revised March, 2004), in accordance with 50 ILCS 705/7.5.

Officer Response to Calls

308.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

308.2 RESPONSE TO CALLS

Officers responding to "routine" or non-emergency calls are not authorized to respond using emergency lights and siren and shall observe all traffic laws and proceed without the use of emergency lights and sirens.

Officers responding for emergency calls should respond using emergency lights and siren when circumstances reasonably indicate an emergency response is required.

Emergency calls are typically incidents that require an immediate response to preserve life, reduce risk of injury, and/or prevent destruction or loss of property.

Officers responding to emergency calls shall proceed immediately. When responding using emergency lights and siren, both shall be used continuously unless the officer can articulate a tactical reason.

The driver of an authorized emergency vehicle may:

- (a) Park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS).
- (b) Proceed past a red or stop signal or stop sign, but only after coming to a complete stop and ensuring that it is safe to continue.
- (c) Exceed the maximum speed limits up to 20 M.P.H. over the posted speed limit so long as life or property is not endangered.
- (d) Disregard regulations governing direction of movement or turning in specified directions only when safe to do so.

The driver of an authorized emergency vehicle is not relieved 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/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

308.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting officer shall immediately notify Dispatch.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location

Quincy Police Department

Policy Manual

Officer Response to Calls

- The reason for the request and type of emergency
- The number of units required
- Best route of approach if necessary

308.4 UPGRADING TO EMERGENCY RESPONSE

If an officer believes an emergency response to a non-emergent call is appropriate, the officer shall immediately notify Dispatch of their decision and their location. This includes officers responding on their own.

308.5 RESPONSIBILITIES OF RESPONDING OFFICER(S)

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call.

The decision to continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify Dispatch. An officer shall also discontinue the emergency response when directed by a supervisor.

308.5.1 LOCKED VEHICLES

Officers are not trained in opening locked vehicles, nor do they have the necessary equipment to do so. If it is necessary for an officer to access a locked vehicle in an emergency situation, (e.g., a child or pet is locked inside the vehicle in extreme temperatures), they should do so in a manner that is immediate, taking into consideration the safety of people and/or animals who are in and around the vehicle and when possible, doing so in a way to cause the minimal amount of damage possible.

308.6 COMMUNICATIONS RESPONSIBILITIES

Dispatch is handled by Quincy/Adams County 911. A dispatcher shall assign an emergency response when an officer requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed.

Dispatch is expected to:

- (a) Attempt to assign the closest available unit to the location requiring assistance.
- (b) Immediately notify the Watch Commander when no officer is available for response to the call.
- (c) Notify and coordinate allied emergency services (e.g., fire and ambulance).
- (d) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated.
- (e) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor.

Quincy Police Department

Policy Manual

Officer Response to Calls

308.7 SUPERVISORY RESPONSIBILITIES

The Watch Commander should monitor the situation when they become aware of an emergency call. Upon being aware of an emergency response, the Watch Commander or the field supervisor shall verify the following:

- (a) The proper response has been initiated.
- (b) No more than those units reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practical.

The field supervisor, unless otherwise engaged, shall monitor and/or respond to the emergency call as necessary.

It is the Watch Commander's and/or field supervisor's responsibility to terminate an emergency response. When making that decision, the Watch Commander should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

308.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer shall terminate the emergency response and notify dispatch of the equipment failure so that another unit may be assigned to the emergency response. The officer should still continue to the call unless advised otherwise by dispatch or a supervisor.

Canines

309.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to supplement police operations to primarily locate individuals and contraband, and to secondarily assist in the apprehension of criminal offenders.

309.2 POLICY

It is the policy of the Quincy Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

309.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the watch commander to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time and then only with the approval of the watch commander.

309.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to their shift commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with command staff and functional supervisors.
- (c) Maintaining a liaison with other agency canine coordinators.
- (d) Maintaining accurate records to document canine activities.
- (e) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
 - 1. Ensure all department vehicles used to transport canines are equipped with a heat sensor monitoring device that meets the requirements of 510 ILCS 83/15.
- (f) Scheduling all canine-related activities.
- (g) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

309.5 REQUESTS FOR CANINE TEAMS

Patrol members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the watch commander.

Quincy Police Department

Policy Manual

Canines

309.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the watch commander and are subject to the following:

- (a) Canine teams shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) Calling out of off-duty canine teams should be more scrutinized.
- (d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

309.5.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be approved by the canine handler prior to making any resource commitment. The canine handler is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. The Chief of Police or designee shall be notified of requests that are denied.

Requests, by businesses and private citizens, for canine public demonstrations by the Quincy Police Department Canine Unit, will be forwarded to one of the canine handlers.

309.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed, is committing or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Watch Commander. Absent a change in circumstances

Quincy Police Department

Policy Manual

Canines

that present an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

A handler should remove his/her police dog from a bite on a suspect as quickly as possible once the suspect is secured or under control and it is safe to do so.

309.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

309.6.2 WARNINGS AND ANNOUNCEMENTS

Unless risk of injury to the public or officer is imminent, at least two clearly audible warnings announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

Quincy Police Department

Policy Manual

Canines

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

309.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES

Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a Use of Force Report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the on duty Watch Commander. Unintended bites or injuries caused by a canine should be documented in a General Offense Report, not in a Use of Force Report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and the individual's injured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements (510 ILCS 5/13(b)). The canine shall be under observation for 10 days following any bite. The observation shall consist of the canine being locked in a kennel, performing its official duties in a law enforcement vehicle or remaining under the constant supervision of its handler.

309.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

- (a) Absent a change in circumstances that presents an immediate threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

Quincy Police Department

Policy Manual

Canines

- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

309.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

309.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

The use of a narcotics detecting K-9 to search a person for narcotics is prohibited. Sniffs of the exterior of residences, either individual dwellings or the common areas of multiple dwellings, are not permitted without a search warrant. Except in cases where the lawful resident has requested such sniffs and then only on or in those areas that they lawfully have control over. The Watch Commander must approve such requests.

309.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

309.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

Quincy Police Department

Policy Manual

Canines

- (a) An officer who has a minimum of two (2) years experience and is off probation as a sworn Quincy Police Officer with satisfactory work performance, disciplinary and medical leave records.
- (b) Residing in a single-family residence.
- (c) Agreeing to be assigned to the position for a long term commitment.
- (d) Be in such physical condition as to enable them to perform the more strenuous assignments given to the Canine Unit.

309.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

- (a) The Canine shall be kept in a kennel (provided by the City of Quincy) on the handler's property and the gate shall be secured. In severe inclement weather, the Canine may be housed in the handler's residence or department approved facility. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (b) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (c) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- (d) When not in service, the handler shall maintain the canine vehicle at his or her residence.
- (e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- (f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the Deputy Chief of Operations or designee as soon as possible.
- (g) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- (h) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Watch Commander.
- (i) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Watch Commander.
- (j) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine at an approved facility.

Police canines will not be used for any purpose, other than official duties. Prohibited uses include:

Quincy Police Department

Policy Manual

Canines

- (a) Use for personal gain.
- (b) Entry in any dog show or exhibition, or registration with any society or organization without written authorization of the Chief of Police.
- (c) Handlers will not use or permit the use of the department canine for breeding purposes without written authorization of the Chief of Police.

309.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

309.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator or Watch Commander.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the memorandum of understanding (29 USC § 207).

309.10.1 HANDLER KILLED OR INJURED

- (a) In the event the handler is killed or injured and it becomes necessary to remove the dog from the scene, the watch commander will be notified immediately.
- (b) It will be the watch commander's responsibility to determine the method of removing the dog.
- (c) If possible another canine handler should be contacted to assist in removing the dog.
- (d) Any attempt to remove the dog that may result in the animal being harmed or destroyed, should be considered ONLY AS A LAST RESULT. If time permits, the Animal Control Officer should be contacted to assist in safely removing the dog.
- (e) The safety of the handler, other officers and the public is the prime consideration in the method and timeliness of removing the dog.

309.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Watch Commander as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

Quincy Police Department

Policy Manual

Canines

309.12 TRAINING

Initial training of the handler and dog will be conducted under the supervision of a trainer who is selected by the Quincy Police Department based upon available canine training facilities.

In no case will the Canine Unit be used until such time as they have been certified by a law enforcement oriented canine trainer, a Law Enforcement Canine Training Facility or the State of Illinois.

Before assignment in the field, each narcotic detection canine team shall be trained and certified to meet current requirements established by the Illinois Law Enforcement Training and Standards Board (ILETSB) (50 ILCS 705/10.12). Cross-trained canine teams or those canine teams trained exclusively for the detection explosives also should be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines.

309.12.1 CONTINUED TRAINING

Each canine team shall thereafter be re-certified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (b) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard less than that of ILETSB.
- (c) It will be the responsibility of the handler to ensure that proper training is done to keep the dog in a certified status.

309.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

309.12.3 TRAINING RECORDS

All canine training records shall be maintained by the Administrative Services Sergeant in the canine handler's training file.

309.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes

Quincy Police Department

Policy Manual

Canines

must comply with federal and state requirements regarding the same. Alternatively, the Quincy Police Department may work with outside trainers with the applicable licenses or permits.

309.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(g)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Quincy Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

309.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Evidence Section or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

Quincy Police Department

Policy Manual

Canines

309.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 225 ILCS 210/2001).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

- (a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.
- (b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
- (c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.
- (d) Only members of the canine team shall have access to the explosive training aids storage facility.
- (e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.
- (f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

309.13 CANINE RETIREMENT

When the Department determines a canine is no longer fit for duty it shall be offered to the handler assigned to the animal during its service. If the handler does not wish to keep the dog, the Deputy Chief of Administration or designee should offer the canine to another employee of the Quincy Police Department, or to a nonprofit organization or no-kill shelter that may facilitate the dog's adoption (510 ILCS 82/5).

Until relinquished to the handler or another person, the canine is the property of the Quincy Police Department. Upon the resignation or retirement of an active handler, the Quincy Police Department will take custody of the canine for evaluation purposes. If appropriate, the canine will be assigned to a new handler. If the canine is not fit for duty or cannot be partnered with a new handler, the Chief or designee will determine the placement of the canine.

Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

310.2 POLICY

The Quincy Police Department's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

310.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic violence cases:

- (a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.
- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

Quincy Police Department

Policy Manual

Domestic Violence

- (d) When practicable and legally permitted, video or audio record all significant statements and observations. If the officer is unable to obtain a video or audio recording, they should attempt to obtain a handwritten statement.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the investigating officer in the event that the injuries later become visible.
- (f) The investigating officer should arrange follow up pictures to be taken of the victim's injuries within 2-5 days.
- (g) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (h) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (i) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (725 ILCS 5/112A-30).
- (j) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (k) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred (725 ILCS 5/112A-30). Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Whether the suspect lives on the premises with the victim.
 - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 3. The potential financial or child custody consequences of arrest.
 - 4. The physical or emotional state of either party.
 - 5. Use of drugs or alcohol by either party.
 - 6. Denial that the abuse occurred where evidence indicates otherwise.
 - 7. A request by the victim not to arrest the suspect.
 - 8. Location of the incident (public/private).
 - 9. Speculation that the complainant may not follow through with the prosecution.
 - 10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.

Quincy Police Department

Policy Manual

Domestic Violence

11. The social status, community status, or professional position of the victim or suspect.

310.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) If known, advise the victim whether any type of court order will be in effect when the suspect is released from jail.

310.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.
 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

310.4.3 ELECTRONIC SURVEILLANCE ALERTS

Certain individuals released after a violation of an order of protection may be subject to electronic surveillance by GPS as a condition of release, probation, or conditional discharge (725 ILCS 5/110-5; 730 ILCS 5/5-8A-7).

Upon being dispatched in response to an electronic surveillance alert, officers should make a reasonable attempt to locate the domestic violence victim who is being protected and assist in providing for the victim's safety. A reasonable attempt to locate the offender should also be made.

If the offender is located within a prohibited location of the victim, an officer should consider whether an arrest for a violation of the conditional discharge, a condition of pretrial release, supervision, or order of protection is appropriate.

Each response to an electronic surveillance alert shall be documented in an incident or arrest report.

310.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Officers should (725 ILCS 5/112A-30):

- (a) Recognize that a victim's behavior and actions may be affected.
- (b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
- (c) Alert the victim to any available victim advocates, shelters, and community resources.

Quincy Police Department

Policy Manual

Domestic Violence

- (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- (e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (h) Seek or assist the victim in obtaining an emergency order if appropriate.

310.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

310.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

310.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Quincy Police Department

Policy Manual

Domestic Violence

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

310.9 LEGAL MANDATES AND RELEVANT LAWS

Illinois law provides for the following:

310.9.1 STANDARDS FOR ARRESTS

- (a) Officers shall attempt to determine the predominate physical aggressor.
- (b) Whenever an officer has reason to believe that a person has been the victim of domestic abuse, the officer shall immediately use all reasonable means to prevent further abuse including arresting the abusing, neglecting, and exploiting party, where appropriate (725 ILCS 5/112A-30).
- (c) Officers investigating reports of domestic violence should consider the appropriate charges, including Domestic Battery, Aggravated Domestic Battery, and Interfering with the Reporting of Domestic Violence (720 ILCS 5/12-3.2; 720 ILCS 5/12-3.3; 720 ILCS 5/12-3.5).
- (d) Officers investigating a domestic violence incident who encounter an individual on pretrial release for a domestic violence charge should attempt to determine if there are reasonable grounds to believe that the individual is violating a condition of pretrial release, for example by making contact or communicating with the victim, or by entering or remaining at the victim's residence within 72 hours following the defendant's release (725 ILCS 5/110-10(d)).

310.9.2 REPORTS AND RECORDS

The Quincy Police Department is required to record, compile and report to the Illinois State Police information regarding domestic crimes.

- (a) Officers shall include in their reports the victim's statements as to the frequency and severity of prior incidents of domestic violence by the person and the number of prior calls for law enforcement assistance to prevent domestic violence (750 ILCS 60/303; 725 ILCS 5/112A-29).
- (b) Reports must also include information regarding the victim, suspect, date and time of the incident, any injury inflicted, any weapons involved, and the relationship between the victim and the suspect so that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

310.9.3 SPECIFIC VICTIM ISSUES

Officers should:

- (a) Provide or arrange for accessible transportation for the victim (and, at the victim's request, any minors or dependents in the victim's care) to a medical facility for treatment of injuries or to a nearby place of shelter or safety (750 ILCS 60/304).
- (b) Provide the victim with one referral to an accessible service agency (750 ILCS 60/304).

Quincy Police Department

Policy Manual

Domestic Violence

310.9.4 COURT ORDER RELATED TO PEACE OFFICERS

If the respondent in an order of protection is a peace officer, the investigating officer shall determine if the order prohibits the peace officer from possessing any firearms or a FOID card during the duration of the order (725 ILCS 5/112A-14(b)(14.5)).

If the respondent officer is employed by the Quincy Police Department, the investigating officer shall take any necessary enforcement actions, promptly submit the appropriate report, and notify the Chief of Police of the incident through the chain of command.

If the respondent officer is not a member of the Quincy Police Department, the investigating officer shall promptly notify the investigating officer's supervisor. The supervisor shall ensure prompt notification to the respondent officer's department.

310.9.5 SERVICE OF COURT ORDERS

A summons, along with the petition for protective order, supporting affidavits, if any, and any ex parte protective order that has been issued, shall be served at the earliest time possible and take precedence over service of other summonses, except those of a similar emergency nature (725 ILCS 5/112A-5.5; 725 ILCS 5/112A-17.5).

Before serving an order of protection, the serving officer should conduct an inquiry to determine whether the respondent has been issued a concealed carry license (CCL) or a Firearm Owner's Identification (FOID) card. If the respondent is found to be in possession of a CCL, the officer shall seize the CCL and forward the notification of the order and license to the Illinois State Police within seven days of the date the order was served (430 ILCS 66/70). If the respondent is found to be in possession of a FOID card, then the officer should instruct the respondent if the order of protection requires compliance with section 9.5 of the FOID Card Act (725 ILCS 5/112A-14; 430 ILCS 65/9.5).

If the Quincy Police Department receives a copy of an ex parte protective order issued to a person who is in custody, an officer shall make reasonable efforts to serve the protective order or a short form notification on the person before the person is released from custody (725 ILCS 5/112A-22).

College Internship Program

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines for the department's internship program.

311.2 POLICY

It is the policy of this department to actively participate in an internship program which introduces students, who are 18 years of age or older, to the opportunities and disciplines within the law enforcement field. Interns work alongside department personnel in a wide spectrum of assignments throughout the Quincy Police Department. Interns will be exposed to effective problem-solving and partnership-building skills as well as gaining a better understanding of day-to-day operations of the police department.

The Department will abide by the US Department of Labor guidelines for unpaid interns. Interns shall understand that they will receive no compensation for the time spent in the internship program and shall have no expectation of a job being offered to them at the conclusion of the program.

Normally, only two internships will be allowed at any given time, however, the Chief of Police can allow additional internships if it is determined that manpower and scheduling will allow for more than two. The Department will allow internships for up to 480 hours.

311.3 RESPONSIBILITIES

311.3.1 INTERN PROGRAM COORDINATOR

The Intern Program Coordinator is responsible for:

- (a) Overseeing the program.
- (b) Ensuring the program complies with legal requirements.
- (c) Serving as liaison between the intern, the college or university, and the department.
- (d) Accepting applications from interns. [See attachment: Application for Internship.pdf](#)
- (e) Obtaining the intern's signature on the liability waiver form. [See attachment: Intern Waiver and Release.pdf](#)
- (f) Obtaining the intern's emergency contact information. [See attachment: Intern Emergency Contact Information.pdf](#)
- (g) Conducting a thorough background investigation on the intern. [See attachment: Background Authorization.pdf](#)
 - 1. Appropriate references must be given and favorable responses must be received from the references before final approval of the internship can be given.
 - 2. The completed background investigation shall be submitted to the Chief of Police for final approval.
 - 3. After final approval has been given by the Chief of Police, the Intern Program Coordinator shall notify the institution and the student in writing of the approval.

Quincy Police Department

Policy Manual

College Internship Program

- (h) Setting up a schedule for the intern.
 - 1. The schedule will be primarily assigned to Patrol Operations, however, if the intern expresses an interest in spending time in Administrative Services, Juvenile and/or Investigative Sections, an attempt to accommodate that request will be made.
 - 2. Observation of Patrol Operations will be structured to assign the intern to all scheduled shifts.
 - 3. A written schedule of shift assignments will be given to the intern on or before the first day of the internship.
- (i) Meeting with the intern before the start of the internship.
- (j) Conducting orientation to give the intern a general understanding of daily departmental functions. This orientation should include:
 - 1. The intern's schedule.
 - 2. Department organization structure and function.
 - 3. Departmental scheduling system and manpower allocations.
 - 4. Beat structure. District maps will be provided.
 - 5. A brief familiarization of the Departmental Policies and Procedures.
 - 6. Activities that the intern is allowed to, or prohibited from, participating in. [See attachment: Intern Regulations.pdf](#)
 - 7. Signing a ride along release and waiver of liability form. [See attachment: Ride Along Approval Waiver 2024.pdf](#)
- (k) If requested, providing information about the intern's time at the Department to other law enforcement agencies as part of their background check and hiring process.
- (l) If requested, providing information about the department's internship program including, but not limited to, requirements, restrictions, and scheduling.
- (m) Maintaining all internship files.

311.3.2 SUPERVISORS

The shift supervisor shall make the intern's daily work assignments. Under normal conditions, this entails the intern's participation on a ride-along basis.

- (a) To best facilitate the intern's learning process, the following aspects of learning theory should be considered:
 - 1. Observation of any process increases the learning potential, more so than merely reading about it.
 - 2. Active participation is one of the best training vehicles.
 - (a) Except when safety considerations dictate to the contrary, the intern should accompany the patrol officer on all official business.

Quincy Police Department

Policy Manual

College Internship Program

- (b) Interns should be encouraged to observe the writing of some minor reports, especially those necessary to process arrestees or criminally charge an offender.
- (b) The supervisor's assignment of an intern to an officer should be guided by the following considerations:
 - 1. Interns gain knowledge about the department from its members.
 - 2. The program is designed to teach interns the realities of police work.

311.3.3 PATROL OFFICERS

- (a) If an officer believes there may be conflict or a problem with a specific intern or their involvement in an investigation may not be practical to have an intern assigned to them at that time, the officer shall make their supervisor aware of this and the supervisor will make the decision on whether to change the assignment of the intern.
- (b) If the officer the intern is riding with believes a particular call or situation presents a threat to the intern's safety, the officer may leave the intern at a public location and notify Dispatch where the intern is. The officer may then proceed to handle the call.
 - 1. If the officer is going to be involved for an extended period of time, Dispatch should assign another officer, if available, to pick up the intern from where they were dropped off and transport the intern to the police department. The Watch Commander may choose to reassign the intern to another officer for the duration of the shift.
 - 2. Once the officer deems it safe after handling the call, the officer can then proceed to the intern's location and allow the intern to resume riding.

311.4 EMERGENCY/EXIGENT CIRCUMSTANCES

If the Watch Commander determines the intern to be unfit to participate in the ride-along program or other assignment (intern is intoxicated, ill, or not conforming to dress code), the intern may be sent home. If this occurs, it should be reported in writing to the Intern Program Coordinator and the Chief of Police.

If there is an emergency situation in which the intern may be perceived to be in the way or in danger, the Watch Commander may reassign the intern to another area to work or send the intern home if no available assignment is available. The Watch Commander should notify the Intern Program Coordinator in writing of the situation.

311.5 GENERAL RULES OF INTERN CONDUCT

The intern will be expected to:

- (a) Abide by the Requirements/Restrictions guide.
- (b) Present a neat appearance.
 - 1. Casual dress clothing as worn for office work environment is appropriate.

Quincy Police Department

Policy Manual

College Internship Program

2. Dress jeans and athletic shoes that are sedate in appearance (no neon colors, no emblems or logos outside of the manufacturer's brand/logo) are permitted.
 3. Torn, frayed, or faded jeans are prohibited, as are casual and or sport shorts, leggings, sweatpants, sweatshirts, t-shirts with lettering and logos, sport t-shirts, sleeveless and/or off the shoulder shirts, tops and dresses, low or revealing dresses and tops, excessively short skirts, see-through material, halters, midriffs, tube tops, flip flops, sandals, or slides.
 4. Coats and jackets are not to be of military or law enforcement styling.
 5. The Watch Commander shall have discretion to refuse a ride-along approval because of inappropriate dress.
- (c) Understand that absolutely no weapons of any type will be permitted.
1. A flashlight is permissible if it cannot be construed as a weapon.
 2. A folding pocketknife with a non-locking blade no longer than three inches is permitted to be carried.
- (d) Agree to obey all instructions from their assigned officer.
- (e) Be familiarized with the various radio procedures and use of the multi-channel police radio and the function of each channel so they have a working knowledge if they need to utilize the radio to call for assistance.
1. The intern will only use the police radio in an emergency situation where the officer they are assigned to is unable to call for assistance on their own.
- (f) Not enter the 911 Dispatch Center unless assigned there by the Intern Program Coordinator or designee.
- (g) Sign in and out on the department's daily sign-in sheets.
- (h) Agree to wear, in a conspicuous manner, the department's observer identification tag at all times when participating in the program.
- (i) Not present themselves as a law enforcement officer.
- (j) Agree to maintain the confidentiality of any information learned during the course of the program regarding the activities or operations of the Quincy Police Department.
- (k) Not use any personal communication device or any other personal electronic device capable of recording, storing, or transmitting voice, photos, video, or any other information to capture anything from an active or on-going case or investigation, or any tactical procedures that may jeopardize, cause harm and/or disrepute to any law enforcement agency, employee, victim, witness, or suspect.
1. Agrees to allow the Intern Program Coordinator, or a supervisor, to view the content on their personal communication device or other electronic device as described above if any department employee has reasonable suspicion to believe that it may have been used to capture or copy any confidential, identifying or investigatory information of any law enforcement cases, investigations, or persons involved in same, active or not, or information that would pose a security

Quincy Police Department

Policy Manual

College Internship Program

or officer safety risk to law enforcement at any level or to employees of the Quincy Police Department.

2. If such information is found on a device, the device will be confiscated and wiped of such information and the intern will be terminated from the program.
- (l) Sign an agreement to follow all applicable rules and regulations of the Quincy Police Department, including those laid out in this policy.
 - (m) Understand that the Chief of Police has the discretion to remove an intern from the program if the intern's conduct brings disrepute on the Department or in any way compromises the intern's ability to maintain confidentiality. Any arrest for any violation, excluding minor traffic offenses, is grounds for dismissal from the program. The removal will be reported to the intern's educational institution by the Intern Program Coordinator.
 - (n) Be evaluated by the Intern Program Coordinator if such an evaluation is required by the intern's college or university.
 - (o) Provide an evaluation of the internship program to the Intern Program Coordinator.

Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for the Quincy Department members to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Quincy Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be permissible. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances (i.e. canine sniff, vehicle inventory, plain view, consent, incident to lawful arrest)
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and the member's familiarity with the subject's clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Quincy Police Department

Policy Manual

Search and Seizure

312.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, and when practical, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer or a supervisor should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.
- (f) Members of this department shall be prepared to articulate the reason for requesting a consent search or a canine sniff to a supervisor.

312.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search, including a description of any property or contraband seized.
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

Temporary Custody of Juveniles

313.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Quincy Police Department (42 USC § 5633)

313.1.1 DEFINITIONS

Definitions related to this policy include:

Abused Minor - Any minor under 18 years of age whose parent or immediate family member, or any person responsible for the minor's welfare, or any person who is in the same family or household as the minor, or any individual residing in the same home as the minor, or a paramour of the minor's parent who:

- (a) Inflicts, causes to be inflicted, or allows to be inflicted upon such minor physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
- (b) Creates a substantial risk of physical injury to such minor by other than accidental means which would be likely to cause death, disfigurement, impairment or emotional health, or loss or impairment of any bodily function.
- (c) Commits or allows to be committed any sex offense against such minor, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include minors under 18 years of age.
- (d) Commits or allows to be committed an act or acts of torture upon such minor; or
- (e) Inflicts excessive corporal punishment.

Addicted Minor - Those who are addicted include any minor who has a substance use disorder as defined in the Substance Use Disorder Act. (705 ILCS 405/4-3)

Delinquent Minor - Any minor who, prior to the minor's 18th birthday, has violated or attempted to violate, regardless of when the act occurred, any Federal or State law, county or municipal ordinance. (705 ILCS 405/5-120)

Dependent Minor - Any minor who is under the age of 18 years and:

- (a) Is without parent, guardian or legal custodian.
- (b) Is without proper care because of the physical or mental disability of his/her parent, guardian, or custodian; or
- (c) Is without proper medical or other remedial care recognized under State law or other care necessary for his/her well-being through no fault, neglect or lack of concern by his/her parents, guardian or custodian, provided that no order may be made terminating parental rights, nor may a minor be removed from the custody of his/her parents for longer than six (6) months, pursuant to an adjudication as a dependent minor under

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

this subsection(3), unless it is found to be in his or her best interest by the court or the case automatically closes as provided in 705 ILCS 5/2-31; or

- (d) Has a parent, guardian, or legal custodian who with good cause, wishes to be relieved of all residual parental rights and responsibilities, guardianship or custody, and who desires the appointment of a guardian of the person to consent to the adoption of the minor under Illinois law.

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile under 18 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated 720 ILCS 5/24-3.1 by possessing a handgun (28 CFR 31.303; 705 ILCS 405/5-105).

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 officer's chief law enforcement officer and has completed the necessary juvenile officers training as prescribed by the Illinois Law Enforcement Training Standards Board, or in the case of a State police officer, juvenile officer training approved by the Director of the Illinois State Police.

Limited custody - Taking custody of a minor requiring authoritative intervention for a period not to exceed six (6) hours in an effort to resolve a crisis situation by returning the minor to his/her parents or involving a crisis intervention agency.

Minor - Means a person under the age of 21 years subject to the Juvenile Court Act.

Neglected minor - Those who are neglected include any minor under 18 years of age whose parent or other person responsible for the minor's welfare does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under State law as necessary for a minor's well-being or other care necessary for his/her well-being, including adequate food, clothing and shelter, or who is abandoned by the minor's parents or other person responsible for the minor's welfare; or whose environment is injurious to the minor's welfare; any newborn infant whose blood or urine contains any amount of a controlled substance; or any minor under the age of 14 years whose parents or other person responsible for the minor's welfare leaves the minor without supervision for an unreasonable period of time without regard for the mental or physical health, safety, or welfare of the minor.

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

Parents - The father or mother of a child, this includes any adoptive parent. It also includes the father whose paternity is presumed or has been established under the law of this or another jurisdiction. It does not include a parent whose rights in respect to the minor have been terminated by any manner provided by law.

Safety checks - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecured booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Shelter care - A physically unrestricted facility designated by the Department of Children and Family Services, a licensed child welfare agency, or other suitable place designated by the court for a minor who requires care away from his/her home.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession or tobacco, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

Temporary custody - The temporary placement of a minor out of the custody of the minor's parent or guardian.

Temporary protective custody - Custody within a hospital or other medical facility or a place previously designated for such custody by the Department of Children and Family Services, subject to review by the court, including a licensed foster home, group home, or other institution.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

313.2 POLICY

The Quincy Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Quincy Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

313.2.1 ADDITIONAL CONSIDERATIONS

It is also the policy of the Department that all members be committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

313.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Quincy Police Department. These include:

- (a) Unconsciousness or having been unconscious while being taken into custody or transported.
- (b) Serious injuries or a medical condition requiring immediate medical attention.
- (c) A suspected suicide risk or obvious signs of severe emotional or mental disturbance (see the Civil Commitments Policy).
 - 1. If the officer taking custody of a juvenile believes that the juvenile may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release, or transfer to an appropriate facility is completed.
- (d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Extremely violent or continuously violent behavior.
- (f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation.

These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

313.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Quincy Police Department without authorization of the arresting officer's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility, or to other authority as soon as practicable, and in no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the Quincy Police Department (34 USC § 11133; 20 Ill. Adm. Code 720.30).

313.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Quincy Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133; 705 ILCS 405/5-410; 705 ILCS 405/2-6).

A juvenile taken into protective custody for prostitution should be reported to the Illinois Department of Children and Family Services (720 ILCS 5/11-14).

313.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

313.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Quincy Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when (705 ILCS 405/5-401):

- (a) Probable cause exists to believe he/she has violated, or attempted to violate, a law or ordinance.
- (b) The juvenile has been adjudged a ward of the court and has escaped from any commitment ordered by the court.
- (c) An officer reasonably believes the juvenile has violated court-ordered conditions of probation or supervision.

The officer shall promptly take the juvenile to the nearest juvenile police officer (705 ILCS 405/2-6; 705 ILCS 405/3-8).

The officer shall submit a completed report to the Watch Commander.

A minor under the age of 10 can never be placed in secure custody. No delinquent minor under the age of 12 may be held in secure custody for more than 6 hours (705 ILCS 405/5-410(2)) but a delinquent minor 12 years of age or older may be subject to secure custody for up to 12 hours, unless the offense is a "crime of violence" then they are subject to secure custody for up to 24 hours.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

313.4.4 ALTERNATIVES TO TEMPORARY CUSTODY

Officers handling juvenile offenders should use reasonable alternatives to arrest, when applicable, including:

- (a) Release with no further action. Officers should use discretion to determine if release with a warning is appropriate for minor petty offenses.
- (b) Referral to juvenile court.

313.5 ADVISEMENTS

An officer who takes a juvenile into custody without a warrant shall immediately make a reasonable attempt to notify the parent, guardian or the person with whom the juvenile resides that the juvenile has been taken into custody and where the juvenile is being held (705 ILCS 405/2-6).

313.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Quincy Police Department (34 USC § 11133; 705 ILCS 405/5-410). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

313.7 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Quincy Police Department shall ensure:

- (a) The Watch Commander is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Department more than six hours.
- (b) Safety checks and significant incidents/activities are noted on the log.
- (c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (e) There is reasonable access to toilets and wash basins.
- (f) There is reasonable access to a drinking fountain or water.
- (g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

- (h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (i) There is privacy during family, guardian, and/or attorney visits.
- (j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Clean blankets are provided as reasonably necessary to ensure the comfort of the individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (l) Adequate shelter, heat, light, and ventilation are provided without compromising security or enabling escape.
- (m) Adequate furnishings are available, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.
- (o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

313.8 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody.

313.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the _____ A juvenile offender may be handcuffed at the Quincy Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

313.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

313.10 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

313.11 SECURE CUSTODY

Only juvenile offenders 10 years of age or older may be placed in secure custody (705 ILCS 405/5-410). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

313.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the locked enclosure to ensure there are no weapons or contraband and that the area is clean and sanitary. An inspection should be conducted when the juvenile is released. Any damage noted to the area should be photographed and documented.

The following requirements shall apply:

- (a) Anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.
- (b) The juvenile shall constantly be monitored by an audio/video system during the entire temporary custody.
- (c) The juveniles shall have constant auditory access to department members.
- (d) The juvenile's initial placement into and removal from a locked enclosure shall be logged.
- (e) Unscheduled safety checks by department members shall occur no less than every 15 minutes.
 - 1. All safety checks shall be logged.
 - 2. The safety check should involve questioning the juvenile as to the juvenile's well-being.
 - 3. Juveniles who are sleeping or apparently sleeping should be awakened.
 - 4. Requests or concerns of the juvenile should be logged.
- (f) Males and females shall not be placed in the same locked room.

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

- (g) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (h) Restrained juveniles shall not be placed in a cell or room with unrestrained juveniles.

313.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Quincy Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate
- (b) Immediate notification of the Watch Commander, the Chief of Police, and the Investigation Commander
- (c) Notification of the parent, guardian, or person standing in loco parentis of the juvenile
- (d) Notification of the appropriate prosecutor
- (e) Notification of the City Attorney
- (f) Notification of the Coroner
- (g) Notification of the juvenile court
- (h) Evidence preservation
- (i) Reporting to the Office of Jail and Detention Standards (20 Ill. Adm. Code 720.130)

313.13 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

A juvenile under 15 years of age at the time of the commission of any of the offenses listed in 705 ILCS 405/5-170 (e.g., homicide, criminal sexual assault, criminal sexual abuse) must be represented by legal counsel during the entire custodial interrogation of the juvenile.

Oral, written, or sign-language statements of a juvenile under the age of 18 who is subject to custodial interrogation while in custody at a police station or other custodial location are governed by the Investigation and Prosecution Policy (705 ILCS 405/5-401.5).

A juvenile who was under the age of 18 at the time of the commission of the offense should be read the simplified *Miranda* warning and asked the following questions by a juvenile officer as set forth in 705 ILCS 405/5-401.5 and 725 ILCS 5/103-2.1:

- (a) Do you want to have a lawyer?
- (b) Do you want to talk to me?

313.13.1 INVESTIGATIONS ON SCHOOL PROPERTY

Before detaining and questioning a juvenile student during regular hours on school grounds, an officer should make a reasonable effort to notify and have the juvenile's parent or guardian present

Quincy Police Department

Policy Manual

Temporary Custody of Juveniles

during questioning unless the officer reasonably believes that urgent and immediate action is necessary to do any of the following (105 ILCS 5/22-88):

- (a) Prevent bodily harm or injury to a person
- (b) Apprehend an armed or fleeing suspect
- (c) Prevent the destruction of evidence
- (d) Address an emergency or other dangerous situation

The officer should document the time and manner by which the attempted notification or notification of the juvenile's parent or guardian was made.

If the juvenile's parent or guardian is not in attendance during questioning, the officer should have a guidance counselor, nurse, social worker, and/or mental health professional of the school present. If practicable, an officer trained or certified in juvenile investigations should be present or conduct the questioning of the juvenile (105 ILCS 5/22-88).

313.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

Juveniles over the age of 10 will be fingerprinted and photographed on all offenses that would be a felony if committed by an adult and serious traffic-related offenses as described in 20 ILCS 2630/5. Fingerprints and photographs may be obtained from juveniles for all other offenses (705 ILCS 405/1-7(B)).

Fingerprints, photographs, and other required information of juveniles will be transmitted to the Department of State Police as described in 705 ILCS 405/1-7(B) and 20 ILCS 2630/5.

No student booking station shall be established or maintained on the grounds of any school (105 ILCS 5/10–20.64; 105 ILCS 5/34–18.57).

[See attachment: Juvenile Statement of Rights NEW 7 14 17.pdf](#)

[See attachment: ADAMS COUNTY JUVENILE DETENTION SCREENING CRITERIA.pdf](#)

313.15 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Quincy Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency.

314.2 POLICY

The Quincy Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

- (a) Members of the Quincy Police Department shall notify the Illinois Department on Aging or other designated social services agency within 24 hours when there is reason to believe that an eligible adult who is unable to seek assistance for themselves because of a disability or other condition or impairment has, within the previous 12 months, been subjected to abuse, neglect, or financial exploitation (320 ILCS 20/4).
- (b) Members of the Quincy Police Department shall notify the Illinois Department on Aging or other designated social services agency when there is reason to believe that an eligible adult has died as the result of suspected abuse or neglect (320 ILCS 20/4).
- (c) For purpose of this notification, an eligible adult means either:
 - 1. An adult 18 through 59 years old whose disability impairs their ability to seek or to obtain protection from abuse, neglect, or exploitation.
 - 2. A person 60 years of age or older who resides in a domestic living situation.
- (d) Incidents of alleged abuse shall continue to be reported pursuant to the Illinois Domestic Violence Act (320 ILCS 20/4).
- (e) The Quincy Police Department shall also notify the Illinois Department on Aging whenever it determines a death of an eligible adult was caused by abuse or neglect by a caregiver (320 ILCS 20/3).

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.

Quincy Police Department

Policy Manual

Adult Abuse

- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (320 ILCS 20/3).

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom the statements were made.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (j) Whether a protective order petition should be filed on behalf of the victim when there is a reasonable belief that the victim is incapable of filing a petition for him/herself (750 ILCS 60/201). Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for themselves, the officer should make reasonable attempts to contact the Illinois Department on Aging or other designated social services agency. Generally, removal of an adult

Quincy Police Department

Policy Manual

Adult Abuse

abuse victim from their family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from their family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to the Illinois Department on Aging or other designated social services agency.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without the adult's consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
 - 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

Quincy Police Department

Policy Manual

Adult Abuse

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Investigative Unit supervisor should:

- (a) Work with professionals from the appropriate agencies, including Illinois Department on Aging or other social services agency designated to investigate adult abuse, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigation Unit supervisor that the officer has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives there.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography and video as appropriate.
- (b) Notify the Investigation Unit supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

314.10.1 CENTRAL RECORDS RESPONSIBILITIES

The Central Records is responsible for:

- (a) Providing a copy of the adult abuse report to the Department on Aging or the designated social services agency as required by law.

Quincy Police Department

Policy Manual

Adult Abuse

- (b) Retaining the original adult abuse report with the initial case file. If necessary, officers must provide in writing or by e-mail a request to the Case Coordination Unit (CCU) for a copy of the IL Department of Aging Abuse Report to be placed with the General Offense Report.

314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (320 ILCS 20/8).

314.10.3 SUMMARY REPORTS OF DEATH INVESTIGATIONS

This department will provide, upon request, a summary of actions taken in response to a reported death of an eligible adult to a public or nonprofit agency that has been approved by the Department on Aging to receive and assess such reports (320 ILCS 20/3).

314.11 TRAINING

This department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Quincy Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DISCRIMINATION PROHIBITED

315.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law (775 ILCS 5/1-103; 775 ILCS 5/2-102; 820 ILCS 180/30).

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination,

Quincy Police Department

Policy Manual

Discriminatory Harassment

participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated (820 ILCS 180/20; 820 ILCS 180/30).

315.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment (775 ILCS 5/2–102). It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Illinois Department of Human Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or departmental rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.3.5 HARASSMENT

Harassment is any unwelcome conduct based on a classification or status protected by law that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, either within or outside of the physical area the individual is assigned to work (775 ILCS 5/2-101).

Harassment, including sexual harassment, against non-employees in the workplace or while on-duty (including contractors and consultants conducting business with the Department) is prohibited (775 ILCS 5/2-102).

315.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Quincy Police Department

Policy Manual

Discriminatory Harassment

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the HR Director, or the Director of Administrative Services.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

315.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police or the HR Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

Quincy Police Department

Policy Manual

Discriminatory Harassment

315.4.3 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the HR Director, or the Director of Administrative Services for further information, direction, or clarification.

315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

315.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, Human Resource Director, or the Director of Administrative Services.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific

Quincy Police Department

Policy Manual

Discriminatory Harassment

time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police, the Director of Administrative Services, or the HR Director, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

315.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Quincy Police Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

315.7.1 NOTICE

A notice of member rights under the Illinois Human Rights Act summarizing the requirements of the Act and information pertaining to the filing of a charge, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations, shall be posted in a conspicuous location at the Quincy Police Department or in an employee handbook (775 ILCS 5/2-102(K)(1)).

315.7.2 STATE-REQUIRED TRAINING

All members should also participate annually in harassment and discrimination prevention training (5 ILCS 430/5-10.5).

The Human Resources Department should develop a training program that meets the requirements for harassment and discrimination training in 5 ILCS 430/5-10.5 and that includes sexual harassment prevention training consistent with the model sexual harassment prevention program created by the Illinois Department of Human Rights (775 ILCS 5/2-109).

Child Abuse

316.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Quincy Police Department members are required to notify the Illinois Department of Children and Family Services (DCFS) of suspected child abuse.

316.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (325 ILCS 5/3).

316.2 POLICY

The Quincy Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DCFS is notified as required by law.

316.3 MANDATORY NOTIFICATION

Members of the Quincy Police Department shall notify DCFS when they have reasonable cause to believe a child known to them in their official capacity was abused by a parent, immediate family member, any person responsible for the child's welfare, any individual residing in the same home as the child or a paramour of the child's parent. Members must also report any case of a neglected child (325 ILCS 5/4; 325 ILCS 5/3).

For purposes of notification, abuse includes physical injuries, risk of physical injuries, sex offenses, torture, excessive corporal punishment, female genital mutilation, etc. Neglect includes failure to provide necessary nourishment or medical care or blatant disregard of parent or caretaker responsibilities. Full definitions of abuse and neglect are provided in 325 ILCS 5/3.

316.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (325 ILCS 5/7):

- (a) All notifications of suspected child abuse or neglect shall be made immediately, either to DCFS on the statewide, toll-free telephone number, in person or by telephone through the nearest DCFS office (325 ILCS 5/7.6; 89 Ill. Adm. Code 300.30).
- (b) Notification, when possible, shall include:
 - 1. The name and address of the child and his/her parents or other persons having custody.
 - 2. The child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities.

Quincy Police Department

Policy Manual

Child Abuse

3. Any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
- (c) A member who suspects that a child has died as a result of child abuse or neglect shall also immediately report his/her suspicion to the appropriate Coroner (325 ILCS 5/4.1).

316.4 QUALIFIED INVESTIGATORS

Under most circumstances, the child will be interviewed at the closest Child Advocacy Center by their qualified staff. Whenever possible, qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Be present at, or conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present appropriate cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

316.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.

Quincy Police Department

Policy Manual

Child Abuse

- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Other investigative steps taken in compliance with any applicable county Child Advocacy Advisory Board protocol the Quincy Police Department follows (55 ILCS 80/3).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

316.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DCFS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DCFS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (325 ILCS 5/5):

- (a) A court has ordered the removal of the child.
- (b) A court has not ordered the removal of the child but there is reason to believe the child cannot be cared for at home or in the custody of the person responsible for the child's welfare without endangering the child's health or safety, and there is no time to apply for a court order for temporary custody of the child.

316.6.1 PROCEDURE

A department member taking a child into temporary protective custody shall immediately (325 ILCS 5/5):

- (a) Make every reasonable effort to notify the person responsible for the child's welfare.

Quincy Police Department

Policy Manual

Child Abuse

- (b) Notify DCFS.

See the Abandoned Newborn Infant Protection Policy for guidance regarding the Abandoned Newborn Infant Protection Act (325 ILCS 2/10 et seq.).

316.7 INTERVIEWS

316.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances, Officers should avoid conducting interviews with a child victim. When practicable, the initial officer should only obtain information about what occurred from a parent, guardian, or credible witness in order to prepare a general offense report. When practicable, investigating officers should defer interviews of a child victim until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

316.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

316.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

Quincy Police Department

Policy Manual

Child Abuse

316.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

316.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Unit Supervisor should work with professionals from the appropriate agencies, including DCFS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

316.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate.
- (b) Notify DCFS and when appropriate the Investigation Unit Supervisor so an interagency response can begin.

316.10 STATE MANDATES AND OTHER RELEVANT LAWS

316.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (325 ILCS 5/11).

316.10.2 CHILD ADVOCACY ADVISORY BOARD PROTOCOL

This department has adopted the Illinois Child Advocacy Advisory Board's protocol governing the investigation of child maltreatment including sexual abuse, physical abuse, exploitation and neglect of a child.

All investigations and interviews conducted by this department shall comply with this protocol, with the procedures to be used in investigating and prosecuting cases arising from alleged child maltreatment and in coordinating treatment referrals for the child and his/her family (55 ILCS 80/3).

316.10.3 ACKNOWLEDGEMENT OF REPORTING RESPONSIBILITY

The Field Training Coordinator shall ensure that members of this department who are directly involved in the enforcement of the law sign statements acknowledging that they are mandated to notify DCFS of suspected child abuse and neglect. The statement shall be on a form prescribed by DCFS. It shall be signed before beginning employment and shall be retained by this agency as a permanent part of the personnel record (325 ILCS 5/4).

Quincy Police Department

Policy Manual

Child Abuse

316.10.4 ASSISTANCE TO CHILD PROTECTIVE SERVICES INVESTIGATORS

Upon receiving a request for assistance from a child protective services investigator involving an investigation of a high-risk report of child abuse or neglect officers should determine the reason for the request. If the protective services investigator reasonably believes that the person being investigated has a potential for violence, officers should accompany him/her. However, if resources are limited or unavailable, officers should notify the Watch Commander to arrange for the assistance to occur at a mutually agreeable time (325 ILCS 5/7.2).

316.10.5 SEXUAL ABUSE INVOLVING SCHOOL PERSONNEL

In all reported incidents of sexual abuse of a child involving school personnel, including vendors or volunteers, the Investigation Unit supervisor or authorized designee shall notify the relevant school when the investigation has been suspended or completed, as well as the outcome of the investigation (105 ILCS 5/22-85).

316.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

316.11.1 TRAINING RECORDS

In addition to providing copies of completed mandated reporter training records to the Administrative Services Sergeant as required in the Personnel Records Policy, members should maintain records of their completed training and forward copies to their licensing or certification board (325 ILCS 5/4). It shall be the responsibility of the Administrative Services Sergeant to maintain records and forward copies of training records to all licensing and certified boards.

Missing Persons

317.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

317.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk missing person - A person whose whereabouts are not currently known and whose circumstances indicate that the person may be at risk of injury or death. The circumstances that indicate that a person is a high-risk missing person include but are not limited to any of the following (50 ILCS 722/10(a)(1)):

- (a) The person is missing as a result of a stranger abduction.
- (b) The person is missing under suspicious circumstances.
- (c) The person is missing under unknown circumstances.
- (d) The person is missing under known dangerous circumstances.
- (e) The person is missing more than 30 days.
- (f) The person has already been designated as a high-risk missing person by another law enforcement agency.
- (g) There is evidence that the person is at risk because:
 - 1. The person is in need of medical attention, including persons with dementia-like symptoms, or in need of prescription medication.
 - 2. The person does not have a pattern of running away or disappearing.
 - 3. The person may have been abducted by a non-custodial parent.
 - 4. The person is mentally impaired, or is developmentally or intellectually disabled.
 - 5. The person is under the age of 21.
 - 6. The person has been the subject of past threats or acts of violence.
 - 7. The person has eloped from a nursing home.
 - 8. The person is a veteran, active duty, or reserve member of the United States Armed Forces or National Guard, and is believed to have a physical or mental health condition related to their service.
- (h) Any other factor that may, in the judgment of the law enforcement official, indicate that the missing person may be at risk.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown. This includes a person under the age of 18, reported to the Department as abducted, lost or a runaway, whose identity is entered into the Law Enforcement Agencies Data System (LEADS) (325 ILCS 55/1(c)).

Quincy Police Department

Policy Manual

Missing Persons

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), and LEADS (20 Ill. Adm. Code 1291.40).

317.2 POLICY

The Quincy Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Quincy Police Department gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

317.3 REQUIRED FORMS AND DNA COLLECTION KITS

The Investigation Unit supervisor shall ensure the following forms and kits are developed and available:

- A Missing Person Packet (including report form, checklist, and NCMEC/NRS notification) (50 ILCS 722/5(c))
 - [See attachment: Missing Person Informational Form.pdf](#)
 - [See attachment: Missing Person Checklist.pdf](#)
- DNA collection kits
- Medical Records Release Form
 - [See attachment: Medical Records Release Form.pdf](#)

317.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (50 ILCS 722/5(a)).

317.4.1 REPORTS OF MISSING CHILDREN

Any member taking a report of a missing person under the age of 18 shall provide the reporting party with the following information (325 ILCS 40/7.2):

- (a) The 24-hour toll-free telephone numbers for:
 - 1. The National Center for Missing and Exploited Children® (NCMEC).
 - 2. The National Runaway Safeline.
- (b) A description of the services provided to families of missing children by NCMEC and the National Runaway Safeline.

Quincy Police Department

Policy Manual

Missing Persons

317.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be a high-risk missing person.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either high-risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a radio alert (e.g., internal broadcast, interagency broadcast) if the person is under 18 years of age or there is evidence that the missing person is high-risk. If the missing person is under 18, the alert should be broadcast immediately or as soon as practicable, but in no event more than one hour after determining the missing person may be high-risk (325 ILCS 40/7).
- (e) Ensure that entries are made into the appropriate missing person networks:
 - 1. Immediately, when the missing person is high-risk.
 - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.
- (g) Request the approval from the reporting party to utilize media as well as social media to assist in the recovery.
 - 1. Permission can be granted by a parent of the child, a spouse for their spouse, or the parent of the spouse.
 - 2. In addition, if there is a court ordered guardianship, the guardian could grant permission as well.
- (h) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (i) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.
- (j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate

Quincy Police Department

Policy Manual

Missing Persons

report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

- (k) If the missing person is a child, immediately contact the State Missing Persons Clearinghouse (325 ILCS 40/7(b)).
- (l) In the event that a missing child is not found during the shift in which the report was made, information regarding the missing child shall be disseminated to all sworn officers in the Department (325 ILCS 40/7(b)).

317.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

317.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
 - 1. The reports should be promptly sent to the Central Records.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.
- (g) Initiating a search of the area if applicable. Steps to initiate a search may include:
 - 1. Arrange for a search team of department members or volunteers.
 - 2. Determine the locations to be searched.
 - 3. Establish a search pattern.
 - 4. Arrange for other resources as needed (e.g., divers, air support, canines).

317.6.2 CENTRAL RECORDS RESPONSIBILITIES

The responsibilities of the Central Records member shall include, but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen.

Quincy Police Department

Policy Manual

Missing Persons

- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Investigation Unit.
- (e) Coordinating with the NCIC Terminal Contractor for Illinois to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308) unless it was already handled by the Quincy/Adams County 911 Center.

317.7 DISPATCH RESPONSIBILITIES

A Quincy/Adams County 911 Dispatcher will:

- (a) Enter the missing person into LEADS and NCIC.
- (b) Remove the missing person from LEADS and NCIC upon the person's return.
- (c) Coordinate with the NCIC Terminal Contractor for Illinois to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308) as directed by the reporting law enforcement agency.

317.8 MISSING PERSON INVESTIGATOR FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.
 - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.
 - 1. Follow up shall be documented on the appropriate report forms.
 - 2. When no new information is available, this information can be documented on the back of the pink copy of the missing person form.
- (c) In cases involving a person missing for more than 30 days but less than 60 days, may generate a report of the missing person within the National Missing and Unidentified Persons System (NamUs) and, if not previously received, obtain the following (50 ILCS 722/5(d)):
 - 1. DNA samples from family members or from the missing person along with any needed documentation, or both, including any consent forms, required for the use of state or federal DNA databases, including but not limited to the Local DNA

Quincy Police Department

Policy Manual

Missing Persons

Index System (LDIS), State DNA Index System (SDIS), National DNA Index System (NDIS), and NamUs partner laboratories.

2. An authorization to release dental or skeletal x-rays of the missing person.
3. Any additional photographs of the missing person that may aid with the investigation or an identification and enter the photograph into applicable missing person networks (34 USC § 41308). No written authorization to publicly release any photograph that would aid in the investigation or identification of the missing person is required.
 - (a) If the missing person is under 18 years of age, the photographs should be forwarded to the Illinois State Police and LEADS.
4. Dental information and X-rays.
5. Fingerprints.
- (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (e) Shall verify and update LEADS, the NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (g) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (h) Should make appropriate inquiry with the Coroner.
- (i) Should obtain and forward medical and dental records, photos, x-rays, and biological samples, as applicable.
 1. If a DNA sample is obtained, it should be submitted to a NamUs partner laboratory or other local, state, or national DNA system resource within 60 days (50 ILCS 722/5).
- (j) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Illinois State Police and enter the photograph into applicable missing person networks (34 USC § 41308).
- (k) Shall immediately begin an investigation and notify the Illinois State Police if information is received that a request for the birth certificate, school record, or any other information concerning a missing child has been made (325 ILCS 55/6).
- (l) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

Quincy Police Department

Policy Manual

Missing Persons

317.8.1 NOTIFICATION TO REPORTING PERSON

The investigator shall notify the person making the report, a family member or other person in a position to assist the Department in its efforts to locate the missing person of the following (50 ILCS 722/5(d)(1)):

- (a) General information about the handling of the missing person case or about intended efforts in the case to the extent that the disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.
- (b) That the person should promptly contact the Quincy Police Department if the missing person remains missing in order to provide additional information and materials that will aid in locating the missing person such as the missing person's credit cards, debit cards, banking information and cellular telephone records.
- (c) That any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
- (d) That, dependent upon the missing person's age, NCMEC and NamUs may be contacted.

317.9 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned officer shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies, and refer the case for additional investigation if warranted. [See attachment: Missing Person Returned Form.pdf](#)

- (a) If the missing person is an adult:
 - 1. The officer should assess whether psychological or medical issues need to be addressed and handle accordingly.
 - 2. If no immediate concerns, tell the person they were reported missing and ask if they want the reporting party to know their location.
 - (a) If they give approval, the officer should notify the reporting party.
 - (b) If they do not give their approval, notify the reporting agency and make them aware that the person has been located, but they do not want the reporting party to be made aware of their location.
- (b) If the missing person is a juvenile:
 - 1. The officer should assess whether psychological or medical issues need to be addressed and handle accordingly.
 - 2. Ascertain circumstances of why they were reported missing.
 - (a) If there are allegations of abuse or neglect, or the juvenile refuses to return home, handle those situations consistent with applicable department policy.
 - 3. Determine whether any delinquent or status offenses were committed.

Quincy Police Department

Policy Manual

Missing Persons

4. If none of the above exist, the officer should determine the best way to reunite the juvenile with the parent or guardian.
 - (a) Amount of force used to take the uncooperative juvenile into custody should be based on the totality of circumstances and consistent with other department policies.

The Watch Commander shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) The officer that recovers the missing person or identifies the unidentified person shall complete the Missing Person Returned form and ensure the missing person is taken out of LEADS/NCIC and any applicable missing person networks.
- (b) Notification is made to the Illinois State Police (via removal from LEADS and NCIC). This should be done no later than 24 hours after the missing person is located.
- (c) If necessary, the missing child's school/SRO is notified.
- (d) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

When the person is recovered, if their information was posted to media/social media, the recovering officer needs to update media/social media.

- (a) The post should read "UPDATE: Subject has been located. Thank you for your assistance." This includes deleting the recovered person's photo from social media and media.
- (b) Two to three days after the update is posted, the post should be deleted.
- (c) The city's IT Department has installed archiving software to capture Facebook post information.

317.9.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themselves should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.
- (c) Use available resources, such as those related to missing persons, to identify the person.

317.10 CASE CLOSURE

The investigating officer shall close a missing person case once the missing person is confirmed returned or an unidentified person/body is identified.

The investigating officer's supervisor may authorize the closure of a missing person case after considering the following:

Quincy Police Department

Policy Manual

Missing Persons

- (a) If the missing person is a resident of Quincy or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive.
- (b) Exhaustion of leads in the investigation should not be a reason for closing a case.
 - 1. If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified, and entries are made in the applicable missing person networks, as appropriate.

A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

317.11 TRAINING

All officers shall be trained in missing person procedures and the elements of this policy during the field training program.

Public Alerts

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

318.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

318.3 RESPONSIBILITIES

318.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Quincy Police Department should notify their supervisor, Watch Commander or Investigation Unit Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person, or gathering information.

318.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Commander and the Deputy Chief of Operations when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Commander

318.4 A CHILD IS MISSING ALERT PROGRAM

The Quincy Police Department utilizes the A Child Is Missing (ACIM) Program. ACIM assists with missing persons investigations, based on specific criteria. ACIM assists law enforcement in the early search and recovery of missing children, the elderly, the disabled, on-campus college students, and other vulnerable populations in the first hours of the search. It is available 24-hours per day, seven days per week.

Quincy Police Department

Policy Manual

Public Alerts

ACIM provides timely information to the public about missing persons. Upon initiation by law enforcement officials, ACIM will generate telephone calls to local residents and businesses within the area where a missing person was last seen.

Upon taking a report that meets the criteria for activation of ACIM, the investigating officer shall contact the Watch Commander or their supervisor.

[See attachment: ACIM Alert Program Officer Card.pdf](#)

[See attachment: ACIM Alert Program Brochure \(1\).pdf](#)

318.5 AMBER ALERTS

The AMBER Alert Notification Plan is a tool for law enforcement to promptly notify the media of a confirmed abduction so the information can be broadcast to the public for assistance in locating the child and/or abductor.

318.5.1 CRITERIA

An AMBER Alert should only be implemented when all of the following criteria are met (20 Ill. Adm. Code 1292.30):

- (a) A confirmed abduction.
- (b) The child must be under the age of 16 or have a proven mental or physical disability.
- (c) The agency has a belief the child is in danger of serious bodily harm or death.
- (d) There is enough descriptive information about the child, abductor, and/or suspect's vehicle to believe an immediate broadcast alert will help.

318.5.2 PROCEDURE

In the event a confirmed child abduction meeting the Illinois AMBER Alert criteria has occurred the following procedures designed to alert the media shall be followed:

- (a) Complete the Amber Alert Notification Plan form, notify the Illinois State Police Communication Center (SCC) (217) 786-6677, and fax the AMBER Fax Packet (217) 786-7191.
- (b) Include detailed information which could be helpful to the public in identifying the child.
- (c) Designate a department contact for the Illinois State Police (ISP) SCC (include a name and telephone number).
- (d) Designate a secondary number (Deputy Chief of Operations) for media contacts.
- (e) Follow department policy regarding the actual investigation process involving any abducted/kidnapped child incident which takes place within this department's jurisdiction.
- (f) Disseminate necessary abduction information via a LEADS/NLETS message (sent ISPERN messages shall be coordinated through the ISP district of occurrence).

Quincy Police Department

Policy Manual

Public Alerts

- (g) If a current portrait of the child is available, forward it electronically along with a copy of all abduction details/summaries to the ISP Clearinghouse for Missing and Exploited Children Manager (ISPmissing@illinois.gov).
- (h) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
 - 1. Federal Bureau of Investigation (FBI Local Office).
 - 2. Prompt entry of information into the Missing Person System (LEADS/NCIC).
 - 3. National Center for Missing and Exploited Children (800) 843-5678 or ojjdp.ojp.gov/programs/national-center-missing-and-exploited-children.
- (i) The Investigation Unit investigator or other individual responsible for making notifications shall prepare and fax to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.
- (j) The Investigation Unit investigator or other individual responsible for making notifications shall, immediately upon locating the abducted child, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing alerts.

318.6 ENDANGERED MISSING PERSON ADVISORY

The Endangered Missing Persons Advisory is a voluntary partnership between law enforcement and local media to notify the public about a missing and endangered person.

318.6.1 CRITERIA

The advisory is initiated by the department utilizing the criteria established in the definitions section of the Missing Persons Policy (50 ILCS 722/10).

318.6.2 PROCEDURE

Upon receipt of a missing person report and using the above criteria, the Investigation Unit investigator or other individual assigned to the investigation shall promptly determine if there is a basis to classify the missing person as high-risk and endangered and, following approval by a supervisor:

- (a) Immediately enter the missing person information, including any vehicle information, into the LEADS and the NCIC databases.
- (b) Complete the Endangered Missing Person Advisory Packet available at silversearchillinois.org and fax the completed form to the ISP Communications Center, (217) 786-7191.
- (c) If appropriate, coordinate an ISPERN message through the ISP District of occurrence.
- (d) Upload DNA profiles as determined by the ISP into the State DNA Index System and the National DNA Index System.
- (e) Submit relevant information to the FBI Violent Criminal Apprehension Program (ViCAP).

Quincy Police Department

Policy Manual

Public Alerts

- (f) Notify department members to be on the lookout for the high-risk missing person and/or suspected abductor.
- (g) Follow department policy regarding missing persons reporting and documentation, required notifications, conduct of the investigation, and follow up investigation.
- (h) Immediately upon locating a missing high-risk individual, ensure that updated releases to all previous distributions are sent notifying of the recovery and cancellation of the missing advisory.

318.7 CRIMES AGAINST POLICE OFFICERS ADVISORY

The Crimes Against Police Officers Advisory provides a regional system for the rapid dissemination of information regarding a person who is suspected of committing or attempting to commit certain crimes against a peace officer (20 ILCS 2605/2605-600).

318.7.1 CRITERIA

A Crimes Against Police Officers Advisory may be initiated under the following circumstances (20 ILCS 2605/2605-600):

- (a) The Department believes that a suspect has committed one or more of the following offenses against a peace officer:
 - 1. First degree murder
 - 2. Second degree murder
 - 3. Involuntary manslaughter
 - 4. Reckless homicide
 - 5. Concealment of a homicidal death
- (b) The Department believes that the suspect may be a serious threat to the public.
- (c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

318.7.2 PROCEDURE

The Illinois Department of State Police will be contacted with a request to initiate a Crimes Against Police Officers Advisory (20 ILCS 2605/2605-600).

318.8 EMERGENCY ALERTS THROUGH ADAMS COUNTY EMERGENCY MANAGEMENT

Officers and supervisors should keep in mind that the Adams County Emergency Management Director has the ability to transmit public alerts. These alerts normally include severe weather, hazardous material spills, flooding, etc. However, this system may also be utilized by public safety officials for other situations.

If an officer or supervisor feels that the use of the Adams County Emergency Notification System would benefit a specific incident, they should contact the Adams County Emergency Manager or the Adams County 911 Center to submit a request.

Quincy Police Department

Policy Manual

Public Alerts

318.9 TRAINING

The Administrative Services Sergeant should ensure periodic training on this policy and associated topics.

Victim and Witness Assistance

319.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

319.2 POLICY

The Quincy Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Quincy Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

319.3 CRIME VICTIM LIAISON

The Investigating Officer shall serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Quincy Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

319.3.1 SPECIFIC DUTIES

The crime victim liaison or the authorized designee shall ensure the Department (725 ILCS 120/4.5; 725 ILCS 120/7):

- (a) Responds to victim requests regarding the status of investigations, as authorized.
- (b) Notifies victims when an investigation is reopened, as appropriate.
- (c) Maintains the confidentiality of victim and witness contact information.
- (d) Upon request, provides a victim with a free copy of any related report within 5 business days of the request (725 ILCS 120/4).
- (e) Provides the Illinois Attorney General's office with a police report (redacted as necessary) within 15 days of receipt of a written request needed for a crime victim's compensation application (740 ILCS 45/4.2).
- (f) Responds in a timely manner to requests from victims of sexual assault for information related to evidence testing, including information about the Illinois State Police sexual assault evidence tracking system (725 ILCS 203/35).

319.4 CRIME VICTIMS

Officers shall provide all victims with the applicable victim information handouts, and provide a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation.

Quincy Police Department

Policy Manual

Victim and Witness Assistance

Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct the victim to the proper written department material or available victim resources.

319.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

Officers who are not able to provide a victim with victim information handouts shall ensure that the forms are provided to the victims within 48 hours of the initial contact.

Officers shall also provide a victim with an acknowledgement form for the victim to sign and date to verify receipt of the information, as required by 725 ILCS 120/4.

Officers should, when feasible, schedule line-ups, interviews, and other required appearances at the convenience of the victim/witness, to include at the option of the Department (unless required by law) providing transportation.

319.4.2 VICTIMS OF SEXUAL ASSAULT

At the time of first contact with the victim of a sexual assault, officers shall provide him/her with the appropriate victim information handouts, offer to arrange transportation to a hospital for treatment or evidence collection, and offer to arrange transportation to apply for an emergency civil no contact order or order of protection. If the sexual assault report is taken through a third-party representative, that representative shall be given the handouts and asked to deliver them to the victim (725 ILCS 203/25).

Officers shall also provide the appropriate handout to a victim of a sexual assault who has undergone a forensic examination at a hospital but who has not yet consented to release the evidence for testing (725 ILCS 203/30).

319.5 VICTIM INFORMATION

The Administration Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims including domestic violence and sexual assault victims.
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
- (d) An advisement that a person who was arrested may be released and that the victim should not rely upon an arrest as a guarantee of safety.
- (e) A clear explanation of relevant court orders and how they can be obtained.
- (f) Information regarding available compensation for qualifying victims of crime.
- (g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check

Quincy Police Department

Policy Manual

Victim and Witness Assistance

on an offender's custody status and to register for automatic notification when a person is released from jail.

- (h) Notice regarding U visa and T visa application processes.
- (i) Resources available for victims of identity theft.
- (j) A place for the officer's name, badge number, and any applicable case or incident number.
- (k) A written statement from the Illinois Attorney General about crime victim compensation and an explanation of victim's rights as required by 725 ILCS 120/4 and 725 ILCS 120/4.5, which includes the rights afforded victims under Article I, Section 8.1(a) of the Illinois Constitution.
- (l) Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.
- (m) Specific contact information for the Illinois Attorney General's Office regarding compensation and victim assistance resources.
- (n) Information regarding the Illinois Automated Victim Notification system, including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and register for automatic notification when a person is released from jail.
- (o) Information regarding the Violent Crime Witness Protection Program Fund (725 ILCS 173/10).
- (p) Information and state forms for sexual assault victims prepared by the Illinois Attorney General and notice for victims who may be the subject of an outstanding arrest warrant regarding waiver requests (725 ILCS 5/107-2; 725 ILCS 203/25).
- (q) Information for those sexual assault victims who have undergone a forensic examination at a hospital but who have not yet consented to release the evidence for testing as provided by 725 ILCS 203/30.

319.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

319.7 WITNESS INFORMATION

The Deputy Chief of Administration shall ensure that witness information handouts are available and current. Handouts should include information regarding:

- (a) A telephone number that the witness may call to report additional information about the case or to receive information about the status of the case.
- (b) The Violent Crime Witness Protection Program Fund (725 ILCS 173/10).

Quincy Police Department

Policy Manual

Victim and Witness Assistance

- (c) Witness rights, which include (725 ILCS 120/5):
 - 1. Notification of all court dates where the witness will be required.
 - 2. Access to employer intercession services.
 - 3. Availability of a secure waiting area during trial.
 - 4. Availability of translation or sign language services as necessary.
 - 5. The right to submit a written request to receive notice of post-conviction relief sought, discharge information involving the accused, and notification of any escape, parole, or other supervised release.

Witnesses may request in writing a notice from the State Attorney about post-conviction review, associated hearings, notice of the defendant's discharge from custody, release on parole, probation, or escape.

319.8 FOLLOW UP INVESTIGATION/ARREST

Follow Up Investigation Victim/Witness Assistance:

The department will provide the following services, when feasible, during the follow up investigation:

- (a) Re-contacting the victim/witness periodically to determine whether or not their needs are being met.
- (b) Explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in these procedures.
- (c) Scheduling lineups, interviews and other required appearances at the convenience of the victim/witness and providing transportation for the victim/witness when other reasonable alternatives are not available.
- (d) Promptly returning any victim/witness property taken as evidence, when permitted by law, rules of evidence and department policy.
- (e) Informing the victim/witness how to obtain a victim advocate through the State's Attorney's Office.

Arrest/Post Arrest Victim/Witness Assistance:

After an officer makes an arrest in a case involving victims/witnesses, the officer shall make a reasonable attempt to contact the victim/witness and notify them of the arrest, the charges against the arrestee, the arrestee's custody status and any changes that occur in this status.

Hate Crimes

320.1 PURPOSE AND SCOPE

This department recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

320.2 DEFINITIONS

Definitions related to this policy include:

Extremism - A concept used to describe religious, social, or political belief systems that exist substantially outside of belief systems more broadly accepted in society (i.e., "mainstream" beliefs). Extreme ideologies often seek radical changes in the nature of government, religion, or society. Extremism can also be used to refer to the radical wings of broader movements, such as the anti-abortion movement or the environmental movement. Not every extremist movement is "bad" - the abolitionist movement is one example of an extreme movement that had admirable goals - but most extremist movements exist outside of the mainstream because many of their views or tactics are objectionable.

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes creed, ancestry, citizenship, and immigration status (720 ILCS 5/12-7.1).

Hate group - An organization whose goals and activities are primarily or substantially based on a shared antipathy towards people of one or more other different races, religions, ethnicities/nationalities/national origins, genders, and/or sexual identities. The mere presence of bigoted members in a group or organization is typically not enough to qualify it as a hate group; the group itself must have some hate-based orientation/purpose.

320.3 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for potential hate crimes by among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Accessing assistance by community and victim groups when necessary.
- (c) Providing victim assistance and follow-up as outlined below, including community follow-up.

Quincy Police Department

Policy Manual

Hate Crimes

320.3.1 HANDLING OF HATE GROUP OR EXTREMISM LITERATURE, INFORMATION, OR PROPAGANDA OF A NON-CRIMINAL NATURE

The First Amendment of the United States Constitution allows for the freedom of speech and the freedom of association of various groups and organizations. Information identifying groups, solicitations, ideology, and goals and objectives – along with organized meetings of established groups is protected by the First Amendment.

Information made available to law enforcement related to Hate Groups or Extremist activity that does not rise to the level of a criminal offense shall be forwarded to the Illinois State Terrorism and Intelligence Center (STIC) for follow-up.

320.4 PROCEDURE FOR INVESTIGATING HATE CRIMES

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practical.
- (c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.
- (d) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
- (e) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation.
- (f) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift.
- (g) The assigned officer(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes. Such brochures will also be available to members of the general public upon request. The assigned officer(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.
- (h) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the State's Attorney or City Attorney).

[See attachment: Hate Crime Pamphlet 2022.pdf](#)

Quincy Police Department

Policy Manual

Hate Crimes

320.4.1 INVESTIGATION UNIT RESPONSIBILITY

- (a) Coordinate further investigation with the State's Attorney and other appropriate law enforcement agencies, as appropriate. Federal law also prohibits discrimination-based acts and may be considered in addition to or in lieu of state law, depending on the circumstances (18 USC § 245).
- (b) Maintain contact with the victim and other involved individuals as needed.
- (c) Ensure that the Records Supervisor is provided with enough information to meet the reporting requirements of 50 ILCS 709/5-12.

320.5 TRAINING

All members of this department should receive training on hate crimes recognition and investigation.

Standards of Conduct

321.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Quincy Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

321.2 POLICY

The conduct of every member of the Quincy Police Department shall reasonably conform to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

321.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

321.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify the person who issued the original order.

Quincy Police Department

Policy Manual

Standards of Conduct

An officer or employee who believes they received an unlawful, unjust, or improper order shall, at first opportunity, report same in writing to the Chief of Police through the chain of command.

321.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, or knowingly allow such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or inconsistent exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

Supervisors are responsible for the counseling, oral discipline, written discipline, and the initiation of any necessary immediate suspension of subordinates.

- (a) Supervisors should take suitable disciplinary measures to ensure adherence to department policy and procedures.
- (b) Records of oral reprimands should be maintained by the Supervisors.
- (c) Supervisors have the responsibility and authority to immediately suspend subordinates, without approval from higher authority, for serious infractions, such as, reporting to work intoxicated or otherwise unfit for duty.

321.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Illinois Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority. Members shall treat everyone with whom they come into contact with dignity and respect, apply the law fairly and ethically, exhibit honesty and integrity in all that they do, and do nothing to bring shame or disrepute upon themselves, the Quincy Police Department, or the City of Quincy.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

Quincy Police Department

Policy Manual

Standards of Conduct

321.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

321.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

321.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Quincy Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Intentional misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

321.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

321.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity, whether on or off duty.

Quincy Police Department

Policy Manual

Standards of Conduct

- (b) Engaging in sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact while in on-duty status or when acting in an official capacity. Such conduct is not prohibited if the employee is on his/her personal meal time and the activity is not done within view of other members or the general public.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

321.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.

321.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing active or protected investigation information to any unauthorized person.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

Quincy Police Department

Policy Manual

Standards of Conduct

321.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the HR Department of changes relevant to personal information (e.g., information associated with benefits determination) in a timely fashion.

321.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

Quincy Police Department

Policy Manual

Standards of Conduct

- (g) Improper political activity including:
 - 1. Unauthorized attendance while on-duty at official legislative or political sessions.
 - 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

321.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Public use of obscene, indecent, profane or derogatory language while on duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

Quincy Police Department

Policy Manual

Standards of Conduct

- (m) Being found in contempt of court by any court of competent jurisdiction. Any petition to show cause or petition for contempt filed against a member of this department, as well as finding of the court after hearing, shall be provided to the Chief of Police.
- (n) Any other on or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

321.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying on your person, any firearm or other lethal weapon that is not authorized by the member's appointing authority while on duty.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic crash.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable.

321.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance or driving.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Information Technology Use

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

322.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Quincy Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

322.2 POLICY

It is the policy of the Quincy Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

322.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

Quincy Police Department

Policy Manual

Information Technology Use

The Department shall not request, require or coerce a member to provide a username, password or other related account information, or require or coerce a member to invite other members to join a group affiliated with any personal account of the member or to join a member's list of contacts in order to gain access to the member's account or profile on a personal online account (820 ILCS 55/10).

322.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

322.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

322.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Quincy Police Department

Policy Manual

Information Technology Use

322.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information shall be limited to messages, mail and data files.

322.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

322.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the system.

Members shall ensure any sensitive information including LEADS/NCIC, criminal history, or MDC chat messages are not visible on department computers and access terminals by individuals not authorized to view such information. Computers and terminals should be secured whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

322.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department

Quincy Police Department

Policy Manual

Information Technology Use

involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Quincy Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports, or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard, or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

323.4.1 ELECTRONIC SIGNATURES

Electronic records containing electronic signatures will be retained in the format in which they were originally generated, sent, or received or in a format that can be demonstrated to represent accurately the information originally generated, sent, or received (815 ILCS 333/1 et seq.).

323.4.2 HANDWRITTEN OR TYPED REPORTS

County, state, and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

Quincy Police Department

Policy Manual

Report Preparation

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if the member deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident if it falls into one of the following categories:

- (a) All arrests.
- (b) All felony crimes.
- (c) Non-felony incidents involving threats or stalking behavior.
- (d) Situations covered by separate policy. These include:
 - (a) Use of Force Policy
 - (b) Domestic Violence Policy
 - (c) Child Abuse Policy
 - (d) Adult Abuse Policy
 - (e) Hate Crimes Policy
 - (f) Sexual Assault Investigations Policy
- (e) All misdemeanor crimes where the victim desires a report.

Felony crimes, misdemeanor crimes, non-felony incidents involving threats or stalking behavior, or city ordinance violations where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

- (a) Any found property or found evidence.
- (b) All protective custody and welfare detentions.
- (c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

Quincy Police Department

Policy Manual

Report Preparation

- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (e) Suspicious incidents that may place the public or others at risk.
- (f) Any use of force against any person by a member of this department (see the Use of Force Policy).
- (g) Any firearm discharge (see the Firearms Policy).
- (h) Any time an officer points a firearm at any person.
- (i) Any traffic crashes above the minimum reporting level (see the Traffic Crash Reporting Policy).
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 DEATHS

Death investigations require specific investigation methods, depending on circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

- (a) Unattended deaths (no physician or qualified hospice care in the 20 days preceding death)
- (b) Sudden, accidental, or suspicious deaths
- (c) Suicides
- (d) Homicide or suspected homicide
- (e) Found dead bodies or body parts

323.5.4 CITY PERSONNEL OR PROPERTY

Incidents involving City personnel or property shall require a report when:

- An injury occurs as the result of an act of a City employee or on City property.
- There is damage to City property or equipment.

323.5.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) There is an attempted suicide.
- (c) The injury is major or serious, and potentially fatal.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

Quincy Police Department

Policy Manual

Report Preparation

323.5.6 ALTERNATE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

- (a) Lost property.
- (b) Thefts of property, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.
 - 1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
 - 2. Generally, the value of the property should be less than \$1,000 – value exceeding \$1,000 is at the discretion of the Watch Commander.
- (c) Vandalism/Criminal damage with no suspect information and no hate crime implications.
 - 1. Generally, the amount of damage should be less than \$1,000 - value exceeding \$1,000 is at the discretion of the Watch Commander.
- (d) Vehicle burglaries with no suspect information or evidence.
- (e) Stolen vehicle attempts with no suspect information or evidence.
- (f) Annoying telephone calls with no suspect information.
- (g) Identity theft without an identifiable suspect.
- (h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
- (i) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

323.5.7 STOLEN VEHICLE REPORTS

All incidents involving the theft or recovery of any stolen or converted vehicle shall be reported as soon as practicable to the Illinois State Police as provided in 625 ILCS 5/4-107.

323.6 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should make the correction(s) on the report itself and include an explanation if necessary stating the reasons for rejection.

The original report with the correction(s) should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

Quincy Police Department

Policy Manual

Report Preparation

323.6.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Central Records for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Central Records may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. The Deputy Chief of Operations shall be designated as the department's primary Public Information Officer. The Chief of Police or other designated department personnel may also be called upon to serve in this capacity depending upon the area of expertise or subject matter of the information to be released.

324.2.1 MEDIA REQUEST

Media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) Requests for information by the media at the scene of an incident should be referred to the officer in charge of the scene. At his/her discretion, the officer in charge of the scene may give limited responses to requests for information by the news media, or may refer the media to his/her supervisor, or the Deputy Chief of Operations, if appropriate.
- (b) At the scene of incidents involving other public service agencies (e.g. Quincy Fire Department, Adams County Sheriff's Department, Adams County Coroner, etc.), the agency having primary jurisdiction will be responsible for coordinating the release of information to the media.
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police or his designee.

324.2.2 MEDIA REQUEST SPECIAL INTEREST STORIES

Media request for information on special interest stories shall be granted on a case-by-case basis. The story shall be relevant to the police department and/or in the best interest of the City of Quincy. These requests shall be referred to a supervisor who may approve or disapprove the request. Requests through the Pro-Act Department may be handled by a member of the Pro-Act Department without supervisor approval. These types of requests may also be referred to the Deputy Chief of Operations or designee for approval.

324.3 MEDIA ACCESS

Authorized members of the media shall generally be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

Quincy Police Department

Policy Manual

Media Relations

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Deputy Chief of Operations or, if not available, the supervisor in charge of the scene. On private property, photography, film or videotape recording requires the permission of the owner or the owner's representative.
- (c) Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts or interviews nor shall departmental personnel pose with suspects or accused person in custody. No departmental photographs, videotape, file or composites of suspects in custody shall be released to the media unless authorized by the Chief of Police or designee.
- (d) When an individual is charged with a criminal offense (or probable cause exists to charge them) and is sought by law enforcement authorities, photographs, video, or mug shots may be released to the media to help locate and/or identify the individual.
 - 1. Officers shall get approval from supervisors if they wish to release images of suspects that need to be identified.
 - 2. The image(s) that is released shall redact the faces of those not involved.
 - 3. There shall be probable cause for an arrest in order to release the image of the suspect. If there is not probable cause for an arrest, then the officer must gain approval from a Lieutenant or higher.
 - 4. If the person is identified then the release shall be immediately updated.

A tactical operation should be handled in the same manner as a major crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through the Deputy Chief of Operations or, if not available, the supervisor in charge of the the scene.

324.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief of Police will consider, at

Quincy Police Department

Policy Manual

Media Relations

minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

324.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

MEDIA LOG

The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

- (a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (b) The date, time, location, case number, name, age, and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.
- (d) All identifying information of juvenile offenders and victims shall be excluded from the media log.

Identifying information concerning deceased individuals shall generally be released through the Coroner's Office after notification of next of kin unless otherwise directed through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.).

NEWS RELEASE

When releasing information to the media in a written format, members should utilize the Media Release Form. This form should be filled out by the member and approved by a supervisor. The form should then be disseminated to the QPD "News Media" contact list via email.

- (a) Members are responsible for filing Quincy Police Department news releases on newsworthy incidents in which they are involved. News releases should be submitted even if the police report is not readily available. They shall be completed in a timely fashion, preferably before the end of their tour of duty.

Quincy Police Department

Policy Manual

Media Relations

(b) The immediate Supervisor or Watch Commander of an officer who files a Quincy Police Department news release shall approve the news release prior to releasing the information to the news media.

(c) Information that may jeopardize an ongoing investigation generally shall not be released to the news media.

[See attachment: News Release - Master Form.pdf](#)

324.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized member dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release policy) (5 ILCS 140/1, et seq). When in doubt, authorized and available legal counsel should be obtained.

Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court and for the service of city subpoenas. It will allow the Quincy Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Quincy Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Service of a subpoena shall not be accepted unless witness fees are tendered as allowed by law (705 ILCS 35/4.3).

325.3.1 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by any current collective bargaining agreement or City personnel rules.

The Department may seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.2 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.3.3 LATERAL TRANSFERS SUBPOENAS

Members who receive subpoenas for action taken related to past law enforcement employment should notify their supervisor if their court appearance will interfere with the work schedule for the Quincy Police Department. The Supervisor shall work with the member for a solution to ensure the member makes their court appearance. The Deputy Chief of Operations or designee shall be notified if the member will be attending those court appearances while in an on duty status.

325.3.4 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

Quincy Police Department

Policy Manual

Subpoenas and Court Appearances

- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Quincy Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Quincy Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.3.5 CITY SUBPOENAS

It is the policy of the Quincy Police Department to serve all subpoenas for all city ordinance violations and traffic cases. Officers shall comply with the instructions/court orders of subpoenas issued to them by the City Attorney.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by an authorized agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
- (b) Dress in the department uniform or business attire.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

Quincy Police Department

Policy Manual

Subpoenas and Court Appearances

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, compensation will be in accordance with any current collective bargaining agreement or City personnel rules.

Auxiliary Officers

326.1 PURPOSE AND SCOPE

The Quincy Police Department Auxiliary Unit was established to assist regular sworn police officers in their duties. This unit provides professional, sworn auxiliary officers who can augment regular staffing levels.

326.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary officer - Voluntary, at will, member of the Department, regardless of title, however, not an employee (65 ILCS 5/3.1-30-20; 55 ILCS 5/3-6013).

326.2 SELECTION AND APPOINTMENT OF POLICE AUXILIARY OFFICERS

The City of Quincy empowers the police department to form an auxiliary police unit in an authorizing ordinance of the Quincy City Code, Section 38.13 titled "Auxiliary Police Officers" and it provides that the Mayor with the advice and consent of the City Council may appoint auxiliary police officers. The ordinance defines the terms of such appointment, employment status, assignments, operations, training and benefits under the Compensation Act of the State of Illinois.

The Quincy Police Department shall endeavor to recruit and appoint to the Auxiliary Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department. Auxiliary officers shall not have been convicted of any felony or other crime involving moral turpitude. Auxiliary officers will need to pass a background investigation and submit to fingerprinting.

Auxiliary officers shall receive a course of training on law enforcement procedures appropriate for the exercise of the powers conferred upon them before entering upon any of their duties. The specific training and course of study shall be determined and provided by the corporate authorities of the City of Quincy (65 ILCS 5/3.1-30-20; 55 ILCS 5/3-6013).

326.2.1 PROCEDURE

Membership into the Quincy Auxiliary Police Unit shall be by appointments of the Mayor of the City of Quincy with approval by the City Council. Such appointment shall come by recommendation of the Chief of Police.

326.2.2 APPOINTMENT

Applicants who are selected for appointment to the Police Auxiliary Unit shall, after meeting the requirements set forth above in this policy, and on the recommendation of the Chief of Police, take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

The auxiliary police officers shall at all times during the performance of their duties be subject to the direction and control of the Chief of Police as provided by section 38.18 of the City of Quincy Municipal Code.

Quincy Police Department

Policy Manual

Auxiliary Officers

326.2.3 COMPENSATION AND UNIFORM ISSUE FOR POLICE AUXILIARY OFFICERS

Auxiliary officers may receive a yearly stipend based on the number of volunteer hours logged. The stipend shall be within the budgeted amount approved by the city council and will be disbursed at the end of the calendar year.

Auxiliary officers are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the auxiliary officer shall be returned to the Department upon termination or resignation.

326.3 DUTIES OF AUXILIARY OFFICERS

Auxiliary officers will usually be assigned to augment the Patrol Division to assist with traffic control within the city, to aid in control of a natural or manmade disaster, to aid in case of a civil disorder, or other duties as directed by the Chief of Police.

326.3.1 POLICY COMPLIANCE

Auxiliary officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each auxiliary officer upon appointment and the officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn auxiliary officer unless by its nature it is inapplicable.

326.3.2 AUXILIARY OFFICER ASSIGNMENTS

All auxiliary officers will be assigned to duties by the Auxiliary Coordinator or his/her designee.

326.3.3 AUXILIARY COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Auxiliary Officer Program to an Auxiliary Coordinator.

The Auxiliary Coordinator shall have the responsibility of, but not be limited to:

- (a) Assignment of auxiliary personnel and recruitment of new auxiliary officers.
- (b) Conducting auxiliary meetings and providing training.
- (c) Establishing and maintaining an auxiliary call-out roster.
- (d) Monitoring individual auxiliary officer performance.
- (e) Monitoring overall Auxiliary Program.

326.4 TRAINING

Training is intended to provide the necessary and mandated instruction and practice for auxiliary officers to properly and safely perform their assigned duties. The Auxiliary Coordinator shall decide if the auxiliary officer has satisfactorily completed the formal training.

326.4.1 TRAINING OFFICERS

Officers of this department, who demonstrate a desire and ability to train auxiliary officers, may train the auxiliary officers, subject to Auxiliary Coordinator approval.

Quincy Police Department

Policy Manual

Auxiliary Officers

326.4.2 PRIMARY TRAINING OFFICER

The Quincy Auxiliary Police Coordinator shall designate one Auxiliary Officer as Unit Training Officer.

326.4.3 FIELD TRAINING MANUAL

Each new auxiliary officer will be issued a Field Training Manual at the beginning of the Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an auxiliary officer with the Quincy Police Department. The auxiliary officer shall become knowledgeable of the subject matter as outlined. The officer shall also become proficient with those skills as set forth in the manual.

326.5 SUPERVISION OF AUXILIARY OFFICERS

All auxiliary officers shall be under the supervision of a supervisor or an officer in charge. Auxiliary officers shall never provide orders or supervise a Full Time officer.

The auxiliary police officers shall at all times during the performance of their duties be subject to the direction and control of the Chief of Police as provided by section 38.18 of the City of Quincy Municipal Code.

326.5.1 AUXILIARY OFFICER MEETINGS

All auxiliary officer meetings will be scheduled and conducted by the Auxiliary Coordinator. All auxiliary officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Auxiliary Coordinator.

326.5.2 IDENTIFICATION AND UNIFORM OF AUXILIARY OFFICERS

Auxiliary officers shall conform to all regulations and standards described in the Uniform Regulations and Personal Appearance Standards policies.

Auxiliary Police Officers shall wear a uniform of style and design that is different and distinct from those used by regular members of the Quincy Police Department. The uniform shall be of such design as may be agreed upon by the unit. The design and any subsequent uniform changes shall be approved by the Chief of Police.

326.5.3 INVESTIGATIONS AND COMPLAINTS

If an auxiliary officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Auxiliary Coordinator, at the discretion of the Patrol Commander.

Auxiliary officers are considered at-will employees. The Uniform Peace Officers' Disciplinary Act applies to auxiliary officers.

Any disciplinary action that may have to be administered to an auxiliary officer shall be accomplished as outlined in the Policy Manual.

Quincy Police Department

Policy Manual

Auxiliary Officers

326.6 AUXILIARY OFFICER POWERS

- (a) An auxiliary officer may be assigned the following duties within the Department (65 ILCS 5/3.1-30-20):
 - (a) Aiding or directing traffic
 - (b) Aiding in control of natural or man-made disasters
 - (c) Aiding in case of civil disorders as directed by the Chief of Police or the authorized designee
 - (d) Normal and regular police duties only when assigned by the Chief of Police or the authorized designee when it is impractical for regular sworn members of the Department to perform such duties such as issuing NOVs, serving subpoenas, performing extra patrols or vacation checks, or transporting subjects who are not in police custody.
- (b) An auxiliary officer may request to ride along with a police officer on the police officer's regularly scheduled shift. There is no limit on the number of ride-alongs allowed for auxiliary officers.
 - (a) The Chief of Police has the sole authority to suspend or revoke the ride-along privileges of an auxiliary officer.
 - (b) The Watch Commander may suspend ride-along privileges of an auxiliary officer for the duration of a tour of duty. Any such suspension will be reported to the Auxiliary Commander and the Chief of Police with the reason(s) for the suspension.
- (c) Auxiliary police officers shall be authorized by the Chief of Police to carry and use, in the course of their official duties, ASP Batons, handcuffs, and OC Spray.
- (d) Auxiliary police officers shall not openly carry firearms at any time in the performance of their duties.
- (e) At no time is an auxiliary officer allowed to carry a concealed firearm while in the performance of their duties as an auxiliary officer. An auxiliary officer shall not carry a concealed firearm while in an off-duty capacity, unless they possess a valid concealed carry license. Auxiliary officers have the same rights and responsibilities as any civilian in the State of Illinois in reference to owning and carrying firearms.

326.7 EMERGENCY CALL-OUT FOR AUXILIARY PERSONNEL

The Auxiliary Coordinator shall develop a plan outlining an emergency call-out procedure for auxiliary personnel.

Outside Agency Assistance

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

327.2 POLICY

It is the policy of the Quincy Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

The Quincy Police Department recognizes the very limited authority of a police officer outside of his/her jurisdiction. Leaving the State of Illinois further reduces an officer's authority. It is therefore the policy of this department to respond to Missouri only when a Quincy Police Officer is engaged in the pursuit of a person suspected of committing a forcible felony.

327.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

327.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Quincy Police Department shall notify the Watch Commander and Dispatch before responding. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

327.3.2 DEATH, INJURY/ILLNESS NOTIFICATIONS

Requests by other agencies:

Quincy Police Department

Policy Manual

Outside Agency Assistance

- (a) Teletype or telephone messages from other law enforcement agencies requesting the department's assistance in making a notification to next-of-kin will be reviewed and approved for assignment by the supervisor in charge.
- (b) Should any question arise regarding the legitimacy of the notification, or the information to be conveyed in the notification, the receiving supervisor should clarify the matter, and will have final authority over such notification.
- (c) Any message from another law enforcement agency, which is received but not delivered due to the fact that the notification is not a valid law enforcement mission or fails to meet the above criteria, will be forwarded to the division commander along with a written explanation supporting the supervisor's decision.

327.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

327.4.1 RESPONSE TO MISSOURI

- (a) Officers shall not pursue a vehicle or person into Missouri unless they have a reasonable belief that the occupant(s) of the suspect vehicle have committed or are committing or have 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) When the offender has validly been pursued into Missouri and taken into custody, the officer shall:
 - 1. Call for assistance from the Missouri Highway Patrol or the appropriate local agency, such as the Sheriff's Department.
 - 2. The officer shall take the offender to the county jail of the county in which the offender was taken into custody for incarceration or take the offender in front of the judge of that jurisdiction.
 - 3. The offender should not be brought back to Illinois until all extradition procedures are complete.
 - 4. The on-call Adams County State's Attorney should be notified of the situation as soon as practical.
- (c) Officers have no authority to enforce Illinois traffic laws or city ordinance violations in Missouri.
 - 1. Officers should not make vehicle stops for non-felony matters or issue tickets in Missouri, even if the violation took place in Illinois.

Quincy Police Department

Policy Manual

Outside Agency Assistance

2. If a violator crosses the state line into Missouri, the officer should abort any attempt to stop the violator, if the matter involves a non-felony violation only.
 - (a) If the violator's identity is known, the officer may place a ticket on file with the Quincy Police Department for the violation so that the violator may be arrested in the City of Quincy at a later date.
- (d) Illinois police officers have no legal authority to take any type of law enforcement action in Missouri, except in the case of fresh pursuit of a felon.
- (e) Quincy Police Officers are prohibited from responding to calls for service in Missouri. This includes:
 1. Calls for assistance or back up received from law enforcement agencies in Missouri.
 2. Traffic accidents.
 3. Alarms.
 4. Other emergency situations.
- (f) Nothing in this statement shall prevent officers from going into Missouri to continue an investigation providing that the officer abides by all applicable laws and procedures.
- (g) Nothing in this statement shall prohibit officers from participating in authorized surveillance that crosses into Missouri.

327.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities shall be documented in a general case report titled Assist Other Agency.

327.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Deputy Chief of Administration or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 1. The use of the supplies and equipment.
 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

The Administrative Services Sergeant should maintain documentation that the appropriate members have received the required training.

Registered Offender Information

328.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Quincy Police Department will address issues associated with certain offenders residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

328.2 POLICY

It is the policy of the Quincy Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

328.3 DEFINITIONS

Registered Offender: Sex offenders or murders and violent offenders against youth.

Murderer and Violent Offender against Youth: Persons required to register as Violent Offender against Youths are persons who have been convicted of an offense listed in Illinois Compiled Statutes 730 ILCS 154/5 when such charge results in the finding the offense was not sexually motivated and in the finding of one of the following:

- (a) A conviction for the commission of the offense or attempt to commit the offense,
- (b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- (c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

Sex Offender: Persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) and 730 ILCS 150/2(C) when such charge results in one of the following:

- (a) A conviction for the commission of the offense or attempt to commit the offense,
- (b) A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- (c) A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

328.4 REGISTRATION

The Youth Investigation Unit Supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome, or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Employees assigned to register offenders should receive appropriate training regarding the registration process.

Quincy Police Department

Policy Manual

Registered Offender Information

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Illinois State Police (ISP) and to the Illinois Attorney General (730 ILCS 150/3(a-10); 730 ILCS 150/8; 730 ILCS 154/45).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

328.5 CONTENTS OF REGISTRATION

The Youth Investigation Unit Supervisor or designee shall conduct registration by doing the following: (730 ILCS 150/3; 730 ILCS 150/8; 730 ILCS 154/45)

Initial Registration:

- (a) Obtain proof of identity and residency.
- (b) Conduct a criminal history check.
- (c) Utilize the Offender Watch Registration Program or appropriate ISP Offender Registration Form to process registration and obtain the offender's signature on the completed form.
- (d) Photograph and fingerprint the individual.
- (e) Collect the appropriate fee (see 328.6) and provide the registrant with a receipt.
- (f) Provide the offender with a copy of the registration form.
- (g) Ensure registration form is forwarded to Dispatch for entry into Law Enforcement Agencies Database System (LEADS).

Annually:

- (a) Photograph the individual.
- (b) Complete an address verification.
- (c) Collect the appropriate fee (see 328.6) and provide the registrant with a receipt.

328.6 REGISTRATION FEES

Illinois statute provides that a law enforcement agency may collect a fee of \$100 startup, and \$100 a year from individuals required to register under the Sex Offender statutes. Law enforcement agencies are allowed to collect a fee of \$20 startup, and \$10 a year from Violent Offenders who are required to register under the Violent Offender statutes. Not all registrants have funding available to pay the required fees, so partial and catch up payments are accepted.

The Youth Investigation Unit Supervisor is responsible for recording payment of the fees received and depositing the fees with the City of Quincy Treasurer's office. An audit of fees received will be conducted quarterly with the Deputy Chief of Administration.

Quincy Police Department

Policy Manual

Registered Offender Information

328.7 MONITORING OF REGISTERED OFFENDERS

The Youth Investigation Unit Supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence by conducting an in person address compliance check.
- (b) Contact with a registrant's parole or probation officer, if needed.

Any discrepancies should be reported to the assigned Youth Investigation Unit Supervisor.

The Youth Investigation Unit Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Quincy Police Department personnel, including timely updates regarding new or relocated registrants.

328.8 DISSEMINATION OF OFFENDER INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the Illinois State Police Sex Offender Information website or the Quincy Police Department's OffenderWatch website.

The Records Supervisor shall release local registered offender information to residents in accordance with applicable state law and in compliance with a Freedom of Information Act request (730 ILCS 152/120; 730 ILCS 154/95).

328.8.1 RELEASE NOTIFICATIONS

Registrant information that is released should include the following disclaimers:

- (a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.
- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

328.8.2 MANDATORY OFFENDER INFORMATION DISSEMINATION

Information on registered offenders shall be posted at department headquarters (730 ILCS 152/120; 730 ILCS 154/95) and must be made available for public inspection to any person, no

Quincy Police Department

Policy Manual

Registered Offender Information

later than 72 hours or three business days from the date of a request (730 ILCS 152/120; 730 ILCS 154/95).

Upon registration of a juvenile sex offender who is also enrolled in school, the department shall provide a copy of the sex offender registration form only to the principal or chief administrative officer of the school and any counselor designated by the chief administrative officer (730 ILCS 152/121).

328.8.3 OFFENDER INFORMATION AVAILABLE VIA THE INTERNET

Information that may be posted on the department's website regarding registered offenders includes (730 ILCS 152/120; 730 ILCS 154/95):

- (a) The offender's name, address, and date of birth.
- (b) The offense for which the offender was convicted.
- (c) The offender's photograph or other such information that will help identify the sex offender or violent offender against youth.
- (d) Offender employment information.
- (e) For sex offenders, the following additional information may be posted on the department's website: adjudication as a sexually dangerous person, email addresses, instant messaging identities, chat room identities, and other internet communications identities, all Uniform Resource Locators (URLs) registered or used by the sex offender, and all blogs and other internet sites maintained by the sex offender or to which the sex offender has uploaded any content or posted any messages or information.

Major Incident Notification

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

329.2 POLICY

The Quincy Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and resources. Proper notification will also ensure that inquiries from the media and the public may be properly addressed.

329.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, Deputy Chiefs, and Lieutenants. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicide, Aggravated Kidnapping, Home Invasion, Armed Robbery, Aggravated Discharge of a Firearm, Aggravated Battery with a Firearm, or any other major incident or investigation that significantly threatens life or property
- Traffic crash with fatalities
- Any accident or unusual circumstance that results in the loss of life
- Officer-involved shooting - on or off duty (see the Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Death of a prominent Quincy official
- Any citation or arrest of a Department member or prominent Quincy official or a member of their immediate family
- If any Department member, City employee, prominent Quincy official, or a member of their immediate family is the focus of a major criminal investigation
- Aircraft crash with major damage and/or injury or death
- In-custody significant injury or death
- Cases of missing persons involving a young child, elderly persons, or cases where foul play is suspected
- When an employee of the City of Quincy, other than a police department employee, is arrested for a criminal offense
- Serious fires
- Whenever severe weather or other impending natural disaster threatens or seriously endangers the lives and property of the citizens of Quincy

Quincy Police Department

Policy Manual

Major Incident Notification

- Whenever any vehicle pursuit results in a crash of any kind
- Any serious issues involving the police department facility
- An escape of any person from the custody of any law enforcement agency, including the Adams County Jail
- Any other event that the watch commander deems appropriate for notification, or has generated significant media interest

329.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practical. Notification should be made in the following steps:

- (a) Call that shift's lieutenant. If the Watch Commander is unable to contact the shift lieutenant, they should move on through the list until contact is made.
- (b) If appropriate, the shift lieutenant would then contact the Deputy Chief of Operations, or in their absence, the Deputy Chief of Administration.
- (c) If appropriate, the Deputy Chief will contact the Chief of Police.
- (d) By the end of their shift, the Watch Commander is responsible for emailing a summary of the incident to the Chief of Police, both Deputy Chiefs, all Lieutenants, and the next shift's Watch Commander.

329.4.1 DETECTIVE NOTIFICATION

If the incident requires that a detective respond from home, the investigations sergeant or lieutenant shall be contacted. If a callout is approved, the Watch Commander or an investigative supervisor will then contact the appropriate detective(s).

Death Investigation

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

330.2 POLICY

It is the policy of the Quincy Police Department to respond, document, and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide, and homicide, shall be initiated, conducted, and properly documented.

330.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigation Division Commander as necessary. The Watch Commander will make notification to command staff in accordance with the Major Incident Notification Policy.

Only officers who have successfully completed the Illinois Law Enforcement Training and Standards Board (ILETSB) program in death and homicide investigations or who have been granted a waiver by the board shall be assigned as lead investigators on any death or homicide investigation (50 ILCS 705/10.11).

330.3.1 REPORTING

A General Offense Report will be completed by the primary officer, with supplemental reports being completed by any other responding members, as necessary. All reports will be forwarded to the appropriate authorities.

330.3.2 CORONER REQUEST

Officers are not authorized to pronounce death unless they are also Coroners, Deputy Coroners, or appointed Coroner investigators. The Coroner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Coroner be notified in any of the following cases (55 ILCS 5/3-3013):

- (a) A sudden or violent death, whether apparently suicidal, homicidal, or accidental.
- (b) A death due to a sex crime.

Quincy Police Department

Policy Manual

Death Investigation

- (c) A death where the circumstances are suspicious, obscure, mysterious, or otherwise unexplained or where, in the written opinion of the attending physician, the cause of death is not determined.
- (d) A death where addiction to alcohol or to any drug may have been a contributory cause.
- (e) A death where the decedent was not attended by a licensed physician.

The body shall not be disturbed or moved from the position or place of death without permission of the Coroner.

330.3.3 SEARCHING DEAD BODIES

- (a) The Coroner, their assistant, and authorized investigators are generally the only persons permitted to move, handle, or search a dead body.
- (b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor, with the permission of the Coroner (55 ILCS 5/3-3019). If a donor document is located, the Coroner or their assistant shall be promptly notified.
- (c) The Coroner, with the permission of the Department, may take property, objects, or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.
- (d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Coroner or their assistant, the investigating officer should first obtain verbal consent from the Coroner or their assistant when practicable (55 ILCS 5/3-3019).
- (e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Coroner or their assistant. The name and address of this person shall be included in the narrative of the death report.
- (f) Whenever personal effects are removed from the body of the deceased by the Coroner or their assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

330.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Investigation Unit shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Watch Commander or Investigation Unit supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

Quincy Police Department

Policy Manual

Death Investigation

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of their supervisor, request the Coroner to conduct physical examinations and tests, and to provide a report.

330.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this department who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

330.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will request from the Coroner a unique identifying number for the body. The number shall be included in any report.

The assigned officer, as necessary, shall create an unidentified person record in the National Missing and Unidentified Persons System as required by law (50 ILCS 722/20).

The assigned officer, as necessary, shall contact the Illinois State Police (ISP), request the creation of a National Crime Information Center (NCIC) Unidentified Person record, and provide ISP with all initial and updated information needed for that record as required by law. The assigned officer will obtain the NCIC number from ISP and maintain it in the case file (50 ILCS 722/20).

330.5 DEATH NOTIFICATION

Death notifications are normally made by the coroner's office. If not handled by the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, if possible, in person, by an officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official or coroner from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

330.6 SPECIMEN SUBMISSION

As soon as possible, but no later than 30 days after receipt of any blood, buccal, or tissue specimen from the Coroner, the Investigation Commander shall ensure the specimen and department case number is submitted to an approved National DNA Index System (NDIS) participating laboratory within this state for analysis and categorizing into genetic marker groupings and that the results are submitted to the Illinois State Police (55 ILCS 5/3-3013).

330.7 UNUSED MEDICATIONS

If an officer collects any unused prescription medication at the scene of a death investigation, the officer shall (210 ILCS 150/18(g)):

- (a) Generally, in suspicious death investigations, members shall collect all medications prescribed to the decedent or believed to be relevant to the investigation.

Quincy Police Department

Policy Manual

Death Investigation

- (b) If an autopsy is performed as part of the investigation, no medication collected should be disposed of until after a toxicology report is received.
- (c) If medication is collected as evidence:
 - 1. Document the number or amount of medication.
 - 2. Photograph the unused medication and its container or packaging, if available, and include the photograph and documentation with the report.
 - 3. Medication collected, but later determined not to have evidentiary value, is put in the drug disposal box to be disposed of.

Identity Theft

331.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

331.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this department (720 ILCS 5/16-35). For incidents of identity theft occurring outside this jurisdiction, officers should observe the following:
 - 1. For any victim not residing within this jurisdiction, the officer may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.
- (b) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (c) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus and U.S. Postal Service with all known report numbers).

331.3 VICTIM ASSISTANCE

- (a) Officers should provide all victims of identity theft with the Attorney General's Identity Theft Resource Guide.
- (b) In a case where another person has been arrested, cited or charged in the victim's name, where a criminal complaint was filed against a perpetrator in the victim's name or where the victim's name has been mistakenly associated with a criminal conviction, the reporting officer should inform the victim of identity theft of his/her right to obtain an expedited judicial determination of factual innocence (720 ILCS 5/16-35(b)).

Limited English Proficiency Services

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Quincy Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.2 POLICY

It is the policy of the Quincy Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

332.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Patrol Commander or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

Quincy Police Department

Policy Manual

Limited English Proficiency Services

- (a) Coordinating and implementing all aspects of the Quincy Police Department's LEP services to LEP individuals.
- (b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
- (c) Ensuring that qualified bilingual services are maintained and accessible to all personnel. In addition, the LEP Coordinator will ensure the procedure to access these services are up to date and posted in applicable location.
- (d) Ensuring signage, stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
- (e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated to Spanish (other languages as become necessary)
- (f) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.

332.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

332.5 TYPES OF LEP ASSISTANCE AVAILABLE

Quincy Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Quincy Police Department

Policy Manual

Limited English Proficiency Services

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

332.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

332.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

332.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

In lieu of any qualified bilingual members being certified, the Department uses Propio Interpretation Services.

332.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the contracted service (Propio) which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.

Quincy Police Department

Policy Manual

Limited English Proficiency Services

- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

332.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies.

332.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

332.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation and interpretation services are provided to any involved LEP individual, such services should be

Quincy Police Department

Policy Manual

Limited English Proficiency Services

noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

332.11 MISCELLANEOUS

The Quincy Police Department will take reasonable steps and will work with the HR Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.11.1 EMERGENCY CALLS TO 9-1-1

Emergency calls are handled by the 911 of Adams County and they have assumed responsibility for compliance with all mandated requirements.

332.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

332.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, utilize the Propio service.

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

Quincy Police Department

Policy Manual

Limited English Proficiency Services

332.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

332.16 COMPLAINTS

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

332.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

332.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Field Training Coordinator shall be responsible for ensuring new members receive LEP training during the field training program.

Quincy Police Department

Policy Manual

Limited English Proficiency Services

332.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

Department's contracted services provider (Propio) shall be responsible for ensuring their employees are adequately trained.

Communications with Persons with Disabilities

333.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

333.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary Aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or Impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified Interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters. Qualified interpreters shall have a valid Illinois license to practice interpreting for the deaf (225 ILCS 443/15), unless they are exempt under 225 ILCS 443/25.

Disabled Person: (As defined by the ADA) - A person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. The regulations provide three factors to consider in determining whether a person's impairment substantially limits a major life activity and they are the nature and severity of the impairment; how long the impairment will last or is expected to last; and the impairment's permanent or long term impact, or expected impact.

Physical Impairment: (As defined by the ADA) - Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

Mental Impairment: (As defined by the ADA) - Any mental or psychological disorder, such as a mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

333.2 POLICY

It is the policy of the Quincy Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

333.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by, and directly responsible, to the assigned Supervisor or the authorized designee.

The responsibilities of the ADA Coordinator shall include, but not be limited to:

- (a) Working with the City ADA coordinator regarding the Quincy Police Department's efforts to ensure equal access to services, programs and activities.
- (b) Developing reports, new procedures, or recommending modifications to this policy.
- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.
- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to investigate complaints and inquiries regarding discrimination in access to department services, programs and activities.

333.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

333.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Quincy Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

333.6 TYPES OF ASSISTANCE AVAILABLE

Quincy Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

333.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

333.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

333.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

The Quincy Police Department's TTY number is 217-214-7832.

333.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

333.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

333.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

333.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

333.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

333.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

333.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable (via video conferencing), unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances. The acceptance of the individual's auxiliary aid or service will be approved on a case by case basis.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

333.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

Quincy Police Department

Policy Manual

Communications with Persons with Disabilities

333.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

333.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.

The Field Training Coordinator shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. The Administrative Services Sergeant shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

333.18.1 CALL-TAKER TRAINING

Emergency calls are handled by the 911 of Adams County and have assumed responsibility for compliance with all mandated requirements.

Chaplains

334.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Quincy Police Department chaplains to provide counseling and emotional support to members of the Department, their families and members of the public.

334.2 POLICY

The Quincy Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

334.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

Candidates for the Police Chaplain Program must be ordained priests, ministers or rabbis, a graduate of a theological institution recognized by their religious affiliation and have a minimum of three years' experience as an active clergyman of their denomination. All chaplains must have official approval from their immediate superior (where applicable) prior to their appointment.

Police Chaplains must never have been convicted of a felony. Only chaplains who currently reside in Adams County will be considered for appointment.

Police Chaplains must possess considerable knowledge of problems that are unique to the police professions, and possess the ability to counsel effectively while maintaining a working relationship with department employees.

- (a) Having a good reputation in the community.
- (b) Successful completion of an appropriate-level background investigation.
- (c) Possession of a valid driver's license.

The Chief of Policemay apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

334.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Quincy Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

334.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

Quincy Police Department

Policy Manual

Chaplains

334.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.
- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Chief of Police and the chaplain coordinator.
- (d) Successfully complete an appropriate-level background investigation.
- (e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

334.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Quincy Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Quincy Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

334.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administration Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

Quincy Police Department

Policy Manual

Chaplains

- (a) Recruiting, selecting and training qualified chaplains.
- (b) Conducting chaplain meetings.
- (c) Establishing and maintaining a chaplain callout roster.
- (d) Maintaining records for each chaplain.
- (e) Tracking and evaluating the contribution of chaplains.
- (f) Maintaining a record of chaplain schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other agency chaplain coordinators.
- (j) Conduct an annual review of appointed chaplains for accuracy of contact information, availability, and desire to continue participation in the program.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

334.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Division. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Quincy Police Department.

334.7.1 COMPLIANCE

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

334.7.2 OPERATIONAL GUIDELINES

- (a) Chaplains shall be permitted to ride with officers during any shift and observe Quincy Police Department operations, provided the Watch Commander has been notified and has approved the activity.
- (b) Chaplains shall not be evaluators of members of the Department.
- (c) In responding to incidents, a chaplain shall never function as an officer.

Quincy Police Department

Policy Manual

Chaplains

- (d) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (e) Chaplains shall serve only within the jurisdiction of the Quincy Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

334.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

334.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Department.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Department.

334.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Department.
- (c) Providing liaison with various civic, business and religious organizations.

Quincy Police Department

Policy Manual

Chaplains

- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

334.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

334.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Quincy Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Quincy Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

334.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Administrative Services Sergeant, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

Child and Dependent Adult Safety

336.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

336.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Quincy Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

336.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, the officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

The officer shall assist the arrestee in the placement of the children or dependent adult with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe that a child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, he/she shall report it immediately to the Department of Children and Family Services (725 ILCS 5/107-2(2)).

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should

Quincy Police Department

Policy Manual

Child and Dependent Adult Safety

explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

336.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. If the arrestee's cell phone is not needed for evidentiary value, then the officers should consider allowing the arrestee to use their cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the Illinois Department of Children and Family Services, if appropriate.
- (e) Notify the watch commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

336.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

Quincy Police Department

Policy Manual

Child and Dependent Adult Safety

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

336.3.3 REPORTING

- (a) When necessary or if a child's safety is in question during arrests where children are present or living in the household, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Special needs (e.g., medical, mental health)
 - 5. How, where and with whom or which agency the child was placed
 - 6. Identities and contact information for other potential caregivers
 - 7. Notifications made to other adults (e.g., schools, relatives)
- (b) When necessary or if a dependent adult's safety is in question during arrests where a dependent adult is present or living in the household, the reporting employee will document the following information:
 - 1. Name
 - 2. Sex
 - 3. Age
 - 4. Whether he/she reasonably appears able to care for him/herself
 - 5. Disposition or placement information if he/she is unable to care for him/herself

336.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided. Examples would be Adult Protective Services, DCFS, or Clarity.

336.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Quincy Police Department

Policy Manual

Child and Dependent Adult Safety

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

Service Animals

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, the horse is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i); 720 ILCS 5/48-8).

Service animal also includes any animal that is trained in obedience and task skills to meet the needs of a person with a disability or that is trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental or intellectual disability (510 ILCS 70/2.01c; 720 ILCS 5/48-8).

337.2 POLICY

It is the policy of the Quincy Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

337.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

Quincy Police Department

Policy Manual

Service Animals

- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or to follow daily routines.

337.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed (720 ILCS 5/48-8; 775 ILCS 30/3). Department members are expected to treat individuals with service animals with the same courtesy and respect that the Quincy Police Department affords to all members of the public (28 CFR 35.136).

337.4.1 INQUIRY

If it is apparent, or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35-136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

337.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

337.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

Quincy Police Department

Policy Manual

Service Animals

337.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Abandoned Newborn Infant Protection

338.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper managing of incidents of newborn infant abandonment according to the Abandoned Newborn Infant Protection Act (325 ILCS 2/10).

338.2 ACCEPTANCE

Officers must accept a newborn infant relinquished at the Department (325 ILCS 2/20 (c)). The State of Illinois defines a newborn infant as a child who a licensed physician reasonably believes is 30 days old or less at the time the child is initially relinquished (325 ILCS 2/10). Although a person relinquishing a newborn infant retains the right to limited immunity and anonymity, officers should request the person's personal information. Absent any other information, officers should attempt to obtain any known medical information about the newborn infant. Any information obtained should be documented in the report and, if appropriate, transmitted to the hospital or medical facility to which the newborn infant is taken.

If there is no evidence of abuse or neglect of the newborn infant, the relinquishing person has the right to remain anonymous and leave the premises at any time without being pursued or followed. The act of relinquishing a newborn infant does not, in and of itself, constitute a basis for a finding of abuse, neglect, or abandonment. If there is suspected abuse or neglect that is not based solely on the newborn infant's relinquishment, the relinquishing person no longer has the right to remain anonymous (325 ILCS 2/30).

338.3 MEDICAL CONSIDERATIONS

After accepting a relinquished newborn infant, the officer will request paramedics for a medical evaluation and transportation to the nearest hospital (325 ILCS 2/20 (c)). If the infant is not being transported by the paramedics, the officer will see that transportation of the infant to the nearest hospital is accomplished as soon as transportation can be arranged. Newborn infants will not be transported in a department vehicle equipped with a prisoner screen or in any department vehicle without the appropriate child safety restraint and/or that does not allow for the proper placement of such child safety restraint.

338.4 NOTICE TO RELINQUISHING PERSON

When accepting a newborn infant, officers will offer the relinquishing person an information packet prepared and maintained by the Department for this purpose (325 ILCS 2/35). If possible, the employee will also inform the relinquishing person of the following:

- Acceptance of the information is completely voluntary.
- Registration with the Illinois Adoption Registry and Medical Information Exchange is voluntary.
- They will remain anonymous if they complete a Denial of Information Exchange.
- They have the option to provide medical information only and still remain anonymous.

Quincy Police Department

Policy Manual

Abandoned Newborn Infant Protection

- By relinquishing the child anonymously, they will have to petition the court of jurisdiction if they desire to prevent the termination of parental rights and regain custody of the child.

338.4.1 SUPERVISOR NOTIFICATION

When accepting a newborn infant, officers will notify their immediate supervisor as soon as practical.

338.4.2 DOCUMENTATION

When accepting a newborn infant, officers will generate a report and document all pertinent information.

338.5 RIGHT OF PERSON OR PARENT TO RETURN

If the relinquishing person or a parent of a relinquished newborn infant returns to reclaim the infant within 30 days after relinquishing the infant at the Department, an officer must inform that person of the name and location of the hospital where the infant was transported (325 ILCS 2/20 (c)).

338.6 INFORMATION DISCLOSURE

Employees will not publicly disclose any information concerning the relinquishment of a newborn infant and the individuals involved, except as otherwise provided by law (325 ILCS 2/37).

338.7 INVESTIGATIVE RESPONSIBILITIES

Neither a child protective investigation nor a criminal investigation should be initiated solely because a newborn infant is relinquished (325 ILCS 2/25 (c)).

After accepting a newborn infant, or upon being contacted to assist in regards to a newborn infant relinquished elsewhere, the handling employee should take the necessary steps to ensure that the infant is not a missing child.

If there is suspected child abuse or neglect that is not based solely on the newborn infant's relinquishment, as mandated reporters under the Abused and Neglected Child Reporting Act, officers shall report their observations (325 ILCS 2/25(b)). In this instance, officers shall begin their criminal investigation.

338.8 REQUIRED SIGNAGE

The Administration Commander will ensure that an appropriate sign is posted in a conspicuous place on the exterior of the police facility informing persons that a newborn infant may be relinquished at the facility. The sign and its placement will comply with the prescribed specifications to ensure statewide uniformity (325 ILCS 2/22).

Volunteer Program

339.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

339.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid auxiliary officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

339.2 VOLUNTEER COORDINATOR

The Pro-Act Office shall act as the Volunteer Coordinator. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or designee shall be responsible for:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completion and dissemination as appropriate of all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Administering discipline when warranted.
- (j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

Quincy Police Department

Policy Manual

Volunteer Program

339.2.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

339.2.2 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the Illinois Law Enforcement Agencies Data System (LEADS).
- (b) Employment
- (c) References

339.2.3 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

339.2.4 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Quincy Police Department

Policy Manual

Volunteer Program

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

339.2.5 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

339.2.6 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

339.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be

Quincy Police Department

Policy Manual

Volunteer Program

responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

339.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

339.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty.

Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

339.5.1 VEHICLE USE

Volunteers assigned to duties that require the use of a vehicle must first complete the following:

- (a) Verification that the volunteer possesses a valid Illinois Driver's License.
- (b) Verification that the volunteer carries current vehicle insurance.

Quincy Police Department

Policy Manual

Volunteer Program

The Volunteer Coordinator should ensure that license and insurance verifications are checked at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle with emergency lights and siren activated.

339.5.2 RADIO AND MDC USAGE

Volunteers shall successfully complete LEADS and radio procedures training prior to using the police radio or MDC and comply with all related provisions. The Volunteer Coordinator should ensure that radio and LEADS training is provided for volunteers whenever necessary.

339.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police in consultation with the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief of Police or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

339.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

339.7 EVALUATIONS

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

Off-Duty Law Enforcement Actions

340.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Quincy Police Department with respect to taking law enforcement action while off-duty.

340.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

340.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs or medication or any combination thereof that would tend to adversely affect the officer's senses or judgment.

340.4 NON SOLO PROBATIONARY OFFICERS

Probationary officers who are not yet certified for solo patrol shall not take police action while off duty unless one of the following situations exist:

- (a) Exigent circumstances involving an imminent threat of death or great bodily harm.
- (b) Under the direct supervision of another Quincy Police officers who has been certified for solo patrol.
- (c) With the permission of a sworn Quincy Police supervisor.

Quincy Police Department

Policy Manual

Off-Duty Law Enforcement Actions

340.5 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, OC or baton.
- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

340.5.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the officer should attempt to call, or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Quincy Police Department officer until acknowledged. Official identification should also be displayed.

340.5.2 INCIDENTS OF PERSONAL INTEREST

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

340.5.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

340.5.4 OTHER CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

340.6 REPORTING

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Quincy Police Department

Policy Manual

Off-Duty Law Enforcement Actions

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

Department Use of Social Media

341.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- (a) Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- (b) Use of social media in personnel processes (see the Recruitment and Selection Policy).
- (c) Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy)

341.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

341.2 POLICY

The Quincy Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

341.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

341.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

Quincy Police Department

Policy Manual

Department Use of Social Media

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.
- (i) Missing persons and stolen vehicles with appropriate releases.
- (j) Recovered animals.

341.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Deputy Chief of Operations or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

341.5 PROHIBITED CONTENT

Content that is prohibited from posting includes but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory, or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal, or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation, or professionalism of the Quincy Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects, or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

341.5.1 BOOKING PHOTOGRAPHS

Booking photographs in connection with civil, petty, and business offenses, and Class B and C misdemeanors may not be published on department social media sites unless the photograph

Quincy Police Department

Policy Manual

Department Use of Social Media

is posted to assist in the search for a fugitive, person of interest, missing person, or individual wanted in relation to a crime other than a petty or business offense, or Class B or C misdemeanor (5 ILCS 140/2.15).

341.6 RETENTION OF RECORDS

The IT Department shall establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

341.7 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

Tire Deflating Devices

342.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the implementation and deployment of stop sticks and Piranha units.

342.2 POLICY

The Quincy Police Department is committed to the use of methods that have a reduced chance of injuring persons while achieving a desired law enforcement result. Therefore, the tire deflation devices may be used to aid in terminating and preventing vehicle movement. Tire deflation devices must be used in accordance with the manufacturer's instructions, departmental training, departmental policy, and the directions of a supervisor.

342.3 STOP STICKS

Stop sticks are a tire deflation device that are put down on the roadway to penetrate the tires of a vehicle and allow for rapid and controlled deflation of the tires.

342.3.1 GENERAL GUIDELINES

General guidelines for the use of stop sticks:

- (a) Stop sticks are 36 (3 rows of 12) Teflon coated, hardened steel quills contained in a collapsible polymer housing. They come in three sections and can be deployed as one section or collectively.
- (b) Upon vehicle contact with the stop stick, the spiked tips are forced through the housing which puncture the tire and deflate it at a controlled rate.
- (c) The driver is able to maintain control of the vehicle as it comes to a stop.
- (d) Stop sticks are to be used on vehicles with four or more wheels. Use to stop a vehicle with less than four wheels is strictly prohibited.
- (e) Stop sticks are to be deployed on hard surfaces only.
- (f) Stop sticks are to be placed on the surface perpendicular to the oncoming vehicle.
- (g) Walking on the stop stick does not provide enough pressure for the spikes to be forced through the housing.

342.3.2 USE CONSIDERATIONS

The use of a tire deflation device in an attempt to stop a fleeing motor vehicle, or prevent a stationary vehicle from fleeing, is considered a seizure under the 4th Amendment.

Motor vehicle pursuits are inherently dangerous and attempts by officers to bring a pursuit to a safe conclusion, including the deployment of tire deflation devices, carry with them additional risks and dangers. In order to reduce the risks to officers deploying a tire deflation device, the following safety issues should be considered:

Quincy Police Department

Policy Manual

Tire Deflating Devices

- (a) Officers should deploy the device from behind cover, which will provide them protection from a motor vehicle traveling at high speed (e.g., bridge abutment, overpass pillars, guardrail, concrete barrier, or large trees).
- (b) Deploying officers should not use a vehicle as cover when deploying the tire deflation device.
- (c) Deployment location should allow the officer to safely observe the suspect vehicle and other traffic as it approaches.
- (d) Deploying officers should always have an escape route available. Although low-light and dark conditions can provide an officer with a level of concealment, it can make judging distance and the lane position of a vehicle difficult.
- (e) Deploying officers should allow for sufficient time for a proper tire deflation device deployment, as rushed deployments are often ineffective and dangerous.
- (f) Deploying officers shall not enter the roadway, or lanes of travel, in order to remove the tire deflation device until such time when all vehicles involved in the pursuit have passed and it is safe to do so.

342.3.3 SPECIFIC TYPES OF DEPLOYMENT

- (a) Tossing or placing in the roadway:
 - 1. As the suspect vehicle approaches, a section or sections of the stop sticks may be tossed or placed in the roadway perpendicular to the oncoming traffic.
 - 2. Be cautious of last second directional changes by the vehicle, exposure to weapons, etc., if you are in close proximity to the oncoming vehicle.
 - 3. After the suspect vehicle has passed by the stop sticks, remove them from the roadway.
- (b) Connecting the stop sticks:
 - 1. The stop sticks may be interconnected to create one 9-foot stop stick.
 - 2. A cord and reel are included with the stop sticks. The cord can be attached to one end of the stop stick allowing the officer to cross the road with the reel. After traffic passes over the cord, the stop sticks can be pulled across the street into position for the oncoming suspect vehicle.
 - 3. The cord may also be wrapped in a half hitch around each of the sections of the stop stick for better and more secure control of the stop stick.
 - 4. The stop sticks may also be placed, individually or connected, into the sleeve which is included with the stop sticks. The cord can be attached to the sleeve and maneuvered into the street. The sleeve allows the officer to easily pull the stop sticks off of the street after the suspect vehicle passes over them.
 - 5. The cord should not be wrapped around the officer's hand or anchored with any part of the officer's body.

Quincy Police Department

Policy Manual

Tire Deflating Devices

6. If using the sleeve and cord and only when safe to do so, the officer should pull the stop sticks from the roadway after the suspect vehicle passes over the stop sticks, but before pursuing officers cross them.
- (c) Specific circumstances:
 1. Stop sticks may be deployed pursuant to a police pursuit upon the approval a supervisor.
 2. The deployment of stop sticks should be documented in a high priority Pursuit Driving Report and forwarded to the Deputy Chief of Operations.

342.4 PIRANHA TIRE DEFLATING DEVICE

The Piranha tire deflating device is a black collapsible polymer triangular shaped housing that is 4 ½ inches long. It contains two graphite coated hardened steel quills and is attached to a 6-inch tongue of nylon braided material.

342.4.1 GENERAL GUIDELINES

- (a) The Piranha is designed to provide a means to penetrate and deflate the tire of a stationary vehicle in approximately five seconds once the vehicle has moved over the Piranha.
- (b) The Piranha is to be used on hard road surfaces only.
- (c) Piranha units will be stored in the trunk of the supervisor's squad car and in the SIU cars.

342.4.2 DEPLOYMENT

- (a) The unit shall be deployed pursuant to the approval of a supervisor.
- (b) Officers shall place the label side of the housing down with the nylon tongue touching the tire of the car.
- (c) The number of units deployed will depend on the existing circumstances and is up to the discretion of the on-scene supervisor.
- (d) Use of the unit shall be documented in a high-priority GOR and forwarded to the Deputy Chief of Operations.

342.5 TRAINING

Only officers who have successfully completed the Stop Stick online training in the proper use and deployment of Stop Sticks are authorized to deploy the systems.

Native American Graves Protection and Repatriation

343.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

343.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects - Objects that, as part of the death rite or ceremony of a Native American culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains. Funerary objects are either associated funerary objects or unassociated funerary objects.

Associated funerary objects are any funerary objects related to removed human remains, where the location of the human remains is known. This includes objects that were made exclusively for burial purposes or to contain human remains, regardless of the physical location or existence of any related human remains.

Unassociated funerary objects are any other funerary objects that are identified by a preponderance of the evidence such as:

- Related to human remains but the remains were not removed, or the location of the remains is unknown.
- Related to specific individuals or families.
- Removed from specific burial sites with Native American cultural affiliation.
- Removed from an area where such burial sites are known to have existed, but the site no longer exists.

Native American human remains - Any physical part of the body of a Native American individual.

Objects of cultural patrimony - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself and, therefore, cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

343.2 POLICY

It is the policy of the Quincy Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred

Quincy Police Department

Policy Manual

Native American Graves Protection and Repatriation

objects, or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption, or complicated custody transfer processes.

343.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.5).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.5):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Coroner and the Illinois Department of Natural Resources (20 ILCS 3440/3)
- Tribal land - Responsible Indian tribal official

343.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.7).

Community Relations

344.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.

344.2 POLICY

It is the policy of the Quincy Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

344.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Dispatch of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Dispatch of their location and status during the foot patrol.

344.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. The member should report directly to the Chief of Police or the authorized designee and is responsible for:

- (a) Obtaining department-approved training related to the coordinator's responsibilities.

Quincy Police Department

Policy Manual

Community Relations

- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Working with community groups, department members and other community resources to:
 - 1. Identify and solve public safety problems within the community.
 - 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Working with the Patrol Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.
- (f) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (g) Attending City council and other community meetings to obtain information on community relations needs.
- (h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.
- (i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.
- (j) Evaluating the effectiveness of Community Policing programs.

344.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department members
- (d) Level of community trust in the Department
- (e) Safety, security, or other concerns
- (f) Recommendations and suggestions for improvement

A written summary of the compiled results of the survey should be provided to the Chief of Police.

Quincy Police Department

Policy Manual

Community Relations

344.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.
- (e) Neighborhood Watch and crime prevention programs.

344.7 INFORMATION SHARING

The community relations coordinator should work with the Deputy Chief of Operations to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

344.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Department website postings.
- (c) Presentations to driver education classes.
- (d) Instruction in schools.
- (e) Department ride-alongs (see the Ride-Alongs Policy).
- (f) Scenario/Simulation exercises with community member participation.
- (g) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

Quincy Police Department

Policy Manual

Community Relations

344.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

344.10 COMMUNITY ADVISORY COMMISSIONS

The City of Quincy should establish commissions of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the commissions should reflect the demographics of the community as much as practicable.

The commissions should convene regularly to:

- (a) Provide a public forum for gathering information about public safety concerns in the community.
- (b) Work with the Department to develop strategies to solve public safety problems.
- (c) Generate plans for improving the relationship between the Department and the community.
- (d) Participate in community outreach to solicit input from community members, including youth from the community.

The Chief of Police may include the commissions in the evaluation and development of department policies and procedures and may ask them to review certain issues for the purpose of providing recommendations.

344.10.1 LEGAL CONSIDERATIONS

The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the commissions comply with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

344.11 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator may work with the community advisory commissions to identify information that may increase transparency regarding department operations.

Quincy Police Department

Policy Manual

Community Relations

344.12 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

Warning Ticket

345.1 PURPOSE AND SCOPE

To provide officers with an enforcement device that can be used as an alternative to a traffic citation in certain minor traffic or ordinance violations, to identify repeat offenders so that citations can be issued; and to discourage the use of verbal warnings in most situations.

345.2 POLICY

It is the policy of the Quincy Police Department to provide officers with a written warning ticket to be used as an enforcement device in certain minor offense situations. Whether to issue a warning or a citation is left up to the discretion of the individual police officer and should be based on the circumstances known to that officer at the time of the incident. Officers are encouraged to refrain from issuing verbal warnings. A warning ticket is generally preferable to a verbal warning because it documents the warning should the violation be of a continuing nature.

345.3 ISSUING A WARNING TICKET

(a) Minor Traffic Violation

1. An officer may issue a warning ticket for violation of any section of Chapter 72, Traffic, of the Municipal Code of the City of Quincy, subject to the exceptions listed herein.
2. An officer may issue a warning ticket for violations of any section of Chapter 625, Illinois Compiled Statutes, Illinois Vehicle Code, subject to the exceptions listed herein.

(b) Minor Equipment Violation

1. An officer may issue a warning ticket for any violation of the Illinois Vehicle Code or the traffic code of the City of Quincy pertaining to vehicle equipment violations, subject to the exceptions listed herein.
2. A warning ticket may not be issued if the equipment violation was the real, proximate, or contributing cause of a traffic accident.

(c) Minor City Ordinance Violations

1. An officer may issue a warning ticket for any other minor violation of a City ordinance, subject to the exceptions listed herein.
 - (a) Example of those minor violations are: barking dogs, nuisances, littering, loud music, etc.
2. An officer who issues a warning ticket for a minor violation of City ordinance should use good discretion and make sure that the violation is minor in nature and that an arrest is not warranted.

(d) When possible, before issuing a warning ticket, the officer should check with Records or the 911 Center to determine if the violator had been warned in the previous six months for the same violation. If they have been warned for the same violation, the

Quincy Police Department

Policy Manual

Warning Ticket

officer should generally issue an arrest citation or a Notice of Violation, if applicable, in lieu of the warning. Warning tickets for violations against a person (e.g. trespassing and phone harassment) are kept indefinitely. During an officer's check, if the previous warning was towards the same victim then the officer should generally issue an arrest citation.

345.4 USE OF WARNING TICKET PROHIBITED

Generally the use of a warning ticket is prohibited for the following violations. Exceptions shall be approved by a supervisor.

- (a) Any violation that is the real or proximate cause of a motor vehicle accident.
- (b) Speeding more than 20 m.p.h. over the posted limit.
- (c) Fleeing to avoid arrest.
- (d) Handicapped parking.
- (e) Driving under the influence.
- (f) Driving restrictions age.
- (g) Leaving the scene of an accident.
- (h) Certificate of title.
- (i) Anti-theft laws.
- (j) False reporting or failure to report an accident.
- (k) Reckless driving.
- (l) Any other violation of the Illinois Vehicle Code that is considered a felony under the law.

345.5 THE ENTRY AND RETENTION OF WARNING TICKETS

Central Records personnel will:

- (a) Enter the information from the warning tickets into an automated computer file so it can be accessible by officers and the 911 Center.
- (b) Maintain a file of all current tickets.

345.5.1 PURGING WARNING TICKETS

- (a) Warning tickets will be kept on file a minimum of six months with the exception of trespassing, phone harassment, and electronic communication harassment warning tickets.
- (b) After the six month period the tickets are automatically purged by computer and then destroyed with the exception of above.

Quincy Police Department

Policy Manual

Warning Ticket

345.6 WRITTEN WARNINGS FOR TRESPASSING, PHONE HARASSMENT, AND ELECTRONIC COMMUNICATION

- (a) The purpose of the written warning for trespassing, phone harassment, and electronic communication harassment is not only to alert officers that the individual was previously warned but also to document and track the fact they are banned from a certain location or from contacting certain individuals. Therefore these types of warning tickets may be issued without an alleged violation.
- (b) All warnings for trespassing must be written. This includes those banned from businesses through their own process.
- (c) Warnings should be turned in to the Watch Commander as soon as practicable, no later than the end of the officer's tour of duty.
- (d) The Watch Commander will enter the information from the warning tickets into an automated computer file so it can be accessible by officers and the 911 Center.
- (e) Unless the victim states otherwise, there is no expiration date on these warning tickets.

Firearms Restraining Orders

346.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving firearms restraining orders and accounting for firearms, ammunition, firearm parts that could be assembled to make an operable firearm, any Firearm Owner's Identification card, and concealed carry licenses obtained pursuant to those orders.

346.1.1 DEFINITIONS

Definitions related to this policy include:

Firearms Restraining Order - A court order prohibiting and enjoining a named person from having in the person's custody or control, purchasing, possessing, or receiving any firearms, ammunition, or firearm parts that could be assembled to make an operable firearm (430 ILCS 67/5; 430 ILCS 67/35; 430 ILCS 67/40). The order requires the named person to surrender to local law enforcement any firearm, ammunition, and firearm parts that could be assembled to make an operable firearm in the respondent's possession for the duration of the order (430 ILCS 67/35; 430 ILCS 67/40).

346.2 POLICY

It is the policy of the Quincy Police Department to petition for and serve firearms restraining orders in compliance with state law, and to properly account for firearms, any Firearm Owner's Identification Card, and concealed carry licenses obtained by the Department pursuant to such orders.

346.3 FIREARMS RESTRAINING ORDER COORDINATOR

The Chief of Police will appoint a firearms restraining order coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for a firearms restraining order by the Department (430 ILCS 67/1 et seq.)
- (b) Developing and maintaining procedures for the receipt and service of firearms restraining orders consistent with the requirements of 430 ILCS 67/50. Procedures should include:
 1. Acceptance of voluntarily surrendered firearms, ammunition, firearm parts, any Firearm Owner's Identification card, and concealed carry license from a person who is the subject of the restraining order.
 2. Assessing a firearms restraining order prior to service to determine whether the order should be served pursuant to the Warrant Service and the Operations Planning and Deconfliction policies.
 3. Preparing or obtaining a search warrant prior to attempting service of the firearms restraining order.
 4. Consulting with an Illinois State Police (ISP) gun liaison officer.

Quincy Police Department

Policy Manual

Firearms Restraining Orders

5. Entering firearms restraining orders information into the Law Enforcement Agencies Data System (LEADS).
- (c) Coordinating with the Administrative Services Sergeant to provide officers with appropriate training. Training should include determining when a petition is appropriate, the process for seeking a firearms restraining order, and the service of firearms restraining orders.
 1. The training shall be made available annually and approved by the Illinois Law Enforcement Training and Standards Board.
- (d) Reviewing each petition for a firearms restraining order (and associated affidavits or court documents, if applicable) to ensure compliance with this policy, department procedures, and state law.
- (e) Developing and maintaining procedures for the filing of all required documents with the court after service of a firearm restraining order (e.g., the original firearms receipt, proofs of service).
- (f) Making notifications to department members and witnesses regarding scheduled court proceedings.

346.4 FIREARMS RESTRAINING ORDERS

An officer who reasonably believes that a firearms restraining order is appropriate should obtain supervisor approval prior to seeking an order.

346.4.1 STANDARDS

Firearms restraining orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or others by having a firearm in his/her custody or control (430 ILCS 67/35; 430 ILCS 67/40).

346.4.2 REQUIREMENTS OF PETITION

A petition for a firearms restraining order should be prepared and served consistent with state law, court-approved forms, and the procedures developed by the Firearms Restraining Order coordinator (430 ILCS 67/1 et seq.). If known, the petition should identify existing or previous protective orders and clear and present danger reports involving the subject of the petition.

346.4.3 NOTICE TO FAMILIES AND PERSONS AT RISK

Upon the application for a firearms restraining order, officers should make a good faith effort to provide notice to a family or household member of the person who is the subject of the firearms restraining order and to any other person reasonably known to be at risk of violence.

Officers shall also make reasonable efforts to provide notice to any and all intimate partners if the petition alleges that the named person poses a significant danger of causing personal injury to them.

The notice shall include (430 ILCS 67/35; 430 ILCS 67/40):

- (a) The department's intention to petition the court for a firearms restraining order.

Quincy Police Department

Policy Manual

Firearms Restraining Orders

- (b) Information and referrals to appropriate resources, such as counseling services, domestic violence or stalking advocacy, if applicable.

Officers should document all reasonable efforts to provide notice.

346.5 SERVICE

Officers shall serve a copy of a firearms restraining order, including renewals or terminations of orders, and any accompanying notice of hearing and petition, on the person named in the order as soon as practicable if the named person was not present in court when the order was issued (430 ILCS 67/50). Service of firearms restraining orders takes precedence over the service of other orders, except for orders of a similar emergency nature.

If applicable, officers may serve a firearms restraining order upon the named person via short form notification (430 ILCS 67/50).

346.5.1 SAFETY CONSIDERATIONS

Upon receipt of a firearms restraining order, a supervisor should evaluate the circumstances of the order and consider what precautions are appropriate for service.

When appropriate based on the circumstances and department procedures, service of firearms restraining orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should fewer than two officers be present when a firearms restraining order is being served.

346.5.2 SURRENDER OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Officers serving a firearms restraining order should request that the person who is the subject of the order immediately surrender all firearms, ammunition, and firearm parts in the person's custody, control, or possession along with any Firearm Owner's Identification card and concealed carry license issued to the person. Officers shall take custody of any items surrendered (430 ILCS 67/35; 430 ILCS 67/40).

346.5.3 RECEIPT OF COURT-ORDERED ITEMS

A receipt identifying all surrendered items should be prepared by the officers and a copy given to the person. The officers should ensure a copy of the receipt is forwarded to the Records Supervisor as soon as practicable.

All items collected should be handled and booked in accordance with the Evidence Section Policy.

346.5.4 SEARCH WARRANTS

If the person subject to the firearms restraining order refuses to surrender all items subject to the order or if an officer serving a firearms restraining order reasonably believes there are items ordered to be relinquished in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant.

Quincy Police Department

Policy Manual

Firearms Restraining Orders

Officers should be prepared to file a search warrant prior to attempting service of a firearms restraining order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

346.5.5 SEARCH WARRANT RETURN

A return of a search warrant that was issued in relation to a firearm restraining order is required to be filed with the court within four days of issuance (430 ILCS 67/35; 430 ILCS 67/40).

346.5.6 INFORMATION FOR RETAKING POSSESSION OF FIREARMS, ANY FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

An officer who takes custody of firearms, ammunition, firearm parts, a Firearm Owner's Identification card, and concealed carry license should inform the person who is the subject of the order of the process for retaking possession of those items after the period of safekeeping has ended.

346.5.7 DATABASE CHECK OF SEIZED FIREARMS

An officer who takes custody of firearms from the person who is the subject of the order should run the firearms through LEADS and the National Crime Information Center (NCIC) database.

346.6 RENEWAL OF FIREARMS RESTRAINING ORDER

The Investigation Unit supervisor is responsible for the review of any firearms restraining order obtained by the Department to determine if renewal or extension of a firearms restraining order should be requested within the time prescribed by law (430 ILCS 67/45).

346.7 RELEASE OF FIREARMS, FIREARM OWNER'S IDENTIFICATION CARD, AND CONCEALED CARRY LICENSE

Any person requesting the release of any firearm, ammunition, firearm parts, Firearm Owner's Identification card, or license to carry a concealed weapon or firearm in department custody pursuant to a firearms restraining order should be referred to the Evidence Section (430 ILCS 67/35; 430 ILCS 67/40).

346.8 RECORDS SUPERVISOR RESPONSIBILITIES

The Records Supervisor is responsible for sending required documents to the ISP in the manner prescribed or required by law (e.g., receipts of court-ordered items, Firearms Owners Identification cards, concealed carry licenses). This includes sending any received concealed carry licenses within seven days of receipt (430 ILCS 66/70).

346.9 REPORTING CLEAR AND PRESENT DANGER TO ISP

An officer encountering an individual, who based on known circumstances, would pose a clear and present danger to self or others (as defined by 430 ILCS 65/1.1), shall forward a report to the ISP in the approved format (430 ILCS 65/8.1). This requirement applies regardless of whether a petition for a firearms restraining order has been filed.

Police Facility Security

347.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the safety and security of Department members within, and the physical security of, all Department facilities.

347.2 POLICY

It is the policy of the Quincy Police Department to provide physical security measures for all facilities under department control.

347.3 PROCEDURE

Police Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

Members are responsible for ensuring that all department facilities remain secure from unauthorized access at all times. All police facility exterior doors should be equipped with self-closing and self-locking doors.

All exterior doors should be kept closed and locked at all times, unless there are secondary barriers or a member is present to prevent unauthorized access to controlled areas. All points of access to any police facility should be closed and locked any time no members are present. All exterior storage rooms, lockers, and other facilities should remain locked at all times unless directly observed by a department member.

Secure parking areas (e.g., fenced, gated) should be kept secured at all times unless directly observed by a department member.

Any criminal activity discovered should be immediately documented in a police report and reported through the chain of command to the Shift Commander. Any criminal activity that occurs and posed or poses a threat to department members should immediately be reported, through the chain of command, to the Chief of Police.

Police Department members should apply the following guidelines whenever practicable.

347.3.1 PUBLIC ACCESS AREAS

Public access to police facilities should only be during established business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any department facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas. Care should be taken to ensure that information system devices are positioned in such a way as to prevent viewing from publicly accessible areas such as lobbies or reception areas.

Quincy Police Department

Policy Manual

Police Facility Security

347.3.2 FACILITY ACCESS CONTROL

A visitor control process, including a physical barrier, should be implemented at each police facility that allows public access. There may be varying degrees of access established, with different access and escort requirements. Visitor categories may include but are not limited to:

- Law enforcement professionals with proper identification
- City administrators
- Contractors and/or vendors
- Members of the public

General access to the department will be restricted. All visitors who request to enter the secured area of the department shall contact the on-duty Watch Commander prior to entry. Prior to visitor admittance, the admitting employee shall confirm the visitor's appointment with the appropriate employee. All visitors will be required to wait in the lobby and met by an employee of the department for escorted access to secured areas.

Visitors requiring escort should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit. The Quincy Police Department reserves the right to conduct background checks before admitting visitors to the secured areas of the department. Visitors who have been subject to a background check which would consist of a warrant and criminal history check may be allowed unaccompanied access to the facility. [See attachment: Background Check Authorization.pdf](#)

Members of the public should be prohibited from using photographic, electronic imaging, or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the Shift Commander.

347.3.3 BREACH OF SECURITY

Police Department members should adhere to the following guidelines regarding any breach in security at any department facility:

- (a) Any breach in security should be immediately addressed by an officer and reported as soon as practicable, through the chain of command, to the Shift Commander.
- (b) If warranted by conditions or circumstances, all on-duty department members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the Department should be notified of the incident as soon as practicable, given the totality of the circumstances.

347.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity to an officer or to the Shift Commander.

Suspicious activity may include but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.

Quincy Police Department

Policy Manual

Police Facility Security

- Unknown individuals photographing or taking images of the facility, of members of the department assigned to the facility, or of department vehicles.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the department facility.

347.4 KEYS AND ELECTRONIC ACCESS DEVICES

The control and accountability of facility keys and activated electronic access devices is a vital factor in maintaining a safe and secure environment for all members. Employees shall not possess department keys which they are not authorized to possess.

All keys that are not issued to members shall be maintained in a locked key box in the Watch Commander's office and the office of the Deputy Chief of Administration.

Members shall not duplicate, mark, alter, or manufacture any key or access device without authorization from the Deputy Chief of Administration.

Any employee who leaves the department or changes assignment or is for other reasons no longer in need of a department key, shall return such key to the Deputy Chief of Administration.

347.4.1 MISSING KEYS OR ACCESS DEVICES

The loss of any exterior access key or device should be immediately reported to the Shift Commander via the chain of command and a determination made as to whether the locks should be re-keyed and whether this should be done immediately.

347.4.2 ELECTRONIC ACCESS DEVICES

Proximity cards, key fobs, remote controls, or other devices may be issued to members to allow access to restricted or controlled areas of the facility. In the event of a lost or stolen device, a member shall notify a supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

347.4.3 INVESTIGATIONS AND AUDITS

The Shift Commander shall initiate an investigation into the disappearance of any exterior access key or electronic access device and re-examine the procedures for access control. The Chief of Police should be notified of the findings.

The Shift Commander shall conduct periodic audits to verify all keys and access devices are accounted for.

Quincy Police Department

Policy Manual

Police Facility Security

347.5 BUILDING EVACUATION PLAN

The Deputy Chief of Administration should develop a general evacuation plan for all police facilities to use in the event of any emergency requiring the evacuation of members, the public, and prisoners.

In the event of an emergency that requires evacuation of a police facility, all members should follow established evacuation plans and posted exit strategies.

The posted exit strategies should include any special directions for disabled members.

Generative Artificial Intelligence Use

348.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for department use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of department information technology resources are found in the Information Technology Use Policy.

348.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

348.2 POLICY

The use of GenAI systems carries unique benefits within a law enforcement agency, providing ways to increase operational efficiency, enhance department procedures, and improve the overall effectiveness of the Quincy Police Department.

However, the prompts input into GenAI systems can present risks to both individuals and law enforcement agencies by making accessible to the public information such as department tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the Department to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the Department using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

348.3 RESPONSIBILITIES

348.3.1 CHIEF OF POLICE

The Chief of Police or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any department functions.

Quincy Police Department

Policy Manual

Generative Artificial Intelligence Use

348.3.2 AI COORDINATOR

The Chief of Police or the authorized designee shall appoint an AI coordinator. The AI coordinator shall report to the Administration Commander or the authorized designee.

The responsibilities of the AI coordinator include but are not limited to:

- (a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the Chief of Police or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:
 - 1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the Department consistently over time.
 - 2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the department's use of the system.
 - 3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
 - 4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
 - 5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
 - 6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
 - 7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.
- (b) Ensuring appropriate contractual safeguards are in place to manage third-party use of department data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the Department and third-party vendor.
- (c) Coordinating with others within the Department and City, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.
- (d) Maintaining a list or inventory of department-approved GenAI systems and, when appropriate for department transparency, making the list or inventory available to the public.
- (e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

Quincy Police Department

Policy Manual

Generative Artificial Intelligence Use

- (f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.
- (g) Developing and updating training for the authorized users of each department-approved GenAI system.
- (h) Ensuring access to department GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.
- (i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the Department to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the department's needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.
- (j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.
- (k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.
- (l) Reviewing this policy and Department practices and proposing updates as needed to the Chief of Police.
- (m) Developing procedures in coordination with the *Brady* information coordinator and the Records Supervisor for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the Illinois Freedom of Information Act.

348.4 USE OF GENERATIVE AI

The use of department GenAI systems by department members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

- (a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.
- (b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).
- (c) Include a statement in the final document or work product that GenAI was used to aid in its production.

Quincy Police Department

Policy Manual

Generative Artificial Intelligence Use

348.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

348.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Chief of Police or the authorized designee for the intended use.

348.6 TRAINING

The AI coordinator should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

- (a) A review of this policy
- (b) The need for human oversight of GenAI outputs
- (c) The interpretation, review, and verification of GenAI output
- (d) Checking GenAI output for bias or protected information
- (e) Ethical use of GenAI technology
- (f) Data security and privacy concerns

Chapter 4 - Patrol Operations

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Quincy, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.
- (b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
- (c) Calls for service, both routine and emergency in nature.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other divisions within the Department, as well as other outside governmental agencies.
- (h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
- (i) Traffic direction and control.

400.1.2 TERRORISM

It is the goal of the Quincy Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Investigation Unit Supervisor in a timely fashion.

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the Quincy Police Department.

Quincy Police Department

Policy Manual

Patrol Function

400.2.1 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate bureau for retention or follow-up investigation.

400.2.2 PATROL ROLL CALLS

Patrol supervisors, detective sergeants, and special unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Roll Calls as time permits.

400.2.3 INFORMATION CLIPBOARDS

Several information clipboards will be maintained by the Watch Commander's office and will be available for review by officers from all divisions within the Department. These will include, but not be limited to, the patrol check clipboard, the wanted persons clipboard, and the written directive clipboard.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

400.4 ASSIGNMENTS

Early Car Assignments:

- (a) Early car patrol assignments are used to make available the manpower necessary to answer calls for service during the time period between an ending shift and an oncoming shift.
- (b) Officers assigned to early car patrols shall report for duty forty-five (45) minutes prior to the oncoming shift they are assigned to and shall be on the street while their shift is participating in roll call.
- (c) Early car officers shall be responsible for reading and being prepared to write down, in their roll call notebooks, any pertinent information obtained from previous shift - logs,

Quincy Police Department

Policy Manual

Patrol Function

tip sheets, and any other forms of information necessary to prepare themselves for duty.

- (d) Early car officers shall, if possible, read any roll call training bulletins and/or make arrangements with their supervisor to come in from patrol to receive any roll call training.
- (e) Early car officers shall begin their patrol duties by being on the street, ready to answer calls for service, twenty-five minutes prior to the oncoming shift hour.
- (f) Officers will be assigned as early officer by their respective shift supervisor. The supervisor of each shift will determine which officers are assigned and what days they are assigned as early.

400.5 EQUIPMENT

- (a) Checking out equipment:
 - 1. At the start of each shift, an officer shall complete the equipment checkout form. [See attachment: Equipment Checkout QPD Form updated 01-25-2023.pdf](#)
 - 2. The supervisor is responsible for:
 - (a) Ensuring all equipment is accounted for at the beginning for their shift.
 - 1. If a piece of equipment is missing, it should be noted at the bottom of the form.
 - (b) Initialing the form.
- (b) Officers are required to check equipment back in at the end of their shift.

400.6 LIMITATIONS ON LEAVING THE CITY LIMITS WHILE ON DUTY

Officers may not travel outside the city's jurisdictional boundaries for meals, breaks, quick trips to retrieve or deliver items, or for any other personal business during their tour of duty.

- (a) Exceptions:
 - 1. To attend special functions at the PBPA range
 - 2. When duty assignment causes them to work outside of the city limits and it is not practical to return for a meal break
 - 3. At the discretion and approval of the Watch Commander under special, emergency or extenuating circumstances, which include but are not limited to:
 - (a) Family emergencies
 - (b) Holidays or special occasions
 - (c) To retrieve items

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Quincy Police Department's commitment to policing that is fair and objective.

This policy encourages law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing or improper profiling - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement. This includes explicit and implicit biases (i.e., conscious and unconscious beliefs or attitudes towards certain groups).

401.2 POLICY

The Quincy Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform their duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

Quincy Police Department

Policy Manual

Bias-Based Policing

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING STOPS

The Chief of Police or the authorized designee shall ensure stop cards are created and available to members, and contain all of the information required by 625 ILCS 5/11-212 for traffic and pedestrian stops. Officers shall complete one of these cards when they detain, conduct a pat-down search of or arrest a pedestrian in a public place, issue a summons to a pedestrian, search a pedestrian's property or conduct a traffic stop.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations of this policy in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and their supervisor in a timely manner.
 - (a) Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Digital Computer (MDC) data, and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
 - (a) Supervisors should document these periodic reviews.
 - (b) Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

The Central Records shall compile the required data on the standardized law enforcement data compilation form and transmit the data to the Illinois Department of Transportation. This shall be done by March 1 for data collected during July through December of the previous calendar year, and by August 1 for data collected during January through June of the current calendar year (625 ILCS 5/11-212).

Quincy Police Department

Policy Manual

Bias-Based Policing

401.7 ADMINISTRATION

Each year, the Deputy Chief of Operations should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

The Chief of Police will include the bias-based policing data in the department's annual report.

401.8 TRAINING

Training on fair and objective policing and review of this policy shall be conducted annually and include:

- (a) Explicit and implicit biases.
- (b) Avoiding improper profiling.

Roll Call Training

402.1 PURPOSE AND SCOPE

Roll Call is generally conducted at the beginning of the officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however, with supervisor approval officers may conduct Roll Call for training purposes or in the absence of the supervisor.

Roll Call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Departmental Directives or changes in Departmental Directives.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.

402.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing and training as needed. In the absence of the supervisor, this responsibility may be delegated to a subordinate officer for training purposes.

402.2.1 ROLL CALL CLIPBOARD

The roll call clipboard is used to compile the necessary roll call material. The materials should include at the minimum:

- (a) Daily Log
- (b) Tip Sheets
- (c) Assignments
- (d) Correspondence

The clipboard is generally prepared prior to each regular patrol shift roll call. Officers not attending the regular patrol shift roll call shall review the material on the clip board as soon as practicable.

The night shift watch commander is responsible for removing outdated material from the clipboard.

402.3 ROLL CALL TRAINING

Occasionally officers shall receive short duration training at roll call including:

- (a) Current events involving law enforcement
- (b) Legal updates
- (c) Web based training

Quincy Police Department

Policy Manual

Roll Call Training

- (d) Training from other entities
- (e) Policy updates

402.3.1 RETENTION OF ROLL CALL TRAINING RECORDS

Roll Call training materials and a curriculum or summary shall be forwarded to the Administrative Services Sergeant for inclusion in training records, as appropriate.

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a scene and maintaining scene integrity of a major crime or disaster.

403.2 POLICY

It is the policy of the Quincy Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

403.4 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat.

Quincy Police Department

Policy Manual

Crime and Disaster Scene Integrity

Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

Crisis Response Unit

404.1 PURPOSE AND SCOPE

The Crisis Response Unit (CRU) is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the Emergency Response Team (ERT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary.

404.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the Crisis Response Unit are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a law enforcement response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to department personnel allowing for appropriate on scene decision making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

404.1.2 ERT TEAM DEFINED

An ERT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.1.3 DEFINITIONS

Crisis Response Unit (CRU) Commander— A specially trained sworn member of the department designated by the Chief of Police, who is responsible for the coordination of matters involving hostage situations and/or barricaded subjects and responds to the scene to function as an advisor to the officer in charge. The Commander shall oversee the Emergency Response Team and Crisis Negotiation Team, and in the absence of a command-level patrol supervisor, shall assume command of the incident.

Emergency Response Team (ERT) – A specially trained unit, under the command of the CRU Commander, which is responsible for inner perimeter containment and the development/implementation of tactical solutions to high risk critical incidents.

ERT Team Leader – An ERT member appointed by the CRU Commander, with the approval of the Chief of Police, who supervises the activities of ERT members at high risk critical incidents. The Team Leader shall assume the role of CRU Commander if the Commander is unavailable.

ERT Assistant Team Leader – One or two ERT members appointed by the Team Leader, with the approval of the CRU Commander, who shall assume the role of Team Leader if the leader is unavailable.

Quincy Police Department

Policy Manual

Crisis Response Unit

Crisis Negotiation Team (CNT) - A specially trained unit, under the command of the CRU Commander, which is responsible for communicating with individuals during high risk critical incidents. This may include barricaded subjects, hostage situations, suicidal subjects or any other individual who may be in crisis.

CNT Team Leader - A CNT member appointed by the CRU Commander, with the approval of the Chief of Police, who supervises the activities of CNT members at high risk critical incidents.

Negotiator – A sworn member, under the command of the CRU Commander, who is specially trained and authorized to act for the department by communicating with a subject during high risk critical incidents.

Inner Perimeter – The immediate area of containment wherein the suspect and police could effectively deliver weapons fire. This area is manned by initial responding personnel until relieved by ERT members. Upon being relieved by ERT members, the initial responding personnel shall report to the command post for debriefing and reassignment.

Outer Perimeter – A peripheral control area surrounding the inner perimeter, providing a safe zone for access to the command post as well as restricting access of unauthorized personnel to the inner perimeter.

Command Post – A secure position within the outer perimeter from which the officer in charge directs operations.

Staging Area – A designated location on the outer perimeter to which all responding personnel will report for briefing assignment and equipment. An officer will be designated in charge of the staging area mobilization point and shall be empowered to limit access to personnel based on instructions provided by the officer in charge.

404.2 LEVELS OF CAPABILITY/TRAINING

404.2.1 LEVEL I

A level I ERT team is a basic team capable of providing containment and intervention with critical incidents that exceed the training and resources available to line-level officers. This does not include ad hoc teams of officers that are formed around a specific mission, detail or incident (e.g. active shooter response). Generally 5 percent of the basic team's on-duty time should be devoted to training.

404.2.2 LEVEL II

A level II, Intermediate level ERT team is capable of providing containment and intervention. Additionally, these teams possess tactical capabilities above the Level I teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of their on-duty time should be devoted to training with supplemental training for tactical capabilities above the Level I team.

Quincy Police Department

Policy Manual

Crisis Response Unit

404.2.3 LEVEL III

A Level III, Advanced level ERT team is an ERT team whose personnel function as a full-time unit. Generally 25 percent of their on-duty time is devoted to training. Level III teams operate in accordance with contemporary best practices. Such units possess both skills and equipment to utilize tactics beyond the capabilities of Level I and Level II teams.

404.3 POLICY

It shall be the policy of this department to maintain an ERT team and to provide the equipment, manpower, and training necessary to maintain an ERT team. The ERT team should develop sufficient resources to perform three basic operational functions:

- (a) Command and Control.
- (b) Containment.
- (c) Entry/Apprehension/Rescue.

It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, team administrators and potential incident commanders. Nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training levels due to the exigency of the circumstances. The preservation of innocent human life is paramount.

404.3.1 POLICY CONSIDERATIONS

A needs assessment should be conducted to determine the type and extent of ERT missions and operations appropriate to this department. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the ERT Commander or his/her designee.

404.3.2 ORGANIZATIONAL PROCEDURES

This department shall develop a separate written set of organizational procedures which should address, at minimum, the following:

- (a) Locally identified specific missions the team is capable of performing.
- (b) Team organization and function.
- (c) Personnel selection and retention criteria.
- (d) Training and required competencies.
- (e) Procedures for activation and deployment.
- (f) Command and control issues, including a clearly defined command structure.
- (g) Multi-agency response.
- (h) Out-of-jurisdiction response.
- (i) Specialized functions and supporting resources.

Quincy Police Department

Policy Manual

Crisis Response Unit

404.3.3 OPERATIONAL PROCEDURES

This department shall develop a separate written set of operational procedures in accordance with the determination of their level of capability, using sound risk reduction practices. The operational procedures should be patterned after the National Tactical Officers Association Suggested SWAT Best Practices. Because such procedures are specific to CRU members and will outline tactical and officer safety issues, they are not included within this policy. The operational procedures should include, at minimum, the following:

- (a) Designated personnel responsible for developing an operational or tactical plan prior to, and/or during ERT operations (time permitting).
 - 1. All ERT team members should have an understanding of operational planning.
 - 2. ERT team training should consider planning for both spontaneous and planned events.
 - 3. ERT teams should incorporate medical emergency contingency planning as part of the ERT operational plan.
- (b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
 - 1. When possible, briefings should include the specialized units and supporting resources.
- (c) Protocols for a sustained operation should be developed which may include relief, rotation of personnel and augmentation of resources.
- (d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of ERT.
- (e) The appropriate role for a trained negotiator.
- (f) A standard method of determining whether or not a warrant should be regarded as high-risk.
- (g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.
- (h) Post incident scene management including:
 - 1. Documentation of the incident.
 - 2. Transition to investigations and/or other units.
 - 3. Debriefing after every deployment of the ERT team.
 - (a) After-action team debriefing provides evaluation and analysis of critical incidents and affords the opportunity for individual and team assessments, helps to identify training needs, and reinforces sound risk management practices.

Quincy Police Department

Policy Manual

Crisis Response Unit

- (b) Such debriefing should not be conducted until involved officers have had the opportunity to individually complete necessary reports or provide formal statements.
 - (c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.
 - (d) When appropriate, debriefing should include specialized units and resources.
- (i) Sound risk management analysis.
- (j) Standardization of equipment deployed.

404.4 TRAINING NEEDS ASSESSMENT

The ERT/CRU Commander shall conduct an annual ERT Training needs assessment to ensure that training is conducted within team capabilities and department policy.

404.4.1 INITIAL TRAINING

ERT team operators will be deployed in a limited capacity until successful completion of ILETSB-certified Basic SWAT Course or its equivalent.

- (a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content (topics) meet or exceed department requirements or ILETSB standardized training recommendations.

404.4.2 UPDATED TRAINING

Appropriate team training for the specialized ERT functions and other supporting resources should be completed prior to full deployment of the team.

404.4.3 SUPERVISION AND MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the ERT function at the organizational level to ensure personnel who provide active oversight at the scene of ERT operations understand the purpose and capabilities of the teams.

404.4.4 ERT ONGOING TRAINING

Training shall be coordinated by the CRU Commander. The CRU Commander may conduct monthly training exercises that include a review and critique of personnel and their performance in the exercise in addition to specialized training. Training shall consist of the following:

- (a) Each ERT member shall perform a physical fitness test once each year. A minimum qualifying score must be attained by each team member.
- (b) Any ERT team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest and attain a qualifying score. Within 60 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.

Quincy Police Department

Policy Manual

Crisis Response Unit

- (c) Those members who are on vacation, ill, or are on light duty status with a doctor's note of approval on the test date, shall be responsible for reporting to a team supervisor and taking the test within 60 days of their return to regular duty. Any member, who fails to arrange for and perform the physical fitness test within the 60-day period, shall be considered as having failed to attain a qualifying score for that test period.
- (d) Each ERT team member shall perform the mandatory ERT firearm qualification course. The qualification course shall consist of the standardized ERT rifle/handgun qualification course. Failure to qualify will require that officer to seek remedial training from a team range master approved by the CRU Commander. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days with or without remedial training may result in dismissal from the team. ERT operators are expected to attend bi-monthly firearms training in addition to ERT firearms training.
- (e) Each ERT team member shall complete the annual ERT qualification course for any specialty weapon issued to, or used by, the team member during SWAT operations. Failure to qualify will require the team member to seek remedial training from the Range Officer who has been approved by the CRU Commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on ERT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.4.5 TRAINING SAFETY

Use of a designated safety officer should be considered for all tactical training.

404.4.6 SCENARIO BASED TRAINING

ERT teams should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

404.4.7 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Training Section.

404.5 UNIFORMS, EQUIPMENT, AND FIREARMS

404.5.1 UNIFORMS

ERT teams from this agency should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

404.5.2 EQUIPMENT

ERT teams from this agency should be adequately equipped to meet the specific mission(s) identified by the agency.

Quincy Police Department

Policy Manual

Crisis Response Unit

404.5.3 FIREARMS

Weapons and equipment used by ERT, the specialized units, and the supporting resources should be agency-issued or approved, including any modifications, additions, or attachments.

404.6 MANAGEMENT/SUPERVISION OF CRISIS RESPONSE UNIT

The Commander of the CRU shall be selected by the Chief of Police upon recommendation of staff.

404.6.1 PRIMARY UNIT MANAGER

Under the direction of the Chief of Police, through the Deputy Chief of Operations, the Crisis Response Unit shall be managed by a sworn supervisor.

404.6.2 TEAM LEADERS

The Negotiation Team and Emergency Response Team will be supervised by select sworn members.

The team leaders shall be selected by the Chief of Police upon specific recommendation by staff and the CRU Commander.

The following represent the team leaders responsibilities for the Crisis Response Unit.

- (a) The Negotiation Team leader's primary responsibility is to supervise the operations of the Negotiation Team which will include deployment, training, first line participation, and other duties as directed by the CRU Commander.
- (b) The Emergency Response Team leader's primary responsibility is to supervise the operations of the ERT Team, which will include deployment, training, first line participation, and other duties as directed by the CRU Commander.

404.7 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The Crisis Negotiation Team has been established to provide skilled verbal communicators who may be utilized to attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages, barricaded themselves, or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Crisis Negotiation Team.

404.7.1 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a letter of interest to the Crisis Negotiator Team leader. A copy will be forwarded to the CRU Commander. Qualified applicants will then be invited to an oral interview. The oral board will consist of the CRU Commander, the Crisis Negotiation Team leader, and any other members selected by the two. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.

Quincy Police Department

Policy Manual

Crisis Response Unit

- (c) Effective communication skills to ensure success as a negotiator.
- (d) Special skills, training, or appropriate education as it pertains to the assignment.
- (e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions, and training obligations.

The CRU Commander will forward the board's appointment recommendation to the Chief of Police for final approval.

404.7.2 TRAINING OF NEGOTIATORS

Those officers selected as members of the Negotiation Team should attend the Basic Negotiators Course as approved by the Illinois Law Enforcement Training Standards Board (ILETSB) prior to primary use in an actual crisis situation.. Additional training will be coordinated by the team leader.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team leader.

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the team leader. Performance and efficiency levels, established by the team leader, will be met and maintained by all team members. Any member of the Negotiation Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

404.8 ERT TEAM ADMINISTRATIVE PROCEDURES

The Emergency Response Team (ERT) Team was established to provide a skilled and trained team which may be deployed during events requiring specialized tactics in such situations as cases where suspects have taken hostages and/or barricaded themselves as well as prolonged or predictable situations in which persons armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the Special Weapons and Tactics Team.

404.8.1 SELECTION OF PERSONNEL

Interested sworn personnel shall submit a letter of interest to the ERT leader,, a copy of which will be forwarded to the CRU Commander and other ERT supervisors. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the ERT leader. The testing process will consist of an oral board, physical agility, ERT firearms qualification, and team evaluation.

- (a) Oral board: The oral board will consist of personnel selected by the CRU Commander. Applicants will be evaluated by the following criteria:
 - 1. Recognized competence and ability as evidenced by performance.
 - 2. Demonstrated good judgment and understanding of critical role of SWAT member.

Quincy Police Department

Policy Manual

Crisis Response Unit

3. Special skills, training, or appropriate education as it pertains to this assignment.
 4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.
- (b) Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as it relates to performance of SWAT-related duties. The test and scoring procedure will be established by the CRU Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.
 - (c) ERT firearms qualification: Candidates will be invited to shoot the ERT qualification course. A minimum qualifying score of must be attained to qualify.
 - (d) Team evaluation: Current team members will evaluate each candidate on his/her field tactical skills, teamwork, ability to work under stress, communication skills, judgment, and any special skills that could benefit the team.
 - (e) A list of successful applicants will be maintained for a reasonable period of time. When there is an opening on the ERT, the CRU Commander will forward an appointment recommendation to the Chief of Police for final approval.

404.8.2 TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the CRU Commander. The performance and efficiency level, as established by the team leader, will be met and maintained by all ERT members. Any member of the ERT Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 OPERATION GUIDELINES FOR CRISIS RESPONSE UNIT

The following procedures serve as guidelines for the operational deployment of the Crisis Response Unit. Generally, the Special Weapons and Tactics Team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Crisis Negotiation Team such as warrant service operations. This shall be at the discretion of the CRU Commander.

404.9.1 ON-SCENE DETERMINATION

The supervisor in charge on the scene of a particular event will assess whether the Crisis Response Unit may need to respond to the scene. The CRU Commander or his/her designee shall be contacted in order to make a determination if any CRU members shall be deployed.

404.9.2 APPROPRIATE SITUATIONS FOR USE OF CRISIS RESPONSE UNIT

The following are examples of incidents which may result in the activation of the Crisis Response Unit:

- (a) Barricaded suspects who refuse an order to surrender.
- (b) Incidents where hostages are taken.
- (c)

Quincy Police Department

Policy Manual

Crisis Response Unit

- (d) Arrests of dangerous persons.
- (e) Any situation that could enhance the ability to preserve life, maintain social order, and ensure the protection of property.

404.9.3 OUTSIDE AGENCY REQUESTS

Requests for assistance from outside agency crisis units must be approved by the Deputy Chief of Operations or his/her designee.

Deployment of the Quincy Police Department Crisis Response Unit in response to requests by other agencies must be authorized by the Department Chief of Operations or his/her designee.

404.9.4 MULTI-JURISDICTIONAL ERT OPERATIONS

The ERT team, including relevant specialized units and supporting resources, should develop protocols, agreements, MOUs, or working relationships to support multi-jurisdictional or regional responses.

- (a) If it is anticipated that multi-jurisdictional ERT operations will regularly be conducted; ERT multi-agency and multi-disciplinary joint training exercises are encouraged.
- (b) Members of the Quincy Police Department ERT team shall operate under the policies, procedures and command of the Quincy Police Department when working in a multi-agency situation.

404.9.5 MOBILIZATION OF CRISIS RESPONSE UNIT

The On-Scene supervisor shall make a request to the Watch Commander for the Crisis Response Unit. The Watch Commander shall then notify the CRU Commander or designee. A current mobilization list shall be maintained in the Watch Commander's office by the CRU Commander or designee.

The Watch Commander should advise the CRU Commander or designee with as much of the following information which is available at the time:

- (a) The number of suspects, known weapons and resources.
- (b) If the suspect is in control of hostages.
- (c) If the suspect is barricaded.
- (d) The type of crime involved.
- (e) If the suspect has threatened or attempted suicide.
- (f) The location of the command post and a safe approach to it.
- (g) The extent of any perimeter and the number of officers involved.
- (h) Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

The CRU Commander or designee shall determine which CRU members are to respond and decide how to notify those members.

Quincy Police Department

Policy Manual

Crisis Response Unit

404.9.6 FIELD UNIT RESPONSIBILITIES

While waiting for the Crisis Response Unit, field personnel should, if reasonably practicable:

- (a) Establish an inner and outer perimeter.
- (b) Establish a command post outside of the inner perimeter.
- (c) Establish an arrest/response team. The team actions may include:
 - 1. Securing any subject or suspect who may surrender.
 - 2. Taking action to mitigate a deadly threat or behavior.
- (d) Evacuate any injured persons or citizens in the zone of danger.
- (e) Attempt to establish preliminary communication with the suspect. Once the CRU has arrived, all negotiations should generally be halted to allow the negotiators and ERT time to set up.
- (f) Be prepared to brief the CRU Commander on the situation.
- (g) Plan for, and stage, anticipated resources.

404.9.7 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the Crisis Response Unit at the scene, the Incident Commander shall brief the CRU Commander and team leaders about the situation. Upon review, it will be the Incident Commander's decision, with input from the CRU Commander, whether to deploy the Crisis Response Unit. Once the Incident Commander authorizes deployment, the CRU Commander will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security, and support for the Crisis Response Unit. The Incident Commander and the CRU Commander (or his/her designee) shall maintain communications at all times.

404.9.8 COMMUNICATION WITH CRISIS RESPONSE UNIT PERSONNEL

All of those persons who are non-Crisis Response Unit personnel should refrain from any non-emergency contact or interference with any member of the unit during active negotiations. Operations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with Crisis Team personnel directly. All non-emergency communications shall be channeled through the Negotiation Team leader or his/her designee.

Ride-Alongs

405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

405.1.1 ELIGIBILITY

The Quincy Police Department Ride-Along Program is offered to residents, students, and those employed within the City of Quincy. Every attempt will be made to accommodate interested persons, however, any applicant may be disqualified without cause.

Participation:

- (a) The following individuals or groups of individuals shall be eligible to participate in the department's Ride-Along Program upon approval by the Chief of Police or his designee. Also indicated in parentheses is the number of times each individual or group will be allowed to participate on a calendar year basis.
 1. Quincy Auxiliary Police Officers (unlimited).
 2. A sworn police officer from another jurisdiction (unlimited).
 3. College interns (unlimited during internship).
 4. Civilian employees of the Quincy Police Department (six).
 5. 9-1-1 Telecommunicators (six).
 6. Members of the Law Enforcement Explorer's Post (six).
 7. The family members of a Quincy Police Officer (six).
 8. Members of the Quincy Citizens Police Academy Alumni Association (six).
 9. Attendees of the Quincy Citizens Police Academy (two).
 10. Fiancé (two)
 11. Others as approved by the Chief of Police (limitations set by the Chief of Police).

The Chief of Police, or designee, may grant authorization for additional individuals or groups of individuals to participate in the Ride-Along Program if such authorization is consistent with the objectives of the program. This authorization shall normally be restricted to those who have a direct interest in the activities and operation of the department or are in some way involved in the Criminal Justice System. A possible example would be a request from a member of the State's Attorney Office.

405.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions.

Quincy Police Department

Policy Manual

Ride-Alongs

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

405.2 PROCEDURE TO REQUEST A RIDE-ALONG

A request for a ride-a-long should be initiated by either the requesting participant or an officer seeking permission for an individual to ride. [See attachment: Ride Along Request Form 2022.pdf](#)

Generally, ride-along requests will be scheduled by the Office Administrator. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Illinois driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must complete the Ride-Along Form. [See attachment: Ride Along Approval Waiver - Bring to Ride Along 2024.pdf](#)

The Office Administrator will schedule a date, based on availability. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for scheduling consideration.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise them of the denial.

405.2.1 RIDE A LONG PROTOCOL

All ride-along participants are required to review the restrictions guide prior to participating in the ride along. [See attachment: Ride Along Restrictions Guide.pdf](#)

Participants are required to be dressed in business casual attire. The Watch Commander or Shift Supervisor may refuse a ride along to anyone not properly dressed.

Ride-along participants are not allowed to carry, display, or use, in any manner, any firearm or other weapon. This applies even if they have a valid Concealed Carry license or a Retired Officer Concealed Carry permit. An exception to this would be a life or death situation where the ride-along participant feels it necessary to defend the officer's life or their own by using the officer's and/or the squad car's weapons.

- (a) Certified law enforcement officers are exempt from this restriction.
- (b) On a case by case consideration, retired officers of the Quincy Police Department who have a valid Retired Officer Concealed Carry permit may be permitted to carry but only after being approved to do so by the Chief of Police.
- (c) Anyone allowed to carry a firearm must abide by the following regulations:
 - 1. The firearm must be carried in a holster.
 - 2. An active officer in full uniform may have the firearm visible, but anyone in plain clothes must conceal the firearm from view.
 - 3. Not allowed to participate in any arrest situation unless directed by an officer to render assistance.
 - 4. Not allowed to actively participate in any investigative activity in any manner unless specifically authorized by the Watch Commander.

Quincy Police Department

Policy Manual

Ride-Alongs

5. Not allowed to get out of a department squad car, marked or un-marked, during the initial approach of a suspect vehicle by an officer and/or when the officer is interacting with the driver and/or occupants of the suspect vehicle.

The Watch Commander or Shift Supervisor will ensure that the ride-along participant has completed their Release and Waiver of Liability form as required. This should include ensuring that the waiver has been signed by a parent or legal guardian for a ride-along participant who is under the age of 18.

405.2.2 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride along with on-duty officers without the expressed consent of the Watch Commander. In the event that such a ride along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

405.2.3 RIDE-ALONG CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an automated check through LEADS prior to their approval to ride along with a law enforcement officer (provided that the ride-along is not an employee of the Quincy Police Department).

405.3 OFFICER'S RESPONSIBILITY

The officer shall advise the telecommunicator that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The telecommunicator will be advised of the situation and as soon as practical have another patrol unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time. The Watch Commander shall be immediately notified of any injury or noteworthy incident involving the ride-along.

Upon completion of the ride-along, the observer badge shall be returned to the Watch Commander.

Only sworn Quincy Police Officers, other authorized departmental personnel, certified law enforcement officers and college interns shall be allowed access to any official departmental correspondence including, but not limited to:

- (a) Police reports.
- (b) Arrest records.
- (c) Tip sheets.
- (d) Memorandums.
- (e) Homeland Security type information designated "For Law Enforcement Use Only".

Quincy Police Department

Policy Manual

Ride-Alongs

405.4 CONTROL OF RIDE-ALONG

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.
- (c) The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (e) Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (f) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure.

406.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure. Hazardous materials are characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees are called to the scene where there is a suspected hazardous material spill, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Employees should be mindful that if they can taste, smell, or touch any unknown material, they are exposed.
- (b) Employees should do their best to keep themselves and innocent bystanders uphill and upwind from any suspected hazardous materials.
- (c) Notify the Fire Department.
- (d) Attempt to identify type of hazardous substance. Identification can be determined by placard, driver's manifest or statements from the person transporting the material.
- (e) Provide first-aid for injured parties if it can be done safely and without contamination.
- (f) If appropriate, begin evacuation of the immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary.

406.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor and contact MedCor. Each exposure shall be documented by the employee in a General Offense Report. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

Quincy Police Department

Policy Manual

Hazardous Material Response

406.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure. A supervisor should complete an On Duty Injury Incident report.

Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

Officer in Charge – The highest ranking member of the patrol section present at the scene who formally assumes command of the incident. In the absence of a supervisor, the CRU Commander, if on scene, shall be the officer in charge. Ultimately a command level supervisor, who is not assigned to CRU should respond and assume command of the overall incident.

407.2 POLICY

It is the policy of the Quincy Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and seek the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

Quincy Police Department

Policy Manual

Hostage and Barricade Incidents

407.3.1 EMERGENCY COMMUNICATIONS

Should circumstances at the scene permit, Department supervisors or negotiators may promptly contact the Office of the State Attorney for assistance in obtaining an ex parte order to intercept audio communications at the scene (725 ILCS 5/108B-3).

Additionally, Department negotiators or individuals summoned by officers to provide assistance, may use an eavesdropping device, including a camera or audio device, during an ongoing hostage and barricade incident when such use is necessary to protect the safety of officers or members of the general public (720 ILCS 5/14-3(o)).

407.4 FIRST RESPONDING OFFICERS RESPONSIBILITIES

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication. If communication is established the officers should request that the subject surrender. If there is indication the subject will not surrender, officers should attempt to maintain lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Request medical assistance, if necessary.
- (b) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so.
- (c) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (d) Request additional personnel, resources and equipment as needed (e.g., canine team).
- (e) Provide responding emergency personnel with a safe arrival route to the location.
- (f) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

Quincy Police Department

Policy Manual

Hostage and Barricade Incidents

- (g) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (h) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (i) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

407.4.2 HOSTAGE SITUATION

If after attempting to establish communication (see 407.3 above), Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

- (a) Request medical assistance, if necessary.
- (b) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so.
- (c) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (d) Officers should do everything possible, up to and including the use of deadly force, to keep a hostage taker from moving hostages from the initial location. The statistical probability that a hostage will be killed or seriously injured increases significantly if the hostage taker is allowed to move the hostages from the location.
- (e) Establish a team in the event it becomes necessary and is practical to rapidly enter a building, structure, or vehicle.
- (f) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- (g) Request additional personnel, resources, and equipment as needed (e.g., canine team).
- (h) Provide responding emergency personnel with a safe arrival route to the location.
- (i) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (j) Coordinate pursuit or surveillance vehicles and control of travel routes.

Quincy Police Department

Policy Manual

Hostage and Barricade Incidents

- (k) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (l) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- (m) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (n) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Deputy Chief of Operations.
- (o) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, ensure that a line of communication has been attempted (see 407.3 above), establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a Crisis Response Unit (CRU) response if appropriate and apprising the CRU Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Ensure attempts have been made to request the subject's surrender.
- (d) Notify Watch Commander.
- (e) Request crisis negotiators, specialized units, additional personnel, resources, or equipment as appropriate.
- (f) Establish a command post location as resources and circumstances permit.
- (g) Designate assistants who can help with intelligence information and documentation of the incident.
- (h) If it is practicable to do so, arrange for video documentation of the operation.
- (i) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- (j) Direct non-essential personnel away from the scene.
- (k) Identify a media staging area outside the outer perimeter and have the department Deputy Chief of Operations or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
- (l) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (m) Debrief personnel and review documentation as appropriate.

Quincy Police Department

Policy Manual

Hostage and Barricade Incidents

407.6 WATCH COMMANDER RESPONSIBILITIES

Upon notification of a high risk critical incident, the Watch Commander shall:

- (a) Ensure a supervisor is responding to the scene. If a field supervisor is not available to respond, the Watch Commander shall make arrangements to respond.
- (b) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Deputy Chief of Operations.
- (c) Ensure adequate law enforcement coverage for the remainder of the city during the incident.

407.7 CRISIS RESPONSE UNIT RESPONSIBILITIES

Once the decision is made to deploy the CRU, the CRU Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the CRU. The Incident Commander and the CRU Commander or the authorized designee shall maintain communications at all times.

407.8 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Quincy Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Quincy Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 QUINCY POLICE DEPARTMENT FACILITY

If the bomb threat is against the Quincy Police Department facility, the Watch Commander will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Quincy Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

Quincy Police Department

Policy Manual

Response to Bomb Calls

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Quincy, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 - 1. No evacuation of personnel and no search for a device.
 - 2. Search for a device without evacuation of personnel.
 - 3. Evacuation of personnel without a search for a device.
 - 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when police assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

- (a) The appropriate level of assistance.

Quincy Police Department

Policy Manual

Response to Bomb Calls

- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
 - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
 - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
 - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 - (a) Two-way radios
 - (b) Cell phones (body-worn camera)
 - (c) Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Watch Commander including:
 - 1. The time of discovery.

Quincy Police Department

Policy Manual

Response to Bomb Calls

2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

Quincy Police Department

Policy Manual

Response to Bomb Calls

408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Crisis Intervention

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Crisis Intervention Team (CIT): The Crisis Intervention Team is made up of department members who have received additional training in interpersonal skills that prepares them to handle incidents and attempt to safely deescalate situations involving individuals with mental illness who are in crisis.

Crisis Intervention Team Officer: Police officer who has completed the forty-hour training program for crisis intervention techniques and is appointed to the team by the CIT Coordinator with approval by the Chief of Police.

Developmental Disability: A condition attributable to brain injury, autism, intellectual disability, or another neurological condition closely related to intellectual disability or requiring treatment similar to that required for intellectual disability, which has continued or can be expected to continue indefinitely and constitutes a substantial handicap to the afflicted individual. Developmental disability does not include senility that is primarily caused by the process of aging or infirmities of aging.

Drug Dependent: A person who uses one or more drugs to the extent that the person's health is substantially impaired or his or her social or economic functioning is substantially disrupted.

Mental Disorder: Any organic, mental, or emotional impairment which has substantial adverse effects on a person's cognitive, volitional, or emotional function and which constitutes a substantial impairment in a person's ability to participate in activities of living.

Mental Illness: A state of impaired mental processes, that can present a wide range of conditions, which results in a distortion of a person's capacity to recognize reality due to hallucinations, delusions, faulty perceptions, or alterations of mood, and interferes with an individual's ability to reason, understand or exercise conscious control over the individual's actions. This can include, but is not limited to schizophrenia, bipolar disorder (manic depression), major depression, schizoid-affective disorder, panic disorder, OCD, borderline personality disorder, and other mental illnesses as defined in the DSM-IV (Diagnostic and Statistical Manual of Mental Disorders as published by the American Psychiatric Association, most current edition) that can cause disturbances in thinking, feeling, and relating with others or the environment. For purposes of involuntary commitment, mental illness means a substantial disorder of thought, mood, perception,

Quincy Police Department

Policy Manual

Crisis Intervention

orientation, or memory which grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life, but does not include alcoholism.

Person in Crisis: A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

Reasonable Cause: Is such a state of facts as would lead a person of ordinary care and prudence to believe and conscientiously entertain honest and strong suspicion that the person in question is suffering from mental illness/disorder.

409.2 POLICY

The Quincy Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing mental health crisis. This is to ensure equitable and safe treatment of all involved and to provide pre-arrest diversion of the mentally ill from the criminal justice system.

It is the policy of the Quincy Police Department to use, whenever possible, a specially trained group of sworn officers, known as the Crisis Intervention Team(CIT), who will respond to the mentally ill in crisis. CIT members will only handle those incidents that do not rise to the level of a high-risk incident.

409.3 SIGNS

Personnel should be alert to any of the following signs of possible mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Quincy Police Department

Policy Manual

Crisis Intervention

Personnel should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police will designate the Crisis Intervention Team (CIT) Coordinator. The Coordinator shall work with the department Training Coordinator who will assist with administrative and operational activities.

The CIT Coordinator will function as a liaison between the Quincy Police Department and all outside mental health providers to coordinate services.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crisis, and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers, CIT officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

Quincy Police Department

Policy Manual

Crisis Intervention

When available, a Crisis Intervention Team Member shall respond to all calls or incidents involving a confirmed or suspected mentally ill person in crisis.

409.6 DE-ESCALATION

Those responding officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responders should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner and respect barriers if tactically safe
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responders generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice, or use threats to obtain compliance.

409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the responders should request that the dispatcher provide critical information as it becomes available.

This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police responses.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

Quincy Police Department

Policy Manual

Crisis Intervention

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis when feasible. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 INCIDENT REPORTING

Personnel engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Personnel having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

Personnel having contact with an individual suspected of suffering from mental illness are required to complete and submit the electronic deflection form by clicking the shortcut on the laptop computer. An electronic copy of the form will go to the CIT Coordinator for review and follow-up.

[See attachment: Deflection - Officer Referral Form.pdf](#)

409.9.1 DIVERSION

Individuals who are not being arrested should be referred to Behavioral Health Services when necessary and/or processed in accordance with the Civil Commitments Policy when applicable.

409.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian personnel may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Personnel should treat all individuals equally and with dignity and respect.
- (b) If it is believed that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Personnel should be aware and understand that the person may make unusual or bizarre claims or requests.

Quincy Police Department

Policy Manual

Crisis Intervention

If a person's behavior makes the personnel feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the personnel to believe that the person may cause harm to themselves or others, an officer should be promptly summoned to provide assistance.

409.11 EVALUATION

The CIT Coordinator should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

409.12 TRAINING

Subject to available resources, the Department will provide training to department members to enable them to effectively interact with persons in crisis.

Training may include the ILETSB's training on crisis response (50 ILCS 705/10.17).

409.13 CRISIS INTERVENTION TEAM

A Crisis Intervention Team (CIT) is a team of specially trained sworn officers who have received additional training in interpersonal skills that prepares them to handle incidents and safely deescalate situations involving individuals with mental illness who are in crisis. Members of the CIT are appointed by the CIT Coordinator with approval of the Chief of Police.

CIT Training:

- (a) All CIT members must successfully complete a forty-hour course for certification.
- (b) The CIT Coordinator or designee will maintain a record of all training conducted involving team members.
- (c) At the conclusion of each training session, a copy of any certificates or completion records, shall be provided to the Training Section for inclusion in the member's training file.
- (d) Additional training is mandatory for CIT members. If a member is unable to attend training he/she must notify the CIT Coordinator or designee as soon as possible as provided in the department's training policy.
- (e) Repeated absences from mandatory training may result in disciplinary action and/or the member's removal from the team.

Utilization of a CIT member for mentally/emotionally ill person:

- (a) The CIT Coordinator will provide Dispatch and the Shift/Unit Commanders with a list of all current CIT members. The daily schedule submitted to Dispatch shall have the names of the CIT members on duty.
- (b) Communications may refer to the list for dispatch or may request a CIT officer over the radio.

Quincy Police Department

Policy Manual

Crisis Intervention

- (c) Response by a CIT member to a call involving a confirmed or suspected mentally or emotionally ill person in crisis does not relieve the primary officer from their responsibility for the call, or from any resulting follow up, paperwork and/or arrests stemming from the call.
- (d) A CIT member who responds to a call involving a confirmed or suspected mentally or emotionally ill person in crisis shall be released from the call/investigation if they are no longer needed and are not the primary officer.
- (e) The Hostage Negotiations Team will be deployed to incidents involving the mentally/emotionally ill that have risen to a high risk situation.
- (f) Members of CIT may be dispatched as first responders prior to the arrival of the Hostage Negotiations Team.

CIT officer on scene:

- (a) The first CIT officer on the scene shall be responsible for dealing with the mentally/emotionally ill person in crisis, such actions to include dialogue with the person, determining the appropriate action to be taken and all necessary paperwork. Other officers on the scene shall provide necessary backup as needed. If the CIT officer is the primary, then the CIT officer shall maintain responsibility for the entire call or incident unless otherwise directed by a supervisor.
- (b) In all cases, the primary officer will complete an electronic Mental Health Form and submit the form with copies of any supporting paperwork to the CIT Coordinator. This form is not to be included in any incident report or submitted to the Records Section.
- (c) Crisis Intervention Team members will be dispatched where the mentally ill consumer, family or a recognized agency specifically request a CIT trained officer.

Dispatch protocol:

- (a) The call taker will ascertain as much information as possible with regards to weapons, violent tendencies, types of mental illness, co-occurring disorder (alcohol/drug abuse), name of person in crisis, names of any prescribed medications, local doctor/psychiatrist name, history of suicide attempts and any other information as available.
- (b) If the initial call to 911 indicates the person involved suffers from a mental illness, an on duty CIT member, if available, will be dispatched along with back up.
- (c) When there is no CIT officer available to respond, the appropriate number of officers will be sent to the call and the dispatcher will advise responding units that no CIT officer is available.
- (d) The first officer on scene of a mental/emotional crisis, where a CIT officer is working but not initially available for response, will weigh the situation based on information and circumstances as presented and/or known to them. If the situation is one that the responding officer reasonably concludes that a CIT officer is necessary, the officer will do one of the following as appropriate.
 - 1. If there is a CIT on duty but they are on another call, make a request through dispatch to "clear" a CIT officer. The dispatcher in accordance with the on-scene

Quincy Police Department

Policy Manual

Crisis Intervention

officers request, will contact the watch commander for approval to clear the closest CIT officer from their current call, unless that is another mental/emotional crisis call and, if approved, dispatch will clear the CIT officer from their call and send them to the requested location.

2. If the on duty CIT officer cannot be cleared or there is no CIT officer on duty then a request for a county CIT officer shall be made but only after having been approved by the Watch Commander first.
3. CIT shall not be dispatched on any overdose call (intentional or accidental) that has occurred where the individual is not reported or diagnosed as having a mental illness, and the individual is not violent/combative, unless the call takes place in the CIT officers assigned area.
4. CIT shall not be dispatched if the individual is being transported to a medical facility on a voluntary basis, or the caller is requesting transportation to a mental health facility.
5. A CIT officer may volunteer to handle a call that he/she believes a CIT officer may be an asset in the situation. The CIT officer may know the person to be mentally ill or knows the location to be a residence/outpatient home of the mentally ill.

Refer to the Civil Commitments Policy #410 for procedures regarding detention and hospitalization.

Reporting:

- (a) All General Offense Reports generated from an incident meeting CIT criteria which list offenses such as battery, criminal damage, etc., should also include the offense code of "Other Mental Subject" on the GOR cover sheet.
- (b) Officers will be responsible for advising communications of the final disposition as "CIT/Mental" of any call not originally dispatched as such.
- (c) In addition to appropriate existing departmental report forms, the CIT officer will file a CIT Incident Report Form. A copy shall be forwarded to the CIT Coordinator for annual report.

Civil Commitments

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual under a civil commitment (405 ILCS 5/1-100 et seq.).

410.2 POLICY

It is the policy of the Quincy Police Department to protect the public and individuals through legal and appropriate use of the civil commitment process.

410.3 AUTHORITY

An officer responding to or handling a call involving a suspected civil commitment may take that person into custody and transport that person to an approved mental health facility when the officer has reasonable grounds to believe the person is in need of immediate hospitalization to protect such person or others from physical harm (405 ILCS 5/3-606).

410.3.1 MINORS

An officer may take a minor into custody and transport the minor to a mental health facility when there is reasonable grounds to believe that the minor has a mental illness or emotional disturbance of such severity that hospitalization is necessary to protect the juvenile or others from physical harm, and that the minor is likely to benefit from inpatient treatment (405 ILCS 5/3-503; 405 ILCS 5/3-504(b)).

410.3.2 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for civil commitment, the officer may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should take proper action to facilitate the individual transport to the appropriate mental health facility.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a civil commitment should consider, as time and circumstances reasonably permit:

- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Civil commitments should be preferred over arrest for individuals who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

Quincy Police Department

Policy Manual

Civil Commitments

410.5 TRANSPORTATION

When transporting any individual for a civil commitment, the transporting officer may have Dispatch notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

If there is evidence that the individual to be transported has ingested any harmful substances or has any injury requiring medical attention, they shall be transported by ambulance. The purpose for this is so the individual can be medically monitored during transport.

In circumstances where the individual is combative and restraints beyond handcuffing are necessary, the individual shall be transported by ambulance.

When a detainee is being transported by an ambulance and an officer is riding along, Dispatch shall be notified.

Except in circumstances listed above, an officer may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written petition for involuntary admission and remain present to provide clarification of the grounds for detention, upon request (405 ILCS 5/3-606).

Generally any officer should not assist facility staff with the restraint of an individual; however when exigent circumstance are present, the officer may assist facility staff. If the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. If requested, officers may assist with controlling an individual, but shall not apply facility-ordered restraints.

Officers shall not restrain individuals for the purpose of administering medication.

410.7 DOCUMENTATION

A General Offense Report and a Petition for Involuntary Admission shall be completed in the following circumstances:

- (a) Any involuntary admission initiated by the officer.
- (b) Any voluntary admission during which the officer develops enough information that an involuntary admission could be sought.

A Mental Health Form shall be completed in the following circumstances:

- (a) Any circumstance that requires a General Offense Report as listed above.
- (b) Any voluntary admission that involves an officer transporting the individual.
- (c) Any voluntary or involuntary admission that requires police involvement.

Quincy Police Department

Policy Manual

Civil Commitments

410.7.1 NOTIFICATION TO ILLINOIS STATE POLICE

A member who reasonably determines that a person poses a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), shall ensure this information is reported to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). Such notification shall be completed utilizing the ISP Law Enforcement Portal. The fact that the ISP has been notified and the manner of notification should be documented.

410.8 CRIMINAL OFFENSES

When an individual who may qualify for a civil commitment has committed a criminal offense that would normally result in an arrest and transfer to a jail facility, the officer shall:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts supporting the civil commitment and determine if qualifications for a mental health professional call-in request is warranted.
- (c) If it is determined the individual is in need of civil commitment, facilitate the individual's transfer to the appropriate mental health facility.
- (d) If it is determined the individual is cleared for incarceration, facilitate the individual's transfer to the jail facility.
- (e) Thoroughly document the circumstances in a General Offense Report.

If the medical facility recommends the individual be admitted, the officer shall notify the supervisor. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of the department to regain custody of the individual, department resources (e.g., posting a guard), and other relevant factors when making the decision of how to proceed.

410.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a civil commitment, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any confiscated firearm or other weapon that has been taken into custody.

Quincy Police Department

Policy Manual

Civil Commitments

410.9.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

Prior to the return of any firearm or weapon, the Evidence Custodian will have obtained written authorization from the case officer. If the case officer is unavailable, written authorization will be sought from a sworn supervisor. The Evidence Custodian will not release any firearm or weapon without having first obtained this written authorization.

410.10 TRAINING

This department will endeavor to provide training approved by the Illinois Law Enforcement Training and Standards Board on interaction with persons with a mental illness, civil commitments, and crisis intervention.

Notice to Appear or Summons Releases

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Quincy Police Department with guidance on when to release adults who are suspected offenders on a summons, notice to appear in court, or citation for a criminal offense, rather than having the person held in custody for a court appearance or on condition of pretrial release.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

411.2 POLICY

The Quincy Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons, notice to appear, or citation when authorized to do so.

411.3 RELEASE

An officer shall issue a citation to appear in lieu of arrest to an individual accused of any offense that is not a felony or Class A misdemeanor when the individual (725 ILCS 5/109-1):

- (a) Presents valid identification.
- (b) Does not reasonably appear to pose a threat to members of the community or any person.
- (c) Does not reasonably appear to have any obvious medical or mental health issues that pose a risk to the individual's safety.
- (d) Ceases the criminal activity after the issuance of the citation.

An officer may, when arresting an individual for an offense for which pretrial release may not be denied, release the individual without taking the individual before a court (725 ILCS 5/109-1). A notice to appear may also be issued for certain individuals arrested without a warrant (725 ILCS 5/107-12).

411.4 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

- (a) The type of offense committed.
- (b) The known criminal history of the suspected offender.
- (c) The ability to identify the suspected offender with reasonable certainty.
- (d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
- (e) The individual's ties to the area, such as residence, employment or family.

Quincy Police Department

Policy Manual

Notice to Appear or Summons Releases

- (f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.
- (g) There is an articulable danger to the community, property, or an individual.
- (h) There is an articulable reason the individual should be immediately subjected to pre-trial release conditions.

Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Quincy Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Quincy Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - (a) Diplomatic-level staff of missions to international organizations and recognized family members
 - (b) Diplomatic agents and recognized family members
 - (c) Members of administrative and technical staff of a diplomatic mission and recognized family members
 - (d) Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:

Quincy Police Department

Policy Manual

Foreign Diplomatic and Consular Representatives

- (a) International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
- (b) Support staff of missions to international organizations
- (c) Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
- (d) Honorary consular officers

412.4 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	or Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes note a	Yes	Yes	Yes	No for official acts Yes otherwise note a	No immunity or inviolability note a
Career Consul Officer	Yes if for a felony and pursuant to a warrant note a	Yes note d	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise note a	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employee	Yes note a	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise note a	No immunity or inviolability note a

Quincy Police Department

Policy Manual

Foreign Diplomatic and Consular Representatives

Int'l Org Staff note b	Yes note c	Yes note c	Yes	Yes note c	No for official acts Yes otherwise note c	No immunity or inviolability
Diplomatic- Level Staff of Missions to Int'l Org	No note b	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

412.5 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Quincy Police Department

Policy Manual

Foreign Diplomatic and Consular Representatives

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

412.6 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

Rapid Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding officers in situations that call for rapid response and deployment.

413.2 POLICY

The Quincy Police Department will endeavor to plan for rapid response to critical incidents, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident. A critical Incident is any actual or alleged ongoing event or situation that creates significant risk of substantial or serious physical harm or loss of life to those present. (e.g., active shooter, ongoing edged weapon attack, terrorist incident, etc.).

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

Upon officer arrival to a critical incident, the primary objective is to locate and eliminate the threat.

If upon officer arrival, no active threat can be determined, then members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Officers should be aware that a rapid response situation may evolve into either a barricaded subject or hostage situation.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action to locate and eliminate the threat, while requesting additional assistance.

Quincy Police Department

Policy Manual

Rapid Response and Deployment

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to take immediate individual action or wait for additional resources or personnel.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

413.5 PLANNING

The Department should coordinate planning for rapid response to critical incidents. Planning efforts should consider:

- (a) Training for agency personnel.
- (b) Training opportunities in critical incident target sites, including joint training with site occupants.
- (c) Communications considerations with other law enforcement and emergency service agencies.
- (d) Equipment considerations.
- (e) At the request of outside entities, provide consultation in active shooter/intruder preparedness.
- (f) Maintain a working knowledge of available active shooter response strategies that may be used by private and public entities.

413.5.1 SCHOOL SAFETY DRILLS

The Department will work with the administration of public and private elementary and secondary schools that offer education to persons under 21 to schedule annual on-site drills within 90 days

Quincy Police Department

Policy Manual

Rapid Response and Deployment

after the first day of the school year to respond to school shooting incidents (105 ILCS 128/15; 105 ILCS 128/20).

413.6 TRAINING

The Administrative Services Sergeant (or Rapid Response Training Coordinator) should include rapid response to critical incidents in the department training plan.

This training should address:

- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training.
- (d) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Quincy Police Department relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Quincy Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Illinois constitutions.

414.4 DETENTIONS

An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (5 ILCS 805/15).

An officer shall not inquire into an arrestee's immigration or citizenship status or country of birth unless there is a connection between the information and an investigation into a violation of state or local criminal law (5 ILCS 805/15).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, the officer may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

Quincy Police Department

Policy Manual

Immigration Violations

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

- (a) Transfer the person to federal authorities.
- (b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor.

No member of the Quincy Police Department, unless presented with a federal criminal warrant or otherwise required by federal law, shall (5 ILCS 805/15):

- (a) Participate in federal immigration enforcement operations, including offering collateral assistance such as the use of equipment, transporting individuals, or establishing a security or traffic perimeter.
- (b) Give federal immigration agents access, including by telephone, to any individual in the Quincy Police Department's custody.
- (c) Transfer any person into a federal immigration agent's custody.
- (d) Permit federal immigration agents the use of department facilities or equipment, including any agency electronic databases not available to the public, for investigative interviews or any other investigative or immigration enforcement purpose.
- (e) Enter into or maintain any agreement with any federal agency enforcing civil immigration violations granting direct access to any electronic database or other data-sharing platform maintained by the Quincy Police Department.
- (f) Provide to any federal immigration agent information not otherwise available to the public relating to an individual's release or contact information, or otherwise facilitate an immigration agent's apprehension or questioning of an individual for immigration enforcement.

Quincy Police Department

Policy Manual

Immigration Violations

414.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 5 ILCS 805/5):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

414.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 or any other hold request unless the person has been charged with a federal crime or the detainer is accompanied by a judicial warrant. Notification to the federal authority issuing the detainer should be made prior to the release (5 ILCS 805/15).

414.7.2 REPORTING TO THE ILLINOIS ATTORNEY GENERAL

The Investigation Unit supervisor shall ensure that data regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received is collected and provided to the Custodian of Records for required reporting to the Attorney General (see the Records Maintenance and Release Policy) (5 ILCS 805/25).

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). The Investigation Unit supervisor is designated to complete the law enforcement certification for a U visa.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). The Investigation Unit supervisor is designated to complete a law enforcement declaration for a T visa (5 ILCS 825/10).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Unit supervisor assigned to oversee the handling of any related case. The Investigation Unit supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

Quincy Police Department

Policy Manual

Immigration Violations

2. There is a rebuttable presumption that a victim is helpful, has been helpful, or is likely to be helpful to the detection, investigation, or prosecution of a qualifying crime if the victim has not refused or failed to provide information or assistance (5 ILCS 825/10).
 3. The appropriate form should be completed within 90 business days of the request unless (5 ILCS 825/10):
 - (a) There is a written agreement with the victim or the victim's representative extending the time to complete the form.
 - (b) The victim is eligible for expedited completion of the form.
 4. Complete and reissue an appropriate form within 90 days of a request to reissue by a victim unless the circumstances of the victim require expedited completion (5 ILCS 825/10).
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

The Investigation Unit supervisor and any designee processing requests should receive periodic training regarding the requirements of 5 ILCS 825/10 (5 ILCS 825/25).

414.8.1 NON-DISCLOSURE OF IMMIGRATION STATUS

No member shall disclose the immigration status of the victim or the person requesting the certification form unless authorized in writing by the individual or as required by law (5 ILCS 825/10).

414.8.2 PUBLICATION OF DECLARATION AND CERTIFICATION FORM PROCESS

The Investigation Unit supervisor should make the department's procedures for certification requests publicly available for victims and their representatives (5 ILCS 825/10).

414.8.3 DENIAL OF CERTIFICATION

If certification is denied, the Investigation Unit supervisor shall inform the victim or the victim's representative in writing of the reason for the denial and the opportunity to appeal the decision. The Investigation Unit supervisor should respond to any appeals within 30 business days of receipt (5 ILCS 825/11).

414.8.4 U VISA AND T VISA DOCUMENTATION AND REPORTING

The Investigation Unit supervisor shall collect written documentation regarding the number of requests that were (5 ILCS 825/20):

- (a) Received by the Quincy Police Department with the dates of receipt.
- (b) Granted and with the dates granted.
- (c) Denied and with the dates denied.

Quincy Police Department

Policy Manual

Immigration Violations

The Investigation Unit supervisor or the authorized designee should ensure that the information collected regarding certification forms is transmitted in a timely manner to the Custodian of Records for annual reporting to the Illinois Attorney General.

414.9 TRAINING

The Administrative Services Sergeant should ensure officers receive training on this policy.

Training should include:

- (a) Identifying civil versus criminal immigration violations.
- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Emergency Utility Service

415.1 PURPOSE AND SCOPE

The City of Quincy Central Services has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

415.1.1 BROKEN WATER LINES

The City's responsibility ends at the valve that allows water to flow from the main to the residence. Any break or malfunction that occurs inside a residence is the responsibility of the property owner. Water service to a residence or commercial property can be interrupted at the meter and can normally be turned off by the property owner. If a water leak is reported or discovered in an apparently vacant property, attempts should be made to contact the property owner.

In the event that a water main/line break is reported to or discovered by a police officer, and the break is external to any residence or commercial building, Central Services should be notified via Dispatch.

415.1.2 ELECTRICAL LINES

Central Services does not maintain electrical lines. When a power line poses a hazard, the Quincy Fire Department should be dispatched to protect against personal injury or property damage that might be caused by power lines. Officers may be dispatched to assist if requested by Fire Department personnel. The appropriate utility company should be promptly notified.

415.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Central Services maintains the public water equipment and may maintain other municipal utility equipment as well. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

415.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies is maintained by Dispatch.

415.2 TRAFFIC SIGNAL MAINTENANCE

The City of Quincy maintains all traffic signals within the City, other than those maintained by the Illinois Department of Transportation or other unit of government.

415.2.1 OFFICER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the officer will advise Dispatch of the location and problem with the signal. The telecommunicator should make the necessary notification to the proper maintenance agency. Officers should ensure there are no safety concerns that need to be addressed prior to the proper maintenance agency is on scene. If there are safety concerns, officers should take steps to address those concerns until they no longer exist.

Field Training

416.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Quincy Police Department.

It is the policy of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

416.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

416.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO.
- (b) Complete their QPD employment probation period.
- (c) Demonstrated ability as a positive role model.
- (d) Participate and pass an internal oral interview selection process as needed.
- (e) Evaluation by supervisors and current FTOs.
- (f) Possess an ILETSB certificate.
- (g) Willingness to make a two year commitment to the Field Training Unit.

416.2.2 TRAINING

An officer selected as an FTO shall successfully complete the department and Illinois Law Enforcement Training & Standards Board (ILETSB)-approved FTO course prior to being assigned as an FTO.

All FTOs should consider completing an approved FTO update course after serving more than three years in the position.

416.3 FIELD TRAINING OFFICER COORDINATOR

The Field Training Officer (FTO) Coordinator will be selected from the rank of Sergeant or above by the Chief of Police or designee and shall when practical, have completed the ILETSB certified (40 hour) Field Training Officer's Course.

The responsibilities of the FTO Coordinator include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conducting FTO meetings.

Quincy Police Department

Policy Manual

Field Training

- (c) Maintain and ensure FTO/Trainee performance evaluations are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.
- (e) Monitor individual FTO performance.
- (f) Monitor the overall FTO Program.
- (g) Maintain liaison with academy staff on recruit performance during the academy.
- (h) Develop ongoing training for FTOs.

The FTO Coordinator will be required to successfully complete an ILETSB approved Field Training Administrator's Course, preferably within one year of appointment to this position.

416.4 TRAINEE DEFINED

Any entry level, lateral police officer, or person granted Conservators of the Peace Power newly appointed to the Quincy Police Department who has successfully completed an ILETSB training course.

416.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 12 weeks.

The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of six weeks.

To the extent practicable, officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

Sworn officers who have been absent from the Patrol Section for a period of 365 consecutive days or more will be assigned to an FTO for a minimum five (5) day period. The training period may be extended at the discretion of the FTO Coordinator.

416.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Quincy Police Department. The manual is not intended to cover every contingency, but will be periodically reviewed and adjusted as appropriate. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the Quincy Police Department.

416.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

Quincy Police Department

Policy Manual

Field Training

416.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.
- (b) Signing off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.
- (c) Reporting continuous problems with the probationary officer to the FTO Coordinator.

416.6.2 IMMEDIATE SUPERVISOR

The FTO's immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the designated FTO Coordinator.

416.6.3 TRAINEE

At the completion of the Field Training Program, the FTO Coordinator will meet with each probationary officer to evaluate each FTO and the FTO program as a whole.

416.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations.
- (b) End of phase evaluations.
- (c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training.

Aircraft Accidents

417.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

417.2 POLICY

It is the policy of the Quincy Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

417.3 DOCUMENTATION

All aircraft accidents occurring within the City of Quincy shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of QPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

417.3.1 WRECKAGE

The National Transportation Safety Board will be in charge of the investigation of any aircraft crash. The NTSB will normally be notified by the flight service personnel. The Quincy Police Department will assist the lead agency as requested and within department capabilities.

Personnel authorized at the crash site include:

- (a) Federal Aviation Administration personnel
- (b) National Transportation Safety Board personnel
- (c) Airport personnel
- (d) Fire rescue and EMS personnel
- (e) Law enforcement personnel

Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

Quincy Police Department

Policy Manual

Aircraft Accidents

417.3.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

417.4 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

417.5 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

417.6 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower

Quincy Police Department

Policy Manual

Aircraft Accidents

- (c) Emergency medical services (EMS)

417.7 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

417.8 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

417.9 MEDIA RELATIONS

The Deputy Chief of Operations (Deputy Chief of Operations) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The Deputy Chief of Operations should coordinate with other involved entities before the release of information.

Quincy Police Department

Policy Manual

Aircraft Accidents

If an incident occurs on airport property, the Airport Director is responsible for coordinating the media response.

Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporarydetention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

419.2 POLICY

The Quincy Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

Quincy Police Department

Policy Manual

Contacts and Temporary Detentions

419.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Quincy Police Department to strengthen community involvement, community awareness, and problem identification.

419.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

419.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.

Quincy Police Department

Policy Manual

Contacts and Temporary Detentions

- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

419.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

419.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the watch commander with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

- (a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.
- (b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Central Records.

Quincy Police Department

Policy Manual

Contacts and Temporary Detentions

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

419.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
 - (a) When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 - (b) Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
 - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

419.7 STOP RECEIPTS

Whenever an officer stops a person in a public place and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number (725 ILCS 5/107-14).

Criminal Organizations

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Quincy Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

420.2 POLICY

The Quincy Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

420.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to, or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20 and the Law Enforcement Gang Database Information Act, 5 ILCS 865/1, et seq., as applicable.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

- (a) Members using any such system are appropriately selected and trained
- (b) Use of every criminal intelligence system is appropriately reviewed and audited
- (c) Any system security issues are reasonably addressed
- (d) A review and purge process is utilized, as applicable (5 ILCS 865/10)

420.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated

Quincy Police Department

Policy Manual

Criminal Organizations

supervisor should ensure copies of those documents are retained by the Central Records . Any supporting documentation for an entry shall be retained by the Central Records in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

[See attachment: LEADS Entry Certification Form - Gang Member.pdf](#)

[See attachment: STIC Gang Group Name Request.pdf](#)

The designated supervisor should ensure that any documents retained by the Central Records are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

420.3.2 SWORD SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information into the Statewide Organized Criminal Gang Database (SWORD) criminal intelligence system (20 ILCS 2605/2605-305). Entries into such a database should be based upon reasonable suspicion of criminal activity or actual criminal activity, and should be supported by documentation, where documentation is available.

The designated supervisor may approve creation or submission of information into the SWORD criminal intelligence system when the individual has been arrested and there is a reasonable belief that the individual is a member or affiliate of an organized gang. The designated supervisor may notify the appropriate prosecutor of the individual's alleged gang membership or gang affiliate status (20 ILCS 2640/15).

420.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

420.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

- (a) Must only be included upon documented authorization of the responsible department supervisor.
- (b) Should not be originals that would ordinarily be retained by the Central Records or Evidence Section, but should be copies of, or references to, retained documents such as copies of reports, FI, Dispatch records, or booking forms.

Quincy Police Department

Policy Manual

Criminal Organizations

- (c) Shall not include opinions. No person, organization, or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.
- (d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

420.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged or entered in an authorized criminal intelligence system, as applicable.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

420.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

- (a) Gang indicia associated with a person or residence.
- (b) Information related to a drug-trafficking operation.
- (c) Vandalism indicating an animus for a particular group.
- (d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Administrative Services Sergeant to train members to identify information that may be particularly relevant for inclusion.

420.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

420.7 CRIMINAL STREET GANGS

The Investigation Unit supervisor should ensure that there are an appropriate number of department members who can:

Quincy Police Department

Policy Manual

Criminal Organizations

- (a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.
- (b) Coordinate with other agencies in the region regarding criminal street gang crimes and information.
- (c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

420.8 TRAINING

The Administrative Services Sergeant should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

- (a) The protection of civil liberties.
- (b) Participation in a multiagency criminal intelligence system.
- (c) Submission of information into a multiagency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.
- (d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.
- (e) The review and purging of temporary information files.

Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The Quincy Police Department has equipped marked patrol cars with Mobile Audio and Video (MAV) recording systems to provide records of events and assist uniformed officers in the performance of their duties by providing a visual and/or audio record of patrol-related activities when permitted by law (720 ILCS 5/14-3(h)). This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car video and Mobile Audio Video (MAV) System - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder and monitor.

MAV Administrator - Personnel responsible for the overall operation and management of the MAV system.

MAV Technician - Personnel certified or trained in the operational use and repair of MAVs.

422.2 POLICY

It is the policy of the Quincy Police Department to use mobile audio and video technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

422.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer shall log in to the MAV recording system and ensure that the audio and video recording equipment appears to be working properly. If the system is malfunctioning, the officer shall take the vehicle out of service and notify a supervisor as well as the fleet manager. The supervisor can allow an officer to have the vehicle remain in service if there are no other MAV equipped vehicles available.

Officers shall label and classify all videos they reasonably believe may be evidentiary in nature. If an officer believes their recording may be needed for administrative purposes, they shall notify the Watch Commander.

422.4 ACTIVATION OF THE MAV

The MAV system is designed to be turned on manually or automatically whenever the unit's emergency lights are activated, the vehicle enters an established action zone, or in response to other triggers such as speed, crash, or gun-lock activation. The system remains on until it is turned off manually.

Quincy Police Department

Policy Manual

Mobile Audio/Video

422.4.1 REQUIRED ACTIVATION OF MAV

The MAV system should be activated as soon as practicable in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct, within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian stops
 - 9. DUI investigations including field sobriety tests
 - 10. Crimes in progress
 - 11. Responding to an in-progress call
- (b) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
 - 1. Domestic violence calls
 - 2. Disturbance of peace calls
 - 3. Offenses involving violence or weapons
- (c) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (d) Any other circumstance where the officer believes that a recording of an incident would be appropriate

422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

422.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MAV system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

Quincy Police Department

Policy Manual

Mobile Audio/Video

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

422.5 OPERATION OF MAV SYSTEM

The MAV system shall remain operational and available for activation throughout the officer's tour of duty.

422.6 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Dispatch.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) Officers were logged in and properly labeling videos.

When notified by an officer that a recording may be needed for an administrative issue, the supervisor shall review the recording and properly label and classify it if necessary.

422.7 REVIEW OF MAV RECORDINGS

All recorded images and audio recordings are the property of the Department. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MAV systems
- (e) By a department investigator who is participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with permission of the Chief of Police or the authorized designee
- (j) To assess possible training value

Quincy Police Department

Policy Manual

Mobile Audio/Video

- (k) Recordings may be shown for training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

In no event shall any recording be used or shared for anything other than legitimate law enforcement purposes. If a video will be used for other than law enforcement purposes, it shall be reviewed for possible redactions.

422.8 RECORDING MEDIA STORAGE AND INTEGRITY

All recordings will be retained for a minimum of 90 days and disposed of in compliance with the established records retention schedules (720 ILCS 5/14-3(h-15)).

Recordings may be classified and labeled for a variety of situations and retained for longer periods.

MAV videos related to an internal investigation will not be copied and/or released without prior approval of the Chief of Police or his/her designee.

422.8.1 RECORDING RETENTION REQUIREMENTS

Notwithstanding the 90 day retention period in 720 ILCS 5/14-3(h-15), if the Department receives funds under the Illinois Law Enforcement Camera Grant Act, MAV video records must be stored for no less than two years (50 ILCS 707/15).

422.8.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Quincy Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are properly labeled and classified.

422.9 MAV MALFUNCTION OR NON ACTIVATION

- (a) If an officer is aware that the MAV System has malfunctioned, the incident should be reported to a supervisor immediately and consider taking the car out of service.
- (b) If an officer fails to activate the MAV system, under circumstances when it should be activated, the officer should immediately notify the supervisor of the lack of activation.
- (c) If the incident results in a General Offense Report, AIR, written warning, or a citation, the fact that the MAV equipment was not activated shall be documented in those reports as well.

422.10 SYSTEM OPERATIONAL STANDARDS

- (a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
- (b) The MAV system should be configured to minimally record for 60 seconds prior to an event.
- (c) The MAV system may not be configured to record audio data occurring prior to activation.

Quincy Police Department

Policy Manual

Mobile Audio/Video

- (d) Officers using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

422.10.1 ADDITIONAL MAV TECHNICIAN RESPONSIBILITIES FOR GRANT FUNDING

If the Department receives any grants under the Illinois Law Enforcement Camera Grant Act, the MAV technician is also responsible for (50 ILCS 707/15):

- (a) Remaining familiar with the applicable requirements of the Illinois Law Enforcement Camera Grant Act including any model rules developed by the Illinois Law Enforcement Training and Standards Board (ILETSB).
- (b) Ensuring the MAV system includes audio of the officer when the officer is outside of the vehicle.
- (c) Restricting camera access to the supervisors of the officer in the vehicle.
- (d) Working with the appropriate personnel to develop procedures to process requests from other law enforcement agencies and local State's Attorneys for video recordings, including procedures for protecting identities of individuals not related to the recorded incident.
- (e) Completing the annual MAV report required by 50 ILCS 707/15.

422.11 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

Mobile Digital Computer Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Dispatch.

423.2 POLICY

Quincy Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

- (a) MDC use is subject to the Information Technology Use and Protected Information policies.
- (b) Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.
- (c) Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.
- (d) Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.
- (e) It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.
- (f) Officers shall not remove themselves as an available unit (i.e. 10-42) in CAD. Only the officer's supervisor and the 9-1-1 dispatcher have the authority to remove a unit from the list of available units in CAD.

Quincy Police Department

Policy Manual

Mobile Digital Computer Use

- (g) Under no circumstances are food, beverages or other foreign objects to be set on the MDC keyboard itself or the area around the keyboard.
- (h) Officers shall not connect a battery charger or attempt to jump-start a vehicle without first turning off the MDC unit.

423.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

For safety reasons, officers shall broadcast by radio/voice transmission the location of vehicle stops with location, license number, etc.

Except as otherwise directed by the Watch Commander or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting. Dispatch may send cold calls and non-emergency calls to officers via MDC.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Quincy Police Department

Policy Manual

Mobile Digital Computer Use

Members should ensure a field supervisor and the Watch Commander are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

423.6 EQUIPMENT CONSIDERATIONS

423.6.1 MALFUNCTIONING

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Dispatch. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

423.6.3 MAINTENANCE

Officers shall not connect a battery charger to or attempt to jump-start any vehicle without first turning off the MDC and the in-car printer. The MDC or printer does not need to be disconnected from the docking station or its power source.

Officers may gently wipe the screen and the keyboard cover with an alcohol/antibacterial moist towelette. If cleaning beyond this is needed, the designated MDC administrator should be contacted. Under no circumstances are food, beverages, or other foreign objects to be set on the MDC keyboard itself or the area around the keyboard.

Body-Worn Cameras

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (50 ILCS 706/10-20).

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Quincy Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

424.1.1 DEFINITIONS

Definitions related to this policy include (50 ILCS 706/10-10):

Body-worn camera (camera, BWC) - An electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audiovisual recordings that may be worn about the person of a law enforcement officer.

Law enforcement-related activities - Activities in which the member is enforcing the law, including traffic or pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd and traffic control. It does not include tasks unrelated to the investigation of a crime such as participating in town halls, cop stops, or other community outreach; helping a child find the child's parents; providing death notifications; performing in-home or hospital well-being checks on the sick, elderly, or persons presumed missing; or completing paperwork while alone, participating in training in a classroom setting, or only in the presence of another law enforcement officer.

Live streaming - The viewing of a BWC as it is recording from another location.

Remote activation - The activation of the recording mode of a BWC from another location.

Uniform patrol assignment - Sworn officers assigned to work in uniform to patrol their area of assignment and respond to calls for service. This includes street crimes unit officers and officers working hire back assignments. This also includes special job assignments in uniform.

Verbal notice - Verbal statement by the officer indicating a BWC is recording the interaction. Example: "I am wearing a body-camera and it is recording."

424.2 POLICY

The Quincy Police Department may provide members with access to body-worn cameras for use during the performance of their duties. The use of BWCs is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public (50 ILCS 706/10-15).

424.3 BODY-WORN CAMERA COORDINATOR

The Deputy Chief of Administration is designated as the body-worn camera coordinator and shall appoint members at his/her discretion to assist. The coordinator is responsible for (50 ILCS 706/10-20):

Quincy Police Department

Policy Manual

Body-Worn Cameras

- (a) Identifying members who are assigned body-worn cameras.
- (b) Identifying members permitted to access recordings in order to redact, label, or duplicate recordings.
- (c) Ensuring body-worn cameras acquired on or after July 1, 2015, are equipped with pre-event recording of at least the 30 seconds prior to camera activation and are capable of recording for a period of at least 10 hours.
- (d) Establishing procedures for:
 - 1. The care and maintenance of body-worn cameras, including reasonable efforts to be made by supervisors to correct or repair body-worn camera equipment upon notice from a member experiencing technical difficulties, failures, or problems with the equipment.
 - 2. Compliance with the Law Enforcement Officer-Worn Body Camera Act and guidelines established by the Illinois Law Enforcement Training and Standards Board (ILETSB) for the use of body-worn cameras.
 - 3. Security of recordings including access controls.
 - 4. Redacting, labeling, and duplicating recordings.
 - 5. Supervisor and member review of recordings.
- (e) Providing an annual report to the ILETSB pursuant to 50 ILCS 706/10-25.
- (f) Ensuring the Department uses authorized body-worn camera recording media (50 ILCS 706/10-10).
- (g) Designating members permitted to redact, label, or duplicate recordings (50 ILCS 706/10-20).

424.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

Recordings shall not be used to discipline law enforcement officers unless:

- (a) A formal or informal complaint of misconduct has been made;
- (b) A use of force incident has occurred;
- (c) The encounter on the recording could result in a formal investigation under the Uniform Peace Officers' Disciplinary Act; or
- (d) As corroboration of other evidence of misconduct.

Nothing in this section shall be construed to limit or prohibit a law enforcement officer from being subject to an action that does not amount to discipline.

All recordings may be used for training purposes.

Quincy Police Department

Policy Manual

Body-Worn Cameras

424.5 MEMBER RESPONSIBILITIES

Only officers properly trained in the operation of the BWC will operate the system. Operation of the system will follow manufacturer's recommendations.

All sworn officers will be trained in the BWC system. All sworn officers in a uniform patrol assignment shall utilize a department issued BWC during their work shift, so long as one is available.

Officers are responsible for ensuring that the BWC is properly mounted in the holster inside the uniform shirt, uniform vest carrier, or other approved device, and that the camera is capturing the full screen video image intended by the manufacturer. Prior to going into service, each officer in a uniform patrol assignment will be responsible for making sure that he/she is equipped with a BWC issued by the Department, and that the BWC is in good working order. If the BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning BWC as soon as reasonably practicable (50 ILCS 706/10-20). Uniformed members should wear the BWC in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved BWC at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the BWC in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a BWC, the assigned member shall record the member's name, QPD identification number, and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the BWC and related software captures the user's unique identification and the date and time of each recording. In the use of Utility body cameras, the login process to the BWC meets this requirement.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the BWC malfunctioned or the member deactivated or muted the recording. Members should include the reason for deactivation or muting.

424.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

Members wearing body-worn cameras and any clothing or any indication they are law enforcement shall have the body-worn camera turned on on at all times while they are on-duty and recording while responding to calls for service or engaged in law enforcement-related activities (50 ILCS 706/10-20).

Verbal notification of recording must be provided per 50 ILCS 706/10-20.

Quincy Police Department

Policy Manual

Body-Worn Cameras

At a minimum, the BWC should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance, and all crime interdiction stops
- (c) Self-initiated activity in which an officer would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

If exigent circumstances prevent an officer from turning on a BWC when required, the camera shall be turned on as soon as practicable (50 ILCS 706/10-20).

Members shall not record interactions with confidential informants unless exigent circumstances exist or the officer believes that the informant has or is committing a crime (50 ILCS 706/10-20).

During phone conversations while engaged in law enforcement-related activities, members are encouraged to activate the speaker mode on the phone to record the conversation with the member's body-worn camera. Verbal notification of recording must be provided per 50 ILCS 706/10-20.

Members should remain sensitive to the dignity of all individuals being recorded and unless recording with a BWC is required, exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize the member's safety in order to activate the BWC or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.6.1 CESSATION OF RECORDING

Once activated, the body-worn camera should remain on continuously until the member reasonably believes that the member's direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Body-worn cameras shall be turned off when a victim, a witness, or a community member reporting a crime requests that the camera be turned off. The request should be captured on the recording. However, an officer may continue to record or resume recording a victim or witness if exigent circumstances exist or the officer has a reasonable articulable suspicion that the victim or witness has committed or is in the process of committing a crime. Under these circumstances, the officer should indicate on the recording the reason for continuing to record despite the request of the victim or witness (50 ILCS 706/10-20).

Quincy Police Department

Policy Manual

Body-Worn Cameras

Officers are permitted to turn off body-worn cameras while inside a patrol car equipped with Mobile Audio/Video (MAV). Cameras may also be turned off when the officer is not engaged in law enforcement-related activities (50 ILCS 706/10-20).

424.6.2 SURREPTITIOUS USE OF THE BWC

Illinois law prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation is private or confidential (720 ILCS 5/14-2).

However, officers using BWCs are not prohibited from recording a private conversation if the person is provided notice of the recording and proof of that notice is captured on the recording. If exigent circumstances exist that prevent the officer from providing notice, notice must be provided as soon as practicable (50 ILCS 706/10-20).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

424.6.3 EXPLOSIVE DEVICE

Many BWCs and audio/video transmitters emit radio waves that could trigger an explosive device. Therefore, these devices should not be used within 300 feet of an explosive device.

424.7 PROHIBITED USE OF THE BWC

Members are prohibited from using department-issued BWCs and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or a personally owned device. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained by the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Chief of Police or designee. Any member who uses a personally owned recording device for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, intimidation or ridicule.

424.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members shall ensure that recordings are uploaded and properly classified in accordance with procedure and document the existence of the recording in any related case report.

A member should re-classify the recordings when the member reasonably believes:

Quincy Police Department

Policy Manual

Body-Worn Cameras

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters;
- (b) A complainant, victim or witness has requested non-disclosure;
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person;
- (d) Disclosure may be an unreasonable violation of someone's privacy;
- (e) Medical or mental health information is contained;
- (f) Disclosure may compromise an undercover officer or confidential informant;
- (g) The recording or portions of the recording may be protected under the Freedom of Information Act or the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5; 50 ILCS 706/10-20).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

424.8.1 BODY-WORN CAMERAS

With respect to body-worn camera recordings, the recording member is prohibited from redacting, duplicating, or altering the recording (50 ILCS 706/10-20).

424.9 RETENTION OF RECORDINGS

All recordings other than those made with body-worn cameras shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days unless the recordings are made a part of an arrest or the recordings are deemed evidence in any criminal, civil, or administrative proceeding and then the recordings must only be destroyed upon a final disposition and an order from the court (720 ILCS 5/14-3(h-15)).

Utility, the vendor for the Quincy Police Department's body-worn camera and in-car camera systems, is unable to separate body-worn camera video from in-car camera video. The Quincy Police Department was awarded an in-car video grant from the state of Illinois. According to the "In-Car Video Camera Grant" statute (50 ILCS 707/15) in-car video footage must be retained for a minimum of two years. Because the in-car video is not able to be separated from body-worn camera footage, all footage collected by either in-car or body-worn cameras will be retained for a minimum of two years.

424.9.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

Quincy Police Department

Policy Manual

Body-Worn Cameras

424.10 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings, and use them as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less-detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

The supervisor of the recording member shall document in the report or other documentation if the supervisor or the recording member reviewed body-worn camera recordings prior to completing the report or other documentation.

No member shall have access to or review the member's own body-worn camera recordings or the body-worn camera recordings of another officer prior to completing reports or other documentation when the member:

- (a) Has been involved in or is a witness to an officer-involved shooting, use of deadly force incident, or use of force incident resulting in great bodily harm.
- (b) Is ordered to write a report in response to or during the investigation of a misconduct complaint against the member.

If the member prepares a report related to the circumstances listed above, subject to a supervisor's approval, a member may file a supplemental report after viewing body-worn camera recordings. The member shall document in the supplemental report that the member reviewed recordings (50 ILCS 706/10-20).

Recorded files may also be reviewed:

- Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- By media personnel with permission of the Chief of Police or the authorized designee.
- In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

424.11 SUPERVISOR RESPONSIBILITIES

- (a) Supervisors shall ensure officers utilize BWCs in accordance with policy and training.

Quincy Police Department

Policy Manual

Body-Worn Cameras

- (b) Supervisors shall assist officers in problem solving issues they have with their BWC to avoid unnecessary deadline of BWCs.
- (c) It is the supervisor's responsibility to view recordings for the following reasons:
 - 1. To investigate complaints against officers or a specific incident in which the officer was involved;
 - 2. Whenever an incident requires the completion of a Use of Force Report;
 - 3. The officer(s) were involved in a vehicle pursuit, on duty motor vehicle crash, or injury on duty;
 - 4. To audit the functionality of the BWC system.
- (d) Recordings shall not be used to prepare performance evaluations, unless for the purpose of correcting substandard employee performance that was brought to the supervisors attention.
- (e) Recordings may not be reviewed indiscriminately for disciplinary purposes. Recordings will be reviewed when a complaint of misconduct has been made or discovered, or as part of the supervisory use of force or resisting/obstructing review.
- (f) Supervisors and command staff may live stream BWCs that are actively recording for the purpose of directing and coordinating resources as it is deemed necessary.
- (g) The remote activation of a BWC is prohibited without the express consent of the Chief of Police, or in his/her absence, the Deputy Chief of Operations. Such consent shall only be given under exigent circumstances impacting officer and/or community safety and well-being.

424.12 PUBLIC RECORDING

- (a) No officer may hinder or prohibit any person who is not a law enforcement officer from recording a law enforcement officer in the performance of his or her duties in a public place or when the officer has no reasonable expectation of privacy.
- (b) Unlawful confiscation or destruction of a recording medium of a person who is not a law enforcement officer in violation of this policy may result in criminal penalties and/or department discipline.
- (c) However, an officer is authorized to take reasonable action to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations, and protect the public safety and order.

424.13 ANNUAL REPORT TO ILETSB (50 ILCS 706/10-25)

The department will provide an annual report to the ILETSB each year on or before May 1st. The report will contain all information required by the Illinois Law Enforcement Officer-Worn Body Camera Act.

Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence (50 ILCS 706/10-20).

425.2 POLICY

The Quincy Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (720 ILCS 5/14-2; 50 ILCS 706/10-20).
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to (50 ILCS 706/10-20):
 - 1. Inciting others to violate the law.
 - 2. Being so close to the activity as to present a clear safety hazard to the officers.
 - 3. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
 - 4. Engaging in any other action that could interfere with an officer's ability to maintain safety and control, secure crime scenes and accident sites, protect the integrity and confidentiality of investigations or protect the public safety and order.

425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

Quincy Police Department

Policy Manual

Public Recording of Law Enforcement Activity

behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

If available, a supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 - 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

Quincy Police Department

Policy Manual

Public Recording of Law Enforcement Activity

evidence is to transmit a copy of the recording from a device to a department device.

Recording devices and media that are seized will be submitted within the guidelines of the Evidence Section Policy.

425.7 DISCIPLINE

Departmental discipline consistent with the Personnel Complaints Policy and criminal prosecution may result from unlawful confiscation or destruction of a public recording of law enforcement activity (50 ILCS 706/10-20).

Bicycle Patrol Unit

427.1 PURPOSE AND SCOPE

The Quincy Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

427.2 POLICY

Patrol bicycles may be used for regular patrol duty, specialty positions, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Bicycle Patrol Unit supervisor or the Watch Commander.

427.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a request to their appropriate shift Commander. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Special skills or training as it pertains to the assignment.
- (c) Good physical condition.
- (d) Willingness to perform duties using the bicycle as a mode of transportation.

427.4 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program. Thereafter bicycle patrol officers should receive yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

- Bicycle patrol strategies
- Bicycle safety and accident prevention
- Operational tactics using bicycles

427.5 UNIFORMS AND EQUIPMENT

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

Quincy Police Department

Policy Manual

Bicycle Patrol Unit

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches and department-approved bicycle patrol pants or shorts.

Optional equipment includes jacket in colder weather, turtleneck shirts or sweaters when worn under the uniform shirt, and a radio head set and microphone.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

427.6 CARE AND USE OF PATROL BICYCLES

Officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, one battery and a charger.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in with a Police decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors, and front lights satisfying the requirements of the Illinois Vehicle Code (625 ILCS 5/11-1507). A bicycle is a police vehicle as authorized by 625 ILCS 5/1-162.3.

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

Each bicycle shall be equipped with an oscillating, rotating or flashing red and/or blue warning light that is visible from the front, sides, or rear of the bicycle (625 ILCS 5/12-215).

Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, an email will be forwarded to the program supervisor for repair by an approved technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Bicycles shall be properly secured when not in the officer's immediate presence.

Quincy Police Department

Policy Manual

Bicycle Patrol Unit

427.7 OFFICER RESPONSIBILITY

Officers must operate the bicycle in compliance with the vehicle code under normal operation. Officers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

Officers operating an authorized emergency vehicle may park or stand, irrespective of the provisions of the Illinois Vehicle Code (625 ILCS); proceed past a red or stop signal or stop sign, but only after slowing down as may be required and necessary for safe operation; exceed the maximum speed limits so long as he/she does not endanger life or property; disregard regulations governing direction of movement or turning in specified directions (625 ILCS 5/11-205).

The driver of an authorized emergency vehicle is not relieved 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/her reckless disregard for the safety of others (625 ILCS 5/11-205(e)).

Foot Pursuits

428.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue a pursuit of suspects on foot.

428.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public, or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

428.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in, or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances present at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.
- (d) Thermal imaging or other sensing technology.
- (e) Air support.

Quincy Police Department

Policy Manual

Foot Pursuits

- (f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

428.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) The officer is acting alone.
- (b) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (c) The officer is unsure of their location and direction of travel.
- (d) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control all suspects should a confrontation occur.
- (e) The physical condition of the officer renders the officer incapable of controlling the suspect if apprehended.
- (f) The officer loses radio contact with the dispatcher or with assisting or backup officers.
- (g) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (h) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (i) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (j) The officer loses possession of their firearm, radio, or other essential equipment.
- (k) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (l) The suspect's location is no longer known.
- (m) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.
- (n) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

Quincy Police Department

Policy Manual

Foot Pursuits

- (o) When directed by a supervisor to terminate the foot pursuit, such an order shall be considered mandatory.

428.5 RESPONSIBILITIES IN FOOT PURSUITS

428.5.1 INITIATING OFFICERS RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

- (a) Officer's badge number
- (b) Location and direction of travel
- (c) Number of suspects and description, to include name if known
- (d) Whether the suspect is known or believed to be armed with a dangerous weapon
- (e) Reason for the foot pursuit, such as crime classification

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of their location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

428.5.2 RADIO DISCIPLINE

Whenever any officer announces that they are engaged in a foot pursuit, all other officers should minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

428.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot

Quincy Police Department

Policy Manual

Foot Pursuits

pursuit. The supervisor shall continuously assess the situation to the extent possible in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when they have knowledge that the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

428.5.4 DISPATCHER RESPONSIBILITIES

Dispatch is handled by 911 of Adams County. Upon notification that a foot pursuit has been initiated, Dispatch is responsible for:

- (a) Clearing the radio channel of non-emergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that a field supervisor is notified of the foot pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Notifying the Watch Commander as soon as practicable.
- (g) Assigning an incident number and logging all pursuit activities.

428.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
 - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.
- (j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Quincy Police Department

Policy Manual

Foot Pursuits

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

Automated License Plate Readers (ALPRs)

429.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of automated license plate reader (ALPR) technology.

429.2 POLICY

It shall be the policy of the Quincy Police Department to utilize ALPR devices and data to aid in the investigation of active cases involving criminal activity, wanted/missing persons, stolen vehicle recovery, and law enforcement investigations. The access and use of data collected by the ALPR system shall be for valid and legitimate law enforcement purposes only and restricted to the specific procedures outlined in this policy. Violation of this policy may result in discipline up to and including termination.

429.3 DEFINITIONS

Automated License Plate Reader (ALPR): A camera that uses technology to compare digital images to lists of known information of interest.

ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the use of the ALPR systems for various efforts.

ALPR Administrator: The Investigative Commander, or the Chief's designee, serves as the ALPR Administrator for the Department.

Hot List: A list of license plates associated with vehicles of interest located in NCIC.

Vehicles of Interest: Including, but not limited to, vehicles which are reported as stolen, wanted; display stolen license plates or tags; and vehicles linked to missing, wanted or endangered persons.

Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) hotlist for a specific reason including, but not limited to, vehicles which are reported as stolen, wanted; display stolen license plates or tags; and vehicles linked to missing, wanted or endangered persons.

429.4 ADMINISTRATION

The Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates along with the vehicle make, model, color and unique identifiers through the Quincy Police Department's ALPR's system and the vendor's vehicle identification technology. The technology is used by the Quincy Police

Quincy Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

Department to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing or endangered persons. It may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by Flock Safety. All data collected by Flock Safety ALPRs leased by the Quincy Police Department is owned exclusively by the Quincy Police Department.

429.5 ALPR ADMINISTRATOR

The ALPR Administrator shall be responsible for the following:

- (a) Only properly trained sworn officers are allowed access to the ALPR system or to collect ALPR information.
- (b) Ensuring that training requirements are completed for authorized users.
- (c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
- (d) Ensuring that procedures are followed for system operators and to maintain records of access and work with the Custodian of Records on the retention and destruction of downloaded ALPR data.
- (e) Conducting quarterly audits of the ALPR use by authorized personnel.

429.6 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) ALPR data shall only be used for official and legitimate law enforcement business.
- (b) ALPR data may be used in conjunction with any patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using ALPR data.
- (c) Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall access ALPR data without first completing department-approved training
- (e) If practicable, the officer should verify an ALPR response through the National Crime Information Center and Law Enforcement Agency Data System before taking enforcement action that is based solely on an ALPR alert. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a NCIC/LEADS inquiry via MDC or through Dispatch. Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have

Quincy Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)

- (f) Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. Hot lists utilized by the Department's ALPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's ALPR system will not have access to real time data. Occasionally, there may be errors in the ALPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:
 - 1. Verification of status on a Hot List. An officer must receive confirmation, from a Quincy/Adams County 9-1-1 Center Dispatcher or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
 - 2. Visual verification of license plate number. Officers shall visually verify that the license plate of interest matches the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered in a hot list are required to make a reasonable effort to confirm that a wanted or missing/endangered person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.
 - 3. Upon clearing a hot list stop generated from an ALPR hit, the Department member shall update the Adams County 9-1-1 Center Dispatcher with information regarding whether the vehicle information should remain in the hot list or be removed.
 - 4. All entries and updates of specific Hot Lists within the ALPR system will be approved by the member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity. All registration plates and suspect information entered into the ALPR system will contain the following information as a minimum:
 - (a) Entering Department member's name
 - (b) Related case number
 - (c) Short synopsis describing the nature of the originating call
- (g) Training. No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

Quincy Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

- (h) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.
- (i) Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Quincy Police Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this Policy.
 - 1. The following uses of the ALPR system are specifically prohibited:
 - (a) Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, it is a violation of this Policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
 - (b) Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.
 - (c) Use Based on a Protected Characteristic. It is a violation of this policy to use the ALPR system or associated scan files or hot lists based solely on a person's, or group's, race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
 - (d) Personal Use: It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
 - (e) First Amendment Rights. It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose of infringing upon First Amendment rights. Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:
 - 1. Criminal prosecution,
 - 2. Civil liability, and/or,
 - 3. Administrative sanctions, discipline, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and Department policies.

429.7 DATA COLLECTION AND RETENTION

The Investigative Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. All ALPR data downloaded to be retained for a legitimate law enforcement purpose should be stored for no longer than what is appropriate for the intended purpose, and in accordance with the established records retention schedule (50 ILCS 205). Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request

Quincy Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

or other lawful action to produce records. In those circumstances the applicable data should be downloaded on appropriate medium or booked into evidence.

ALPR vendor, Flock Safety, will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will purge their data at the end of the 30 days of storage. However, this will not preclude QPD from maintaining any relevant vehicle data obtained from the system after that period pursuant to the established Quincy Police Department retention schedule mentioned above or outlined elsewhere.

Restrictions on use of ALPR Data: Information gathered or collected, and records retained by Flock Safety cameras or any other QPD ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

429.8 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Quincy Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data, such as a FOIA request or request related to civil litigation, shall be processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be shared with other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- (e) Every ALPR Detection Browsing Inquiry shall be documented with a law enforcement case file number (CFN). Searches relevant to a QPD investigation must include a Quincy Police Department case file number. A search made at the request of an outside law enforcement agency must include the outside agency's case file number (CFN) and agency name. For security or data breaches, see the Records Release and Maintenance Policy.

429.9 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the ALPR Administrator to ensure that an audit is conducted of ALPR detection browsing inquiries at least four times a calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12-month period to verify proper use in accordance with the above-authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by department employees during the preceding twelve-month period and determine if each inquiry meets the requirements established in this policy.

Quincy Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

The audit shall be documented in the form of an internal department memorandum to the Deputy Chief of Administration. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Deputy Chief of Administration, the memorandum and any associated documentation shall be filed and retained by the Investigative Commander.

429.10 TRAINING

The Administrative Services Sergeant should ensure that members receive department approved training for those authorized to use or access the ALPR system.

429.11 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Before sharing ALPR information with an out-of-state law enforcement agency, the Administration Commander or the authorized designee shall also ensure that the Quincy Police Department has received the executed written declaration of affirmation from the out-of-state agency as required by 625 ILCS 5/2-130. The declaration of affirmation should be retained on file. [See attachment: ALPR QPD to Out-of-State Agency Declaratory Agreement 2024.pdf](#)

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Homeless Persons

430.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Quincy Police Department recognizes that members of the homeless community are often in need of special protection and services. It is the goal of the Quincy Police Department to address these needs in balance with the overall mission of this department. Therefore, officers will consider the following when serving the homeless community.

430.1.1 POLICY

It is the policy of the Quincy Police Department to provide law enforcement services and to protect the rights, dignity and private property of all members of the community, regardless of their socioeconomic status. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

430.2 HOMELESS COMMUNITY LIAISON

If appropriate for proper handling of contacts with homeless persons and adherence to this policy, the Chief of Police will designate a member of this department to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

- (a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.
- (c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
 - 1. Proper posting of notices of trespass and clean-up operations.
 - 2. Proper retention of property after clean-up, including procedures for owners to reclaim their property in accordance with the Evidence Section Policy and other established procedures.
- (e) Consider being present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.
- (f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.
 - 1. This should include what constitutes a reasonable expectation of privacy for the property of a homeless person (775 ILCS 45/5).

Quincy Police Department

Policy Manual

Homeless Persons

430.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. When encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace officers may consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. However, nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate. When officers come into contact with homeless persons with no identification, officers should consider assisting them in obtaining a permanent or temporary identification card, such as an Illinois identification card.

430.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates they do not desire prosecution.

430.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public (775 ILCS 45/10(a)(7)). Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of homeless persons.

When a homeless person is arrested, or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure their personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more

Quincy Police Department

Policy Manual

Homeless Persons

personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the department Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the department Homeless Liaison Officer if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

430.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Civil Commitments Policy).

When a mental illness hold is not warranted, the contacting officer should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, officers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

430.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to our environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Firearm Concealed Carry

431.1 PURPOSE AND SCOPE

This policy provides guidance for responding to situations involving individuals who possess concealed carry handgun licenses under the provisions of the Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et seq.).

431.2 POLICY

The Quincy Police Department respects the rights of individuals to carry concealed handguns in compliance with the Illinois Firearm Concealed Carry Act.

It is the policy of the Quincy Police Department to not unreasonably interfere with or discriminate against individuals who lawfully carry concealed handguns.

431.3 OFFICER RESPONSIBILITY

When an officer initiates an investigative stop, including a traffic stop, and determines that any persons contacted, including passengers, are in possession of concealed firearms and are license holders, the duration of the contact may only be extended by the amount of time reasonably necessary to verify the validity of the license or to verify that possession of the weapon is lawful, absent reasonable suspicion of other criminal activity.

If an officer reasonably believes a person is a clear and present danger because the person has engaged in verbally or physically threatening behavior (e.g., violent, suicidal or assaultive threats or actions), the officer shall report this information to the Illinois State Police (ISP) within 24 hours (430 ILCS 65/8.1). The fact that ISP has been notified and the manner of notification should be documented.

The officer should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). Officers are cautioned that a search warrant may be needed before seizing weapons or entering a residence or other place to search, unless a lawful, warrantless entry has already been made (e.g., exigent circumstances, consent).

431.3.1 OFFICER SAFETY

If an officer reasonably believes it is necessary for the safety of anyone present, the officer may secure a firearm or direct that it be secured during any contact with a licensee lawfully carrying a firearm or non-resident lawfully transporting a firearm in a vehicle. The officer shall return the firearm to the person after it is determined he/she is not a threat to the safety of any person present unless he/she is being transported to another location for treatment, in which case the officer shall proceed as provided in the Firearms in Non-Custody Situations section of this policy (430 ILCS 66/10(h-1)).

Quincy Police Department

Policy Manual

Firearm Concealed Carry

431.4 FIREARMS IN CUSTODY SITUATIONS

No person shall be transported in a department vehicle or be brought into a department facility or other prohibited facility while armed. If no other reasonable accommodation for the firearm is available, officers should take possession of the firearm, safely secure it during transport and retain possession until the person is released. If the person is not released, the firearm will be submitted to the Evidence Section as evidence or for safekeeping.

If a licensee's vehicle is towed and his/her firearm is in the vehicle, officers should handle the vehicle inventory in a manner that is consistent with the Vehicle Towing Policy. The officer should remove any firearms and submit them to the Evidence Section for either safekeeping or evidence, whichever is appropriate for the circumstances.

If the firearm is locked in a storage container inside the vehicle and is not considered evidence, officers should ask the licensee whether he/she prefers to have the firearm secured for safekeeping in the Evidence Section or left with the vehicle. If the licensee chooses to leave the firearm with the vehicle, his/her decision should be documented in the incident report or towed vehicle report.

The handling officer should provide a receipt, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Evidence Section Policy.

431.5 FIREARMS IN NON-CUSTODY SITUATIONS

If a licensee who is in lawful possession of a firearm is encountered under circumstances where he/she cannot adequately secure the firearm, (i.e., is incapacitated or being transported to the hospital for medical reasons), the firearm shall be retained and submitted to the Evidence Section for safekeeping.

The handling officer should provide a receipt documenting the make, model, caliber and serial number of the firearm, along with instructions for regaining possession of the firearm. Any firearm retained and stored for safekeeping shall be returned to the lawful owner, without fees, in accordance with the Evidence Section Policy (430 ILCS 66/10(h-1)).

431.6 OBJECTIONS TO LICENSE APPLICATIONS

State law allows law enforcement agencies to file an objection to a license applicant when there is reasonable suspicion that the applicant is a danger to him/herself or others, or poses a threat to public safety (430 ILCS 66/15(a)). Any member who becomes aware of a license applicant who the member reasonably suspects is a danger to him/herself or others, or who poses a threat to public safety should promptly forward an incident report or a memorandum, as appropriate, to the Chief of Police or the authorized designee for approval and forwarding to ISP.

431.7 SURRENDER OR SEIZURE OF LICENSES

Members receiving a concealed carry license that has been voluntarily surrendered to the department because it has been revoked, suspended or denied shall provide the individual

Quincy Police Department

Policy Manual

Firearm Concealed Carry

surrendering the license with a receipt and ensure that the license is forwarded to ISP (430 ILCS 66/70).

Officers should seize concealed carry licenses when the officer serves an order of protection and the person served is known to possess a concealed carry license. A notification of the order and the license must be forwarded to ISP within seven days of the date the order was served (430 ILCS 66/70).

It is a misdemeanor for a person to fail to surrender a concealed carry license within 48 hours of receiving notice of the revocation, denial or suspension of the license. Officers observing a license in the possession of a person whose license has been revoked, suspended or denied should consider seizing the license as evidence, if there are articulable facts that establish the person was aware of the revocation, suspension or denial. If the license is seized as evidence, ISP should be notified as soon as practicable. A copy of the report should be forwarded to ISP.

Medical Aid and Response

433.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

433.2 POLICY

It is the policy of the Quincy Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

433.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so (720 ILCS 5/7-15).

Prior to initiating medical aid, the member should contact Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 - 1. Signs and symptoms as observed by the member.
 - 2. Changes in apparent condition.
 - 3. Number of patients, sex, and age, if known.
 - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Quincy Police Department

Policy Manual

Medical Aid and Response

433.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

To the extent possible, officers should search any person who is in custody before releasing that person to EMS for transport. If the person has not been fully searched, EMS personnel should be advised. A full search should be completed as soon as practicable.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, when a full search is not completed, or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

433.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a civil commitment in accordance with the Civil Commitments Policy or contact the on call mental health professional.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer may require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment except as a witness to the refusal.

433.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

433.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are

Quincy Police Department

Policy Manual

Medical Aid and Response

victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The guidelines for air ambulance landings and response will be handled by Adams County Ambulance Service and the responding fire agency.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

433.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after the member has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization or rules existing under the AED Act, 410 ILCS 4/20.

AEDs shall only be used as instructed during training and according to the manufacturer's recommendations. This should include:

- (a) An assessment of an unconscious patient to include evaluation of the airway, breathing and circulation, and need for AED use.
- (b) An assessment of AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers, or other nearby persons.
- (c) Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- (d) Rapid, accurate assessment of the patient's post-shock status.

433.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Administrative Services Sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Quincy Police Department

Policy Manual

Medical Aid and Response

Any member using an AED shall notify Dispatch as soon as possible and request response by EMS (410 ILCS 4/20).

433.8.2 AED REPORTING

Any member using an AED will complete a General Offense Report detailing its use. As soon as practicable, the Public Access Defibrillation Utilization Form should be completed and the AED provided to the Administrative Services Sergeant for download. [See attachment: AED Public Access Defibrillator Utilization Form for Lexipol.pdf](#)

433.8.3 AED TRAINING AND MAINTENANCE

The Administrative Services Sergeant shall ensure that the Quincy Police Department is equipped with at least one operational and functional AED and that all AEDs are appropriately maintained and tested (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

Records of all maintenance and testing should be maintained in accordance with the established records retention schedule.

The Administrative Services Sergeant shall ensure that an adequate number of members receive training in the use of an AED (55 ILCS 5/3-6040; 65 ILCS 5/11-1-13; 410 ILCS 4/20).

433.9 ADMINISTRATION OF OPIOID OVERDOSE ANTIDOTE

The Administrative Services Sergeant shall maintain written procedures to manage the department's acquisition, storage, transportation, training and administration of opioid overdose antidote (20 ILCS 301/5-23).

Members who have received training may administer opioid overdose antidote in accordance with protocol specified by the health care professional who prescribed the antidote for use by the member (20 ILCS 301/5-23).

433.9.1 OPIOID OVERDOSE ANTIDOTE USER RESPONSIBILITIES

Members should handle, store and administer opioid overdose antidote consistent with their training. Members should check the antidote and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired antidote or unserviceable administration equipment should be removed from service and given to the Administrative Services Sergeant.

Any member who administers an opioid overdose antidote should contact Dispatch as soon as possible and request response by EMS.

433.9.2 OPIOID OVERDOSE ANTIDOTE REPORTING

Any member administering opioid overdose medication should detail its use in the Overdose Reversal and Naloxone Administration Reporting Form and generate a GOR.

[See attachment: OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM - Updated Jan 2023.pdf](#)

Quincy Police Department

Policy Manual

Medical Aid and Response

The original Overdose Reversal and Naloxone Administration Reporting Form should be given to the on-duty Watch Commander prior to the end of the officer's shift. The on-duty Watch Commander will scan and email the form to the appropriate agencies for outreach. The email shall also include the CFN, victim's name, DOB, phone number, and home address. The original form should be filed with the General Offense Report.

433.9.3 OPIOID OVERDOSE ANTIDOTE TRAINING

The Administrative Services Sergeant should ensure training is provided to members authorized to administer opioid overdose antidote that includes information and training on drug overdose prevention, recognition, the administration of an overdose antidote and care for the person after administration of the medication as provided in 20 ILCS 301/5-23.

433.10 EPINEPHRINE AUTO-INJECTORS

Members of the Quincy Police Department are not authorized to carry the epinephrine auto-injectors on duty. No member shall administer or assist in the administration of epinephrine auto-injectors unless properly trained to do so.

The Administrative Services Sergeant shall create and maintain procedures for the acquisition, storage, transportation, administration and disposal of epinephrine auto-injectors (50 ILCS 705/10.19(e)).

Members who have successfully completed ILETSB-approved training program to recognize and respond to anaphylaxis and administer an epinephrine auto-injector may carry and administer an epinephrine auto-injector for suspected anaphylaxis (50 ILCS 705/10.19(d)).

433.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are trained to administer epinephrine should handle and administer epinephrine auto injectors consistent with their training.

Any member who administers epinephrine should contact Dispatch as soon as possible and request response by EMS.

433.10.2 EPINEPHRINE REPORTING

Any member who administers epinephrine should detail its use in a GOR.

433.10.3 EPINEPHRINE TRAINING

The Administrative Services Sergeant should ensure that members authorized to administer an epinephrine auto-injector are provided with initial and refresher training that meets the requirements of 50 ILCS 705/10.19(c).

433.11 MEDICAL EMERGENCIES

433.11.1 DEFINITIONS

Tourniquet - Any limb constrictive device, whether improvised or commercially manufactured, used in an attempt to stop extremity bleeding.

Quincy Police Department

Policy Manual

Medical Aid and Response

Pressure Dressings - Pressure dressings are adequate to stop most cases of hemorrhage, whether it occurs from the extremities or other parts of the body. Commercially available bandages or other compression dressings improvised with large amounts of gauze and an elastic bandage that is wrapped around the wounded limb may be used.

Chest Seals - Occlusive dressing designed to treat penetrating chest wounds, as well as secure other wound dressings.

Occlusive Dressing - Used for sealing particular types of wounds and their surrounding tissue off from air, fluids and harmful contaminants, such as viruses and bacteria, in a trauma or first aid situation.

Sucking chest wound - A sucking chest wound is a hole in the chest (from a gunshot wound, stabbing or other puncture wound) that makes a new pathway for air to travel into the chest cavity.

Tension pneumothorax - A collection of air between the lung and chest wall, compressing the lungs and decreasing venous return to the heart. Tension pneumothorax develops when a lung or chest wall injury is such that it allows air into the area between the lung and chest wall.

433.11.2 SUCKING CHEST WOUNDS

MEMBER RESPONSIBILITIES

All members assigned to the patrol function shall carry an occlusive dressing (chest seal) in their AED while on uniformed duty.

Officers shall ensure that the occlusive dressing is in their AED prior to their tour of duty.

Should the occlusive dressing not be present, damaged, or used contact the watch commander to resupply.

Officers carrying an occlusive dressing (chest seal) shall be trained in its use.

PROCEDURE FOR TREATMENT OF SUCKING CHEST WOUND

If an officer encounters a victim with a sucking chest wound caused by puncture of a knife, bullet, or other object they shall provide emergency treatment of the wound. Indications of a sucking chest wound are:

- A hole in the chest the size of a nickle or bigger

- Difficulty breathing

- Wheezing or sucking sound coming from the wound

Place chest seal or something plastic (preferably sterile or at least clean) over the hole and tape it down.

Make sure it is sealed to prevent air from getting in.

Quincy Police Department

Policy Manual

Medical Aid and Response

Monitor the patient and if the person starts to complain of more difficulty breathing or you notice a change/difficulty in breathing, remove the occlusive dressing for a few seconds. If the patient is conscious, have them cough and then replace the dressing. This allows for the air to escape and releases the built up pressure.

Always check the front and back for entry and exit wounds. If exit wound is located it must also be covered.

If patient is conscious, allow them to rest in a seated position if breathing is more comfortable.

Each AED will be equipped with a package containing a chest seal for the treatment of sucking chest wounds. The packaging can also be used to cover an exit wound or if the victim has more than one sucking chest wound.

REPORTING

A General Offense Report shall be completed by the primary responding officer, prior to the end of the shift and a copy of the report forwarded to the Medical Aid Response Coordinator.

433.11.3 USE OF THE TOURNIQUET MEMBER RESPONSIBILITY

All members assigned to the patrol function shall carry a tourniquet on their body while on uniformed duty after receiving training that provides instruction on the proper deployment and use of a tourniquet.

It shall be the responsibility of officers to inspect their issued tourniquet prior to the start of each shift to insure that it is intact. Damaged or used equipment shall be reported to a supervisor immediately.

USE OF THE TOURNIQUET

Nearly all external bleeding can be controlled by direct pressure with a dressing. However, in certain situations, the direct use of a tourniquet should be considered. Responding officers must consider both the tactical situation and the injury severity when deciding which hemorrhage control technique to employ. A tourniquet device should immediately be considered in the following instances:

- Hemorrhagic wounds that have not responded adequately to direct pressure.
- Significant extremity bleeding not controlled with conventional methods or with the need for additional interventions, such as airway management.
- Multiple wounds, and/or multiple victims: not enough resources to provide direct pressure.
- Active threat consideration: Officer may need to protect self and/or the public with a firearm and may not be able to hold direct pressure.
- Tourniquets should not be used on children unless using the SWAT-T as the CAT will not get tight enough on smaller limbs.

Quincy Police Department

Policy Manual

Medical Aid and Response

PROCEDURE FOR USE

A tourniquet should not be used for a simple hemorrhage that can be controlled by the traditional means, unless scene considerations prevent traditional wound care: Multiple victims, multiple wounds, unsafe scenes, etc.

Use PPE (Personal Protective Equipment)

- Attempt to control hemorrhage with direct pressure or pressure dressing. If unable to control hemorrhage using the above means, apply a tourniquet, using the procedure below.
- Apply the tourniquet as trained to the extremity as high (proximal) as possible, preferably over a single-bone structure (humerus and femur) above the wound. Do not place over a joint. The tourniquet should be placed as high as possible on the extremity, at least 2-3 inches above the hemorrhage site. Never place the tourniquet over rigid objects, such as holsters, keys, phones, pens, etc. Additionally a tourniquet should not be used if the wound is higher than the tourniquet can be placed.
- Tighten tourniquet until bleeding stops.
- The time of application should be written on the tourniquet, or written directly on the patient's skin next to the tourniquet with a permanent marker. Tourniquet application time may also be radio transmitted to dispatch.
- A tourniquet should only be removed by a physician in an ER and never in the field by an officer.
- The tourniquet should be left uncovered so the site can be monitored for recurrent hemorrhage. Should active bleeding return, tighten the windlass of the tourniquet until bleeding stops, and re-secure. Tourniquets should never be covered up by patient clothing or any other object.
- Continue to monitor patients' vitals and wound area.
- Ensure receiving personnel are aware of the tourniquet placement.

REPORTING

A General Offense Report shall be completed by the primary responding officer prior to the end of the shift and a copy of the report forwarded to the Medical Aid Response Coordinator.

Any field application of a tourniquet should be internally reviewed by the Deputy Chief of Administrative Services or designee.

TRAINING

Officers shall receive training prior to being allowed to carry and use the tourniquet. The Department shall provide refresher training every 2 years.

433.12 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the

Quincy Police Department

Policy Manual

Medical Aid and Response

officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

433.13 FIRST AID TRAINING

Subject to available resources, the Administrative Services Sergeant should ensure officers receive periodic first aid training appropriate for their position.

Civil Disputes

434.1 PURPOSE AND SCOPE

This policy provides members of the Quincy Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Illinois law.

434.2 POLICY

The Quincy Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides, provide legal information, but refrain from giving actual legal or inappropriate advice.

434.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Quincy Police Department

Policy Manual

Civil Disputes

434.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should take that action, and if necessary, consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

434.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location, if possible, to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

434.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

Quincy Police Department

Policy Manual

Civil Disputes

434.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Landlord/tenant disputes shall be handled pursuant to the landlord/tenant dispute policy (5PTL-40).

First Amendment Assemblies

435.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

435.2 POLICY

The Quincy Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

435.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering and disorderly conduct. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

Quincy Police Department

Policy Manual

First Amendment Assemblies

435.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

Care should be taken to ensure that any simultaneous audio recording does not violate the Illinois Eavesdropping Act (720 ILCS 5/14-2; 720 ILCS 5/14-3).

435.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

435.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

435.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.

Quincy Police Department

Policy Manual

First Amendment Assemblies

- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

435.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

- (a) Command assignments, chain of command structure, roles and responsibilities.
- (b) Staffing and resource allocation, to include the consideration of requesting the ILEAS Mobile Field Force Team as a resource.
- (c) Management of criminal investigations.
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
- (e) Deployment of specialized resources.
- (f) Event communications and interoperability in a multijurisdictional event.
- (g) Liaison with demonstration leaders and external agencies.
- (h) Liaison with City government and legal staff.
- (i) Media relations.
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
- (k) Traffic management plans.
- (l) First aid and emergency medical service provider availability.
- (m) Prisoner transport and detention.
- (n) Review of policies regarding public assemblies and use of force in crowd control.
- (o) Parameters for declaring an unlawful assembly.
- (p) Arrest protocol, including management of mass arrests.
- (q) Protocol for recording information flow and decisions.

Quincy Police Department

Policy Manual

First Amendment Assemblies

- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
- (s) Protocol for handling complaints during the event.
- (t) Parameters for the use of body-worn cameras and other portable recording devices.

435.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

435.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

435.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to

Quincy Police Department

Policy Manual

First Amendment Assemblies

harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

435.8 ARRESTS

The Quincy Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Notice to Appear or Summons Releases Policy).

435.9 MEDIA RELATIONS

The Deputy Chief of Operations should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

435.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

Quincy Police Department

Policy Manual

First Amendment Assemblies

435.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, Dispatch records/tapes
- (g) Media accounts (print and broadcast media)

435.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

435.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

Extra Patrol Checks

436.1 PURPOSE AND SCOPE

To set forth the procedures for processing and conducting checks in areas where a problem has been identified that requires more attention than normal patrol addresses.

436.2 POLICY

As a public service, community relations and a crime prevention/detection measure, the department may conduct extra patrols in specific areas as designated by a citizen complaining of a problem requiring police intervention.

436.3 REQUEST FOR SERVICE

- (a) Any Quincy citizen or business owner may request the department to provide extra patrol to address an ongoing problem that is occurring in an area within the city.
- (b) The applicant must provide to the department, for entry into the Smartsheet Extra Patrol Database, their name, address and phone number along with a description of the ongoing problem that is to be addressed.
- (c) This description shall include the location, time of occurrence, and any suspect or vehicle information that may be helpful to officers.

436.4 ENTRY OF EXTRA PATROL CHECKS INTO SMARTSHEET DATABASE

These entries into the Smartsheet database are usually entered by supervisors or other designated personnel; however, Patrol Officers can make entries themselves.

[Smartsheet Extra Patrols](#)

436.5 DUTIES OF OFFICERS

- (a) The officer assigned to a particular patrol area is responsible for logging into the Smartsheet Extra Patrol Check database daily.
- (b) The officer shall provide extra patrol in the area designated and in such manner as to address the noted problem.
- (c) The officer shall note a disposition of their patrol in Smartsheet. The officer's badge number, the date, and time will pre-populate after entering a note and saving it.
- (d) Under no circumstances shall an officer record performance of any Extra Patrol Check, which, in fact, was not conducted.
- (e) The officer shall notify dispatch when making an Extra Patrol Check and refer to the check only by its identification number while communicating by radio. Dispatch has access to view the Smartsheet database.
- (f) The officer shall take any corrective action necessary and file any appropriate reports for any incidents arising out of an extra patrol.

Quincy Police Department

Policy Manual

Extra Patrol Checks

436.6 COMMUNICATIONS

The 911 dispatcher shall generate a ticket in C.A.D. for each Extra Patrol conducted.

436.7 MISCELLANEOUS

- (a) The Watch Commander may discontinue any Extra Patrol Check for good cause shown.
- (b) Extra Patrol Checks are a low priority service provided by the department and should not take precedence over more urgent calls for police services.
- (c) Extra Patrol Checks are primarily for 14 days or less.
- (d) The Watch Commander will coordinate with any Auxiliary Officer conducting CSO duties to ensure they receive the information necessary to conduct residential checks. The Watch Commander will ensure CSO entries are made into the Smartsheet Extra Patrol database.

436.8 RECORDS

Central Records will conduct a weekly check to transfer expired residential checks to the closed section of the Smartsheet Extra Patrol database.

Residence Checks

437.1 PURPOSE

To set forth the procedures for processing and conducting checks on the residence of vacationing or absent citizens.

437.2 POLICY

As a public service, community relations and crime prevention/detection measure, the department may conduct periodic residence checks of vacationing citizens.

437.3 HANDLING A REQUEST FOR SERVICE

(a) Requests for service:

1. Any citizen of Quincy may request the department to check their residence when they are out of town and no other persons will be residing at the residence.
2. The applicant must file a request through the department's website or by calling the department to provide the pertinent information.
3. Such request shall include the departure date and time and the date and time of return to the residence.
4. Residence checks will be limited to a maximum of six consecutive weeks.

(b) Receipt of a request:

1. The information shall be entered into the Smartsheet Vacation Check database.
2. The vacation check identification number will be automatically generated in Smartsheet.

437.4 OFFICER RESPONSIBILITY

(a) The officer assigned to a particular patrol area is responsible for opening the Smartsheet Vacation Check database daily.

(b) Conducting checks:

1. The officer shall conduct the checks during his/her tour as part of his regular duties and as manpower reasonably allows.
2. A "check" is defined as the actual physical and/or visual inspection of the entire perimeter of the residence.
3. The officer shall note the disposition of their patrol in Smartsheet. The officer's badge number, date, and time will pre-populate after entering a note and saving it.
4. Under no circumstances shall an officer record performance of any check which, in fact, was not conducted.
5. The officer shall notify dispatch when making a residence check.

Quincy Police Department

Policy Manual

Residence Checks

6. Residence checks shall be referred to by identification number only while communicating by radio.
7. Officers shall file any reports which may be necessary, if while conducting such check, the officer discovers that a crime has occurred.

437.5 COMMUNICATIONS

Dispatch shall generate a ticket on the C.A.D. for each residence check conducted.

Dispatch has access to view all current entries in SmartSheet.

437.6 MISCELLANEOUS

The watch commander may discontinue any residence checks from the program for good cause.

The watch commander will coordinate with any Auxiliary Officer conducting CSO duties to ensure they receive the information necessary to conduct residential checks. The watch commander will ensure CSO entries are made into the Smartsheet Vacation Check database.

Central Records is responsible for moving expired entries into the applicable closed database on a weekly basis.

Notification of and Requests for External Agency Services

438.1 PURPOSE AND SCOPE

This policy establishes uniform guidelines for officer reference in making determinations as to whether external agency services should be notified or requested.

438.2 REQUESTS FOR EXTERNAL AGENCY SERVICES

These situations are not all encompassing and special circumstances may arise.

(a) Coroner/Medical Examiner

1. In situations involving a deceased person (traffic accident, check the well-being, violent crime, etc.) the officer shall contact all of the proper authorities, among whom is the coroner.

(b) Ambulance

1. Requests for ambulance assistance shall be made when:
 - (a) A situation arises involving personal injury for which the officer reasonably believes requires immediate medical attention.
 - (b) Any person expressing a need for such assistance.
2. The officer on the scene of a personal injury incident shall render as much first aid as possible and shall stand by with the victim until ambulance personnel arrive for relief.

(c) Fire Department

1. Requests for fire department assistance shall be made when:
 - (a) An officer discovers a fire which he/she reasonably believes requires immediate attention by fire department personnel.
 - (b) Dealing with any hazardous materials incident.
 - (c) Traffic accident debris necessitates fire department equipment for its safe removal.
2. Officers shall stand by at scenes requiring fire department assistance until they arrive, at which time the officer shall assist the fire department in any necessary capacity.

(d) Central Services

1. Officers shall request immediate assistance from Central Services personnel when the officer reasonably believes such assistance is immediately necessary for handling the situation (removing large limbs or other debris from the street, placement of barricades, salting icy intersections, etc.)
2. In situations requiring immediate response of Central Services personnel the officer shall stand by and secure the situation until their arrival.

Quincy Police Department

Policy Manual

Notification of and Requests for External Agency Services

3. If an immediate response by Central Services personnel is not necessary then the officer shall leave a message for them to handle the situation at their earliest convenience.

(e) Tow Trucks

1. Officers shall request tow trucks when necessary and shall adhere to the department policy on the towing of vehicles.

Officers requesting external agency services should do so in adherence with the department policy on communications and make such requests through the 9-1-1 Dispatch Center.

Landlord/Tenant Disputes

439.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on dealing with disputes involving property damage, failure to pay rent, and violations of lease agreements.

439.2 POLICY

It is the policy of the Quincy Police Department to protect rights of both property owners (landlords) and property renters (tenants). To achieve this, officers will enforce all available laws as they apply to property damage and failure to maintain safe living conditions. It is the policy of the Department to make arrests when appropriate or to refer cases to prosecutors and the City Building Inspector when appropriate.

439.3 CIVIL MATTERS

There are certain issues involving landlord/tenant disputes that are civil in nature and do not involve violations of criminal law:

- (a) Failure to pay rent: A tenant refuses to make payment or who is behind on a rental agreement.
- (b) Lease agreement violation: A tenant who refuses to be governed by a signed lease agreement.
- (c) Unintentional property damage: A tenant who has inadvertently or unintentionally damaged the landlords property.
- (d) Normal wear in use of property: A tenant who uses the landlord's property and thus wears it out in the normal course of day-to-day life activities.

When an officer responds to a landlord/tenant dispute and determines that the dispute is civil in nature, both parties should be made aware of that determination and the parties should be advised to seek assistance from their attorney to settle these disputes. Officers should be aware that while the original dispute may be civil in nature, it may escalate to criminal violations such as trespassing, theft, criminal damage, peace disturbance, assault, battery, etc., and take appropriate action to preserve the peace and protect individuals and property.

439.4 RELEVANT STATUTES

Members should be familiar with the following statutes that may be relevant to landlord/tenant issues:

- The Safe Homes Act (765 ILCS 750/1)
- Violence Against Women Act (34 USC 12491)
- Distress for Rent Warrants (735 ILCS 5/9-301-305, 735 ILCS 5/12-1001, and 735 ILCS 5/19-101)

Quincy Police Department

Policy Manual

Landlord/Tenant Disputes

439.5 RECORDS

Per statute, it is not a requirement for a copy of the Distress for Rent Warrant be provided to law enforcement. However, if a landlord chooses to provide a copy of a legally served Distress for Rent Warrant, it should be placed in the appropriate file in the Watch Commander's office for reference.

Incident Command System

440.1 PURPOSE AND SCOPE

The purpose of this policy is to familiarize all members of the department with the basic components for implementing the Incident Command System.

440.1.1 DEFINITIONS

Critical Incident - extraordinary events which place lives and property in danger and require the commitment and coordination of numerous resources to bring about a successful solution.

Command Post – a centralized base of operations established near the site of an incident, from which primary command functions are executed.

Emergency Operations Center (EOC) - a central facility from which key city officials can gather information, make decisions, and direct and coordinate response and recovery efforts.

Field Command Post - a designated location from which the Incident Commander and his appointed branch leaders conduct emergency operations.

Hot Zone (Kill Zone) - represents the area with the greatest degree of threat to individuals working in that area and requires the highest level of personal protective equipment. This area must be clearly identified to all responders.

Incident Action Plan (IAP) – the strategic goals, objectives, and support requirements for the incident. All incidents require an action plan. For simple incidents, the IAP is not usually in written form. Large or complex incidents will require that the IAP be documented in writing.

Incident Command System (ICS) - a system that provides an effective method of management of personnel, communications, facilities, equipment, and procedures at the scene of a critical incident in order to accomplish stated objectives pertaining to the incident.

Incident Commander (IC) - the person charged with the overall responsibility for the management of incident activities and functions at the field or on-scene level related to the management of an emergency event. Normally this is the first officer or supervisor on scene.

Staging area - an area located between the inner and outer perimeter where all resources report and await tactical deployment.

Unified Command – in ICS, Unified Command is a unified team effort, which allows all agencies with responsibility for the incident to establish a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

440.2 POLICY

The Quincy Police Department understands that it is important to have a system in place to manage critical incidents, both small and large, involving the department. It also recognizes that larger incidents may involve responses by other agencies, including law enforcement, fire/rescue,

Quincy Police Department

Policy Manual

Incident Command System

EMS, and health officials. It is important that the police department responds in a way that is coordinated with these other agencies. To this end, it is the policy of the department to utilize the Incident Command System in appropriate situations. The Department will also participate in and support the use of the Unified Command in situations involving multiple agencies or jurisdictions.

440.3 CRITERIA FOR IMPLEMENTATION OF THE ICS

The Incident Command System is to be implemented during any public safety activity involving one or more of the following five conditions or any other incident where the responding department member determines the activation of the ICS would be beneficial in maintaining control of a situation:

- (a) Terrorist activities and weapons of mass destruction (WMD)
 - 1. Chemical
 - 2. Biological
 - 3. Radiological
 - 4. Nuclear
 - 5. Conventional
- (b) Natural disasters
 - 1. Earthquakes
 - 2. Tornadoes
 - 3. Floods
 - 4. Ice storms/blizzards
- (c) Transportation crashes
 - 1. Motor vehicle crashes
 - 2. Airplane crashes
 - 3. Train derailments/collisions
- (d) Criminal activities
 - 1. Bombings/explosions
 - 2. Barricaded suspects
 - 3. Hostage incidents
 - 4. Civil disorder
 - 5. High risk search warrant execution
 - 6. Arson-caused major fire or explosion
- (e) Fire/hazardous material accidents
 - 1. Hazardous chemical spills or explosions
 - 2. Industrial fires or accidents

Quincy Police Department

Policy Manual

Incident Command System

3. High-rise, multiple dwelling fires

440.4 RESPONSIBILITIES

The first arriving officer, Officer in Charge (OIC) or a supervisor, will assume command of the scene and initiate the following seven critical tasks:

- (a) Establish and secure communications
 1. Clear the main frequency (hold radio traffic).
 2. Request all routine radio traffic be re-directed to an alternate frequency.
 3. Provide Dispatch with the following information:
 - (a) Exact location of the incident
 - (b) Safe entry route for all responding personnel
 - (c) Pertinent intelligence information, including at a minimum:
 1. Description of physical setting of the scene
 2. Details of the situation including number of victims and/or offenders and a description of any dangerous conditions.
 4. ASSUME AND ANNOUNCE COMMAND of the scene. This must be clearly stated over the radio so that everyone (those on scene, those responding, and Dispatch) know who is in charge.
 - (a) Assume a tactical style of leadership.
 - (b) Issue clear, concise orders and ensure orders are understood.
 - (c) Maintain command presence.
- (b) Identify and announce Kill Zones and/or Danger Areas.
 1. Areas which present extreme danger to on-scene and responding personnel.
 2. Secure these areas and do not allow anyone in or out of these areas.
 3. Communicate to all responders the boundaries of the Kill Zone as soon as possible.
- (c) Establish an inner perimeter.
 1. Strictly control the area around the Kill Zone or danger area.
 2. No movement allowed in or out of this area unless as directed.
 3. Must be set up immediately.
 4. Only uniformed officers at the inner perimeter. If plain clothes officers are initially deployed, replace as soon as possible.
 5. Ensure cover and concealment is proper distance from Kill Zone and/or danger area.
 6. Protect areas of critical vulnerability such as gun shops, power and water plants, schools, hospitals, nursing homes, etc.

Quincy Police Department

Policy Manual

Incident Command System

- (d) Establish an outer perimeter.
 - 1. This perimeter is set outside the inner perimeter.
 - (a) This is not an offensive position. Rather it sets up a buffer area to keep persons not involved in the response away from the incident at a safe distance.
 - (b) Control crowds and traffic to prevent gridlock.
 - (c) Control access and egress to and from the scene.
- (e) Establish and announce the command post location.
 - 1. Initially the command post is the supervisor's/officer's vehicle (Car 2 is supplied with "mobile command board" which will aid in the establishment of the ICS and associated assignments).
 - 2. Location should be between the inner and outer perimeter but does not necessarily need to be located within view of the scene.
 - 3. Selecting a command post:
 - (a) Secondary locations should be equipped with phones, radio, computer, fax, utilities, lighting, heat, air conditioning, and restrooms. Location must provide for security and privacy, away from the scene and the public eye.
 - (b) Representatives from other agencies (one from each agency) and mission unit (tactical and/or technical) leaders should be directed to the command post.
 - (c) Be cognizant that based on challenging conditions it may be necessary to relocate the command post.
- (f) Establish a staging area.
 - 1. Select a site large enough for resources that will be allocated or transferred efficiently to and from the scene.
 - 2. Site should be between inner and outer perimeter to ensure that traffic and crowds do not interfere with the movement of resources to the scene.
 - 3. Media should initially be sent to the staging area along with the PIO or other officer to brief the media.
 - 4. Vehicles should be parked so that they do not prevent the movement of other vehicles left in the staging area.
 - (a) A repository for vehicle keys may be initiated by staging area personnel.
- (g) Identify and request additional resources.
 - 1. Quickly assess and request additional resources needed to mitigate the incident, i.e., HazMat, Fire, EMS, Ameren, CIPS, Central Services, National Guard, FEMA, IEMA, other local, state or federal law enforcement, Red Cross, Salvation Army, Coroner.

Quincy Police Department

Policy Manual

Incident Command System

2. Direct all additional resources to the staging area. Ensure clear and concise directions are given to reduce response times.

440.5 RESPONSE TO CRITICAL INCIDENTS OF OTHER AGENCIES/JURISDICTIONS

In the event that the critical incident falls under the jurisdiction of the Quincy Fire Department and they initiate the ICS and assume command of the incident:

- (a) The primary officer or first responding supervisor will report to the Command Post/ Incident Commander and act as a liaison for and coordinate our department's response.
- (b) All other responding officers shall respond to assigned posts as directed or report to the staging area to await assignment.

Officers responding to calls for assistance from other jurisdictions, such as an ILEAS call out, will report to the designated staging area for assignment.

440.6 TRANSFER OF COMMAND

The on-scene Incident Commander, whether it be a patrol officer, field supervisor, or command officer, will remain in command until the incident is resolved, or one or more of the following measures are taken:

- (a) A chief or superior ranking officer officially assumes command of the incident.
- (b) The Incident Commander requests another supervisor to assume command.
- (c) Transfer of command shall not be passed to personnel not on scene and must be done face to face at the command post.
- (d) Any transfer of command must be announced, via radio and telephone, if appropriate.
- (e) The Incident Commander being relieved shall provide the following information to the person assuming command:
 1. Incident conditions - location and extent, hazardous materials, number of offenders/victims, etc.
 2. The Incident Action Plan
 3. Progress towards completion of tactical objectives
 4. Safety considerations
 5. Deployment, assignment, and position of all units and personnel on scene
 6. Appraisal of the need for additional resources

440.7 COMMAND POST ACTIVITIES AND PERSONNEL

Depending upon the size, scope, and seriousness of the incident, it may become necessary for the Incident Commander to activate specific Command Staff positions. The only position, which must be staffed, is the Incident Commander. All other positions at the field command post are appointed, as needed, as the event progresses. Command Staff positions report directly to the Incident Commander and may include:

Quincy Police Department

Policy Manual

Incident Command System

- (a) The Deputy Incident Commander:
 - 1. Assists the Incident Commander during a major event.
 - 2. Assumes interim command in the absence of the Incident Commander.
- (b) Public Information Officer:
 - 1. Formulates informational releases for the news media, other agencies and personnel as directed by the Incident Commander.
- (c) Safety Officer:
 - 1. Assesses hazardous and unsafe situations.
 - 2. Develops measures for insuring personnel safety.
 - 3. Corrects unsafe acts or conditions through regular lines of authority.
- (d) Liaison Officer:
 - 1. Initiates mutual aid agreements.
 - 2. Serves as the point of contact for assisting agencies and cooperating agencies.
 - 3. Identifies agency representatives from each jurisdiction and includes the location of all personnel assignments to assist with the incident and their communication link.
 - 4. Handles requests from the Command Post for inter-organizational contacts.
 - 5. Monitors incident operations to identify current or potential inter-organizational conflicts or problems.
 - 6. Maintains an activity log.
- (e) Incident Log/Scribe
 - 1. Maintains a written log of all incident events and keeps appropriate command post personnel updated on significant events.
 - 2. Maintains custody of all documents prepared for briefing the Incident Commander.
 - 3. Maintains a log documenting all activities initiated through the incident command process, i.e., request for resources, initiation of operational plan, evacuations, etc.
 - 4. Ensures that the date, time, and all persons present for the briefings are properly recorded.
 - 5. Maintains an updated map of the incident location including:
 - (a) Affected area or location
 - (b) Inner and outer perimeter locations
 - (c) Command post location
 - (d) Staging area location(s)

Quincy Police Department

Policy Manual

Incident Command System

- (e) Areas requiring evacuation or already evacuated areas
 - (f) Location of assisting agency personnel or specialists
- (f) Agency Representatives:
 - 1. Report to the Liaison Officer, or in the absence of the Liaison Officer, report directly to the Incident Commander.
 - 2. Are assigned to the Command Post from another agency and are vested with full authority to make decisions on all matters affecting the activities of the agency represented.
- (g) Operations Section:
 - 1. Manages operational units related to stabilization and resolution.
 - 2. Assists in the development of the Incident Action Plan.
 - 3. Formulates tactical objectives and operational strategies for bringing about incident resolution.
 - 4. Supervises and directs tactical operations.
 - 5. Releases resources as required.
 - 6. Makes expedient changes to the Incident Action Plan based on field developments with approval of the Incident Commander.
 - 7. Ensures that personnel prepare after-action reports, the preparation of an activity log, and assist in planning for a return to normal operations.
- (h) Planning and Intelligence:
 - 1. Collects, evaluates, and disseminates information to measure the size, scope and seriousness of the incident.
 - 2. Assists with the development, implementation and updating of the Incident Action Plans.
 - 3. Identifies technical specialists and specialized logistical needs to assist in planning for Incident Resolution strategies.
 - 4. Requests and obtains facilities, services, personnel, and other resources required to assist in the safe and successful resolution of the incident.
 - 5. Obtains photographs, sound, and video recordings of the incident where appropriate.
 - 6. Monitors all television and radio broadcasts related to the incident.
 - 7. Assesses and prepares estimations of factors related to the incident.
 - (a) Identification of high-risk locations and persons inciting violence.
 - (b) Situation damage/injury/casualty estimates.
 - (c) Weather and environmental conditions.

Quincy Police Department

Policy Manual

Incident Command System

8. Prepares a plan for returning to normal operations, prepares a plan for repopulating of evacuated areas.
- (i) Logistics
 1. Requests and obtains facilities, services, personnel, and other resources required to assist in the safe and successful resolution of the incident.
 2. Maintains list of all equipment and personnel used in the incident, including hours worked by individual officers.
 3. Participates in the development and implementation of the Incident Action Plan.
 4. Maintains a visible chart of resources requested and advises the Incident Commander upon the arrival of resources for deployment.
 5. Assigns security for the Command Post, staging area, and other sensitive areas as required.
 6. Ensures that meals and refreshments for all incident personnel be provided.
 7. Maintains an activity log.
 - (j) Staging Area Supervisor:
 1. Reports to the Logistics Officer.
 2. Establishes and maintains a location where personnel and equipment can be staged to provide support and resources to the Field Commander.
 3. Determines support needs for equipment, feeding, sanitation, and security.
 4. Supervises the safeguarding and security of all personnel and equipment.
 5. Maintains an activity log.
 - (k) Personnel Group Supervisor:
 1. Reports to the Logistics Section Officer.
 2. Evaluates personnel requirements.
 3. Maintains a master listing of personnel assignments.
 4. Performs the timekeeping function.
 - (l) Finance:
 1. Reports directly to the Incident Commander.
 2. Responsible for all the cost analysis aspects of the incident.

440.8 INCIDENT ACTION PLAN

Every incident requires some form of an action plan. For small incidents of short durations, the plan need not be written. The following are examples of when written action plans should be used:

- (a) When resources from multiple agencies are being used.
- (b) When several jurisdictions are involved.

Quincy Police Department

Policy Manual

Incident Command System

- (c) When the incident will require change in shifts of personnel and/or equipment.

The Incident Commander will establish goals and determine strategies for the incident based upon the size, seriousness and scope of the incident. When a unified command structure has been implemented, incident objectives must adequately reflect the policy and requirements of all jurisdictional agencies involved. The action plan for the incident should cover all tactical and support activities for the operational period.

440.9 UNIFIED COMMAND STRUCTURE

The need for a Unified Command is brought about because incidents have no regard for jurisdictional boundaries.

- (a) The concept of "unified command" simply means that all agencies that have a jurisdictional responsibility for a multi-jurisdictional incident will contribute to the process of:
 - 1. Objectives
 - 2. Selection of strategies
 - 3. Ensuring that joint planning for tactical activities is accomplished.
 - 4. Ensuring that the integrated tactical operations are conducted.
 - 5. Making maximum use of all assigned resources.
- (b) The proper selection of participants to work within a Unified Command structure will depend upon the location of the incident (which political or geographical jurisdictions(s) are required).
- (c) A Unified Command Structure would consist of a key official responsible from each jurisdiction involved or it could consist of several functional departments within a single political jurisdiction.
- (d) Common objectives and strategies for major multi-jurisdictional incidents should be written. The objectives and strategies (Incident Action Plan) then guide the mission of the ICS. The implementation of the Incident Action Plan will be accomplished under the direction of a single individual – the Incident Commander.

440.10 ACTIVATION OF EMERGENCY OPERATIONS CENTER

In the event of a major ongoing incident, an Emergency Operations Center (EOC) may be initiated.

- (a) The EOC is established in the Executive management stage of an incident (see below).
- (b) The EOC is usually established at a site away from the scene and the command post.
- (c) The EOC exists to support the Incident Commander and to coordinate government functions above and beyond on-scene issues.
- (d) The EOC would be staffed by any or all of the following:
 - 1. The Mayor of the City of Quincy

Quincy Police Department

Policy Manual

Incident Command System

2. The various City of Quincy department heads and elected officials, as needed, including the Chief of Police and the Fire Chief.
3. A representative of the city council.
4. A representative of the City of Quincy legal staff.
5. Representatives from the state and federal governments (FEMA, IEMA, etc.).
6. Other persons as needed.

440.11 REHABILITATION AND RELIEF

The Incident Commander must plan for the relief and rehabilitation of personnel and may consider the establishment of a rehabilitation area. Exposure to extreme heat or cold greatly diminishes the capabilities of personnel working at the scene. Rest and fluid replacement are mandatory for department personnel.

- (a) Whenever possible, the rehabilitation location should be in close proximity to the incident site.
- (b) The location shall be out of view of the scene and out of view of the public and/or media.
- (c) The rehabilitation area shall be supplied with water and healthy food such as fruit and protein bars. Coffee and donuts are not recommended.
- (d) Paramedics and/or social services representatives shall be staffed in the rehabilitation site to monitor personnel.

440.12 PHASES OF CRITICAL INCIDENTS AND MANAGEMENT OBJECTIVES

Critical Incidents are traditionally characterized by phases of the event as it transpires, and specific management objectives need to be addressed within each phase.

- (a) Phase 1 - Crisis Phase
 1. Characteristics: Typical duration 0-60 minutes.
 2. Goals:
 - (a) To stabilize the scene.
 - (b) Limit the acceleration and growth of the incident.
 - (c) Ensure the safety of citizens and responding personnel.
 3. Response Strategy:
 - (a) The first responding officer / supervisor shall initiate the 7 Critical Tasks.
 - (b) Identify the initial ICS functions needed to address and mitigate the event.
 - (c) Initiate a proactive management of the scene to move ahead of the incident's acceleration.
 - (d) Evaluate resource requirements.
 - (e) Evaluate evaluation requirements.

Quincy Police Department

Policy Manual

Incident Command System

4. Outcomes:
 - (a) If the incident has not been resolved; move to the next phase.
 - (b) Arrival of crowds, resources, and media, which will require increased management of the scene.
- (b) Phase 2 - Scene Management Phase
 1. Characteristics:
 - (a) Continuation of an incident for a longer duration, typically several hours to several days.
 - (b) Arrival of crowds, resources, and media, which will require increased management of the scene.
 2. Goal: Establish an organized decision-making team within the Incident Command Structure to bring about the successful resolution of the event.
 3. Response Strategy:
 - (a) Select the site for the command post.
 - (b) Expand the Incident Command System with specific functionality to address scene concerns.
 - (c) Develop and implement an incident action plan.
 - (d) Evaluate resource requirements.
 - (e) Assess communication requirements.
 - (f) Initiate the evacuation plan (if required).
 - (g) Deploy specialists to bring about resolution, (i.e., ERT)
- (c) Phase 3 - Executive Management Phase
 1. Characteristics:
 - (a) Duration of an incident is typically several hours to a week or more.
 - (b) The size, scope, and seriousness of the event are beyond the ability of the Field Command Post to manage.
 2. Goal: Establish an organized decision-making team within the Incident Command Structure to bring about the successful resolution of the event.
 3. Response Strategy:
 - (a) Establish Emergency Operations Center by expanding the Incident Command System.
 - (b) Establish a unified command structure through a fully expanded Incident Command System to bring about an organized team approach for the safe and successful resolution of the event.
 - (c) Appointment of the Incident Commander is determined by:

Quincy Police Department

Policy Manual

Incident Command System

1. The nature of the incident.
2. The types of resources required.
3. Policy or legal authority.
- (d) Evaluate the current Incident Action Plan and update as appropriate.
- (e) Support field operations.
- (f) Review and evaluate evacuation plans.
- (d) Phase 4 - Termination Phase
 1. Characteristics: Typical duration of several days or weeks.
 2. Goals:
 - (a) Ensure scene integrity.
 - (b) Aid in smooth transition to normal operations.
 - (c) Improve agency response to the next critical incident.
 - (d) Maintain the emotional and physical well-being of the responders and agency.
 3. Response Strategy:
 - (a) Implement a plan for returning to normal operations.
 - (b) Account for personnel.
 - (c) Assess damage and/or injuries.
 - (d) Reassign personnel to normal operations.
 - (e) Re-establish evacuated areas (if required).
 - (f) Conduct a tactical review.
 - (g) Conduct stress debriefing.
 - (h) Provide counseling.
 - (i) Prepare after-action reports.
 - (j) Assess policy and training.
 - (k) Recommend improvement.
 4. Outcomes:
 - (a) Event activity and agency response properly documented.
 - (b) Provide information that will benefit the department and profession in future events.
 - (c) Provide opportunities for all personnel to receive assistance with any emotional and/or physical needs.

Quincy Police Department

Policy Manual

Incident Command System

440.13 TRAINING AND EVALUATION

- (a) Supervisory personnel at the rank of sergeant and above may complete Critical Incident Response/Unified Command Training.
- (b) All personnel will receive at least basic training on the Incident Command System.

Chapter 5 - Traffic Operations

Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic crashes. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on crash data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in crash situations, but also in terms of traffic-related needs.

500.2 TRAFFIC OFFICER DEPLOYMENT

Several factors are considered in the development of deployment schedules for officers of the Quincy Police Department. Traffic crash information provided by the Illinois Department of Transportation is a valuable resource for traffic crash occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location.
- Time.
- Day.
- Violation factors.

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of crash causing violations during high crash hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high crash locations.

Other factors to be considered for deployment are citizen requests, construction zones, or special events.

500.3 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed to include:

- (a) Speed violations.
- (b) Other hazardous violations.
- (c) Off-road vehicle violations.
- (d) Equipment violations.
- (e) Public carrier/commercial vehicle violations.
- (f) Violations committed by juveniles.
- (g) Violations committed by non-residents (out of area and/or state).

Quincy Police Department

Policy Manual

Traffic Function and Responsibility

- (h) Newly enacted laws and/or regulations.
- (i) Violations resulting in traffic crashes.
- (j) Pedestrian and/or bicycle violations.

This department does not establish ticket quotas. The number of citations issued by any officer shall not be used as criterion for evaluating officer overall performance, but the number of traffic stops completed, arrests, written warnings, and crime prevention measures are appropriate evaluation criterion (55 ILCS 5/5-1136; 65 ILCS 5/11-1-12).

Several methods are effective in the reduction of crashes:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations. Officers are encouraged to document warnings with a written warning ticket. Officers who issue a verbal warning should be prepared to articulate the reason to their immediate supervisor.

500.3.2 CITATIONS

Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Criminal Code. These physical arrest cases usually deal with, but are not limited to:

- (a) Reckless homicide.
- (b) Felony and misdemeanor driving under the influence of alcohol/drugs.
- (c) Felony or misdemeanor hit-and-run.
- (d) Refusal to sign notice to appear.
- (e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

Quincy Police Department

Policy Manual

Traffic Function and Responsibility

500.4 STOP RECEIPTS

Whenever an officer stops a motorist under 725 ILCS 5/107-14 and pat-down searches the person or the person's property, the officer should issue a stop receipt providing the reason for the stop and containing the member's name and badge number.

500.5 SEIZURE OF ITEMS

Officers who reasonably believe that any certificate of title, registration card, permit, license, registration plate, license plate, disability license plate, parking decal or device, or registration sticker is fictitious, expired, revoked, canceled, suspended or unlawfully issued may seize such items for return of the items to the Secretary of State (625 ILCS 5/2-111).

500.6 SUSPENDED OR REVOKED DRIVERS LICENSES

If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to 625 ILCS 5/6-303.

500.7 HIGH-VISIBILITY VESTS

The Department has provided every officer with an American National Standards Institute (ANSI) Class II high-visibility vest to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

500.7.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, crash investigations, lane closures, and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes officer might benefit from being readily identified as a member of law enforcement.

500.7.2 CARE AND STORAGE OF HIGH-VISIBILITY VEST

High-visibility vests issued to individual officers shall be maintained in a serviceable condition and available for use.

In addition, high-visibility vests shall be maintained in the trunk of each patrol and investigation unit, in the side box of each police motorcycle and in the saddlebag or gear bag of each police bicycle. Each vest should be stored inside the re-sealable plastic bag provided to protect and

Quincy Police Department

Policy Manual

Traffic Function and Responsibility

maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of lost, damaged or unserviceable vests. The Administrative Services Sergeant should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

500.8 VEHICLE CHECKPOINTS

The assigned supervisor should establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community requests). Operational decisions should be made by the supervising officer. Guidelines for checkpoints should include but are not limited to:

- (a) Reasonable location and duration.
- (b) Neutral criteria for stopping motorists.
- (c) Clear indicators of the official nature of the checkpoint.
- (d) Clearly identified officers and equipment.
- (e) Adequate safety precautions.
- (f) Minimal detention of motorists.
- (g) Advance public notice.

500.8.1 CHECKPOINT IMPLEMENTATION

The following procedures should be used by the supervisor assigned to a checkpoint operation when implementing a checkpoint:

- (a) Establish the goal of the checkpoint, (e.g., DUI detection, seatbelt violations.)
- (b) Establish an operational plan that satisfies the guidelines as established by the Administrative Services Sergeant.
- (c) Assign and notify the officers chosen to conduct the checkpoint.
- (d) Conduct an operational briefing prior to activation and communicate the operational plan and checkpoint goal.
- (e) Activate the checkpoint.
- (f) Track all contact and traffic that was not stopped.
- (g) Conduct an after-action debriefing when the checkpoint is concluded.
- (h) Generate an after-action report detailing the contacts, arrests, contraband found, areas for improvement, and successes.

500.9 LAW ENFORCEMENT VEHICLE ESCORTS

The Chief of Police or designee will process all requests for law enforcement vehicle escort services and will have the sole authority to authorize such requests.

Quincy Police Department

Policy Manual

Traffic Function and Responsibility

Under no circumstances may officers provide emergency law enforcement vehicle escort services for:

- (a) Other emergency vehicles, (e.g., fire department, ambulance).
- (b) Civilian vehicles being operated in emergency situations.

Traffic Crashes

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to, investigating, and reporting traffic crashes.

501.2 POLICY

It is the policy of the Quincy Police Department to respond to traffic crashes and render or summon aid to injured victims as needed. The Department will investigate and prepare reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR 1050) Manual. As a public service, the Department makes traffic crash reports available to the community with some exceptions with the goal of reducing the occurrence of crashes by attempting to identify the cause of the crash and through enforcing applicable laws.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this department and there is:
 - 1. A life-threatening injury.
 - 2. A fatality.
 - 3. A City vehicle involved.
 - 4. A City official or employee involved.
 - 5. Involvement of an on- or off-duty member of this department.

A supervisor should be notified when the incident:

- (a) Is within another jurisdiction and there is:
 - 1. A City of Quincy vehicle involved.
 - 2. A City of Quincy official involved.
 - 3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control.
- (b) Proper placement of emergency vehicles, cones, roadway flares, or other devices if available to provide protection for members, the public, and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.

Quincy Police Department

Policy Manual

Traffic Crashes

- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire hazards requiring the fire department, hazardous materials response, tow vehicles).
- (f) Clearance and cleanup of the roadway.
- (g) Disturbances between the parties.

501.4 NOTIFICATION

If a traffic crash involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Watch Commander. The Watch Commander or any supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident. The Watch Commander will ensure notification is made to the department command staff in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, department chaplain, or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic crash should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

A crash report shall be taken when:

- (a) A fatality, any injury (including complaint of pain), driving under the influence, or hit-and-run is involved.
- (b) An on-duty member of the City of Quincy is involved.
- (c) The crash results in any damage to any City-owned or leased vehicle.
- (d) The crash involves any other public agency driver or vehicle.
- (e) There is damage to public property.
- (f) There is damage to any vehicle in excess of \$1,500.
- (g) Prosecution or follow-up investigation is contemplated.
- (h) Directed by a supervisor.
- (i) Requested by either party involved.

501.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic crash occurs on private property unless it involves an injury or fatality, a hit-and-run violation, a school bus is involved, other traffic law violation, or damage to any single vehicle is in excess of \$1,500. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

Quincy Police Department

Policy Manual

Traffic Crashes

501.5.2 CITY VEHICLE INVOLVED

A traffic crash report shall be taken when a City vehicle is involved in a traffic crash.

A general offense report shall be taken in addition to a traffic crash report.

A notification should be made to the appropriate department head upon learning that a city-owned vehicle was involved in a traffic crash (Procedure 501.10). Once the reports are complete, they should be forwarded to the Deputy Chief of Administration for dissemination to the appropriate personnel.

501.5.3 INJURED ANIMALS

Department members should refer to the Animal Control Policy when a traffic crash involves the disposition of an injured animal.

501.6 INVESTIGATION

When a traffic crash meets minimum reporting requirements, the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The on-duty Watch Commander should request that the Illinois State Police or other outside law enforcement agency investigate and complete a traffic crash investigation when a life-threatening injury or fatal traffic crash occurs within the jurisdiction of the Quincy Police Department and involves:

- (a) An on- or off-duty member of the Department.
- (b) An on- or off-duty official or employee of the City of Quincy.

Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic crash. The crash investigation and report shall be completed by the agency having jurisdiction.

501.7 ENFORCEMENT

- (a) When an investigation of a reportable traffic crash results in evidence that a driver committed a violation of the Illinois Vehicle Code (or local ordinance) that was the proximate cause of the traffic crash, a citation should be issued for that violation. Should a citation not be issued, the investigating officer must be able to articulate the reason no enforcement action was taken.

Quincy Police Department

Policy Manual

Traffic Crashes

- (b) When a City of Quincy employee driving a city owned vehicle is involved in a reportable traffic crash and it is determined that the employee committed a violation of the Illinois Vehicle Code that was the proximate cause of the crash, the investigating officer shall issue the appropriate citation(s) just as they would in any other traffic crash. The citation must be issued as an IVC violation and not a local ordinance. This does not preclude the employee from other discipline as deemed necessary by the facts of the crash and/or the driving record of the employee. If the accident occurred during an emergency or unusual situation, the supervisor may withhold issuing a citation pending further review.

501.8 REQUESTING ASSISTANCE FROM THE ILLINOIS STATE POLICE

In the event of a serious injury or death related traffic crash where the facts surrounding the incident are not readily apparent following the initial investigation, the watch commander may seek assistance from the Illinois State Police.

501.9 CRASHES INVOLVING LAW ENFORCEMENT OFFICERS FROM OTHER JURISDICTIONS

- (a) If an on duty law enforcement officer from another jurisdiction is involved in a traffic crash in the City of Quincy, the watch commander shall contact a supervisor from that agency to request guidance on investigation and enforcement procedures.
- (b) Arrest tickets should not be issued to the driver of the vehicle owned by another local or state law enforcement agency involved in traffic crashes where the violation is minor in nature. These reports should be referred to the appropriate police agency for their review and action.
- (c) Violations that are serious in nature and involve an element of intent should be handled by the investigating officer as with any other violations. Examples of these serious violations would be reckless homicide, driving under the influence of alcohol or drugs, leaving the scene of an accident, reckless driving, etc.
- (d) All arrests made for these serious traffic violations that involve vehicles owned by another local or state enforcement agency shall be charged as state code violations and shall be referred to the Adams County State's Attorney's Office for prosecution.

501.10 REPORTS

Department members shall utilize forms approved by the Illinois Department of Transportation as required for the reporting of traffic accidents (625 ILCS 5/11-408; 625 ILCS 5/11-411). All such reports shall be forwarded to the Records Department for filing.

501.10.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

Quincy Police Department

Policy Manual

Traffic Crashes

501.10.2 RECORDS SUPERVISOR RESPONSIBILITIES

The responsibilities of the Records Supervisor include but are not limited to:

- (a) Ensuring the monthly and quarterly reports on traffic crash information and statistics are forwarded to the Chief of Police or other persons as required.
- (b) Ensuring that traffic crash reports are submitted timely to the appropriate state agencies pursuant to 625 ILCS 5/11-408.

501.11 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the crash, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY

The Quincy Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Dispatch to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (625 ILCS 5/4-203).

Vehicles that are not the property of the City should not be driven by department members without obtaining consent from an individual legally authorized to give consent. The vehicle should only be moved the distance necessary to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs or traffic regulations.

502.4 TOWING OF VEHICLES FROM PRIVATE PROPERTY

Members of the Department should not tow or assist in towing vehicles from private property unless authorized by state and local law (625 ILCS 5/4-201 et. seq.).

502.5 TOWING OF VEHICLES FROM PUBLIC PROPERTY

Vehicles abandoned on public property may be towed in accordance with 625 ILCS 5/4-203.

502.6 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.

Quincy Police Department

Policy Manual

Vehicle Towing

- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.
- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

502.7 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

502.8 RECORDS

The Fleet Coordinator shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.8.1 VEHICLE TOW REPORT

Department members causing a vehicle to be towed shall complete a vehicle tow report. The report should be submitted to the Watch Commander as soon as practicable after the vehicle is towed but no later than the end of the member's shift.

If a member assists a driver with having a vehicle towed, such as after a traffic crash or motorist assist, a vehicle tow report is not required.

[See attachment: Towed Vehicle Report.pdf](#)

A copy of the vehicle tow report for a vehicle towed pursuant to 625 ILCS 5/4-202 or 625 ILCS 5/4-203 shall be provided to the tow service (625 ILCS 5/4-204).

502.8.2 NOTICE OF TOW

When a member causes a vehicle to be towed, the following shall apply.

The Department shall send a notice of tow to all registered owners, lienholders and others having a recorded interest in the vehicle no later than 10 business days after the tow. Notice shall be sent to all such individuals by certified mail (625 ILCS 5/4-205). The notice shall include:

- (a) The name, address and telephone number of the Quincy Police Department.
- (b) The location where the vehicle is stored.
- (c) A description of the vehicle, including:
 - (a) Color.
 - (b) Manufacturer year.
 - (c) Make and model.

Quincy Police Department

Policy Manual

Vehicle Towing

- (d) License plate number and/or Vehicle Identification Number (VIN).
- (e) Mileage.
- (d) The authority and purpose for the removal of the vehicle.
- (e) An explanation of the procedure for release of the vehicle and for obtaining a vehicle tow hearing.
- (f) A request for disposition for the vehicle and any information regarding a public sale of the vehicle, if applicable.

If the registered owner, lienholder or other persons having a recorded interest in the vehicle cannot be immediately determined, the notice shall be sent no later than two days after such determination can be made (625 ILCS 5/4-205).

502.9 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation system established by the Department for tow services should be followed (625 ILCS 5/4-203.5).

502.9.1 TOW ROTATION LIST

The Fleet Coordinator is responsible for ensuring that tow rotation lists to be used by department members when authorizing tows is established and maintained (625 ILCS 5/4-203.5). All complaints regarding the process for inclusion on a tow rotation list or the use of a tow rotation list shall be forwarded to the Chief of Police.

Members should only deviate from the rotation list in the following circumstances (625 ILCS 5/4-203.5):

- (a) A safety emergency justifies deviation.
- (b) The tow service next on the list is incapable of or not properly equipped for handling a specific task related to the tow that requires special skills or equipment.
- (c) If the tow will be paid for by the Department (e.g., department owned vehicles and vehicles towed as evidence) the tow shall be done by the contracted provider.

Members should document the reason for any deviation.

Towing firms are prohibited from soliciting tows that have not been requested by a member or the owner or operator of a disabled vehicle. Members should tell any such tow operator who is present or arrives to leave the scene (625 ILCS 5/4-203.5).

502.10 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the tow report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle

Quincy Police Department

Policy Manual

Vehicle Towing

including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.
- (c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will be opened for inventory purposes if the container can be opened without damaging it.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report.

When practicable and appropriate, cash, jewelry or other small valuables located during the inventory process should be removed from the vehicle and given to the owner, or booked into property for safekeeping in accordance with the Evidence Section Policy. A copy of the property record should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.11 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Quincy Police Department

Policy Manual

Vehicle Towing

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Quincy Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Illinois's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Administrative Services Sergeant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The standardized field sobriety tests (SFSTs) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in Illinois or another jurisdiction.

504.4 FIELD TESTS

The Administrative Services Sergeant should identify standardized FSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

504.4.1 SUSPECTED IMPAIRMENT BY CANNABIS

If the officer has reasonable suspicion the driver is impaired by cannabis, the officer may read the Cannabis Warning to Motorist to the driver as a means of requesting they perform SFSTs. The decision to read the Cannabis Warning to Motorist to the driver shall be made at the officer's discretion. (625 ILCS 5/11-501.9(a)).

Quincy Police Department

Policy Manual

Impaired Driving

504.5 CHEMICAL TESTS

A person implies consent under Illinois law to a chemical test or tests, and to providing the associated sample if while driving or in actual physical control of a motor vehicle upon a public highway of this state, under any of the following:

- (a) The arresting officer has probable cause to believe that the person was under the influence of alcohol, drugs, intoxicating compounds or any combination thereof (625 ILCS 5/11-501.1).
- (b) The person is arrested for driving a vehicle involved in a motor vehicle accident resulting in personal injury or death of any person (625 ILCS 5/11-401).
- (c) The person was involved in a personal injury or fatal motor vehicle crash (625 ILCS 5/11-501.6).
- (d) The person is under the age of 21 and the officer has probable cause to believe that the person has consumed any amount of an alcoholic beverage (625 ILCS 5/11-501.8).

Chemical tests shall be taken pursuant to the standards promulgated by the Department of State Police (625 ILCS 5/11-501.2(a)).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS

An officer requesting that a person submit to a chemical test, or to standardized field sobriety tests during an investigation of driving while impaired by the use of alcohol/cannabis, shall provide the person with the applicable statutory warning.

If the person refuses to acknowledge in writing receipt of the warning regarding failure to submit to a chemical test/standardized field sobriety tests, the officer shall document on the warning that the person refused to sign (See generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).

504.5.2 BREATH SAMPLES

The Administrative Services Sergeant should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Administrative Services Sergeant.

504.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (625 ILCS 5/11-501.2(a)(2)). The blood draw should be witnessed by the assigned officer. No officer, even if properly trained, should perform this task.

Quincy Police Department

Policy Manual

Impaired Driving

The blood sample shall be packaged, marked, handled, stored in a refrigerated condition when possible, and transported as required by the testing facility.

If an arrestee cannot submit to a blood test because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be treated as a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.4 URINE SAMPLES

If a urine test will be performed, the person should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the person giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.5.5 DESIGNATION OF CHEMICAL TESTS

Officers may generally administer up to two additional tests of urine or other bodily substance even if a blood or breath test, or both, has been administered (625 ILCS 5/11-501.1(a); 625 ILCS 5/11-501.6(a); 625 ILCS 5/11-501.8(a)).

504.6 REFUSALS

When an arrestee refuses to provide a chemical sample during a DUI investigation, or to submit to standardized field sobriety tests during an investigation of driving while impaired by the use of cannabis, officers should:

- (a) Advise the arrestee of the requirement to provide a sample or submit to standardized field sobriety tests (see generally, 625 ILCS 5/11-501.1; 625 ILCS 5/11-501.6; 625 ILCS 5/11-501.8; 625 ILCS 5/11-501.9).
- (b) Audio- and/or video-record the admonishment and the response when it is practicable.
- (c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test for driving while under the influence of alcohol/drugs, or to submit to standardized field sobriety tests during an investigation of driving while impaired by the use of cannabis as required by law, officers shall personally serve the notice of statutory summary suspension or revocation upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person and issue the person a temporary driving permit (625 ILCS 5/11-501.1(f); 625 ILCS 5/11-501.9).

Quincy Police Department

Policy Manual

Impaired Driving

504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to a crash investigation or medical treatment of the person.
- (c) Exigent circumstances exist and the person was driving or in actual physical control of a vehicle while under the influence of alcohol, drugs, intoxicating compounds or any combination thereof and caused death or personal injury to another person (625 ILCS 5/11-501.2).

504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

- (a) Contact the on-call State's Attorney.
- (b) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (c) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
- (d) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
 - 1. This dialogue should be recorded on audio and/or video when practicable.
- (e) Ensure that the blood sample is taken in a medically approved manner.
- (f) Ensure the forced blood draw is recorded on audio and/or video when practicable.
- (g) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances.
 - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

Quincy Police Department

Policy Manual

Impaired Driving

- (h) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

Additionally, if the request for a search warrant is granted and force is not appropriate, an obstructing justice charge may be considered.

504.7 ARREST AND INVESTIGATION

504.7.1 PRELIMINARY BREATH SCREENING TEST

An officer having reasonable suspicion to believe that a person is DUI may, prior to arrest, request that the person provide a sample of his/her breath for a preliminary breath screening (PBS) test using a portable device approved by the Department of State Police. The person may refuse the test, however, if a test is administered, the results may be used by the officer for the purpose of determining whether probable cause exists to require a chemical test as authorized by 625 ILCS 5/11-501.1 and 625 ILCS 5/11-501.2 (625 ILCS 5/11-501.5).

504.7.2 ADDITIONAL TESTING

A person submitting to a chemical test may have qualified medical personnel of his/her own choosing administer an additional chemical test (625 ILCS 5/11-501.2).

504.7.3 OFFICER RESPONSIBILITIES

If a person refuses to submit to a chemical test or submits to a test that discloses a prohibited alcohol or drug concentration, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the Secretary of State (SOS) (625 ILCS 5/11-501.1(d)).

If a driver suspected of being under the influence of cannabis refuses to submit to standardized field sobriety tests, the officer shall immediately submit a sworn statement of such fact to the circuit court of venue and the SOS (625 ILCS 5/11-501.9(e)).

504.7.4 COLLISIONS

An officer having probable cause to believe that a motor vehicle driven by or in actual physical control of a person under the influence of alcohol, other drugs, or intoxicating compounds or any combination thereof has caused the death or personal injury of another person, shall request that the person submit to a chemical test (625 ILCS 5/11-501.2(c)(2)).

504.7.5 REPORTING

The Records Department shall ensure that the Department complies with all state reporting requirements pursuant to 20 ILCS 2630/5.

504.7.6 IMPOUNDMENT

An officer making an arrest for DUI should impound the vehicle driven by the arrestee when no other person is available to take lawful control of the vehicle and the arrestee may be released and have access to the vehicle within 12 hours (625 ILCS 5/4-203).

Quincy Police Department

Policy Manual

Impaired Driving

504.8 CENTRAL RECORDS RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.8.1 WARNING NOTIFICATION

The Records Supervisor shall forward the warning notification and sworn report in accordance with 625 ILCS 5/11-501.1, 625 ILCS 5/11-501.6, 625 ILCS 5/11-501.8, and 625 ILCS 5/11-501.9.

504.9 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the SOS.

Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the SOS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified. The Central Records should forward this to the prosecuting attorney as part of the case file.

504.10 TRAINING

The Administrative Services Sergeant should ensure that officers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Administrative Services Sergeant should confer with the prosecuting attorney's office and update training topics as needed.

Disabled Vehicles

506.1 PURPOSE AND SCOPE

All law enforcement agencies having responsibility for traffic enforcement should develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

506.2 POLICY

It is the policy of the Quincy Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 OFFICER RESPONSIBILITY

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the telecommunicator should be advised of the location of the disabled vehicle and the need for assistance. The telecommunicator should then assign another available officer to respond for assistance as soon as practical.

If the disabled vehicle requires professional automotive assistance, and the motorist has not yet contacted a tow company for assistance, the officer will assist by contacting the tow company/wrecker service the motorist requests or advising the telecommunicator to contact the next available tow company on the rotational list.

506.4 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle.

Changing a tire is not considered a mechanical repair.

- (a) Officers should take into consideration their personal knowledge and ability to properly and safely change a tire before offering assistance.
- (b) Officers should consider the potential for injury to themselves, the motorist, or any bystanders and/or the potential to cause damage to the vehicle when making the decision to assist or to notify a tow company/wrecker service.
- (c) An officer shall notify the Watch Commander in the event they are going to assist a disabled motorist with changing a tire.

Jump starting a vehicle is not considered a mechanical repair.

- (a) Jump starting another vehicle with a Quincy Police Department vehicle is prohibited.

Quincy Police Department

Policy Manual

Disabled Vehicles

- (b) The department has a jump box that can be utilized to assist motorists in circumstances that an officer deems appropriate.
- (c) Officers should take into consideration their personal knowledge and ability to properly and safely jumpstart a vehicle before offering assistance.
- (d) Officers should consider the potential for injury to themselves, the motorist, or any bystanders and/or the potential to cause damage to the vehicle when making the decision to utilize this device to assist or to notify a tow company/wrecker service.
- (e) An officer shall notify the Watch Commander in the event they are going to assist a disabled motorist with jump starting a vehicle.

506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

Except in extreme, life-threatening emergencies, officers shall not use department vehicles to push or pull disabled vehicles.

A disabled vehicle should not be relocated to private property unless there are immediate plans to move it (tow company has been notified and is enroute, etc.) and/or the property owner has given permission.

506.4.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

506.4.4 EMERGENCY ASSISTANCE

Officers should request emergency services (e.g., fire units, medical assistance, utilities) as needed and shall provide assistance until appropriate emergency services arrive.

Abandoned or Derelict Vehicle Violations

507.1 PURPOSE AND SCOPE

This policy provides guidance for the identification, recording, and storage of vehicles parked in violation of the Quincy City Ordinance or state laws regulating abandoned or derelict vehicles.

507.1.1 DEFINITIONS

Definitions related to this policy include:

Abandoned vehicle - (State statute) - Means any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has been left unattended for any amount of time and is creating a traffic hazard because of its position in relation to the highway or its physical appearance is causing the impeding of traffic; or for 2 hours or more on a toll highway, interstate highway, or expressway; or on a highway in an urban district 10 hours or more; or outside of an urban district for 24 hours or more; or on private property for 7 consecutive days or more (625 ILCS 5/4-201; 625 ILCS 5/4-203).

Abandoned vehicle - (City ordinance) - Any motor vehicle or other vehicle, boat, trailer or mobile home which is in a state of disrepair, partially dismantled, wrecked, or otherwise inoperable so as to render the vehicle incapable of being driven or used in its condition; or any motor vehicle or other vehicle, boat, trailer or mobile home which has not been moved or used for seven consecutive days or more and is apparently deserted. Any evidence that a motor vehicle has not been moved, under its own power (as distinct from being towed, pushed or pulled) for seven consecutive days or more and is unregistered, shall be prima facie evidence that the vehicle is abandoned within the meaning hereof. The term abandoned vehicle as aforesaid shall not be construed to include for the purposes of this policy, any vehicle, boat, trailer or mobile home which is kept in an enclosed building; on the premises of a business enterprise operated in a lawful place and manner, when necessary to the operation of the business enterprise; or in an appropriate storage place or depository maintained in a lawful place and manner by the city or other party.

Derelict vehicle - Means any inoperable, unregistered, discarded motor vehicle, regardless of title, that constitutes a danger, hazard, or blight (625 ILCS 5/4-301).

507.2 PROCEDURE

Officers who suspect a vehicle of being in violation of the City of Quincy abandoned or derelict vehicle ordinance shall apply a tow sticker and complete the abandoned vehicle notice card.

[See attachment: Tow Sticker and Abandoned Vehicle Notice Card.pdf](#)

All abandoned vehicle notice cards, along with a printout of the vehicle registration information and title search, shall be submitted to the Fleet Coordinator for computer data entry.

507.2.1 ABANDONED VEHICLE FILE

The Fleet Coordinator shall be responsible for maintaining a file for all abandoned vehicle notice cards.

Quincy Police Department

Policy Manual

Abandoned or Derelict Vehicle Violations

The Fleet Coordinator shall be responsible for the follow up investigation of all abandoned or derelict vehicle violations noted on the abandoned vehicle notice card.

507.2.2 ABANDONED VEHICLE REMOVAL

Any vehicle in violation should be towed.

Traffic and Parking Citations

508.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding, and dismissing traffic and parking citations.

508.2 POLICY

It is the policy of the Quincy Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

508.3 RESPONSIBILITIES

The Purchasing Clerk shall be responsible for maintaining a supply of all traffic and parking citations and written warnings available to members of this department for use when digital ticketing software is unavailable.

Members of the Quincy Police Department shall only use department-approved traffic and parking citation forms.

508.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. The Central Records should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

508.4 TRAFFIC CITATIONS

508.4.1 CORRECTION OR VOIDING OF CITATIONS

When a traffic citation that has been issued needs to be corrected or voided, the member who issued the citation shall submit the corrected or voided citation to the member's immediate supervisor. Once approved, the supervisor shall forward the corrected or voided citation to the Central Records. The Records Supervisor or the authorized designee shall forward the corrected or voided citation to the Circuit Clerk to update the docket. The Records Supervisor or the authorized designee shall then prepare a letter of correction or voidance to the citation recipient.

508.4.2 DISMISSAL

Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Generally any request from a recipient to dismiss a citation shall be referred to the City Attorney or State's Attorney. When appropriate, a supervisor may make a request for dismissal to the appropriate prosecutor.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify the member's

Quincy Police Department

Policy Manual

Traffic and Parking Citations

immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Patrol Commander for review.

508.4.3 DISPOSITION

All copies of traffic citations issued by members of this department shall be forwarded to the member's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Central Records.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Central Records.

508.4.4 DATA COLLECTION

Officers conducting a stop regardless of whether a uniform traffic citation or warning citation is issued for an alleged violation of the Illinois Vehicle Code shall collect the data elements required by 625 ILCS 5/11-212 using the Illinois Department of Transportation standardized law enforcement data compilation form (625 ILCS 5/11-212).

The Central Records shall compile the required data and transmit the data to the Illinois Department of Transportation as required by 625 ILCS 5/11-212. (See the Bias-Based Policing Policy for additional guidance).

508.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law (625 ILCS 5/11-208.3).

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Quincy Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INVESTIGATIVE PROCEDURES

The Investigation Commander or the authorized designee is responsible for the development of investigative procedures, including:

- (a) Maintain an on-call list of members assigned to investigative responsibilities.
- (b) Management of criminal investigative case files.
- (c) Preliminary and follow-up criminal investigation responsibilities and checklists.
- (d) Multijurisdictional investigative task force roles and responsibilities.
- (e) Use of polygraph examinations.
- (f) Cold case investigations.
- (g) Undercover, surveillance, decoy, and raid operations, including use of surveillance and undercover equipment.
- (h) Collecting, processing, and preserving digital evidence.
- (i) DNA collection from a known source.
- (j) Submission of ballistic evidence to the National Integrated Ballistics Information Network (NIBIN) or to an Illinois State Police laboratory for NIBIN processing (720 ILCS 5/24-8).

600.4 INITIAL INVESTIGATION

600.4.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Complete and submit the appropriate reports and documentation.
 - 2. Take any appropriate law enforcement action.

Quincy Police Department

Policy Manual

Investigation and Prosecution

3. Collect any evidence.
 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 5. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
 6. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 7. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.4.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.5 INVESTIGATION CASE SCREENING

An investigation case screening system assists in determining if a case requires follow-up investigation and what cases are subject to early closure.

The Department shall use the resources available to measure the assigned caseload, clearance rate, and disposition of cases assigned to members for follow-up investigation.

A supervisor should screen all criminal reports for follow-up assignment to members and ensure timely investigation, or closure based upon solvability factors. The supervisor is responsible for the proper management of all cases.

600.5.1 INVESTIGATION CASE MANAGEMENT SYSTEM

Access to the open criminal investigation files shall be available to all investigative members, unless the confidential nature of the investigation as determined by the supervisor warrants limiting access.

Internal classification of criminal case files shall be handled as follows:

- (a) Electronic records shall be maintained in the records management system (RMS) with access by password protection and sign on. Any external documents should be scanned into the RMS.
- (b) All original supporting reports, notes, documents, or records obtained during the investigation shall be forwarded to the Central Records for archiving.

Quincy Police Department

Policy Manual

Investigation and Prosecution

600.5.2 INVESTIGATION CLASSIFICATION OF CRIMINAL CASES

The following classifications should be applied to each case, as applicable:

- (a) Open
- (b) Inactive
- (c) Prosecutor refused charges
- (d) Closed by arrest
- (e) Closed by citation
- (f) Turned over to other agency
- (g) Closed - juvenile referral
- (h) Exceptional clearance
- (i) Closed
- (j) Unfounded

600.6 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.6.1 AUDIO/VIDEO RECORDINGS

All custodial interrogations at the Quincy Police Department of suspects in investigations of offenses as provided in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Unit supervisor. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

Quincy Police Department

Policy Manual

Investigation and Prosecution

600.7 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 - 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 - 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.8 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.9 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery

Quincy Police Department

Policy Manual

Investigation and Prosecution

to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release policy).

600.9.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.9.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.10 CELL SITE SIMULATOR USE

A member may only use a cell site simulator device for the purpose of locating, tracking or identifying a communications device and only after obtaining a warrant unless an exception exists as provided by 725 ILCS 168/15 (725 ILCS 137/10).

The member shall delete non-target data that is obtained no later than once every 24 hours if a cell site simulator device is used to locate or track a known communications device, and no later than within 72 hours of the time that the unknown communications device is identified if a cell site simulator device is used to identify an unknown communication device (725 ILCS 137/15).

Quincy Police Department

Policy Manual

Investigation and Prosecution

600.11 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.12 USE OF INVESTIGATIVE FUND

- (a) Funds are available for use to cover the cost of incidentals relating to the investigation of a criminal case. The fund may be used for the following:
 - 1. Payment for information which is likely to result in probable cause for an arrest as outlined in the Policy 602 Informants.
 - 2. Purchase of contraband or stolen properties, in the conduct of gambling investigations, vice and organized crime investigations, or liquor law violations.
 - 3. Expenses for incidentals relating to a criminal investigation such as meals, lodging, clothing.
- (b) The Investigative Commander shall be responsible for the maintenance of the investigative fund and for the disbursement of funds.
 - 1. \$200 will be maintained in a secure location in the Watch Commander's Office.
 - (a) Funds disbursed from the Watch Commander's fund shall be recorded on a fund log. [See attachment: WATCH COMMANDER FUND LOG.pdf](#)
 - (b) All necessary documentation shall be forwarded to the Investigative Commander.
 - (c) Upon notification that cash has been dispersed from the Watch Commander's fund, the Investigative Commander shall check for appropriate receipt and documentation and shall replenish the fund.
- (c) In an emergency situation, in the absence of the Investigative Commander, a supervisor may disburse funds up to \$200.
- (d) Any disbursement of funds in excess of \$500 requires authorization from the Chief of Police or designee.
- (e) Accounting:
 - 1. The Investigative Commander shall maintain an account record for the investigative fund.
 - 2. The investigative fund shall be audited at least quarterly by the Deputy Chief of Administrative Services.
 - 3. Transference of the fund management to another member shall require a separate audit.

Asset Forfeiture

601.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Quincy Police Department seizes property for forfeiture or when the Quincy Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture fund - A repository account for financial assets forfeited to the Department or seized by federal authorities and awarded to the Department.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the assigned attorney.

Property - For purposes of this policy, the term "property" means any asset that is held wholly or in part, that is liquid or real, that may be subject to seizure or forfeiture.

Property subject to forfeiture -

- (a) Profits, proceeds, property, etc. derived from or used for crimes set forth in 725 ILCS 5/124B-10 may be subject to forfeiture
- (b) Receipts obtained, and any interests in, claims against, receipts from, or property or rights resulting from calculated and gang criminal drug conspiracies (720 ILCS 570/405; 720 ILCS 570/405.2)
- (c) Profits, proceeds, property, etc. forfeitable through civil action under the Illinois Controlled Substances Act, the Cannabis Control Act, the Illinois Food, Drug and Cosmetic Act, or the Methamphetamine Control and Community Protection Act
- (d) Counterfeit trademark items and instrumentalities used for a violation of the Counterfeit Trademark Act (765 ILCS 1040/9)
- (e) Vehicles, vessels, or aircraft used with the knowledge and consent of the owner in the commission of, or in the attempt to commit any of the offenses identified in 720 ILCS 5/36-1
- (f) Illegal gambling devices or funds (720 ILCS 5/28-5)
- (g) Profits, proceeds, property, etc. derived or used to launder money or conduct unlawful financial transactions (720 ILCS 5/17-10.6; 720 ILCS 5/29B-5)

Quincy Police Department

Policy Manual

Asset Forfeiture

- (h) Any interest in any enterprise, real property, or personal property including money in violation of the Illinois Street Gang and Racketeer Influenced and Corrupt Organizations Law (720 ILCS 5/33G-6)
- (i) Any profits, proceeds, and property derived or used or intended for use in any manner to facilitate street gang related activity (740 ILCS 147/40)

Prosecuting authority - The State's Attorney for the county in which the seizure is being prosecuted, the Office of the Attorney General for Illinois, or the U.S. Attorney's Office which is prosecuting the case for forfeiture.

Seizure - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

601.2 POLICY

The Quincy Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Quincy Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

601.3 RESPONSIBILITIES

601.3.1 INVESTIGATIVE COMMANDER

The Investigative Commander will act as the Seizure Coordinator for the Department and will be responsible for the preparation of the necessary documents and forms needed to seek forfeiture.

The Seizure Coordinator will:

- (a) Ensure all appropriate documentation is submitted on a timely basis to the appropriate agency or unit for disposition.
- (b) Maintain a file that details all seizures submitted and the status of those seizures.
- (c) Make arrangements for the return of seized assets to the rightful owner upon receipt of a court order.

601.4 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

601.4.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property that is subject to forfeiture because it constitutes evidence of a crime and may be legally seized as part of a criminal investigation, search warrant, or by other court order.

Quincy Police Department

Policy Manual

Asset Forfeiture

- (b) Property seized without a court order when there is probable cause to believe that the property is subject to forfeiture, the property is seized under circumstances in which a warrantless seizure or arrest would be reasonable (i.e., property would be lost without immediate seizure), and the seizure is authorized by statute, as in:
 - 1. Seizure of vessels, vehicles, and aircraft under the Criminal Code of 2012 (720 ILCS 5/36-1.1).
 - 2. Money laundering (720 ILCS 5/29B-6).
 - 3. The Illinois Controlled Substances Act (725 ILCS 150/3.1).
 - 4. The Cannabis Control Act (725 ILCS 150/3.1).
 - 5. The Illinois Food, Drug and Cosmetic Act (410 ILCS 620/3.23; 725 ILCS 150/3.1).
 - 6. The Methamphetamine Control and Community Protection Act (725 ILCS 150/3.1).

Officers may request the Attorney General or any State's Attorney seek a court order to seize property when there is probable cause to believe that it may be subject to forfeiture upon a successful criminal prosecution (725 ILCS 5/124B-805; 725 ILCS 5/124B-150).

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

601.4.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the statutory or State Attorney's current minimum forfeiture thresholds
- (b) If reasonably known to the officer, property held by a person known as an "innocent owner" or a "lender" who did not have knowledge or intent that would reasonably justify a seizure (720 ILCS 5/29B-17; 725 ILCS 5/124B-130; 725 ILCS 150/8)
- (c) Property that the officer reasonably believes would be excessive as it relates to the offense in question (720 ILCS 5/36-3.1; 725 ILCS 150/9.5)

601.5 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following (720 ILCS 5/36-1.2; 725 ILCS 150/3.2):

- (a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

Quincy Police Department

Policy Manual

Asset Forfeiture

- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture."

Photographs should be taken of items seized, particularly cash, jewelry, and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

601.6 MAINTAINING SEIZED PROPERTY

The Evidence Section supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (720 ILCS 5/36-1.3; 725 ILCS 150/3.3).
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

601.7 FORFEITURE REVIEWER

The Investigative Commander will act as the forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly the Seizure and Forfeiture Reporting Act, the Drug asset Forfeiture Procedure Act, and the forfeiture policies of the State's Attorney and the Illinois State Police (5 ILCS 810/10 et seq.).
- (b) Serving as the liaison between the Department, the State's Attorney, and the Illinois State Police and ensuring prompt legal review of all seizures.
 - 1. Presentation for review should generally be accomplished as soon as practicable but within seven days of a seizure (720 ILCS 5/29B-8; 720 ILCS 5/29B-9; 720 ILCS 5/36-1.4; 720 ILCS 5/36-1.5; 725 ILCS 150/3.5; 725 ILCS 150/5).
 - 2. Presentation for review shall include a form 4-64 when required.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.

Quincy Police Department

Policy Manual

Asset Forfeiture

- (d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.
 - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 - 3. The signature of the person from whom cash or property is being seized.
 - 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized (720 ILCS 5/36-1.2; 725 ILCS 150/3.2).
 - 5. Any other information that may be required for reporting under 5 ILCS 810/10.
- (g) Ensuring that those who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or Departmental Directive. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
 - 1. Written documentation of the seizure and the items seized is in the case file.
 - 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 - 3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (720 ILCS 5/36-2.1; 720 ILCS 5/29B-10; 725 ILCS 150/4).
 - 4. Property is promptly released to those entitled to its return (720 ILCS 5/29B-25; 720 ILCS 5/36-2; 720 ILCS 5/36-6; 725 ILCS 150/9; 725 ILCS 150/13.1).
 - 5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 - 6. Any cash received is deposited with the fiscal agent.
 - 7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
 - 8. Current minimum forfeiture thresholds are communicated appropriately to officers.

Quincy Police Department

Policy Manual

Asset Forfeiture

9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
10. Inventories of seized property and their estimated value are forwarded to the Illinois State Police as appropriate (720 ILCS 5/29B-7; 720 ILCS 5/36-1.3; 725 ILCS 150/3.3).
 - (i) Ensuring that a written plan that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.
 - (j) Ensuring that the process of selling or adding forfeited property to the department's regular inventory is in accordance with all applicable laws and consistent with the department's use and disposition of similar property.
 - (k) Upon completion of any forfeiture process, ensuring that no property is retained by the Quincy Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.
 - (l) When the property seized for forfeiture is a vehicle, notifying the Secretary of State immediately that forfeiture proceedings are pending against the vehicle (720 ILCS 5/29B-8; 720 ILCS 5/36-1.4).
 - (m) Completing the required seizure reporting under 5 ILCS 810/10.
 - (n) Assisting the Auditor General when required (5 ILCS 810/15).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

601.8 DISPOSITION OF FORFEITED PROPERTY

Distribution and use of forfeited assets related to the Food, Drug and Cosmetic Act, Illinois Cannabis Control Act, Illinois Controlled Substances Act, and Methamphetamine Control and Community Protection Act should be conducted in accordance to the procedures set forth in the Drug Asset Forfeiture Procedure Act (410 ILCS 620/3.23; 720 ILCS 550/12; 720 ILCS 570/505; 720 ILCS 646/85; 725 ILCS 150/13.2).

Distribution and use of forfeited assets related to obscenity offenses should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-420.

Distribution and use of forfeited assets related to child pornography should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-505.

Distribution and use of forfeited assets related to computer and financial crimes should be conducted pursuant to the procedures set forth in 725 ILCS 5/124B-605.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization

Quincy Police Department

Policy Manual

Asset Forfeiture

to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Informants

602.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Quincy Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Quincy Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

Confidential Informant: Also known as confidential source, CS, informant, source, etc. is any informant :

- (a) Whose identity is known to the police.
- (b) Who supplies material assistance or information to an officer during a particular investigation, with or without an expectation of compensation or other consideration.
- (c) Whose identity an officer wishes to remain secret.
- (d) Who works under the direction of an officer and is distinguished from a concerned citizen or complainant.

602.2 POLICY

The Quincy Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

602.3 USE OF INFORMANTS

602.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

602.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

Quincy Police Department

Policy Manual

Informants

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Chief of Police or the authorized designee

602.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

The agreement is part of the Informant Source File Cover Sheet. Refer to Section 602.5.1 below for link to form.

602.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Detective Commander, or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Quincy Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
 - 1. Members shall not become intimately involved with an informant.
 - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Detective Commander.
 - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Detective Commander.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
 - 2. When possible, the officer should set the date, time, and location of the meeting.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

Quincy Police Department

Policy Manual

Informants

- (g) In all instances when department funds are paid to informants, a QPD Informant Expenditure Report shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

602.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

602.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of confidential information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area with the Detective Commander. The supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Detective Commander, or their authorized designees.

Quincy Police Department

Policy Manual

Informants

The Detective Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Detective Commander is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

602.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and his/her subsequent reliability
 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant

[See attachment: Informant Source File Cover Sheet.pdf](#)

602.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity

Quincy Police Department

Policy Manual

Informants

- The level of risk taken by the informant

The Detective Commander will discuss the above factors with the Patrol Commander and recommend the type and level of payment subject to approval by the Chief of Police.

602.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the Informant Expenditure Report and the following process:

- (a) Payments of \$500 and under may be paid in cash from the Investigative buy fund.
 - (a) The Detective Commander or Shift Supervisor shall sign the QPD Informant Expenditure Report for cash payouts from the buy fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
 - (a) The check shall list the case numbers related to and supporting the payment.
 - (b) A written statement of the informant's involvement in the case shall be placed in the informant's file.
 - (c) The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 - (d) Authorization signatures from the Chief of Police and the Director of Administrative Services are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete the "Informant's Receipt of Funds" portion of the Informant Expenditure Report.
 - (a) The report shall include the following:
 - (a) Date
 - (b) Payment amount
 - (c) Quincy Police Department case number
 - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
 - (b) The report shall be signed by the informant.
 - (c) The report will be kept in the informant's file.

[See attachment: Informant Expenditure Report.pdf](#)

602.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize

Quincy Police Department

Policy Manual

Informants

any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as other income and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

602.6.3 AUDIT OF PAYMENTS

The Detective Commander or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Felony Investigation Discovery

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for proper management of discovery issues in homicide and “non-homicide felony” investigations as mandated by 725 ILCS 5/114-13.

603.2 INVESTIGATIVE MATERIALS

In every homicide investigation and “non-homicide felony” investigation conducted by the department, or when the Department participates in an investigation of a homicide or “non-homicide felony,” the Department shall exercise due diligence to provide to the State’s Attorney’s Office all investigative materials that have been generated or come into the possession of the department concerning the homicide or “non-homicide felony.”

Investigative materials include, but are not limited to, reports and memoranda. In homicide investigations, investigative materials also include field notes.

603.3 COMPLIANCE

The Investigation Commander shall implement appropriate procedures, including the periodic review of all homicide and “non-homicide felony” case files to ensure that all investigative materials and exculpatory evidence has been provided to the State’s Attorney’s Office.

All department personnel shall document in writing the tendering of investigative materials to the State’s Attorney’s Office and include the date, description of materials transmitted and to whom the materials were tendered.

The Department shall cooperate with all requests for investigative materials made by the State’s Attorney in a timely and efficient manner.

603.4 CONTINUING OBLIGATIONS

The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case, remains after a defendant’s conviction and until the fact finding proceedings, or the possibility of further proceedings, have ended.

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (725 ILCS 5/107A-2).

604.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Quincy Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigation Unit supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (725 ILCS 5/107A-2):

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.

Quincy Police Department

Policy Manual

Eyewitness Identification

- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all of the individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) Notice that if an audio/video recording of the lineup is made it will be of the persons in the lineup and the witness.
- (j) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (k) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary to ensure compliance with 725 ILCS 5/107A-2 and applicable judicial decisions. The Investigation Unit supervisor shall prepare written guidelines setting forth when simultaneous lineups may be conducted rather than sequential lineups.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses shall view suspects or a lineup individually and outside the presence of other witnesses (725 ILCS 5/107A-2). Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses. Witnesses should be separated or monitored and the lineup administrator shall ensure that all eyewitnesses are monitored to prevent them from conferring with one another while waiting to view the lineup and during the lineup (725 ILCS 5/107A-2).

Whenever feasible, the eyewitness identification procedure shall be audio and/or video recorded and the recording should be retained according to current evidence procedures. If the witness

Quincy Police Department

Policy Manual

Eyewitness Identification

refuses to allow a recording of the process, the refusal shall be recorded and the member shall document in the report that no recording was made and the reason (725 ILCS 5/107A-2).

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup shall not be involved in the investigation of the case or know the identity of the suspect (725 ILCS 5/107A-2).

In no case should the member presenting a lineup to a witness know which photograph or person in the live lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.6.1 ADDITIONAL CONSIDERATIONS

Members presenting a lineup shall also ensure that (725 ILCS 5/107A-2):

- (a) Only one suspect is presented in a photo lineup and a minimum of five filler photos is utilized.
- (b) When practicable there should be five filler subjects used in a live lineup. In no case will fewer than three filler subjects be used.
- (c) No writings or information related to the persons presented is visible or made known to the witness.
- (d) If the witness requests to view a photograph or person again, he/she may do so, but only after first viewing each person or photograph.
- (e) If the witness identifies a person as the perpetrator, he/she shall not be provided with any information concerning the person until after the lineup is completed.
- (f) An automated computer program or other device may be used to display a photo lineup to an eyewitness provided the member administering the lineup cannot view the photos until completion of the lineup process.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination show-up or one-on-one identification should not be

Quincy Police Department

Policy Manual

Eyewitness Identification

used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.
 - 5. Whether there were distracting noises or activity during the observation.
 - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of a show-up as the perpetrator, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification shall be documented in the case report (725 ILCS 5/107A-2). If practicable, an audio or video recording of the witness statements shall be made.

Quincy Police Department

Policy Manual

Eyewitness Identification

If a photographic lineup is utilized, the actual photographic lineup presented to the witness shall be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report. If a live lineup is utilized, a photograph or other visual recording shall be included in the case report (725 ILCS 5/107A-2).

If an automated computer process or other similar device is used to conduct a photographic lineup, the results of that lineup, including the photographs displayed, will be saved in a manner that permits the process to be repeated and shall be made part of the case report.

Brady Material Disclosure

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called *Brady* information) to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

Brady information - Information known or possessed by the Quincy Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Quincy Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Quincy Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

605.4 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

Quincy Police Department

Policy Manual

Brady Material Disclosure

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or department counsel should be requested to file a motion in order to initiate an in-camera review by the court.
 - 1. If no motion is filed, the supervisor should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that material ordered released will be copied and released to the parties filing the motion.
 - 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

605.5 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for Brady information. This person shall be directly responsible to the Administration Commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes Brady information and the method for notification and disclosure.
- (b) Maintaining a current list of members who have Brady information in their files or backgrounds.
 - 1. Updating this list whenever potential Brady information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

Quincy Police Department

Policy Manual

Brady Material Disclosure

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have Brady information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

Sexual Assault Investigations

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims (725 ILCS 203/15).

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any of the following (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

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

606.2 POLICY

It is the policy of the Quincy Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

606.2.1 WRITTEN GUIDELINES

The Investigation Unit supervisor should ensure that written procedures 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).

606.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

Quincy Police Department

Policy Manual

Sexual Assault Investigations

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations (50 ILCS 705/10.21).
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates and support for the victim.
- (f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

606.4 REPORTING

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 the allegations appear unfounded or unsubstantiated.

606.4.1 REPORTING REQUIREMENTS

Written reports shall include to the extent reasonably known to the reporting member the following (725 ILCS 203/20):

- (a) The victim's name or other identifier
- (b) The victim's contact information
- (c) The time, date and location of the offense
- (d) Information provided by the victim
- (e) The suspect's description and name, if known
- (f) The names of persons with information relevant to the time before, during or after the offense, and their contact information
- (g) The names of medical professionals who conducted a medical forensic examination of the victim, and any information provided about the offense
- (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 testing of the Evidence Collection Kit by law enforcement
- (i) Whether a urine or blood sample was collected and whether the victim consented to testing of a toxicology screen by law enforcement
- (j) Information the victim related to medical professionals during a medical forensic examination and which the victim consented to disclose to law enforcement
- (k) Other relevant information

Quincy Police Department

Policy Manual

Sexual Assault Investigations

606.4.2 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 sexual assault or sexual abuse

606.4.3 JURISDICTIONAL ISSUES

If the sexual assault investigation determines that the sexual assault occurred outside the jurisdiction of Quincy, the Watch Commander should ensure that the appropriate agency is notified within 24 hours by fax or email (725 ILCS 203/20). This notification shall include all pertinent information, as well as any completed reports, necessary for the other agency to begin their investigation. The general offense report shall be forwarded as soon as it is completed.

Within 24 hours of receiving a report from a law enforcement agency in another jurisdiction regarding a sexual assault that occurred in our jurisdiction, the Watch Commander should ensure that a written confirmation or receipt is sent by fax or email or delivered in person to that agency. The written confirmation shall contain the name and identifier of the officer who is confirming receipt of the report and a name and contact phone number that will be given to the victim (725 ILCS 203/20).

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 promptly responds to the location of the initiating interview and takes responsibility for the investigation (725 ILCS 203/20). If an agency from the other jurisdiction responds to take responsibility for the investigation, the Quincy member who initially responded should report any statements obtained up until that point, relevant observations and the name and contact information of the member of the agency that is taking responsibility for the investigation.

[See attachment: Sexual Assault Notification 08-01-22.pdf](#)

606.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to Dispatch, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

Quincy Police Department

Policy Manual

Sexual Assault Investigations

No opinion of whether the case is unfounded should be included in a report.

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 electrical lie detector test (34 USC § 10451; 725 ILCS 200/1).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

606.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim. Victims should be permitted to have an advocate present during the medical evidentiary and physical examination whenever reasonably practicable. Victims may also have an additional person present for support during the examination (725 ILCS 120/4.6).

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be collected.

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 control. In these circumstances, the evidence should still be collected and stored appropriately.

606.6.1 MEMBER RESPONSIBILITIES

Members investigating sexual assaults or handling related evidence are further required to do the following (725 ILCS 203/30; 725 ILCS 202/10):

- (a) Take custody of sexual assault evidence as soon as practicable. Sexual assault evidence collected from a forensic examination shall be collected within five days after the completion of the exam.
- (b) Document the date and time the sexual assault evidence is picked up from a hospital and the date and time the sexual assault evidence was sent to a lab.
- (c) Prior to submitting forensic examination evidence for testing, obtain the appropriate written consent from the victim or authorized representative (410 ILCS 70/6.5(a)).
- (d) Document the date when consent was given by a victim to have the victim's forensic examination evidence tested.
- (e) Submit any sexual assault evidence for testing within 10 business days of the consent of the victim or authorized representative.
- (f) Not be present in the examination room during a medical examination, unless the victim is in custody and it is determined to be necessary for safety after consulting with

Quincy Police Department

Policy Manual

Sexual Assault Investigations

the qualified medical care provider and the rape crisis advocate (77 Ill. Adm. Code 545.60; 77 Ill. Adm. Code 545.65).

- (g) Provide the victim with information about the Illinois State Police sexual assault evidence tracking system, including the victim's unique log-in information to access the system (725 ILCS 203/11).

Additional guidance regarding evidence retention and destruction is found in the Evidence Section Policy.

606.6.2 RELEASE PROTOCOL

The Investigation Unit supervisor shall ensure that a procedure is in place for responding to a victim who wants to sign a consent form for the release of sexual assault evidence for testing (725 ILCS 203/30).

606.6.3 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of the status and results of any DNA test (725 ILCS 203/35).

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

606.7 DISPOSITION OF 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 Investigation Unit supervisor.

Classification of a sexual assault case as unfounded requires the Investigation Unit supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

606.8 CASE REVIEW

The Investigation Unit supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.

Quincy Police Department

Policy Manual

Sexual Assault Investigations

- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

606.8.1 INVENTORY REPORT

The Investigation Unit supervisor or the authorized designee is responsible for ensuring an annual inventory is conducted of all sexual assault cases in the custody of the Quincy Police Department and that a written report of the findings is submitted to the local State's Attorney's office (725 ILCS 202/20).

606.9 RELEASING INFORMATION TO THE PUBLIC

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 to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Unit supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

606.10 TRAINING

Training will be provided to (725 ILCS 203/20; 50 ILCS 705/10.21):

- (a) Members who are first responders. This includes:
 - 1. Initial response to sexual assaults.
 - 2. Legal issues.
 - 3. Victim advocacy.
 - 4. Victim's response to trauma.
- (b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
 - (a) Interviewing sexual assault victims.
 - (b) SART.
 - (c) Medical and legal aspects of sexual assault investigations.
 - (d) Serial crimes investigations.
 - (e) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
 - (f) Techniques for communication with victims to minimize trauma.

606.11 CRIMINAL INVESTIGATION OF AN OFFICER

Any member uncovering or receiving a complaint of a criminal sexual assault involving an officer of the Quincy Police Department should as soon as practicable notify his/her supervisor, who should

Quincy Police Department

Policy Manual

Sexual Assault Investigations

immediately notify his/her chain of command so that the Chief of Police can contact an outside agency to conduct the criminal investigation (5 ILCS 815/10).

The Chief of Police or the authorized designee may pursue an intergovernmental or interagency agreement to facilitate such an investigation should it be needed (5 ILCS 815/20).

An administrative investigation of the involved officer may be conducted pursuant to the Personnel Complaints Policy and will be conducted in a manner that does not interfere with the criminal investigation (5 ILCS 815/15).

Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Quincy Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 CRISIS RESPONSE UNIT COMMANDER

The CRU (Crisis Response Unit) Commander or designee shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The CRU Commander or designee will also have the responsibility to coordinate service of those warrants that are categorized high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.3.1 CRISIS RESPONSE UNIT COMMANDER VERIFICATION AND DECONFLICTION

The CRU Commander shall verify the address of the warrant service and plans for children and vulnerable people.

Deconfliction is designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the deconfliction of the subject of the investigation and operations. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation.

At a minimum, deconfliction shall consist of notification of the West Central Illinois Task Force, Adams County Sheriff's Department, as well as the State Terrorist Information Center (STIC).

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

Quincy Police Department

Policy Manual

Warrant Service

607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. When appropriate, The officer will also complete the Threat Assessment/Risk Analysis and submit it, along with the warrant affidavit, to the appropriate supervisor for review and classification of risk (see the Operations Planning and Deconfliction Policy). [See attachment: Threat Assessment.pdf](#)

607.5 ARREST WARRANTS

If an officer believes that serving the warrant may pose a higher risk than commonly faced on a daily basis, they should complete the Threat Assessment/Risk Analysis Form and submit it to the appropriate supervisor for review and classification of risk (See the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by a supervisor and the CRU Commander or designee. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

[See attachment: Warrant Apprehension Report Fillable.pdf](#)

607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
 - 1. No-knock warrant applications shall be consistent with the requirements of state law (725 ILCS 5/108-8).
- (b) A clear explanation of the affiant's training, experience, and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

Quincy Police Department

Policy Manual

Warrant Service

- (f) A specific description of the location to be searched (numerical address, location relative to other buildings, color, unique identifying features), including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

607.7 HIGH-RISK WARRANT SERVICE

The CRU Commander or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service, to include no-knock warrant service, is video-recorded when practicable and legal to do so under 720 ILCS 5/26-4. The warrant service may be audio-recorded if done in an open and conspicuous manner or with the consent of all parties (720 ILCS 5/14-2).
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

607.8 NO-KNOCK ENTRIES

No-knock entries are only authorized if a no-knock warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the officer's presence would create an imminent threat of physical violence to the officer or another person.

Quincy Police Department

Policy Manual

Warrant Service

607.9 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.10 ACTIONS AFTER WARRANT SERVICE

The responsible officer shall ensure that all affidavits, warrants, receipts, and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

Officers shall notify a supervisor as soon as practicable if a warrant is executed at a location other than that listed in the warrant. Supervisors should take steps to arrange an internal investigation into the circumstances (725 ILCS 5/108-8).

607.10.1 DOCUMENTATION

The member who obtained the warrant shall document information of all warrant services and maintain records to include:

- (a) Date and time received.
- (b) Department tracking method.
- (c) Nature of document.
- (d) Source of document.
- (e) Name of complainant and defendant.
- (f) Name of officer assigned for service or serving officer.
- (g) Date of assignment.
- (h) Method of service.
- (i) Date of service and/or return.
- (j) Location of service or attempted service.
- (k) Reason for non-service.

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

Quincy Police Department

Policy Manual

Warrant Service

607.11 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Deputy Chief of Operations or the watch commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a high risk warrant within this jurisdiction should be referred to the CRU Commander. The CRU Commander shall ensure that the warrant is served in accordance to this and other applicable policies or the QPD ERT Team will only make entry and secure location. The outside agency would be responsible for the actual service of the warrant after the entry and the building is secure.

Any outside agency requesting assistance in the service of a non high risk warrant within this jurisdiction should be referred to the watch commander. The watch commander should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The watch commander should ensure that members of the Quincy Police Department are utilized appropriately. Any concerns regarding the requested use of Quincy Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If officers intend to serve a warrant outside Quincy Police Department jurisdiction, the watch commander should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Quincy Police Department when assisting outside agencies or serving a warrant outside Quincy Police Department jurisdiction.

607.12 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.13 TRAINING

The Administrative Services Sergeant should ensure periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements is available to officers.

High Risk Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Quincy Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR

The Chief of Police will designate a member of this department to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

Quincy Police Department

Policy Manual

High Risk Operations Planning and Deconfliction

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 - (a) Crisis Response Unit (ERT/CNT)
 - (b) Additional personnel
 - (c) Outside agency assistance
 - (d) Special equipment
 - (e) Medical personnel
 - (f) Additional surveillance
 - (g) Canines

Quincy Police Department

Policy Manual

High Risk Operations Planning and Deconfliction

- (h) Evidence Section or analytical personnel to assist with cataloguing seizures
- (i) Forensic specialists
- (j) Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
- (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
- (d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction is designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the deconfliction of the subject of the investigation and operations. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation.

At a minimum, deconfliction shall consist of notification of the West Central Illinois Task Force, Adams County Sheriff's Department, as well as the State Terrorist Information Center (STIC).

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 - 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 - 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

Quincy Police Department

Policy Manual

High Risk Operations Planning and Deconfliction

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
- (k) Communications plan
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

Quincy Police Department

Policy Manual

High Risk Operations Planning and Deconfliction

- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
 - 1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 - 1. It is the responsibility of the operations director to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
 - 2. If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
 - 3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 CRU PARTICIPATION

If the operations director determines that CRU participation is appropriate, the director and the CRU supervisor shall work together to develop a written plan. The CRU supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the CRU supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any CRU debriefing.

608.11 TRAINING

The Administrative Services Sergeant should ensure officers and CRU team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Unmanned Aerial System

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS.

609.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means.

609.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

609.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

609.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

Quincy Police Department

Policy Manual

Unmanned Aerial System

- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, especially regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- Developing procedures for the use of facial recognition software to evaluate information gathered by a UAS, as permitted by 725 ILCS 167/17.
- Ensuring that the department's current UAS policy is posted on the department's website (725 ILCS 167/35).

609.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

Quincy Police Department

Policy Manual

Unmanned Aerial System

UAS operations should only be conducted consistent with FAA regulations.

The Department may not use the UAS to gather information except (725 ILCS 167/15):

- (a) To counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates there is a risk.
- (b) Pursuant to a search warrant based on probable cause. The warrant must be limited to a period of 45 days, renewable by a judge upon showing good cause for subsequent periods of 45 days.
- (c) Upon reasonable suspicion that under particular circumstances, swift action is needed to prevent imminent harm to life, forestall the imminent escape of a suspect, or prevent the destruction of evidence. The use of a UAS under this paragraph is limited to a period of 48 hours. Within 24 hours of UAS initiation under this paragraph, the Chief of Police must report its use, in writing, to the State's Attorney.
- (d) To locate a missing person, engage in search and rescue operations, or aid a person who cannot otherwise be safely reached while not also undertaking a criminal investigation.
- (e) To obtain crime scene and traffic crash scene photography in a geographically confined and time-limited manner. The use of the UAS under this paragraph on private property requires either a search warrant or lawful consent to search.
- (f) To obtain information necessary for the determination of whether a disaster or public health emergency should be declared, to manage a disaster by monitoring weather or emergency conditions, to survey damage, or to coordinate response and recovery efforts.
- (g) To conduct an inspection of the infrastructure of a designated building or structure when requested by a local government agency.
- (h) To locate victims, assist with victims' immediate health or safety needs, or coordinate the response of emergency vehicles and personnel, when dispatched to an emergency.
- (i) In advance of or during a routed event or special event, as defined in 725 ILCS 167/5, for those uses allowed under 725 ILCS 167/15.
 - 1. The notice for UAS use in these instances should be posted at a time, place, and manner as required by 725 ILCS 167/15.

609.5.1 PRIVATE UAS OWNERS

This policy and its restrictions apply to the department's directed use of a UAS owned by a private third party and information gathered by a UAS voluntarily submitted to the Department by a private third party (725 ILCS 167/40).

Quincy Police Department

Policy Manual

Unmanned Aerial System

609.5.2 FACIAL RECOGNITION WITH UAS

Facial recognition software onboard a UAS shall not be used during a flight (725 ILCS 167/17). Use of facial recognition software to evaluate information gathered by a UAS is permissible only under those circumstances described in 725 ILCS 167/17.

609.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized (725 ILCS 167/18).

609.7 RETENTION OF UAS INFORMATION

The Central Records supervisor or Program Coordinator shall destroy all information gathered by the UAS within the timeframe specified by law (725 ILCS 167/20).

Information may be retained by a department supervisor when (725 ILCS 167/20):

- (a) There is reasonable suspicion that the information contains evidence of criminal activity.
- (b) The information is relevant to an ongoing investigation or pending criminal trial.
- (c) The information will be used exclusively for training purposes and all personally identifiable information has been removed from it.
- (d) The information contains only flight path data, metadata, or telemetry information of the UAS.

609.8 REPORTING

The Program Coordinator shall report annually, by April 1, to the Illinois Criminal Justice Information Authority the number of UASs owned by the Department and any other required information to be reported under 725 ILCS 167/35.

The report shall contain a copy of the department's current UAS policy (725 ILCS 167/35).

609.9 DISCLOSURE OF UAS INFORMATION

Information gathered during an inspection of the infrastructure of a designated building or structure shall be given, as soon as practicable, to the requesting local government agency before it is destroyed (725 ILCS 167/20).

The disclosure of information gathered by the UAS is prohibited except (725 ILCS 167/25):

Quincy Police Department

Policy Manual

Unmanned Aerial System

- (a) To another government agency when there is reasonable suspicion that the information contains evidence of criminal activity or the information is relevant to an ongoing investigation or pending criminal trial.
- (b) Pursuant to a court order or subpoena in connection with a criminal proceeding.
- (c) In regard to a completed traffic crash investigation.

Available records of drone usage (e.g., flight path data, metadata, telemetry information of specific flights) may be disclosed subject to the Freedom of Information Act, 5 ILCS 140/1 et seq., and rules adopted under it (725 ILCS 167/25).

609.10 COMPLIANCE WITH THE FREEDOM FROM DRONE SURVEILLANCE ACT

If a determination is made that a member has violated the Act, the Department shall take prompt and appropriate action (e.g., training, discipline) (725 ILCS 167/45). If a determination is made that a UAS pilot has willfully violated the Act, the Department shall promptly remove the pilot from its UAS program and take other appropriate action (see the Personnel Complaints Policy) (725 ILCS 167/45).

Forensic Genetic Genealogy

610.1 PURPOSE AND SCOPE

This policy provides guidance for the use of forensic genetic genealogy (FGG) to generate investigative leads.

610.1.1 DEFINITIONS

Definitions related to this policy include:

Combined DNA Index System (CODIS) - An FBI computer software program that operates deoxyribonucleic acid (DNA) profile databases for law enforcement use.

DNA typing laboratory - A laboratory that analyzes biological samples, including extracted DNA, in order to provide various DNA profile types. State or local crime labs are generally not equipped to provide single nucleotide polymorphism (SNP) DNA profiles; therefore, the use of private DNA typing laboratories is often necessary for FGG.

Extracted DNA - The DNA isolated from a biological sample remaining after previous DNA testing has been completed.

Forensic genetic genealogy (FGG) - The process of obtaining a SNP DNA profile from a biological sample collected during an investigation; uploading the profile to a genetic genealogy site for comparison to the consumer profiles in the site's database to identify genetic relatives; and using the identified genetic relationships, as well as traditional genealogy research, to generate investigative leads.

Genetic genealogist - A genealogist who uses DNA testing with traditional genealogical research methods to assist law enforcement or private clients in identifying biological relatives of an individual.

Genetic genealogy site - A database of DNA profiles voluntarily submitted by public consumers for the purpose of identifying genetic relatives. The availability of genetic genealogy sites for law enforcement use varies depending on their terms of service.

Short tandem repeat (STR) DNA profile - The results of DNA typing in a format that can be processed through CODIS and state DNA databases. This is the type of DNA used in conventional non-FGG law enforcement investigations.

Single nucleotide polymorphism (SNP) DNA profile - The results of DNA typing in a format that enables an unknown DNA sample to be compared to the DNA profiles maintained by a genetic genealogy site. This is the DNA type used in FGG.

610.2 POLICY

The Quincy Police Department's use of FGG will be in coordination with prosecutors, the Coroner, and other appropriate resources only in qualifying cases after reasonable conventional investigative methods have been pursued. Members will take reasonable steps to maintain the

Quincy Police Department

Policy Manual

Forensic Genetic Genealogy

integrity of the FGG process and safeguard the privacy rights of individuals whose DNA profiles are analyzed.

610.3 CRITERIA FOR FGG USE

Before using FGG, the lead investigator should coordinate with the supervisor to determine whether the case meets the following requirements:

- (a) Biological evidence collected as part of the underlying investigation (or extracted DNA from the biological evidence) is available for additional testing and is reasonably believed to be attributable to:
 - 1. The perpetrator of an unsolved violent felony.
 - 2. The unidentified human remains of a suspected homicide victim.
- (b) All reasonable conventional investigative methods have been utilized and all reasonable investigative leads have been pursued (e.g., relevant case information entered in the National Missing and Unidentified Persons System (NamUs) and the Violent Criminal Apprehension Program (ViCAP) national database).
- (c) An STR DNA profile has been developed from the biological evidence collected in the case and, absent unusual circumstances, has been uploaded to CODIS and any applicable state DNA database for comparison with negative results.

610.4 COORDINATION

Once a preliminary determination has been made that a case may qualify for the use of FGG, the lead investigating member should consult with the appropriate prosecutor to address current and prospective legal issues and determine if a search warrant is required.

In the case of unidentified human remains, the lead investigator should also consult with the Coroner.

610.5 SUBMISSION OF SAMPLE

The biological evidence or extracted DNA should be submitted to a DNA typing laboratory approved by the Department in order to obtain a SNP DNA profile.

Once a SNP DNA profile has been obtained from the biological evidence or extracted DNA, the lead investigating member should arrange for it to be compared to the SNP DNA profiles contained in one or more genetic genealogy sites to identify possible genetic relatives. The lead investigator should work with a qualified genetic genealogist as needed during this process.

When submitting a SNP DNA profile for comparison, the lead investigator or the authorized designee (e.g., assigned genetic genealogist) shall notify the genetic genealogy site that the request for comparison is from a law enforcement agency and confirm that the site's terms of service permit FGG for the type of case being investigated. The use of the SNP DNA profile and any subsequent comparison shall be limited to the original underlying investigation.

If at any time during the FGG process the case no longer meets the criteria for FGG use, the lead investigator should promptly notify the DNA typing laboratory, genetic genealogy site, and/or

Quincy Police Department

Policy Manual

Forensic Genetic Genealogy

genetic genealogist to cease any further analysis and to return all evidence, data, and materials to the Department.

610.6 ANALYSIS OF FGG DATA

Once results of a comparison are received from a genetic genealogy site, the information should be evaluated by a genetic genealogist, who will assist the lead investigator in identifying potential investigative leads.

The lead investigator should promptly and diligently pursue each viable lead identified through the FGG process using traditional investigative methods, as appropriate, to:

- (a) Eliminate an individual as a potential suspect in the case.
- (b) Link an individual to the case as a potential suspect.
- (c) Identify human remains.

610.7 COLLECTION OF THIRD-PARTY DNA SAMPLE

If it is determined that a third-party DNA sample (i.e., from a person not likely to be a suspect in the investigation) should be collected and analyzed for FGG, consent from the third party should be obtained prior to collection.

If there is a reasonable belief that the integrity of the investigation would be compromised by seeking consent from the third party prior to collection, the lead investigator should consult with the prosecutor regarding applicable laws and procedures in both the jurisdiction of the investigation and the jurisdiction where the collection will occur, if different.

The use of a third-party DNA sample shall be limited to the original underlying investigation.

610.8 POST-IDENTIFICATION

Members shall not rely solely on FGG identification of a potential suspect for probable cause to make an arrest or obtain an arrest warrant. Unless there is sufficient evidence independent of the FGG data to support an arrest, a potential suspect identified through FGG should not be arrested until the suspect's identity is confirmed.

Members shall not rely solely on FGG to identify human remains unless there is sufficient evidence independent of the FGG data to declare the identification or confirmation testing has been completed.

Confirmatory DNA testing should be conducted by collecting a known DNA sample from the potential suspect or, in the case of unidentified human remains, from a close biological relative. This known DNA sample should be submitted for comparison to the original unknown STR DNA profile through conventional methods (e.g., in CODIS).

The lead investigator should consult with the prosecutor to determine the appropriate method of obtaining a known DNA sample.

Once the identity of a suspect or the identity of unidentified human remains has been confirmed through conventional DNA testing, the lead investigator should:

Quincy Police Department

Policy Manual

Forensic Genetic Genealogy

- (a) Consult with the prosecutor to evaluate the entire investigative file for consideration of criminal charges or further investigation.
- (b) If applicable, consult with the Coroner for an amendment to a certificate of death.

610.9 PRIVACY CONSIDERATIONS

Members should make reasonable efforts to respect and protect the privacy of non-suspect genetic relatives identified through the FGG process. The names and identifying information of any non-suspect genetic relatives should not be included in official reports, probable cause declarations, or affidavits for search warrants and should not be disclosed unless otherwise required by law or court order.

The lead investigator should formally request that the SNP DNA profile be removed from all genetic genealogy sites upon identity confirmation and should retain a copy of the request for department records. The lead investigator should request that all case-related records and data provided to, or generated by, a genetic genealogist during the FGG process be returned to the Department.

610.10 RETENTION OF DNA SAMPLES AND RELATED RECORDS

Genetic information, including any derivative profiles and genetic genealogy site user information, should be retained in accordance with the established records retention schedule. The lead investigator should coordinate with the Evidence Custodian and provide adequate notice to the appropriate prosecutor's office before destroying any profiles or data obtained from the FGG process.

See the Evidence Section Policy for guidelines regarding biological evidence, including DNA samples.

Chapter 7 - Equipment

Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

- (a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.
- (b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.
- (c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.
- (d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.
- (e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form (memo/GOR). This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo to the appropriate Commander, which shall include the results of the supervisor's investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police who will then forward the claim to the Finance Department.

Quincy Police Department

Policy Manual

Department Owned and Personal Property

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

- (a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to the employee's immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Commander.

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless-capable tablets, and similar wireless two-way communications and/or portable internet-access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

701.2 POLICY

The Quincy Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through department PCDs or networks (see the Information Technology Use Policy for additional guidance).

Members have no expectation of privacy regarding any communications while using a personally owned PCD for department-related business or when the use reasonably implicates work-related misconduct.

701.4 DEPARTMENT OFFICE-ISSUED OR FUNDED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-

Quincy Police Department

Policy Manual

Personal Communication Devices

duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will be either secured in the workplace at the completion of the tour of duty or turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
- (b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.
- (c) The PCD and any associated services shall be purchased, used, and maintained solely at the member's expense.
- (d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications) or as otherwise authorized by department procedures.
 - 1. Use of a personally owned PCD for work-related business constitutes consent for the Department to access the PCD to inspect and copy the work-related data (e.g., for litigation purposes, public records retention and release obligations, internal investigations).
 - 2. Use of and data within a personally owned PCD may be discoverable in cases when there is reason to believe it is associated with work-related misconduct.
 - 3. Searches of a personally owned PCD by the Department should be limited to those matters reasonably associated with the work-related business or work-related misconduct.
- (e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video, or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.
- (f) If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.
- (g) All work-related documents, emails, photographs, recordings, and other public records created or received on a member's personally owned PCD should be transferred to the Quincy Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Quincy Police Department

Policy Manual

Personal Communication Devices

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor, or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from their supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate recordkeeping.

The above paragraph is unrelated to the requirement in the Department Rules and Regulations, Section 300.22, that a sworn member of the police department maintain an active telephone number to facilitate communication with the employee for emergency and other non-duty related situations (hireback, emergency call in, duty or court cancellation, etc.).

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible while in uniform unless it is in an approved carrier.
- (b) All PCDs in the workplace shall be set to silent or vibrate mode.
- (c) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (e) Members are prohibited from taking pictures, audio or video recordings, or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means requires the express authorization of the Chief of Police or the authorized designee.
- (f) Members will not access social networking sites for any purpose that is not official department business. This restriction does not apply to a personally owned PCD used during authorized break times.
- (g) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

Quincy Police Department

Policy Manual

Personal Communication Devices

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 USE WHILE DRIVING

The use of a PCD while driving a department vehicle can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles while performing official duties should restrict the use of these devices to matters requiring immediate action or attention. When practicable, members should stop the vehicle at an appropriate location to use the PCD.

Members using a shared city-owned/communication/technology device shall not connect such device to any personally-owned hands free, Bluetooth, or similar devices.

701.9 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Quincy Police Department will ensure department vehicles are serviced so they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained, properly refueled, and present a clean appearance.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle provided for shredding this material.

702.4 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 VEHICLE INTERIOR

At any time liquid is spilled in to an electronic component it should be turned off to prevent any damage. The employee shall notify the Watch Commander of the incident and ensure the appropriate staff is notified in order for the component to be inspected before further use. If the component is critical to the use of the vehicle, the vehicle shall be deadlined. If the component is damaged, a damage to city property GOR shall be done.

Harmful or noxious substances deposited in the vehicle shall immediately be cleaned appropriately. Biohazard substances shall be cleaned according to department policy and procedure. If the substance is such that it cannot be cleaned by the officer, the vehicle shall be deadlined and the appropriate staff notified.

702.4.3 SEVERE USE

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

Quincy Police Department

Policy Manual

Vehicle Maintenance

702.4.4 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory or gun locker prior to the vehicle being released for maintenance, service or repair.

702.5 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the department.

All vehicles shall be detailed once a year at the detail shop which is arranged through the Fleet Coordinator.

Patrol officers may wash their patrol vehicle during shift after obtaining tokens from the Watch Commander.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Quincy to provide assigned take-home vehicles.

703.2 POLICY

The Quincy Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Watch Commander shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

Members shall complete a Smartsheet mileage ticket at the conclusion of every patrol shift or special job assignment. A paper mileage ticket may be utilized if it is not practical to complete a Smartsheet mileage ticket.

Members of the investigative division shall complete mileage tickets once a week.

Members assigned a take home car shall complete a mileage ticket once a month.

[Smartsheet Mileage Ticket](#)

703.3.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

Quincy Police Department

Policy Manual

Vehicle Use

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle. If it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging) officers may utilize the secure idle button. Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured in a locking device while the vehicle is unattended.

703.3.4 MOBILE DATA COMPUTER

Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify Dispatch. Use of the MDC is governed by the Mobile Data Computer Use Policy.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.6 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

703.3.7 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

Quincy Police Department

Policy Manual

Vehicle Use

703.3.8 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

703.3.9 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.10 CIVILIAN MEMBER USE

Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform their regular assignment.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Department.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Quincy City limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All unsecured firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

Quincy Police Department

Policy Manual

Vehicle Use

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the City of Quincy is a prime consideration for assignment of a take-home vehicle. Members who reside outside the City of Quincy may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Commander gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Chief of Police or Commanders and there is a high probability that the member will be called back to duty.
 - 2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 - 3. When the member has received permission from the Chief of Police or Commanders.
 - 4. When the vehicle is being used by the Chief of Police, Commanders or members who are in on-call administrative positions.
 - 5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
 - (a) No key should be left in the vehicle. If it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging) the member may utilize the secure idle button.
 - (b) All weapons shall be secured while the vehicle is unattended.
 - (c) All department identification, portable radios and equipment should be secured.
- (g) If the vehicle is not secured inside a locked garage, all unsecured firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

Quincy Police Department

Policy Manual

Vehicle Use

- (h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
 - 2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Quincy Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) All weapons shall be removed from any vehicle left for maintenance.
- (f) Supervisors shall make, at a minimum, quarterly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any use of

Quincy Police Department

Policy Manual

Vehicle Use

unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Watch Commander on the shift assignment roster.

703.6 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Reporting Policy).

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE

Law enforcement vehicles while performing emergency services or duties are not required to pay toll road charges (605 ILCS 10/19).

Members operating department vehicles for any reason other than in the discharge of their official duties shall pay the appropriate toll charge or utilize the appropriate toll way transponder.

Members may submit a request for reimbursement from the City for any toll fees incurred in the course of official business.

703.8 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Evidence Section and Informants policies.

704.2 POLICY

It is the policy of the Quincy Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 CASH FUNDS

The Chief of Police shall designate individuals as fund managers responsible for maintaining and managing the cash funds.

The following are the various funds and the position responsible for oversight of that fund:

- (a) Investigative Fund - Investigative Unit Commander
- (b) Sex Offender/Violent Offender Registration Fund - Youth Detective Sergeant
- (c) Juvenile Warrant Change Money - Watch Commander
- (d) Records Receptionist's Cash Drawer - Records Department employee

Each cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of receipts, cash transfer forms and expense reports by the fund manager.

Each fund shall be maintained in a safe when not being used.

704.4 CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt or cash transfer form. Transactions that are not documented by a receipt or cash transfer form require an expense report.

704.5 CASH AUDITS

The fund manager shall perform a quarterly audit and cash review of all cash accounts for accuracy. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Quincy Police Department

Policy Manual

Cash Handling, Security and Management

Transference of fund management to another member shall require a separate cash audit and involve a command staff member.

A separate audit of each cash fund should be completed on a random date, approximately once each year by the Chief of Police or the City.

704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or West Central IL Task Force supervisor duties shall discharge those duties in accordance with the Evidence Section and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Evidence Section Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

704.8 BUDGET

The Department shall follow the budget and accounting process of the City to include an accounting system that includes approval of each account, and, at minimum, provisions for monthly status reports showing:

- (a) Initial appropriation for each account (or program).
- (b) Balances at the commencement of the monthly period.
- (c) Expenditures and encumbrances made during the period.
- (d) Unencumbered balance.

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Quincy Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

Quincy Police Department

Policy Manual

Personal Protective Equipment

The Firearms Instructor shall ensure eye protection worn by all trainees meets or exceeds the requirements provided in 29 CFR 1910.133, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

705.6 HEAD AND BODY PROTECTION

Members who participate in crowd control situations should be provided a helmet with an attachable face shield.

705.7 RESPIRATORY PROTECTION

The Deputy Chief of Administration is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

All members will be issued respiratory PPE

Respiratory PPE may be worn at a scene based upon an evaluation of the hazards present or upon the direction of the scene commander.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

Quincy Police Department

Policy Manual

Personal Protective Equipment

- (c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

705.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members certified to use SCBA to enter an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair

Quincy Police Department

Policy Manual

Personal Protective Equipment

an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Administrative Services Sergeant is responsible for maintaining records of all:

- (a) PPE training.
 - (b) Initial fit testing for respiratory protection equipment.
 - (c) Annual fit testing.
 - (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.
1. These records shall be maintained in a separate confidential medical file.

Quincy Police Department

Policy Manual

Personal Protective Equipment

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020, 820 ILCS 219/25 and 56 Ill. Adm. Code 350.700.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; 820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

Chapter 8 - Support Services

Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Booking information
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Mobile Capture and Reporting Computer System
- Illinois Traffic Crash Report SR 1050

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated unless impractical, hazardous, or in conflict with operations, to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic

Quincy Police Department

Policy Manual

Crime Analysis

plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

800.5 BRIEFING

As crime patterns or trends are identified, the appropriate Commander shall brief the Chief of Police.

Dispatch

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Quincy Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance through the Quincy/Adams County 911 Center. Continuous communication between Dispatch and department members in the field is maintained through a VHF radio communication system and mobile data terminals.

801.3 DISPATCH

The Dispatch Center communications function is vital and central to all emergency service operations. The safety and security of the Dispatch Center, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Dispatch.

Access to Dispatch shall be granted according to policies of the Dispatch Center.

The Quincy/Adams County 911 Center (hereafter referred to as "Dispatch" or "The Center") provides the following functions for the Quincy Police Department:

- (a) Radio Communications/Dispatch.
- (b) Emergency telephone communications.
- (c) Teletype communications.
- (d) Accepting calls from alarm-monitoring companies.
- (e) TDD (Telephone Device for the Deaf).
- (f) Text to 9-1-1.
- (g) Coordination with other agencies.
- (h) LEADS/NCIC/CHRI processing.

801.4 RESPONSIBILITIES

The Center shall be responsible for their communications system and facility.

The authority and responsibilities of Center personnel are determined by the Quincy/Adams County Joint ETSB. The Joint ETSB is made up of a mix of county and city officials, including a city public safety official, such as Chief of Police or Fire Chief.

All operations of the Quincy/Adams County 911 Dispatch Center are the responsibility of the 911 Director, appointed by the Joint ETSB.

Quincy Police Department

Policy Manual

Dispatch

The Quincy Police Department shall provide access and guidance to Quincy/Adams County 911 for relevant policies and procedures.

801.4.1 DISPATCH SUPERVISORS

The 911 Director shall appoint and delegate certain responsibilities to Dispatch Supervisors. The Dispatch Supervisors are directly responsible to the 911 Director of Dispatch or authorized designee.

The responsibilities of the Dispatch Supervisor include, but are not limited to:

- (a) Overseeing the efficient and effective operation of Dispatch in coordination with other supervisors.
- (b) Supervising, training, and evaluating dispatchers.
- (c) Ensuring the radio and telephone recording system is operational.
 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (d) Processing requests for copies of Dispatch information for release.
- (e) Ensuring the Use of Priority Dispatch Emergency Police Dispatch Protocols that are required for processing of calls for a law enforcement response when applicable.
- (f) Ensuring compliance with established policies and procedures.
- (g) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Quincy Police Department and Quincy/Adams County 911 Center policies and procedures.
- (h) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

801.4.2 ADDITIONAL PROCEDURES

The Dispatch Director should establish procedures for:

- Recording all telephone and radio communications and playback issues.
- Storage and retention of recordings.
- Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).
- Availability of current information for dispatchers (e.g., Patrol Lieutenant contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).
- Emergency Medical Dispatch (EMD) protocols, Emergency Fire Dispatch (EFD) protocols, and Emergency Medical Dispatch (EMD) protocols.
- Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).
- Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, un-interruptible power systems, generators).

Quincy Police Department

Policy Manual

Dispatch

- Protection of radio transmission lines, antennas and power sources for Dispatch (e.g., security cameras, fences).
- Handling misdirected, silent, and hang-up calls.
- Radio interoperability issues.

Request for Audio Recordings:

- (a) The Quincy/Adams County 9-1-1 (Dispatch) Center has established procedures for the release of copies of recorded conversations for both officers of our department and the general public.
- (b) Officers are to use the recording request form available to them in our department. After filling out the form, it is to be approved by their supervisor and then forwarded to the Dispatch Center. The Dispatch Center will review the request and then make the copy of the recording.
- (c) An email request for recordings from supervisory level will suffice as substitute for a recording request form.
- (d) In most cases, the recording will be emailed to the requesting officer. Alternatively, in cases of the size of the recording exceeding limitation requirements, other media may be involved.

801.4.3 DISPATCHERS

Dispatchers report to the Dispatch Supervisor.

The responsibilities of the dispatcher include, but are not limited to:

- (a) Receiving and handling all incoming and transmitted communications, including:
 1. Emergency 9-1-1 lines.
 2. Non-emergency telephone lines
 3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 4. Radio communications with department members in the field and other resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
 5. Other electronic sources of information (e.g., text messages, digital photographs, video)
- (b) Documenting the field activities of department members and other resources (e.g., fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through Dispatch, Department and other law enforcement database systems (e.g., LEADS, ILETS, NCIC).
- (d) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (e) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:

Quincy Police Department

Policy Manual

Dispatch

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.
4. Code TASER.
5. Traffic accidents with pedestrian/bicycle injury or those injuries of a fatal or serious nature.

801.5 CALL HANDLING

The Center provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Dispatch, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller's language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Quincy Police Department

Policy Manual

Dispatch

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location. If status change is via MDC, the officer shall also advise dispatch via radio to note their status change.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Dispatch Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Quincy Police Department and Dispatch radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatcher shall identify themselves on the radio with the call sign of Dispatch. Members should use their badge number as their call sign when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or other public safety agencies shall use "Quincy Police Department" and then their badge number.

801.7 DOCUMENTATION

It shall be the responsibility of Dispatch to document all relevant information on calls for service or self-initiated activity. Quincy/Adams County 9-1-1 dispatchers shall attempt to elicit, document

Quincy Police Department

Policy Manual

Dispatch

and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date, time, and nature of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.
- Log request for tows and other resources.

801.8 CONFIDENTIALITY

Information that becomes available through Dispatch may be confidential or sensitive in nature. All members of Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with the Dispatch Policies and Procedures.

Automated data, such as Secretary of State records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel.

801.9 TRAINING AND CERTIFICATION

Dispatchers providing EMD pre-arrival instructions shall be trained on the department-approved priority reference system and shall retrain annually (210 ILCS 50/3.70).

The 911 Director should ensure dispatchers complete the sexual assault and sexual abuse training curriculum as well as training on emergency dispatch procedures established in 20 ILCS 2605/2605-53 and 83 Ill. Adm. Code 1325.415.

The 911 Director will maintain the training and certification records of dispatchers pursuant to 20 ILCS 2605/2605-53 as required (50 ILCS 750/7.1).

Evidence Section

802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

802.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping, lost or found property and abandoned property.

Evidence- Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

Lost or Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Abandoned Property - Includes property found by an employee or citizen that appears to be intentionally left or discarded by the owner.

Digital Evidence - Information stored or transmitted in binary form that may be relied on in court. It can be found on a computer hard drive, a mobile phone, a CD, or a flash drive among other things.

802.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for logging the property.

802.3.1 COLLECTION OF EVIDENCE AND OTHER PROPERTY

All members involved in an investigation (criminal, quasi criminal, or otherwise) are expected to look for and collect any available potential evidence to include any exculpatory evidence.

Members are also expected to collect other property such as that for safekeeping, lost and found, and abandoned.

802.3.2 PROPERTY LOGGING PROCEDURE

All property must be logged prior to the employee going off-duty unless otherwise approved by a supervisor. Employee(s) logging property shall observe the following guidelines:

Quincy Police Department

Policy Manual

Evidence Section

- (a) Complete the property label describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings (if applicable).
- (b) Mark the packaging of each item of evidence with the collecting employee's initials and the date logged using the appropriate method so as not to deface or damage the value of the property.
- (c) Complete an evidence/property label and attach it to each package or envelope in which the property is stored.
- (d) The Department Case Report form shall be submitted with the case report.
- (e) When the property is too large to be placed in a locker, it should be placed in a designated large evidence storage area.
- (f) Perishable found property shall be handled on a case-by-case basis depending on the nature of the item value, and the availability of storage. If all efforts to return the property are unsuccessful, the Watch Commander shall make the decision regarding disposition.

802.3.3 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be logged separately using a separate property label.

The officer seizing the narcotics and dangerous drugs shall place them in the designated locker. A copy of the Department Case Report shall be submitted to Central Records along with the police report.

802.3.4 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the police facility. If possible explosives should be photographed prior to being collected by the appropriate agency for disposal.

Only fireworks that are considered stable and safe should be placed in the receptacle. If fireworks are of evidentiary value, they shall be photographed and when applicable, weighed. In felony cases, the State's Attorney's Office should be contacted for direction on the need to keep the fireworks as evidence. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials.

802.3.5 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- (a) If items of evidence are saturated with bodily fluids (e.g. blood or semen) or other type of liquid, they should be placed in the drying cabinet prior to packaging.

Quincy Police Department

Policy Manual

Evidence Section

- (b) License plates found not to be stolen or connected with a known crime, should be returned to the owner as soon as possible. If no owner is found (on Illinois plates), the plate should be mailed to the Illinois Secretary of State's Office. If the plates are from another state, they should be logged into evidence as Recovered Property with the appropriate property label.
- (c) All bicycles and bicycle frames require a property label. Property labels will be securely attached to each bicycle or frame.
- (d) All currency shall be counted, verified, packaged, and sealed by two employees. The seal on the package shall be initialed by the same two employees. Two labels shall be attached to the packaged evidence. These include the property label and the currency label.
- (e) Government property, unless connected to a known criminal case, should be released directly to the appropriate department. No formal logging is required. In cases where no responsible person can be located, the property should be logged for safekeeping in the normal manner.
- (f) Volatile Liquids (alcohol, petroleum distillates, etc.): Volatile Liquids shall be preserved in original containers if applicable and safe.
- (g) City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

802.3.6 COLLECTION OF ALCOHOLIC BEVERAGE SAMPLES

Generally, officers are not required to collect alcohol samples from open container cases under most circumstances. This will generally include all possession by minor cases and illegal transportation cases. Rather than collecting a sample, officers should photograph the open container before disposing of the open container and have the photograph secured for future reference. Officers should also document in their report any odors detected as well as any PBT results, if taken.

In major cases where having a sample of the alcoholic beverage would be important physical evidence for prosecution, officers should consider collecting a sample.

In minor in possession of alcohol cases, unless needed for evidence purposes, officers may dispose of all unopened containers of alcoholic beverages assuming such disposal is documented with the officer's body-worn camera.

802.3.7 COLLECTION OF NON-EVIDENTIARY SYRINGES

When a member recovers a syringe or similar item that has no evidentiary value and the recovery purpose is for disposal only, those items may be disposed of in a designated Sharps Disposal Container under the following circumstances:

- (a) The member shall receive approval from a supervisor to dispose the items in the Sharps Disposal Container.

Quincy Police Department

Policy Manual

Evidence Section

- (b) The member shall document the disposal in any required report for which the item was recovered.
- (c) If a report was not required for the circumstance in which the item was recovered, then the officer shall ensure a notation is placed on the dispatch ticket that the "item was discarded at HQ."

802.3.8 STORAGE AREAS

The Evidence Custodian shall maintain secure permanent storage areas for the storage, auditing, and retrieval of property or evidence in department possession, consistent with this policy.

The Evidence Custodian shall also designate secure temporary storage lockers for members to temporarily place and store property or evidence until the Evidence Custodian can move it to permanent storage.

Each temporary storage locker shall be secured with the locking mechanism provided on the property or evidence locker. Only the Evidence Custodian shall have access to the locker key.

Members shall notify the Evidence Custodian if the temporary storage lockers are at capacity or if the property size or composition makes it impossible to adequately secure the item inside.

Only authorized personnel shall have access to areas used for the storage of evidence and property unless escorted into the areas by authorized personnel. All access shall be documented.

802.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be logged separately as follows:

- (a) Narcotics, dangerous drugs and drug paraphernalia.
- (b) Firearms (ensure they are unloaded and made temporarily inoperable by placing a zip-tie or other item through the barrel and breech). Firearms shall be logged separately from ammunition.
- (c) Property with more than one known owner.
- (d) Fireworks, explosives or flammable liquids/gases shall be photographed and placed in receptacle.
- (e) Contraband.

802.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, firearms boxes should be used to package firearms, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

Quincy Police Department

Policy Manual

Evidence Section

802.4.2 PACKAGING NARCOTICS

The officer seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, logged, and placed in an evidence locker. Except for suspected heroin and Fentanyl, prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an appropriate sized container. The logging officer shall initial the sealed container with the initials overlapping the container and the evidence tape. Narcotics and dangerous drugs shall not be packaged with other property.

A completed property label shall be attached to the outside of the container.

802.5 RECORDING OF PROPERTY

All evidence is placed into the evidence lockers and Evidence Management System. The Evidence Custodian or designee updates the Chain of Custody in the Evidence Management System.

802.6 PROPERTY CONTROL

Each time the employee receives property or releases property to another person, the employee shall enter this information in the Evidence Management System. When practical, officers desiring property for court shall contact the Evidence Custodian at least one day (24 hours) prior to the court day.

802.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry into the Evidence Management System shall be completed to maintain the chain of custody. No property or evidence is to be released without first receiving written authorization from a supervisor, investigating officer or from the prosecuting attorney.

Request for analysis of items shall be completed through the Evidence Management System and submitted to the Evidence Custodian. This request may be filled out any time after logging of the property or evidence.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The authorized property officer or designee will log the evidence out of property, indicating the date and time in the Evidence Management System.

The Evidence Custodian or designee releasing the evidence must complete the required information in the Evidence Management System. The lab submission forms will accompany the property to the examining laboratory. Upon delivering evidence, the authorized property officer or designee will record the chain of custody in the Evidence Management System, indicating the evidence was received at the lab. A scanned copy of the evidence receipt will be attached in the Evidence Management System. A copy of the evidence receipt shall be forwarded to Central Records for filing with the case.

Quincy Police Department

Policy Manual

Evidence Section

The Evidence Custodian or designee will ensure that Illinois State Police Sexual Assault Evidence Kits are submitted to an approved laboratory in conformance with the rules set forth in 20 Illinois Administrative Code 1255.10 et seq.

802.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted in the Evidence Management System stating the date, time and to whom released.

The Evidence Custodian shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to Evidence or properly released to another authorized person or entity.

The return of the property should be recorded on the custody receipt, indicating date, time, and the person who returned the property.

802.6.4 AUTHORITY TO RELEASE PROPERTY

Depending on the circumstances, the City Attorney, State's Attorney or the Investigating Officer can authorize the release or destruction of any evidence. If a court action is initiated against a defendant in the case in which evidence is taken, a court order must be issued authorizing release/disposition. If a case is not to be filed on by the Prosecutor, the decision to release the property should be made by the investigating officer when the case expires with the authorization from the prosecuting office.

802.6.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon reasonable and satisfactory proof of ownership or right to possession. Release shall be granted upon receipt of an evidence disposition form, listing the name and address of the person to whom the property is to be released. The evidence disposition form shall be signed by the authorizing supervisor or officer and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form. The Department may require reimbursement for all reasonable expenses of such custody (765 ILCS 1030/2(a)).

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of six months. During such period, the investigating officer shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available.

The Evidence Custodian shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the custody receipt. After release of all property is entered in

Quincy Police Department

Policy Manual

Evidence Section

the Evidence Management System, the form shall be forwarded to the Central Records for filing with the case.

802.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an Interpleader in court to resolve the disputed claim (735 ILCS 5/2-409).

802.6.7 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Evidence Custodian or designee will be responsible for the storage, control, and destruction of all narcotics, dangerous drugs and drug paraphernalia coming into the custody of this department. This includes forwarding the property to the Drug Enforcement Administration, U.S. Department of Justice, or its successor agency, for disposition if required (720 ILCS 600/5(e)).

802.6.8 RELEASE OF FIREARMS

Any firearm held for safekeeping shall be returned to the person from whom it was obtained or to the lawful owner upon presentation of a valid Illinois Firearm Owner's Identification card (FOID) or concealed carry license, provided the person is lawfully entitled to possess the firearm (430 ILCS 65/2).

Firearms seized as evidence shall only be returned when approved by the Investigation supervisor and the prosecutor's office or as otherwise ordered by the court. Seized firearms shall only be released to the lawful owner and only upon presentation of a valid FOID card or concealed carry license, provided the person is lawfully entitled to possess the firearm (430 ILCS 65/2).

Prior to return of a firearm, the Illinois State Police prohibited persons portal or LEADS system should be accessed to confirm that the person's FOID card is not revoked or suspended and is not surrendered (20 ILCS 2605/2605-304).

802.6.9 REVOKED AND SURRENDERED FOID CARDS

The department should accept a revoked FOID card surrendered by the cardholder and provide a receipt. After confirming through the Illinois State Police prohibited persons portal that a surrendered FOID card has been revoked by the Illinois State Police, the FOID card shall be destroyed. The fact that the revoked FOID card has been destroyed and the date of its destruction should be documented and communicated to the Illinois State Police. If the surrendered FOID card has not been revoked, it shall be returned to the cardholder (430 ILCS 65/9.5; 20 ILCS 2605/2605-304).

It is a misdemeanor for a person to fail to surrender a FOID card within 48 hours of receiving notice of its revocation. Officers observing a FOID card in the possession of a person whose FOID card has been revoked should consider seizing the FOID card as evidence, if there are articulable facts

Quincy Police Department

Policy Manual

Evidence Section

that establish the person was aware of the revocation. If the FOID card is seized as evidence, the Illinois State Police should be notified as soon as practicable. A copy of the report should be forwarded to the Illinois State Police.

802.6.10 DOMESTIC VIOLENCE AND CONCEALED CARRY MATTERS

Any weapon seized in a domestic violence or concealed carry investigation that is no longer needed for evidentiary purposes shall be returned to the person from whom it was seized or the owner provided he or she is lawfully entitled to possess the weapon, unless the court orders otherwise or the weapon was reported stolen. Weapons not returned shall be disposed of as provided in 720 ILCS 5/24-6 (750 ILCS 60/304(c)).

802.6.11 MENTAL HEALTH COMMITMENT MATTERS

The Department shall maintain possession of any firearm received from a mental hospital that admitted a patient pursuant to any of the provisions of the Mental Health and Developmental Disabilities Code for a minimum of 90 days. After that time, the firearm may be disposed of pursuant to 720 ILCS 5/24-6(b).

802.6.12 CRIMINAL MATTERS

A weapon seized and confiscated pursuant to court order under 720 ILCS 5/24-6 shall be retained for at least 90 days. At the expiration of such period, the firearm or other weapon may be processed for disposal in accordance with applicable law. A stolen weapon seized and confiscated pursuant to court order should be returned to the person entitled to possess it when it is no longer needed as evidence and as allowed by law (720 ILCS 5/24-6).

802.6.13 FIREARMS RESTRAINING ORDERS

Any firearm, ammunition, or firearms part seized pursuant to a firearms restraining order shall be returned to the person from whom it was seized upon the expiration of the period of safekeeping, unless the court orders otherwise. Items not returned shall be disposed of as provided in 430 ILCS 67/35 or 430 ILCS 67/40.

802.6.14 ASSAULT WEAPONS AND RELATED ITEMS

The Department shall maintain possession of any assault weapon and related item surrendered to it by the owner as required by law (720 ILCS 5/24-1.9; 720 ILCS 5/24-1.10; 20 Ill. Adm. Code 1230.10; 20 Ill. Adm. Code 1230 App. A). If the owner is allowed by law to repossess a surrendered item, the Department should return it to them in the same condition as when it was surrendered. If the owner is not allowed by law to repossess a surrendered item, the Department, at the owner's request, may transfer it to a person or business with a federal firearms license specified by the owner (20 Ill. Adm. Code 1230.10). A surrendered item may be destroyed only as allowed by law (20 Ill. Adm. Code 1230.15; 20 Ill. Adm. Code 1230.50; 20 Ill. Adm. Code 1230.65).

Before an assault weapon or related item is returned to the owner who surrendered it or transferred to another person, the Investigation Unit will confirm the person's identity and eligibility to possess it. The Investigation Unit supervisor or authorized designee will document that information on the property control card (20 Ill. Adm. Code 1230.65).

Quincy Police Department

Policy Manual

Evidence Section

802.7 DISPOSITION OF PROPERTY

Property not held for any other purpose and not claimed within six months after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, the Chief of Police may donate property valued at less than \$100, and the donation is approved by the Department governing body, to a registered Illinois charitable organization. It may also be transferred to the government of which the law enforcement agency is a branch. If such property is not sold at auction or otherwise lawfully claimed, it may be offered or sold at a subsequent public auction without notice. The final disposition of all such property shall be fully documented in related reports (765 ILCS 1030/3).

Proceeds of the sale of the property at public auction, less reimbursement of the reasonable expenses of custody thereof, shall be deposited in the City treasury (765 ILCS 1030/4). The Evidence Custodian shall request a disposition or status on all property that has been held in excess of 180 days, and for which no disposition has been received from the investigating officer or a supervisor.

802.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by a court for safekeeping, not to exceed one year (725 ILCS 165/2)
- Confiscated property or evidence obtained for violation of the Wildlife Code (520 ILCS 5/1.25)
- Confiscated property or evidence obtained for violation of the Fish and Aquatic Life Code (515 ILCS 5/1-215)
- Gambling devices (720 ILCS 5/28-5)
- Vehicles, vessels, aircraft, or component parts (625 ILCS 5/4-107)
- Narcotics and drugs (720 ILCS 646/85; 720 ILCS 570/505; 720 ILCS 550/12; 210 ILCS 150/18)
- Drug paraphernalia (720 ILCS 600/5)
- Property seized for money laundering (720 ILCS 5/29B-1)
- Abandoned, lost, stolen, or unclaimed property (765 ILCS 1030/1; 765 ILCS 1030/2)
- Counterfeiting equipment
- Destructive devices

802.7.2 UNCLAIMED MONEY

Money found or seized under circumstances supporting a reasonable belief that such property was abandoned, lost or stolen or otherwise illegally possessed that remains in the Department's possession for over 6 months may be deposited in the treasury of the City of Quincy. The

Quincy Police Department

Policy Manual

Evidence Section

Department shall make reasonable inquiry and efforts to identify and notify the owner or other person entitled to possession, prior to the conversion of money to the City (765 ILCS 1030/0.01 et seq.).

802.7.3 DISPOSITION OF COURT SEIZED PROPERTY

Evidence seized upon service of a search warrant or other court order shall be retained until final disposition of the investigation or upon further directions of the court.

802.7.4 UNUSED MEDICATIONS

Unused prescription medications of a deceased individual collected at the scene of a death investigation should be disposed of in compliance with 210 ILCS 150/17 or other state- or federally-approved drug disposal program (210 ILCS 150/18) and Quincy Police Department Policy on Death Investigation, Policy 331.

If an autopsy is performed as part of the death investigation, no medication shall be disposed of until after receipt of the toxicology report (210 ILCS 150/18(h)).

802.8 INSPECTIONS OF THE EVIDENCE ROOM

- (a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
- (b) Unannounced inspections of evidence storage areas shall be conducted at least twice per year as directed by the Chief of Police.
- (c) An annual audit of evidence held by the Department shall be conducted by a Commander (as appointed by the Chief of Police) not routinely or directly connected with evidence control.
- (d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by a person not associated with the property room or function to ensure that records are correct and all evidence property is accounted for.

802.9 DISPOSITION OF BIOLOGICAL EVIDENCE

The Evidence Custodian shall preserve, subject to a continuous chain of custody, any physical evidence in his/her possession or control that is reasonably likely to contain forensic evidence, including biological material secured in relation to a trial, and with sufficient documentation to locate that evidence (725 ILCS 5/116-4(a)).

802.9.1 RETENTION PERIODS

Biological evidence shall be retained for the following periods (725 ILCS 5/116-4):

- (a) Permanently if a death sentence is imposed
- (b) Until the completion of the sentence for a homicide offense as set forth in 720 ILCS 5/9-1 et seq.

Quincy Police Department

Policy Manual

Evidence Section

- (c) Until the completion of the sentence, including any period of supervised release, for any conviction for an offense set forth in:
 - 1. 720 ILCS 5/11-1.20 (Criminal Sexual Assault)
 - 2. 720 ILCS 5/11-1.30 (Aggravated Criminal Sexual Assault)
 - 3. 720 ILCS 5/11-1.40 (Predatory Criminal Sexual Assault of a Child)
 - 4. 720 ILCS 5/11-1.50 (Criminal Sexual Abuse)
 - 5. 720 ILCS 5/11-1.60 (Aggravated Criminal Sexual Abuse)
- (d) Seven years following any conviction for any felony for which the defendant's genetic profile may be taken and submitted for comparison in a forensic DNA database (725 ILCS 5/116-4(b))
- (e) All other biological evidence shall be retained for the minimum period established by law, the minimum period established by the Evidence Section supervisor, or the expiration of any sentence imposed related to the evidence, whichever time period is greater

802.9.2 REQUEST FOR DESTRUCTION OF EVIDENCE PRIOR TO END OF RETENTION PERIOD

After a judgment of conviction is entered but prior to the end of the statutory retention period, the Department may petition the court to allow destruction of evidence when the evidence:

- (a) Has no significant value for forensic analysis and should be returned to its rightful owner.
- (b) Has no significant value for forensic analysis and is of a size, bulk, or physical character not usually retained by the Department and cannot practically be retained.
- (c) Is no longer needed because of the death of the defendant (does not apply if a sentence of death was imposed).
- (d) The court allows the defendant the opportunity to take reasonable measures to remove or preserve portions of the evidence for future testing (725 ILCS 5/116-4(d)).

The Department shall give notice of any such petition to the defendant or the defendant's estate and the defendant's attorney of record.

No evidence shall be disposed of until 30 days after the entry of a court order granting the petition and until the time period for any appeal has lapsed, or any appeal has concluded, whichever is longer.

802.9.3 NOTIFICATION BEFORE DESTRUCTION

Absent any court order arising from the process set forth herein, the Detective Commander will ensure that no biological evidence is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant or the defendant's estate
- (b) The defendant's attorney

Quincy Police Department

Policy Manual

Evidence Section

- (c) The appropriate prosecutor
- (d) Any sexual assault victim (725 ILCS 203/30)
- (e) The Detective Commander

Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after the date specified in the notice unless a motion seeking an order to retain the sample is served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the case file as well and forwarded to the Detective Commander for appropriate disposition.

Even after the retention period, biological evidence related to a homicide may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

All records associated with the possession, control, storage and destruction of biological evidence shall be retained for as long as the evidence exists and may not be destroyed without the approval of the local records commission (725 ILCS 5/116-4(d-10)).

802.10 RETAIL THEFT ACT, 725 ILCS 5/115-9:

In accordance with the above-cited statute as interpreted by our local prosecutors, officers are authorized to use digital images in lieu of actual merchandise in cases involving retail merchants (person or corporation holding Retail Occupation tax number). This authority is subject to the following conditions:

- (a) The digital image must serve the purpose of accurately representing the item and demonstrating the nature of the property; and
- (b) The digital image is otherwise admissible into evidence under all other rules of law governing the admissibility of digital images into evidence.

802.11 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

Central Records

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Quincy Police Department Central Records. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Quincy Police Department to maintain department records securely, professionally, and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall report directly to the Deputy Chief of Administration or the authorized designee.

The responsibilities of the Records Supervisor include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Central Records.
- (b) Scheduling and maintaining Central Records time records.
- (c) Supervising, training, and evaluating Central Records staff.
- (d) Maintaining and updating a Central Records procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 - 1. Homicides.
 - 2. Cases involving department members or public officials.
 - 3. Any case where restricted access is prudent.

803.3.2 CENTRAL RECORDS

The responsibilities of the Central Records include but are not limited to:

- (a) Maintaining a records management system for case reports.
 - 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 - 1. Modification of case reports shall only be made when authorized by a supervisor.

Quincy Police Department

Policy Manual

Central Records

- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection, U.S. Department of Justice's National Law Enforcement Accountability Database), as applicable, for the following types of occurrences:
 - 1. Officer suicides
 - 2. Officer misconduct
 - 3. Uses of force
 - 4. Officer deaths or assaults
 - 5. Crime incidents
 - 6. Deaths in custody

803.4 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Central Records by Central Records personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 2024-00001 would be the first new case beginning January 1, 2024.

The case report number or arrest number shall be assigned to each person arrested for an Illinois Uniform Crime Reporting (IUCR) offense.

803.5 MASTER NAME INDEX

An alphabetical master name index that includes the names of persons identified in field reports is maintained within the Central Records by Central Records personnel.

803.6 FILE TYPES

The Central Records should maintain files to include:

- (a) Incidents by type of offense or report.
- (b) Incidents by location.
- (c) Stolen property file.
- (d) Found property file.
- (e) Recovered property file.

Quincy Police Department

Policy Manual

Central Records

803.7 FILE ACCESS AND SECURITY

The security of files in the Central Records must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Central Records, accessible only by authorized members of the Central Records. Access to case reports or files when Central Records staff is not available may be done with the permission of a supervisor.

Quincy Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

The Central Records will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.7.1 JUVENILE RECORDS

Juvenile records in hard copy form, including fingerprints and photographs, shall be clearly marked as "Juvenile," separated from adult records, and secured within Central Records under the supervision of the Records Supervisor. Computerized juvenile records shall be categorized as "Juvenile" within the records management system and access shall be restricted to authorized members via password.

803.7.2 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Central Records. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Supervisor. All original case reports removed from the Central Records shall be recorded on a designated report check-out log which shall be the only authorized manner by which an original case report may be removed from the Central Records.

All original case reports to be removed from the Central Records shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Central Records. The photocopied report shall be shredded upon return of the original report to the file.

803.7.3 COURT FILES

The Central Records shall be responsible for preparing files with all necessary documents for court appearances. In no case should original documents be sent to court unless specifically required by subpoena. If a subpoena is issued for an original document, a copy of the subpoena shall be placed in the appropriate Central Records file and the requirements of the Original Case Reports subsection of this policy shall be followed.

Quincy Police Department

Policy Manual

Central Records

803.8 CITATIONS, NOTICES OF VIOLATIONS AND WARNING TICKETS

Citations, Notices of Violation, warning tickets, and crash reports are primarily done digitally. Paper copies of citations, Notices of Violation and warning tickets are available in the storage room.

803.9 CONFIDENTIALITY

Central Records staff has access to information that may be confidential or sensitive in nature. Central Records staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Central Records procedure manual.

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Quincy Police Department is committed to providing public access to records in a manner that is consistent with the Freedom of Information Act (5 ILCS 140/1 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records and Freedom of Information Officer who may be, but are not required to be, the same person. The responsibilities of the Custodian of Records include but are not limited to (5 ILCS 140/3.5; 5 ILCS 140/4; 5 ILCS 140/5; 5 ILCS 179/35):

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department public records.
- (b) Maintaining and updating the department records retention schedule, including:
 - 1. Identifying the minimum length of time the Department must keep records.
 - 2. Identifying the Department division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available.
 - 1. No fees shall be charged for the first 50 pages of copies as per 5 ILCS 140/6(b).
 - 2. Fees charged for copying public records shall be limited to the actual cost of duplication or publication.
 - 3. The cost of search, examination, review, and the redaction and separation of exempt from nonexempt information will not be assessed.
- (g) Ensuring the prominent display at the department's headquarters of information that conveys the department's mission, budget, office locations, number of employees, and an organizational chart that depicts the department structure and the relationship of the Department to City government. This information also needs to be available on the department or City website.
- (h) Ensuring information identifying the department's Freedom of Information Officer, the categories of available records, and the process for requesting public records, including the address for submitting requests, will also be displayed.

Quincy Police Department

Policy Manual

Records Maintenance and Release

- (i) Working with the Freedom of Information Officer to develop a list of documents or categories of records that the Department shall immediately disclose upon request.
- (j) Promptly remediating any deficiencies in the department's Freedom of Information Officer's public records management activities.
- (k) Expeditiously advising the Chief of Police of any denials of public records requests, issues associated with the processing of records requests, and requests that may involve potentially sensitive or newsworthy matters.
- (l) Consulting with the Chief of Police in the event further information is needed regarding the appropriate response to a records request.
- (m) Submitting monthly reports to the Illinois State Police (ISP) regarding arrest-related deaths, firearm discharges by members (including pointing of firearms in the direction of a person), hate crimes, domestic crimes, index crimes, school incidents, incidents involving persons in mental health crisis, and use of force. The report should include information and data required by the Uniform Crime Reporting Act (50 ILCS 709/5-12).
- (n) Submitting a quarterly report to the ISP that includes incident-based information on any criminal homicide pursuant to 50 ILCS 709/5-15.
- (o) Submitting an annual report on body-worn cameras to the Illinois Law Enforcement Training and Standards Board (50 ILCS 706/10-25).
- (p) Establishing a procedure for an individual to access, review, and confirm the expungement of civil law citations issued to the individual for violations of 720 ILCS 550/4(a) or 720 ILCS 600/3.5(c) (20 ILCS 2630/5.2).
- (q) Establishing procedures for the protection of Social Security information pursuant to the Identity Protection Act and proper filing and posting of appropriate policy and procedures (5 ILCS 179/35).
 - 1. The procedures should include proper collection, handling, dissemination, and access restrictions of information that contains Social Security numbers.
- (r) Submitting an annual report regarding the number of requests for assistance from federal immigration authorities and of civil immigration detainers and warrants received to the Illinois Attorney General (5 ILCS 805/25).
- (s) Submitting an annual report regarding the number and processing of requests for U visas and T visas to the Illinois Attorney General (5 ILCS 825/20).
- (t) Submitting a report to the ISP regarding verified incidents involving firearms or drugs in a school or on property controlled by a school (105 ILCS 5/10-27.1A; 105 ILCS 5/10-27.1B).

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any department member who receives a request for any record shall route the request to the Freedom of Information Officer or the authorized designee. All department records are presumed to be open to inspection or copying (5 ILCS 140/1.2).

Quincy Police Department

Policy Manual

Records Maintenance and Release

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

- (a) The Department is not required to create records that do not exist or maintain records that it does not maintain (5 ILCS 140/1).
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).
 - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (c) The Freedom of Information Officer shall:
 - 1. Document the date the request was received.
 - 2. Compute the date that the time to respond expires and note the information on the request.
 - 3. Maintain an electronic or hard copy of the request.
 - 4. Create a retention file for the request and promptly determine if the record is available or subject to any exemption.
- (d) The Freedom of Information Officer shall ensure that requests are processed within five business days after receipt, with up to an additional five days permitted for certain exceptions. When seeking additional time, written notice shall be provided to the requesting party (5 ILCS 140/3).
 - 1. These time frames may be extended for recurrent requesters (5 ILCS 140/3.2).
 - 2. Voluminous requests are to be addressed under 5 ILCS 140/3.6.
- (e) Requests for records to be used for commercial purposes shall be processed within 21 working days after receipt (5 ILCS 140/3.1).
- (f) If a record is requested in electronic format, the record shall be provided in electronic format, if reasonably feasible. If not reasonably feasible, the record shall be furnished in the format in which it is maintained. If furnishing an electronic copy, the Department may charge for the actual cost of the recording medium (5 ILCS 140/6(a)).

804.4.2 DENIALS

The denial of a request for records is subject to the following:

- (a) Denial of a request by the Freedom of Information Officer shall be in writing and identify the specific exemptions being claimed under 5 ILCS 140/9. Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)). Because the Department bears the burden of proof in a denial, the Freedom of Information Officer shall consult with the Administration Commander prior to issuing a denial.

Quincy Police Department

Policy Manual

Records Maintenance and Release

- (b) A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).

804.4.3 FEES

Fees shall be collected prior to the release of records. Fees may be waived by the Administration Commander if it is determined by the supervisor that the issuance of the record is in the public interest (5 ILCS 140/6).

804.4.4 PUBLIC ACCESS COUNSELOR

Any requestor who believes that a violation of the Illinois Freedom of Information Act has occurred may file a request for review with the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9.5).

If the Public Access Counselor determines that an alleged violation is unfounded, no further action will be taken (5 ILCS 140/9.5). In all other cases, the Public Access Counselor will, within seven working days of receipt, forward a request to the Department accompanied by a specific list of documents for the Department to furnish to the Public Access Counselor. The department's Freedom of Information Officer will furnish the requested records or documents within seven working days of receipt, will fully cooperate with the Public Access Counselor and will advise the Administration Commander of all such communications (5 ILCS 140/9.5).

Any communication with the Department by the Public Access Counselor shall be promptly brought to the attention of the Chief of Police.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any department record, including traffic crash reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private information, including but not limited to unique identifiers such as Social Security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or access codes, medical records, home or personal telephone numbers, home address, personal email addresses, or personal license plates (5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5)).
- (c) Confidential information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of an investigation (5 ILCS 140/7).
 - 1. Analysis and conclusions of investigating officers (5 ILCS 140/7(1)(f)).

Quincy Police Department

Policy Manual

Records Maintenance and Release

- (d) The identity of child victims and adult victims of criminal sexual offenses unless authorized by court order (725 ILCS 190/3; 725 ILCS 191/10).
- (e) Reports of elder abuse and neglect (320 ILCS 20/8).
- (f) Records regarding juveniles under 18 years of age (705 ILCS 405/1-7; 705 ILCS 405/5-905).
- (g) Department records that would obstruct an ongoing investigation or pending administrative enforcement proceeding (5 ILCS 140/7).
- (h) Information contained in personnel and other public records that would constitute an unwarranted invasion of personal privacy, in which the individual's right to privacy outweighs any legitimate interest in obtaining the information.
 - 1. The disclosure of personal information that bears on the public duties of employees of this department shall not be considered an invasion of personal privacy (5 ILCS 140/7(1)(c)).
 - 2. The disclosure of employee performance evaluations is prohibited (820 ILCS 40/11).
- (i) Records that were created exclusively in anticipation of potential litigation, which would not be subject to discovery or which may be subject to an attorney-client privilege involving this department (5 ILCS 140/7(1)(m)).
- (j) Any record relating to vulnerability assessments, security measures, and response policies or plans (5 ILCS 140/7(1)(v)).
- (k) Body-worn camera recordings as provided in the Law Enforcement Officer-Worn Body Camera Act (5 ILCS 140/7.5).
- (l) Certain records requested by a person committed to the Department of Corrections or a county jail (5 ILCS 140/7).
- (m) Information prohibited from disclosure under the Seizure and Forfeiture Reporting Act (5 ILCS 140/7.5).
- (n) Information including but not limited to evidence and records in the state-wide tracking system pursuant to the Sexual Assault Evidence Submission Act (5 ILCS 140/7.5).
- (o) Names and all identifying information relating to an employee, communications, notes, records, and reports arising out of a peer support counseling session under the First Responders Suicide Prevention Act (5 ILCS 140/7.5).
- (p) Information reported to the Illinois Criminal Justice Information Authority regarding in-custody deaths that is deemed by the Authority to be privileged or protected under state or federal law (730 ILCS 210/3-5).
- (q) Records or reports accessed from the ISP prohibited persons portal or LEADS system regarding persons whose Firearm Owner's Identification (FOID) cards have been revoked or suspended (5 ILCS 140/7.5; 20 ILCS 2605/2605-304).
- (r) Any report or information received under the Student Confidential Reporting Act program (5 ILCS 140/7).

Quincy Police Department

Policy Manual

Records Maintenance and Release

- (s) Information contained in an affidavit or application for an endorsement as provided in the Protect Illinois Communities Act (5 ILCS 140/7.5; 720 ILCS 5/24-1.9).
- (t) Automated license plate reader (ALPR) information requested for the purpose of enforcing laws restricting access to reproductive health care services or laws that permit the detention or investigation of a person due to immigration status (5 ILCS 140/7; 625 ILCS 5/2-130).
- (u) Information related to lawful health care (e.g., location information, health records) under the Lawful Health Care Activity Act (5 ILCS 140/7.5; 735 ILCS 40/28-10; 735 ILCS 40/28-11).

804.6 ARREST RECORDS

Arrest report information that identifies an individual, any charges, time and location of arrest, name of the investigating agency, and, if the individual is incarcerated, the time and date the individual was transferred from department custody shall be furnished as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 140/2.15; 110 ILCS 12/15).

Information concerning an arrest must be made available to the news media for inspection and copying absent specific exceptions. The information shall be made available as soon as practicable but in no event later than 72 hours after arrest (5 ILCS 160/4a; 50 ILCS 205/3b).

If the request is made by a criminal defendant or an authorized representative (including attorneys), then the Illinois State's Attorney, City Attorney, Illinois Attorney General, local prosecutor, or the courts, as applicable, should be promptly notified.

Persons requesting conviction information should be directed to the ISP.

804.6.1 REQUESTS TO RETRACT OR DELETE ARREST RECORDS

Requests from a Chief of Police, county sheriff or State's Attorney to delete or retract arrest records of individuals mistakenly identified should be forwarded to the Custodian of Records for handling (5 ILCS 160/17; 50 ILCS 205/4).

804.7 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the State Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

Quincy Police Department

Policy Manual

Records Maintenance and Release

804.8 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.9 SECURITY BREACHES

Members who become aware that any Quincy Police Department system containing personal information may have been breached should notify the Custodian of Records as soon as practicable.

The Custodian of Records shall (815 ILCS 530/10):

- (a) Ensure notice of any breach of the security of personal information is given to the appropriate individuals/entities any time there is a reasonable belief that an unauthorized person has acquired personal information, as defined in 815 ILCS 530/5, stored in any department information system.
- (b) Cooperate with the appropriate individuals/entities by providing the date or approximate date of the breach and identifying any steps taken or that will be taken relating to the breach.

804.10 EXPUNGEMENT AND SEALING

Expungement and sealing orders received by the Department shall be reviewed for appropriate action by the Custodian of Records or Freedom of Information Officer. The Custodian of Records or Freedom of Information Officer shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction (705 ILCS 405/1-3). Once expunged, members shall respond to any inquiry as though the record did not exist (20 ILCS 2630/5.2).

804.10.1 AUTOMATIC EXPUNGEMENTS FOR CANNABIS OFFENSES

The Custodian of Records should make all automatic expungements within the time frames set in 20 ILCS 2630/5.2.

The Custodian of Records should provide a certificate of disposition or certification of expungement upon inquiry by any individual whose record was expunged (20 ILCS 2630/5.2).

804.10.2 ARREST RECORDS

When a request is made for arrest records of an individual whose records were retracted or deleted in the case of mistaken identity in accordance with 5 ILCS 160/17 and 50 ILCS 205/4, members should respond that no such records exist.

804.10.3 JUVENILE RECORDS

On or before January 1 of each year, the Custodian of Records or Freedom of Information Officer shall expunge juvenile records as required by 705 ILCS 405/5-915.

Quincy Police Department

Policy Manual

Records Maintenance and Release

If the Chief of Police or the authorized designee certifies in writing that certain information is necessary for a pending investigation involving the commission of a felony or with respect to an internal investigation of any law enforcement office, that information and information identifying the juvenile may be retained as provided in 705 ILCS 405/5-915. However, the remaining portion of any records not retained shall be expunged.

If juvenile records might be necessary for use in civil litigation against the department, the government entity that created, maintained, or used the records is not required to expunge the records until two years following the subject's arrest (705 ILCS 405/5-915). However, these records shall be considered expunged for all other purposes during this period and the offense that is the subject of the records shall be treated as if it never occurred, as required under 705 ILCS 405/5-923.

In the event a civil lawsuit is filed against the department, the government entity that created, maintained, or used the juvenile records may not expunge the records until two years after the conclusion of the lawsuit, including any appeal (705 ILCS 405/5-915).

Body-worn camera recordings of juveniles shall not be subject to automatic expungement except as otherwise provided in the Portable Audio/Video Recorders Policy.

Within 60 days after receipt of a court expungement order or date of automatic expungement, the Custodian of Records or the authorized designee shall send a written notice of expungement to the subject of the expungement (705 ILCS 405/5-915).

804.11 TRAINING

Prior to assuming the Freedom of Information Officer duties, but within 30 days after being so designated, the Freedom of Information Officer will undergo and successfully complete the electronic training curriculum as developed by the Public Access Counselor. The Freedom of Information Officer shall thereafter be recertified on an annual basis (5 ILCS 140/3.5).

All members who have access to Social Security numbers, from the time of collection to the time of destruction of the records, shall receive training on the protection of such information, pursuant to the Identity Protection Act (5 ILCS 179/35).

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Quincy Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Quincy Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Quincy Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to (20 Ill. Adm. Code 1240.90):

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Illinois Secretary of State records and the Illinois Law Enforcement Agencies Data Systems (LEADS).
- (b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
- (c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

Quincy Police Department

Policy Manual

Protected Information

- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Quincy Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (20 Ill. Adm. Code 1240.50).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (20 ILCS 2630/7; 20 Ill. Adm. Code 1240.50).

805.4.1 PENALTIES FOR NON-COMPLIANCE OR MISUSE OF RECORDS

The Department of State Police may suspend all or any portion of LEADS service without prior notification as the result of an agency's non-compliance with laws, rules, regulations, or procedures. The Director of State Police may suspend all or part of LEADS service for agency for violations of LEADS laws, rules regulations, or procedures (20 Ill. Adm. Code 1240.110).

It is a Class A misdemeanor to furnish, buy, receive, or possess LEADS information without authorization by a court, statute, or case law (20 ILCS 2630/7).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (20 Ill. Adm. Code 1240.50; 20 Ill. Adm. Code 1240.80).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Central Records to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

Quincy Police Department

Policy Manual

Protected Information

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems (20 Ill. Adm. Code 1240.50).
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it (20 Ill. Adm. Code 1240.80). This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal) (20 Ill. Adm. Code 1240.50).

805.6.2 MAINTENANCE AND TECHNICAL SERVICES

The personnel security requirement for a LEADS agency requires conformance with 20 Ill. Adm. Code 1240.50. Generally, no person may provide maintenance or technical services at or near LEADS equipment unless they are of good character and have not been convicted of a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction. Any person may have his/her authority to provide maintenance or technical services at or near LEADS equipment denied if he/she is charged with a felony or a crime involving moral turpitude under the laws of this or any other jurisdiction (20 Ill. Adm. Code 1240.50(3)).

805.6.3 PROTECTION OF LEADS DATA

LEADS data shall not be included on the violator's copy of any citation that is not delivered by hand to the violator. This specifically includes citation copies left on an unattended vehicle, a building or any other place where the violator is not present to receive the citation. LEADS data will continue to be included on other copies of the citation that are kept by the employee and/or the Department (18 USC § 2721 through 18 USC § 2725).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies

Quincy Police Department

Policy Manual

Protected Information

authorized access and use of protected information, as well as its proper handling and dissemination.

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the Quincy Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include the following:

- (a) Animal-related matters during periods when Animal Control is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to the public safety.
- (b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
- (f) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
- (g) With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

Quincy Police Department

Policy Manual

Animal Control

- (h) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced including but not limited to cruel treatment of animals, aggravated cruelty to animals, animal torture, animal fighting, and animals confined in vehicles (510 ILCS 70/3.01; 510 ILCS 70/3.02; 510 ILCS 70/3.03; 510 ILCS 70/4.01; 720 ILCS 5/48-1; 510 ILCS 70/7.1):

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.
- (c) Members may enter during normal business hours on a premise where the animal is housed or kept for the purpose of conducting an investigation except such entry shall not be made into a person's residence without a search warrant or court order (510 ILCS 70/10).
- (d) Members who lawfully seize an animal shall comply with impound and notice requirements (510 ILCS 70/3.04; 510 ILCS 70/4.02).

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

806.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals, whether domestic or wild, because such calls may involve significant quality-of-life issues.

806.8.1 DOMESTIC ANIMALS

Members should address calls related to nuisance domestic animals, including, but not limited to:

- (a) Barking dogs
- (b) Dogs running at large
- (c) Violations of the dangerous or vicious dog ordinance
- (d) Other situations deemed appropriate by a supervisor

Quincy Police Department

Policy Manual

Animal Control

806.8.2 WILD ANIMALS

Due to state law and federal regulations, the unpredictable nature of a wild animal and the potential for serious injury, members should not attempt to address issues involving wild animals unless one or more of the following circumstances are present:

- (a) There is a direct threat to public safety.
- (b) A wild animal is in a space that is or can be reasonably inhabited by human beings (e.g., bats in residences, raccoons in residences in the living spaces where people typically occupy). This typically does not apply to animals in attics or crawl spaces.
- (c) Other situations deemed appropriate by a supervisor.

The department in most circumstances will refer nuisance wild animal complaints to an appropriate pest control service. It will be the responsibility of the complainant to have the wild animal removed in accordance with applicable state statutes.

The Quincy Police Department will not trap any nuisance wildlife, unless the animal is sick, injured or poses a public health risk. Department-owned trapping devices will not be loaned to a complainant for trapping nuisance wildlife.

806.9 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to determine if the death of the animal is related to criminal activity. If foul play is not suspected and the animal is on public property, the member shall arrange for the removal of the animal.

- (a) Deceased wild animals should be referred to Central Services for removal.
- (b) Members shall attempt to identify the owner of a deceased domestic animal and notify the owner if possible.
 - 1. If the owner is located, they shall be responsible for removal of the animal.
 - 2. If an owner cannot be immediately determined or notified, the animal should be removed, sealed in a plastic bag marked with the CFN and date, and placed in the freezer at the animal shelter.
 - 3. The Animal Control Officer shall be notified to conduct follow up.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

806.10 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact the owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.10.1 INJURED WILDLIFE

- (a) Injured wildlife should be referred to one of several locations as applicable and depending upon available resources and type of animal:

Quincy Police Department

Policy Manual

Animal Control

- (a) A local Rehabilitator, preserve or wildlife care center
- (b) A shelter by the Anti-Cruelty Society, Illinois Society for the Prevention of Cruelty to Animals (SPCA), or the Illinois Department of Natural Resources
- (b) Injured wildlife may be briefly held and transported to wildlife Rehabilitators licensed by the State of Illinois. In addition, migratory birds may be taken only to Rehabilitators who are in possession of appropriate Federal permits issued by the United States Fish and Wildlife Service (USFWS).
- (c) The driver involved in a deer accident may take possession of the dead animal. If the driver does not want the deer, any Illinois resident may claim it (17 Ill. Adm. Code 750.10).

806.11 DESTRUCTION OF ANIMALS

Quincy Police Animal Control Officers are authorized by the Chief of Police to use department issued firearms.

806.12 TRANQUILIZER DART GUN

Tranquilizer guns have value in certain circumstances. Only officers who have received proper training will be allowed to use them. Tranquilization only should be used when the animal or the community is at risk if the animal remains at large and then only as a last resort after all other methods of capture have failed. Use of a tranquilizer gun to incapacitate an animal shall be done under the supervision of a licensed veterinarian.

806.13 TRAINING

The Animal Control Officer shall receive initial and on-going training relevant to the duties outlined in the job description.

Peer Support Team

807.1 PURPOSE AND SCOPE

The purpose of this order is to establish direction for an in-house Peer Support Team for all Department members and to outline both the capabilities of the team as well as how to access the team.

807.1.1 POLICY

The Quincy Police Department recognizes the value of providing an in-house resource for employees to support them in managing both professional and personal crises. It must be recognized that the Peer Support Team is an important component of the Quincy Police Department but shall not replace professional services if they are deemed necessary by the employee or recommended by a member of the Peer Support Team.

807.1.2 FUNCTION

The Peer Support Team is intended to be a resource available to the Department in the event of a critical incident or crisis situation. The Peer Support Team will be available to:

- Listen to another employee's feelings after a critical incident or crisis situation;
- Respond to any employee's request for peer support or assistance regardless of cause or topic;
- Facilitate or assist in diffusing critical incidents;
- Conduct Critical Incident Stress Management (CISM) debriefings;
- Provide information or referrals to other resources available (Employee Assistance Program (EAP), Alcoholic Anonymous, financial support, Clinician's or Psychiatrist/Psychologist, etc.)
- Provide Peer Support orientations to new employees.

807.1.3 DISCRETION

The Peer Support Team shall be available to support and assist on any incident outside of Quincy at the discretion of the Chief of Police or his designee. Further, nothing shall prevent the Chief of Police (or his designee) from seeking outside resources (EAP, Clinicians, outside Peer Support Groups, Psychiatrist/Psychologist, etc.) to assist and supplement the Peer Support Team during critical incidents.

807.1.4 PEER SUPPORT TEAM RESPONSIBILITIES

PEER SUPPORT TEAM AVAILABILITY

The Peer Support Team is available 24 hours a day 7 days a week to all Department employees. Peer Team Members and their contact information will be maintained on the City's "M" drive in the Wellness Folder and also posted on the administrative bulletin board in the squad room.

CRITICAL INCIDENTS

Quincy Police Department

Policy Manual

Peer Support Team

A critical incident is any event that causes an unusually intense stress reaction. The distress people experience after a crucial incident can limit their ability to cope, impair their ability to adjust, and negatively impact their work environment. Critical Incidents that may require a Peer Support Team response may include, but are not limited to:

- Officer involved shootings;
- Witnessing another employee's death or serious injury;
- When the employee is a witness to a violent death or serious injury;
- Involved or witnessing an infant/child death;
- When an employee is witness to a suicide;
- Any other incident deemed by the requesting employee to be distressing or deemed appropriate by the Chief of Police or his designee.

DEBRIEFINGS

It shall be at the discretion of the Chief of Police or his designee when a critical incident debriefing will occur. Further, nothing shall prevent the Chief of Police or his designee from seeking outside resources (clinicians, outside Peer Support Groups, Psychiatrists/Psychologists, etc.) to assist and supplement the Peer Support Team during debriefings of critical incidents.

807.1.5 PEER SUPPORT TEAM ORGANIZATION

PEER SUPPORT TEAM COORDINATOR

The program coordinator should be of the rank of Sergeant or higher. The Peer Support Team Coordinator shall be responsible for the Peer Support Program and coordinating the training needs of the Peer Support Team Members.

PEER SUPPORT TEAM MEMBER

Any Department member who, by virtue of prior experience, training or interest, has expressed a desire and has been selected to provide support for peers.

PEER SUPPORT TEAM SELECTION

The Department shall maintain an organized Peer Support Team Program and to that end must maintain a selection process as follows:

- The Peer Support Coordinator shall be selected by the Chief of Police;
- The Peer Support Team members shall be selected by the command staff, along with the Peer Support Coordinator with the final approval being the Chief of Police;
- The Peer Support Team is voluntary;
- The Team selection process will be as described in procedure 807.

The Peer Support Team Coordinator and the Peer Support Team Members may be removed from the team at the discretion of the Chief of Police.

Quincy Police Department

Policy Manual

Peer Support Team

807.1.6 PEER SUPPORT TEAM OPERATIONS

ROLE OF PEER SUPPORT TEAM MEMBERS

The Peer Support Members provide support and assistance to employees in times of stress and crisis. The Peer Support Members responsibilities are as follows:

- Convey trust, anonymity and assure confidentiality within policy guidelines to employees who seek assistance from the Peer Support Program;
- Provide assistance and support;
- Assist the employee by referring them to the appropriate outside resource when necessary;
- Be available to employees for additional follow-up support;
- Agree to be contacted and if necessary, respond at any hour to assist an employee in need;
- Attend quarterly training or training as directed by the Peer Support Team Coordinator or Chief of Police.

The Department will provide a list of team principles for all Peer Support Team members. [See attachment: Team Principals for Peer Support Team.pdf](#)

CONFIDENTIALITY

The acceptance and success of the Quincy Police Department Peer Support Program within the Quincy Police Department will be determined, in part, by the observance of strict confidentiality. It is imperative that each Peer Support Team Member maintain strict confidentiality of all information obtained about any individual within the guidelines of this program. The Department will respect the confidentiality of conversations between Peer Support Team Members and Department members, with the following exceptions:

- If the Peer Team Member learns of criminal activity.
- If someone threatens to harm themselves or others.
- If there is a reasonable suspicion that child, elder, or domestic abuse or neglect has occurred.

Disclosures under any of these exceptions shall be made by the Peer Support Team Members directly to the Chief of Police or Department approved Clinician, Psychiatrist/Psychologist, or EAP.

Team Members shall not disclose the name of an employee who has utilized the Peer Support Program with anyone, including other team members, The only exception is to the Peer Support Team Coordinator as needed.

INTERNAL AFFAIRS INVESTIGATION

It may occur that a Peer Support Team Member is assisting an individual who is, or becomes, the subject of a disciplinary investigation. The Peer Support Team Member should follow the confidentiality guidelines above. The Peer Support Team Member should not volunteer any

Quincy Police Department

Policy Manual

Peer Support Team

information received while in this role; however, Peer Support Team Members may not hamper or impede any investigation, nor may they attempt to shelter an individual from the Department's investigation.

The Peer Support Team Member's role in disciplinary situations is one of support and assistance to the peer during the stress they may face during the disciplinary process. If the Peer Support Team Member's have any questions or concerns regarding these situations, they should consult with the Peer Support Team Coordinator for guidance and assistance. Should the Peer Support Team Coordinator need direction, he/she shall contact the Chief of Police or his designee.

TRAINING

The Quincy Police Department recognizes the importance of having trained Peer Support Team Members. Peer Support Team Members should receive training in the following areas:

- Effective listening;
- Critical incident stress;
- Debriefing and diffusing techniques;
- Post-traumatic stress;
- Problem solving skills;
- Relationship termination (death, divorce, etc.);
- General assessment skills;
- Referral and follow-up.

Training, or training deemed necessary by the Peer Support Coordinator or Chief of Police, will be scheduled to enhance problems solving skills, provide group sharing, and allow for exchange of information and ideas.

807.1.7 NEW EMPLOYEE ORIENTATION PROGRAM

All new employees will be given a Peer Support team introduction and a Peer Support informational packet. Depending on the number of new employees, the orientation will be given as a group or one-on-one presentation.

Quincy Regional Crime Stoppers

808.1 PURPOSE

The purpose of this statement is to encourage citizen participation and interaction with the department in the common goal of reducing crime.

808.2 DEFINITION

Crime Stoppers is an International Organization that works at regional community levels and is comprised of private citizens who make up the board of directors who set the policies and goals, raise monies and organize participation by the Crime Stoppers Program. Law Enforcement Agencies participate in this program as coordinators and advisors having no voting rights in the decisions made by the Board of Directors.

808.3 POLICY

It is the policy of the Quincy Police Department to actively participate, along with other joint law enforcement agencies and citizens in the area, in the Crime Stoppers program. This policy will set forth general and specific responsibilities for various individuals in the Quincy Police Department and define the relationships with the Illinois State Police, Adams County Sheriff's Office and any other agencies as is necessary to implement the Crime Stoppers program. The coordinating officers for the Crime Stoppers program shall include an officer from the Quincy Police Department, a trooper from the Illinois State Police, and a deputy from the Adams County Sheriff's Department.

A locked file cabinet owned by the Crime Stoppers Board is located in the Pro-Act office.

For further guidance on this policy please reference Procedure 808.

808.4 ANONYMITY

Anonymity of callers is a critical component of the Crime Stoppers program.

- (a) Crime Stoppers Reports are the property of the Quincy Regional Crime Stoppers Program and cannot be given to any court or attorney.
- (b) Crime Stoppers forms and related information shall not be placed into any law enforcement agency owned files.
- (c) "Crime Stoppers" shall not be referenced in any law enforcement report. Crime Stoppers tips shall only be referred to as an "anonymous tip".

808.5 PROCESS

Methods for submitting anonymous tips:

- (a) On the phone by calling (217) 228-4474.
 - 1. The call center is responsible for answering calls received other than on Fridays between the hours of 0800-1500.

Quincy Police Department

Policy Manual

Quincy Regional Crime Stoppers

2. On Fridays during the times listed above, a representative will be responsible for answering calls to accept new tips, as well as to provide payment information and case updates.
 - (b) Online at www.quincycrimestoppers.com.
 - (c) On the P3Tips mobile app.

808.6 CRIME STOPPERS REPRESENTATIVE RESPONSIBILITIES

Receiving a tip:

- (a) When a tip is received by any of the approved methods, other than those tips received on Fridays from 0800-1500 hours, it is emailed to Crime Stoppers representatives.
 1. Crime Stoppers representatives review the tip and forward it to the appropriate recipient(s) for follow-up.
- (b) When a tip is received on Fridays from 0800-1500 hours, the Crime Stoppers representative accepting the tip will route it directly to the appropriate recipient(s) for follow-up.

Dispositions:

- (a) Receiving and entering various dispositions on tips.

Media Relations

- (a) Media Releases
- (b) Fugitive of the Week
- (c) Fugitive Flyers

Reports

- (a) Coordinator Report
- (b) Monthly Stat Report
- (c) Quarterly Stat Report

Tipster Follow-up

- (a) Provide case update and information
- (b) Provide reward collection instructions

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Quincy Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Quincy Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Quincy Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Quincy Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).

Quincy Police Department

Policy Manual

Temporary Custody of Adults

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who is currently exhibiting any extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present when an individual is held in temporary custody. The member responsible for supervising should do periodic checks on the person in custody, no longer than 30 minutes apart. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, reasonable accommodations shall be provided (see the Communications with Persons with Disabilities Policy) (20 Ill. Adm. Code 720.25; 20 Ill. Adm. Code 720.60).

If possible, at least one female department member should be present when a female adult is in temporary custody and should be available for supervision during periods of personal hygiene such as using the toilet (20 Ill. Adm. Code 720.25).

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.3.4 INTERVIEW ROOMS

Any room used to interview a person in custody shall be searched before and after any interviews to ensure there are no weapons or contraband and that the room is clean and sanitary. Any damage noted to the room should be photographed and documented. Members shall be in close proximity to the room to intervene on behalf of the person in custody or other members present.

Quincy Police Department

Policy Manual

Temporary Custody of Adults

The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security risk, such as contraband or hazardous items, shall be removed.
- (b) If available, the individual shall constantly be monitored by an audio/video system during the entire custody.
- (c) The individual shall have constant auditory access to department members.
- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by department members shall occur no less than every 30 minutes (20 Ill. Adm. Code 720.60).
- (f) Safety checks should be at varying times.
- (g) All safety checks shall be logged.
- (h) The safety check should involve questioning the individual as to the individual's well-being.
- (i) Individuals who are sleeping or apparently sleeping should be awakened.
- (j) Requests or concerns of the individual should be logged.

Keys or other access devices shall be kept secured and under the control of the member utilizing the room or as assigned by the Patrol Commander.

900.4 INITIATING TEMPORARY CUSTODY

900.4.1 CONSULAR NOTIFICATION

Refer to Policy 412 Foreign Diplomatic and Consular Representatives regarding consular notification.

900.5 SAFETY, HEALTH, AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Quincy Police Department, the custody shall be promptly and properly documented on a custody log, including:

- (a) Identifying information about the individual, including the individual's name.
- (b) Date and time of arrival at the Department.
- (c) Officer's name and badge number.
- (d) Any charges for which the individual is in temporary custody and any case number.
- (e) Time of all safety checks including (20 Ill. Adm. Code 720.60):
 - (a) The time of check.

Quincy Police Department

Policy Manual

Temporary Custody of Adults

- (b) The signature, initials, badge number or any other personal identifier of the responsible person.
- (c) Any relevant remarks.
- (f) Any medical and other screening requested and completed.
- (g) Any emergency situations or unusual incidents.
- (h) Date and time of release from the Quincy Police Department along with the officer's signature and badge number.

[See attachment: Temporary Custody Log.pdf](#)

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the log.
- (b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (d) There is privacy during attorney visits.
- (e) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (f) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (g) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (h) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an

Quincy Police Department

Policy Manual

Temporary Custody of Adults

individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, the person will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Quincy Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS

Every individual in temporary custody shall be allowed to make three telephone calls as soon as possible after arrival and in no event any later than three hours after arrival (725 ILCS 5/103-3.5; 20 Ill. Adm. Code 720.20).

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at the individual's own expense (20 Ill. Adm. Code 720.75).
 - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
 - 2. If the individual in custody is a custodial parent with responsibility for a minor child, the officer should assist the individual in the placement of the child with a relative or other responsible person designated by the individual in custody (725 ILCS 5/107-2).
 - 3. Telephone calls to the individual's attorney of choice and family members should be free of charge (725 ILCS 5/103-3.5).
- (b) The individual should be given sufficient time to contact whomever the individual desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
 - 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may reasonably determine the duration of the calls.
- (c) The individual shall have access to the individual's cell phone to retrieve phone numbers from the phone's contact list prior to the cell phone being placed into inventory (725 ILCS 5/103-3.5).
- (d) Calls between an individual in temporary custody and the individual's attorney shall be deemed confidential and shall not be monitored, eavesdropped upon, or recorded.

Quincy Police Department

Policy Manual

Temporary Custody of Adults

- (e) A notice stating telephone calls may be monitored or recorded shall be posted by each telephone from which persons in custody may place calls (20 Ill. Adm. Code 720.75).
- (f) A notice informing persons in custody to their rights regarding telephone calls and, where applicable, providing the telephone contact information for the public defender or court appointed attorney (725 ILCS 5/103-3.5).
- (g) The three hours requirement shall not apply while the person is asleep, unconscious, or otherwise incapacitated and is renewed upon transfer to another facility (725 ILCS 5/103-3.5).

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS IN SECURE AREAS

Firearms shall not be permitted in secure areas where individuals are in custody. They should be properly secured outside of the secure area. An exception may occur only during emergencies.

900.5.8 ATTORNEYS

A person in custody shall be allowed to consult with a licensed attorney a reasonable number of times and for reasonable periods of time (20 Ill. Adm. Code 720.20(c)).

- (a) Attorneys who need to interview a person in custody should do so inside a secure interview room.
- (b) Both the attorney and person in custody should be searched for weapons prior to and after being admitted to the interview room.
- (c) Attorneys must produce a current Illinois Bar card as well as other matching appropriate identification.
- (d) Interviews between attorneys and their clients shall not be monitored or recorded.

900.5.9 FOOD SERVICE

Meals may be provided for persons held for several hours.

Quincy Police Department

Policy Manual

Temporary Custody of Adults

900.5.10 NONDISCRIMINATION

The Quincy Police Department shall not deny services, benefits, privileges, or opportunities to individuals in custody on the basis of citizenship or immigration status, or on the basis of the existence of an immigration detainer or civil immigration warrant, except as required by law (5 ILCS 805/15).

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a secure area.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Quincy Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding the individual's property. The Watch Commander shall attempt to prove or disprove the claim.

Individuals who require communication aids (e.g. hearing aids) should be permitted to retain such devices while in custody.

900.8 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Patrol Commander will ensure procedures are in place to address any suicide attempt, death, or serious injury of any individual in temporary custody at the Quincy Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Watch Commander, Chief of Police, and Investigation Commander.
- (c) Notification of the spouse, next of kin, or other appropriate person (see Officer-Involved Shootings and Deaths Policy for additional requirements regarding deaths related to a use of force).
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the City Attorney.
- (f) Notification of the Coroner.

Quincy Police Department

Policy Manual

Temporary Custody of Adults

- (g) Evidence preservation.

900.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of the individual's property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Quincy Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if being sent to another facility.
 - 1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

900.9.1 RELEASE OF PERSONS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Arresting officers should make reasonable efforts to contact a responsible adult who is willing to assist a person being released from custody who is under the influence of alcohol or drugs (50 ILCS 705/10.17-5).

Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Quincy Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of their property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity or vagina of any female person.

Strip search - A search that requires an individual to remove or rearrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where their underclothing, buttocks, genitalia or breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer shall conduct a custodial search of an individual immediately after their arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custodial search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, the search should be done in front of the squad car with the video system activated. If a witnessing officer is available they too should be present during the search when practicable and available.

Quincy Police Department

Policy Manual

Custodial Searches

901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Quincy Police Department facilities. When practicable, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search when available.

Custodial searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property should not be transported to another facility or agency that is taking custody of an individual from this department, such as contrabands and weapons. These items should be retained for safekeeping in accordance with the Evidence Section Policy.

Large items in the possession of the individual being transported should remain with the individual. Those large items should be transported to the other facility in accordance with their policies.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Quincy Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place their initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

No individual in temporary custody at any Quincy Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing

Quincy Police Department

Policy Manual

Custodial Searches

a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting)
- (f) The individual is being transported to an emergency medical facility and it is necessary to determine that they are not carrying weapons or contraband before transportation.

Inmates who have not been arraigned and remanded by the court to the custody of this department and are being held for a traffic, regulatory or misdemeanor offense that does not involve weapons or a controlled substance, shall only be subject to a modified strip or strip search for weapons or controlled substances (725 ILCS 5/103-1).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Quincy Police Department facilities shall be conducted as follows (28 CFR 115.115; 725 ILCS 5/103-1):

- (a) Written authorization from the Watch Commander shall be obtained prior to the strip search utilizing the Quincy Police Department Strip Search/Cavity Report Form. [See attachment: Strip-Cavity Search Report Oct 2023.pdf](#)
- (b) All members involved with the strip search shall be of the same sex as the individual being searched.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording to include body cameras.
- (d) A second member of the same sex shall be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

Quincy Police Department

Policy Manual

Custodial Searches

- (f) The primary member conducting the search shall prepare a written report to include:
 - 1. The facts that led to the decision to perform a strip search.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The written authorization for the search, obtained from the Watch Commander.
 - 4. The name and sex of the individual who was searched.
 - 5. The name and sex of the members who conducted the search.
 - 6. The name, sex and role of any person present during the search.
 - 7. The time and date of the search.
 - 8. The place at which the search was conducted.
 - 9. A list of the items, if any, that were recovered.
 - 10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or their breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity. However, this does not prohibit an officer to accompany an individual to the restroom to ensure they are not flushing contraband or evidence.
- (h) A copy of the strip search report shall be provided to the individual subjected to the search.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

901.5.3 PROHIBITED STRIP SEARCHES

Individuals who are not under arrest shall not be strip searched except for the following circumstances:

Quincy Police Department

Policy Manual

Custodial Searches

- (a) There is probable cause that the individual is concealing a weapon or controlled substance and the officer obtains a search warrant for the individual (In these cases, once a search warrant has been obtained the officer shall follow the above strip search procedure).
- (b) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search; and exigent circumstances prevent the ability to obtain a search warrant.
- (c) The individual is assisting law enforcement with the purchase of contraband as a confidential source.

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (725 ILCS 5/103-1):

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander (utilizing the Quincy Police Department Strip Search/Cavity Report Form - see 901.5.1 (a) above) and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) A physical body cavity search shall be conducted either by or under the supervision of a physician.
- (c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The watch commander's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex and roles of any department members present.
 - 8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

Quincy Police Department

Policy Manual

Custodial Searches

901.7 GENDER IDENTITY OR EXPRESSION CONSIDERATIONS

If an individual who is subject to a strip search or physical body cavity search has a gender identity or expression that differs from their sex assigned at birth, the search should be conducted by members of the same gender identity or expression as the individual, unless the individual requests otherwise.

901.8 JUVENILES

No juvenile should be subjected to a strip search or a physical body cavity search at the Department.

The Chief of Police or the authorized designee should establish procedures for the following:

- (a) Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances
 - 1. Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.
- (b) Providing officers with information identifying appropriate medical and juvenile detention facilities to which a juvenile should be transported for a strip or body cavity search

Nothing in this section is intended to prevent an officer from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

901.9 TRAINING

The Administrative Services Sergeant shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for sworn police officer recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Quincy Police Department and that are publicized and maintained by the Board of Fire and Police Commissioners.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Quincy Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department, in conjunction with the Board of Fire and Police Commissioners, will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Deputy Chief of Administration shall employ a comprehensive recruitment strategy to recruit from a qualified and diverse pool of candidates. The strategy shall include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
- (e) Employee referral and recruitment incentive programs.
- (f) Consideration of shared or collaborative regional testing processes.

The Deputy Chief of Administration shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.4 SELECTION PROCESS

The hiring of sworn police officers is conducted by the Board of Fire and Police Commission.

Quincy Police Department

Policy Manual

Recruitment and Selection

The Board of Fire and Police Commission and the department's recruiting team shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects.

The examination of applicants shall be public, competitive, and open to all citizens of the United States and those legally authorized to work in the United States under federal law if they are authorized to possess firearms under federal law, with specified limitations as to residency, age, health, habits, and moral character (55 ILCS 5/3-6033; 55 ILCS 5/3-8010; 55 ILCS 5/3-7008; 65 ILCS 5/10-2.1-6; 65 ILCS 5/10-1-7).

Minimally, the Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, and military record)
 - 1. Candidates shall not be screened, requested, or required to disclose wage or salary history as a condition of employment (820 ILCS 112/10).
- (b) Driving record
- (c) Personal and professional reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
 - 1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Fingerprint background check
 - 1. Prior to a member of the Quincy Police Department obtaining fingerprints the applicant must:
 - (a) Present a valid government-issued photo ID.
 - (b) Sign a consent form. [See attachment: Fingerprint Consent Form.pdf](#)
 - (c) Be provided with a copy of the Right of Access and Review Procedure. [See attachment: CHRI Access and Review Procedures.pdf](#)

Quincy Police Department

Policy Manual

Recruitment and Selection

2. The fingerprint card along with the signed forms shall be forwarded to the Records Supervisor to be maintained according to the Records Retention Schedule.
 - (i) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)
 - (j) Medical and psychological examination (may only be given after a conditional offer of employment)
 - (k) Review board or selection committee assessment
 - (l) Relevant national and state decertification records, if available

1000.4.1 DEPARTMENT RECRUITERS

The Quincy Police Department will maintain a group of sworn officers who will serve as recruiters. The department will ensure these officers are familiar with the recruitment effort. This will include :

- (a) The department's recruitment needs and commitments.
- (b) Department career opportunities, salaries, benefits, and training.
- (c) The selection process for sworn officers utilized by the City of Quincy Board of Fire and Police Commissioners.
- (d) Minimum requirements and disqualifying characteristics.
- (e) Recordkeeping procedures for candidate tracking.

1000.5 JOB ANNOUNCEMENTS, RECRUITMENT NOTICES, AND PUBLICITY:

All advertised job announcements and recruitment notices for the Quincy Police Department authorized and distributed by the City of Quincy Board of Fire and Police Commission, shall provide at a minimum, the following information:

- (a) A description of job duties and responsibilities.
- (b) A listing of requisite skills, educational level, other minimum qualifications or requirements.
- (c) Official application filing deadlines.
- (d) A statement that the Quincy Police Department is an equal opportunity employer.

The Department, in conjunction with the Board of Fire and Police Commission, should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.5.1 VETERAN PREFERENCE

The Board of Fire and Police Commission will provide veteran preference points as required. (65 ILCS 5/10-1-16; 65 ILCS 5/10-2.1-8; 65 ILCS 5/10-2.1-9; 55 ILCS 5/3-8010).

1000.5.2 LATERAL TRANSFERS

Lateral entry applicants are those individuals who qualify according to the Rules and Regulations of the Board of Fire and Police Commission.

Quincy Police Department

Policy Manual

Recruitment and Selection

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYEE STANDARDS

All candidates shall meet the minimum standards required by state law and the applicable board or commission (55 ILCS 5/3-8010; 65 ILCS 5/10-1-5; 65 ILCS 5/10-2.1-5). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The HR Department should maintain validated standards for all positions.

Candidates shall not have been convicted of any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Illinois law, including those provided in 55 ILCS 5/3-8010, 65 ILCS 5/10-1-5, 65 ILCS 5/10-2.1-5, and the Illinois Police Training Act (50 ILCS 705/8.1).

Candidates shall not have been convicted of, found guilty of, entered a plea of guilty to, or entered a plea of nolo contendere to, any felony or any misdemeanor specified in 50 ILCS 705/6.1(a).

1000.8 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to

Quincy Police Department

Policy Manual

Recruitment and Selection

extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

If a period of six months or greater has elapsed from the time the applicant's background investigation was completed and when the applicant is being considered for a conditional offer of employment, a review of the information contained in the initial background investigation shall be conducted by the investigator. This review is intended to determine if there is any new and pertinent information in the applicant's background. The review shall include, but is not limited to: criminal history information, driving history/abstract, public information available on the applicant's social media platforms. A supplemental report to the initial background investigation shall be completed and a copy forwarded to the Board of Fire and Police Commissioners for review.

1000.9 RECORDS RETENTION

The background report, all supporting documentation, and testing results shall be maintained by the Office of the Board of Fire and Police Commission in accordance with the established records retention schedule and Illinois Compiled Statutes.

1000.10 JOB DESCRIPTION

The Deputy Chief of Operations should ensure that a current job description is maintained for the position of patrol officer.

1000.11 TRAINING

All steps involved in the recruitment and selection process (e.g., recruitment techniques, polygraph examinations, medical examinations) shall be conducted by trained personnel.

Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1001.2 POLICY

The Quincy Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to promotion, specialty position assignment, discipline, demotion, and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All supervisors in a position to perform an evaluation will be trained in the proper administration of the Performance Evaluation system developed for the Quincy Police Department prior to any evaluations being conducted by them.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

Quincy Police Department

Policy Manual

Evaluation of Employees

1001.4 FULL TIME PROBATIONARY PERSONNEL

Civilian personnel are on probation for three months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time civilian personnel during the probationary period.

Sworn personnel are on probation for 18 months before being eligible for certification as permanent employees. Probationary officers are evaluated daily, weekly and monthly during the probationary period. Probationary officers will receive a formal evaluation after their 11th month, 14th month, and 17th month of employment. If a probationary officer's probation period has been extended beyond 18 months, any of those formal evaluations shall be changed to correspond with the last evaluation being one month prior to the new end of probation date.

1001.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor. The evaluation should be for the calendar year.

Transfer - Should an officer's position or job class change during an evaluation period, an immediate performance evaluation will be done rating the officer's performance in the previously held position or class. The next official rating will be conducted based on the officer's new assignment or job class.

Special - A special evaluation shall be mandatory following any annual evaluation that rates the employee's overall performance as below standard or unsatisfactory. These types of evaluations are considered failing evaluations.

1001.5.1 RATINGS

When completing the Employee Performance Evaluation, the rater will place a mark in the column that best describes the employee's performance.

Space for written comments is provided with each performance section. This space allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Comments should accompany every category explaining the supervisor's rationale for the rating.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, it will be forwarded up through the chain of command for approval at every level to the Chief of Police. Once approved through the chain of command the evaluation will be returned to the supervisor to be given to the employee.

Arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and answer any questions the employee may have. Areas needing improvement and goals for the upcoming evaluation period should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities.

Quincy Police Department

Policy Manual

Evaluation of Employees

If the employee has valid and reasonable objections to any of the ratings, the supervisor should adjust the evaluation and send it back through the chain of command for approval.

1001.7 EVALUATION RECORDKEEPING

A copy of the performance evaluations for non-union employees should be forwarded to the HR Department. The original performance evaluation for all employees shall be maintained in the employee's personnel file for a period of five years. After five years, a digital copy of the evaluation will be created and the paper copy moved to Dead Records.

Specialty Position Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making specialty position assignments within the Quincy Police Department.

1002.2 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are maintained by the Board of Fire and Police Commission.

1002.3 POLICY

The Quincy Police Department determines assignments in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments to specialty positions are made by the Chief of Police.

1002.4 SPECIALTY POSITION ASSIGNMENT

The following positions are considered specialty position assignments and not promotions:

- (a) Emergency Response Team and Crisis Negotiators
- (b) Detective
- (c) Motorcycle officer
- (d) Bicycle Patrol officer
- (e) Canine handler
- (f) Field Training Officer
- (g) Administrative Services Sergeant
- (h) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) officer
- (i) West Central Illinois Task Force Inspector
- (j) Pro-Act Officer
- (k) Housing Officer

1002.4.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a specialty position assignment:

- (a) Years of relevant experience
- (b) Off probation
- (c) Possession of or ability to obtain any certification required by the Illinois Law Enforcement Training and Standards Board (ILETSB) or by statute
- (d) Exceptional skills, experience, or abilities related to the specialty position assignment

Quincy Police Department

Policy Manual

Specialty Position Assignments and Promotions

1002.4.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a specialty position assignment:

- (a) Presents a professional, neat appearance
- (b) Maintains a physical condition that aids in the candidate's performance
- (c) Expresses an interest in the assignment
- (d) Demonstrates the following traits:
 - 1. Emotional stability and maturity
 - 2. Stress tolerance
 - 3. Sound judgment and decision-making
 - 4. Personal integrity and ethical conduct
 - 5. Leadership skills
 - 6. Initiative
 - 7. Adaptability and flexibility
 - 8. Ability to conform to department goals and objectives in a positive manner

1002.4.3 SELECTION PROCESS

The selection process for specialty position assignments will include an administrative evaluation as determined by the Chief of Police to include:

- (a) Solicitation of interest
 - 1. Letters of interest and resumes will be requested from interested candidates.
- (b) Interview
 - 1. Interviews will be conducted with qualified applicants by appropriate command staff/supervisors.
- (c) Additional input
 - 1. Review of personnel and internal affairs files
 - 2. Review of police reports for content and writing ability
 - 3. Opportunity for supervisors to provide input
- (d) Final considerations and appointment by the Chief of Police.

The selection process for all specialty position assignment positions may be waived for temporary assignments, emergency situations, training, and at the discretion of the Chief of Police.

Grievance Procedure

1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

1003.1.1 GRIEVANCE DEFINED

A grievance is a complaint, dispute, or request regarding the administration and/or interpretation of the terms or conditions of employment or the interpretation of any of the following documents by the persons affected:

- A collective bargaining agreement. If the employee's collective bargaining agreement contains a grievance provision, those grievance procedures will be followed (5 ILCS 315/8)
- This Policy Manual or any written Department procedure
- City rules and regulations covering personnel practices or working conditions
- Employee discipline administered by the Chief of Police

Grievances may be brought by an individual employee or by a group representative.

Specifically outside the category of grievance are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state, or local law as set forth in the Personnel Complaints Policy.

1003.2 PROCEDURE

If an employee believes that he/she has a grievance as defined above, then that employee shall follow the procedures outlined in the appropriate bargaining agreement or employee handbook.

1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

In matters concerning the employee's collective bargaining agreement, the exclusive representative will be notified to attend any conference or settlement even if not requested by the employee (5 ILCS 315/6(b)).

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Administration for inclusion into a secure file for all written grievances. A second copy

Quincy Police Department

Policy Manual

Grievance Procedure

of the written grievance will be maintained by the Director of Administrative Services's office to monitor the grievance process. A third copy will be maintained in the personnel file of the individual grievant (820 ILCS 40/1 et seq. and 820 ILCS 40/4)

1003.5 GRIEVANCE AUDITS

The Administrative Services Sergeant shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Administrative Services Sergeant shall record these findings in a confidential and generic memorandum to the Chief of Police without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Administrative Services Sergeant should promptly notify the Chief of Police.

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1004.2 POLICY

The Quincy Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Quincy Police Department

Policy Manual

Anti-Retaliation

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Quincy Police Department

Policy Manual

Anti-Retaliation

1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

The Illinois Whistleblower Act protects an employee who, with reasonable cause to believe the information communicated discloses a violation of a law, rule, or regulation (740 ILCS 174/1 et seq.):

- (a) Provides information to a government or law enforcement agency, in a judicial or administrative hearing, or testifies before a legislative body.
- (b) Refuses to participate in an activity that would result in a violation of a law, rule, or regulation.
- (c) Engages in any other act or omission if the employee is disclosing or attempting to disclose public corruption or wrongdoing.

Retaliation is also prohibited against any employee who reports, cooperates in an investigation conducted by an individual responsible for receiving and investigating complaints of misconduct, reviewing the performance of the department's members, and/or the integrity of the City's operations and programs involving, or testifies in a proceeding or prosecution regarding, improper government action (50 ILCS 105/4.1).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Deputy Chief of Operations for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The Human Resources Department shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Reporting of Arrests, Convictions, and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions, and court orders restrict their ability to perform the official duties and responsibilities of the Quincy Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction, or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Quincy Police Department requires disclosure of member arrests, convictions, and certain court orders to maintain the high standards, ethics, and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Illinois and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 720 ILCS 5/24-1.1).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

Officers are prohibited from carrying a firearm if they are currently the subject of a domestic violence protection order (750 ILCS 60/214).

1005.4 OTHER CRIMINAL CONVICTIONS

Any person convicted or found guilty, or having entered a plea of guilty or of nolo contendere to any of the offenses described in 50 ILCS 705/6.1 is prohibited from being a peace officer in the State of Illinois (50 ILCS 705/6.1). Any person who has been convicted of a felony is prohibited from possessing a firearm (720 ILCS 5/24-1.1). This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty plea, or nolo contendere plea.

Convictions of certain state or federal violations, including other provisions, such as probation or conditions of pretrial release, may place restrictions on an employee's ability to fully perform the duties of the job or restrict possessing firearms (720 ILCS 5/32-10; 720 ILCS 550/10; 725 ILCS 5/110-10).

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust.

Quincy Police Department

Policy Manual

Reporting of Arrests, Convictions, and Court Orders

1005.5 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1005.5.1 ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD NOTIFICATION

In the event of an arrest, conviction, finding of guilty, plea of guilty, or plea of nolo contendere disposition of any of the specified sections in 50 ILCS 705/6.1, the Chief of Police shall report such disposition to the Illinois Law Enforcement Training and Standards Board (ILETSB).

It is the duty and responsibility of every full-time and part-time police officer to report to both the ILETSB within 14 days and also to the officer's Chief of Police of the arrest, conviction, finding of guilty, or plea of guilty, for an offense identified in 50 ILCS 705/6.1, as well as any name change, change in employment, and filing of any criminal indictment or charges against the officer for the offenses (50 ILCS 705/8.1).

Any full-time or part-time police officers who knowingly make, submit, cause to be submitted, or file a false or untruthful report to ILETSB must have their certificate or waiver either immediately decertified or revoked. Members shall notify the ILETSB on the prescribed form within seven days of becoming aware of the following alleged violations by an officer (50 ILCS 705/6.3):

- (a) An act that would constitute a felony or misdemeanor that could serve as basis for automatic decertification, whether or not the officer was criminally prosecuted, and whether or not the officer's employment was terminated.
- (b) Excessive use of force.
- (c) Failure to intervene whether by action or omission.
- (d) Tampering with or directing another individual to tamper with a dash camera or body worn camera, or data from such devices for the purpose of concealing, destroying, or altering potential evidence.
- (e) During the reporting, investigation, or prosecution of a crime, engaging in perjury, making a false statement, or knowingly tampering with or fabricating evidence.

Quincy Police Department

Policy Manual

Reporting of Arrests, Convictions, and Court Orders

- (f) Engaging in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public.

Members are additionally required to notify their supervisor upon becoming aware of the above alleged conduct as soon as practicable (50 ILCS 705/6.3).

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

1006.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Quincy Police Department

Policy Manual

Drug- and Alcohol-Free Workplace

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the HR Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1006.7 SCREENING TESTS

A supervisor's ability to order any officer to submit to an immediate test of his/her blood, breath, and/or urine is outlined in Article XXIX Drug Testing in the collective bargaining agreement.

Repercussions for an employee's failure to comply with requested drug and alcohol testing is outlined in Article XXIX Drug Testing in the collective bargaining agreement.

1006.7.1 REPORT OF DILUTE SPECIMEN (49 CFR § 40.197)

- (a) If the Medical Review Officer (MRO) informs the Department that a positive drug test was dilute, the test will be treated as a verified positive test. The employee will not be directed to take another test based on the fact that the specimen was dilute.
- (b) If the MRO informs the Department that a negative test was dilute the following actions will be taken:
 - 1. If the MRO directs a recollection under direct observation for a reason other than the negative-dilute, it will be done immediately (§ 40.155(c)).
 - 2. Otherwise, the department, may, but is not required to, direct the employee to take another test immediately.
 - (a) Such recollections must not be collected under direct observation, unless there is another basis for use of direct observation (§ 40.679(b) and (c)).
 - (b) All employees must be treated the same for this purpose.
- (c) The following provisions apply to all tests employees are directed to take under paragraph (b) of this section:

Quincy Police Department

Policy Manual

Drug- and Alcohol-Free Workplace

1. The employee must be given the minimum possible advance notice to report to the collection site.
2. The result of the test the employee is directed to take under paragraph (b) of this section—and not a prior test—will be treated as the test result of record for purposes of this part.
3. If the result of the test the employee was directed to take under paragraph (b) (1) of this section is also negative and dilute, the Department is not permitted to make the employee take an additional test because the result was dilute.
4. If the result of the test the Department directed the employee to take under paragraph (b)(2) of this section is also negative and dilute, the Department is not permitted to make the employee take an additional test because the result was dilute. Provided, however, that if the MRO directs the Department to conduct a recollection under direct observation under paragraph (b)(1) of this section, it must be done immediately.
5. If the employee declines to take a re-test and declines, this is considered a refusal to test and treated as a positive result.

1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Illinois Employee Sick Leave Act (820 ILCS 191/1 et seq.).

1007.2 POLICY

It is the policy of the Quincy Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned FMLA leave or medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with at least 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Quincy Police Department

Policy Manual

Sick Leave

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the HR Department as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the member's performance or ability to complete assigned duties.
 - 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Quincy Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Quincy Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police or designee will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 - 1. Reporting known and suspected cases of reportable communicable diseases to the local health authority (77 Ill. Adm. Code 690.200).
 - 2. Acting as, or appointing a person as the designated officer to receive reports from the local health authority. The designated officer will be trained to carry out

Quincy Police Department

Policy Manual

Communicable Diseases

the duties described in 77 Ill. Adm. Code 690.200 regarding the procedures for follow-up after occupational exposures to specific diseases.

3. The mandates of the Illinois Occupational Safety and Health Act (820 ILCS 219/1 et seq.).
4. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
5. Responding to exposure notifications from hospitals to which members have transported a patient (210 ILCS 85/6.08).
6. Exposure control mandates in 29 CFR 1910.1030 (820 ILCS 219/25; 56 Ill. Adm. Code 350.700).

The ECO should also act as the liaison with the Illinois Department of Labor (IDOL) and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

Quincy Police Department

Policy Manual

Communicable Diseases

- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 820 ILCS 219/25).

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practical.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Name of the member exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

Quincy Police Department

Policy Manual

Communicable Diseases

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1008.5.4 COUNSELING

The Department shall provide the member, and the member's family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 820 ILCS 219/25).

1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Contacting the Department of Public Health or local health authority and providing information regarding the circumstances of the exposure to determine if the appropriate authority will request consent from the person to submit to testing (77 Ill. Adm. Code 690.1380).
- (c) In cases of possible exposure to infectious diseases, including HIV, by having a health care provider or health facility test the source of the exposure pursuant to 410 ILCS 305/7 and/or 410 ILCS 312/10.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if the individual refuses.

1008.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law) (29 CFR 1910.1030; 820 ILCS 219/25).

Quincy Police Department

Policy Manual

Communicable Diseases

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 820 ILCS 219/25):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting the member's potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure, and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Quincy Police Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Quincy Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Quincy Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1009.4 ADDITIONAL PROHIBITIONS

No employee shall smoke, even if out of public view in any public place, child/adult day care center, health care facility or within 15 feet of any entrance or any other location described under the Smoke Free Illinois Act (410 ILCS 82/15).

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Quincy Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Quincy Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report alleged misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or of federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints should be investigated by a supervisor of rank greater than the accused member or referred to the Deputy Chief of Operations, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Deputy Chief of Operations, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

Quincy Police Department

Policy Manual

Personnel Complaints

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct by another department member shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website or upon request.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form or by other acceptable means. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

Quincy Police Department

Policy Manual

Personnel Complaints

1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's lieutenant, unless the lieutenant is the complainant, or the lieutenant is the ultimate decision-maker regarding disciplinary action, or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to the Deputy Chief of Operations, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
 - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Commander or the Deputy Chief of Operations, who will initiate appropriate action.
- (b) Responding to all complainants in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within seven business days of the Department receiving the complaint.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Deputy Chief of Operations.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and Deputy Chief of Operations are notified via the chain of command as soon as practicable.
 - 1. This notification is required when there are allegations of a failure to intervene, unreasonable uses of force, perjury, tampering with evidence, or other categories required under state law. The Chief of Police or the authorized designee shall take steps to notify the Illinois Law Enforcement Training and Standards Board (ILETSB) within seven days of the Department becoming aware of the allegations. After preliminary review by ILETSB, an investigation should be conducted, if necessary (50 ILCS 705/6.3).
- (e) Promptly contacting the HR Department and the Watch Commander for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine whether to contact the complainant or assign the complaint for investigation.

Quincy Police Department

Policy Manual

Personnel Complaints

- (g) Informing the complainant of the investigator's name and the complaint number within seven days after assignment.
- (h) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by the Deputy Chief of Operations or other supervisor, the following applies to members covered by the Uniform Peace Officers' Disciplinary Act:

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated (50 ILCS 725/3.3).
- (b) Unless waived by the member, interviews of an accused member shall be at the Quincy Police Department or other reasonable and appropriate place (50 ILCS 725/3.1).
- (c) The accused member shall be informed in writing of the interviewers and all persons who will be present on behalf of the Department during any interview. The accused member shall inform the Department of any person who will be present on his/her behalf during any interview (50 ILCS 725/3.4).
- (d) No more than two interviewers should ask questions of an accused member.
- (e) Prior to any interview, a member should be informed in writing of the nature of the investigation (50 ILCS 725/3.2).
- (f) All interviews should be for a reasonable period and the member's personal needs should be accommodated (50 ILCS 725/3.5).
- (g) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers (50 ILCS 725/3.6).
- (h) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement and after the investigator has consulted with the prosecuting agency. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid

Quincy Police Department

Policy Manual

Personnel Complaints

creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (i) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (50 ILCS 725/3.7).
- (j) No member shall be interviewed without first being advised in writing that admissions made in the course of the interview may be used as evidence of misconduct or as the basis for charges seeking suspension, removal, or discharge. In addition, no member shall be interviewed without first being advised in writing that he/she has the right to counsel of his/her choosing, and that counsel may be present to advise him/her at any stage of any interview (50 ILCS 725/3.8).
- (k) All members subjected to interviews that could result in discipline have the right to have representation by counsel of the member's choosing and may request counsel at any time before or during an interview. When a request for counsel is made, the interview shall not proceed until a reasonable time and opportunity are provided to the member to obtain counsel. If a collective bargaining agreement requires the presence of a representative of the collective bargaining unit during investigations, the representative shall be present during the interview, unless this requirement is waived by the member being interviewed (50 ILCS 725/3.9). However, in order to maintain the integrity of each employee's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (l) All members shall provide complete and truthful responses to questions posed during interviews.
- (m) No member may be compelled to submit to a polygraph test, or any other test questioning by means of any chemical substance, except with the member's express written consent. Refusal to submit to such tests shall not result in any disciplinary action nor shall such refusal be made part of his/her record (50 ILCS 725/3.11).
- (n) These provisions do not apply to any member charged with violating any provisions of the Criminal Code of 2012, or any other federal, state, or local criminal law (50 ILCS 725/5).

1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Quincy Police Department

Policy Manual

Personnel Complaints

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within 60 calendar days from the date of discovery by an individual authorized to initiate an investigation unless an extension is granted per departmental procedure.

1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Quincy Police Department

Policy Manual

Personnel Complaints

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Quincy Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction.

No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 DEPUTY CHIEF OF OPERATIONS RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Deputy Chief of Operations of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

Quincy Police Department

Policy Manual

Personnel Complaints

The Deputy Chief of Operations may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Deputy Chief of Operations may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Deputy Chief of Operations shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Deputy Chief of Operations for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed other than an oral or written reprimand, the Chief of Police shall provide the member with a written notice and the opportunity to request a pre-disciplinary hearing. The member shall request a pre-disciplinary hearing within fifteen calendar days.

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

Once the pre-disciplinary hearing has been completed, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall then render a timely written decision to the member and specify the grounds and reasons for discipline and

Quincy Police Department

Policy Manual

Personnel Complaints

the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1010.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.12 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal as provided by law or the applicable collective bargaining agreement (55 ILCS 5/3-8014; 65 ILCS 5/10-2.1-17; 65 ILCS 5/10-1-45).

1010.13 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1010.14 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.15 MANDATORY NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD

The Chief of Police or the authorized designee shall notify the ILETSB when (50 ILCS 705/6.2; 50 ILCS 705/9.2):

- (a) Any final determination of willful violation of Quincy Police Department policy, official misconduct, or violation of law results in:
 - 1. Discharge or dismissal.
 - 2. A suspension of at least 10 days, or
 - 3. An official investigation pursuant to Quincy Police Department policy.

Quincy Police Department

Policy Manual

Personnel Complaints

- (b) An allegation of misconduct or regarding truthfulness as to a material fact, bias, or integrity is made.
- (c) An officer resigns during the course of an investigation and after being served notice of the investigation.

The notification shall occur within 10 days of a final decision and exhaustion of any appeal, or resignation, and shall provide information regarding the nature of the violation.

Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 and 625 ILCS 25/4.

1011.2 POLICY

It is the policy of the Quincy Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle crash.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1011.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with 625 ILCS 25/4.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, if the child and seat cannot properly be secured in the the patrol car, the officer will arrange for alternate transportation.

1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

Quincy Police Department

Policy Manual

Seat Belts

1011.6 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Quincy Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE OF BODY ARMOR

The Administration supervisor shall ensure that body armor is issued to all officers when the officer begins service at the Quincy Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice (50 ILCS 712/10).

The Administration supervisor shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to this schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

1012.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer is working in uniform.
- (e) An officer may be excused from wearing body armor when the officer is involved in undercover or plainclothes work that the officer's supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1012.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic documented inspections. Annual inspections of body armor should be conducted by an authorized designee for fit, cleanliness, and signs of damage, abuse and wear.

Quincy Police Department

Policy Manual

Body Armor

1012.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions. Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

Soft body armor should be replaced in accordance with the manufacturer's recommended replacement schedule.

1012.3.4 WARRANTY PERIODS

All body armor shall be replaced before or at the expiration of the warranty at the Department's expense (50 ILCS 712/10).

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name within different departments of city government as outlined below.

1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Illinois (5 ILCS 140/7).

1013.3 EMPLOYEE FILES

The employee files shall be maintained as records of a person's employment/appointment with the City of Quincy. Employee files are maintained at the following locations:

- (a) Board of Fire and Police Commissioners (sworn personnel only)
 - 1. Application
 - 2. Testing records
 - 3. Background investigation
 - 4. Promotional records
- (b) Human Resources
 - 1. Employment records
 - 2. Medical records
- (c) Comptroller's Office
 - 1. Payroll records
- (d) Risk Management
 - 1. Workers' compensation records
 - 2. Drug and alcohol testing records
- (e) Police Department
 - 1. Personnel file
 - 2. Field Training file
 - 3. Training file
 - 4. Internal Affairs file
 - 5. Shift Level file

The employee files should contain the following information as is relevant to one's employment:

Quincy Police Department

Policy Manual

Personnel Records

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
 - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
 - 2. Any member response shall be attached to and retained with the original adverse comment (820 ILCS 40/6).
 - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Commendations and awards.
- (h) Other information relevant to one's employment that may be properly included in the employee's file.

1013.4 MEMBER ACCESS TO OWN PERSONNEL RECORDS

Any member may request access to their own personnel records during the normal business hours of those responsible for maintaining such files twice in a calendar year or as otherwise provided in a collective bargaining agreement. The member shall fill out the Request to Review Personnel File form and submit the completed form to the Office Administrator. The Department will grant the inspection within seven working days. The Department shall, upon written request of the member, mail or email a copy of any requested records to the member (820 ILCS 40/2). [See attachment: QPD Request to Review Personnel File.pdf](#)

Any member seeking the removal or correction of any item from their personnel records shall file a written request to the Chief of Police through the chain of command. The Department may remove or correct any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record as long as the contested item is a part of the file (820 ILCS 40/6).

Quincy Police Department

Policy Manual

Personnel Records

A member who is involved in a current grievance against the Department may designate in writing a representative of the member's union or collective bargaining unit or other representative to inspect the member's personnel record which may have a bearing on the resolution of the grievance (820 ILCS 40/5).

Members may be restricted from accessing files containing any of the following information (820 ILCS 40/10):

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline
- (b) Confidential portions of internal affairs files that have not been sustained against the member
- (c) Criminal investigations involving the member
- (d) Letters of reference concerning employment/appointment, licensing, or issuance of permits regarding the member
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document
- (f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments, or other comments or ratings used for department planning purposes
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
- (h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding

1013.5 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training, and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) Records related to complaints, investigations, and adjudications of police misconduct shall be permanently retained and may not be destroyed (50 ILCS 205/25).

Quincy Police Department

Policy Manual

Personnel Records

1013.5.1 SPECIFIC RETENTION REQUIREMENTS

Unless provided otherwise in this policy, the following records shall be maintained (56 Ill. Adm. Code 320.140):

- (a) Member payroll records, including name, address, occupation, wages, records of wages and other forms of compensation, dates of hire, promotion and dates of pay increases shall be maintained for a minimum of five years.
- (b) Personnel records, including qualifications for hire, records of promotion, transfer, discipline, certifications, evaluations, written job offers and any available explanations of member compensation shall be maintained for a minimum of five years.

1013.6 SHIFT LEVEL FILE

Shift level files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Shift Level file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.7 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Deputy Chief of Operations in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Deputy Chief of Operations.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

1013.8 TRAINING FILE

An individual training file shall be maintained by the Administrative Services Sergeant for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Administrative Services Sergeant or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Administrative Services Sergeant or supervisor shall ensure that copies of such training records are placed in the member's training file.

Quincy Police Department

Policy Manual

Personnel Records

1013.9 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records by the HR Department and Risk Management Department in accordance with their policies.

1013.10 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format will be saved to a secured location.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy, or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Attorney or other attorneys or representatives of the City in connection with official business.

1013.10.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Office Administrator or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file. [See attachment: LOG OF PERSONNEL FILE ACCESS.pdf](#)

1013.10.2 RELEASE OF PERSONNEL INFORMATION

The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Quincy Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Quincy Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards. Such commendations and awards may be awarded posthumously.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.
- Lifesaving Acts

1015.4.1 AWARD NOMINATION DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community or a member of the department should be accepted in any form; however, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 1. For members of the Department - name and assignment at the date and time of the meritorious or commendable act
 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The signature of the person submitting the documentation.

1015.4.2 PROCESSING DOCUMENTATION

Supervisors who become aware of acts by employees that would be eligible for awards should nominate said employees in a timely manner.

- (a) Nominations should be done by e-mail to the Chief of Police or designee.

Quincy Police Department

Policy Manual

Commendations and Awards

- (b) Such memo should include pertinent information such as date and location of the incident and a summary of the incident.
- (c) Supporting documentation such as copies of police reports or citizen letters may be included.

Employees may also nominate employees by either following the steps outlined above or by reporting noteworthy incidents to their appropriate supervisor or command staff member.

Any employee who feels they have done an act worthy of a life-saving award, meritorious services award, or medal of honor, and feels they have been overlooked, may submit a memo or e-mail to the Chief of Police for consideration.

1015.5 OFFICER AWARDS



a. Medal of Honor

- 1. Awarded for an individual act of heroism performed while at imminent personal hazard of life in combat with an armed adversary
- 2. Citation Bar
- 3. Medal of Honor Medallion with ribbon
- 4. Letter of Commendation



b. Combat Cross

- 1. Awarded for an individual act of heroism or an outstanding act in the line of duty performed while under fire
- 2. Citation Bar
- 3. Letter of Commendation



c. Purple Heart

- 1. Awarded for a fatality or physical injury requiring an overnight stay in a medical facility incurred in the line of duty.

Quincy Police Department

Policy Manual

Commendations and Awards

2. Citation Bar
3. Purple Heart Medal with Ribbon
4. Letter of Commendation



d. Meritorious Service

1. Awarded for a highly unusual accomplishment under adverse conditions with some degree of a hazard to life and limb of the officer or where death or injury to a third party is prevented
2. Citation Bar
3. Letter of Commendation



e. Life Saving

1. Awarded for an act performed in the line of duty, which through disregard of personal safety or prompt and alert reaction, results in the saving of a life
2. Citation Bar
3. Letter of commendation



f. General Commendations

1. Awarded for a highly unusual accomplishment or credible act in the line of duty showing initiative and accomplishment
2. Citation Bar
3. Letter of Commendation



g. Aggressive Criminal Enforcement (ACE) Award

1. Focused on self-initiated arrests and work performed by officers.
 - (a) To earn, an officer must get 10 points in a calendar year. One point will be received for each self-initiated traffic or pedestrian stop that leads to one of the following:
 1. Illegal firearm recovered
 2. More than 5 grams of a controlled substance arrest

Quincy Police Department

Policy Manual

Commendations and Awards

3. More than 30 grams of cannabis arrest
4. Stolen property recovered
5. Arrest warrant for Class 2 felony or higher (maximum of two points)
6. Information obtained from a confidential source that results in a search warrant that yields any of the above.
7. Every five DUIs (maximum of two points)
8. Every 100 traffic stops (maximum of two points)

2. Citation Bar



h. Good Conduct Award

1. Every sworn member of the Quincy Police Department who, for five consecutive years, has no sustained command level internal affairs complaints, is eligible for a good conduct award. The good conduct award is subject to duplication for every qualifying five-year period after the initial award. Good conduct awards will be assessed at the end of each calendar year and awarded in January of the following year. For officers who incur a sustained command level internal affairs complaint, the five-year period shall reset the day following the date of the letter announcing the outcome of the complaint and the resulting discipline. The initial assessment of this award will take place in December of 2024 and be awarded in January of 2025.
2. Citation Bar

Citation Bars for Repeated Acts:

- A second award signified by 1 star centered on the bar
- A third award signified by 2 stars centered on both halves of the bar
- A fourth award signified by 3 stars, with one centered on the bar and 2 centered on both halves of the bar
- A fifth award and subsequent award by starting with a second bar and following the above.

1015.6 LETTER OF APPRECIATION

The Chief of Police may present an employee with a Letter of Appreciation as recognition of a job well done for one of the following reasons:

- (a) Carrying out job duties above and beyond the employee's normal duties, either by choice or necessity
- (b) Putting in extra effort on a project that directly impacted its success
- (c) Consistently showcasing a positive attitude and excellent work ethic
- (d) Other circumstances deemed appropriate by the Chief of Police

Quincy Police Department

Policy Manual

Commendations and Awards

1015.7 SUPERVISOR RECOGNITION FORM

A Supervisor Recognition form shall be used by supervisors to acknowledge and document exemplary performance displayed by an employee of our department. The form shall be completed by a supervisor, viewed and signed by the employee, and will be filed in the employee's personnel file. This form does not require approval from the Chief of Police.

[See attachment: Supervisor Recognition Form Fillable.pdf](#)

1015.8 EMPLOYEE OF THE MONTH

The Employee of the Month Program is intended to give recognition to individual employees who exhibit exceptional qualities in the performance of their job duties.

- (a) Any part-time or full-time civilian or sworn employee of the Department may receive the Employee of the Month award and/or nominate an employee to receive the award.
- (b) Examples of reasons why an employee may be nominated:
 - 1. Job performance
 - 2. Attitude
 - 3. Community involvement
 - 4. Exhibited an exceptional quality or performed a task that in and of itself is worthy of recognition

1015.8.1 NOMINATIONS, VOTING, AND SELECTION

- (a) An email shall be sent to the Office Administrator by the end of the month for the next month's nomination containing the following information:
 - 1. Name(s) of the employee being nominated
 - 2. Detailed reason(s) for the nomination
 - 3. Any other pertinent information to support the nomination
- (b) If more than one nomination is received, the Office Administrator will send out an email with voting buttons to all personnel the first week of the month. If only one nomination is received that will be the one selected with the Chief of Police's approval.
- (c) The Office Administrator responsibilities are as follows:
 - 1. Tally the votes from the email responses received
 - 2. Create an award certificate with the employee's photo, employment history, and the information regarding the reasons for the selection for the Chief of Police's signature
 - 3. Post the award in the following areas:
 - (a) In a display case at police headquarters
 - (b) At the sub-post in the Quincy Town Center
 - (c) On Facebook

Quincy Police Department

Policy Manual

Commendations and Awards

- (d) On the department's webpage
- 4. Place a copy in the employee's personnel file and in the supervisors' evaluation folder on the computer
- 5. Enter the information as an event in the department's scheduling software
- 6. Give a copy of the previous month's award to the previous month's winner(s)
- (d) A reserved parking spot is available for use by the employee chosen.

1015.9 EMPLOYEE OF THE YEAR

An Employee of the Year will be chosen from the employees selected as Employee of the Month for the entire year using the following procedure:

- (a) The Office Administrator will send out an email with voting buttons to all personnel containing a copy of each month's award.
 - 1. The winner will be selected using the same process as that used for choosing employee of the month.
 - 2. In the event of a tie, a tiebreaker will be held.
- (b) A plaque with a photo of the employee chosen and an award certificate will be displayed at the department for the entire year.
- (c) The previous year's recipient will be presented with their plaque at the annual awards banquet.

1015.10 20 YEAR SERVICE PLAQUE

A plaque will be presented to department employees at the completion of 20 years of service. The plaque will be inscribed with the employee's name, dates of service, and appreciation for their years of service to the department.

1015.11 CITIZEN AWARDS

- (a) Saved by the Belt
 - 1. Awarded to a motorist who was spared death or severe injury in a traffic crash due to wearing their seat belt.
- (b) A citizen or an officer from another jurisdiction may be awarded any of the above awards for similar acts. This will be done at the sole discretion of the Chief of Police.

Fitness for Duty

1016.1 PURPOSE AND SCOPE

All officers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

1016.2 DEFINITIONS

Sufficiently Fit: Sufficiently fit means employees are physically, mentally, and psychologically prepared and can perform the essential functions of their positions. An essential function is one that the job exists for and needs to be performed, a function that only a few employees are available to share, or a function that is central to a highly specialized position. Management has the responsibility and authority under law to decide and define the essential functions of the positions in the department. It does this by drawing on its knowledge of the job, written job descriptions, knowing the time required to perform the function, the criticality of performing the function, or that the function is not being performed properly.

1016.3 EMPLOYEE RESPONSIBILITIES

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
- (b) Each member of this department shall perform the member's respective duties without physical, emotional, and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
- (d) Any employee who feels unable to perform the employee's duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform the employee's duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES

- (a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the employee's available Commander, a determination should be made whether or not the employee should be temporarily relieved from their duties.

Quincy Police Department

Policy Manual

Fitness for Duty

- (e) The Chief of Police or designee shall be promptly notified in the event that any employee is relieved from duty.

1016.4.1 DEPARTMENT PHYSICAL EXAMINATIONS

- (a) Periodic physical examinations are conducted to benefit both department personnel and the department. Physical examinations are used to determine an officer's fitness for duty and to develop a fitness program to address areas of deficiencies.
- (b) Physical examinations performed by the department's physician which are requested by the department shall be paid for at no cost to the employee.
- (c) Physical examinations are required in the following increments:
 - 1. Before initial appointment to the department.
 - 2. Every two (2) years after the initial physical examination, regardless of age.
 - 3. Prior to separation of employment unless they have had a department physical in the last 30 days.

1016.5 NON-WORK-RELATED CONDITIONS

Any employee suffering from a non-work-related condition that warrants a temporary relief from duty may be required to use sick leave or other benefit time in order to obtain medical treatment or other reasonable rest period.

1016.6 WORK-RELATED CONDITIONS

- (a) Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.
- (b) Upon the recommendation of the Appropriate Commander or unit supervisor and concurrence of a Deputy Chief, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:
 - 1. A preliminary determination that the employee's conduct appears to be in compliance with policy.
 - 2. If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.
 - 3. During the involved officer's first scheduled shift back after being cleared for full duty, an officer of the involved officer's choosing will be assigned to ride with the involved officer to help determine the involved officer's readiness to return to full duty and to provide support if the involved officer experiences any difficulty. If the involved officer requests additional support in the form of an assigned ride-along after the first scheduled shift back, the department will accommodate the request for up to five days.

Quincy Police Department

Policy Manual

Fitness for Duty

1016.7 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police or designee may serve that employee with a written order to undergo a physical and/or psychological examination (in cooperation with HR Department when necessary) to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform his or her job duties. If the employee places his or her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding. The examining physician and/or therapist will provide a diagnosis, prognosis, and a plan for return to duty.
- (c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's confidential medical file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order or any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.
- (g) When a FFDE (fitness for duty evaluation) is deemed necessary, the following actions will take place:
 - 1. The employee needing evaluation will be informed, in writing, of the necessity to participate in a FFDE;
 - 2. The employee will be placed in an appropriate duty or leave status based on the circumstances and in accordance with existing policy and/or collective bargaining language;
 - 3. With the employee's permission, notify their respective bargaining unit;
 - 4. The member's immediate supervisor will monitor the employee's post-evaluation progress on a regular basis.
 - 5. All documents generated by the employer, in support of the need for a FFDE, will be managed by the employer, in accordance with existing laws, rules, policies, and applicable collective bargaining language.
 - 6. All medical information will be filed in the employee's medical file.

Quincy Police Department

Policy Manual

Fitness for Duty

- (h) No documents related to FFDE activity will be kept in a supervisor's working file once a response to the FFDE request has been provided and resolution has been achieved.

1016.7.1 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS EXPENSE

If an employee is required to undergo a physical and/or psychological examination pursuant to this policy, it shall be at no cost to the employee.

1016.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal as outlined in the Personnel Complaints policy.

1016.9 REVOCATION OR SEIZURE OF FIREARM OWNER'S IDENTIFICATION CARD

Possession of a Firearm Owner's Identification Card (FOID) is not a condition of continued employment if the officer's FOID is revoked or seized, because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to him/herself or others as determined by a physician, clinical psychologist, or qualified examiner (50 ILCS 725/7.2).

1016.9.1 DOCUMENTATION

If a determination is made that an officer poses a clear and present danger to him/herself or others, such determination shall be documented in the officer's medical file (50 ILCS 725/7.2).

1016.10 AVAILABILITY OF MENTAL HEALTH SPECIALISTS

The Department shall make mental health resources, including counselors and therapists, available to members (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).

Meal Periods, Breaks, Restricted Leave

1017.1 PURPOSE AND SCOPE

This policy regarding meals and breaks is superseded by the affected employee's collective bargaining agreement. If not covered in the employee's collective bargaining agreement, this policy shall conform to and be guided by the policy governing all City employees. (820 ILCS 140/3).

1017.1.1 MEAL PERIODS

Sworn employees shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

All non-union employees will receive an appropriate meal period not more than five hours from the start of the work period absent emergency situations (820 ILCS 140/3).

Uniformed patrol officers shall request clearance from Dispatch prior to taking a meal period. Uniformed officers shall take their breaks within the City limits unless on assignment outside of the City.

The time spent for the meal period shall not exceed the authorized time allowed.

1017.1.2 BREAKS

Each non-union employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the police facility shall remain in the police facility for their breaks. This would not prohibit them from taking a break outside the facility if on official business.

Sworn employees who are away from their assigned vehicle for personal business (bathroom breaks, etc.) shall notify the Dispatch center and are subject to call and shall monitor their radios. Exceptions require supervisor approval.

The time spent for the break period shall not exceed the authorized time allowed.

1017.2 RESTRICTED LEAVE

Employees upon request may use up to one hour of paid leave, or more if authorized by the collective bargaining agreement, to donate blood every 56 days (820 ILCS 149/10).

Employees with the approval of a supervisor are entitled to take up to two hours of paid leave to vote (10 ILCS 5/17-15).

Lactation Breaks

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1018.2 POLICY

It is the policy of the Quincy Police Department to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for the member's nursing child for up to one year after the child's birth (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; 820 ILCS 260/10; 820 ILCS 260/15).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods.

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would unduly disrupt department operations (820 ILCS 260/10; 775 ILCS 5/2-102).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; 820 ILCS 260/15).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

Quincy Police Department

Policy Manual

Lactation Breaks

1018.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

Payroll Records

1019.1 PURPOSE AND SCOPE

Payroll records are submitted to the payroll clerk on a daily basis for the payment of wages.

1019.2 POLICY

The Quincy Police Department maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES

Employees and supervisors are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Employees are responsible for accurately documenting hours worked on the daily sign in sheets.

Supervisors are responsible for approving the payroll records for those under their command.

- (a) To ensure payroll is correct, an employee's change of status must be correctly reported (injury, sick, overtime, comp time, etc.) on the sign in sheet and in the scheduling software.
- (b) The correct status of every employee shall be checked for accuracy and recorded on the sign in sheet by the employee's working supervisor on a daily basis.
- (c) If there is any change to an employee's work status during a shift, the employee's working supervisor shall ensure that the changes are made on the sign in sheet and initialed.

1019.4 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis via direct deposit on Thursday unless Thursday is a holiday/city hall closing.

Each pay period ends on the second Saturday of the pay period. Payroll records shall be submitted to the payroll clerk no later than 9 a.m. on the Monday morning following the end of the pay period.

1019.5 RECORDS

The Payroll Coordinator shall ensure that accurate and timely payroll records are maintained for a minimum of five years (56 Ill. Adm. Code 320.140).

1019.5.1 SALARY RECORDS

The Department shall maintain information on the salary program, to include:

- (a) Entry level salary for department members.
- (b) Salary differential within ranks.
- (c) Salary differential between ranks.
- (d) Salary levels for those with special skills, if any.

Overtime Compensation Requests

1020.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt employees who work authorized overtime either by payment of wages or by the allowance of accrual of compensatory time off as provided in the personnel manual or as agreed and in effect through any applicable collective bargaining agreement.

1020.1.1 DEPARTMENT POLICY

Because of the nature of police work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked. If an employee works any unapproved overtime, they may be subject to discipline.

For non-sworn employees, short periods of work at the end of the duty day (e.g., less than one hour in duration) may be handled between the supervisor and the employee using the city of Quincy flex time policy.

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

The appropriate supervisor is responsible for ensuring the sign-in sheet/timecards are accurate and complete prior to submission to the Payroll Coordinator.

Outside Employment/Special Job Assignments

1021.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment. All employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

In addition, this policy outlines the process for the administration of the Special Job Assignment program.

1021.1.1 DEFINITIONS

Outside Employment - Where any member of this department receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, products, or benefits rendered.

Special Job Assignment - Where any member of this department performs duties or services on behalf of an outside organization, company, or individual. Such Special Job Assignment shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1021.2 OBTAINING APPROVAL FOR OUTSIDE EMPLOYMENT

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

To obtain approval for outside employment, the employee must complete a memo which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration, along with any applicable comments or review of work history provided by the submitting supervisor or any other supervisor having information which should be legitimately considered as factors for approval or rejection.

If approved, the employee will be provided with a memo from the Chief of Police detailing any restrictions deemed necessary.

While performing work for outside employment, an employee must be available for emergency duty when needed.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the request at the time of the denial.

Quincy Police Department

Policy Manual

Outside Employment/Special Job Assignments

1021.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's outside employment request is denied or withdrawn by the Department, the employee shall file a written notice of appeal to the Chief of Police within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the Grievance Policy.

1021.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT

Any outside employment may be revoked or suspended under the following circumstances:

- (a) When an employee's performance at this department is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his/her discretion, revoke any outside employment. That revocation will stand until the employee's performance has been reestablished at a satisfactory level and the employee's supervisor recommends reinstatement of the outside employment.
- (b) When included as a term or condition of sustained discipline.
- (c) When an employee's conduct or outside employment conflicts with the provisions of department policy.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

1021.3 PROHIBITED OUTSIDE EMPLOYMENT

The Department expressly reserves the right to deny any outside employment request submitted by an employee seeking to engage in any activity which:

- (a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of or reliance upon the Department badge, uniform, prestige or influence for private gain or advantage.
- (b) Is required or expected to be completed as part of the employee's duties as a member of the department.
- (c) Involves a subject which the QPD controls, inspects, reviews, audits and/or enforces.
- (d) Involves time demands that would render performance of the employee's duties for this department less efficient.
- (e) An employee's secondary employment schedule interferes with the employee's departmental work schedule. More than a very infrequent scheduling conflict is considered excessive.
- (f) Involves any interest in any way, directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor.
- (g) Involves performing services as a taxi driver.

Quincy Police Department

Policy Manual

Outside Employment/Special Job Assignments

- (h) Involves being at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.

1021.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

In order to avoid a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator, or other similar private security position.

1021.3.2 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Commander, undercover officers or officers assigned to covert operations shall not be eligible to work outside employment in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1021.4 DEPARTMENT RESOURCES

Employees are prohibited from utilizing other departmental employees, and any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1021.4.1 REVIEW OF FINANCIAL RECORDS

Prior to providing written approval for an outside employment position, the Department may request that an officer provide personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permission. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide personal financial records for review/audit. If the employee elects not to provide the requested records, the off-duty work permission may be revoked pursuant to sections above this policy.

1021.5 TERMINATION OF OUTSIDE EMPLOYMENT

If an employee terminates outside employment, the employee shall promptly submit written notification of such termination to the Chief of Police through proper channels. Any subsequent request for continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

1021.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform the Chief of Police via chain of command in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The Chief of Police or designee shall review the duties of the outside employment along with any related doctor's orders, and make the decision whether such outside employment should continue.

Quincy Police Department

Policy Manual

Outside Employment/Special Job Assignments

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify the Chief of Police of their intentions regarding their work status, a notice of revocation of the member's permission will be forwarded to the involved employee, and a copy attached to the original work permission.

Criteria for revoking the outside employment permission include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.
- (c) The employee's failure to make timely notice of their intentions to the Chief of Police.

When the disabled member returns to full duty with the Quincy Police Department, a written request may be made to the Chief of Police to restore outside employment.

1021.7 SPECIAL JOB ASSIGNMENTS

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a request to the Chief of Police or designee in advance of the desired service. Such special job assignments will be assigned, monitored and paid through the Department.

- (a) The applicant will be required to enter into an indemnification agreement prior to approval.
- (b) The applicant will further be required to provide for the compensation as agreed.
- (c) Should such a request be approved, any employee working a special job assignment shall be subject to the following conditions:
 - 1. The officer(s) may wear the departmental uniform/identification as required by the assignment.
 - 2. The officer(s) shall be subject to the rules and regulations of this department and direction of Department supervisors.
 - 3. Compensation for such approved special job assignments shall be pursuant to the contracting entity.
 - 4. Compensation for special job assignment shall not be subject to the collective bargaining process.

1021.7.1 SPECIAL JOB ASSIGNMENT ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved special job assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the special job assignment.

Quincy Police Department

Policy Manual

Outside Employment/Special Job Assignments

1021.7.2 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Commander, undercover officers or officers assigned to covert operations shall not be eligible to work special job assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

Occupational Disease and Work-Related Injury Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, mental health issues and work-related injuries.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury or illness - Any accidental injury or disease arising out of and in the course of the employment or which has become aggravated and rendered disabling as a result of the exposure of the employment (820 ILCS 310/1(d)).

1022.2 POLICY

The Quincy Police Department will address occupational diseases, applicable mental health issues and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (820 ILCS 310/1 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (820 ILCS 310/6(c)). The member shall follow the directive of their supervisor and complete all required reports.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required workers' compensation documents are completed and a memo summarizing the incident is forwarded to the Deputy Chief of Administration promptly. If deemed necessary, the supervisor may also document the incident in a GOR. Any related Citywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1022.3.3 DEPUTY CHIEF RESPONSIBILITIES

The Deputy Chief of Administration, or designee, shall review the report and ensure all the information is sent to Risk Management. Copies of the report and related documents will be retained by Risk Management in the member's confidential medical file.

Quincy Police Department

Policy Manual

Occupational Disease and Work-Related Injury Reporting

1022.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented in the same manner as any other on-duty injury. A copy of all completed reports and related documents shall be forwarded to the Deputy Chief of Administration, or designee.

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1023.2 POLICY

Quincy Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity, and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1023.3.1 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

1023.3.2 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.3 FACIAL HAIR

Facial hair guidelines are as follows:

- A mustache when worn alone, shall not exceed ½ inch in length and shall not extend past the corner of the mouth.

Quincy Police Department

Policy Manual

Personal Appearance Standards

- Sideburns when worn alone, shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.
- Beards and goatees must be neat, clean, and well maintained to present a professional appearance.
- Beard and goatee hair shall not exceed ½ inch in length, must be accompanied with a mustache and is contiguous with no designs shaved into it.
- Beards shall be tapered or shaped neatly just below the cheekbone on the face and above the Adam's Apple and just below the jaw line. All areas outside the grown hair will be cleanly shaven.
- The employee will not have an unkempt, unshaped, or un-tapered beard or goatee, nor will the beard or goatee be of a patchy appearance (uneven growth.)
- No "Soul Patch", "Fu Man Chu", or "Mutton Chops" style facial hair will be permitted.
- Employees are not permitted to not shave for several days or appear in a perpetual state of being unshaven.

1023.3.4 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 TATTOOS

At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material. The police department administration shall determine whether a tattoo is considered offensive. Members considering getting a tattoo that may be deemed offensive should seek approval from administration prior to getting tattooed.

Tattoos anywhere below the wrist (hand, fingers, etc.) or above the collar line (neck, ear(s), eyelid(s), head, face, etc.) are prohibited, and if present shall be concealed from the public. Exemptions for ring-style tattoos that would comply with (c) under 1023.4.7 Jewelry may be requested.

Members shall follow the guidance of the Adams County State's Attorney's Office regarding the concealment of tattoos during court proceedings.

1023.4.2 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Quincy Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

Quincy Police Department

Policy Manual

Personal Appearance Standards

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose, or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification, or burning to create a design or pattern.

1023.4.3 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Quincy Police Department in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

1023.4.4 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Quincy Police Department in any official capacity.

1023.4.5 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion, and other items used for body fragrance shall be kept to a minimum.

1023.4.6 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1023.4.7 JEWELRY

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- (a) Necklaces shall not be visible above the shirt collar.
- (b) Earrings shall be small and worn only in or on the earlobe.
- (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

Quincy Police Department

Policy Manual

Personal Appearance Standards

- (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- (e) Wristwatches shall be conservative and present a professional image.
- (f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

1023.6 STATE LAW EXEMPTIONS

Members who seek an exemption to this policy protected by law (e.g., culturally protective hairstyles) should generally be accommodated (775 ILCS 5/1-102; 775 ILCS 5/1-103; 775 ILCS 5/2-102). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with an exemption is denied an assignment based on a safety or security risk.

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Quincy Police Department is established to ensure that uniformed officers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated Policy Manual sections:

- Department Owned and Personal Property
- Body Armor
- Grooming Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief of Police or designee. That manual should be consulted regarding authorized equipment and uniform specifications.

[See attachment: Uniform Regulations 2024.pdf](#)

The Quincy Police Department will provide uniforms for all employees required to wear them in the manner, quantity and frequency as determined by the Chief of Police or as agreed upon in the respective employee group's collective bargaining agreement.

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) All uniform personnel shall maintain their uniforms and equipment in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to promptly perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications manual that is maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

Quincy Police Department

Policy Manual

Uniform Regulations

- (h) Employees are not to purchase or drink alcoholic beverages while wearing uniform components that readily identify them as a police officer.
- (i) Visible jewelry, other than those items listed below, shall not be worn with the uniform-unless specifically authorized by the Chief of Police or designee.
 - 1. Wrist watch.
 - 2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
 - 3. Medical alert bracelet.
- (j) Uniformed officers may wear appropriate authorized headgear.
- (k) Uniformed officers shall wear appropriate authorized footwear.
- (l) Uniformed officers shall not roll up uniform sleeves/cuffs while visible to the public.

1024.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty or when carrying a concealed weapon.

- (a) Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by their Commander.

1024.3 UNIFORM REGULATIONS FOR RANKING OFFICERS

The dress uniform is to be worn by command staff personnel on special occasions such as funerals, graduations, ceremonies, or as directed. All command staff personnel shall maintain a dress uniform.

1024.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. All sworn personnel shall maintain a Class A uniform.

1024.3.2 CLASS B UNIFORM

All officers shall maintain a Class B uniform at all times.

1024.3.3 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, SIU, Bicycle Patrol, Motor Officers and other specialized assignments.

Quincy Police Department

Policy Manual

Uniform Regulations

1024.4 INSIGNIA AND PATCHES

Service stripes, stars, shoulder patches, regulation name plate, badge, rank insignia, assignment insignia, and authorized pins shall be worn as specified in the Uniform and Equipment Specifications manual.

1024.4.1 MOURNING BADGE

Sworn employees shall wear a mourning band across the uniform badge for the following circumstances and corresponding time period whenever a law enforcement officer is killed in the line of duty or when a retired Quincy police officer passes away.

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from the state of Illinois - From the time of death until 0600 hours the day following the funeral.
- (c) Retired Quincy police officer - From 0600 hours the day prior to the funeral until 0600 hours the day following the funeral.
- (d) Funeral attendee - While attending the funeral of an out of state fallen officer.
- (e) National Peace Officers Memorial Day (May 15th) - From 0600 hours until 0600 hours on May 16th.
- (f) As directed by the Chief of Police.

1024.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear a shirt with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.
- (d) To maintain the professional image of the Quincy Police Department, employees attending either in-town or out-of-town training at which a dress code is not otherwise stipulated shall wear a shirt with a collar or a business casual sweater or quarter-zip pullover, blue jeans with no holes, business casual pants or non-athletic style shorts, and appropriate footwear. Employees shall refrain from wearing a hat inside a training venue.
- (e) The following items shall not be worn on duty:
 - 1. T-shirt alone.

Quincy Police Department

Policy Manual

Uniform Regulations

2. Flip flops.
 3. Swimsuit, tube tops, tank tops, or halter-tops.
 4. Spandex type pants or see-through clothing.
 5. Distasteful printed slogans, buttons, or pins.
- (f) Variations from this order are allowed at the discretion of the Chief of Police or designee.
- (g) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Quincy Police Department or the morale of the employees.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief of Police, Quincy Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify themselves as an employee of the Quincy Police Department to do any of the following:

- (a) Endorse, support, oppose, or contradict any political campaign or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

1024.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

- (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.
- (b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.
- (c) Replacement of items listed in this order as optional shall be done as follows:
 1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.
 2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property pursuant to the Department Owned and Personal Property Policy.

Quincy Police Department

Policy Manual

Uniform Regulations

1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Quincy Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

Quincy Police Department employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

1024.9 LINE INSPECTIONS

Regular line inspections of uniformed and non-uniformed sworn personnel and uniformed civilian personnel shall be conducted to ensure that personnel are acting in concert with department requirements in areas such as personal appearance, equipment uses and maintenance, and adherence to department policies and procedures.

Semi-annual documented inspections shall be conducted by the appropriate supervisor in a fair, impartial and objective manner to include inspections on personal appearance, uniform/apparel and equipment appearance and condition. The completed inspection form will be turned in to the Unit Commander. [See attachment: Patrol Line Inspection Form 2023.pdf](#).

Deficiencies found during the inspection:

- (a) Documented on the inspection form and pointed out to the officer, so the deficiency can be corrected.
- (b) Submitted on a requisition for replacement or repair of the deficient item.
- (c) A re-inspection of the deficiency will be held at the end of the given time frame to ensure that the deficiency has been corrected.
- (d) If upon re-inspection, the supervisor finds that the deficiency has not been corrected, then the employee will be subject to disciplinary action.

Nepotism and Conflicting Relationships

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices to include recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security, while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this department.

Violations of this policy may constitute official misconduct by a public officer or employee if he/she, while in his/her official capacity (720 ILCS 5/33-3):

- (a) Intentionally or recklessly fails to perform any mandatory duty as required by law.
- (b) Knowingly performs an act which he/she knows he/she is forbidden by law to perform.
- (c) With intent to obtain a personal advantage for himself/herself or another, he/she performs an act in excess of his/her lawful authority.
- (d) Solicits or knowingly accepts for the performance of any act a fee or reward which he/she knows is not authorized by law.

1026.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Department employee's annual interest, compensation, investment, or obligation is greater than \$250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction, or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion, or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee in who is vested with the authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, grandchild, or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Quincy Police Department

Policy Manual

Nepotism and Conflicting Relationships

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

1026.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts the following reasonable restrictions shall apply:

- (a) Employees are prohibited from directly supervising or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to reassign matters pertaining to the involved employee to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, and in accordance with applicable bargaining unit contracts, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department however, reserves the right to transfer or reassign any employee to another position within the same rank to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative, or with whom they are involved in a personal or business relationship.
- (c) Whenever a supervisor is in a relationship with a member who is of a lesser rank, both members shall promptly notify the Chief of Police or his/her designee.
- (d) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee has satisfactorily completed his/her probationary period.
- (e) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
- (f) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender, or who engages in serious violations of state or federal laws.

1026.2.1 EMPLOYEE'S RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create an actual or perceived conflict of interest

Quincy Police Department

Policy Manual

Nepotism and Conflicting Relationships

or other violation of this policy, the employee shall promptly notify the uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify the uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

Whenever an employee's family member is involved in an investigation the employee shall refrain from interfering with the investigation. If the employee's family member is at the Quincy Police Department, the employee's access to the department is restricted to that of the general public. The employee must make their inquiries directly to the Watch Commander.

If an employee is working, or is required to report to work, and a family member or a person with whom they have a personal interest is in custody, the employee must report to the Watch Commander for direction.

1026.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

Department Badges

1027.1 PURPOSE AND SCOPE

The Quincy Police Department badge and uniform patch, as well as the likeness of these items and the name of the Quincy Police Department, are property of the Department and their use shall be restricted as set forth in this policy.

1027.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1027.2.1 FLAT BADGE

Sworn officers, with the written approval of the Chief of Police may purchase, at the officer's own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge.

- (a) An officer may sell, exchange, or transfer the flat badge that was purchased to another officer within the Quincy Police Department with the written approval of the Chief of Police.
- (b) Should the flat badge become lost, damaged, or otherwise removed from the officer's control, the officer shall make the proper notifications as outlined in the Policy Manual 700.
- (c) An honorably retired officer may keep their flat badge upon retirement.
- (d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1027.2.2 CIVILIAN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Animal Control, Auxiliary Police Officer).

- (a) Non-sworn personnel shall not display any department badge except as a part of the uniform and while on duty, or otherwise acting in an official and authorized capacity.
- (b) Non-sworn personnel shall not display any department badge or represent themselves, on or off duty, in such a manner which would cause a reasonable person to believe that the employee is a sworn peace officer.

1027.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may purchase the assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

Quincy Police Department

Policy Manual

Department Badges

1027.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.

Employees shall not loan their department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1027.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Quincy Police Department. The following modifications shall be included:
 - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.

Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, and current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Quincy Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA), Victims' Economic Security and Safety Act, or the Illinois Human Rights Act (820 ILCS 180/5; 775 ILCS 5/1-101 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Quincy Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Quincy Police Department

Policy Manual

Temporary Modified-Duty Assignments

Employees seeking a temporary modified-duty assignment should submit a written request to the Deputy Chief of Administration or designee. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Deputy Chief of Administration will make a recommendation to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the HR Department or the City Attorney as appropriate.

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Deputy Chief of Administration or designee.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Deputy Chief of Administration or designee that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

[See attachment: Light Duty Form.pdf](#)

[See attachment: Request for Extension of Light Duty Form.pdf](#)

1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

Quincy Police Department

Policy Manual

Temporary Modified-Duty Assignments

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Deputy Chief of Administration or designee of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Deputy Chief of Administration or designee and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; 775 ILCS 5/2-102; 56 Ill. Admin. Code 2535.100 et seq.).

1028.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1028.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

1028.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees

Quincy Police Department

Policy Manual

Temporary Modified-Duty Assignments

who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Employee Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1030.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file sharing sites.

1030.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Quincy Police Department will carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

1030.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Quincy Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

Quincy Police Department

Policy Manual

Employee Speech, Expression and Social Networking

- Disclosing a photograph and name or address of an officer who is working undercover.
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Quincy Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Quincy Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Quincy Police Department or its employees. Examples may include:
 1. Statements that indicate disregard for the law or the state or U.S. Constitution.
 2. Expression that demonstrates support for criminal activity.
 3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a web site that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Quincy Police Department.
- (f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

Quincy Police Department

Policy Manual

Employee Speech, Expression and Social Networking

- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Quincy Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.
- (h) Accessing web sites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
 - 1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Quincy Police Department or identify themselves in any way that could be reasonably perceived as representing the Quincy Police Department in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any web site.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Quincy Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or

Quincy Police Department

Policy Manual

Employee Speech, Expression and Social Networking

indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502)).

1030.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1030.5.1 PERSONAL ONLINE ACCOUNTS

The Department shall not request, require or coerce any applicant or employee to divulge any username, password or related account information in order to gain access to the applicant or employee's personal online account, nor shall the Department demand access in any manner to an applicant or employee's account or profile on a personal online account (820 ILCS 55/10).

Members may be required to share specific content that has been reported to the Department, without requesting or requiring members to provide access to their personal online account, as set forth in 820 ILCS 55/10.

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

Vacation Scheduling

1032.1 PURPOSE AND SCOPE

This policy sets forth guidelines for scheduling of vacations for members of the Quincy Police Department.

1032.2 POLICY

Sworn members and civilian union members of the Quincy Police Department are afforded vacations in accordance with certain working agreements. Vacation benefits for non-union civilian members of the Department are outlined in the City of Quincy Employee Handbook.

1032.3 GENERAL PROVISIONS

For patrol sergeants and sworn non-supervisory operations, the calendar year has been divided into two categories:

- (a) High priority months: June, July, and August
- (b) Low priority months: January, February, March, April, May, September, October, November, and December

The vacation scheduling process and any questions regarding vacation dates will be handled according to seniority determined by:

- (a) Rank first,
- (b) Time in grade;
- (c) Length of service with the department.

1032.4 SCHEDULING OF VACATIONS

- (a) The Deputy Chief of Operations will coordinate the scheduling process for sworn personnel with the Payroll Coordinator.
- (b) The Chief of Police or his designee will review and finalize the vacation schedule after the sign-up period has been completed.

1032.4.1 SWORN PERSONNEL

The scheduling process for sworn personnel will be as follows:

- (a) The vacation sign-up period shall be scheduled to begin on a date designated by the Deputy Chief of Operations that follows the completion of the sign-up process for shift and off day assignments.
- (b) The Deputy Chief of Operations or their designee will forward to the appropriate lieutenant, a roster ranked by seniority and the vacation schedule before the sign-up begins, to permit supervisors time to review the forms.
- (c) The supervisor will then personally contact officers as listed on the respective roster by seniority and schedule personnel in accordance with the format supplied by the Deputy Chief of Operations, and in accordance with the collective bargaining agreement, on or before the due date.

Quincy Police Department

Policy Manual

Vacation Scheduling

- (d) The Chief of Police need not approve routine changes in vacation schedules.
- (e) After the beginning of each calendar year, officers should route any request for a vacation change to the respective lieutenant via the payroll scheduling software. Providing the requested change does not violate department policy, the respective lieutenant or supervisor may approve the change.
- (f) Requested vacation changes that will violate department policy shall be forwarded to the Chief of Police or designee for approval, but only if the lieutenant or supervisor approves of the change.
- (g) During a vacation period, the following combination of sworn personnel can be on vacation:
 - 1. Patrol officers:
 - (a) Two per squad
 - (b) The first time through the scheduling process:
 - 1. Seven vacation days in conjunction with their off days during high priority months.
 - 2. They will be entitled to one vacation during the high priority months.
 - 3. For any officer who has less than a full days' vacation, the first vacation day they take will be utilized as that partial day and the officer will use the appropriate amount of benefit time to cover the remaining day of vacation.
 - (c) The minimum amount of vacation time that can be scheduled is one work week.
 - 1. One work week is defined as the period of time between two consecutive sets of off days.
 - 2. After scheduling all week long vacations, if fewer days than a week remain, these days should be scheduled off together during the first scheduling process.
 - 2. Detectives:
 - (a) Two per squad (Squad refers to detectives who either work Monday or work Friday as it relates to 10-hour shifts).
 - (b) Detectives, per squad, will bid vacation based on seniority.
 - (c) The first time through the scheduling process:
 - 1. 120 hours in conjunction with their off days during high priority months. The 120 hours may be split into as many as three vacation periods during the high priority months as long as each period is a full workweek between off days.
 - (d) Less than a full day of vacation time will be allowed to be scheduled:
 - 1. During the first vacation scheduling period, if they attach it to at least one other vacation day between off days.

Quincy Police Department

Policy Manual

Vacation Scheduling

2. During the second vacation scheduling period, any partial day scheduled will be considered a full vacation day and no other detective on the same shift will be allowed to take that day.
3. School resource officers:
 - (a) One when school is in session
 - (b) Two when school is not in session
 - (c) The first time through the scheduling process:
 1. 120 hours in conjunction with their off days during high priority months. The 120 hours may be split into as many as three vacation periods during the high priority months as long as each period is a full workweek between off days.
 2. After the first round of vacation sign up is completed, each officer will be allowed to reschedule any portion of their vacation as few as one day at a time.
4. Drug Task Force Inspectors:
 - (a) One at a time
 - (b) The first time through the scheduling process:
 1. 120 hours in conjunction with their off days during high priority months. The 120 hours may be split into as many as three (3) vacation periods during the high priority months as long as each period is a full workweek between off days.
 - (c) Less than a full day of vacation time will be allowed to be scheduled:
 1. During the first vacation scheduling period, if they attach it to at least one other vacation day between off days.
 2. During the second vacation scheduling period, any partial day scheduled will be considered a full vacation day and no other detective on the same shift will be allowed to take that day.
5. Special Investigations Unit (One sergeant, three officers):
 - (a) Only two SIU members may use vacation or compensatory time during a regularly scheduled work day.
 - (b) The SIU Sergeant shall pick vacation prior to, and independently of, the SIU Officers.
 - (c) The three SIU Officers will pick vacation by seniority.
 1. The first time through the scheduling process:
 - (a) 120 hours in conjunction with their off days during high priority months. The 120 hours may be split into as many as three (3) vacation periods during the high priority months as long as each period is a full workweek between off days.

Quincy Police Department

Policy Manual

Vacation Scheduling

2. Less than a full day of vacation time will be allowed to be scheduled:
 - (a) During the first vacation scheduling period, if they attach it to at least one other vacation day between off days.
 - (b) During the second vacation scheduling period, any partial day scheduled will be considered a full vacation day as it relates to other SIU members scheduling vacation.
6. Administrative Command Staff:
 - (a) One deputy chief may be on vacation at any given time.
 - (b) No more than two chiefs may be absent from the department without authorization.
7. Patrol Sergeants:
 - (a) One per squad
 1. The first time through the scheduling process:
 - (a) Seven days in conjunction with their off days during high priority months.
 2. The minimum amount of vacation time that can be scheduled is one work week.
 - (a) One work week is defined as the period of time between two consecutive sets of off days.
 - (b) After scheduling all week long vacations, if fewer days than a week remain, these days should be scheduled off together during the first scheduling process.
 3. If they have less than a full days' vacation, the first vacation day that they take will be utilized as that partial day and the sergeant will use the appropriate amount of benefit time to cover the remaining day of vacation.
8. Investigative Sergeants:
 - (a) One at a time
 1. The first time through the scheduling process:
 - (a) 120 hours in conjunction with their off days during high priority months.
 2. The minimum amount of vacation time that can be scheduled is one work week.
 - (a) One work week is defined as the period of time between two consecutive sets of off days.
 - (b) After scheduling all week long vacations, if fewer days than a week remain, these days should be scheduled off together during the first scheduling process.

Quincy Police Department

Policy Manual

Vacation Scheduling

3. If they have less than a full days' vacation, the first vacation day that they take will be utilized as that partial day and the sergeant will use the appropriate amount of benefit time to cover the remaining day of vacation.
- (b) No more than two Investigative Section Supervisors (to include Investigative Section Commander or Investigative Section Sergeants) may be absent from the department without authorization.

1032.4.2 CIVILIAN EMPLOYEES

The scheduling process for civilian employees will be as follows:

- (a) The Deputy Chief of Administration will administer the vacation sign up process for civilian administrative personnel.
- (b) The Records Supervisor will administer the vacation sign up process for Central Records personnel.
- (c) Vacation will be administered by seniority, with the most senior employees choosing vacations first.
- (d) Vacation sign up will be done in three phases:
 1. The first phase will be to sign up for vacation in week long (40-hour) blocks.
 2. The second phase will be to sign up for vacation in daylong blocks.
 3. The third phase will be to sign up for vacation in two hour or more blocks.
- (e) During a vacation period, the following combination of civilian employees can be on vacation at the same time:
 1. Administrative Personnel:
 - (a) One Office Administrator or Records Supervisor
 2. Records:
 - (a) One Typist/Records Associate
 - (b) One from the Central Records office (Records Associate/Receptionist or Court Clerk)
- (f) Any requests for vacation changes made after January 1st requires supervisor approval.

Line-of-Duty Deaths

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Quincy Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy for a non-line-of-duty member death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

1033.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of an officer during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing assigned duties.

For an officer, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281). Accidental deaths that occur while an officer is off duty and not performing a law enforcement-related function, and self-inflicted injuries resulting in death, will not be considered a line-of-duty death as it relates to this policy.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1033.2 POLICY

It is the policy of the Quincy Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1033.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Watch Commander and Dispatch.
 - 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Deputy Chief of Operations section of this policy).
- (b) The Watch Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- (c) If the member has been transported to the hospital, the Watch Commander or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.
- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1033.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Watch Commander, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- (g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting child care or other immediate needs.
- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Quincy Police Department members may be apprised that survivor notifications are complete.

1033.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1033.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

1033.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Wellness Support Liaison.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Department should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

1033.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-staff.
- (g) Reminding department members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.
- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1033.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).
- (b) Arrange for appropriate and separate waiting areas for:
 - 1. The survivors and others whose presence is requested by the survivors.
 - 2. Department members and friends of the deceased member.
 - 3. Media personnel.
- (c) Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or Quincy Police Department members (except for members who may be guarding a suspect).
- (d) Arrange for survivors to receive timely updates regarding the member before information is released to others.
- (e) Arrange for survivors to have private time with the member, if requested.
 - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (f) Stay with survivors and provide them with other assistance as needed at the hospital.
- (g) If applicable, explain to the survivors why an autopsy may be needed.
- (h) Make arrangements for hospital bills to be directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

- Arranging transportation for the survivors back to their residence.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting their actions at the conclusion of duties.

1033.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
 1. Items should not be delivered to the survivors until they are ready to receive the items.
 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the Wellness Support Liaison for survivors to have access to available counseling services.
- (h) Coordinating with the department's Deputy Chief of Operations (Deputy Chief of Operations) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Deputy Chief of Operations section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.
- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services (e.g., as applicable, the Annual Candlelight Vigil at the National Law Enforcement Officers Memorial), or other functions as appropriate.
- (n) Notifying, in the case of an officer only, the Concerns of Police Survivors Incorporated, (C.O.P.S.). Their members are available to provide emotional support to surviving families.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1033.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

1. Members involved in the incident.
 2. Members who witnessed the incident.
 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Making arrangements for members who were involved in or witnessed the incident to be relieved of department responsibilities until they can receive wellness support.
 - (c) Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.
 - (d) Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.
 - (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1033.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison, and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including but not limited to the following:
 1. Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Bell/rifle salute
 2. Bagpipers/bugler
 3. Uniform for burial
 4. Flag presentation
 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- (g) Addressing event-related logistical matters (e.g., parking, visitor overflow, public assembly areas).

1033.6.6 MUTUAL AID COORDINATOR

The Mutual Aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Quincy Police Department members can attend funeral services as possible.

The Mutual Aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the Chief of Police should appoint a Mutual Aid Coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

1033.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease and Work-Related Injury Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:
 - (a) Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
 - (b) Social Security Administration.
 - (c) Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
 - 1. Line of Duty Compensation Act (820 ILCS 315/1 et seq.)
- (d) Researching and assisting survivors with application for other survivor benefits such as:
 - 1. Private foundation survivor benefits programs.
 - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
 - (a) If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1033.6.8 FINANCE COORDINATOR

The Finance Coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The Finance Coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
 - (a) Paying survivors' travel costs if authorized.
 - (b) Transportation costs for the deceased.
 - (c) Funeral and memorial costs.
 - (d) Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1033.7 DEPUTY CHIEF OF OPERATIONS

In the event of a line-of-duty death, the department's Deputy Chief of Operations should be the department's contact point for the media. As such, the Deputy Chief of Operations should coordinate with the Department Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Instruct department members to direct any media inquiries to the Deputy Chief of Operations.
- (c) Prepare necessary press releases.
 - 1. Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 - 2. Disseminate important public information, such as information on how the public can show support for the department and deceased member's survivors.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

- (d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 - 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to department members, other agencies, and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the Deputy Chief of Operations should request that the media withhold the information from release until proper notification can be made to survivors. The Deputy Chief of Operations should notify media when survivor notifications have been made.

1033.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. Chaplain duties may include but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support, or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1033.9 INVESTIGATION OF THE INCIDENT

The Chief of Police should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

Quincy Police Department

Policy Manual

Line-of-Duty Deaths

1033.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1033.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

City Hall Closing Compensation for Sergeants

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that Sergeants are compensated in accordance with "Appendix B, Department Policy Regarding City Hall Closings" in the collective bargaining agreement. This policy replaces the relevant portion of Chapter 4, Number 17 of the previous Quincy Police Department Policy and Procedures Manual.

1034.2 COMPENSATION

- (a) Compensation for all Sergeants on weekdays when City Hall is declared closed by the Mayor for reasons other than a union recognized holiday.
 - 1. Sergeants assigned to work on weekdays when City Hall is declared closed by the Mayor for reasons other than a union recognized holiday shall receive the following compensation:
 - (a) Pay at normal salary rate.
 - (b) One day compensation time.
 - 2. Sergeants who are not required to work because they are on a normally scheduled off day which falls on a weekday when City Hall is closed by the Mayor for reasons other than a union recognized holiday shall receive:
 - (a) Pay at normal salary rate.
 - (b) One day compensation time.
 - 3. Sergeants who's off days fall on a day which is a union recognized holiday and declared a City Hall closing by the Mayor, the union recognized holiday takes priority and no additional compensation is received.

Sergeant Hire Backs

1035.1 PURPOSE

There is a need to establish a sergeant hire back overtime call-in policy. The purpose of this policy is to equalize the opportunity for all sergeants to work overtime assignments to cover Watch Commander duties.

1035.2 VOLUNTARY CALL-IN'S

The department will establish an annual volunteer shift overtime assignment list. The list will be established at the time shift bidding occurs. Each sergeant will be asked if he or she want his or her name placed on the overtime call-in list by order of seniority on a voluntary basis. The sergeant with most seniority will be the first name on the list and so on in descending order of departmental seniority. Sergeants who did not originally volunteer to have their names placed on the hire back overtime list may do so at any time with thirty-days written notice to the department's Deputy Chief of Operations.

Sergeants who are not able to work regular duty due to illness, injury (not-work related), suspension or leave of absence at the time the calls for an overtime opportunity are being made are not eligible to make up for lost opportunities. A sergeant who has been injured in the line of duty and is able to return to regular duty within sixty- (60) days will be given the same number of overtime opportunities that would have been offered during his or her time of infirmity.

When an overtime assignment is available, the Watch Commander or his or her designee will call the most senior sergeant on the list that has not worked an overtime assignment. That sergeant will be given the opportunity to accept the assignment. If the sergeant accepts the assignment, this will be so noted on the list. Barring, unforeseen emergencies, sergeants may not work more than 18 hours in a 24-hour period. When the Watch Commander fills these overtime opportunities, sergeants will only be able to accept a 6-hour slot unless the officer receiving the overtime opportunity is not working a shift at the beginning or end of the hire back.

When a call-in occurs, the sergeant may be contacted in person or by telephone at the phone number listed on the department roster. When a sergeant refuses the assignment, that will be so noted on the list and the next person will be called until the assignment is filled.

1035.3 MANDATORY CALL IN'S

If there are no volunteers available, the Quincy Police Department has the right to assign overtime by reversing the list and calling in the least senior sergeant available. Once a non-voluntary overtime assignment has been worked, the sergeant called in for that assignment would not have to take another assignment until the list has been exhausted from bottom to top. Barring, unforeseen emergencies, sergeants may not work more than 18 hours in a 24-hour period. When the Watch Commander fills these overtime opportunities, sergeants will only be able to accept a 6-hour slot unless the sergeant receiving the overtime opportunity is not working a shift at the beginning or end of the hire back.

Quincy Police Department

Policy Manual

Sergeant Hire Backs

This list will be used to fill vacancies on the patrol shifts when no sergeant is working or when a special assignment requires additional manpower. In order to qualify, the need for the overtime assignment must be known by management at least twenty-four (24) hours in advance. The City will make a reasonable effort to equally distribute other overtime opportunities.

Excluded from this policy are special job assignments, callbacks, holdovers (overtime necessary at the end of a regular duty assignment) and overtime in less than six (6) hour blocks.

Wellness Program

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1036.1.1 DEFINITIONS

Definitions related to this policy include (5 ILCS 840/5):

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

Peer support advisor – A department-approved member, trained in counseling, who voluntarily provides confidential support and assistance to fellow members experiencing personal or professional problems.

Peer support counseling program – A department-established program to train members to serve as peer support advisors to conduct peer support counseling sessions.

Peer support counseling session – Communication with a department-designated peer support advisor who may listen, assess, assist with problem-solving, make necessary referrals to a professional, and conduct follow-up as needed.

1036.2 POLICY

It is the policy of the Quincy Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

Quincy Police Department

Policy Manual

Wellness Program

1036.3 WELLNESS COORDINATOR

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisors (e.g., HR Department, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 - 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 - 2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (b) Developing management and operational procedures for department peer support advisors, such as:
 - 1. Peer support advisor selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support advisors and those seeking service.
 - 5. Monitoring and mitigating peer support advisor emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate (5 ILCS 840/10).
- (c) Verifying members have access to mental health resources, including peer support, counselors, or licensed psychotherapist support (55 ILCS 5/3-6012.2; 65 ILCS 5/11-1-14).
- (d) Establishing procedures for CISDs, including:
 - 1. Defining the types of incidents that may initiate debriefings.
 - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 - 1. Obtaining a written description of the program services.
 - 2. Providing for the methods to obtain program services.

Quincy Police Department

Policy Manual

Wellness Program

3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).
1. The coordinator should work with appropriate Department liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

1036.4 DEPARTMENT PEER SUPPORT

1036.4.1 PEER SUPPORT ADVISOR SELECTION CRITERIA

The selection of a department peer support advisor will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support advisor.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support advisors.

1036.4.2 PEER SUPPORT ADVISOR RESPONSIBILITIES

The responsibilities of department peer support advisors include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting department members with periodic training on wellness topics, including but not limited to:
 1. Stress management.
 2. Suicide prevention.
 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
 1. Referrals should be made to department-designated resources in situations that are beyond the scope of the peer support advisor's training.

Quincy Police Department

Policy Manual

Wellness Program

1036.4.3 PEER SUPPORT ADVISOR TRAINING

The Department shall provide appropriate training in counseling to its peer support advisors, prior to being assigned, so that they may conduct peer support counseling sessions and provide emotional and moral support (5 ILCS 840/5; 5 ILCS 840/10).

1036.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support advisors and those directly involved in the incident.

1036.6 PEER SUPPORT COMMUNICATIONS

Communications made by a member or peer support advisor in a peer support counseling session and any oral or written information conveyed in the session are confidential and may only be disclosed in accordance with 5 ILCS 840/20. Any communications relating to a peer support counseling session made between peer support advisors and the supervisors or staff of a peer support counseling program are confidential and may only be disclosed in accordance with 5 ILCS 840/20.

All communications, notes, records, and reports arising out of a peer support counseling session are not subject to disclosure under section 7.5 of the Freedom of Information Act (5 ILCS 840/20(e)).

A department with an established peer support counseling program shall discipline a peer support advisor who violates the confidentiality of the peer support counseling program by sharing information from a peer support counseling session with members who are not supervisors or staff of the peer support counseling program unless otherwise allowed by 5 ILCS 840/20 (5 ILCS 840/20(e-5)).

1036.7 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the department's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available

Quincy Police Department

Policy Manual

Wellness Program

- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Chief of Police for review and consideration of updates to improve program effectiveness.

1036.8 TRAINING

The coordinator or the authorized designee should collaborate with the Administrative Services Sergeant to provide all members with annual training on topics related to member wellness, including but not limited to (50 ILCS 705/7):

- The availability and range of department wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Administrative Services Sergeant as appropriate for inclusion in training records.

Veterans on the Job Training

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for on the job training for probationary officers of the Quincy Police Department that are veterans of the Armed Forces through certification in the Veterans on the Job Training Program (VJTP). The VJTP is a benefit made available to veterans of the armed services that qualify for educational benefits under the G.I. Bill of Rights. These educational benefits may include monetary payment to the employee while serving the Quincy Police Department under a probationary status. The State of Illinois Department of Veteran's Affairs, which is a State Approving Agency, is responsible for overseeing the program. The Quincy Police Department is recognized as an official VJTP training site.

1037.2 POLICY

It is the policy of the Quincy Police Department to allow eligible veterans to participate in the Veterans on the Job Training Program through the State of Illinois Department of Veterans Affairs.

1037.3 RESPONSIBILITIES

1037.3.1 EMPLOYEE RESPONSIBILITIES

Any Quincy Police Department probationary officer, who is a veteran of the Armed Forces may, on the completion of basic training from the police academy, submit an application to the Department of Veteran's Affairs with the assistance of the department's Program Certification Officer if they are qualified for additional education benefits.

Certain restrictions limit an applicant from receiving benefits under the VJTP, including, but not limited to the following:

- (a) The applicant is or has claimed full educational benefits under their G.I. Bill of Rights.
- (b) The applicant claimed and received benefits from VJTP while in police basic training.
- (c) The applicant fails to submit the required documentation to the Program Certification Officer.
- (d) The application is filed after the established time limit.
- (e) The probationary officer certified in the VJTP fails to meet the standards required by the Quincy Police Department and is terminated or resigns.

1037.3.2 PROGRAM CERTIFICATION OFFICER

The Administrative Services Sergeant shall be assigned the duties of Program Certification Officer and will have the following responsibilities:

- (a) Become certified by the Department of Veterans Affairs prior to accepting these duties.
- (b) Act as the liaison between the Department of Veterans Affairs and the probationary officer.

Quincy Police Department

Policy Manual

Veterans on the Job Training

- (c) With the assistance of the probationary officer, complete and forward all necessary paperwork required from the Veterans Administrative Office.
- (d) Certify the number of hours in training per week for each participating veteran on the approved form provided by the Department of Veterans Affairs.
- (e) Recordkeeping:
 - 1. Maintain records of individuals participating in the VJTP in a secure location for three years after successful completion of the program.
 - 2. Make records available for inspection by the State of Illinois Department of Veteran's Affairs upon request.

Attachments

Auxiliary Officer Oath of Office.pdf

Auxiliary Officer Oath of Office

"I, _____, do solemnly swear that I will support and comply with the Constitution and Laws of the United States of America; the Constitution and Laws of the State of Illinois; the Ordinances of the City of Quincy; and the Rules and Regulations of the Quincy Police Department; and the Civilian Law Enforcement Employee Code of Ethics; and that I will faithfully discharge the duties of my office as an Auxiliary Officer for the City of Quincy, to the best of my ability."

Signature

Date

Robert A. Copley
Chief of Police

Intern Emergency Contact Information.pdf

QPD INTERN
EMERGENCY CONTACT INFORMATION

Name_____

Address_____

Home Phone_____ Cell Phone_____

Emergency Point of Contact (POC)_____

POC Relationship_____

POC Address (if different from Intern address):

POC Phone Number_____ POC Cell_____

This information will be used in case of emergency only. This form will be kept in the Watch Commander's office for the duration of your internship. Once your internship is completed, this information will be shredded or added to your permanent file.

Background Authorization.pdf

AUTHORIZATION TO OBTAIN PERSONAL INFORMATION

I authorize and empower the City of Quincy Police Department, to obtain, prepare, use and/or furnish any of the following information including, but not limited to:

- 1) any information concerning my current and former employment;
- 2) any information concerning arrests and police reports/contacts on me from any law enforcement agency;
- 3) any information regarding my education, general reputation, health, personal characteristics, and mode of living through correspondence or personal interviews with neighbors, friends or associates or others with whom I am acquainted or who may have knowledge concerning any of the above matters.

I understand that the Department will provide me with information regarding the nature and scope of the investigation if one is made.

Signature of Student Intern

Printed Name of Student Intern

Date

Intern Regulations.pdf

QUINCY POLICE DEPARTMENT INTERN PROGRAM

Regulations

As an intern with the Quincy Police Department, you represent this agency. In addition, you will be present in a variety of law enforcement activities. The nature of the police service requires that the Department establish certain regulations for the protection for the students, the Police Department, it's employees, and the general public. In accepting the internship position, you indicate your willingness to abide by these rules. Any breach of these regulations will be cause for possible discipline including, but not limited to: dismissal from the internship program, your advisor indicating the violation of the rules, and any disciplinary action taken. By accepting this internship and so signing the bottom of this form, you are indicating that you understand each of the regulations as set forth as well as any possible outcome of a violation of them. Regulations include, but may not be limited to, the following:

1. I understand this program is a learning experience and I am not entitled to compensation for the time spent in the program.
2. I am not entitled to a job at the conclusion of the program.
3. The intern will present a neat appearance. Casual dress clothing as worn for office work is considered appropriate.
4. You may not carry any weapons. Flashlights are permissible if they cannot be construed as weapons.
5. The intern agrees to obey the instructions from the officer he/she is assigned to.
6. The intern will sign in on the appropriate daily log (sign-in sheet) in the proper space.
7. The student must present a copy of all his/her reports, including mid-term and final reports to the Internship Coordinator.
8. An intern, who is not a law enforcement officer, shall never represent himself/herself as a law enforcement officer of the Quincy Police Department or any other law enforcement organization.
9. The intern agrees to maintain in confidence any information learned during their internship. This means the intern may not divulge information about the activity or operations of the Police Department. The intern may not reveal specific information about criminal or traffic cases. The intern may not describe law enforcement procedures in any manner. The intern may not use any personal communication device or other personal electronic device capable of recording, storing, or transmitting voice, photos, video, or any other information to capture anything from an active or on-going case or investigation, or any tactical procedures that may jeopardize, cause harm and/or disrepute to any law enforcement agency, employee, victim, witness, or suspect.
10. The intern agrees to wear the observer identification badge or intern identification badge always when working with the police as an intern.

In signing this form, I acknowledge that I received a copy of the regulations. I understand the meaning of each of the stipulations. I further recognize that, in addition to any administrative sanctions that the Department may take against me for violation of the regulations, criminal prosecution may result if I violate any laws of appropriate jurisdiction.

Signature of Student

Date

Signature of Witness

Date

Intern Waiver and Release.pdf

WAIVER AND RELEASE

For value received, the opportunity to ride in a Quincy Police Department squad car with an Officer of the Quincy Police Department, I, _____, hereby agree to release and hold the City of Quincy harmless for any injury to myself, my property or other damage sustained or resulting solely by reason of my accompanying a police officer as foresaid. I further understand that riding with a police officer in a squad car carries with it greater than usual inherent risks. Knowing this, I nevertheless request to ride in a squad car of the Quincy Police Department and to accompany such officer as he or she conducts a tour, or tours, of duty.

Dated at Quincy, Illinois this _____ day of _____, 20____.

Signed _____

Internship Coordinator : Signed _____

Application for Internship.pdf



Quincy Police Department Application for Internship

Thank you for showing interest in the Quincy Police Department and requesting an internship through our agency. Below is some information that will answer some questions that many have had. There are also instructions on how to fill out the application, which could reduce the possibility of extending the background process. Please read all of the material prior to filling out the application, as it could alleviate any issues or follow-up questions, which may only extend your process or disqualify you completely.

I know you have somebody in your program already, but I only need a relatively few amount of hours. Can I be in the program as well?

The Quincy Police Department Internship Policy (#311) states that only two internships will be allowed with the department at any given time. There are circumstances that may allow additional internships, but those circumstances will be evaluated by the Chief of Police on a case-by-case basis. The Chief will make the ultimate decision whether to allow a second intern and the stipulations surrounding that. The Chief's decision is final.

I have heard of internships with some companies being paid internships. How much does QPD pay their interns?

The internship position is a non-paid position and is offered as a service to all prospective law enforcement officers, regardless of what jurisdiction the intern would like to serve throughout their career. An internship at the Quincy Police Department should be considered a learning experience only and no compensation is given.

What can I expect as an intern?

Although you will be receiving college credit for the internship, this is not a college class. There will still be writing assignments expected, but that is where it stops. Interns will be subjected to the same hours and conditions that patrol officers and investigators are subjected to (some exceptions may apply). There will be no special treatment for interns. During the orientation process, a discussion on working hours, clothing issues, as well as safety considerations will be addressed.

How long is an internship with the Quincy Police Department?

QPD will allow internships up to 480 contact hours. The number of hours required will be decided on by the college that you attend. A letter from the internship coordinator stating the number of hours needed will be required during the application process, so that enough notice can be given to patrol shifts for manpower allocation to the internship program.

I am not ready to do an internship yet, but I am looking for departments. When should I fill out an application?

The sooner, the better! All submitted applications will be reviewed by the Internship Coordinator and the Chief of Police. All applications, resumes, etc will be considered, and a decision will be made. Fill out the application and send it in immediately. **The completed application and all accompanying documents should be received by the department NO LATER THAN June 1st (for fall semester), October 1st (for Spring semester), or March 1st (for summer semester).** Ideally, because internships are a service offered and not requirement for the department, it is best to apply as soon as possible. Be sure to include information on which semester you are applying for. Any application turned in after these dates will not be accepted, due to the amount of time it takes to conduct a background investigation.

What is the process for evaluating interns?

First, an intern needs to completely fill out an application. Once the application is received, personal and employment references are contacted. A criminal history and police record check is conducted using LEADS and reports from various agencies. A report is prepared for the Chief for his/her review. Once all of the applications for the semester have been reviewed and all reports have been submitted, the Chief will review all completed applications, resumes, and reports and make a selection for the student wanting the internship. If needed, an interview will be conducted with the applicant prior to selection. Once the internship coordinator has received the decision from the Chief, all students will be notified via email of the outcome.

What if I don't get the internship? Is there an appeal process?

No. The Chief's decision is final. It should go without saying that all students should take a huge interest in their own future and ensure that they are doing what they can to have another internship option. The Quincy Police Department cannot and does not guarantee that every student that applies will be selected for an internship. Each student should have contingencies in place with other departments/agencies in case they are not selected by QPD.

Please read the entire application prior to filling out the application and fill it out correctly. Filling the application out incorrectly could slow the background process, thus jeopardizing your chances to start your internship in a timely manner.

Fill out the personal information portion entirely. ***The application will not be accepted as complete without your college internship coordinator's signature of approval.*** We ask that you include a recent color photograph of yourself, clearly depicting your face and features. Please do

not use a photo from more than one year ago. If facial/hair features have changed, please use a different photo. Be sure that the photo is appropriate (Don't include a picture of you and four other people at a party). The photo should be of you, of the head and shoulders. If a full-length photo is used, be sure that it is of good taste. Staple the photo to the top, right hand corner of page one. This needs to be a photo that you are able to let us keep with the file. If faxing the application back, email/mail photo to the Internship coordinator to put with the application.

Employment History: Begin with your current employer first. All employers listed will be contacted. Be sure to add any appropriate extension information for your contact. If you worked for a business that is owned/run by your family, the person conducting the background check would like to talk to someone at the business that you are not related to. Be sure to add their contact information as the point of contact.

*****Read this part carefully*****

Personal References: References cannot be related to you, nor should you have employment history with them. The people listed in this section should be persons with whom you have had regular contact for a number of years, and that can vouch for your personality and character. DO NOT LIST PREVIOUS EMPLOYERS, COLLEGE COACHES, FORMER PROFESSORS, ETC. (Ideal persons listed should be friends that you have had since kindergarten, played sports with as a young child, neighbors, and those that you continue to see on a regular basis.)

Criminal/Traffic arrests: List all tickets that you have received from law enforcement (except warning tickets). Speeding, curfew tickets, improper lane usage, underage drinking tickets, should all be listed. Also, list the jurisdiction (city/county) where the ticket was received.

Signatures: Be sure to sign the application in all applicable areas. If you are under 21 years of age, a parent/legal guardian signature is also required. Read the regulations that will govern your time as an intern with our department and sign them acknowledging the fact that you read them. **Read and sign the Authorization to Obtain Personal Information form.** Some businesses, law enforcement agencies, colleges, etc., will not release information for a background investigation without permission from the person being investigated. Failure to sign the form may prohibit us from receiving needed information, which may keep you from receiving an internship with our department.

Should you need it, the contact information for the Internship Coordinator is listed below. Email is the best, easiest, and fastest way to get a reply. If you still don't get a reply in a reasonable amount of time, contact the department directly, and ask for the internship coordinator.

Sgt. Nathan Elbus #261
530 Broadway St.
Quincy, IL 62301
217-228-4470
217-228-4472 (fax)
nelbus@quincyil.gov

Semester/Year Applying for _____ Number of hours needed _____

Staple Recent Photo Here

**QUINCY POLICE DEPARTMENT
INTERN APPLICATION FORM/INFORMATION SHEET**

NAME _____ DATE OF BIRTH _____

SEX _____ RACE _____ DLN and STATE OF ISSUE _____

HEIGHT _____ WEIGHT _____ COLOR OF EYES _____

PERMANENT/HOME ADDRESS _____

PERMANENT/HOME PHONE _____ EMAIL ADDRESS _____

SCHOOL/ORGANIZATION _____

SCHOOL ADDRESS _____ SCHOOL PHONE _____

INTERNSHIP COUNSELOR/COORDINATOR _____

Printed Name and Title (Must complete next Section)

Has this person been accepted by your school's internship program? Yes _____ No _____

Signature of Internship Coordinator _____ Date _____

Employment History (List all employment history beginning with current employer)

Employer's Name _____ Phone _____

Employer's Address _____

Position/Title _____ Supervisor _____

Employer's Name _____ Phone _____

Employer's Address _____

Position/Title _____ Supervisor _____

Employer's Name _____ Phone _____

Employer's Address _____

Position/Title _____ Supervisor _____

Personal References (References cannot be related to you, nor should you have employment history with them)

Name _____ Relationship to You _____

Address _____ Phone _____

Name _____ Relationship to You _____

Address _____ Phone _____

College or Educational Institutions *(Count High School and Military Training)*

College/Institution	City/County/State	From/To	Certificate/Degree Earned
College/Institution	City/County/State	From/To	Certificate/Degree Earned
College/Institution	City/County/State	From/To	Certificate/Degree Earned
College/Institution	City/County/State	From/To	Certificate/Degree Earned

Criminal/Traffic Arrests

Please list anything in your background that would prohibit us from successfully clearing you in a criminal history background investigation. Be sure to include the jurisdiction where the offense took place.

We ask that you include a recent photograph of yourself, clearly depicting your face and features. Staple the photo to the top, right hand corner of the first page of the application. This needs to be a photo that you are able to let us keep with the file.

By signing this application, I recognize that representatives of the Quincy Police Department will investigate me. They will determine my character, work experience and ability to maintain confidential information. I agree to abide by the regulations for interns, as stated in Quincy Police Department College Internship Program Regulations. I understand that, if accepted to the program, I will be required to sign a waiver of liability, which would not hold the Quincy Police Department responsible for injury sustained while participating in the internship program.

Signature of Student	Date
Signature of Adult/Guardian (if under age 21)	Date

Please take a few minutes to fill out the following questions, so that we may get to know you better. Please attach additional paper, if necessary.

1) What is your major/minor? _____

2) Do you want to be a police officer? Why? Where? _____

3) What are your strengths? Weaknesses? _____

4) What are your hobbies/interests? _____

5) What civic or volunteer groups do you belong to?

6) The policing profession has been scrutinized by all aspects of society (citizens, legislators, politicians, activist groups). Do you think that the complaints against the police are justified? Why, or why not?

Sexual Assault Notification 08-01-22.pdf

**QUINCY POLICE DEPARTMENT
SEXUAL ASSAULT NOTIFICATION**

CFN: _____ **DATE:** _____ **TIME:** _____ **HOURS**

SUSPECT'S NAME: _____ **DOB:** _____

ADDRESS: _____ **PHONE:** _____

VICTIM'S NAME: _____ **DOB:** _____

ADDRESS: _____ **PHONE:** _____

LOCATION OF OFFENSE: _____

DETAILS OF INCIDENT REPORTED TO QPD*:

A body worn camera was used during this incident

Signature of Reporting Officer

Notification sent to: _____

By: _____ **Agency** _____ **Time**

Email

Fax

Agency responded on: _____

Date _____ **Time**

By:

Email

Fax

Subscribed and sworn to me on this _____ **day of** _____ **20** _____.

Notary Public: _____

**OVERDOSE REVERSAL AND NALOXONE
ADMINISTRATION REPORTING
FORM - Updated Jan 2023.pdf**

OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

Program Name: Site Name: QPD CFN: -

Responder's Name: Badge #: Reversal County Location: Adams

Location of Use/Location of Overdose:

Closest cross street: City: Zip Code:

Site Type:

Home/Residence (includes house, apartment, and condominium)

Other Residence (School Residence Hall, Nursing Home, Prison/Jail, Recovery Home, In-patient Treatment Facility, Hotel/Motel/SRO)

Public Building Site (Church, School, Courthouse, Library)

Business Site (Restaurant, Store/Mall, Train/Bus Station, Rest Stop/Gas Station, Public Restroom)

Public outdoor site

Naloxone Administration - Condition of Person

Date Administered:

Did the person survive? Yes No Unknown Naloxone Type: Nasal

Dosage Needed: Single Dose Multiple Doses Unknown

Was there a 911 call made? Yes No Unknown

Was the person Conscious before Naloxone was used? Yes No Unknown

About the Person

Gender: Male Female Transgender Unknown

Age: Under 18 18-24 25-44 45-64 65+ Unknown

Race and Ethnicity:

American Indian Asian Black or African American Hispanic or Latino White

Native Hawaiian or Pacific Islander More than one race or ethnicity Unknown

Replaced Narcan in AED Yes No

Email form to the following:

quincypmpcc@pfh.org
stacey.juilfs@pfh.org

Emailed by: _____

Supervisor Recognition Form Fillable.pdf



DEPARTMENT OF POLICE CITY OF QUINCY

530 Broadway - Quincy, Illinois 62301-4058

Phone (217) 228-4480, Fax (217) 228-4472

Supervisor Recognition Form

This form shall be used by supervisors to acknowledge and document exemplary performance displayed by an employee of our department. The form shall be completed by a supervisor, viewed and signed by the employee, and will be filed in the employee's personnel file.

Supervisor: _____ Date/time of Incident: _____

Employee: _____ Type of Incident: _____

.....

Detail of Incident or Event:

.....

Supervisor's Signature

Employee's Signature

Cc: Chief of Police
Deputy Chiefs of Police
Employee's personnel file

"Service - Pride - Dignity"

Patrol Line Inspection Form 2023.pdf

**QUINCY POLICE DEPARTMENT
SWORN PATROL OFFICER and ANIMAL CONTROL OFFICER
INSPECTION FORM**

OFFICER NAME _____ DATE _____

INSPECTING SUPERVISOR _____

Inspect the officer's uniform and equipment, both issued and personally owned. Mark item present or not present only if it is checked or needed; for example, winter gloves would not be checked in summer months. Note deficiencies, problems or exemplary conditions in the comments section. All officers, regardless of assignment, are to be inspected in the standard police uniform and equipment appropriate to the season.

<i>ITEM</i>	<i>PRESENT</i>	<i>COMMENTS (ITEM PRESENT/ NOT PRESENT, CONDITION, APPEARANCE, ETC.)</i>
Shirt (summer // winter)		
Pants		
Shoes or Boots		
Body armor		
Badges / pins/buttons		
Hat w/ badge & band		
Whistle chain / whistle		
Coat		
Winter Gloves		
Frisk gloves		
Rain coat/Hybrid Coat		
Traffic Vest		
Pants / belt		
Sam brown belt		
Keepers		
Holster		
Glock mod 17 or 18 (loaded mag / Chambered round)		
Glock affixed - light		
OC holder		
OC		Expiration date:
Magazine holder		
2 loaded magazines		
Handcuff case		
Handcuffs		Serial #:
ASP baton holder		
ASP baton		
Radio case		
Portable radio		Serial #:
Portable Radio ear bud		
Flashlight holder		
Issued flashlight		Serial #:
Latex glove holder		

Latex gloves		
Key holder		
Issued Cell Phone		
Issued Body camera and holster		
Bluetooth controller		
Other: (list item)		
Back up firearm (in a holster)		Make: Mod. Serial #
Business cards		
Hair (length & style appropriate)		
Facial hair (clean shaven or properly trimmed moustache)		
Jewelry (appropriate)		
APR & Filter		Date of expiration:
Riot helmet		Equipment ID#
Bag for riot gear		
Ticket holder/clip board		
Extra latex gloves		
Drivers license		Date of expiration:
FOID		Date of expiration:
Digipass Computer FOB		
Commission card		
Gas Card		
County Access Card/FOB		
Blessing Hospital Access Card		

**OVERDOSE REVERSAL AND NALOXONE
ADMINISTRATION REPORTING
FORM - Updated Dec 2022.pdf**

OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

Program Name: Site Name: QPD CFN: -

Responder's Name: Badge #: Reversal County Location: Adams

Location of Use/Location of Overdose:

Closest cross street: City: Zip Code:

Site Type:

Home/Residence (includes house, apartment, and condominium)

Other Residence (School Residence Hall, Nursing Home, Prison/Jail, Recovery Home, In-patient Treatment Facility, Hotel/Motel/SRO)

Public Building Site (Church, School, Courthouse, Library)

Business Site (Restaurant, Store/Mall, Train/Bus Station, Rest Stop/Gas Station, Public Restroom)

Public outdoor site

Naloxone Administration - Condition of Person

Date Administered:

Did the person survive? Yes No Unknown Naloxone Type: Nasal

Dosage Needed: Single Dose Multiple Doses Unknown

Was there a 911 call made? Yes No Unknown

Was the person Conscious before Naloxone was used? Yes No Unknown

About the Person

Gender: Male Female Transgender Unknown

Age: Under 18 18-24 25-44 45-64 65+ Unknown

Race and Ethnicity:

American Indian Asian Black or African American Hispanic or Latino White

Native Hawaiian or Pacific Islander More than one race or ethnicity Unknown

Replaced Narcan in AED Yes No

Email form to the following individuals:

khodges@optimalchange21.org
jpeters@twi.org
thamann@twi.org

holli.furhman@pfh.org
stacy.julifs@pfh.org

ACIM Alert Program Officer Card.pdf

**A CHILD IS MISSING
ALERT**

A FIRST RESPONDER

*For assistance call ACIM
with following information:*

1. Identify Reporting Agency
2. Officer's Name & Contact #
3. Case Number
4. Name & Description of
Missing Person(s)
5. Location Last Seen, Zip Code,
County & Search Area
6. Time & Date Last Seen
7. Police Dept. Phone # for
Citizens to Report Sightings
8. Answer All Technician
Questions



A
CHILD
IS
MISSING
ALERT™

Children/Elderly/Disabled
Tel: 954.763.1288

ACIM Alert Program Brochure (1).pdf

SUCCESS STORIES



A 4 year old girl went with her mother's boyfriend to the store. When he didn't return after an hour, she called the police. A Child Is Missing Alert placed 2,520 alert calls in the area where they were last seen. A neighbor spotted them walking near a gas station within a mile of their last known location. The child was returned to her mother and the suspect was apprehended. The time between the broadcast of the alert calls to the recovery of the child was 8 minutes. It was discovered that the man was a registered sex offender and had other warrants out for his arrest.



An 85 year old male with early onset Alzheimer's was found wandering. The man was unable to remember his own name. A Child Is Missing Alert placed 4,533 calls in the vicinity of where the man was found. The man was reunited with his family within 2 hours of the calls being launched.



A 7 year old autistic boy was reported missing. A Child Is Missing Alert placed 1,077 calls within his neighborhood and the neighborhood's response was fantastic. Approximately 300 people responded to the alert calls by coming out of their houses and assisting in the search. While looking in her backyard pool area, one of the concerned citizens discovered him. Thankfully, the boy was recovered unharmed. Community response was and is vital in locating the missing.

Since 1997, A Child Is Missing, Inc. has been serving law enforcement nationwide. Over 5,500 departments use the A Child Is Missing Alert program. Available 24/7, 365 days a year. Due to the lack of Federal Funding, there is a minimal annual fee for the use of the program.

A CHILD IS MISSING...

- A public service funded by state grants, law enforcement, and fundraisers
- Staffed by expertly trained technicians
- Multilingual
- Available to Law Enforcement agencies
- Available Nationwide
- FAST at enlisting the community for help in the search
- Law Enforcement endorsed
- No special equipment needed
- Sexual Predator/Offender Alerts sent when they move into an area
- "It Can't Happen to Me!" I & II Documentaries
- Child & Adolescent Safety Education Programs
- Teach the Teachers Program
- Wireless Text Alerts**
- Email Alerts**
- Landline Alerts**(Home and Business)
- Cell Phone Alerts**
- When you get a call... please listen and respond. You could be the one that helps to save a life

****Register on our website**

A CHILD IS MISSING, INC. ALERT & RECOVERY PROGRAM

500 SE 17 Street, Suite 101, Fort Lauderdale, FL 33316

Toll Free: 888-US5-ACIM (888-875-2246)

Phone: 954-763-1288 Fax: 954-763-4569

Email: info@achildissinging.org

Website: www.achildissinging.org

A NON-PROFIT REGISTERED IN THE STATE OF FLORIDA,
A Child Is Missing, Inc. is tax-exempt under
section 501(c) (3) of the Internal Revenue Code.
© 2009 A Child Is Missing



“When a Child or Elderly person goes missing... what do you do?”

In the first critical hours, A Child Is Missing, Inc. alerts residents and businesses with a specialized message asking for information on the missing Child (often with Autism/Down syndrome), Elderly (often with Alzheimer's/Dementia), special needs, disabled, and students on campus. 1,000 alert phone calls can be placed in 60 seconds. The community and law enforcement agencies benefit.”

Sherry Friedlander, Founder, January 1997

A NATIONWIDE PROGRAM FOR ALL LAW ENFORCEMENT

Serving Law Enforcement Agencies, Attorney General's Offices,
U.S. Marshal's Service, FBI,
Missing Children's Clearinghouses

www.achildissinging.org

Phone: 954.763.1288 | Fax: 954.763.4569

Toll Free: 888.875.2246

A Child Is Missing, Inc. Alert & Recovery Program



WORKS FOR ALL MISSING CASES

A Child Is Missing Alert is activated often before the Amber Alert (abductions of children aged 17 years or younger). We can assist in ALL missing cases, such as children that are abducted, lost, wander off, or run away, elderly (often with Alzheimer's/Dementia), mentally challenged, college students on campus, or disabled individuals. These cases don't need to meet the Amber Alert or Silver Alert criteria.



1,000 CALLS IN 60 SECONDS

This is one of the fastest and most effective programs law enforcement can activate in the critical first minutes of a missing person case. Upon request from law enforcement agencies, A Child Is Missing Alert can activate the alert calls to the area surrounding the last location of the missing. There is an individually recorded message giving the description of the missing and telephone number for citizens to call the police directly with information regarding sightings of the missing person.



NO JURISDICTIONAL BOUNDARIES

If law enforcement requests expansion of the area to be searched, A Child Is Missing, Inc., an independent non-profit organization, can rapidly cross lines of jurisdiction to go nationwide if necessary.

A Child Is Missing, Inc. and law enforcement have a good working partnership. Community involvement and safety education, positive public relations, and law enforcement Alert Program training make for a successful Alert program.

**Please register to receive alerts at:
www.achildismissing.org**

Only Law Enforcement can initiate the call to A Child Is Missing Alert operations center. Officers/Deputies can call from wherever they are 24/7, 365 days.



A Child Is Missing technician logs the pertinent information from the officer/deputy and makes an individually recorded message to be broadcast to residents and businesses by phone, asking citizens to help in the search by checking their premises.



A satellite mapping program enables the technician to view the area where the person went missing.



A target calling area is chosen based on where the person was last seen, and a call database is selected from a database of more than 100 million phone numbers.



The ACIM technician remains in contact with the officer/deputy until the case is resolved. The search area can be expanded from the original area when a sighting has occurred. A fax is sent to the agency to receive a written follow up of the outcome of the case.

**Every 40 seconds a child goes missing somewhere in the United States!
info@achildismissing.org**

Ride Along Request Form 2022.pdf

Hate Crime Pamphlet 2022.pdf

Quincy Police Department

530 Broadway
Quincy, IL 62301
217-228-4470

Quincy Police

530 Broadway
Quincy, IL 62301
217-228-4470

Quincy Police

To serve with pride and dignity.

Preventing Hate Crime



Quincy Police Department
530 Broadway
Quincy, Illinois 62301
217-228-4470

Other Resources:

**Illinois Attorney General's Civil
Rights Hotline:**

877-581-3692

civilrights@ilag.gov

Not in Our Town:

510-268-9675

www.niot.org

Human Rights Campaign:

800-777-4723

www.hrc.org

**The Facts from the US Department of Justice
can be found on their website:**

**[https://www.justice.gov/hatecrimes/hate-
crime-statistics](https://www.justice.gov/hatecrimes/hate-crime-statistics)**

The FBI's Uniform Crime Reporting (UCR) Program serves as the national repository for crime data voluntarily collected and submitted by law enforcement. Its primary objective is to generate reliable information for use in law enforcement administration, operation, and management. The 2020 hate crimes data, submitted by 15,138 law enforcement agencies, provide information about the offenses, victims, offenders, and locations of hate crimes. Of these agencies who submitted incident reports, there were 8,263 hate crime incidents involving 11,129 offenses.

Quincy Police

To serve with pride and dignity.

Preventing Hate Crime



Hate Crime

Definition of a Hate Crime

According to Illinois statute, a person commits a hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyber stalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene messages, harassment by telephone, or harassment through electronic communications.

Hate Crime Victims

If you suspect you are a victim of a hate crime, you should:

- Call the police or sheriff's department immediately.
- Obtain medical attention (if needed).
- Write down the exact words that were spoken and any other information that may be of value.



- Save any evidence (graffiti, egg shells, writing on victim's vehicle). Do not remove any evidence. Wait until law enforcement officers respond and take photographs.
- Get the name(s), address(es), and telephone number(s) of other victims and witnesses.
- If possible, get a description of the perpetrator and perpetrator's vehicle.

The Illinois Attorney General's office has a Civil Rights Hotline you can also call to report instances of discrimination or harassment. The number is 877-581-3692.

Basic Clues

The following list indicates signs that a hate crime may have been committed:

- Perception of the victim or witness that he/she was selected by the perpetrator because of his or her membership in a protected class.
- Written or oral comments of the perpetrator that may indicate a bias.
- Date of the incident coincides with a day that is of significance to the victim's protected class.
- Differences between the race or religion, for example, of the victim and the perpetrator.
- Organized hate group activity in the area.

What can you and your community do?

- Speak out against hate and intolerance.
- Support the victims by holding community rallies and offering support and assistance to the victim.
- Encourage public officials to state their opposition to hate crimes.
- Establish a hate crime network that includes law enforcement, local government, schools, religious organizations, and community-base organizations that immediately responds to hate crime when it occurs and promotes prevention and awareness.



Mental Health Form - Lexipol.pdf

Mental Health Form

Complete form upon any police response related to subject displaying mental illness regardless of dispositions.

Date: *

Example (01/01/19)

Time of Call *

(Military time)

CFN: *

Format Example (2019-00001)

Consumer: *

Date of Birth:

Format Example (01/01/19)

Race:

Sex:

Home Address:

City:

State:

Zip:

62301

Phone:

Diagnosis:

(if known)

Emergency Contact Info:

Name

Emergency Contact DOB

Address

City

Quincy

State

IL

Zip

62301

Phone

☐ **Call Dispatched**

☐ **Self Initiated**

Complainant Information

Complainant Relationship

Select



Complainant Name

Complainant DOB

31

Complainant Address

City, State, Zip

Complainant Phone Number

Nature of Incident: *

Select

Other (please specify)

Did subject use/brandish a weapon?

☐ Yes ☐ No ☐ Don't Know

If yes, check all that apply

☐ Knife ☐ Gun

Other (please specify)

Did subject threaten violence toward another person?

☐ Yes ☐ No ☐ Don't Know

If so, to whom?

(Partner, Law Enforcement, Stranger, etc.)

Did subject engage in violent behavior toward another person?

☐ Yes ☐ No ☐ Don't Know

If so, to whom?

(Partner, Law Enforcement, Stranger, etc.)

Did subject injure or attempt to injure self?

☐ Yes ☐ No

Prior Contacts

Check all that apply

Known Person (from police contacts)

☐ Yes ☐ No ☐ Don't Know

Repeat Call (within the last 24 hours)

☐ Yes ☐ No ☐ Don't Know

Drug/Alcohol Involvement

Evidence of drug/alcohol intoxication

☐ Yes ☐ No ☐ Don't Know

If yes,

☐ Alcohol ☐ Drug ☐ Don't Know

If drug, please specify

Medication Compliance *

Specify (if known)

Behaviors Evident: *

Incident Injuries

Were there any injuries during the incident?

☐ Yes ☐ No ☐ Don't Know

If yes, to whom?

(Officer Injury, Consumer Injury, Other)

Disposition *

☐ No Action Resolved On Scene

☐ On-Scene Crisis Intervention

☐ Non-Voluntary(police petition)

- ☐ Non-Voluntary(petitioned by other)
- ☐ Voluntary
- ☐ Court Order
- ☐ Arrested-Lodged
- ☐ Arrested-Released
- ☐ No Action Taken
- ☐ Outpatient/Case Management Referral

Facility Name if Transported

If arrested, most serious charge

MENTAL HEALTH REFFERAL

- ☐ Yes ☐ No

Agency Consumer Receives Services Through

Other (specify)

Case Manager

SHORT SYNOPSIS OF DETAILS *

IF YOU ARE A CIT OFFICER:

Prior to CIT, would you have taken this individual to jail?

- ☐ Yes ☐ No

What would the charges have been?

Officer's Name *

CIT Trained

☐ Yes ☐ No

Badge/ID # *

Date *

☐ **Original Form to CIT Coordinator (with copy of general offense report, if applicable)**

☐ **Copy of Petition Attached to GOR (if applicable)**

(If you would like them referred to Mental Health Court)

☐ **Mental Health Court Referral**

☐ Send me a copy of my responses

Submit

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[Privacy Policy](#) | [Report Abuse](#)

Uniform Regulations 2023.pdf

QUINCY POLICE DEPARTMENT UNIFORM AND EQUIPMENT SPECIFICATIONS MANUAL

Purpose: To set forth regulations governing the maintaining and wearing of the police uniform.

The Quincy Police Department sworn uniform shall consist of two classes of uniforms for all ranks.

Class – A Uniform: Worn only for special events, funerals, etc. Sworn personnel are responsible for arranging to have set up or setting up their own Class A uniform as described in this policy when the need for wearing a Class A uniform is required.

Sworn Personnel:

Dark blue long sleeve shirt with gold (supervisors) or silver (officers) buttons on pocket flaps and epaulets only, black buttons elsewhere

Longevity stripes on left sleeve

Black tie with clasp

Whistle chain showing

Rank insignias or collar brass on shirt collar

Badge

Name plate

Citation bars

Award or specialty position pins (if any)

Dress pants (no cargo pockets)

Patrol hat (with rain cover if necessary)

Winter coat or jacket

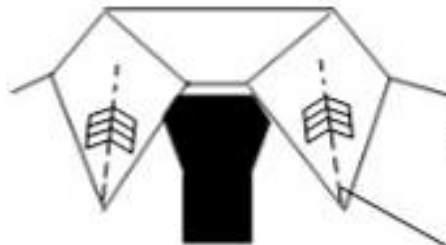
Black or dark navy-blue socks

Black shoes or boots (plain toe)

Black gloves

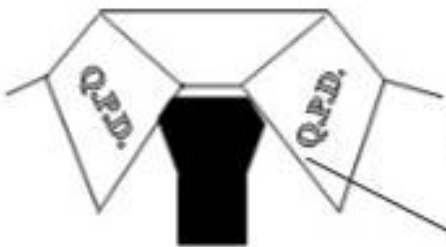
Assigned leather and accessories as issued and/or authorized by the Department

Such other accessories as required and approved



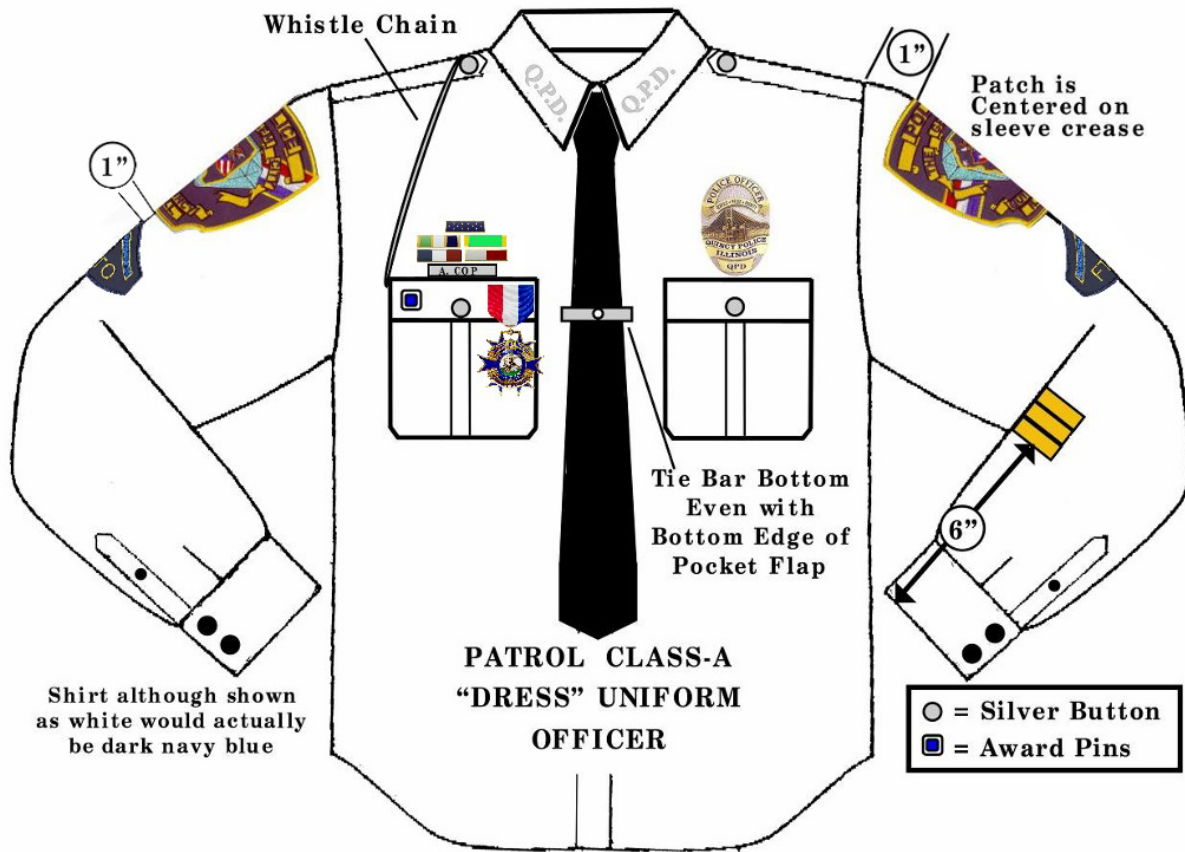
SERGEANT

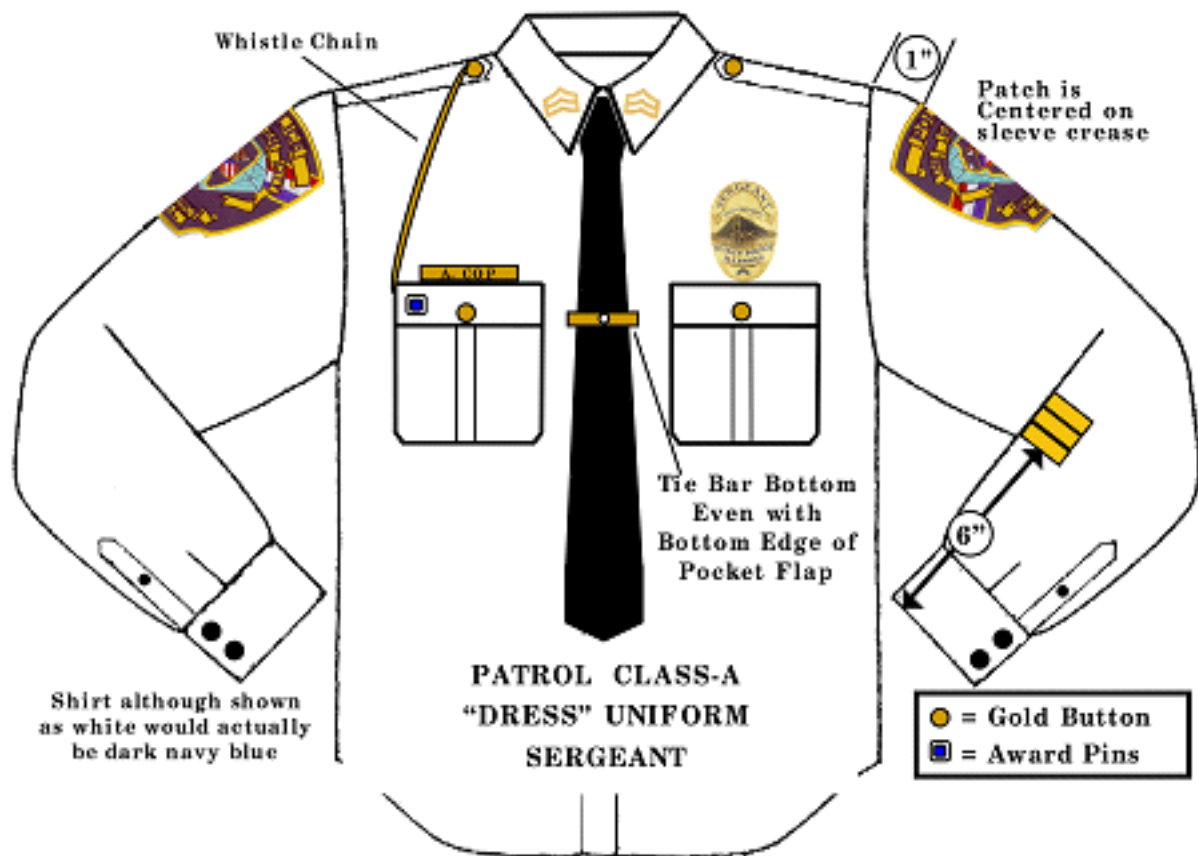
Insignia is centered
Vertically and Parallel to
the Bisector of the Angle
of the Tip of the Collar



OFFICER

Insignia is Centered
Vertically 1/2" from the
Front Edge and parallel to
the bottom Edge of the Collar





Class – B Uniform for daily duty.

Sworn Personnel:

Dark blue shirt (long or short sleeve) with black buttons

No whistle chain showing (whistle must be available)

Longevity stripes on left sleeve (long sleeve shirt) or longevity stars on right pocket flap (short sleeve shirt)

Badge

Name plate

Citation bars

Award or specialty position pins (if any)

Cargo pants (Dress pants may be worn with approval from the Chief of Police or his/her designee)

The winter shirt will be worn with buttoned collar and a black tie with clasp, or unbuttoned collar and the optional embroidered turtleneck, or a navy blue or black crew neck t-shirt or mock turtleneck

Winter Hat or summer hat (optional and with rain cover if necessary)

Winter coat or jacket

Black or dark navy-blue socks (if socks will be visible)

Black shoes or boots (plain toe)

Black gloves

Assigned leather and accessories as issued and/or authorized by the Department

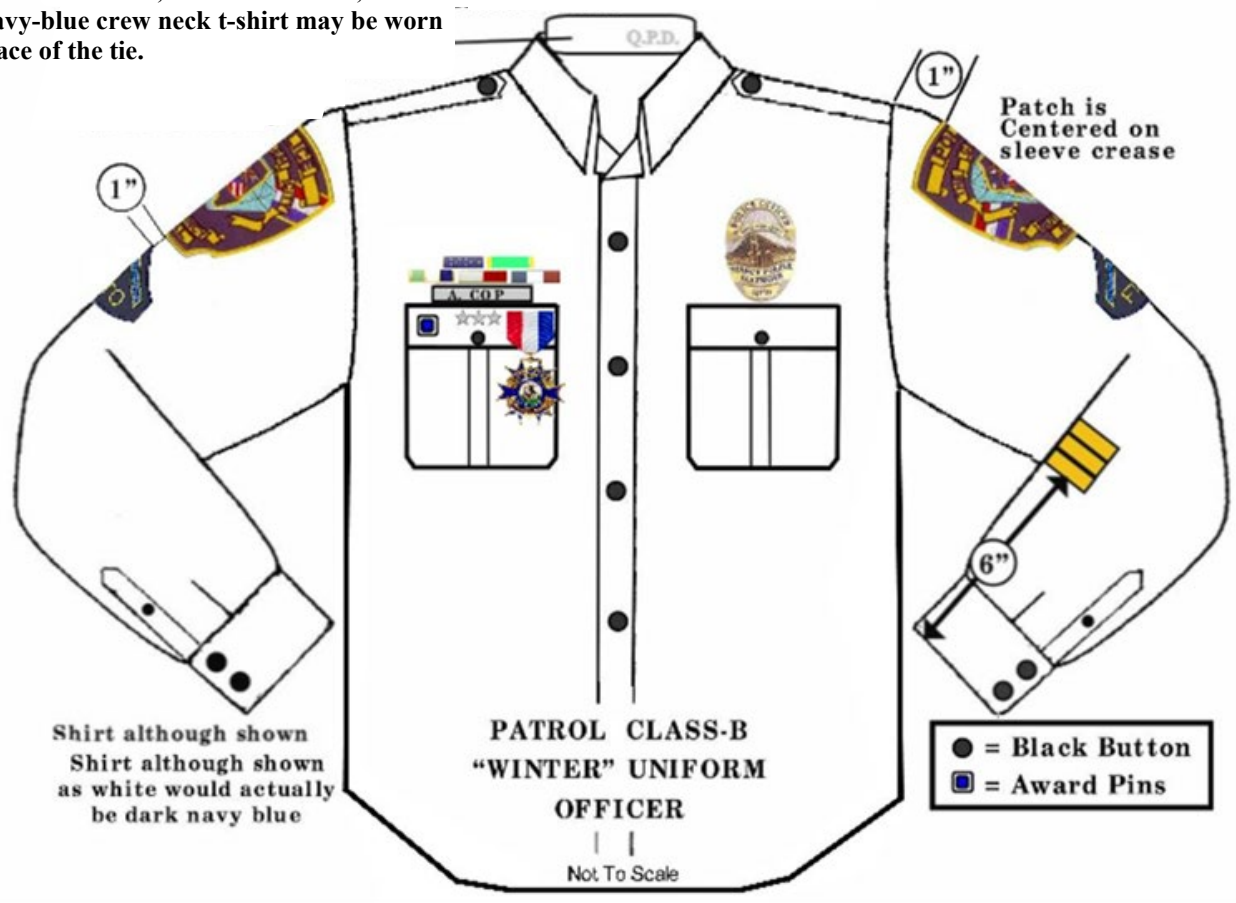
Such other accessories as required and approved

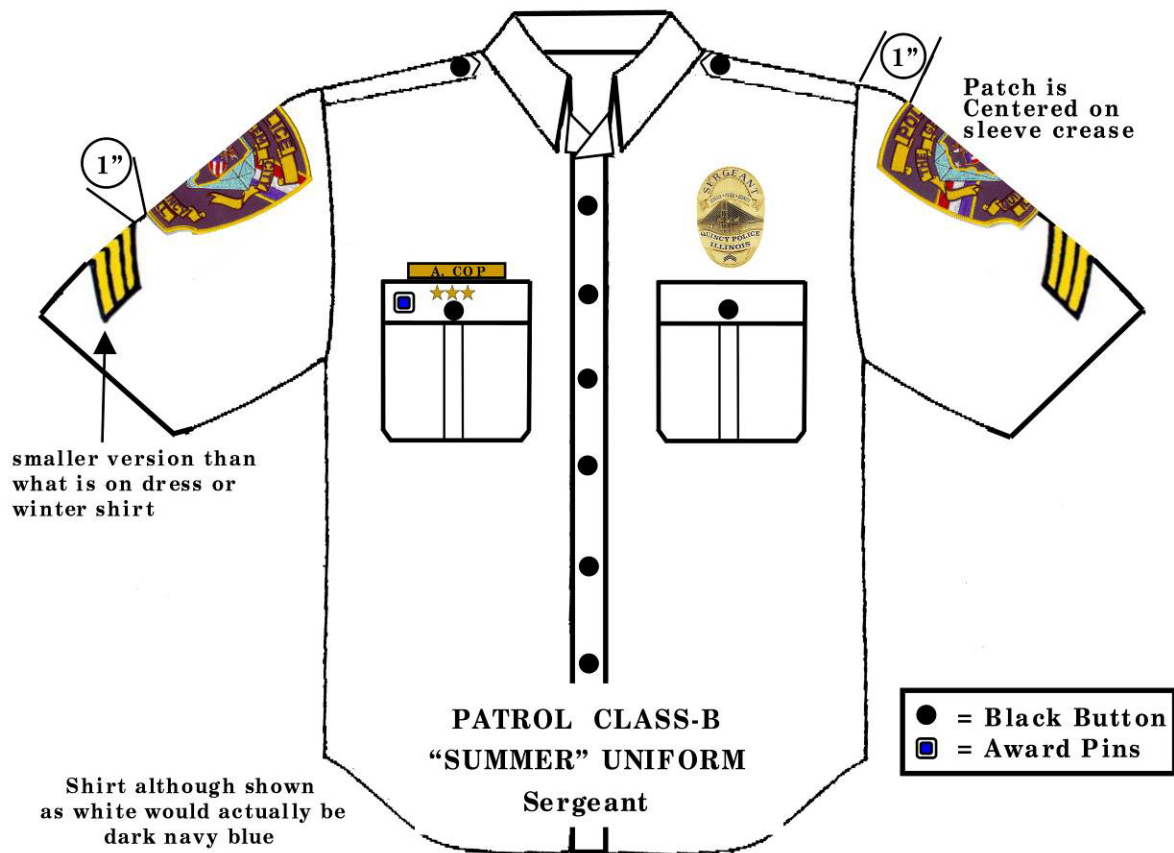
Rank insignia on shirt collar (Lieutenant and above)

Sergeants' stripes on sleeves (no insignias on the shirt collar)

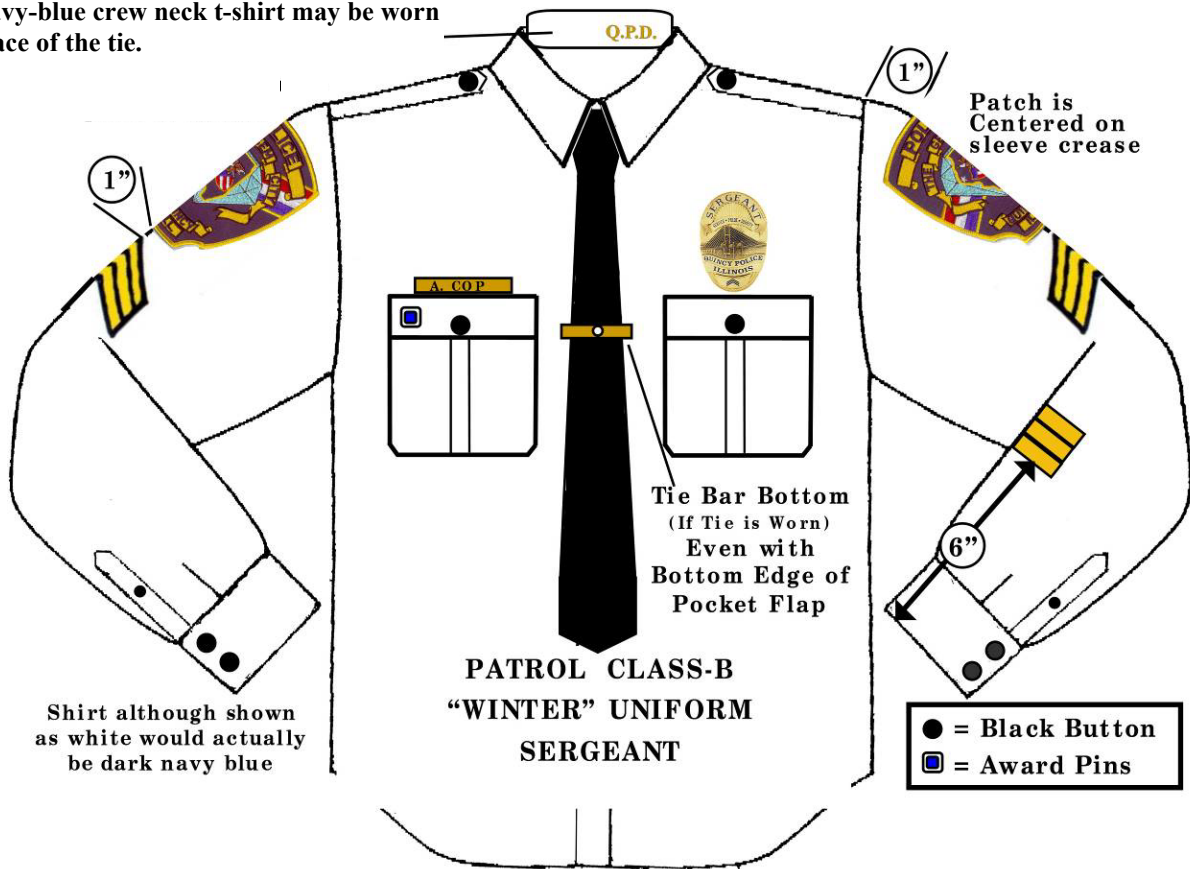


A black turtleneck, mock turtleneck, or black or navy-blue crew neck t-shirt may be worn in place of the tie.





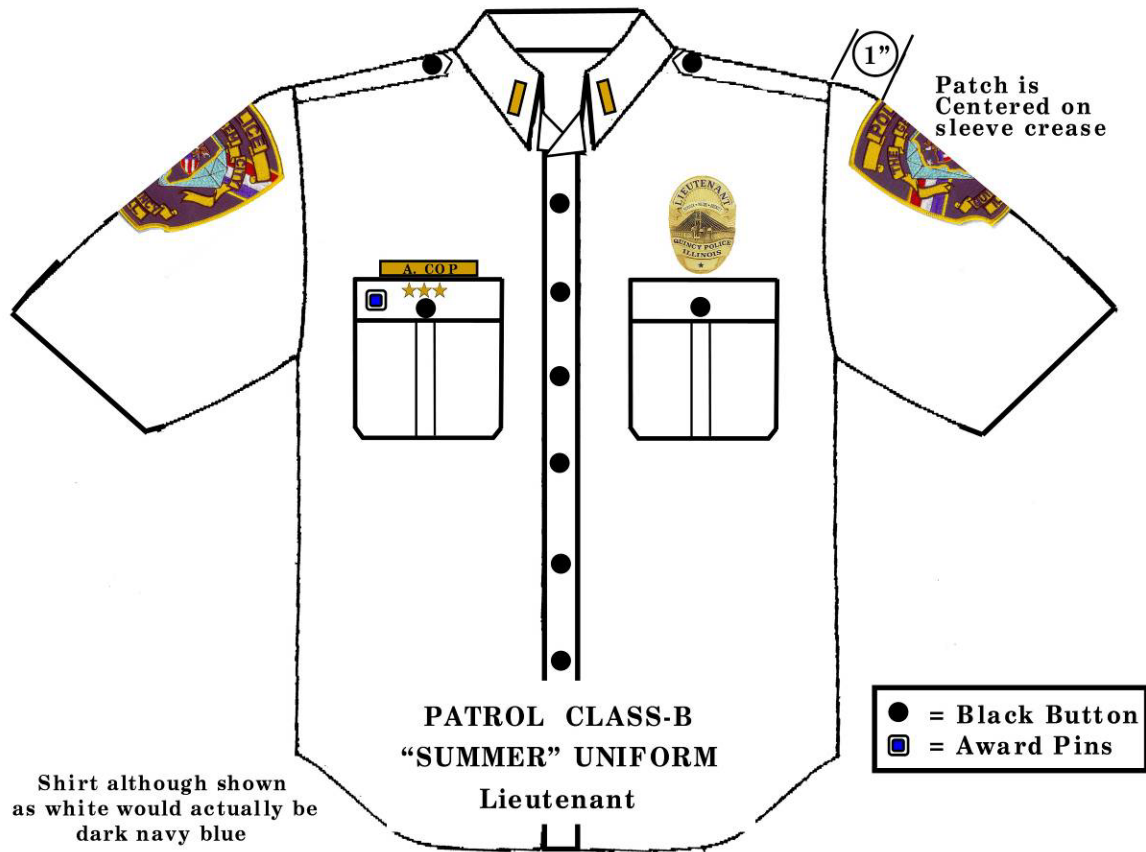
A black turtleneck, mock turtleneck, or black or navy-blue crew neck t-shirt may be worn in place of the tie.

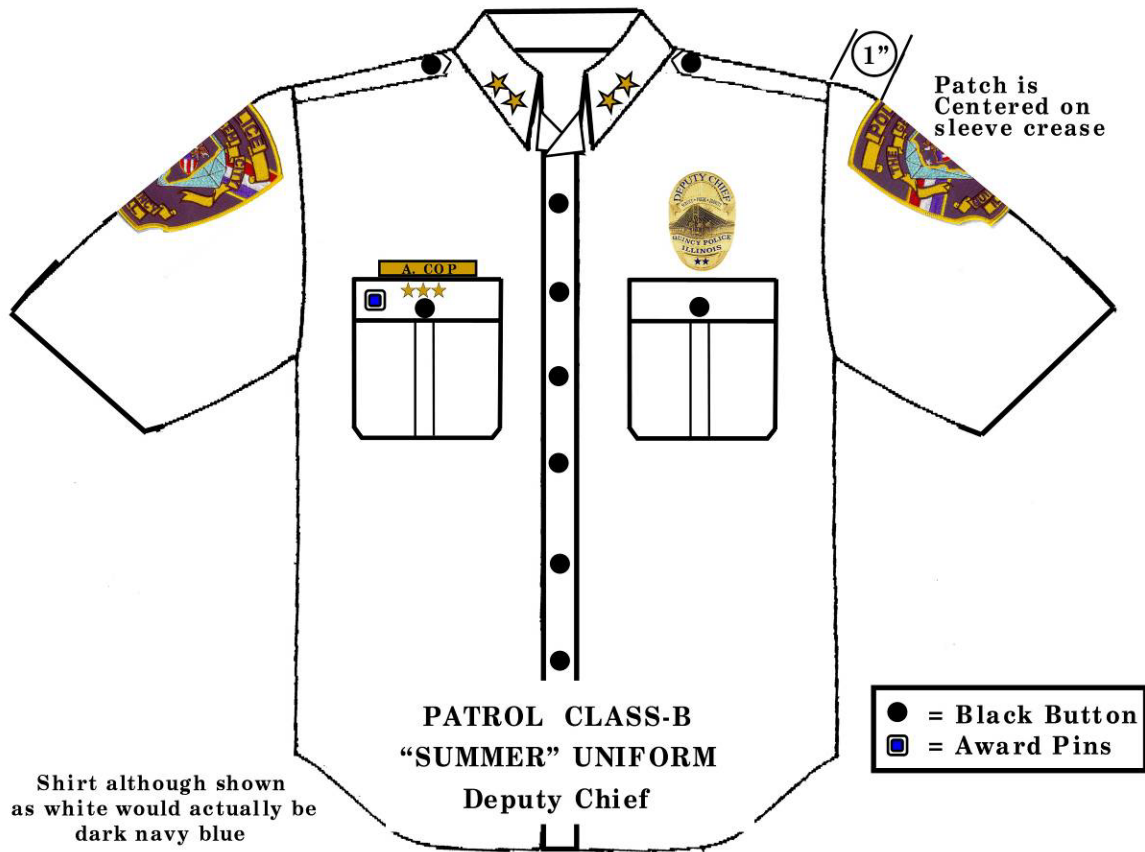


A black turtleneck, mock turtleneck, or black or navy-blue crew neck t-shirt may be worn in place of the tie.



Deputy Chief and Chief uniform would be similar but would have their collar insignia and badge for their rank as appropriate







Command Staff Dress Uniform: Worn only for special events, meetings, funerals, etc.

Lieutenants and above:

White long sleeve shirt with gold buttons on pocket flaps and epaulets only
(white buttons elsewhere)

Longevity stripes on left sleeve

Black tie with clasp

Whistle chain showing

Rank insignias on collar

Badge

Name plate

Citation bars

Specialty position or award pins (if any)

Dress pants only

Dress coat

Patrol hat (with rain cover if necessary)

Winter coat or jacket

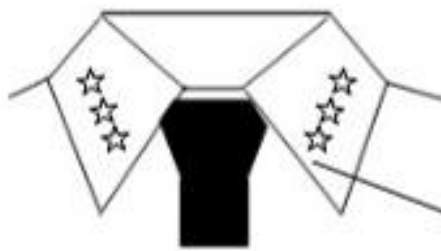
Black or dark navy-blue socks

Black shoes

Black gloves

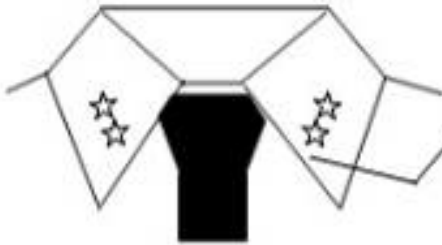
Assigned leather and accessories as issued and/or authorized by the Department

Such other accessories as required and approved

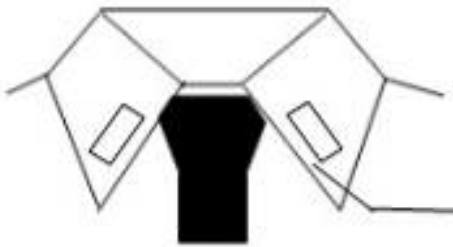


CHIEF

Insignia is centered
1/2" from the Front
Edge and parallel to
the Bottom of the Collar



DEPUTY CHIEF



Lieutenant

Insignia is centered vertically
1/2" From and Parallel to the
Front Edge of the Collar

Chief



Deputy Chief



Lieutenant



Insignia is
centered on the
Epaulet and 1"
from the Edge of
the Shoulder Seam

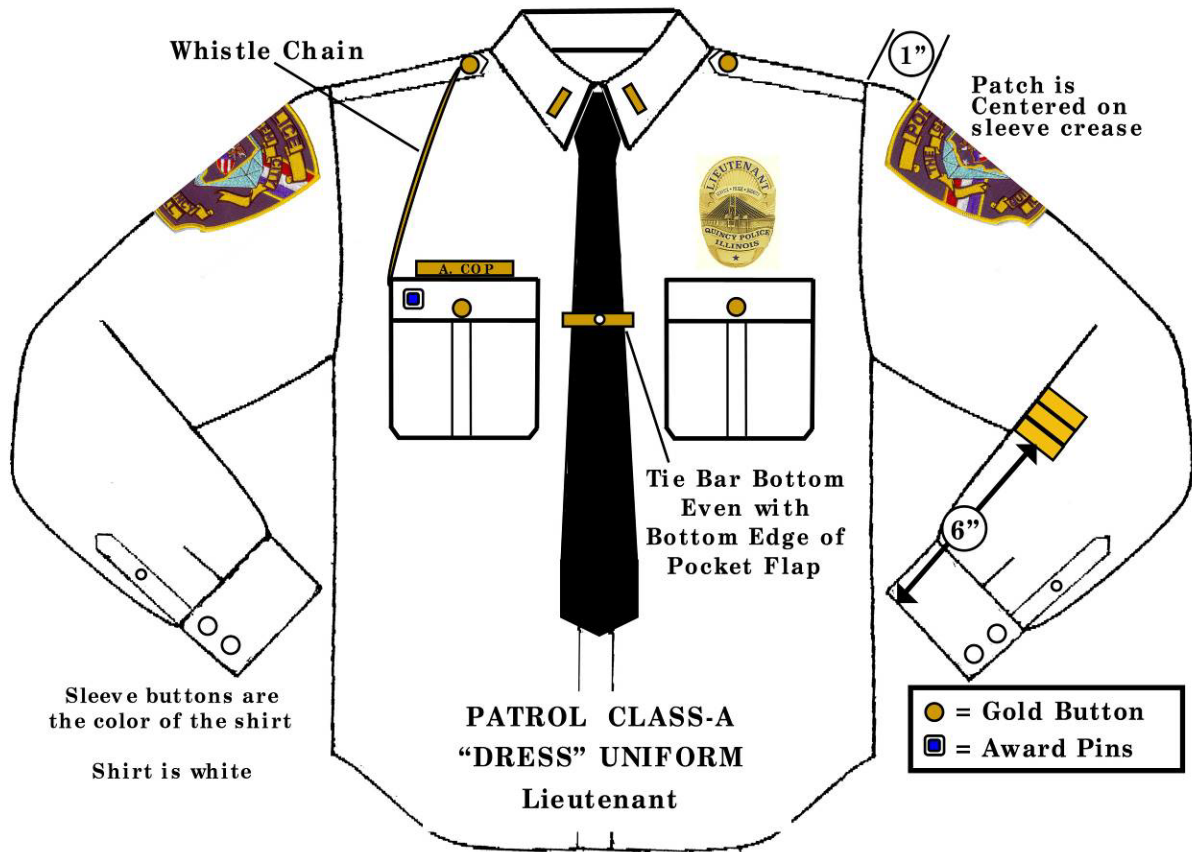
Chief, Deputy Chiefs and Lieutenants Dress Coat

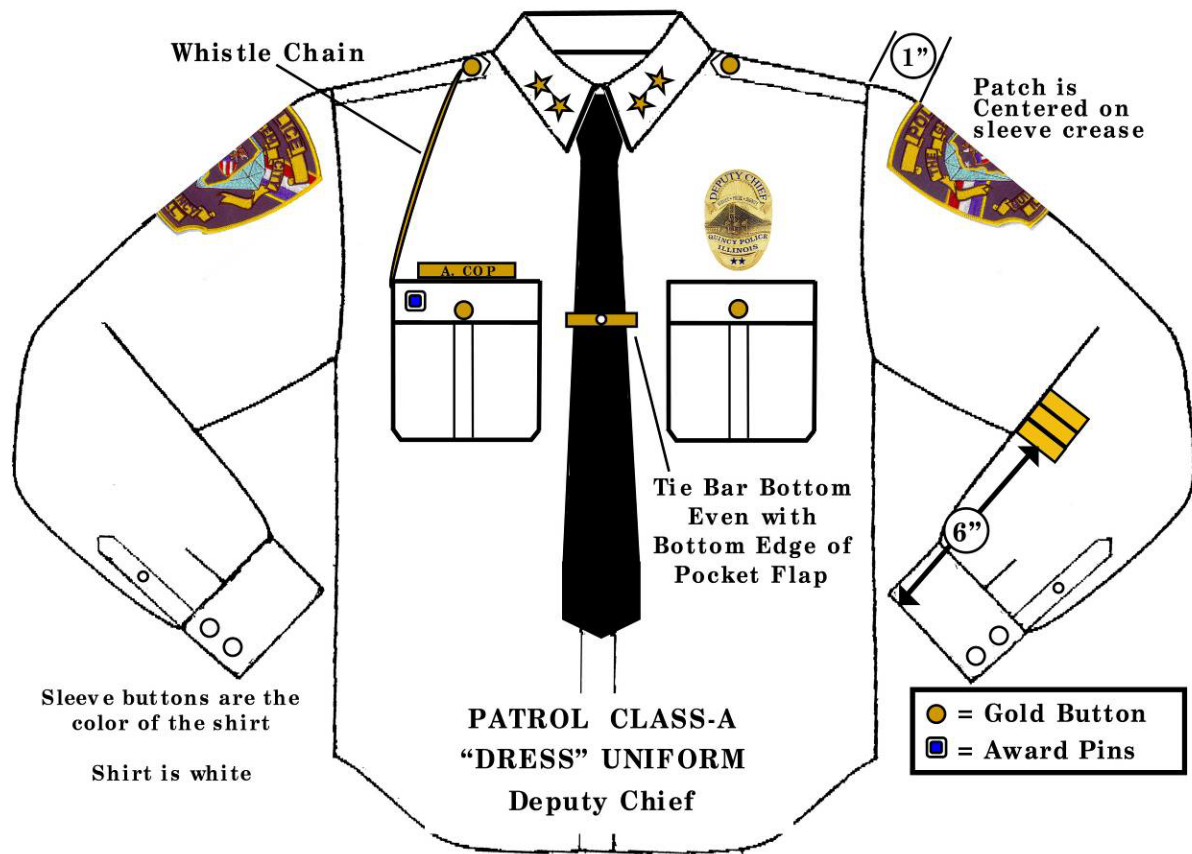
Although shown in white is actually dark navy blue

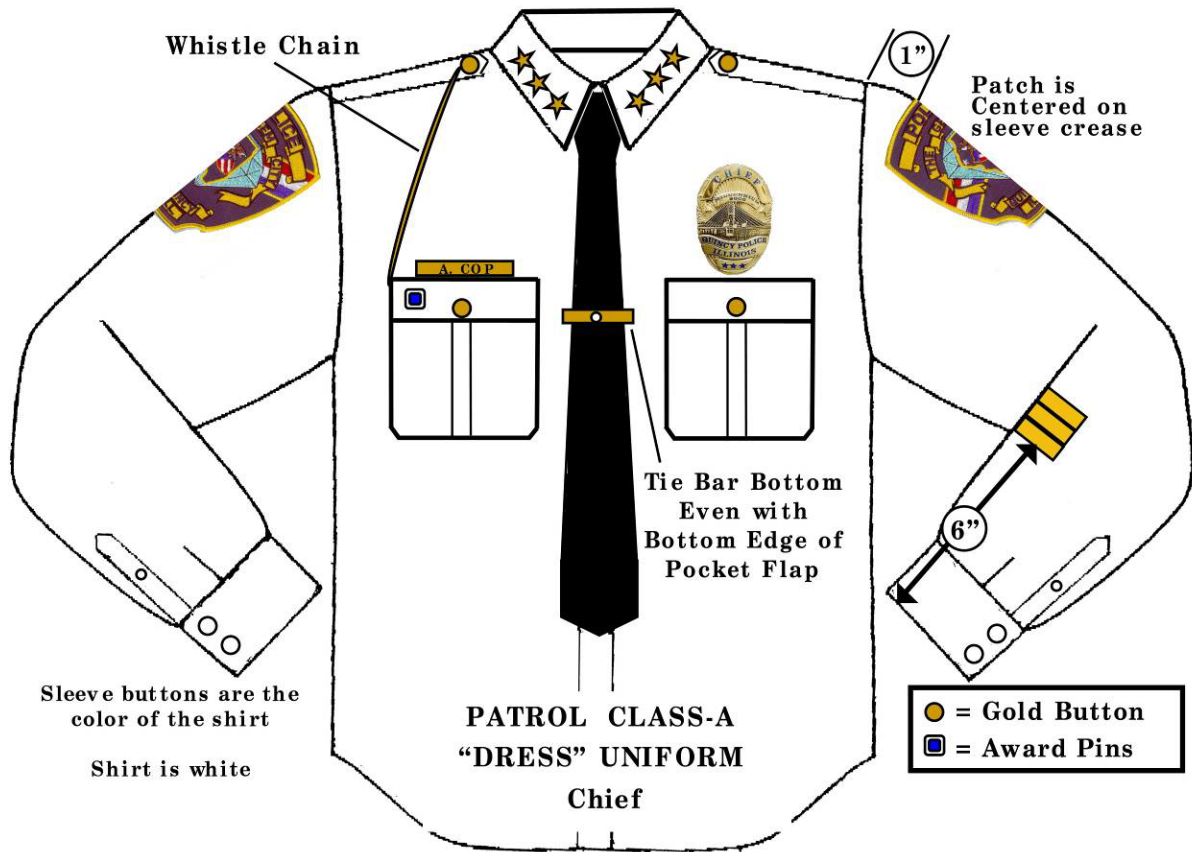


3 Stars = 3 Stripes (Chief), 2 Stars = 2 Stripes (Deputy Chief) 1 Bar = 1 Stripe (Lieutenant)

Dress overcoat will be similarly equipped but will have epaulet covers containing the appropriate markings of rank embroidered on them







Emergency Response Team uniform:

Shall be designated by the CRU Commander as needed for specific operations
ERT operators in view of the public should be readily identifiable as a police officer

Bicycle Patrol Officer uniform:

Polo style short sleeve high visibility shirt with cloth badge emblem
Black shorts or long pants (as dictated by weather)
Black nylon duty belt and approved accessories
Black bicycle gloves
Black bicycle safety helmet
Black/blue bicycle shoes
High visibility bicycle jacket (as dictated by weather)
White or black socks

Motor Officer uniform (in addition to the “Class – B” uniform).

The Class-B uniform hat, pants, boots, coat, and gloves will be replaced with those corresponding items listed below during the time they are utilizing the motorcycle:

Motorcycle Helmet
Black leather riding boots
Riding breeches
Motorcycle leather coat (as dictated by weather)
Motorcycle riding gloves
Eye protection

Uniforms and Equipment

The following clothing and equipment will be issued to all sworn officers and replaced, with supervisor approval, when damaged or worn out:

Trousers (3)
 a. One pair of dress
 b. Two pair of tactical (cargo)
Winter coat with liner
Long sleeve shirts (3)
Short sleeve shirts (3)
Hat (winter & uniform) with hat badge and metal hat band
Rain cover for uniform hat

Neckties (2)
Tie clasp
Winter gloves
Frisk gloves
Whistle & chain
Magazine holder & (3) magazines
Inner belt
Duty belt
Belt keepers (4)
Shoes or boots
O.C. spray holder w/ O.C. spray canister
ASP baton holder w/baton
Portable radio w/microphone, portable radio holder and portable radio charger
Flashlight, flashlight holder and flashlight charger
Handcuff, handcuff case and (2) handcuff keys
Glove (latex) pouch
Handgun with attached light and gun holster
(2) Badges (one for shirt and one for coat)
(2) Name tags (one for shirt and one for coat)
(2) QPD collar insignias
Silver shirt buttons (4)
Personal body armor & 2 carriers
Riot helmet
Duty gear utility bag
Key holder
Aluminum clipboard/report holder (large)
Aluminum ticket book clipboard
Department gasoline card
Ear bud for portable radio (officer choice – not issued to all officers)
Department ID, commission card, City ID/access card, county building access card/key fob, Blessing Hospital access card
Safety vest
QPD stocking hat
Toggles (4)

Mourning band
Summer jacket
T-shirt
Body-worn camera

Standards for Wearing the Basic Uniform and Equipment:

Winter Coat, Jacket:

Badge - To be worn on the left breast area in the holder provided.

Nameplate - Centered with the bottom of the plate flush against the top seam of the right breast pocket of the winter coat or the jacket.

Shoulder patch - Sewn on sleeve 1" from top seam, wide end on top.

Silver (officers) or gold (Sgts and up) buttons - All buttons will be buttoned.

Shirts:

Badge - Will be worn on the left breast side.

Nameplate - Centered with the bottom of the plate flush against the top seam of the right breast pocket.

Citation bars - (Optional) To be centered with bottom flush with top of name plate.

EMT, CPR instructor, E.R.T. pins or award pins approved by the Chief of Police may be worn at the officer's discretion, one at a time, centered on the far-right side of the right pocket flap.

Shoulder patch - Same as on coat, jacket.

Tie clasp - Worn with bottom edge of tie clasp even with the bottom flap of the shirt pockets.

Sleeves - Will not be rolled up

Buttons - Will be buttoned at all times.

On the Class – A “dress” uniform buttons on the epaulets and pockets will be metal with an embossed “P” insignia and will be silver for officers and gold for ranking officers.

On the Class – B “duty” uniform all buttons will be black.

Service stars are optional and may be worn on the short sleeve uniform shirt only. Service stars shall be centered on the right pocket flap. One star represents 5 years of service with the Quincy Police Department. Patrol officers will be issued silver service stars. Supervisory personnel will be issued gold service stars.

Hash marks will be worn on Class – A shirts, on Class - B “winter” shirts and on coats. One gold hash mark represents five years of service with the department. Hash marks will be sewn on the left sleeve, centered with the arm patch and 6 inches above the cuff. Additional hash mark representing five more years of service will be placed directly above the first five-year hash mark. Hash marks will not be worn on the same uniform shirt with service stars.

Trousers:

Long Pants – Will have a slight crease in the front. (Tactical (cargo) pants will be worn for all on-duty activities, except for those functions such as funerals, formal public presentations, Honor Guard and/or Color Guard duties and/or other such activities requiring a more formal dress appearance or as dictated by the Chief of Police or his designee. In these instances, dress pants will be worn.)

Shoes and Boots:

Plain toed shoes and boots will be clean and free from damage and/or excessive wear and will be polished.

Footwear worn by uniformed personnel shall be issued by the department, of plain-toe configuration, black in color, and well-polished at all times. Non-issued footwear must be approved by the Chief of Police or his designee.

Socks:

Socks will be black or dark navy blue with no design. A white foot-type sock may be worn but must not show.

Hats:

Wearing of the hat is optional. However, uniformed officers should consider the fact that the hat is easily recognized and distinguishes an officer from any other person in the community, especially in a crowd situation or while directing traffic.

Patrol officer - a silver hatband and hat badge on the summer hat and hat badge only on the winter hat.

Ranking officer - a gold hatband and hat badge on the summer hat and hat badge only on the winter hat.

Bicycle Officer – black bicycle safety helmet.

Motor Patrol Unit officer – motorcycle helmet.

Leather and Associated Equipment:

Except as otherwise authorized by the Chief of Police, all sworn uniformed personnel will wear the prescribed issued leather (usually black basket weave) or black nylon and accessorized in the following manner.

Garrison Belt - Authorized belt worn through all belt loops of the pants.

Duty Belt – Black basket weave; silver metal buckle for patrolmen; gold metal buckle for rank of sergeants or higher. Right side of buckle to be aligned evenly with vertical overlap seam of the shirt. Black nylon duty belts will not have silver or gold metal buckles

Keepers - To be worn encasing both belts with tips of keeper pointing up.

Except for the Taser, which is mandated to be worn on the opposite side from the handgun, the following is a suggested order of sequence from left to right. Officers who are left-handed will reverse the order of sequence and officers of small stature may adjust placement to fit:

Magazine holder – with two magazines

Keeper

O.C. spray holder (optional) - with container of O.C. spray

ASP baton holder - with baton

Portable radio case

Flashlight holder – with flashlight

Handcuff case - with handcuffs

Keeper

Keeper

Glove Pouch (optional)

Holster – with handgun and magazine / (optional) extended magazine

Keeper

Key holder

Sworn administrative type positions, staffed by uniformed officers or supervisors, when wearing their specified patrol uniform may opt to not wear the normal duty belt and its assigned gear. Instead, during their office assigned duties, they may wear a Garrison or a River belt with an approved holster for either their issued duty weapon with or without light or an approved optional weapon. They shall also carry either in a case, pouch or other secured fashion one extra magazine and at least one pair of handcuffs or similar restraining device. When required to perform duties on the street these same personnel shall switch to the regular duty belt and its assigned gear when

wearing the specified patrol uniform including switching to the Glock Model 17 with attached light.

Authorization to Purchase Optional Equipment:

In recognition of (1), improvements in police equipment, and (2) the variations in physical stature and personal preferences among officers, the Chief of Police has authorized personnel to make optional purchases of personal equipment for on-duty use. All such purchases are to be made with personal funds and must conform to the guidelines herein set forth.

Temporary Custody Log.pdf

Temporary Custody Log

Any time an individual is in temporary custody at the Quincy Police Department, the member responsible for supervising should do periodic checks on the person in custody, no longer than 30 minutes apart and documented on this log. Include any medical or other screening requested, emergency situations, unusual incidents, etc.

Individual's name _____

Date/time of arrival at the department _____

Officer's name/badge # _____

Any charges for which the individual is in temporary custody and any CFN:

TIME	INITIALS/BADGE #	REMARKS/REQUESTS/SITUATIONS

Date/time of release _____ Officer's Signature/Badge # _____

LOG OF PERSONNEL FILE ACCESS.pdf

LOG OF PERSONNEL FILE ACCESS

[illegible]

Informant Source File Cover Sheet.pdf

QUINCY POLICE DEPARTMENT
INFORMANT SOURCE FILE
COVER SHEET

Informant Number _____ Officer _____ Date _____

Identifying Data:

Name(s) _____ Full (True) Name _____
Race/Sex/DOB _____ / _____ / _____ Address _____
Height _____ Weight _____ Hair _____ Eyes _____
Alias/Nickname _____ Maiden Name _____
Scars/Marks _____ Tattoos (Type & Location) _____
Distinguishing Features _____
Automobile (Year, Color, Make, Model) _____ License (Year, State, Number) _____
Employer (Name, Address, Occupation) _____

Developmental Data: How did the Informant come to the attention of the department?

- ☐ Volunteered ☐ Referred by another agency (specify agency and officer)
☐ Met during course of investigation (specify investigation)
-

General Nature of Services or Information Expected: (Check one or more.)

- | | |
|--|---|
| <input type="checkbox"/> Narcotics (general) | <input type="checkbox"/> Organized Crime |
| <input type="checkbox"/> Narcotics (Middle level
or Class "X" violations) | <input type="checkbox"/> Fraud/White Collar Crime |
| | <input type="checkbox"/> Other (Specify below) |
-

Informant Source Advisement: (Have the Informant read carefully and sign below).

I understand that while I am an Informant for the Quincy Police Department, I am forbidden to do any of the following:

1. Sell or deliver any Controlled Substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
2. Use sex or sexual activity to induce the sale or delivery of a Controlled Substance, dangerous drug, marijuana, or other substance purported to be the same to any person.
3. Search any person, suspect, house papers, or personal effects.
4. Become involved in any activity which might be construed to be entrapment.
5. Engage in any illegal activity or improper conduct so long as I am working as an Informant, including carrying a weapon or impersonating an Officer of the Law.

I also understand that:

6. If violations of the law by me can be substantiated, I could be prosecuted.
7. I am agreeing to function as an Informant of my own free will and accord, and not as a result of any intimidation, promise or threat.
8. I have been advised that all payments made to me are considered taxable income and should be included on state and federal tax returns.
9. That no officer(s) may make any explicit or implicit promise or predictions regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

Informant Name (signed)

Informant Name (printed)

True Name (signed)

Sergeant Name (printed)

Witness

Date/Time

Witness

Date/Time

News Release - Master Form.pdf



QUINCY POLICE DEPARTMENT NEWS RELEASE

530 Broadway - Quincy, Illinois 62301
Phone (217) 228-4470, Fax (217) 228-4472

Case File Number: _____ Date: _____

Offense(s): _____

Date Occurred/Discovered: _____ Time Occurred/Discovered: _____

Place of Occurrence: _____

Arrestee was: ☐ Lodged ☐ Released

Arrestee's Name: _____ Age & Sex _____ Address _____

Arrestee's Name: _____ Age & Sex _____ Address _____

If more than two arrestees, please see narrative.

Vehicle Involved: Make: _____ Model: _____ Year: _____ Color: _____

Completed by: _____ Title: _____ Supervisor: _____ Date: _____

☐ This information is to be released by the news media as a Crime Stopper request for information on the crime.

Narrative:

"These charges, as well as the statements herein, are based upon probable cause. The defendant is presumed innocent unless proven guilty."

"Service - Pride - Dignity"

QPD Request to Review Personnel File .pdf

QUINCY POLICE DEPARTMENT
REQUEST TO REVIEW PERSONNEL FILE

Employee Name: _____

Please print

Current Employee

Former Employee

As provided by the Personnel Records Review Act (820 ILCS 40/1.01 et seq), I hereby request:

An opportunity to review and/or copy documents listed below from my personnel file.

A copy of the documents listed below be sent to my current address because I am unable to review my personnel file in person.

Due to a current grievance with the Quincy Police Department, I authorize that my representative, _____, be granted an opportunity to review the documents listed below on my behalf.

The documents I wish to inspect and/or copy are as follows:

I understand that I must make an appointment and that I, or my representative listed above, will only be allowed to review the file with a QPD supervisor present. Original personnel files may not be taken outside of the department.

I understand I may not add, remove, or revise any documents in my file. If I do not agree with documents in my file, I may submit a statement in writing.

Once submitted, you will be contacted to schedule your appointment.

Employee Signature: _____

Date: _____

OFFICE USE ONLY

_____ Date request received & by whom	_____ Approved (Yes or No)
_____ Appointment date/time	_____ Date employee contacted & by whom
_____ QPD supervisor present for file review	_____ Date copies made & by whom
_____ Date copies provided to employee & by whom	_____ Mailed/Emailed/Picked up

2021 OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM.pdf

OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

Program Name: Site Name: QPD CFN: -

Responder's Name: Badge #: Reversal County Location: Adams

Location of Use/Location of Overdose:

Closest cross street: City: Zip Code:

Site Type:

Home/Residence (includes house, apartment, and condominium)

Other Residence (School Residence Hall, Nursing Home, Prison/Jail, Recovery Home, In-patient Treatment Facility, Hotel/Motel/SRO)

Public Building Site (Church, School, Courthouse, Library)

Business Site (Restaurant, Store/Mall, Train/Bus Station, Rest Stop/Gas Station, Public Restroom)

Public outdoor site

Naloxone Administration - Condition of Person

Date Administered:

Did the person survive? Yes No Unknown Naloxone Type: Nasal

Dosage Needed: Single Dose Multiple Doses Unknown

Was there a 911 call made? Yes No Unknown

Was the person Conscious before Naloxone was used? Yes No Unknown

About the Person

Gender: Male Female Transgender Unknown

Age: Under 18 18-24 25-44 45-64 65+ Unknown

Race and Ethnicity:

American Indian Asian Black or African American Hispanic or Latino White

Native Hawaiian or Pacific Islander More than one race or ethnicity Unknown

Request for Extension of Light Duty Form.pdf



City of Quincy
Request for Extension of Light Duty

I, _____, hereby request an extension to the temporary light duty assignment that began on _____ and ends on _____. I am requesting an extension from _____ to _____ (maximum of 30 days) for the following reason*:

****A physician's statement must be provided prior to the approval of this request and must include the following:***

- ***Diagnosis***
- ***Prognosis***
- ***Plan***

I understand that generally any such extension will not be for more than 30 days at a time; but I may renew my request for an additional extension upon a showing of good medical reasons; but in no event will the light duty assignment, including all extensions, last more than one year from the date of the original light duty assignment (see Light Duty Policy applicable to my department).

Employee Signature

Date

FOR OFFICE USE ONLY

Request approved ____

Request denied ____

By: _____
Signature/Title

Date: _____

Comments: _____

Warrant Apprehension Report Fillable.pdf

**QUINCY POLICE DEPARTMENT
WARRANT APPREHENSION REPORT**

(ATTACH COPY OF THE WARRANT TO REPORT)

Date of Arrest: _____ Time of Arrest: _____

CFN: _____

Subject Arrested: _____

Subject's Address: _____

DOB: _____ Height: _____ Weight: _____ Eyes: _____ Hair: _____

Race: _____ Sex: _____ Warrant # _____

Issuing Agency: _____

Location of Arrest: _____

Charge: _____

Bond: _____ Posted: ☐ Lodged: ☐ Court Date: _____

Arresting Officer: _____

Assisting Officer: _____

Details of Arrest:

Taser Addendum Revised April 2023.pdf

**QUINCY POLICE DEPARTMENT
USE OF FORCE TASER ADDENDUM**

SUBJECT: _____ **DOB:** _____ **RACE:** _____ **SEX:** _____

CFN: _____ **DATE:** _____ **TIME:** _____

**TASER
INFORMATION**

1. TASER Number Used: _____

2.. TASER application: _____

More than one may apply:	Display	Display Only
	Threaten	
	Probe Deployment	Drive Stun Only
	Three Point Contact with Probe Deployment	

3.	Was application effective?	Yes	No
----	----------------------------	------------	-----------

4. If ineffective reason why: _____

5.	Multiple applications used?	Yes	No
----	-----------------------------	------------	-----------

6.	Did probes penetrate subject's skin?	Yes	No
----	--------------------------------------	------------	-----------

UPLOAD COMPLETED FORM TO PRO STANDARDS TRACKER
Send copy to Taser Coordinator

Informant Expenditure Report.pdf

**OVERDOSE REVERSAL AND
NALOXONE ADMINISTRATION
REPORTING FORM - Updated 2021.pdf**

OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM

Program Name: Site Name: QPD CFN: -

Responder's Name: Badge #: Reversal County Location: Adams

Location of Use/Location of Overdose:

Closest cross street: City: Zip Code:

Site Type:

Home/Residence (includes house, apartment, and condominium)

Other Residence (School Residence Hall, Nursing Home, Prison/Jail, Recovery Home, In-patient Treatment Facility, Hotel/Motel/SRO)

Public Building Site (Church, School, Courthouse, Library)

Business Site (Restaurant, Store/Mall, Train/Bus Station, Rest Stop/Gas Station, Public Restroom)

Public outdoor site

Naloxone Administration - Condition of Person

Date Administered:

Did the person survive? Yes No Unknown Naloxone Type: Nasal

Dosage Needed: Single Dose Multiple Doses Unknown

Was there a 911 call made? Yes No Unknown

Was the person Conscious before Naloxone was used? Yes No Unknown

About the Person

Gender: Male Female Transgender Unknown

Age: Under 18 18-24 25-44 45-64 65+ Unknown

Race and Ethnicity:

American Indian Asian Black or African American Hispanic or Latino White

Native Hawaiian or Pacific Islander More than one race or ethnicity Unknown

Light Duty Form.pdf



City of Quincy Request for Light Duty

I, _____, hereby request a temporary light duty assignment based upon a temporary condition effective from _____ to _____ (not to exceed six months) for the following reason*:

****A physician's statement must be provided prior to the approval of this request and must include the following:***

- ***Diagnosis***
- ***Prognosis***
- ***Plan***

I understand that I will not be granted any such leave for more than six (6) months unless I contact the head of my department or his/her designee prior to the expiration of this request and request an extension.

Employee Signature

Date

FOR OFFICE USE ONLY

Request approved ____

Request denied ____

By: _____
Signature/Title

Date: _____

Comments:

WATCH COMMANDER FUND LOG.pdf

WATCH COMMANDER FUND LOG

DATE:

TIME:

CFN:

AMOUNT:

OFFICER CONDUCTING INVESTIGATION:

PURPOSE: (drug buy, liquor detail, purchase of stolen property, meal, etc.)

DO NOT IDENTIFY THE INFORMANT

--

SUPERVISOR AUTHORIZING PAYMENT:

Background Check Authorization.pdf



DEPARTMENT OF POLICE CITY OF QUINCY

530 Broadway - Quincy, Illinois 62301
Phone (217) 228-4470, Fax (217) 228-4472

The following information is being requested so that a background check can be performed because the police department is a secure facility.

Failure to provide the required information, or failure of the background check, will result in denial of admittance to the secure facility.

Please print clearly and legibly:

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Address: _____

Phone: _____

Employer/Vendor Name,
Address, Phone: _____

*** Attach a copy of the individual's driver's license. ***

LEADS Entry Certification Form - Gang Member.pdf

ILLINOIS STATE POLICE
LEADS ENTRY CERTIFICATION FORM/GANG MEMBER

Public Acts 87-932 and 87-1109 permit the entry of information into LEADS relating to members of a criminal street gang.

Criteria for establishing criminal street gang membership for LEADS entry.

Probable cause to establish membership in a criminal street gang must be substantiated by the reporting officer's experience and knowledge of the alleged offenders and corroborated by specific, documented and reliable information such as:

- the individual's admission of membership.
- the wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that specific criminal street gang, and membership may not be established solely because an individual is wearing clothing available for sale to the general public.
- the use of signals or symbols distinctive of a specific criminal street gang.
- the identification of the individual as a member of a specific criminal street gang by an individual who: 1) has provided reliable information to the law enforcement agency in the past or whose information can be independently corroborated, and 2) alleges that the individual in question is a member of a specific criminal street gang.

CASE #: _____ LEADS #: _____

CAUTION: (armed, suicidal, armed/suicidal _____)

NAME: _____

SEX: _____ RACE: _____ DATE OF BIRTH: _____

AGE: _____ HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____

MISCELLANEOUS: (weapons, gang affiliation, colors, vehicle information, cross-referencing, additional supporting or clarifying statements, etc. _____)

[illegible]

ENTRY RECORD AND CERTIFICATION

ENTRY DATA (NAME, PHYSICAL DESCRIPTORS, ETC.)—**MUST**—BE COMPLETED.

I have read and fully understood the statutory restrictions, duties and responsibilities as described in "Section I" above. As an authorized officer of a law enforcement agency empowered to make such entries, I hereby request and authorize this information to be entered into LEADS.

This agency accepts full responsibility for the entry, and agrees to remove it from the LEADS at such time as the subject no longer meets the criteria as set forth by statute.

Authorizing Officer Signature

Agency Name

STIC Gang Group Name Request.pdf

Gang Group Name Request

PLEASE TYPE OR PRINT CLEARLY

Attention: STIC/GANG Operations and Policy Unit/Gang File E-mail: ISP.STICMGRS@illinois.gov

REQUESTER: _____

AGENCY NAME: _____ ORI: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX: _____

Please complete this request by providing as much detail as possible. Before requesting a code for a gang group, you should ensure that one of the qualifying definitions (listed on the back of this form) is applicable.

DATE OF REQUEST: _____

Signature _____ Title _____

GROUP NAME: _____

LOCATION: (City/County where group operates) _____

GROUP ALIASES: (List if applicable.)

SUBGROUP NAME: (If none, list NONE KNOWN)

LOCATION: _____

SUBGROUP ALIASES: (List if applicable.)

JUSTIFICATION FOR NEW GANG GROUP

IDENTIFICATION OF CRIMINAL STREET GANGS (see information on page 2)

check all that apply:

- ☐ Analysis of crime pattern information
- ☐ Observations of law enforcement officers
- ☐ Witness Interviews
- ☐ Interviews of admitted criminal street gang members
- ☐ Information received from informants who have proven to be reliable

CRIMINAL STREET GANG ACTIVITY (see information below)

Check all that apply (**minimum of 2 required**):

	Aggravated Arson		Criminal Fortification of a Residence or Building
	Aggravated Assault		Discharging Firearm
	Aggravated Battery		Drug Induced Homicide
	Aggravated Battery of a Child		Forcible Detention
	Aggravated Battery of Senior Citizen		Heinous Battery
	Aggravated Battery with Firearm		Home Invasion
	Aggravated Criminal Sexual Assault		Illegal Manufacture or Delivery of a Controlled Substance
	Aggravated Discharge of Firearm		Intimidation
	Armed Robbery		Kidnapping
	Armed Violence		Manufacture or Delivery of Cannabis
	Arson		Mob Action/Violence
	Bribery		Murder
	Calculated Criminal Cannabis Conspiracy & Related Offenses		Possession of Explosives or Incendiary Devices
	Calculated Criminal Drug Conspiracy & Related Offenses		Residential Burglary
	Cannabis Trafficking		Robbery
	Compelling Organization Memberships of Persons		Unlawful Use of Weapons
	Controlled Substance Trafficking		Unlawful Use or Possession of Felons or Persons in IDOC custody

COMMENTS: _____

GANG NAME (GNG) – DEFINITION and CRITERIA FOR ENTRY

The Illinois State Police Statewide Terrorism Intelligence Center (STIC) periodically updates the list of identified gang groups and provides this information to LEADS. Agencies encountering new or previously unknown gang groups should contact STIC at 877-455-7842 to ensure the group is added to LEADS and appears in the Messenger gang group list.

CRIMINAL STREET GANG

Criminal Street Gang means any ongoing organization, association in fact or group of three or more persons, whether formal or informal, having as one of its substantial activities the commission of criminal gang activity, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

CRIMINAL GANG ACTIVITY

Criminal Gang Activity is the commission, attempted commission, or solicitation, in association with or with intent to promote criminal conduct by gang members, of two or more criminal acts. (see chart above)

Uniform Regulations 2024.pdf

QUINCY POLICE DEPARTMENT UNIFORM AND EQUIPMENT SPECIFICATIONS MANUAL

Purpose: To set forth regulations governing the maintaining and wearing of the police uniform.

The Quincy Police Department sworn uniform shall consist of two classes of uniforms for all ranks.

Class – A Uniform: Worn only for special events, funerals, etc. Sworn personnel are responsible for arranging to have set up or setting up their own Class A uniform as described in this policy when the need for wearing a Class A uniform is required.

Sworn Personnel:

Dark blue long sleeve shirt with gold (supervisors) or silver (officers) buttons on pocket flaps and epaulets only, black buttons elsewhere

Longevity stripes on left sleeve

Black tie with clasp

Whistle chain showing

Rank insignias or collar brass on shirt collar

Badge

Name plate

Citation bars

Award or specialty position pins (if any)

Dress pants (no cargo pockets)

Patrol hat (with rain cover if necessary)

Winter coat or jacket

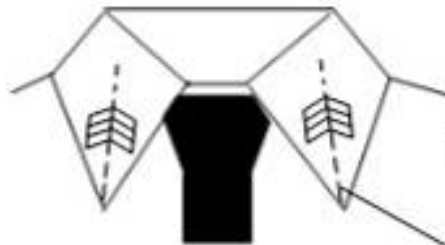
Black or dark navy-blue socks

Black shoes or boots (plain toe)

Black gloves

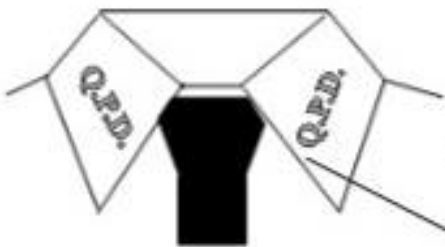
Assigned leather and accessories as issued and/or authorized by the Department

Such other accessories as required and approved



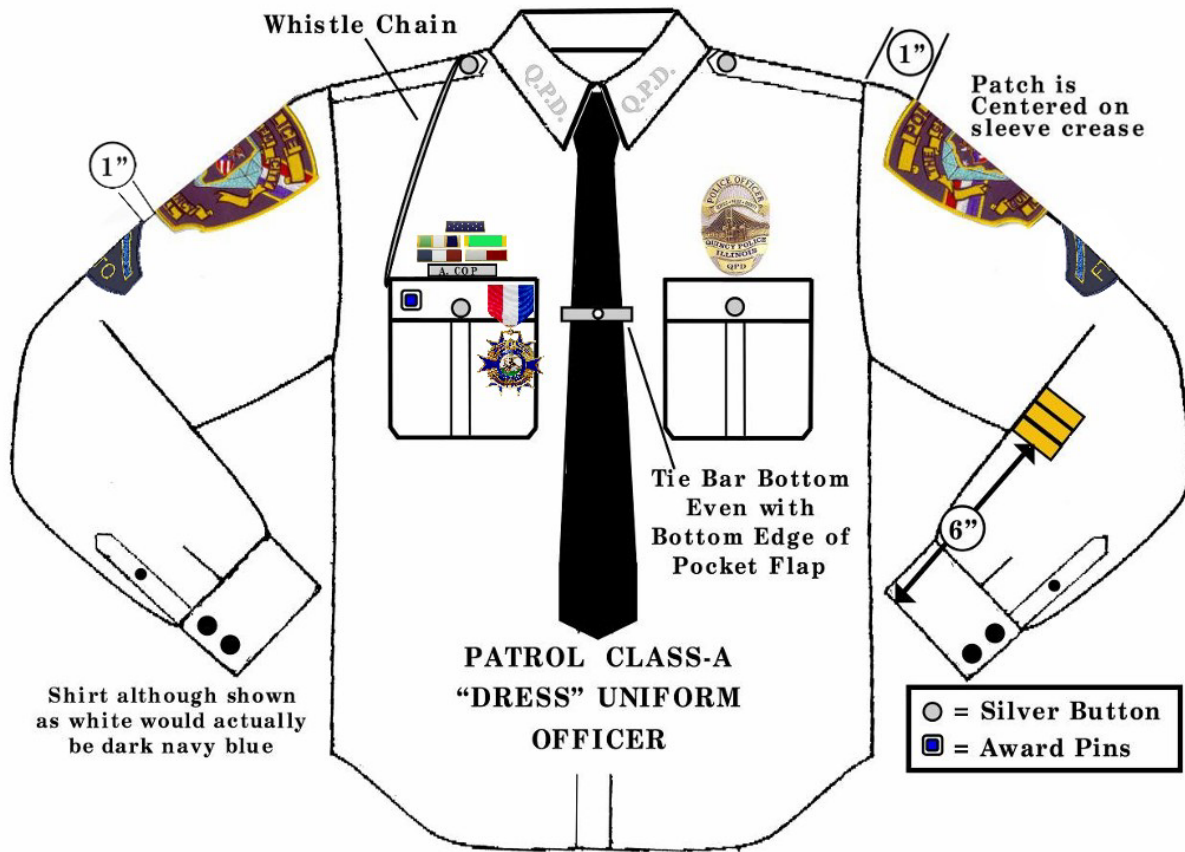
SERGEANT

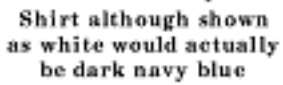
Insignia is centered
Vertically and Parallel to
the Bisector of the Angle
of the Tip of the Collar



OFFICER

Insignia is Centered
Vertically 1/2" from the
Front Edge and parallel to
the bottom Edge of the Collar





 = Gold Button
 = Award Pins

Class – B Uniform for daily duty.

Sworn Personnel:

Dark blue shirt (long or short sleeve) with black buttons

No whistle chain showing (whistle must be available)

Longevity stripes on left sleeve (long sleeve shirt) or longevity stars on right pocket flap (short sleeve shirt)

Badge

Name plate

Citation bars

Award or specialty position pins (if any)

Cargo pants (Dress pants may be worn with approval from the Chief of Police or his/her designee)

The winter shirt will be worn with buttoned collar and a black tie with clasp, or unbuttoned collar and the optional embroidered turtleneck, or a navy blue or black crew neck t-shirt or mock turtleneck

Winter Hat or summer hat (optional and with rain cover if necessary)

Winter coat or jacket

Black or dark navy-blue socks (if socks will be visible)

Black shoes or boots (plain toe)

Black gloves

Assigned leather and accessories as issued and/or authorized by the Department

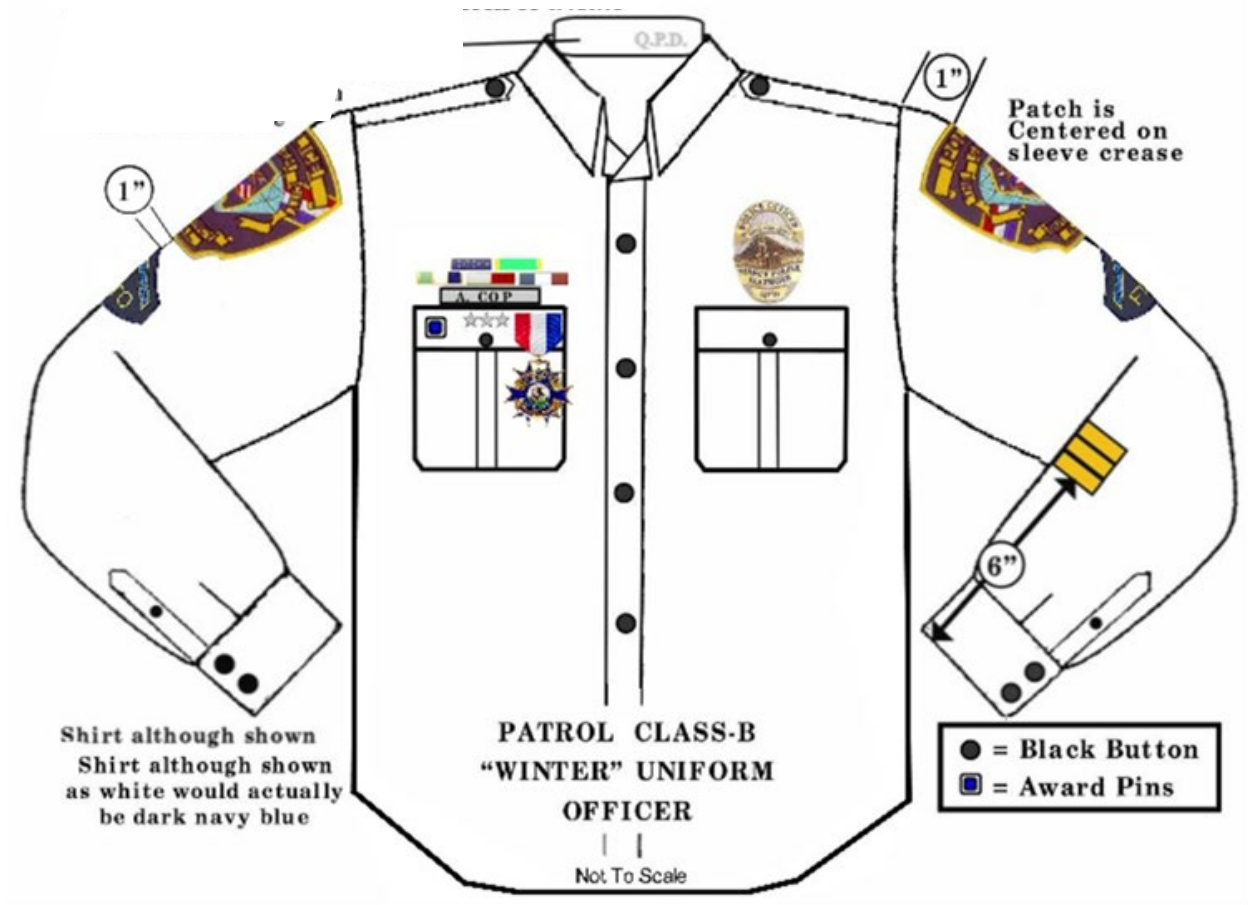
Such other accessories as required and approved

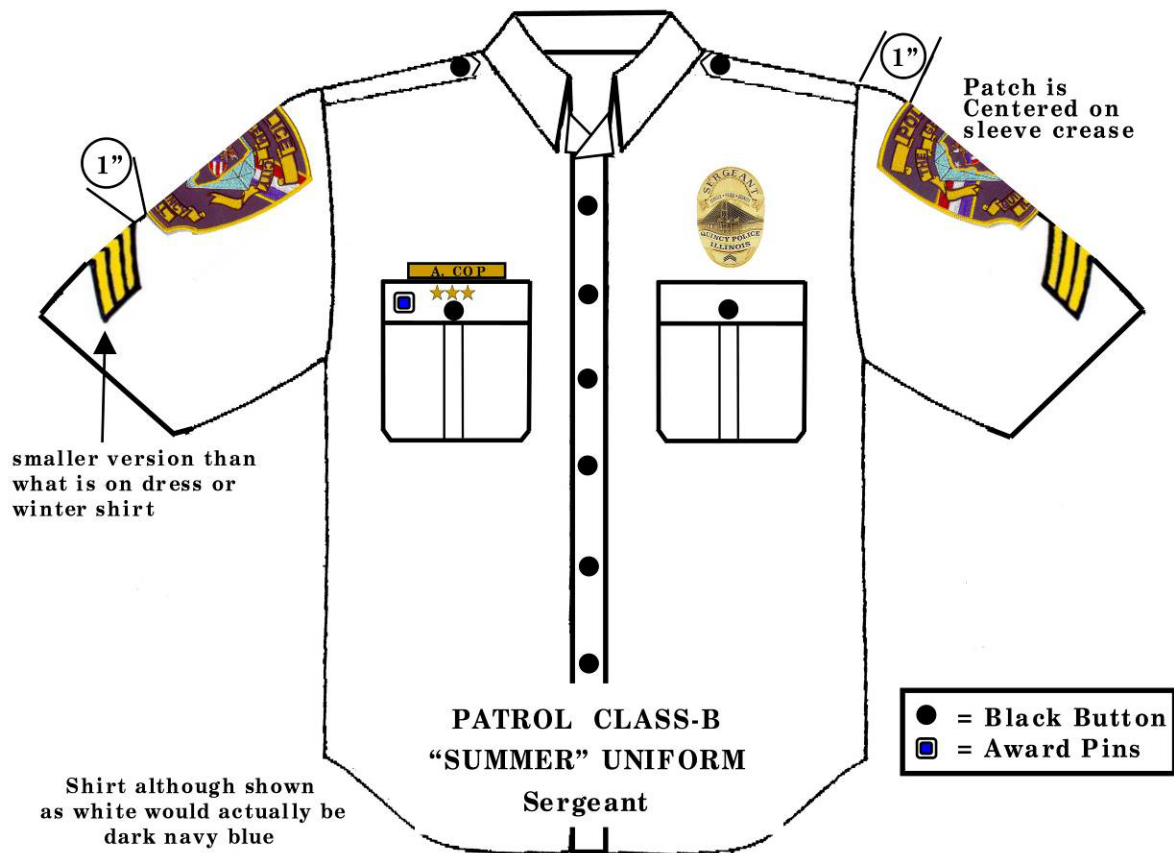
Rank insignia on shirt collar (Lieutenant and above)

Sergeants' stripes on sleeves (no insignias on the shirt collar)

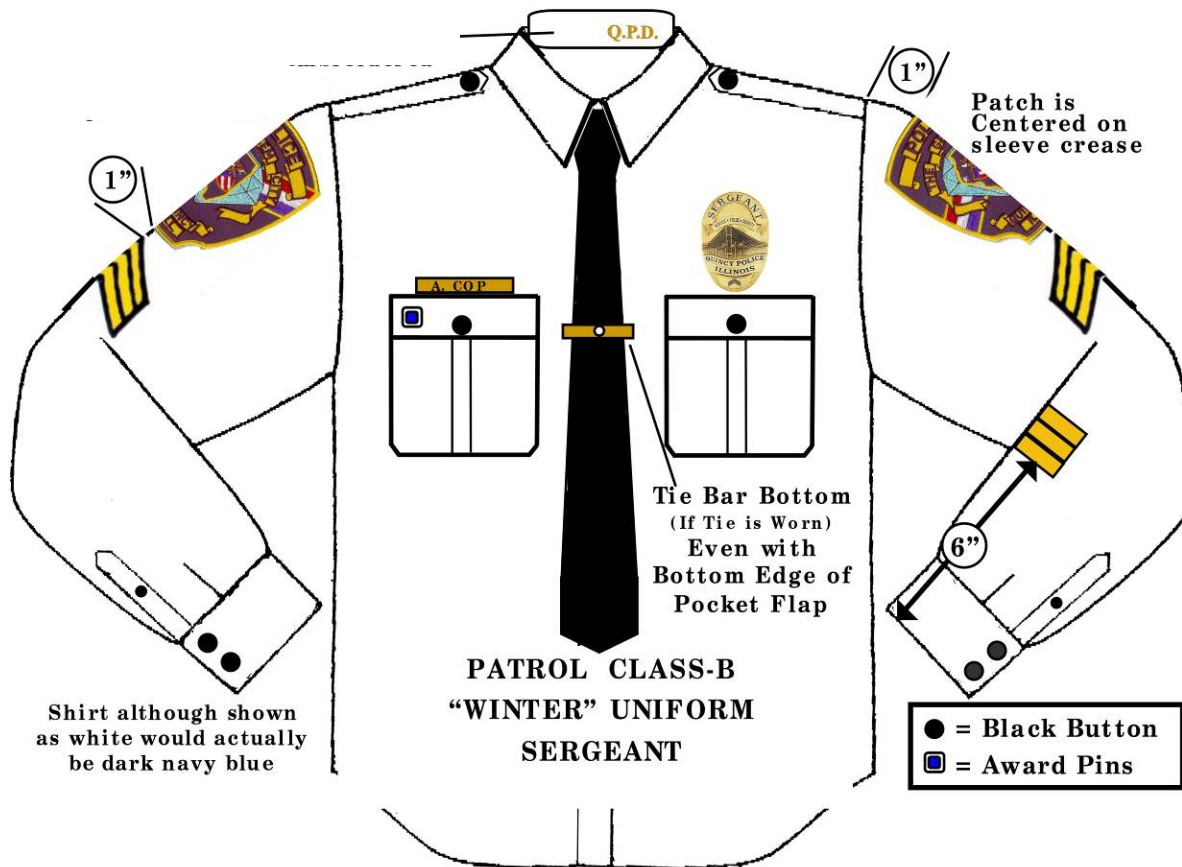


A black turtleneck, mock turtleneck, or black or navy-blue crew neck t-shirt may be worn in place of the tie.

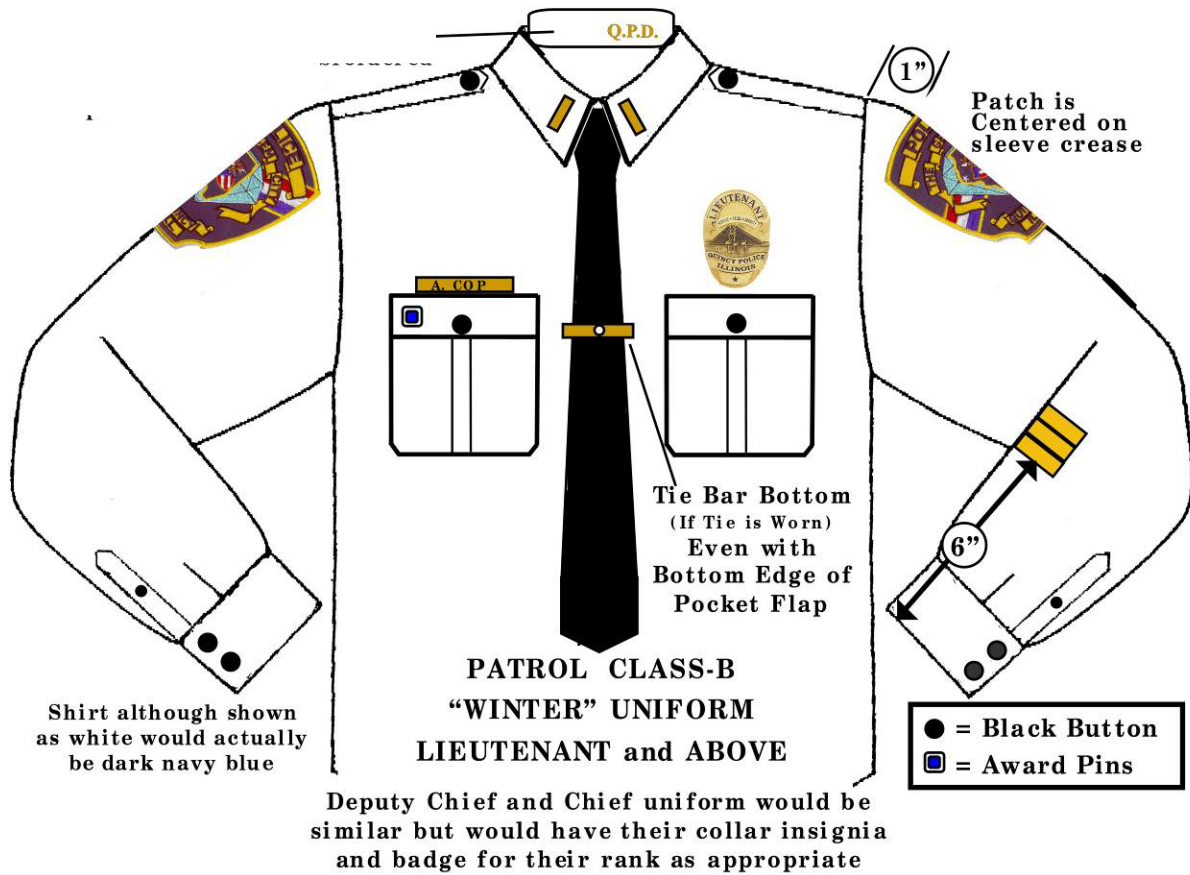




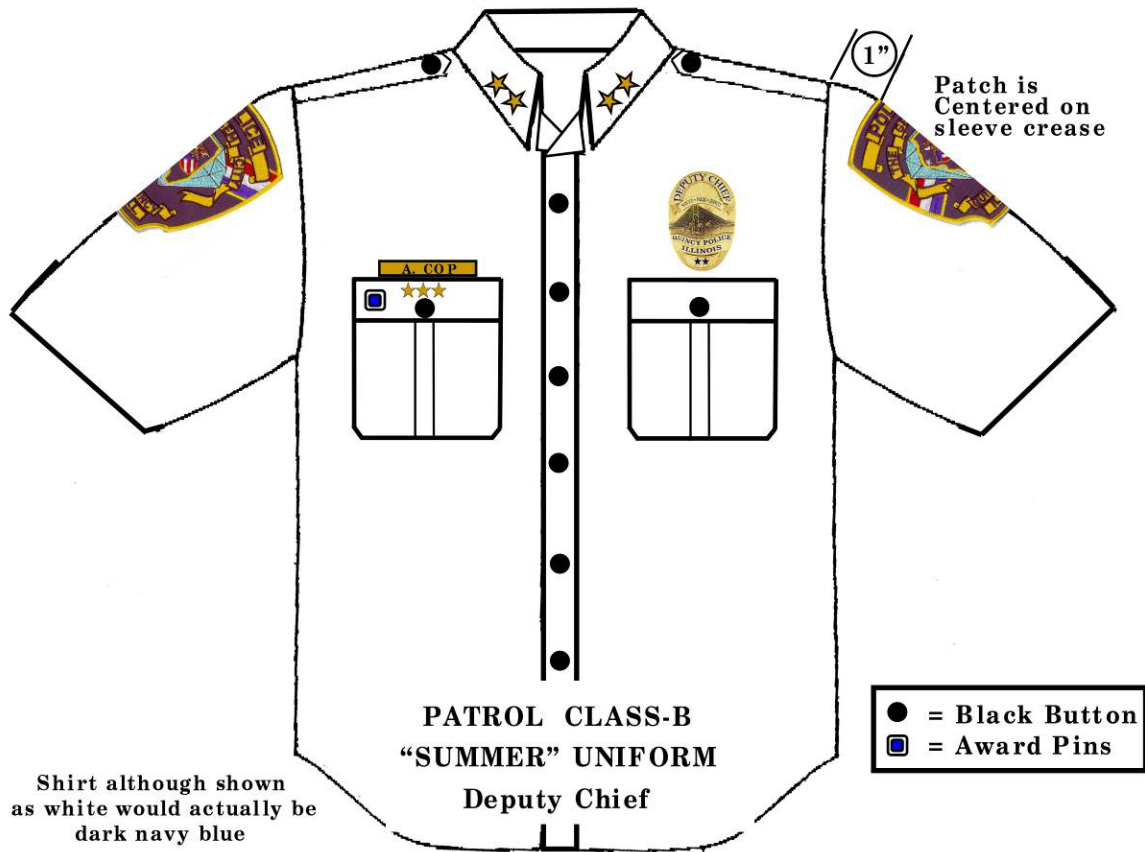
A black turtleneck, mock turtleneck, or black or navy-blue crew neck t-shirt may be worn in place of the tie.

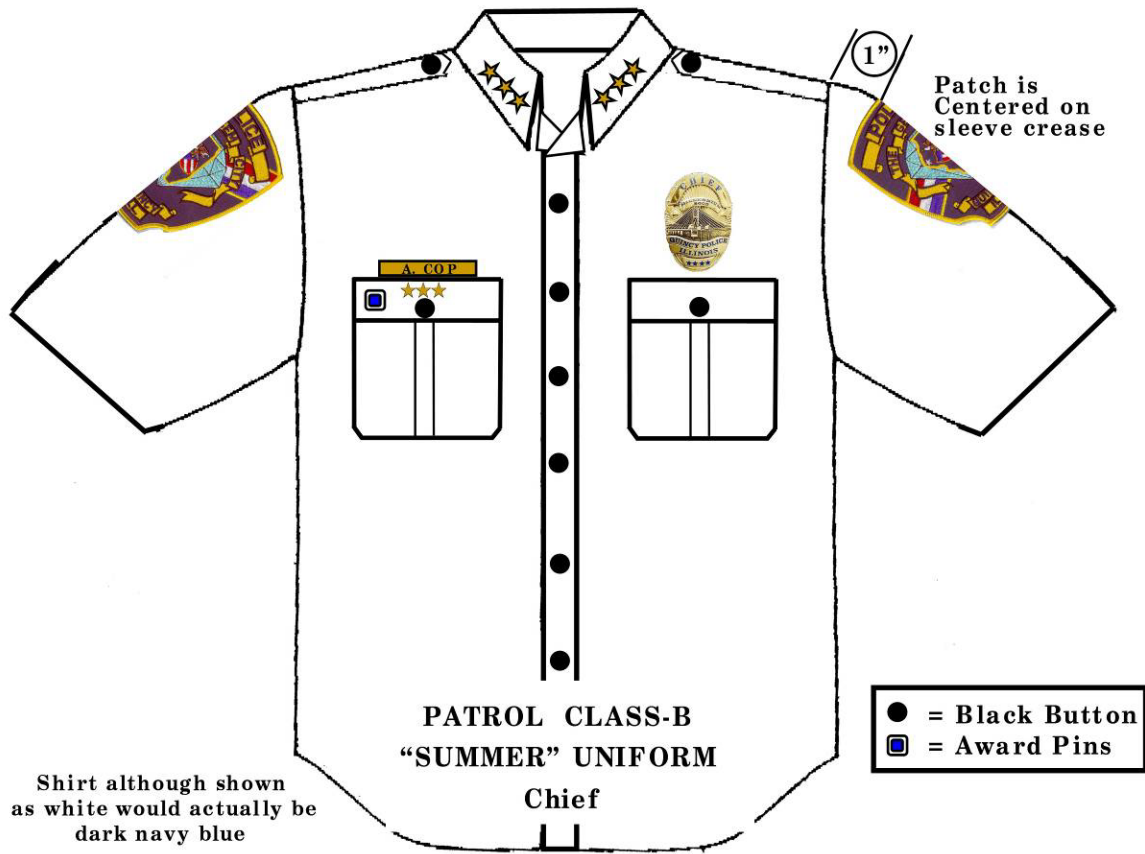


A black turtleneck, mock turtleneck, or black or navy-blue crew neck t-shirt may be worn in place of the tie.









Command Staff Dress Uniform: Worn only for special events, meetings, funerals, etc.

Lieutenants and above:

White long sleeve shirt with gold buttons on pocket flaps and epaulets only
(white buttons elsewhere)

Longevity stripes on left sleeve

Black tie with clasp

Whistle chain showing

Rank insignias on collar

Badge

Name plate

Citation bars

Specialty position or award pins (if any)

Dress pants only

Dress coat

Patrol hat (with rain cover if necessary)

Winter coat or jacket

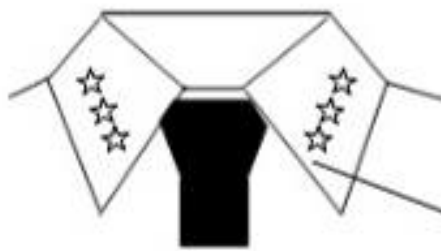
Black or dark navy-blue socks

Black shoes

Black gloves

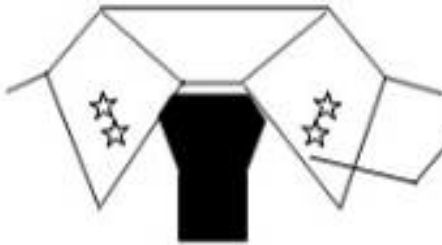
Assigned leather and accessories as issued and/or authorized by the Department

Such other accessories as required and approved

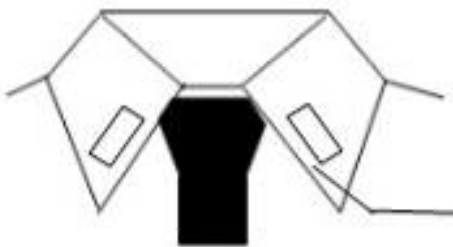


CHIEF

Insignia is centered
1/2" from the Front
Edge and parallel to
the Bottom of the Collar



DEPUTY CHIEF



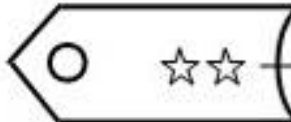
Lieutenant

Insignia is centered vertically
1/2" From and Parallel to the
Front Edge of the Collar

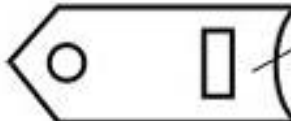
Chief



Deputy Chief



Lieutenant



Insignia is
centered on the
Epaulet and 1"
from the Edge of
the Shoulder Seam

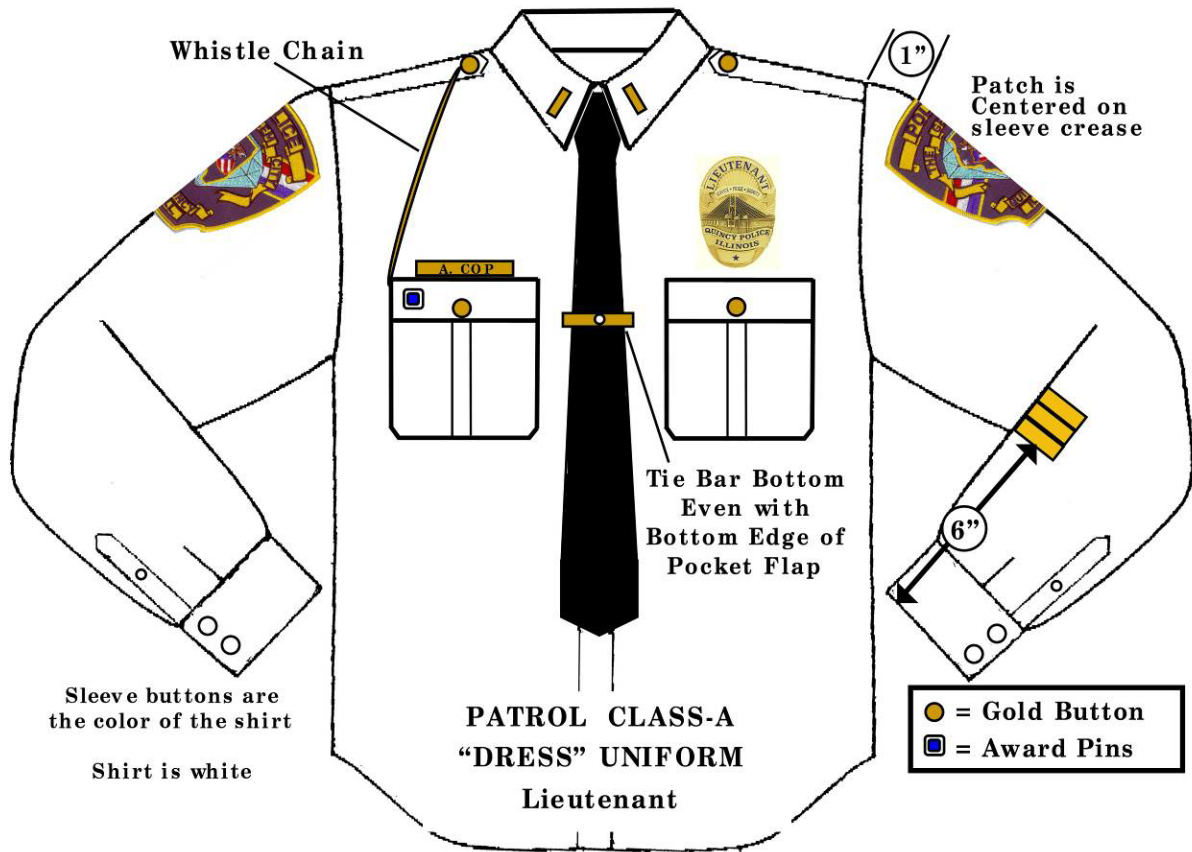
Chief, Deputy Chiefs and Lieutenants Dress Coat

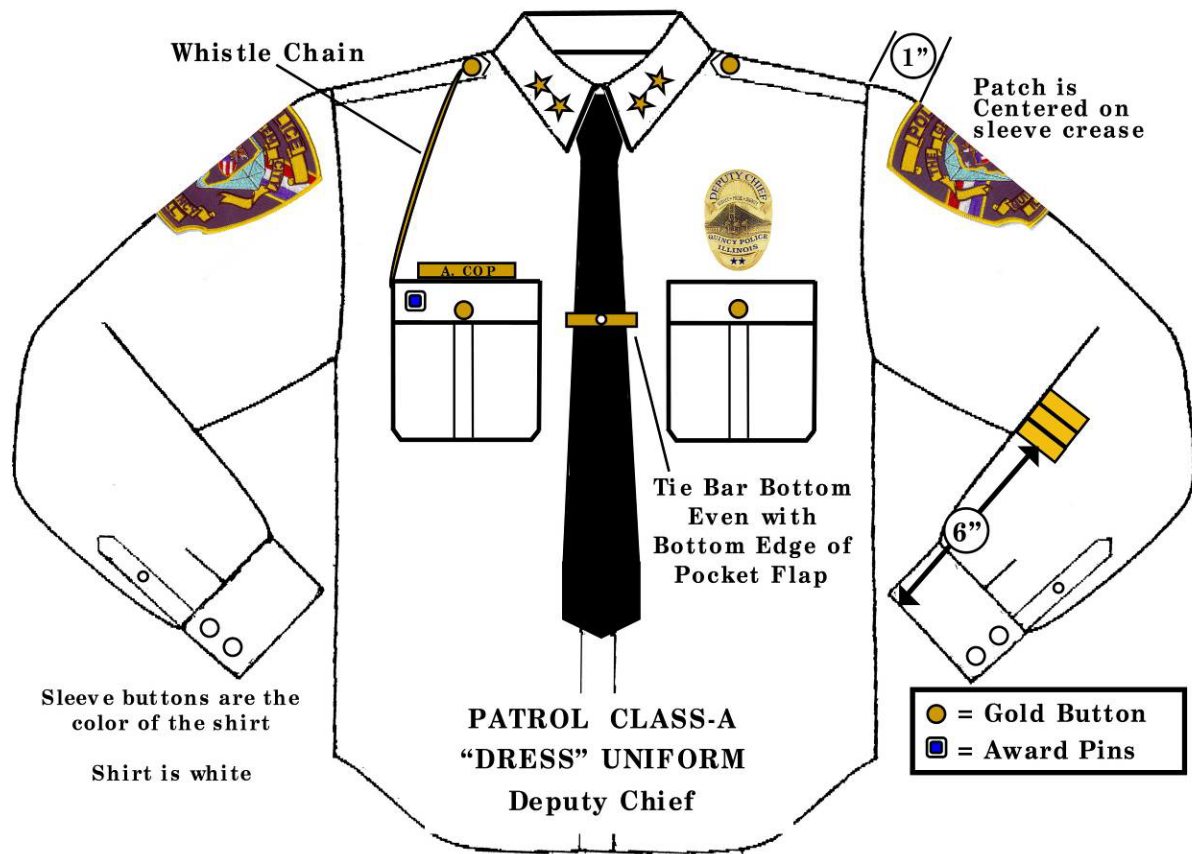
Although shown in white is actually dark navy blue

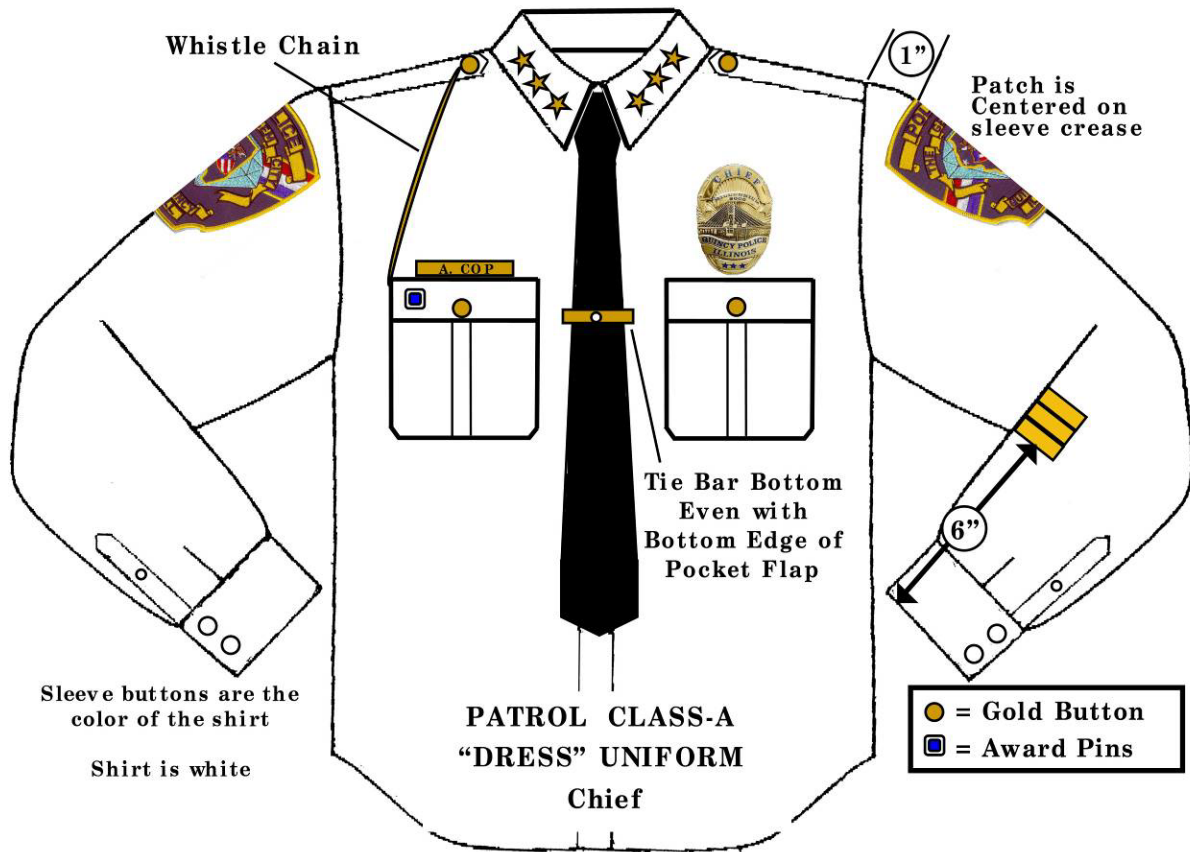


3 Stars = 3 Stripes (Chief), 2 Stars = 2 Stripes (Deputy Chief) 1 Bar = 1 Stripe (Lieutenant)

Dress overcoat will be similarly equipped but will have epaulet covers containing the appropriate markings of rank embroidered on them







Emergency Response Team uniform:

Shall be designated by the CRU Commander as needed for specific operations
ERT operators in view of the public should be readily identifiable as a police officer

Special Investigations Unit uniform:

Black polo style short sleeve/long sleeve shirt with patches on sleeves
Dark gray tactical pants
Baseball hat
Tactical vest

Bicycle Patrol Officer uniform:

Polo style short sleeve high visibility shirt with cloth badge emblem
Black shorts or long pants (as dictated by weather)
Black nylon duty belt and approved accessories
Black bicycle gloves
Black bicycle safety helmet
Black/blue bicycle shoes
High visibility bicycle jacket (as dictated by weather)
White or black socks

Motor Officer uniform (in addition to the “Class – B” uniform).

The Class-B uniform hat, pants, boots, coat, and gloves will be replaced with those corresponding items listed below during the time they are utilizing the motorcycle:

Motorcycle Helmet
Black leather riding boots
Riding breeches
Motorcycle leather coat (as dictated by weather)
Motorcycle riding gloves
Eye protection

Uniforms and Equipment

The following clothing and equipment will be issued to all sworn officers and replaced, with supervisor approval, when damaged or worn out:

Trousers (3)

- a. One pair of dress
- b. Two pair of tactical (cargo)

Winter coat with liner

Long sleeve shirts (3)

Short sleeve shirts (3)

Hat (winter & uniform) with hat badge and metal hat band

Rain cover for uniform hat

Neckties (2)

Tie clasp

Winter gloves

Frisk gloves

Whistle & chain

Magazine holder & (3) magazines

Inner belt

Duty belt

Belt keepers (4)

Shoes or boots

O.C. spray holder w/ O.C. spray canister

ASP baton holder w/baton

Portable radio w/microphone, portable radio holder and portable radio charger

Flashlight, flashlight holder and flashlight charger

Handcuff, handcuff case and (2) handcuff keys

Glove (latex) pouch

Handgun with attached light and gun holster

(2) Badges (one for shirt and one for coat)

(2) Name tags (one for shirt and one for coat)

(2) QPD collar insignias

Silver shirt buttons (4)

Personal body armor & 2 carriers

Riot helmet

Duty gear utility bag
Key holder
Aluminum clipboard/report holder (large)
Aluminum ticket book clipboard
Department gasoline card
Ear bud for portable radio (officer choice – not issued to all officers)
Department ID, commission card, City ID/access card, county building access card/key fob, Blessing Hospital access card
Safety vest
QPD stocking hat
Toggles (4)
Mourning band
Summer jacket
T-shirt
Body-worn camera

Standards for Wearing the Basic Uniform and Equipment:

Winter Coat, Jacket:

Badge - To be worn on the left breast area in the holder provided.

Nameplate - Centered with the bottom of the plate flush against the top seam of the right breast pocket of the winter coat or the jacket.

Shoulder patch - Sewn on sleeve 1" from top seam, wide end on top.

Silver (officers) or gold (Sgts and up) buttons - All buttons will be buttoned.

Shirts:

Badge - Will be worn on the left breast side.

Nameplate - Centered with the bottom of the plate flush against the top seam of the right breast pocket.

Citation bars - (Optional) To be centered with bottom flush with top of name plate.

EMT, CPR instructor, E.R.T. pins or award pins approved by the Chief of Police may be worn at the officer's discretion, one at a time, centered on the far-right side of the right pocket flap.

Shoulder patch - Same as on coat, jacket.

Tie clasp - Worn with bottom edge of tie clasp even with the bottom flap of the shirt pockets.

Sleeves - Will not be rolled up

Buttons - Will be buttoned at all times.

On the Class – A “dress” uniform buttons on the epaulets and pockets will be metal with an embossed “P” insignia and will be silver for officers and gold for ranking officers.

On the Class – B “duty” uniform all buttons will be black.

Service stars are optional and may be worn on the short sleeve uniform shirt only. Service stars shall be centered on the right pocket flap. One star represents 5 years of service with the Quincy Police Department. Patrol officers will be issued silver service stars. Supervisory personnel will be issued gold service stars.

Hash marks will be worn on Class – A shirts, on Class - B “winter” shirts and on coats. One gold hash mark represents five years of service with the department. Hash marks will be sewn on the left sleeve, centered with the arm patch and 6 inches above the cuff. Additional hash mark representing five more years of service will be placed directly above the first five-year hash mark. Hash marks will not be worn on the same uniform shirt with service stars.

Trousers:

Long Pants – Will have a slight crease in the front. (Tactical (cargo) pants will be worn for all on-duty activities, except for those functions such as funerals, formal public presentations, Honor Guard and/or Color Guard duties and/or other such activities requiring a more formal dress appearance or as dictated by the Chief of Police or his designee. In these instances, dress pants will be worn.)

Shoes and Boots:

Plain toed shoes and boots will be clean and free from damage and/or excessive wear and will be polished.

Footwear worn by uniformed personnel shall be issued by the department, of plain-toe configuration, black in color, and well-polished at all times. Non-issued footwear must be approved by the Chief of Police or his designee.

Socks:

Socks will be black or dark navy blue with no design. A white foot-type sock may be worn but must not show.

Hats:

Wearing of the hat is optional. However, uniformed officers should consider the fact that the hat is easily recognized and distinguishes an officer from any other person in the community, especially in a crowd situation or while directing traffic.

Patrol officer - a silver hatband and hat badge on the summer hat and hat badge only on the winter hat.

Ranking officer - a gold hatband and hat badge on the summer hat and hat badge only on the winter hat.

Bicycle Officer – black bicycle safety helmet.

Motor Patrol Unit officer – motorcycle helmet.

Leather and Associated Equipment:

Except as otherwise authorized by the Chief of Police, all sworn uniformed personnel will wear the prescribed issued leather (usually black basket weave) or black nylon and accessorized in the following manner.

Garrison Belt - Authorized belt worn through all belt loops of the pants.

Duty Belt – Black basket weave; silver metal buckle for patrolmen; gold metal buckle for rank of sergeants or higher. Right side of buckle to be aligned evenly with vertical overlap seam of the shirt. Black nylon duty belts will not have silver or gold metal buckles

Keepers - To be worn encasing both belts with tips of keeper pointing up.

Except for the Taser, which is mandated to be worn on the opposite side from the handgun, the following is a suggested order of sequence from left to right. Officers who are left-handed will reverse the order of sequence and officers of small stature may adjust placement to fit:

Magazine holder – with two magazines

Keeper

O.C. spray holder (optional) - with container of O.C. spray

ASP baton holder - with baton

Portable radio case

Flashlight holder – with flashlight

Handcuff case - with handcuffs

Keeper

Keeper

Glove Pouch (optional)

Holster – with handgun and magazine / (optional) extended magazine

Keeper

Key holder

Sworn administrative type positions, staffed by uniformed officers or supervisors, when wearing their specified patrol uniform may opt to not wear the normal duty belt and its assigned gear. Instead, during their office assigned duties, they may wear a Garrison or a River belt with an approved holster for either their issued duty weapon with or without light or an approved optional weapon. They shall also carry either in a case, pouch or other secured fashion one extra magazine and at least one pair of handcuffs or similar restraining device. When required to perform duties on the street these same personnel shall switch to the regular duty belt and its assigned gear when wearing the specified patrol uniform including switching to the Glock Model 17 with attached light.

Authorization to Purchase Optional Equipment:

In recognition of (1), improvements in police equipment, and (2) the variations in physical stature and personal preferences among officers, the Chief of Police has authorized personnel to make optional purchases of personal equipment for on-duty use. All such purchases are to be made with personal funds and must conform to the guidelines herein set forth.

**Equipment Checkout QPD
Form updated 01-25-2023.pdf**

Quincy Police Department Equipment Checkout

Date:								Shift:							
AED	Out 1	Out 2	Out 3	TASER	Out 1	Out 2	Out 3	Radar	Out 1	Out 2	Out 3	PBT	Out 1	Out 2	Out 3
#1				#1				#1				#1			
#2				#2				#2				#2			
#3				#3				#3				#3			
#4				#4				#4				#4			
#5				#5				#5				#5			
#6				#6				#6							
#7				#7				#7				Bluetooth Controller			
#8				#8								#1			
				#9				R-1				#2			
#10				#10				R-2				#3			
#11				#11				R-3				#4			
#12				#12				R-4				#5			
#13				#13				R-5							
#14				#14				R-6							
				#15				R-7				Cradle			
				#16				R-8				#1			
				#17				L-3				#2			
				#18				L-4				#3			
												#4			
												#5			

#1 Checking Supervisor ID

Time

#2 Checking Supervisor ID

Time

#3 Checking Supervisor ID

Time

Comments:

Medical Records Release Form.pdf

ADAMS COUNTY STATES ATTORNEY
521 VERMONT STREET
QUINCY, IL 62301
217/277-2225 – PHONE
217/277-2017 – FAX

Authorization To Use Or Disclose Information

Patient Name: _____ DOB: _____

Address: _____ Phone: _____

I authorize any hospital, physician, health care provider, mental health provider, medical laboratory, medical testing facility, funeral director, insurance company or other person who rendered related services to release all of the above individual's health, medical and financial information including: all itemized bills and payment records, provider's and nurse's notes, lab results, examinations, X-Ray and imaging results, consultation reports, surgical records, pathology reports, disability claims, progress notes, and historical and physical findings to the Adams County States Attorney.

The records to be released are for the period _____.
Information created within 12 months after the date of this authorization is signed, as well as past information.
I understand that once the above information is disclosed, it may be re-disclosed by the recipient and federal privacy laws or regulations may not protect the information.

This authorization will expire on _____.

I understand that I have a right to revoke this authorization from the Adams County States Attorney at any time.
I understand that if I revoke this authorization, I must do so in writing and present my written revocation to the Adams County States Attorney. I also understand that any revocation I present will not apply to records that have already been obtained.

I understand that medical records may contain information regarding care of psychiatric and/or psychological condition, drug or alcohol abuse, HIV test results, AIDS, and AIDS-related conditions.

This authorization complies with the requirements of 45 CFR 164.508, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the HIPAA Privacy Rule. A photocopy or facsimile copy of this authorization shall have the same effect as the original.

I understand the use or disclosure of this information is voluntary.

Signed: _____ Date: _____

If Signed by Legal Representative, Relationship to Patient: _____

Signature of Witness: _____ Date: _____

Deflection - Officer Referral Form.pdf

Deflection - Officer Referral Form

CFN: (enter in 24-00000 Format) *

Duration of Call: *

Referral Date: *

Officer Name *

Officer Badge Number *

Participant Information

Name: *

Birthdate *

Address *

City *

Zip Code *

Email

Phone number ***Emergency Contact Information****Emergency Contact Name:****Emergency Contact Phone #****Relationship to Participant**

- ☐ Parent/Guardian ☐ Sibling ☐ Spouse/Significant Other
☐ Friend ☐ Child ☐ Neighbor ☐ Co-Worker

Gender: *

- ☐ Female ☐ Male ☐ Transgender ☐ Non-Binary
☐ Prefer not to answer

Race: *

- ☐ American Indian ☐ Alaskan Native ☐ Asian ☐ Hispanic
☐ Native Hawaiian or other Pacific Islander ☐ Black or African American
☐ Caucasian ☐ Multi-Racial

General Stability: Check all that apply *

- ☐ Homeless ☐ At risk of Homelessness ☐ Shelter
☐ Stably Housed ☐ Unknown

Violent Tendencies: *

- ☐ Yes ☐ No ☐ Unknown

Referral For: *


- ☐ Substance Use Treatment ☐ Mental Health Treatment
☐ Housing Services ☐ Food Resources
☐ Other - If applicable to identify other needs

Please describe what occurred and include any pertinent details.
This narrative can be used to create GOR's and referrals.

Narrative: *

☐ Send me a copy of my responses

Submit

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Tow Sticker and Abandoned Vehicle Notice Card.pdf

POLICE TOW

WARNING: This vehicle will be towed in 7 days from
the below listed date in accordance with
Abandoned Vehicle Ordinance Chapter 79

CITY OF QUINCY, ILLINOIS

OFFICER _____ DATE _____

LOCATION _____

TIME _____ ☐ AM ☐ PM

QUINCY POLICE DEPT.
For Information Call 228-4470

ABANDONED VEHICLE NOTICE

CFN _____

VEH MAKE _____ YEAR _____ MODEL _____

VIN _____ COLOR _____

LICENSE NO. _____ STATE _____ YEAR _____

DATE & TIME TOW STICKER WAS APPLIED _____

LOCATION OF VEHICLE _____

REASON FOR TAGGING VEHICLE _____

INVESTIGATING OFFICER _____

Towed Vehicle Report.pdf

QUINCY ILLINOIS POLICE TOW REPORT				Appendix A		PRINT LEGIBLY Answer all appropriate shaded areas									
						CFN:									
Reason For Towing (check appropriate)						(check all that are appropriate)									
<input type="checkbox"/> Accident		<input type="checkbox"/> Abandoned		<input type="checkbox"/> Recovered		Vehicle Condition		<input type="checkbox"/> Poor		<input type="checkbox"/> Fair		<input type="checkbox"/> Good		<input type="checkbox"/> Excellent	
		<input type="checkbox"/> Seized as Evidence													
Report #		<input type="checkbox"/> Seized for Forfeiture		Owner Present		Running Condition		Doors Locked							
<input type="checkbox"/> Other				<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U		<input type="checkbox"/> Y <input type="checkbox"/> N							
If Vehicle is Recovered – Complete the Following						Trunk Locked		Spare Tire		AM/FM Stereo					
LEADS		NCIC		Other								<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U	
Location		County		CB Radio		Battery		Tape/CD							
										<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> U		<input type="checkbox"/> Y <input type="checkbox"/> N	
Name of Towing Service		Address		Keys in Vehicle		Odometer Reading									
								<input type="checkbox"/> Y <input type="checkbox"/> N							
				Apparent Damage		Doors		Roof		Hood					
						Glass		Ignition		Grill					
Vehicle Towed to (Address)				Towed		Other Area Damage (describe)									
				Date											
				Time											
Color		Year		Make		Model		Body Style		Misc. Identifiers					
License Plate Number		Year		State		Vehicle Identification Number (VIN)									
Owner by Registration				D.O.B.		Address (Street/City/St/Zip)				Telephone No.					
Vehicle as listed on Registration		Make		Body Style		Year		VIN							
NOTE: IF LICENSE NUMBER IS NOT REGISTERED TO SUBJECT VEHICLE, COMPLETE VIN INFORMATION BELOW															
Owner by VIN				Address (Street/City/St/Zip)				Telephone No.							
Driver of Vehicle				Address (Street/City/St/Zip)				Drivers License No. or D.O.B.				State			
Stolen from (City)				Case No.		Date Stolen		Value Before Theft		Date Recovered					
Recovering Officer				Badge / ID No.		Date Owner Notified		Est. Damage Cost							
Vehicle Eligible for Release (check appropriate)				Explain:											
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Proof of Ownership															
Person Reporting Incident				Address (Street/City/St/Zip)				Telephone No.							
Name and Address of Insurance Company								Title (Lien) Holder							
List Personal Effects / Obviously Missing Parts / Other Damages (If additional space is needed, use additional blank sheet)															
Signature of Officer Authorizing Tow				Badge / ID No.		District		Date		Time					
Signature of Releasing Officer				Badge / ID No.		Instructions									
Signature of Claimant Vehicle Owner or Agent				Date Released		Signature of Tow Company Operator / Employee									

White Copy: With Report

Yellow Copy: W/C Tow File

Pink Copy: Tow Truck Driver

Strip-Cavity Search Report Oct 2023.pdf

QUINCY POLICE DEPARTMENT

Check Appropriate Box: **Strip Search Report** **Cavity Search Report**

PERSON TO BE SEARCHED: _____

RACE: _____ SEX: _____ DATE OF BIRTH: _____

CFN: _____

NARRATIVE:

CHARGES: 1. _____

2. _____

3. _____

PART OF BODY TO BE SEARCHED: _____

AUTHORIZING SUPERVISOR Date Time

LOCATION OF SEARCH: _____
Specific Room Address

DATE OF SEARCH: _____ TIME OF SEARCH: _____
Began Concluded

OFFICER(S) CONDUCTING SEARCH:

NAME / GENDER

1. _____

2. _____

☐ **Attach Original to the Report**

☐ **Provide a Copy to Person Searched**

ALPR QPD to Out-of-State Agency Declaratory Agreement 2024.pdf

**Written declaration allowing the Quincy Police
Department to share Automated License Plate
Reader information with out-of-state law
enforcement agencies.**

625 ILCS 5/2-130(c) states the following:

Any ALPR user in this State, including any law enforcement agency of this State that uses ALPR systems, shall not share ALPR information with an out-of-state law enforcement agency without first obtaining a written declaration from the out-of-state law enforcement agency that it expressly affirms that ALPR information obtained shall not be used in a manner that violates subsection (b). If a written declaration of affirmation is not executed, the law enforcement agency shall not share the ALPR information with the out-of-state law enforcement agency.

Declaration from out-of-state law enforcement agency:

As a sworn member of an out-of-state law enforcement agency, I expressly affirm and declare that the use of ALPR information provided by the Quincy Police Department will not be used for investigating or enforcing any law that:

(1) denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful health care services as defined by the Lawful Health Care Activity Act; or

(2) permits the detention or investigation of a person based on the person's immigration status.

Law Enforcement Agency

Agency Case File Number

Officer's Name (print)

Date

Signature

ALPR QPD to Out-of-State Agency Declaratory Agreement 10-10.pdf

Written declaration allowing the Quincy Police Department to share Automated License Plate Reader information with out-of-state law enforcement agencies.

625 ILCS 5/2-130(c) states the following:

Any ALPR user in this State, including any law enforcement agency of this State that uses ALPR systems, shall not share ALPR information with an out-of-state law enforcement agency without first obtaining a written declaration from the out-of-state law enforcement agency that it expressly affirms that ALPR information obtained shall not be used in a manner that violates subsection (b). If a written declaration of affirmation is not executed, the law enforcement agency shall not share the ALPR information with the out-of-state law enforcement agency.

Declaration from out-of-state law enforcement agency:

As a sworn member of an out-of-state law enforcement agency, I expressly affirm and declare that the use of ALPR information provided by the Quincy Police Department will not be used for investigating or enforcing any law that:

(1) denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful health care services as defined by the Lawful Health Care Activity Act; or

(2) permits the detention or investigation of a person based on the person's immigration status.

Law Enforcement Agency

Agency Case File Number

Officer's Name (print)

Date

Signature

**Watch Commander Officer Involved
Shooting Checklist Jan 2024.pdf**

**Officer-Involved Shooting Incident
Watch Commander Responsibilities**

Date/Time of Incident:

CFN:

Officer(s) Involved:

Coordinate all aspects of the incident until relieved by Chief of Police or designee.

All outside inquiries shall be directed to the DC of Operations or designee.

Notifications:	Completed By	Time
Investigations Commander		
Chief of Police (Chief will notify appropriate city officials)		
DC of Operations		
DC of Administration		
Outside agency investigators (if appropriate)		
States Attorney		
Appropriate shift commander		
Officer's family (If involved officer is unable to make notification)		
Assign an officer to the family for security, support, control of media & visitors, etc.		
Name of officer assigned:		
Contact additional sworn personnel to report to work (if necessary)		
Chaplain		
Coroner (if necessary)		
Psychological/peer support personnel from appropriate agency		
Involved officer's agency representative (if requested)		
Brief all department personnel (Adams Notify)		
Risk Management		

Miscellaneous

Verify with the supervisor that the involved officer(s) had the necessary drug/alcohol screening completed by medical personnel.		
Return personal belongings (cell phone, keys, etc.) to involved officer(s) as allowed.		
If any injuries to officer(s), ensure the field supervisor follows the injured officer guidelines for reporting requirements.		
Make schedule adjustments to accommodate paid administrative leave or other absences.		

**Supervisor Officer Involved
Shooting Checklist Jan 2024.pdf**

Officer-Involved Shooting Incident

Date/Time of Incident:

CFN:

Officer(s) Involved:

Supervisor's Responsibilities

Task	Completed By	Time
Obtain brief overview from uninvolved officer(s)		
If no uninvolved officer(s), obtain overview from involved officer		
Provide enough information to the Watch Commander so the appropriate notifications can be made.		
Provide information to Dispatch.		

Supervisor's Public Safety Questions

(use officer's name) , I need to gather information so I can complete a GOR. Due to the immediate need for this to be done, you do not have the right to wait for legal or union representation before answering the following limited questions:		
1. Are you injured in any way?		
2. Do you know of anyone injured and where they are?		
3. In what direction did you fire your weapon(s)?		
4. Are there suspects still at large? Their descriptions?		
5. What was the direction of travel?		
6. How long ago did they flee?		
7. What crimes are they wanted for?		
8. Were they armed? What type of weapons?		
9. Is there any evidence that needs to be preserved?		
10. Where is it located?		
11. Did you observe any witnesses? Where are they?		
(use officer's name) , in order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors, staff officers, officers, news media, or extended family. You are directed to speak to your legal representative prior to making any further statement regarding this incident.		

	Completed By	Time
Take command of and secure the incident scene with additional QPD or other law enforcement members until properly relieved by another supervisor or other assigned personnel or investigator.		
LE officer name and agency taking over the incident scene.		
Establish a command post (if necessary).		
Establish a media staging area (as time permits) unless a public information officer assumes that responsibility.		
In most cases the involved officer's firearm shall be retained by them until such time that the ISP investigators deem it necessary to collect it. The on-scene supervisor shall only collect the involved officer's firearm under exigent circumstances (i.e. the officer is injured and non-ambulatory, the officer is extremely distraught and may become a threat to themselves or others).		
Ensure involved officer(s) are transported (separately if feasible) to a medical location for evaluation.		
Do not allow the officer(s) to wash their hands until a GSR test is completed. The on-scene supervisor should contact the ISP Crime Scene Investigators to notify them our Crime Scene Tech will be conducting the GSR test.		
Ensure no caffeine, other stimulants, or depressants are given to the involved officer(s) unless they are administered by medical personnel or the officer(s) have been cleared medical personnel.		
Ensure medical personnel collect blood and urine sample from the involved officer(s) for alcohol/drug screen.		
If any injuries to officer(s), follow the injured officer guidelines for reporting requirements.		

**Ride Along Approval Waiver -
Bring to Ride Along 2024.pdf**

QUINCY POLICE DEPARTMENT

RIDE-ALONG RELEASE AND WAIVER OF LIABILITY

★ **BRING THIS FORM WITH YOU AT TIME OF YOUR SCHEDULED RIDE-ALONG** ★

For value received, the opportunity to ride in a Quincy Police Department squad car with an officer of the Quincy Police Department, I, _____ hereby agree to release and hold harmless the
(please print name legibly)

City of Quincy and the Quincy Police Department and their employees for any injury to myself, my property or other damage sustained or resulting solely by reason of my accompanying a police officer as foresaid. I further understand that riding with a police officer in a squad car carries with it a greater than usual inherent risk. Knowing this, I nevertheless request to ride in a squad car of the Quincy Police Department and to accompany such officer as he or she conducts a tour or tours of duty.

I also acknowledge receiving a guide listing the requirements and restrictions as they pertain to this program and having read the same I agree to comply with these requirements and restrictions during the course of my participation.

The boxed area below is required for those participants under the age of 18

Being that the above named Ride-Along or Intern Program Participant is under the age of 18,

I _____
Printed Name of Parent or Legal Guardian Signature Date

as their parent or legal guardian agree to their participation in the Quincy Police Department Ride-Along Program and release and hold the City of Quincy harmless for any injury to the them, their property or other damage sustained or resulting solely by reason of their accompanying a police officer as a Ride-Along Participant.

Signature of Ride-Along Program Participant

Date

☐ Form completion and participant identification verified

Supervisor Signature/Badge #

Date

Printed Name and Badge #
of officer providing Ride-Along service

EMERGENCY CONTACT INFORMATION

(MANDATORY)

Person(s) to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____ Phone / Cell Phone: _____

Ride Along Request Form 2022.pdf



QUINCY POLICE DEPARTMENT RIDE-ALONG PROGRAM

REQUEST TO PARTICIPATE

I, _____, as a (check one (1) appropriate identifying box below)
(please print name legibly)

- | | | |
|--|--|---|
| <input type="checkbox"/> Active Sworn LE Officer (UL) | <input type="checkbox"/> Quincy Auxiliary Police Officer | <input type="checkbox"/> College Intern |
| <input type="checkbox"/> QPD Civilian employee (6) | <input type="checkbox"/> (UL) 911 Telecommunicator (6) | <input type="checkbox"/> Quincy LE Explorer (6) |
| <input type="checkbox"/> QPD Officer family member (6) | <input type="checkbox"/> Q.C.P.A.A. member (6) | <input type="checkbox"/> Q.C.P.A. participant (2) |
| <input type="checkbox"/> Fiancée (2) | <input type="checkbox"/> Other (describe) _____ | |

(give reason for request) _____

request to participate in the Quincy Police Department Ride-Along Program and to accompany an officer so that I may observe the duties and operations of Quincy Police Department officers and employees.

☐ Request submitted by Quincy Police Officer: _____ ID# _____

Date requesting to ride: ____/____/____ Request to ride with officer: _____
(please print name legibly)

Time frame for riding: from _____ to _____ (shifts run 6am to 6pm and 6pm to 6am)
(Must arrive at station 15 minutes prior to start of scheduled ride time)

ADMIN USE ONLY ☐ Approved ☐ Denied Date: ____/____/____ Participant Notified: ____/____/____ By: _____

AUTHORIZATION FOR BACKGROUND AND/OR CRIMINAL HISTORY CHECKS

I further do hereby give permission to the Quincy Police Department to conduct a background and/or criminal history check as warranted in order to verify my good standing to participate in the Ride-Along Program. I freely supply the following requested information to assist in these checks. I further release all parties from which information may be obtained from any and all liability for any injury or damage that may result from furnishing personal or criminal history information.

Please print legibly

_____/_____/_____
First Middle Last Name Date of Birth

Address City State Zip

Email Address Phone Number

Participants under the age of 18 must have permission of parent or legal guardian

Signed: _____ Date: _____

Signature of Ride-Along or Intern Program Participant



QUINCY POLICE DEPARTMENT RIDE-ALONG PROGRAM

REQUEST TO PARTICIPATE

I, _____, as a (check one (1) appropriate identifying box below)
(please print name legibly)

- | | | |
|--|--|---|
| <input type="checkbox"/> Active Sworn LE Officer (UL) | <input type="checkbox"/> Quincy Auxiliary Police Officer | <input type="checkbox"/> College Intern |
| <input type="checkbox"/> QPD Civilian employee (6) | <input type="checkbox"/> (UL) 911 Telecommunicator (6) | <input type="checkbox"/> Quincy LE Explorer (6) |
| <input type="checkbox"/> QPD Officer family member (6) | <input type="checkbox"/> Q.C.P.A.A. member (6) | <input type="checkbox"/> Q.C.P.A. participant (2) |
| <input type="checkbox"/> Fiancée (2) | <input type="checkbox"/> Other (describe) _____ | |

(give reason for request) _____

request to participate in the Quincy Police Department Ride-Along Program and to accompany an officer so that I may observe the duties and operations of Quincy Police Department officers and employees.

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Date requesting to ride: ____/____/____ Request to ride with officer: _____
(please print name legibly)

Time frame for riding: from _____ to _____ (shifts run 6am to 6pm and 6pm to 6am)
(Must arrive at station 15 minutes prior to start of scheduled ride time)

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Please print legibly

_____/_____/_____
First Middle Last Name Date of Birth

Address City State Zip

Email Address Phone Number

Participants under the age of 18 must have permission of parent or legal guardian

Signed: _____ Date: _____

Signature of Ride-Along or Intern Program Participant

Ride Along Restrictions Guide.pdf

Fingerprint Consent Form.pdf

Fingerprint Submission Consent and Notification Form (Used for all Licensing and Employment Screening)

The authorized agency (Agency) named below requires all applicants in the Agency's screening or approval process for the purpose identified below to submit to a fingerprint-based criminal history record information background check. The Agency will follow all applicable laws, rules and regulations concerning the criminal background check pursuant to the authorizing statute, Uniform Conviction Information Act and federal statute. The live scan vendor or Agency must confirm the identity of the applicant submitting the fingerprints. The live scan vendor or Agency must use the Applicant Information section to document the valid government issued identification provided by the applicant before the fingerprints are taken. This document also serves as a consent and notification form. **The form must be signed by the applicant** (See Page 2) in order to authorize the release of any criminal history record information that may exist regarding the applicant. The results of the inquiry will be forwarded to the Agency for review.

Agency Information

Requesting Agency Name and ORI:	Requesting Agency Application ID:
Requesting Agency Address:	
Fiscal Cost Center: (for entity responsible for paying ISP)	Purpose Code:

Applicant Information

Name:	Sex:	Race:	Date of Birth:
SSN (<i>if req. by Agency</i>):	DL/ State ID/ Passport # :		DL/ID State:

Livescan Vendor/Appointment Information

Live Scan Fingerprint Vendor Company Name:	Address and Phone Number:
Appointment Date & Time:	IL Vendor License Number:
Transaction Control Number:	
Height:	Weight:
Hair Color:	Birth Place:
Eye Color:	

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Consent

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

Applicant Name (printed):	
Applicant Name (signature):	Date:

THIS SIGNED FORM MUST BE RETAINED BY THE AGENCY FOR AT LEAST TWO YEARS.

CHRI Access and Review Procedures.pdf



#

ILLINOIS STATE POLICE

Division of Justice Services#

JB Pritzker
Governor

Brendan F. Kelly
Director

RIGHT OF ACCESS AND REVIEW PROCEDURE

Pursuant to Illinois Administrative Rule Title 20 Chapter II Part 1210, effective July 1, 2015, an individual may retain a copy of their Illinois criminal history record obtained through the right of Access and Review process. The individual must submit a set of fingerprints to the Illinois State Police (ISP), Bureau of Identification (BOI) in the form and manner prescribed by the ISP. An individual may submit the request through a local law enforcement agency, correctional facility (if incarcerated), or an Illinois licensed live scan fingerprint vendor. The Illinois State Police does not charge a fee for this service. However, the entity providing the fingerprint service may charge a processing fee.

The ISP will return a copy of the Illinois criminal history transcript record along with a Record Challenge form to the address provided with the Access and Review submission. The ISP will send the response to the local law enforcement agency or correctional facility for pick up by the individual if no requester address is included in the submission.

Individuals may challenge their record and request corrections by completing and submitting the Record Challenge form. The ISP will respond in writing to the record challenge. Additional information or instructions on challenging Illinois criminal history record information is located on the ISP web site <https://isp.illinois.gov/BureauOfIdentification/MyRecord>.

The ISP, BOI does not maintain arrest case reports or statements taken by other arresting agencies. Requests for this type of information should be directed to the investigating police department or the circuit clerk of the county where the case was heard.

Any person wishing to review their Federal Bureau of Investigation criminal history record should access the instructions provided via the internet at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

Individuals may also be fingerprinted for Access and Review purposes by an Illinois Licensed live scan fingerprint vendor. The list of licensed fingerprint vendors is located online at: <https://idfpr.illinois.gov/LicenseLookUp/fingerprintlist.asp>.

Questions related to Illinois Access and Review procedures can be directed to the BOI Customer Support Unit staff via email at: ISP.BOI.Customer.Support@illinois.gov.

Bureau of Identification
260 North Chicago Street • Joliet, IL 60432-4075
(815) 740-5160 • Fax (815) 740-4401
www.illinois.gov • www.isp.state.il.us

Threat Assessment.pdf

Southern Tactical Supply - T.I.G.E.R. Training Group
THREAT ASSESSMENT /RISK ANALYSIS

Date:

Case Number:

Search Warrant ☐

Arrest Warrant ☐

Other:

Use a separate form for each suspect.

Suspect Name:

DOB:

I. Suspect Assessment	Yes	No	Unk	Points
A. Known to use or propensity for violence:				
1. Homicide				
2. Armed Robbery				
3. Assault				
4. Resisting Arrest				
5. Assault On A Police Officer				
6. Other:				
B. Is suspect on parole?				
C. Is suspect on probation?				
D. Is suspect a drug abuser?				
If yes, what type(s)?				
E. Is suspect an alcohol abuser?				
If yes, does suspect have a history of violence while intoxicated?				
F. Is suspect mentally unstable?				
If yes, describe condition:				
From where was this info obtained?				
G. Does suspect have military/police background?				
If yes, describe branch of service/department, length of service, specialties, etc.				
H. Is the suspect currently/historically associated with an organization which is known or suspected of violent criminal activity?				
If yes, what group or organization?				
Can the organization be classified as:				
1. Paramilitary*				
2. Terrorist*				
3. Religious Extremist*				
4. Gang*				
5. Other*:				
Total Suspect Assessment	Total			

II. Offense Assessment		Yes	No	Unk	Points
A. Is the offense a felony? <i>If yes, list the offense:</i>					
B. Is the offense a violent felony?					
C. Was a weapon used in the commission of the offense?					
D. Were victims injured during the commission of the offense?					
E. Was/were an officer(s) injured during the commission of the offense?					
Total Offense Assessment		Total			
III. Weapon Assessment		Yes	No	Unk	Points
A. Is suspect known or believed to possess:					
1. Rifle - Semi-auto or bolt/lever action					
2. Rifle - full-auto*					
3. Shotgun					
4. Handgun					
5. Explosives*					
6. Knives					
7. Other:					
type:					
Total Weapon Assessment		Total			
IV. Site Assessment		Yes	No	Unk	Points
A. Are there geographic barriers or considerations? <i>If "yes", describe:</i> <i>(may include upstairs apartments or rooms, terrain features, etc.)</i>					
B. Is the site fortified? <i>If "yes", describe:</i> <i>(may include barricaded doors/windows, burglar bars, etc.)</i>					
C. Does the site have counter surveillance personnel or monitoring devices? <i>If "yes", describe:</i>					
D. Is Site Booby-Trapped?*					
<i>If "yes", describe:</i>					
F. Are ARMED counter surveillance personnel present?*					
D. Are there more than 4 adults present at the site?					
E. Are there children, elderly persons, or handicapped persons present at the site? <i>If "yes", describe:</i>					
Total Site Assessment		Total			

V. Time Assessment			Points
Point value from time assessment			
Total Time Assessment		Total	
Unlimited = 0 Points/Less Than 30 Days = 0 PTS/Less Than 15 Days = 0 Pts/Less Than 7 Days = 1 Pts			
Less Than 3 Days = 2 Pts / Less Than 1 Day = 3 Pts / Less Than 12 Hrs = 4 Pts			
* "Yes" Answer requires MANDATORY activation of Team			
Threat Assessment Score			
1-24 Points = Team Optional		Total from "Suspect"	
18-24 Points = Consult Team Commander		Total from "Offense"	
25+ Points = Recommended Team Activation		Total from "Weapon"	
Team Not Activated	<input type="checkbox"/>	Total from "Site"	
Team Commander Consulted	<input type="checkbox"/>	Total from "Time"	
Team Activated	<input type="checkbox"/>	Overall Total	

Investigating Officer Signature: _____

Date: _____

Officer's Supervisor Signature: _____

Date: _____

Team Commander's Signature: _____

Date: _____

Notes:

ISP Form 2-649.pdf



Illinois State Police

Person Determined to Pose a Clear and Present Danger

It is the duty of law enforcement officials and school administrator to report to the Department of State Police when a student or other person is determined to pose a clear and present danger to themselves, or to others, **within 24 hours** of the determination. 20 Il. Admin. Code 1230.120.

This form must be completed in its entirety by the law enforcement official, principal, chief administrative officer, or their designee making the determination. **Clear and present danger reporting shall be used by the Department of State Police to identify persons who, if granted access to a firearm or firearm ammunition, pose an actual, imminent threat of substantial bodily harm to themselves or another person(s) that is articulable and significant or who will likely act in a manner dangerous to public interest.**

Completed forms and attachments should be faxed to the Illinois State Police, Firearm Services Bureau at **217/782-9139**. For questions or to confirm receipt of a fax, please call the Firearms Services Bureau, Monday through Friday, 8:30 a.m. to 5:00 p.m. at **217/782-3700**. For assistance from the Firearms Services Bureau beyond normal business hours, contact the Statewide Terrorism and Intelligence Center at **877/455-7842**. **If immediate police assistance is required, contact your local law enforcement agency or call 911.**

REPORTING OFFICIAL

Name of Reporting Official:	
Title of Reporting Official:	
Name of Law Enforcement Agency / School:	Address:
Contact Information:	
<div>_____</div> <div>Phone</div>	<div>_____</div> <div>Fax:</div>
<div>_____</div> <div>Email</div>	
Signature of Reporting Official:	Date:

INDIVIDUAL POSING A CLEAR AND PRESENT DANGER

Individual's Name:	Date of Birth:
Individual's Home Address:	Individual's Campus Address (if applicable):
<div>_____</div> <div>_____</div>	<div>_____</div> <div>_____</div>
Individual's Parents or Guardians Names (if applicable):	
Individual's Contact Phone Number(s):	

DETERMINATION OF CLEAR AND PRESENT DANGER

Provide a detailed narrative of the facts supporting the determination of "Clear and Present Danger." Include specific behaviors witnessed and statements made. Also include dates and times as well as any witnesses to the specific behaviors or statements. Any attachments or supporting documentation must be referenced in the narrative and submitted with this form.

The reporting official certifies that _____ poses a clear and present danger in that they
Individual's First Name, Middle Initial, Last Name
demonstrate threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behaviors, as determined by a school administrator or law enforcement official. (430 ILCS 65/1.1)

Signature of Reporting Official:

Date:

Notice: The Department shall make the final determination regarding whether a clear and present danger exists for purposes of revoking a FOID card pursuant to Section 8(f) of the Act. The Department shall maintain a record of those persons who are determined to present a clear and present danger for the purpose of denying or revoking a FOID card pursuant to Section 8(f) of the Act but shall not maintain a record of those persons who are not determined to present a clear and present danger for such purposes.

ISP Person Determined to Pose a Clear and Present Danger Form.pdf



Illinois State Police

Person Determined to Pose a Clear and Present Danger

It is the duty of law enforcement officials and school administrator to report to the Department of State Police when a student or other person is determined to pose a clear and present danger to themselves, or to others, **within 24 hours** of the determination. 20 Il. Admin. Code 1230.120.

This form must be completed in its entirety by the law enforcement official, principal, chief administrative officer, or their designee making the determination. **Clear and present danger reporting shall be used by the Department of State Police to identify persons who, if granted access to a firearm or firearm ammunition, pose an actual, imminent threat of substantial bodily harm to themselves or another person(s) that is articulable and significant or who will likely act in a manner dangerous to public interest.**

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REPORTING OFFICIAL

Name of Reporting Official:

Title of Reporting Official:

Name of Law Enforcement Agency / School:

Address:

Contact Information:

Phone

Fax:

Email

Signature of Reporting Official:

Date:

INDIVIDUAL POSING A CLEAR AND PRESENT DANGER

Individual's Name:

Date of Birth:

Individual's Home Address:

Individual's Campus Address (if applicable):

Individual's Parents or Guardians Names (if applicable):

Individual's Contact Phone Number(s):

Person Determined to Pose a Clear and Present Danger

DETERMINATION OF CLEAR AND PRESENT DANGER

Provide a detailed narrative of the facts supporting the determination of "Clear and Present Danger." Include specific behaviors witnessed and statements made. Also include dates and times as well as any witnesses to the specific behaviors or statements. Any attachments or supporting documentation must be referenced in the narrative and submitted with this form.

The reporting official certifies that _____ poses a clear and present danger in that they demonstrate threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behaviors, as determined by a school administrator or law enforcement official. (430 ILCS 65/1.1)

Individual's First Name, Middle Initial, Last Name

Signature of Reporting Official:

Date:

Notice: The Department shall make the final determination regarding whether a clear and present danger exists for purposes of revoking a FOID card pursuant to Section 8(f) of the Act. The Department shall maintain a record of those persons who are determined to present a clear and present danger for the purpose of denying or revoking a FOID card pursuant to Section 8(f) of the Act but shall not maintain a record of those persons who are not determined to present a clear and present danger for such purposes.

Confidential Source File Cover Sheet NEW.pdf

QUINCY POLICE DEPARTMENT
CONFIDENTIAL SOURCE FILE
COVER SHEET

CS Number _____ Officer _____ Date _____

Identifying Data:

CS Name(s) _____ Full (True) Name _____

Race/Sex/DOB _____ / _____ / _____ Address _____

Height _____ Weight _____ Hair _____ Eyes _____

Alias/Nickname _____ Maiden Name: _____

Scars/Marks _____ Tattoos (Type & Location) _____

Distinguishing Features _____

Automobile (Year, Color, Make, Model) _____ License (Year, State, Number) _____

Employer (Name, Address, Occupation) _____

Developmental Data: How did the CS come to the attention of the department?

☐ Volunteered ☐ Referred by another agency (specify agency and officer)

☐ Met during course of investigation (specify investigation)

General Nature of Services or Information Expected: (Check one or more.)

☐ Narcotics (general)

☐ Organized Crime

☐ Narcotics (Middle level
or Class "X" violations)

☐ Fraud/White Collar Crime

☐ Other (Specify below)

Confidential Source Advisement: (Have the CS read carefully and sign below).

I understand that while I am a Confidential Source for the Quincy Police Department, I am forbidden to do any of the following:

1. Sell or deliver any Controlled Substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
2. Use sex or sexual activity to induce the sale or delivery of a Controlled Substance, dangerous drug, marijuana, or other substance purported to be the same to any person.
3. Search any person, suspect, house papers, or personal effects.
4. Become involved in any activity which might be construed to be entrapment.
5. Engage in any illegal activity or improper conduct so long as I am working as a Confidential Source, including carrying a weapon or impersonating an Officer of the Law.

I also understand that:

6. If violations of the law by me can be substantiated, I could be prosecuted.
7. I am agreeing to function as a Confidential Source of my own free will and accord, and not as a result of any intimidation, promise or threat.
8. I have been advised that all payments made to me are considered taxable income and should be included on state and federal tax returns.
9. That no officer(s) may make any explicit or implicit promise or predictions regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

CS Name (signed)

CS Name (printed)

True Name (signed)

True Name (printed)

Witness

Date/Time

Sergeant

Date/Time

Quincy Police Department Use of Force Narrative Guide.pdf

Quincy Police Department Use of Force Narrative Guide

Subject's actions

Psychological intimidation (Body language, facial expressions, etc.)

Verbal threats (Words used, demeanor, and attitude)

Passive resistance (Describe: Sat still, lying on ground, refused to move):

Defensive resistance (Describe: Refused handcuffing, took fighting stance):

Active aggression (Describe: Punched, kicked, bit, etc.)

Aggravated active aggression (Describe: Many punches/kicks, used weapon: club, knife, firearm, vehicle):

Attempted to disarm (Describe: from front, rear, side, both hands, punched, etc.):

Officer disarmed (Describe):

Special Circumstances:

Suspect's proximity to a firearm or other weapon (*Describe*: Type of weapon, distance, etc.):

Special knowledge (*Describe*: Suspect's past behavior, such as resists arrest, assaults on officers, etc.):

Building search (Describe: Burglary in progress, suspect's made forced entry, etc)

Officer exhausted or injured (*Describe*)

Officer knocked/taken to the ground (*Describe*):

Officer disabled (*Describe*: Type of and severity of injury):

Imminent danger (*Describe*: Suspect armed or believed to be armed, other threatening subjects, etc.):

Officer's action(s) or use of force:

Verbal direction (Describe: Commands given, tone of voice, etc.):

Other chemical deterrent (Describe: Method of use—spray or fogger, burst length/time & range):

Taser (Describe: Number of shots, range, etc.):

Soft unarmed technique (Describe: Type of PSA, type of Joint Manipulation):

Canine Bark/Hold (Describe):

Hard unarmed technique (Describe: Punch, kick, target area, etc.):

Impact weapon (Describe: Baton, flashlight, radio, etc.):

Canine Bite (Describe):

Threat of force (Describe: Pointed firearm, etc.):

Deadly force (Describe: Firearm, other weapon, etc.):

Use of Force Report Form.pdf

QUINCY POLICE DEPARTMENT USE OF FORCE REPORT

CFN: _____ Date: _____ Time: _____ Location: _____

Subject: _____ DOB: _____ Race: _____ Sex: _____

Age: _____ Height: _____ Weight: _____ Skill Level: _____

Private Property: ☐ Public Property: ☐ Suspected Use of: ☐ Drugs ☐ Alcohol

Number of other subjects present (non-police and non-first responders): _____

Arrest Made: ☐ Yes ☐ No Charges: _____

Subject's Action(s): (May check more than one)

- | | |
|---|---|
| <input type="checkbox"/> Psychological intimidation | <input type="checkbox"/> Verbal threats |
| <input type="checkbox"/> Passive resistance | <input type="checkbox"/> Defensive resistance |
| <input type="checkbox"/> Active aggression | <input type="checkbox"/> Aggravated active aggression |
| <input type="checkbox"/> Attempted to disarm officer(s) | <input type="checkbox"/> Officer disarmed |

Special Circumstances:

- | | |
|--|---|
| <input type="checkbox"/> Suspect's proximity to a weapon | <input type="checkbox"/> Special knowledge |
| <input type="checkbox"/> Officer exhausted or injured | <input type="checkbox"/> Officer knocked down |
| <input type="checkbox"/> Officer disabled | <input type="checkbox"/> Imminent danger |
| <input type="checkbox"/> Building search | |

Name of Officer Using Force: _____

Officer's presence: ☐ Uniformed ☐ Plain clothes: Describe: _____
Marked unit: ☐ Unmarked unit ☐

Officer's actions and/or Use of Force (may check more than one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Verbal direction | <input type="checkbox"/> OC spray | <input type="checkbox"/> Other chemical deterrent |
| <input type="checkbox"/> Taser used | <input type="checkbox"/> Soft unarmed technique | |
| <input type="checkbox"/> Canine bark/hold | <input type="checkbox"/> Hard unarmed technique | |
| <input type="checkbox"/> Impact weapon | <input type="checkbox"/> Canine bite | |
| <input type="checkbox"/> Threat of force | <input type="checkbox"/> Deadly force | |

With the exception of verbal direction, what was the initial threat or use of force:

Initial Use of Force was: ☐ Effective ☐ Ineffective
Restraints: ☐ Suspect handcuffed ☐ Checked for fit ☐ Double locked

If not checked for fit or double locked, explain: _____

Additional restraints: ☐ Hands ☐ Feet/Legs ☐ Head ☐ Body

Describe any additional restraints: _____

List names or badge numbers of officers present when force was used: _____

Police weapons used (may check more than one, when appropriate circle personal weapon/firearm):

- | | | |
|--|--|--|
| <input type="checkbox"/> Personal weapons: hands/feet/knees/elbows | <input type="checkbox"/> Chemical | |
| <input type="checkbox"/> OC Spray | <input type="checkbox"/> Flashlight | <input type="checkbox"/> Taser-threatened only |
| <input type="checkbox"/> Baton | <input type="checkbox"/> Motor vehicle | <input type="checkbox"/> Taser-stun mode |
| <input type="checkbox"/> Firearm pointed (pistol/shotgun/AR-15) | <input type="checkbox"/> Diversionary device | <input type="checkbox"/> Taser-effective |
| <input type="checkbox"/> Firearm pointed (pistol/shotgun/AR-15) | <input type="checkbox"/> Radio | <input type="checkbox"/> Taser-ineffective |

Other (describe): _____

Injury to Officer: ☐ Yes ☐ No Injury to Subject: ☐ Yes ☐ No

If medical treatment was not given, was it offered? (explain) _____

Describe injuries and treatments to officer and/or subject to include part(s) of the body injured and who provided the medical treatment:

Narrative (explain or describe the subject's actions, the officer's actions, and a detailed description of what force was used and any special circumstances):

Officer's signature and ID#: _____

Taser addendum attached: ☐ Yes ☐ No

Reviewing supervisor: ☐ Forward with no further action recommended
☐ Supervisor's use of force follow-up report attached-no further action recommended
☐ Further action recommended (describe): _____

Reviewing supervisor's signature: _____

Reviewing lieutenant's signature: _____

Use of force reviewer's signature: _____

Request for Canine.pdf

Quincy Police Department

Request for Canine Search
OTHER THAN SCHOOLS

To: Watch Commander

I, _____ request the Quincy Police Department
(Printed Name of Requestor)

Canine Team conduct a canine sniff and/or search of the below listed grounds and/or building
on or about _____
(Date - Month / Day / Year)

PRINT OR TYPE THE FOLLOWING INFORMATION

Business: _____

Address: _____

Phone: _____

Contact Person: _____

Special instructions or requests: _____

Name / Title of Requestor: _____

Signature: _____ **Date:** _____

Approved by: _____
Watch Commander

Send Original to: Deputy Chief of Operations
Send Copy to: Canine Unit Supervisor

Request For Canine School Search.pdf

Quincy Police Department

School Request for Canine Search

To: Chief of Police

I, _____ request the Quincy Police Department
(Printed Name of Requestor)

Canine Team conduct a canine sniff and/or search of the below listed grounds and/or building
on or about _____.
(Date - Month / Day / Year)

PRINT OR TYPE THE FOLLOWING INFORMATION

School: _____

Address: _____

Phone: _____

Contact Person: _____

Special instructions or requests: _____

Name / Title of Requestor: _____

Signature: _____ **Date:** _____

Approved by: _____
Chief of Police

Send Signed Original to: Deputy Chief of Operations
Send copies to: Investigative Unit Lieutenant
Youth Unit Sergeant
Canine Unit Supervisor
School Resource Officer

Canine Drug Detection Log.pdf

QUINCY POLICE DEPARTMENT
CANINE
DRUG DETECTION LOG

CFN DATE/TIME	ALERT Y / N	LOCATION	DAMAGE Y / N	PICTURE Y / N	ARREST Y / N	AMOUNTS FOUND, ETC.

Taser Addendum.pdf

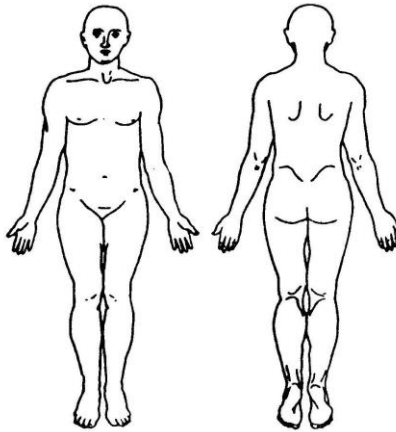
**QUINCY POLICE DEPARTMENT
USE OF FORCE TASER ADDENDUM**

SUBJECT: _____ **DOB:** _____ **RACE:** _____ **SEX:** _____
CFN: _____ **DATE:** _____ **TIME:** _____

TASER INFORMATION

1. AIR TASER SERIAL Number: _____
- 2.. Suspect wearing heavy clothes? ☐ Yes ☐ No
- 3.. Actual TASER application? ☐ Arc Display Only ☐ Display Only
4. Is this a dart probe contact? ☐ Yes ☐ No Is this a stun gun contact? ☐ Yes ☐ No
5. TASER weapon used: ☐ Advanced Taser M-26 ☐ X26
6. Approximate target distance at the time of the dart launch: _____
7. Need for an additional shot? ☐ Yes ☐ No
8. Did dart contacts penetrate the subject's skin? ☐ Yes ☐ No
9. Description of injury: _____

**APPLICATION AREAS-
POINTS OF CONTACT**



OFFICER'S SIGNATURE AND ID #: _____

SUPERVISOR'S APPROVAL: _____

USE OF FORCE REVIEWER'S SIGNATURE: _____

ROUTING: Original to DC of Operations
Copy to Immediate Supervisor

Bias_Based_Policing (1).pdf

Bias Based Policing

401.1 PURPOSE AND SCOPE

This procedure provides guidance to department members that affirms the Quincy Police Department's commitment to policing that is fair and objective.

This procedure encourages law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

401.2 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

Employees should respond to requests for service and/or information based on the merits of the request and applicable departmental procedures and should not render a higher or lower level of service based on race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age or cultural background.

No officer shall stop, detain, or search any person when such action is solely motivated by race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age or cultural background.

401.3 REPORTING STOPS

(a) Officers, upon subjecting a pedestrian to detention in a public place shall complete a form designed for the collection of the required statistical data.

1. Completed forms are to be turned into the Watch Commander who shall review the forms to ensure completeness.

2. Once the form is assured of completeness it shall then be forwarded to the Central Records Section of the Quincy Police Department where the collected data is then entered into a computerized database file developed by the Illinois Department of Transportation for documenting the collection of such statistical data.

3. Upon completion of said new record entry the same statistical data is then uploaded (transferred electronically) according to IDOT requirements to their computerized database file.

(b) As required in 725 ILCS 5/107-14 (b), upon completion of any pedestrian stop under this chapter involving a frisk or search, and unless impractical, impossible, or under exigent circumstances, the officer shall provide the person with a stop receipt which provides the reason for the stop and contains the officer's name and badge number. This does not apply to searches or

Quincy Police Department

Procedures Manual

Bias Based Policing

inspections for compliance with the Fish and Aquatic Life Code, the Wildlife Code, the Herptiles-Herps Act, or searches or inspections for routine security screenings at facilities or events.

401.4 STATE REPORTING

Reporting of Collected Statistical Data

(a) At the direction of the Chief of Police, the Central Records Section supervisor or their designee shall compile the collected statistical data into a report for review and use by the Chief of Police and/or other Command Staff.

(b) The Chief of Police shall prepare an annual report on the collected statistical data of each year following the data collection and disseminate such report at his discretion.

401.5 TRAINING

In concert with appropriate disciplinary action, additional diversity and sensitivity training shall be designated for employees with sustained biased-based policing or other sustained discrimination complaints filed against them.

Department_Use_of_Social_Media (3).pdf

Department Use of Social Media

342.1 PURPOSE AND SCOPE

This procedure provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

342.2 GENERAL GUIDELINES

342.2.1 POSTS ON SOCIAL MEDIA

Facebook posts shall not be deleted due to records retention. They can, however, be hidden.

342.2.2 POSTING STOLEN VEHICLES

Information about reported stolen vehicles may be posted on Facebook. The Record of Stolen Property Form has an area where the complainant/victim may authorize the public release of the registration number and/or picture of the vehicle to the Departments social media sites. When a supervisor posts this type of information on the departments social media sites, they should consider only listing the first several characters of the registration plate.

If the vehicle is recovered, the supervisor shall post an update on the post, stating that the vehicle has been recovered.

342.2.3 POSTING FOUND ANIMALS

Pictures of recovered animals should be posted on Facebook if the owner is not identified. The department will provide members a template for this purpose. If the animal is claimed by its owner or if the owner is identified, the ACO or designee shall post an update, stating that the animal's owner has been identified using the template.

When taking photos of found animals:

- (a) When officers are taking photo of the animal, the safety of the officer shall be a priority.
- (b) When possible do not take photos of the animal in a cage or kennel.
- (c) When possible take a picture of the face and side view of the animal.

342.2.4 POSTING SUSPECT PICTURES FOR IDENTIFICATION PURPOSE

- (a) Officers shall get approval from supervisors if they wish to post pictures of suspects that need to be identified.
- (b) The picture(s) that is posted shall redact the faces of those not involved.
- (c) There shall be probable cause for an arrest in order to post the picture of the suspect. If there is not probable cause for an arrest, then the officer must gain approval from a Lieutenant or higher.
- (d) If the person is identified then the posting shall be immediately updated.
- (e) If the posting refers to Crime Stoppers as an option, the Crime Stoppers template shall be used.

Quincy Police Department

Procedures Manual

Department Use of Social Media

342.2.5 POSTING MISSING PERSON ON SOCIAL MEDIA

(a) Officers shall get written approval (sign and date the missing person form) from the parent or guardian and their supervisor if they wish to post pictures of the missing person.

(b) The picture that is posted shall redact any other person(s).

(c) If the missing person is located, then the posting shall be immediately updated.

342.2.6 POSTING CRIME STOPPERS FUGITIVE OF THE WEEK

The Office Administrator or designee is responsible for posting all of the Crime Stoppers Fugitive of the Week.

342.2.7 POSTING LAW ENFORCEMENT LINE OF DUTY DEATHS

The Office Administrator or designee is responsible for posting all of the Law Enforcement in the line of duty deaths.

342.2.8 POSTS FROM THE PUBLIC

Posts from the public that contain profanity are automatically hidden from the public to see; however, QPD supervisors can login and access these comments by clicking on the three dots (which is an indication that a comment has been hidden).

Domestic_Violence (2) (1).pdf

Domestic Violence

310.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence.

310.2 INVESTIGATIONS

- (a) All Domestic Violence calls should be regarded as potentially “high risk” calls for police officers.
- (b) Verbal and no report of weapons should be responded to as urgent. Physical and/or report of weapons present should be responded to as an emergency. Refer to policy Officer Response to Calls.
- (c) Upon arrival, officers shall seek to determine the nature of the call and take appropriate action to promote the safety of all parties involved and to stabilize the situation.
- (d) If the victim is injured, the officer should ask if he/she desires medical treatment, and if so, the officer should provide transportation to a medical facility or the officer should summon an ambulance or the victim may be transported by a privately owned vehicle.
- (e) Officers shall seek to identify the parties involved and obtain their respective statements.
 - 1. It is best to separate the involved parties so that they cannot hear each other’s statements or be able to make eye contact with each other.
 - 2. Officers should ask the parties involved how the incident was started so as to ascertain where the initial fault lies. This helps to assist in court when the victim or abuser tries to recount their original story.
 - 3. Officers should make every attempt to get a video statement from the victim as well as any witnesses using the Department issued equipment, detailing as much as possible about the incident, from those involved and include these with their reports. If the Officer cannot get an audio/video statement, as a last resort get a detailed hand written statement from the victim.
 - 4. Officers shall give the victims of domestic violence a Domestic Violence/Sexual Assault Victim/ Witness packet. Officers shall fill out the CFN and Officers name on the front of the packet.
- (f) Officers shall, as required by law, seek to determine the frequency and severity of prior incidents of abuse and the number of prior calls for police assistance to prevent such abuse.
- (g) Officers shall, unless unusual circumstances exist, arrest the offender if probable cause exists to believe that a violation of the law occurred:
 - 1. This may be done whether or not the victim wants the offender arrested.

Quincy Police Department

Procedures Manual

Domestic Violence

2. A report must be made in all cases regardless of arrest action.

(h) If an officer feels an ordinance violation is more appropriate than a state statute arrest, they shall receive permission for the ordinance violation/citation from the Watch Commander.

(i) Officers shall confirm the existence of any Order of Protection. This may be done by:

1. Requesting a check through LEADS.

2. Requesting a check of the Adams County Sheriff's Department files.

(j) Reading a copy of an Order of Protection in the possession of the victim.

(k) Officers should arrest persons violating Orders of Protection when appropriate.

(l) The four areas in an Order of Protection, which would be law enforcement enforced are:

1. Prohibition against physically abusing, threatening, harassing, intimidating or interfering with the personal liberty of the victim or any other family or household member; or

2. Prohibition against entering into the home or remaining in the home of the victim; or

3. Prohibition against entering or remaining present at the victim's school, place of employment, or other specified locations at times when the victim is present; or

4. Prohibition against violation of 720, ILCS 5/10-5, entitled "Child Abduction" by intentionally violating the terms of any valid court order, including an Order of Protection, relating to child custody, visitation, physical care or custody, and/or removal or concealment of a minor child from the state or concealing the child within the state.

(m) An Order of Protection may be enforced pursuant to this policy only if the respondent violates the order after he/she has actual knowledge of its contents by service or other means.

(n) If the respondent is not aware of the Order of Protection, the officer should advise him/her of the conditions of the order and should call the Adams County Sheriff's Department so the order can be officially served.

(o) If the respondent then refuses to leave the premises, in violation of the order, he/she may be arrested.

(p) When a respondent is arrested for Violation of an Order of Protection, the offender will usually be charged with violating 720 ILCS 5/12-30, Violation of Order of Protection.

(q) If probable cause exists that the 72 hour no contact provision of a Domestic Violation Bond Restriction occurs, the offender shall be charged with 720 ILCS 5/32-10 (c).

(r) Obtain statements from the parties involved and from witnesses: 1. When possible, the victim's statement shall be recorded and the recording secured as evidence.

(s) Officers should collect any evidence of the crime committed. This would include, but is not limited to:

Domestic Violence

1. Pictures of wounds on victim's body or suspect's body.
2. Diagram of those wounds on a body chart.
3. Torn or blood stained clothes.
4. Pieces of broken furniture or other personal or household items.
5. Pictures of rooms torn apart during the disturbance.
6. Any weapon used.

(t) If children are present during the incident the officer must contact the Department of Children and Family Services at 1-(800)25A-BUSE or 1-(800)252-2873. This call should be made before the end of shift and they call can be made from the cell phone in the squad car or from the land line at the station. Even if no arrests is made as a result of the Domestic Violence Incident an officer must contact the DCFS hotline to report the incident.

310.3 REPORTS AND RECORDS

(a) Officers investigating an alleged incident of abuse between family or household members shall complete a GOR of any bona-fide investigation

1. Such police reports shall include the abuse victim's statements as to the frequency and severity of prior incidents of abuse by the same family or household member and the number of prior calls for police assistance to prevent such further abuse.
2. To assist an officer in their investigation of an alleged incident of abuse, they should use the Domestic Violence Check List Packet.
3. The Domestic Violence Risk Assessment Form located in the Domestic Violence Checklist Packet shall be completed if probable cause for an arrest exists.
4. The NIBRS (National Incident-Based Reporting System) Form shall be completed and turned in with the officer's report.

[See attachment: NIBRS](#)

[See attachment: Domestic Violence Risk Assessment Form](#)

[See attachment: Domestic Violence Addendum](#)

Attachments

NIBRIS.pdf

* Utilize I-UCR Offense Code Sheet

Domestic Violence Addendum.pdf

Domestic Violence Addendum --
(Use separate sheet for each victim)

Number: _____ Case: _____

INCIDENT DATE: ____ / ____ / ____ TIME: ____ LOCATION: ____

VICTIM'S NAME

Last Name:	First:	Middle:	Birth date: ____ / ____ / ____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address:			Phone: (____) _____	

AGGRESSOR'S NAME

Last Name:	First:	Middle:	Birth date: ____ / ____ / ____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address:			Phone: (____) _____	

OFFICER OBSERVATIONS

	Aggressor
Alcohol/Drugs	<input type="checkbox"/>
Angry	<input type="checkbox"/>
Apologetic	<input type="checkbox"/>
Calm	<input type="checkbox"/>
Crying	<input type="checkbox"/>
Excited Utterances*	<input type="checkbox"/>
Profanity	<input type="checkbox"/>
Hysterical	<input type="checkbox"/>
Shaking	<input type="checkbox"/>
Nervous	<input type="checkbox"/>
Threatening	<input type="checkbox"/>
Abuse of Pets	<input type="checkbox"/>
Other	<input type="checkbox"/>
Forcible Entry?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Duration of Incident:	_____

RELATIONSHIP

	Current	Former
Married	<input type="checkbox"/>	<input type="checkbox"/>
Cohabitants	<input type="checkbox"/>	<input type="checkbox"/>
Dating/Engaged	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Step Parent and Child	<input type="checkbox"/>	<input type="checkbox"/>
Personal Assistant of Disabled	<input type="checkbox"/>	<input type="checkbox"/>
Recently Separated	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other*		
Length of Relationship	____ Years ____ Months	
Names of minor children under 18 reportedly in common:		
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____

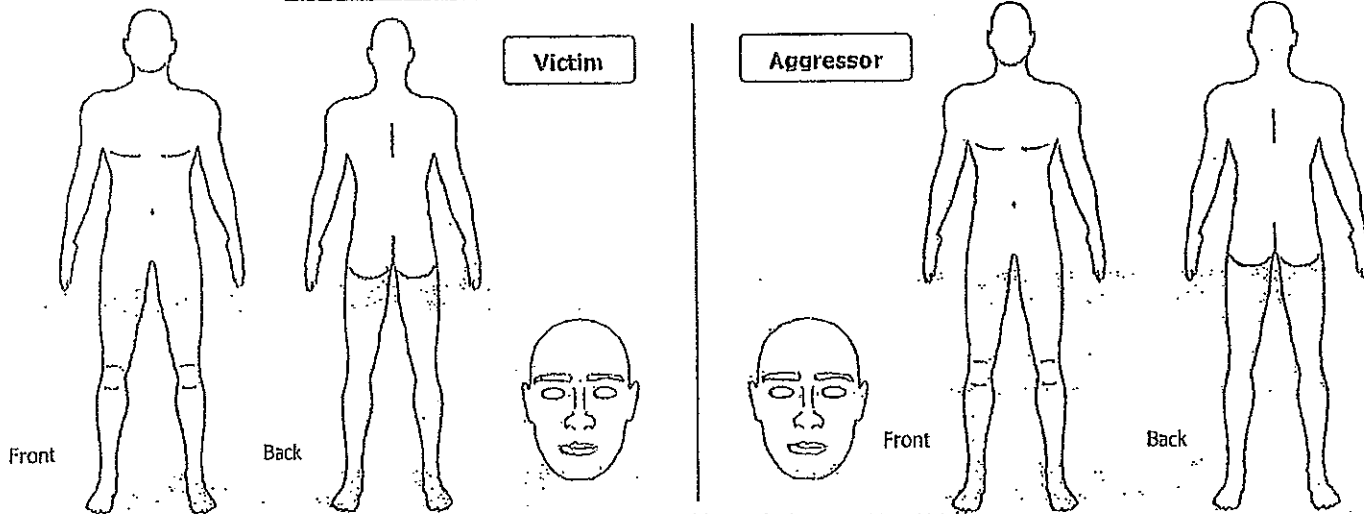
INJURIES

	Victim		Aggressor	
	Reported	Observed	Reported	Observed
1. Report of Pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bruises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Abrasions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minor Cuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lacerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sexual Assault	<input type="checkbox"/>		<input type="checkbox"/>	
7. Strangulation	<input type="checkbox"/>		<input type="checkbox"/>	
8. Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Victim Pregnant	<input type="checkbox"/> YES <input type="checkbox"/> NO	How Far Along? _____		

MEDICAL TREATMENT

	Victim	Aggressor
None	<input type="checkbox"/>	<input type="checkbox"/>
Seek Own	<input type="checkbox"/>	<input type="checkbox"/>
Refused	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Paramedic/EMS	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>
Hospital/Physician:		
Release for Medical Records signed	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Form #	_____	

Show all injuries on diagrams below. Use corresponding numbers 1 through 8.



Note: Make sure diagrams are consistent with photos used in evidence.

*Describe in notes/comments or report narrative.

WITNESSES - (COMPLETE IDENTIFIERS AND CONTACT INFORMATION)		TYPE OF STATEMENTS	
Witness Name:	Statement Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Witness Name:	Statement Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Witness Name:	Statement Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video

EVIDENCE	Make sure photos are consistent with diagrams on reverse side.	
Photos Taken of Victim	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Photos Taken of Suspect	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Photos Taken of Scene/Children	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Photos Taken By (Name):		
Victim Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Type of Statement	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Aggressor Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Type of Statement	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Evidence Collected	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9-1-1 Tape Requested	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sexual Assault Kit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
In-Car Video # []	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTIFICATION		
Investigations	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Crime Scene Services	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DCFS/Human Services	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Juvenile Officer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Domestic Violence Victim Packet	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Domestic Violence/Sexual Assault Advocate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Local Law Enforcement Agency	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other*	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PRIOR HISTORY	Victim		Aggressor	
(Check All That Apply)	YES*	NO	YES*	NO
Prior Domestic Violence Incidents (Number, Frequency, Severity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Incidents Reported to Police (Agencies Involved)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Stalking, Surveillance, Isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal History Information Attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEAPONS	
Type of Weapon Used?	
Aggressor - Access to Weapons?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What Kind?	
Aggressor - History of Weapons Use	
Aggressor - FOID Card	<input type="checkbox"/> YES <input type="checkbox"/> NO

ORDER OF PROTECTION	Check All that Have or Do Apply
Served:	<input type="checkbox"/> YES <input type="checkbox"/> NO Date/Time:
Type:	<input type="checkbox"/> Emergency <input type="checkbox"/> Interim <input type="checkbox"/> Plenary
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired
Previous Orders Issued?	<input type="checkbox"/> YES <input type="checkbox"/> NO
History of Violating Orders, OP or Other (Stalking, Parole, Sexual, No Contact Order)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Issuing Court(s):

MENTAL HEALTH	Aggressor	
	YES*	NO
History of Mental Health Issues	<input type="checkbox"/>	<input type="checkbox"/>
What Kind?		
Medications?	<input type="checkbox"/>	<input type="checkbox"/>
Expressed suicidal/homicidal thoughts	<input type="checkbox"/>	<input type="checkbox"/>
History of Alcohol/Drugs	<input type="checkbox"/>	<input type="checkbox"/>
What Kind?		

Check all children under 18 present in the current incident: (check all that apply)

1. Name:	Age:	DOB:
Address:	City/State/Zip:	Phone:
Current Incident: <input type="checkbox"/> Witness <input type="checkbox"/> Victim <input type="checkbox"/> Injured <input type="checkbox"/> Other		
Legally related to: <input type="checkbox"/> Victim <input type="checkbox"/> Aggressor <input type="checkbox"/> Neither		
2. Name:	Age:	DOB:
Address:	City/State/Zip:	Phone:
Current Incident: <input type="checkbox"/> Witness <input type="checkbox"/> Victim <input type="checkbox"/> Injured <input type="checkbox"/> Other		
Legally related to: <input type="checkbox"/> Victim <input type="checkbox"/> Aggressor <input type="checkbox"/> Neither		

Division of Child and Family Services Hotline Called?	<input type="checkbox"/> YES <input type="checkbox"/> NO
PLEASE USE ADDITIONAL PAGES IF NECESSARY	

Follow Up - How does Victim want to be contacted?				
Name of Contact Person:	Address:	Phone:		
Victim Access to Transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Victim Access to Phone: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reporting Officer:	Date/Time:	ID Number	Reviewing Officer's Initials	ID Number

PLEASE NOTE: This information will be provided to the judge in setting bond
*Describe in notes/comments or report narrative.

Domestic Violence Risk Assessment Form.pdf

DOMESTIC VIOLENCE RISK ASSESSMENT FORM

(The reporting officer must complete this form when an arrest is made.)

The ASA must receive a copy of this form PRIOR to the bond hearing.

Part 1: Case Information			
Date Prepared:		CFN:	
Victim Name:		DOB:	
Home Address:		Phone:	
Work Address:		Work Phone:	
Alternate Address: (friend or relative)		Alternate Phone:	
Offender Name:		Relationship to Victim:	
Order of Protection? <input type="checkbox"/> No <input type="checkbox"/> Yes	OP #:	<input type="checkbox"/> Expired <input type="checkbox"/> Vacated <input type="checkbox"/> Active	
Number of Prior Incidents:	Department:	Pending Cases: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Offender have Criminal History: <input type="checkbox"/> No <input type="checkbox"/> Yes		Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes	If no, why?
(Mandatory on Cindy Bischof eligible cases, i.e. In a domestic violence case when a suspect is arrested for violating a restraining order.			

Part 2: Firearms/Weapons			
Does offender possess FOID card? <input type="checkbox"/> No <input type="checkbox"/> Yes	FOID Number:		
Does offender own/possess firearms? <input type="checkbox"/> No <input type="checkbox"/> Yes	Location Stored:	How many?	
Firearm Type(s): <input type="checkbox"/> Handgun <input type="checkbox"/> Shotgun <input type="checkbox"/> Other	List other types:		
Does offender have access to firearms/weapons? <input type="checkbox"/> No <input type="checkbox"/> Yes	How many?		

Part 3: Initial Risk Assessment			
Has your partner ever (check all that apply):			
<input type="checkbox"/> Hit or slapped you	<input type="checkbox"/> Physically harmed you while pregnant	<input type="checkbox"/> Threatened you with a weapon, such as bat, sword, knife, etc.	
<input type="checkbox"/> Kicked you	<input type="checkbox"/> Threatened to harm you if police called	<input type="checkbox"/> Made unannounced visits to your workplace, school, or other locations	
<input type="checkbox"/> Choked or strangled you	<input type="checkbox"/> Threatened to harm police if police called	<input type="checkbox"/> Threatened to kill you	
<input type="checkbox"/> Prevented you from leaving or seeking assistance	<input type="checkbox"/> Threatened to kill himself	<input type="checkbox"/> Fantasized about harming or killing someone	
<input type="checkbox"/> Threatened you with a firearm	<input type="checkbox"/> Harmed or threatened to harm pets or other animals		
Do you have children? <input type="checkbox"/> No <input type="checkbox"/> Yes	Ages:	Is offender a parent? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Have the children witnessed abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes	Has offender ever harmed the children? <input type="checkbox"/> No <input type="checkbox"/> Yes		
DCFS contacted? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	Is offender lacking status in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Has your family experienced any recent changes? (check all that apply):			
<input type="checkbox"/> Death	<input type="checkbox"/> Separation or divorce	<input type="checkbox"/> Job loss/economic hardship	
<input type="checkbox"/> Alcohol/substance or prescription abuse	<input type="checkbox"/> Other		

Part 4: Officer's Assessment			
Immediate risk to the victim: <input type="checkbox"/> Low risk <input type="checkbox"/> Intermediate risk <input type="checkbox"/> High risk			
Officer Signature:		Badge Number:	
Date:		Supervisor Signature:	

Domestic_Violence (2).pdf

Domestic Violence

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 - 1. It is best to separate the involved parties so that they cannot hear each other’s statements or be able to make eye contact with each other.
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Quincy Police Department

Procedures Manual

Domestic Violence

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4. Prohibition against violation of 720, ILCS 5/10-5, entitled "Child Abduction" by intentionally violating the terms of any valid court order, including an Order of Protection, relating to child custody, visitation, physical care or custody, and/or removal or concealment of a minor child from the state or concealing the child within the state.

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Domestic Violence

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2. Diagram of those wounds on a body chart.
3. Torn or blood stained clothes.
4. Pieces of broken furniture or other personal or household items.
5. Pictures of rooms torn apart during the disturbance.
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[See attachment: Domestic Violence Risk Assessment Form](#)

[See attachment: Domestic Violence Addendum](#)

Attachments

NIBRIS.pdf

* Utilize I-UCR Offense Code Sheet

Domestic Violence Addendum.pdf

Domestic Violence Addendum --
(Use separate sheet for each victim)

Number: _____ Case: _____

INCIDENT DATE: ____ / ____ / ____ TIME: ____ LOCATION: ____

VICTIM'S NAME

Last Name:	First:	Middle:	Birth date: ____ / ____ / ____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address:			Phone: (____) _____	

AGGRESSOR'S NAME

Last Name:	First:	Middle:	Birth date: ____ / ____ / ____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address:			Phone: (____) _____	

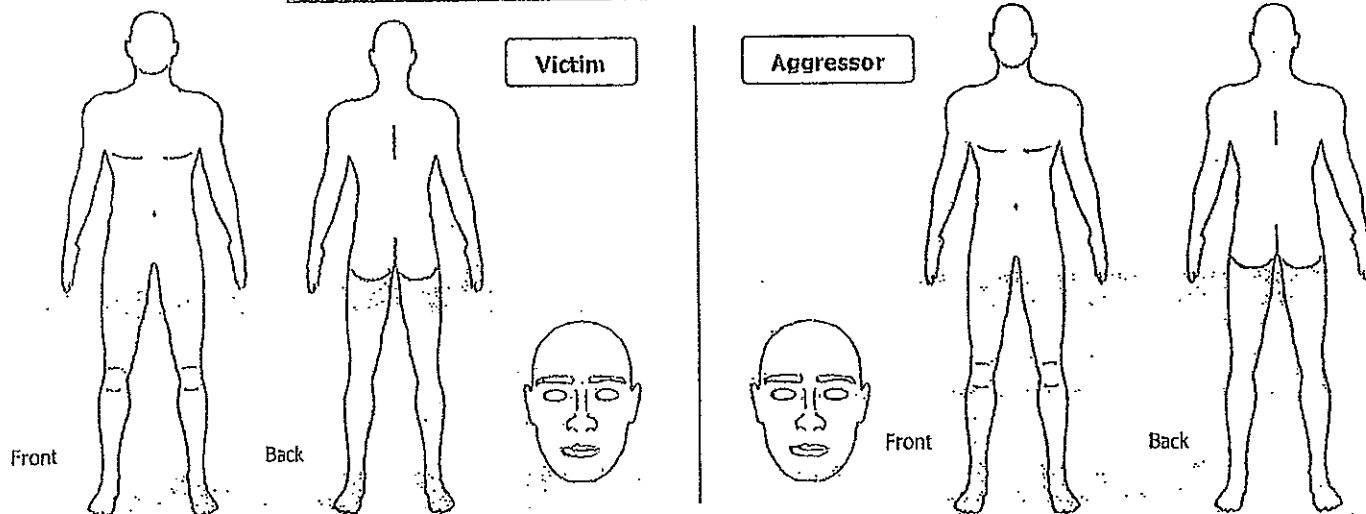
OFFICER OBSERVATIONS	Aggressor
Alcohol/Drugs	<input type="checkbox"/>
Angry	<input type="checkbox"/>
Apologetic	<input type="checkbox"/>
Calm	<input type="checkbox"/>
Crying	<input type="checkbox"/>
Excited Utterances*	<input type="checkbox"/>
Profanity	<input type="checkbox"/>
Hysterical	<input type="checkbox"/>
Shaking	<input type="checkbox"/>
Nervous	<input type="checkbox"/>
Threatening	<input type="checkbox"/>
Abuse of Pets	<input type="checkbox"/>
Other	<input type="checkbox"/>
Forcible Entry? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Duration of Incident:	

RELATIONSHIP	Current	Former
Married	<input type="checkbox"/>	<input type="checkbox"/>
Cohabitants	<input type="checkbox"/>	<input type="checkbox"/>
Dating/Engaged	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Step Parent and Child	<input type="checkbox"/>	<input type="checkbox"/>
Personal Assistant of Disabled	<input type="checkbox"/>	<input type="checkbox"/>
Recently Separated	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other*		
Length of Relationship	Years ____ Months ____	
Names of minor children under 18 reportedly in common:		
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____
	Residing in home <input type="checkbox"/> Yes <input type="checkbox"/> No	Age: ____

INJURIES	Victim		Aggressor	
	Reported	Observed	Reported	Observed
1. Report of Pain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bruises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Abrasions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minor Cuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lacerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sexual Assault	<input type="checkbox"/>		<input type="checkbox"/>	
7. Strangulation	<input type="checkbox"/>		<input type="checkbox"/>	
8. Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Victim Pregnant	<input type="checkbox"/> YES <input type="checkbox"/> NO	How Far Along?		

MEDICAL TREATMENT	Victim	Aggressor
None	<input type="checkbox"/>	<input type="checkbox"/>
Seek Own	<input type="checkbox"/>	<input type="checkbox"/>
Refused	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Paramedic/EMS	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>
Hospital/Physician:		
Release for Medical Records signed	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Form #		

Show all injuries on diagrams below. Use corresponding numbers 1 through 8.



Note: Make sure diagrams are consistent with photos used in evidence.

*Describe in notes/comments or report narrative.

WITNESSES - (COMPLETE IDENTIFIERS AND CONTACT INFORMATION)		TYPE OF STATEMENTS	
Witness Name:	Statement Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Witness Name:	Statement Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Witness Name:	Statement Taken: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video

EVIDENCE	Make sure photos are consistent with diagrams on reverse side.	
Photos Taken of Victim	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Photos Taken of Suspect	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Photos Taken of Scene/Children	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Photos Taken By (Name):		
Victim Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Type of Statement	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Aggressor Statement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Type of Statement	<input type="checkbox"/> Written	<input type="checkbox"/> Audio <input type="checkbox"/> Video
Evidence Collected	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9-1-1 Tape Requested	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sexual Assault Kit	<input type="checkbox"/> YES	<input type="checkbox"/> NO
In-Car Video # []	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTIFICATION		
Investigations	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Crime Scene Services	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DCFS/Human Services	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Juvenile Officer	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Domestic Violence Victim Packet	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Domestic Violence/Sexual Assault Advocate	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Local Law Enforcement Agency	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Other*	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PRIOR HISTORY	Victim		Aggressor	
(Check All That Apply)	YES*	NO	YES*	NO
Prior Domestic Violence Incidents (Number, Frequency, Severity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Incidents Reported to Police (Agencies Involved)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports Stalking, Surveillance, Isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal History Information Attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEAPONS	
Type of Weapon Used?	
Aggressor - Access to Weapons?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What Kind?	
Aggressor - History of Weapons Use	
Aggressor - FOID Card	<input type="checkbox"/> YES <input type="checkbox"/> NO

ORDER OF PROTECTION	Check All that Have or Do Apply
Served:	<input type="checkbox"/> YES <input type="checkbox"/> NO Date/Time:
Type:	<input type="checkbox"/> Emergency <input type="checkbox"/> Interim <input type="checkbox"/> Plenary
Status:	<input type="checkbox"/> Current <input type="checkbox"/> Expired
Previous Orders Issued?	<input type="checkbox"/> YES <input type="checkbox"/> NO
History of Violating Orders, OP or Other (Stalking, Parole, Sexual, No Contact Order)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Issuing Court(s):

MENTAL HEALTH	Aggressor	
	YES*	NO
History of Mental Health Issues	<input type="checkbox"/>	<input type="checkbox"/>
What Kind?		
Medications?	<input type="checkbox"/>	<input type="checkbox"/>
Expressed suicidal/homicidal thoughts	<input type="checkbox"/>	<input type="checkbox"/>
History of Alcohol/Drugs	<input type="checkbox"/>	<input type="checkbox"/>
What Kind?		

List all children under 18 present in the current incident: (check all that apply)	
--	--

1. Name:	Age:	DOB:
Address:	City/State/Zip:	Phone:
Current Incident: <input type="checkbox"/> Witness <input type="checkbox"/> Victim <input type="checkbox"/> Injured <input type="checkbox"/> Other		
Legally related to: <input type="checkbox"/> Victim <input type="checkbox"/> Aggressor <input type="checkbox"/> Neither		
2. Name:	Age:	DOB:
Address:	City/State/Zip:	Phone:
Current Incident: <input type="checkbox"/> Witness <input type="checkbox"/> Victim <input type="checkbox"/> Injured <input type="checkbox"/> Other		
Legally related to: <input type="checkbox"/> Victim <input type="checkbox"/> Aggressor <input type="checkbox"/> Neither		

Division of Child and Family Services Hotline Called?	<input type="checkbox"/> YES <input type="checkbox"/> NO
PLEASE USE ADDITIONAL PAGES IF NECESSARY	

FOLLOW UP - How does Victim want to be contacted?				
Name of Contact Person:	Address:	Phone:		
Victim Access to Transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Victim Access to Phone: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reporting Officer:	Date/Time:	ID Number	Reviewing Officer's Initials	ID Number

PLEASE NOTE: This information will be provided to the judge in setting bond				
*Describe in notes/comments or report narrative.				

Domestic Violence Risk Assessment Form.pdf

DOMESTIC VIOLENCE RISK ASSESSMENT FORM

(The reporting officer must complete this form when an arrest is made.)

The ASA must receive a copy of this form PRIOR to the bond hearing.

Part 1: Case Information			
Date Prepared:		CFN:	
Victim Name:		DOB:	
Home Address:		Phone:	
Work Address:		Work Phone:	
Alternate Address: (friend or relative)		Alternate Phone:	
Offender Name:		Relationship to Victim:	
Order of Protection? <input type="checkbox"/> No <input type="checkbox"/> Yes	OP #:	<input type="checkbox"/> Expired <input type="checkbox"/> Vacated <input type="checkbox"/> Active	
Number of Prior Incidents:	Department:	Pending Cases: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Offender have Criminal History: <input type="checkbox"/> No <input type="checkbox"/> Yes Attached? <input type="checkbox"/> No <input type="checkbox"/> Yes (Mandatory on Cindy Bischof eligible cases, i.e. In a domestic violence case when a suspect is arrested for violating a restraining order.			If no, why?

Part 2: Firearms/Weapons			
Does offender possess FOID card? <input type="checkbox"/> No <input type="checkbox"/> Yes	FOID Number:		
Does offender own/possess firearms? <input type="checkbox"/> No <input type="checkbox"/> Yes	Location Stored:	How many?	
Firearm Type(s): <input type="checkbox"/> Handgun <input type="checkbox"/> Shotgun <input type="checkbox"/> Other	List other types:		
Does offender have access to firearms/weapons? <input type="checkbox"/> No <input type="checkbox"/> Yes		How many?	

Part 3: Initial Risk Assessment			
Has your partner ever (check all that apply):			
<input type="checkbox"/> Hit or slapped you	<input type="checkbox"/> Physically harmed you while pregnant	<input type="checkbox"/> Threatened you with a weapon, such as bat, sword, knife, etc.	
<input type="checkbox"/> Kicked you	<input type="checkbox"/> Threatened to harm you if police called	<input type="checkbox"/> Made unannounced visits to your workplace, school, or other locations	
<input type="checkbox"/> Choked or strangled you	<input type="checkbox"/> Threatened to harm police if police called	<input type="checkbox"/> Threatened to kill you	
<input type="checkbox"/> Prevented you from leaving or seeking assistance	<input type="checkbox"/> Threatened to kill himself	<input type="checkbox"/> Fantasized about harming or killing someone	
<input type="checkbox"/> Threatened you with a firearm	<input type="checkbox"/> Harmed or threatened to harm pets or other animals		
Do you have children? <input type="checkbox"/> No <input type="checkbox"/> Yes	Ages:	Is offender a parent? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Have the children witnessed abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes	Has offender ever harmed the children? <input type="checkbox"/> No <input type="checkbox"/> Yes		
DCFS contacted? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	Is offender lacking status in the US? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Has your family experienced any recent changes? (check all that apply):			
<input type="checkbox"/> Death	<input type="checkbox"/> Separation or divorce	<input type="checkbox"/> Job loss/economic hardship	
<input type="checkbox"/> Alcohol/substance or prescription abuse	<input type="checkbox"/> Other		

Part 4: Officer's Assessment			
Immediate risk to the victim: <input type="checkbox"/> Low risk <input type="checkbox"/> Intermediate risk <input type="checkbox"/> High risk			
Officer Signature:		Badge Number:	
Date:		Supervisor Signature:	

Subpoenas (5).pdf

Subpoenas

325.1 PURPOSE AND SCOPE

This procedure establishes the guidelines for department members who must appear in court. It will allow the Quincy Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 RESPONSIBILITY

(a) It is the responsibility of the Central Records Section to coordinate the efforts of the department in the preparation and issuance of city subpoenas.

(b) Officers shall immediately report to their supervisor the receipt of a subpoena and the instructions therein from any agency, attorney, etc. other than the Adams County State's Attorney or the City Attorney.

(c) Officers shall not disseminate evidence, property, reports, records or photos to any agency or individual, other than the State's Attorney or City Attorney, without a subpoena and approval from their supervisor.

(d) The Watch Commander will be responsible for tracking who takes out subpoenas and ensuring that they are returned at the end of the shift, whether they have been served or not.

(e) It shall be the responsibility of the Watch Commander to check the subpoena file each day as part of the pre-shift inspections to ensure that any unserved subpoenas due for court the following week are served or are returned to the Central Records Section by the desired date. This is necessary in order for the unserved subpoenas to reach the court before the trial date.

325.3 ISSUANCE OF CITY SUBPOENA

(a) Upon receipt of a request for a subpoena from the City Attorney's Office, the Central Records Section shall write the subpoena in its proper form, copy the form, and route the copies and the original document to the Watch Commander's Office for issuance.

(b) The Records Clerk will attach the copies to, an "Attempts to Serve Legal Process" form.

325.3.1 SUBPOENA FILE

All subpoenas coming out for service will be kept in a subpoena binder in the Watch Commander's Office.

(a) Officers may, with the approval of the Watch Commander, take subpoenas out in the field to be served.

1. The Watch Commander will be responsible for tracking who takes out subpoenas and ensuring that they are returned at the end of shift, whether they have been served or not.

Quincy Police Department

Procedures Manual

Subpoenas

2. Officers taking out subpoenas will log the time in and out on the sign out/ sign in log for subpoenas.

3. If the officer does not serve the subpoena prior to the end of their shift they shall return the subpoena back to the subpoena binder and log it back in on the "Sign In/ Sign Out Form".

4. If the officer serves a subpoena they shall bring the original completed document back in to the Watch Commander's Office and ensure the following is done:

(b) The officer shall complete the Service of Legal Process

The "The Service of Legal Process should include:

1. Date and time the subpoena was served
2. Location of where the subpoena was served
3. Signature of the officer serving the subpoena

325.4 SERVICE OF SUBPOENA

In order for the City of Quincy to collect its fees for serving subpoenas, officers must complete the bottom of the original subpoena before routing it to the Central Records Section.

(a) When service of the subpoena has been successful, the officer shall:

1. Print the recipient's name on the line preceded by the words "I have served the within Writ, by reading the same to the within named..."
2. The officer's signature should be written in on the line preceded by the word "By..."
3. Enter the fee of \$10.00 on the line preceded by the words "Service of Subpoena..."
4. Enter the approximate number of miles from the police station to the place of issuance and back to the police station on the line preceding the words "Miles' Travel..."
5. Multiply the number of miles traveled by \$1.00 and enter that amount on the line preceded by the words "Miles' Travel..." The minimum "Miles' Travel..." is one mile or \$1.00.
6. Total the \$10.00 fee and the mileage fee and enter the amount on the line preceded by the words "Total Amount..."
7. Fill out the Service of Legal Process form.
8. Attach the Legal Process form to the subpoena and route them to the Watch Commander's Office for them to be sent to the Central Records Section.
9. The Watch Commander shall remove the subpoena computer entry from computerized warrants file.

(b) When all reasonable attempts to serve the subpoena have been un-successful, the officer shall:

1. Print the name of the supposed recipient on the line preceded by the words "I cannot in my County find the within named..."

Quincy Police Department

Procedures Manual

Subpoenas

2. Enter the fee of \$5.00 on the line preceded by the words "Returning Subpoena..."
3. The officers signature should be written in on the line preceded by the word "By..."
4. Fill out a line on the "Attempts to Serve Legal Process" form.
5. Attach the Legal Process form to the subpoena and route them to the Watch Commander's Office for them to be sent to the Central Records Section.
6. The Watch Commander shall remove the subpoena computer entry from the computerized warrants file.

325.5 SERVICE OF SUBPOENAS AND COURT NOTICES TO OFFICERS

Service of County Subpoenas to Police Personnel:

(a) The Central Records Clerk responsible for the mail run between the Adams County Courthouse and police department shall be responsible for checking with the State's Attorney's Office and the Circuit Clerk's Office for subpoenas to be served on police personnel. The subpoenas shall be given to the appropriate commander or designee.

(b) The Commander or designee shall review the names on the subpoena at the beginning of their tour of duty to ensure that it is issued for an employee of the Quincy Police Department and the date of the appearance. The Watch Commander or designee shall also check work schedules to ensure that the officer will be on duty to be served the subpoena in a timely manner.

(c) Generally the Commander or designee shall serve the subpoena to the employee, in person, at the police department during the employee's next scheduled workday.

(d) If the date of the appearance is close to the receipt of the subpoena for service, the receiving Watch Commander shall take whatever steps are necessary to ensure the subpoena is served in a timely fashion including, but not limited to:

1. Telephoning the officer to advise him/her of the subpoena.
2. Sending a supervisor to the officer's location to serve the subpoena.

(e) Service Fees.

After serving the subpoena the applicable fee is:.

1. "Service of Subpoena": \$25
2. "Returning Subpoena": \$5
3. "Miles Traveled": \$1
4. "Total Amount": \$31

(f) Served subpoenas will be returned to records who will return them to the Circuit Clerk.

(g) Returned Subpoenas on Police Personnel:

Quincy Police Department

Procedures Manual

Subpoenas

If a subpoena cannot be served on an employee, Records will return the subpoena to the Circuit Clerk.

325.5.1 OTHER COURT NOTICES FOR OFFICERS

(a) Officers may receive other notices for court appearances, e.g., City court, preliminary hearings, suppression hearings.

(b) Officers shall receive these notices in paper form or via email.

(c) The supervisors will also receive the email version of such court notices. When this occurs the supervisor shall ensure that the officer's work schedule will allow the officer to view the email. If the work schedule will not allow the officer an opportunity to view the court notice via email, then the supervisor shall make a reasonable attempt to notify the officer of the court appearance.

(d) Officers are expected to make all court appearances regardless of how they are notified.

325.5.2 SUBPOENAS FROM OUTSIDE AGENCIES

(a) When an outside paper service company goes to the police department with a subpoena for a department member, generally no other department member should accept the subpoena.

(b) If the member is not on duty, then the watch commander may inform the paper server the next duty day for the officer.

(c) No department member shall not reveal personal information to the paper server such as the subpoenaed members address or phone number.

_strong_Policy_Manual__strong_.pdf

Policy Manual

101.1 PURPOSE AND SCOPE

PURPOSE: The purpose of this procedure is to affirm the authority of the members of the Quincy Police Department to perform their functions based on established legal authority.

101.2 ISSUING THE DEPARTMENT POLICIES

(a) Every member will be given access to an electronic copy of the policy manual, through a company called Lexipol during the member's orientation.

(b) Upon request, members requesting a paper copy will be given access to a paper copy.

(c) Every new officer shall read and acknowledge certain policies during orientation. The officer shall read and acknowledge all remaining policies prior to progressing to Step 3 (solo patrol) of the Field Training Program.

(d) Every civilian member shall read and acknowledge all policies pertaining to their position during their orientation.

(e) Any new policies or changes in the current policies must be read and acknowledged by each officer and civilians in a timely fashion.

101.3 PERIODIC REVIEW OF THE POLICY MANUAL

(a) Members are encouraged to periodically review the policies. If a member feels a policy needs to be changed they should make recommendations through the chain of command.

(b) As appropriate, members may be required to review certain policies as remedial training following an internal investigation.

(c) DTB's (Daily Training Bulletin) is a program through which Lexipol sends periodical emails to members. Each of these email's will contain a quiz from a particular policy. Barring any unforeseen circumstances, the DTB should be completed by the end of the day you receive it.

(d) DTB's are also a form of policy review. DTB's (Daily Training Bulletins) will be given to each member periodically through the Lexipol website to which members will have electronic access.

101.4 NEW POLICY ISSUANCE AND/OR REVISIONS TO POLICY

New policies or changes to existing policies may be directed by either Lexipol or by Department Administration. Any changes will begin with the Primary Work Group (PWG) with input from Subject Matter Experts. As necessary, the changes will be given to the Policy Review Board for review.

Suggestions from the Policy Review Board are forwarded to the PWG or Chief of Police for review prior to publishing in Lexipol. The Chief of Police has final authority on policy revisions.

Quincy Police Department

Procedures Manual

Policy Manual

Primary Work Group (PWG) - consists of Chief of Police, Deputy Chiefs, Office Administrator and others as deemed necessary.

Policy Review Board – consists of line officers and civilians as needed. They are selected by the Chief of Police or designee. The board is coordinated by the Office Administrator. The Board's focus is to provide line officer/member input on new policy and/or changes. Board members are encouraged to seek input from their work groups as appropriate.

Canine Seizures.pdf

QUINCY POLICE DEPARTMENT SEIZURES

CFN	Drug Type	Weight In Grams	Street Value
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.

	Weight In Grams	Street Value
Cannabis	_____	_____.
Cocaine	_____	_____.
Meth	_____	_____.
Heroin	_____	_____.
Total	_____	_____.

TRAINING

	# Of Days Trained	Amount of Time Trained
Narcotics	_____	_____.
Aggression Training	_____	_____.
Obedience Training	_____	_____.
Article Searches	_____	_____.
Tracks	_____	_____.
	Total hours Trained	_____.

Other

Handlers Signature: _____ Date: _____

Canine Monthly Report.pdf

QUINCY POLICE DEPARTMENT

CANINE MONTHLY REPORT FOR _____.

Officer's Name _____.
Canine Name _____.
Total # of Training Days _____.
Total # of Days Worked _____.

Canine Activity

Narcotics Searches	Total Number	Total Finds
Vehicles	_____.	_____.
Buildings	_____.	_____.
Schools	_____.	_____.
Jail	_____.	_____.
Residences	_____.	_____.
Search Warrants	_____.	_____.
Other (List)	_____.	_____.

Other Activities	Total Number
Area Searches	_____.
Article Searches	_____.
Tracks	_____.
Building Searches	_____.
Handler Protection	_____.
Apprehensions	_____.
Assist ERT	_____.
Demonstrations	_____.

Number of Days CANINE Was Not Available Due to:

Sickness/Injury Handler	_____.
Sickness/Injury Canine	_____.
Training-Handler	_____.
Vacation/Comp Day	_____.

Canine Training Report 1.pdf

QUINCY POLICE DEPARTMENT CANINE TRAINING REPORT

Officer: _____ Canine: _____ District: _____

Date: _____ Time: _____ Assistant/Location: _____

Weather: _____ Wind: _____ Temp: _____

TRACKING:

Area: _____ Length: _____

Start Point: _____ Time Lag: _____

Time on Track: _____ Cross Track: _____

Comments: _____



--- Track Layer
— Canine



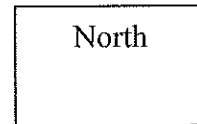
Starting Point



Ending Point



Article



Blank lined paper for writing.

Level of Resistance Report - Final.pdf

Appendix A

QUINCY POLICE DEPARTMENT
LEVELS OF RESISTANCE REPORT

Chapter 4
Number 11
July 28, 2000

SUBJECT: _____ DOB: _____ RACE: _____ SEX: _____

CFN: _____ DATE: _____ TIME: _____

LOCATION: _____

LOCATION TYPE: ☐ Public property ☐ Private property

ARREST MADE: ☐ Yes ☐ No

SUSPECTED USE OF: ☐ Drugs ☐ Alcohol

A. **LEVEL OF RESISTANCE** (May check more than one) (*Be descriptive*):

1. ☐ Psychological intimidation (Describe: Body language, facial expressions, etc.):

2. ☐ Verbal threats (Describe: Words used, demeanor, and attitude):

3. ☐ Passive resistance (Describe: Sat still, lying on ground, refused to move):

4. ☐ Defensive resistance (Describe: Refused handcuffing, took fighting stance):

5. ☐ Active aggression (Describe: Punched, kicked, bit, etc.):

6. ☐ Aggravated active aggression (Describe: Many punches/kicks, used weapon: club, knife, firearm, vehicle):

7. ☐ Attempted to disarm (Describe: from front, rear, side, both hands, punched, etc.):

8. ☐ Officer disarmed (Describe):

B. **LEVEL OF CONTROL** (May check more than one) (*Be descriptive*):

1. ☐ Officer Presence ☐ Uniformed ☐ Marked unit ☐ Plainclothes ☐ Unmarked unit

2. ☐ Suspect handcuffed ☐ Checked for fit (If not, explain why not):
☐ Double locked (If not, explain why not):

3. ☐ Verbal direction (Describe: Commands given, tone of voice, etc.):

4. ☐ OC Spray ☐ Other chemical deterrent (Describe: Method of use—spray or fogger, burst length/time & range):

5. ☐ Taser (Describe: Number of shots, range, etc.):

6. ☐ Soft unarmed technique (Describe: Type of PSA, type of Joint Manipulation):

7. ☐ Canine Bark/Hold (Describe):

8. ☐ Hard unarmed technique (Describe: Punch, kick, target area, etc.):

9. ☐ Impact weapon (Describe: Baton, flashlight, radio, etc.):

10. ☐ Canine Bite (Describe):

11. ☐ Threat of force (Describe: Pointed firearm, etc.):

12. ☐ Deadly force (Describe: Firearm, other weapon, etc.):

ADDITIONAL RESTRAINTS: ☐ Hands ☐ Feet/Legs ☐ Head ☐ Body *Describe:*

C. SPECIAL CIRCUMSTANCES (May check more than one) <i>(Be descriptive)</i> :	
1. <input type="checkbox"/>	Suspect's proximity to a firearm or other weapon <i>(Describe: Type of weapon, distance, etc.)</i> :
2. <input type="checkbox"/>	Special knowledge <i>(Describe: Suspect's past behavior, such as resists arrest, assaults on officers, etc.)</i> :
3. <input type="checkbox"/>	Officer exhausted or injured <i>(Describe)</i> :
4. <input type="checkbox"/>	Officer knocked/taken to the ground <i>(Describe)</i> :
5. <input type="checkbox"/>	Officer disabled <i>(Describe: Type of and severity of injury)</i> :
6. <input type="checkbox"/>	Imminent danger <i>(Describe: Suspect armed or believed to be armed, other threatening subjects, etc.)</i> :

D. POLICE WEAPONS USED (May check more than one – <i>circle appropriate personal weapon/firearm</i>):		
<input type="checkbox"/> Personal weapons: hands/feet/knees/elbows	<input type="checkbox"/> Chemical (Describe):	
<input type="checkbox"/> OC Spray	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Taser – * Threatened Only
<input type="checkbox"/> Baton	<input type="checkbox"/> Motor Vehicle	<input type="checkbox"/> Taser – * Stun mode
<input type="checkbox"/> Firearm pointed: Pistol/shotgun/AR-15	<input type="checkbox"/> Diversionary device	<input type="checkbox"/> Taser – * Effective
<input type="checkbox"/> Firearm fired: Pistol/shotgun/AR-15	<input type="checkbox"/> Radio	<input type="checkbox"/> Taser – * Ineffective
<input type="checkbox"/> Other (Describe):		<input type="checkbox"/> Canine

E. OFFICER/SUBJECT FACTORS (Include any information that clarifies the use of force):		
FACTOR	OFFICER	SUBJECT
1. AGE:		
2. BUILD (Heavy, Medium, Trim):		
3. SEX:		
4. SKILL:		
5. NUMBER OF SUBJECTS:		
6. NUMBER OF OFFICERS:		

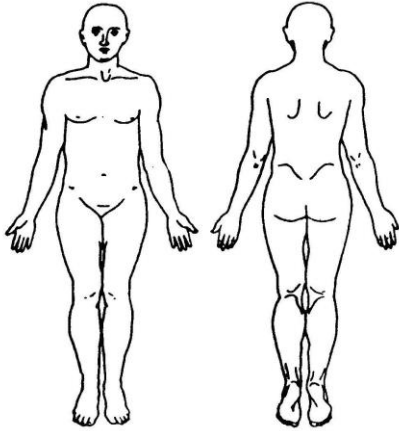
F. INJURIES	OFFICER	SUBJECT
1. Injury to (name body part):		
2. Injury severity:		
3. Medical attention offered:		
4. Medical attention required:		
Explain injuries and treatment received:		

G. EFFECTS OF USE OF FORCE: (What was used & how it worked)
INITIAL USE OF FORCE WAS: <input type="checkbox"/> EFFECTIVE <input type="checkbox"/> INEFFECTIVE

<input type="checkbox"/> Taser Addendum attached.	
OFFICER'S SIGNATURE AND ID #:	
SUPERVISOR'S APPROVAL:	
USE OF FORCE REVIEWER'S SIGNATURE:	
ROUTING: Original to DC of Operations Copy to Immediate Supervisor Copy to Taser Administrator (if Taser was used)	

Quincy Police Department - Taser Addendum

CFN: _____



**APPLICATION AREAS-
POINTS OF CONTACT**

H.	TASER INFORMATION	SUBJECT
1.	AIR TASER SERIAL Number:	
2..	Suspect wearing heavy clothes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3..	Actual TASER application?	<input type="checkbox"/> Yes <input type="checkbox"/> Arc Display Only <input type="checkbox"/> Display Only
4.	Is this a dart probe contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No Is this a stun gun contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	TASER weapon used: <input type="checkbox"/> X26	
6.	Approximate target distance at the time of the dart launch:	
7.	Need for an additional shot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Did dart contacts penetrate the subject's skin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Description of injury:	

Oath of Office - Attachment.pdf

QUINCY POLICE DEPARTMENT

OATH OF OFFICE

"I, _____, do solemnly swear that I will support and comply with the Constitution and Laws of the United States of America; the Constitution and Laws of the State of Illinois; the Ordinances of the City of Quincy; and the Rules and Regulations of the Quincy Police Department; and the Law Enforcement Code of Ethics; and that I will faithfully discharge the duties of my office as Police Officer for the City of Quincy, to the best of my ability."

Signature

Date

Canine Training Report.pdf

QUINCY POLICE DEPARTMENT CANINE TRAINING REPORT

Officer: _____ Canine: _____ District: _____
 Date: _____ Time: _____ Assistant/Location: _____
 Weather: _____ Wind: _____ Temp: _____

OBEDIENCE / DRILL

<u>On Lead</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Verbal Commands</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Obstacle</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good	<u>Off Lead</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Hand Command</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Control</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good
---	--

ARTICLE SEARCH

Area: _____ Results ☐ Poor ☐ Fair ☐ Good
 Articles: _____ Search Pattern ☐ Poor ☐ Fair ☐ Good
 Comments: _____

CONTROLLED AGGRESSION

<u>Aggression</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Search</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Control</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Recall</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good	<u>Hold</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Chase</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Out</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <u>Gun Fire</u> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good
---	--

Comments: _____

BUILDING SEARCH

Control ☐ Poor ☐ Fair ☐ Good Search Pattern ☐ Poor ☐ Fair ☐ Good
Locate Subject ☐ Poor ☐ Fair ☐ Good Aggression Alert ☐ Poor ☐ Fair ☐ Good
 Comments: _____

AREA SEARCH

Search Pattern / Deployment ☐ Poor ☐ Fair ☐ Good Alert / Apprehension ☐ Poor ☐ Fair ☐ Good
Handler Control ☐ Poor ☐ Fair ☐ Good

CADAVER SEARCH

Search Pattern / Deployment ☐ Poor ☐ Fair ☐ Good Alert / Find ☐ Poor ☐ Fair ☐ Good
 Area: _____
 Comments: _____

NARCOTICS DETECTION

Training Location: _____

Training Aid	Amount	Location of Aid	Interest	Alert
1. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
2. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
3. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
4. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
5. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
6. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
7. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G
8. _____	_____	_____	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G	<input type="checkbox"/> P <input type="checkbox"/> F <input type="checkbox"/> G

Miscellaneous: _____

Blank lined paper for writing.

Ride Along Restrictions Guide.pdf

QUINCY ILLINOIS POLICE DEPARTMENT
RIDE-ALONG PARTICIPATION
REQUIREMENTS / RESTRICTIONS GUIDE

REQUIREMENTS

- A. Arrive fifteen (15) minutes prior to the start of their scheduled Ride-Along time.
- B. If not filled out ahead of time, complete the Ride-Along Release and Waiver of Liability form (Appendix B) and provide it to the On-Duty Supervisor along with a photo id if needed. The form must then be signed in front of the On-Duty Supervisor.
- C. Present a neat appearance. Casual dress clothing as worn for office work is considered appropriate.

Torn, frayed or faded jeans are prohibited, as are casual and or sport shorts, leggings, sweat pants/shirts, t-shirts with lettering and logos as well as other sport t-shirts, sleeveless and/or off the shoulder shirts, tops and dresses, revealing sundresses and tank tops, excessively short skirts, tights or leggings, low or revealing necklines, see-through material, halters, midriffs, tube tops, flip flops, sandals, or slides. Coats and jackets are not to be of military or law enforcement styling. The Watch Commander shall have the discretion to refuse a Ride-Along approval because of inappropriate dress.
- D. Obey all instructions of the officer they are assigned to.
- E. Properly wear and display an "Observer Tag" or other appropriate identification as approved by the department in a manner that is easily seen by the general public.
- F. Interns, Auxiliary Officers and Explorers are to sign in on the daily department sign-in/out sheet in the appropriate section.

RESTRICTIONS

- A. Individuals riding more than once a year shall not ride with the same officer each time. Exceptions to this are family members and, with prior approval by the Chief of Police, certified law enforcement officers.
- B. For the purpose of this policy statement, anyone who is not a certified law enforcement officer or a Quincy Auxiliary Police Officer shall be considered a non-sworn Ride-Along participant.
- C. Only sworn Quincy Police Officers, other authorized departmental personnel, certified law enforcement officers and College Interns shall be allowed access to any official departmental correspondence including but not limited to:
 - 1. Police reports.
 - 2. Arrest records.
 - 3. Tip sheets.
 - 4. Memorandums.
 - 5. Homeland Security type information designated "For Law Enforcement Use Only".
- D. A constant emphasis must remain on internal security to ensure that the department's ability to maintain confidentiality in essential police operations is not compromised. To better facilitate this goal, participants in the Ride-Along Program shall be prohibited from attending any departmental function or entering any area of the facility which, would allow accessibility to the aforementioned information.
- E. **Specifically, non-sworn Ride-Along participants in the program are:**
 - 1. Not allowed to be in attendance at roll call. (College Interns and Auxiliary Officers will usually be allowed at roll call whereas all others shall be at the discretion of the Watch Commander)
 - 2. Not allowed to enter Central Records or other restricted areas. (College Interns and Auxiliary Officers may be allowed in Central Records.)

continued on back

3. Not allowed to be involved (participation and/or observation) in any in custody interrogation of or any interaction with a suspect beyond the initial contact with and/or transportation of the suspect to and/or from the department.
4. Even if they have a valid Concealed Carry permit or a Retired Officer Concealed Carry permit, Ride-Along participants are not allowed to carry, display or use, in any manner any firearm or other weapon. An exception to the not using a firearm would be a life or death situation where the officer may be incapacitated and the Ride-Along participant feels it necessary to defend the officer's life or their own by using the officer's and/or the squad car's weapons.
 - a. Certified law enforcement officers are exempt from this restriction.
5. Not allowed to participate in any arrest situation unless directed by an officer to render assistance.
6. Not allowed to actively participate in any investigative activity in any manner unless specifically authorized by the Watch Commander.
7. Not allowed to get out of a department squad car, marked or un-marked, during the initial approach of a suspect vehicle by an officer and/or when the officer is interacting with the driver and/or occupants of the suspect vehicle.
 - a. At the officer's discretion, he or she may allow the Ride-Along participant to get out of the squad car, to observe a DUI Field Sobriety test, a vehicle search or other follow up actions but only after the initial contact with the suspect vehicle and occupants and then only if the safety of the Ride-Along can be assured.
 - b. It is suggested that the Ride-Along participant stay in close proximity of the passenger front door.
 - c. Ride-Along participants who do get out of the car should be mindful of the squad car video camera and not block the recording field of view of the suspect vehicle and occupants.
- F. Ride Along Participants will not divulge any confidential and/or sensitive information, any victim, witness and/or suspect identities, their involvements and/or actions during any encounters or any other such information or details, especially those of ongoing investigations or involving juveniles, that are learned during the course of their participation in the Ride Along Program.
- G. Ride Along Participants will maintain the security of any law enforcement tactical procedures by not divulging the details of how officers respond to tactical or high risk situations.
- H. Ride Along Participants are not allowed to use any personal communication device or other electronic device capable of capturing, storing, or transmitting any digital or analog material such as but not limited to photographs, videos, and/or audio recordings of any law enforcement activities, (i.e. crime scenes, investigative procedures, suspect, victim and/or witness interaction, tactical procedures, etc.) they may observe or be privy to.

APPENDIX C

**QUINCY ILLINOIS POLICE DEPARTMENT
RIDE-ALONG PARTICIPATION
REQUIREMENTS / RESTRICTIONS GUIDE**

REQUIREMENTS

- A. Arrive fifteen (15) minutes prior to the start of their scheduled Ride-Along time.
- B. If not filled out ahead of time, complete the Ride-Along Release and Waiver of Liability form (Appendix B) and provide it to the On-Duty Supervisor along with a photo id if needed. The form must then be signed in front of the On-Duty Supervisor so the signature can be notarized.
- C. Present a neat appearance. Casual dress clothing as worn for office work is considered appropriate.

Torn, frayed or faded jeans are prohibited, as are casual and or sport shorts, leggings, sweat pants/shirts, t-shirts with lettering and logos as well as other sport t-shirts, sleeveless and/or off the shoulder shirts, tops and dresses, revealing sundresses and tank tops, excessively short skirts, tights or leggings, low or revealing necklines, see-through material, halters, midriffs, tube tops, flip flops, sandals, or slides. Coats and jackets are not to be of military or law enforcement styling. The Watch Commander shall have the discretion to refuse a Ride-Along approval because of inappropriate dress.
- D. Obey all instructions of the officer they are assigned to.
- E. Properly wear and display an "Observer Tag" or other appropriate identification as approved by the department in a manner that is easily seen by the general public.
- F. Interns, Auxiliary Officers and Explorers are to sign in on the daily department sign-in/out sheet in the appropriate section.

RESTRICTIONS

- A. Individuals riding more than once a year shall not ride with the same officer each time. Exceptions to this are family members and, with prior approval by the Chief of Police, certified law enforcement officers,
- B. For the purpose of this policy statement, anyone who is not a certified law enforcement officer or a Quincy Auxiliary Police Officer shall be considered a non-sworn Ride-Along participant.
- C. Only sworn Quincy Police Officers, other authorized departmental personnel, certified law enforcement officers and College Interns shall be allowed access to any official departmental correspondence including but not limited to:
 - 1. Police reports.
 - 2. Arrest records.
 - 3. Tip sheets.
 - 4. Memorandums.
 - 5. Homeland Security type information designated "For Law Enforcement Use Only".
- D. A constant emphasis must remain on internal security to ensure that the department's ability to maintain confidentiality in essential police operations is not compromised. To better facilitate this goal, participants in the Ride-Along Program shall be prohibited from attending any departmental function or entering any area of the facility which, would allow accessibility to the aforementioned information.
- E. **Specifically, non-sworn Ride-Along participants in the program are:**
 - 1. Not allowed to be in attendance at roll call. (College Interns and Auxiliary Officers will usually be allowed at roll call whereas all others shall be at the discretion of the Watch Commander)
 - 2. Not allowed to enter Central Records or other restricted areas. (College Interns and Auxiliary Officers may be allowed in Central Records.)

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3. Not allowed to be involved (participation and/or observation) in any in custody interrogation of or any interaction with a suspect beyond the initial contact with and/or transportation of the suspect to and/or from the department.
4. Even if they have a valid Concealed Carry permit or a Retired Officer Concealed Carry permit, Ride-Along participants are not allowed to carry, display or use, in any manner any firearm or other weapon. An exception to the not using a firearm would be a life or death situation where the officer may be incapacitated and the Ride-Along participant feels it necessary to defend the officer's life or their own by using the officer's and/or the squad car's weapons.
 - a. Certified law enforcement officers are exempt from this restriction.
5. Not allowed to participate in any arrest situation unless directed by an officer to render assistance.
6. Not allowed to actively participate in any investigative activity in any manner unless specifically authorized by the Watch Commander.
7. Not allowed to get out of a department squad car, marked or un-marked, during the initial approach of a suspect vehicle by an officer and/or when the officer is interacting with the driver and/or occupants of the suspect vehicle.
 - a. At the officer's discretion, he or she may allow the Ride-Along participant to get out of the squad car, to observe a DUI Field Sobriety test, a vehicle search or other follow up actions but only after the initial contact with the suspect vehicle and occupants and then only if the safety of the Ride-Along can be assured.
 - b. It is suggested that the Ride-Along participant stay in close proximity of the passenger front door.
 - c. Ride-Along participants who do get out of the car should be mindful of the squad car video camera and not block the recording field of view of the suspect vehicle and occupants.
- F. Ride Along Participants will not divulge any confidential and/or sensitive information, any victim, witness and/or suspect identities, their involvements and/or actions during any encounters or any other such information or details, especially those of ongoing investigations or involving juveniles, that are learned during the course of their participation in the Ride Along Program.
- G. Ride Along Participants will maintain the security of any law enforcement tactical procedures by not divulging the details of how officers respond to tactical or high risk situations.
- H. Ride Along Participants are not allowed to use any personal communication device or other electronic device capable of capturing, storing, or transmitting any digital or analog material such as but not limited to photographs, videos, and/or audio recordings of any law enforcement activities, (i.e. crime scenes, investigative procedures, suspect, victim and/or witness interaction, tactical procedures, etc.) they may observe or be privy to..

Ride Along Approval Waiver - Bring to Ride Along.pdf

APPENDIX B

QUINCY POLICE DEPARTMENT

RIDE-ALONG RELEASE AND WAIVER OF LIABILITY

★ **BRING THIS FORM WITH YOU AT TIME OF YOUR SCHEDULED RIDE-ALONG** ★

For value received, the opportunity to ride in a Quincy Police Department squad car with an officer of the Quincy Police Department, I, _____ hereby agree to release and hold harmless the
(please print name legibly)

City of Quincy and the Quincy Police Department and their employees for any injury to myself, my property or other damage sustained or resulting solely by reason of my accompanying a police officer as foresaid. I further understand that riding with a police officer in a squad car carries with it a greater than usual inherent risk. Knowing this, I nevertheless request to ride in a squad car of the Quincy Police Department and to accompany such officer as he or she conducts a tour or tours of duty.

I also acknowledge receiving a guide listing the requirements and restrictions as they pertain to this program and having read the same I agree to comply with these requirements and restrictions during the course of my participation.

The boxed area below is required for those participants under the age of 18

Being that the above named Ride-Along or Intern Program Participant is under the age of 18,

I _____
(Printed Name of Parent or Legal Guardian) (Signature) Date

as their parent or legal guardian agree to their participation in the Quincy Police Department Ride-Along Program and release and hold the City of Quincy harmless for any injury to the them, their property or other damage sustained or resulting solely by reason of their accompanying a police officer as a Ride-Along Participant.

Signed: _____
Signature of Ride-Along or Intern Program Participant

Date: ____/____/____

☐ Form completion and participant identification verified

Subscribed and sworn to before me this _____ day of _____ 20____

ID# _____
Printed Name and Badge #
of officer providing Ride-Along service

Notary Public

EMERGENCY CONTACT INFORMATION

(MANDATORY)

Person(s) to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____ Phone / Cell Phone: _____

Vehicle_Pursuits (3).pdf

Vehicle Pursuits

307.1 BOX-IN/ROLLING ROADBLOCKS

PURPOSE: The purpose of this procedure is to establish procedural guidelines for the employment for boxing in or rolling roadblocks.

GENERAL GUIDELINES

- (a) The surrounding of a suspect's moving vehicle with moving pursuit vehicles which are then slowed to a stop along with the suspect's vehicle. Boxing in/rolling roadblocks are mobile stop techniques.
- (b) Use of boxing in and rolling roadblocks must be authorized by the field supervisor or Watch Commander.
- (c) Boxing-in/rolling roadblocks shall only be used when the suspect vehicle is traveling at a slow rate of speed.
- (d) Boxing-in/rolling roadblocks may be considered deadly force. The public safety risk created by the escape of the violator must outweigh the risk of potential harm to the violator caused by boxing-in/rolling roadblock.
- (e) Boxing-in/rolling roadblocks shall not be employed where it would be likely that innocent persons would be seriously injured, including passengers of the vehicle.

307.2 HEADING OFF

PURPOSE: the purpose of this procedure is to establish procedural guidelines for actions undertaken by the pursuing officer intended to force the vehicle to the side of the road or to otherwise come to a stop.

GENERAL GUIDELINES

- (a) An attempt to terminate a pursuit by pulling ahead of, behind or toward a suspect's moving vehicle to force it to the side of the road or to otherwise come to a stop. Heading off is a forcible stop technique.
- (b) Use of heading off must be authorized by the field supervisor or Watch Commander.
- (c) Heading off may be considered deadly force. The public safety risk created by the escape of the violator must outweigh the risk of potential harm to the violator caused by heading off.
- (d) Heading off shall not be employed where it would be likely that innocent persons would be seriously injured, including passengers of the vehicle

307.3 ROADBLOCKS

PURPOSE: The purpose of this procedure is to establish procedural guidelines for the implantation of a roadblock.

Quincy Police Department

Procedures Manual

Vehicle Pursuits

GENERAL GUIDELINES

- (a) Any method, restriction or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles on a highway in order to effect the apprehension of an actual or suspected violator in a motor vehicle, shall be considered a roadblock.
- (b) The setting of a roadblock must be authorized by a field supervisor or Watch Commander.
- (c) Generally a roadblock may be employed only as a last resort.
- (d) The setting of roadblocks may be considered deadly force. The public safety risk created by the escape of the violator must outweigh the risk of potential harm to the violator caused by the roadblock.
- (e) Roadblocks shall not be employed where it would be likely that innocent persons would be seriously injured, including passengers of the vehicle.
- (f) Only police vehicles and equipment shall be utilized in the setting of roadblocks. Vehicles operating at roadblocks shall utilize full emergency lights. No one shall remain inside a vehicle stationed as a roadblock. The roadblock shall be placed where it can easily be seen by all oncoming traffic and where ample space remains for traffic, including the violator, to stop.

307.4 SPIKE OR TACK STRIPS

PURPOSE: The purpose of this procedure is to establish procedural guidelines for the implementation and deployment of stop sticks, and piranha units.

GENERAL GUIDELINES

- (a) Stop sticks are 36 (3 rows of 12) Teflon coated, hardened steel quills contained in a collapsible polymer housing. They come in three sections and can be deployed as one section or collectively.
- (b) Upon vehicle contact with the stop stick, the spiked tips are forced through the housing which puncture the tire and deflate it at a controlled rate.
- (c) The driver is able to maintain control of the vehicle has it comes to a stop.
- (d) They will be kept in the trunk or cargo area in every patrol vehicle (front and second line) and detective vehicles.
- (e) Stop sticks are to be used on vehicles with 4 or more wheels. Use to stop a vehicle with less than 4 wheels is strictly prohibited.
- (f) Stop sticks are to be deployed on hard surfaces only.
- (g) Stop sticks are to be placed on the surface perpendicular to the oncoming vehicle.
- (h) Walking on the stop stick does not provide enough pressure for the spikes to be forced through the housing.

SPECIFIC TYPES OF DEPLOYMENTS

Quincy Police Department

Procedures Manual

Vehicle Pursuits

(a) Tossing or Placing in Roadway.

1. As the suspect vehicle approaches, a section or sections of the stop sticks may be tossed or placed in the roadway perpendicular to the oncoming traffic.
2. Be cautious of last second directional changes by the vehicle, exposure to weapons, etc...if you are in close proximity to the oncoming vehicle.
3. After the suspect vehicle has passed by the stop sticks, remove them from the roadway.

(b) Connecting the Stop Sticks.

1. The stop sticks may be interconnected to create one 9 foot stop stick.
2. A cord and reel are included with the stop sticks. The cord can be attached to one end of the stop stick allowing the officer to cross road with the reel. After traffic passes over the cord, the stop stick can be pulled across the street into position for the oncoming suspect vehicle.
3. The cord may also be wrapped in a half hitch around each of the sections of the stop stick for better and more secure control of the stop stick.
4. The stop sticks may also be placed, individually or connected, into a sleeve which is included with the stop sticks. The cord can be attached to the sleeve and maneuvered into the street. The sleeve allows you to easily pull all of the stop sticks off of the street after the suspect vehicle passes over them.
5. Do not wrap the cord around your hand or anchor it with any part of your body.
6. After the suspect vehicle passes over the stop sticks, remove them from the roadway before pursuing officers cross them.

(c) Specific Circumstances:

1. Stop sticks may be deployed pursuant to a police pursuit upon the approval of a supervisor.
2. Deployment of stop sticks is to be documented in a Pursuit Driving Report and forwarded to the Deputy Chief of Operations.
3. Damaged stop sticks are to be returned to the Fleet Coordinator.

GENERAL GUIDELINES FOR THE USE OF THE PIRANHA TIRE DEFLATING DEVICE

- (a) The Piranha is a black collapsible polymer triangular shaped housing four and one half (4 1/2) inches long. It contains two (2) graphite coated hardened steel quills and is attached to a six (6) inch tongue of nylon braided material.

Quincy Police Department

Procedures Manual

Vehicle Pursuits

- (b) The Piranha is intended to be deployed on stationary or detained vehicles where the officers has a reasonable expectation that the driver will flee in the vehicle.
- (c) Piranha units will be stored in the glovebox of the supervisor's squad cars and street crimes unit vehicles.
- (d) The Piranha is to be employed on hard road surfaces only.

Deployment:

- (a) Deployment of the piranha shall be pursuant to the approval of a supervisor.
- (b) Placing the label side of the housing down, with the nylon tongue touching the tire of the car deploys the Piranha unit.
- (c) The number of the Piranha units deployed will depend on the existing circumstances and is up to the discretion of the on-scene supervisor.
- (d) Deployment of the Piranha unit that is driven over shall be documented in the appropriate report and forwarded to the Deputy Chief of Operations.
- (e) Damaged Piranha units are to be returned to the Fleet Coordinator.

307.5 VEHICLE CONTACT ACTION (RAMMING, POLICE IMMOBILIZATION TECHNIQUE (PIT))

PURPOSE: the purpose of this procedure is to establish procedural guidelines for actions undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle.

Intentional Collision (Ramming)

- (a) Any intentional act of driving a police vehicle into another vehicle thereby causing a collision in an attempt to stop or alter the course of a vehicle shall constitute an intentional collision or ramming.
- (b) Use of intentional collision must be authorized by the field supervisor or Watch Commander.
- (c) Intentional collisions may be considered deadly force. The public safety risk created by the escape of the violator must outweigh the risk of potential harm to the violator caused by intentional collisions.
- (d) Intentional collisions shall not be employed where it would be likely that innocent persons would be seriously injured, including passengers of the vehicle.

Police Immobilization Technique (PIT)

Quincy Police Department

Procedures Manual

Vehicle Pursuits

- (a) PIT maneuvers are allowed if under 20 MPH for a forcible felony and over 20 MPH is considered deadly force.
- (b) Officers may only utilize PIT maneuvers for which they have received certified training.
- (c) Use of the PIT maneuver must be authorized by the field supervisor or Watch Commander.
- (d) The public safety risk created by the escape of the violator must outweigh the risk of potential harm to the violator caused by PIT maneuver.
- (e) PIT maneuver shall not be employed where it would be likely that innocent persons would be seriously injured, including passengers of the vehicle.

sexoffender1.pdf

ILLINOIS SEX OFFENDER REGISTRATION ACT

INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM

For those sex offenders attending or working at an Institution of Higher Education
To be completed by Law Enforcement Agency Where the Institution is Located and the Institution of Higher Education Only

Check One: ☐ Child Sex Offender (victim under 18) ☐ Sex Offender (victim over age 18) ☐ Adjudicated Juvenile Delinquent Sex Offender

Check One: ☐ Initial Enrollment ☐ Commencement ☐ Initial Employment ☐ Termination of Employment ☐ Other

Completed by (choose one): ☐ Agency of Jurisdiction for the Institute of Higher Education ☐ Institution of Higher Education

Name of Offender: _____ DOB: _____

LEADS Number: _____

Name of Institution of Higher Education: _____

Date(s) of enrollment or employment: _____

Date of end of enrollment or termination of employment: _____

Address of Institution of Higher Education: _____

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH

_____ Completion of this form **does not** constitute an annual or quarterly registration. You must register, in person, with the law enforcement agency of jurisdiction in which you reside.

_____ You must, within 3 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are employed by an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

_____ You must, within 3 days of enrolling at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

_____ You must, within 3 days of changing your employment and/or changing your status in enrollment at an institution of higher education (commencement, termination, and any and all changes), notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are working at or attending an Institution of Higher Education and the public safety or security director of the Institution of Education.

_____ An out-of-state student and/or out-of-state employee residing in another state but attending and/or employed at an Institute of Higher Education must, within 3 days of beginning school or employment, register with the agency of jurisdiction in which you are enrolled/employed and the public safety or security director of the institution of higher education.

_____ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence, the law enforcement agency having jurisdiction over the Institution of Higher Education, and the public safety or security director of the institution of higher education within one year from the date of your most recent registration until you complete your registration requirement.

_____ Failure to comply with provisions of the Illinois Sex Offender Registration Act is a Class 3 felony.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.

Signature of Registrant: _____

Date: _____

Registering Official's Signature: _____

Date: _____

Registering Official's Name (Print): _____

Registering Agency or Higher Education Institution: _____

Law Enforcement Agency or Higher Education Institution:

☐ Keep one copy for your records ☐ Give one copy to registrant ☐ Forward one copy to ISP at the address/FAX listed below within 3 days

Illinois State Police Sex Offender Registration, 801 South 7th Street, Suite 200-S, Springfield, Illinois 62703 (217) 785-0653 FAX (217) 782-4996

ISP 5-695 (05/12)

sexoffender2.pdf

- ☐ Juvenile Delinquent
☐ Murderer with child victim
☐ Murderer with adult victim
☐ Other Violent Offender

ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT REGISTRATION FORM

Photo Required
(Please type or print using black ink)

Initial Registration: <input type="checkbox"/>	Annual: <input type="checkbox"/>	Homeless Weekly: <input type="checkbox"/>	Change of Address: <input type="checkbox"/>	School: <input type="checkbox"/>	Employment: <input type="checkbox"/>
Last Name:		First Name:		Middle Name:	
DOB:	Sex:	Race:		POB:	
Resident Address:					Apartment #:
City:	State:	Zip:	County:		
Telephone:		SSN:			
Scars/Marks/Tattoos:					
Hgt:	Wgt:	Hair:	Eyes:		
Aliases:					DNA: <input type="checkbox"/> Yes <input type="checkbox"/> No
FBI:	SID:	LEADS #:			
DOC #:	Chgo IR #:	Misc #:			
DLN:	State:	Expiration Date:			
Vehicle Make:	Model:	Year:			
License Plate #:	VIN #:	Color:			
Date of Conviction / Adjudication:			Age of Victim(s):		
County of Conviction:			State of Conviction:		
Offense:			Statute:		
Citation Code:			Sentence:		
EMPLOYMENT INFORMATION					
Employer's Name:			Employed Since:		
Employer's Address:			Employer's Phone Number:		
City:	State:	Zip:	County:		
SCHOOL / INSTITUTION OF HIGHER EDUCATION INFORMATION					
School/Institution of Higher Education Name:			Date Enrolled:		
School Address:					
City:	State:	Zip:	County:		
Additional Information:					
<input type="checkbox"/> Yes <input type="checkbox"/> No The State's Attorney of the county of conviction has provided a Verification of Case Facts Document verifying this offense was not sexually motivated.					
Registering Official's Signature _____				Date _____	
Signature of Registrant _____				Date _____	
Registration is not valid until Page 2 is completed. Offender must sign both page 1 and 2.					

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.

- You must renew your registration in person with the law enforcement agency having jurisdiction within one year from the date of your most recent registration until your expungement date.
- If you are an offender identified as a child murderer you must register in person every year for the period of your natural life.
- Failure to comply with the provisions of the Murderer and Violent Offender Against Youth Registration Act is a Class 3 felony. It is a Class 2 felony if you have a second or subsequent conviction for violation of this Act. Any person who is required to register under this Act who knowingly or willfully gives material information required by this Act that is false is guilty of a Class 3 felony. **Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.**
- The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of the Act.
- You must register within 5 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reconfinement due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge, or release. You must register, in person, with the police department or, if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.
- Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 5 days after ceasing to have a fixed residence, and if the offender leaves the last jurisdiction of residence, the offender must, within 48 hours after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.
- If you intend to establish a residence or employment outside of Illinois, you must report in person to the agency with whom you last registered in Illinois at least 10 days prior.
- If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 5 days of beginning school or employment. All changes of school status (commencement or termination) and employment must be reported within 5 days of change.
- If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 5 days of beginning school or employment. All changes of status in enrollment and/or employment at an institution of higher education (commencement, termination, and any and all changes) must be reported in person within 5 days of changes with both agencies of jurisdiction.
- An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois, must, within 5 days of beginning school or employment, register with the agency of jurisdiction where the school/institution of higher education or employment is located.
- Within 5 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 5 days of changing your address, register in person with the police department or, if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 5 days in a calendar year require you to register your new address.
- You must register your employment or school information within 5 days of obtaining employment or attending a school. All changes to employment or school status must be registered in person within 5 days of the change.

Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.

According to 720 ILCS 5/11-9.3 & 9.4, if you were convicted of child abduction, kidnapping, aggravated kidnapping, unlawful restraint, aggravated unlawful restraint or an attempt to commit any of these offenses, you are considered a child sex offender. According to Illinois law, you may not reside or loiter within 500 feet of a school, park, or playground. You may also not reside or loiter within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER ON OR BEFORE _____. All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the Illinois State Police at 217/785-0653 or mail correspondence to the address listed below.

Signature of Registrant _____ **Date** _____

Offender must sign both page 1 and page 2 for registration to be considered valid.

Registering Official's Name (Print) _____

Registering Agency: _____

Address: _____

City, Zip, County: _____

Registering Official's Signature: _____

Registering Official's Phone Number: _____

Fingerprints should be taken at the initial registration and any subsequent registration in a new jurisdiction.

For additional information: Illinois State Police, SOR Unit, 801 South 7th Street, Suite 200-S, Springfield, Illinois 62703 phone (217) 785-0653.

Use of Force Report Form - Updated 07-10-2019.pdf

QUINCY POLICE DEPARTMENT USE OF FORCE REPORT

CFN: _____ Date: _____ Time: _____ Location: _____

Subject: _____ DOB: _____ Race: _____ Sex: _____

Age: _____ Height: _____ Weight: _____ Skill Level: _____

Private Property: ☐ Public Property: ☐ Suspected Use of: ☐ Drugs ☐ Alcohol

Number of other subjects present (non-police and non-first responders): _____

Arrest Made: ☐ Yes ☐ No Charges: _____

Subject's Action(s): (May check more than one)

- | | |
|---|---|
| <input type="checkbox"/> Psychological intimidation | <input type="checkbox"/> Verbal threats |
| <input type="checkbox"/> Passive resistance | <input type="checkbox"/> Defensive resistance |
| <input type="checkbox"/> Active aggression | <input type="checkbox"/> Aggravated active aggression |
| <input type="checkbox"/> Attempted to disarm officer(s) | <input type="checkbox"/> Officer disarmed |

Special Circumstances:

- | | |
|--|---|
| <input type="checkbox"/> Suspect's proximity to a weapon | <input type="checkbox"/> Special knowledge |
| <input type="checkbox"/> Officer exhausted or injured | <input type="checkbox"/> Officer knocked down |
| <input type="checkbox"/> Officer disabled | <input type="checkbox"/> Imminent danger |
| <input type="checkbox"/> Building search | |

Name of Officer Using Force: _____

Officer's presence: ☐ Uniformed ☐ Plain clothes: Describe: _____
Marked unit: ☐ Unmarked unit ☐

Officer's actions and/or Use of Force (may check more than one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Verbal direction | <input type="checkbox"/> OC spray | <input type="checkbox"/> Other chemical deterrent |
| <input type="checkbox"/> Taser used | <input type="checkbox"/> Soft unarmed technique | |
| <input type="checkbox"/> Canine bark/hold | <input type="checkbox"/> Hard unarmed technique | |
| <input type="checkbox"/> Impact weapon | <input type="checkbox"/> Canine bite | |
| <input type="checkbox"/> Threat of force | <input type="checkbox"/> Deadly force | |

With the exception of verbal direction, what was the initial threat or use of force?:

Initial Use of Force was: ☐ Effective ☐ Ineffective
Restraints: ☐ Suspect handcuffed ☐ Checked for fit ☐ Double locked

If not checked for fit or double locked, explain: _____

Additional restraints: ☐ Hands ☐ Feet/Legs ☐ Head ☐ Body

Describe any additional restraints: _____

List names or badge numbers of officers present when force was used: _____

Police weapons used (may check more than one, when appropriate circle personal weapon/firearm):

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Personal weapons:
hands/feet/knees/elbows | <input type="checkbox"/> Chemical | |
| <input type="checkbox"/> OC Spray | <input type="checkbox"/> Flashlight | <input type="checkbox"/> Taser-threatened only |

☐ Baton
☐ Firearm pointed (pistol/shotgun/AR-15)
☐ Firearm used (pistol/shotgun/AR-15)

☐ Motor vehicle
☐ Diversionary device
☐ Radio

☐ Taser-stun mode
☐ Taser-effective
☐ Taser-ineffective

Other (describe): _____

Injury to Officer: ☐ Yes ☐ No Injury to Subject: ☐ Yes ☐ No

If medical treatment was not given, was it offered?
(explain) _____

Describe injuries and treatments to officer and/or subject to include part(s) of the body injured and who provided the medical treatment: _____

Narrative (explain or describe the subject's actions, the officer's actions, and a detailed description of what force was used and any special circumstances): _____

Officer's signature and ID#: _____

Taser addendum attached: ☐ Yes ☐ No

Reviewing supervisor: ☐ Did Reviewing Supervisor Review Video? ☐ Yes ☐ No

If Yes, ☐ In Car Video ☐ Body Cam Video

☐ Forward with no further action recommended

☐ Supervisor's use of force follow-up report attached-no further action recommended

☐ Further action recommended (describe): _____

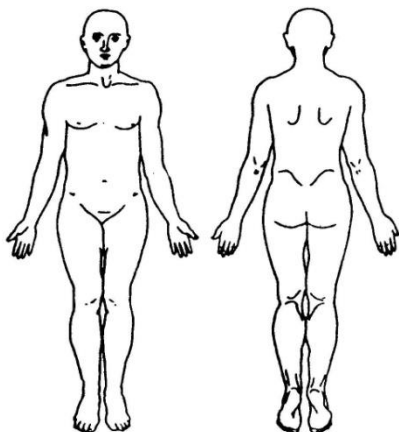
Reviewing supervisor's
signature: _____

Reviewing lieutenant's signature: _____

Use of force reviewer's signature: _____

Quincy Police Department - Taser Addendum

CFN: _



APPLICATION AREAS-
POINTS OF CONTACT

H.

SUBJECT:

TASER INFORMATION

1.	AIR TASER SERIAL Number:	
2..	Suspect wearing heavy clothes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3..	Actual TASER application?	<input type="checkbox"/> Yes <input type="checkbox"/> Arc Display Only <input type="checkbox"/> Display Only
4.	Is this a dart probe contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No Is this a stun gun contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	TASER weapon used:	<input type="checkbox"/> X26
6.	Approximate target distance at the time of the dart launch:	
7.	Need for an additional shot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Did dart contacts penetrate the subject's skin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Description of injury:	

Team Principals for Peer Support Team .pdf



PEER TEAM PRINCIPLES

- 1) The Peer Support Program and is a component of the Employee Assistance Program (EAP). The program exists to provide support assistance for our agency employees.
- 2) Members will not deny service to any client based on race, color, religion, sex, national origin, age, disability (physical or mental), status as a parent, sexual orientation, cultural background, or agency position.
- 3) Members will accept responsibility for promoting what is best for the client and exercise care in their duties, following the principle of ***“Do No Harm”***, while they are acting in a Peer Support role.
- 4) Members may not keep or maintain any records or notes pertaining to individuals they may have assisted while carrying out their official duties as a Peer Team member.
- 5) Members will only make commitments to clients that they themselves can individually carry out and will faithfully honor those commitments. No obligations or commitments shall be made regarding potential agency actions.
- 6) Members will not employ diagnostic or treatment procedures that are beyond their scope of practice. Clients or issues that exceed the member’s skills and training shall be referred to the Peer Team Coordinator.
- 7) Members should pursue direct questioning to obtain a more accurate assessment for clients whose actions or statements raise concerns about the potential for suicide. Team members will not leave the client alone until the potential for “self-harm” is adequately mitigated. Team members will report such exchanges as soon as possible to their Peer Team Coordinator.
- 8) Members will attend basic training, attend mandatory recertification, and complete any additional training as determined by the Peer Team Coordinator or Chief of Police to continue their education in Peer Support related topics in order to maintain and improve the team members’ skill sets and knowledge. Failure to complete designated training may adversely affect continued team membership.

AED Public Access Defibrillator Utilization Form for Lexipol.pdf

QUINCY POLICE DEPARTMENT

PUBLIC ACCESS DEFIBRILLATION UTILIZATION FORM

Use this form to report any event, incident or situation that results in the use or possible use of an Automated External Defibrillator (AED).

Case File Number: _____ Date: _____ Time: _____

Name of Officer using the AED: _____ Badge: _____

Assisting Officer(s): _____
Printed Name(s) and ID#(s)

Location of Victim/Incident: _____

Name of Victim, if available: _____ Victim DOB: _____

Male ☐ Female ☐ Race: ____ Victim's Address: _____

Name, address, and phone number of person (s) who determined the victim was unresponsive (if not the officer):

How was initial pulse check made: _____

Did victim have a pulse? Yes ☐ No ☐ Was victim breathing? Yes ☐ No ☐

Was EMS (911) called? Yes ☐ No ☐ What time were they called? _____

Briefly describe the event, incident or situation that caused the AED being brought to the victim: _____

Were the AED electrodes applied to the victim? Yes ☐ No ☐

If yes, describe what actions the AED advised and how many times the patient was defibrillated: _____

Upon EMS arrival, was patient breathing: Yes ☐ No ☐ Did patient have a pulse: Yes ☐ No ☐

AED Number: _____ AED Downloaded by: _____

☐ Original & AED Data Report (if applicable) to Administrative Services Sergeant

☐ Forward copies of all reports to the Deputy Chief of Administrative Services

Form updated 01/16/14

**IL_444-2053_Naloxone reversal
form - Updated 2018.pdf**



Illinois Department of Human Services - Division of Alcoholism and Substance Abuse

OVERDOSE REVERSAL AND NALOXONE ADMINISTRATION REPORTING FORM**(THIS FORM IS TO BE COMPLETED WITHIN FIVE (5) BUSINESS DAYS OF NALOXONE ADMINISTRATION)**

Program Name:

Site Name:

Date Completing Form:

Responder's Name:

Or Code Identifier:
(if applicable)

1st Responder

Bystander/
Outreach**Location of Use/Location of Overdose**

Closest Cross

City/Town/Community

Streets:

County:

Zip code:

Location:

Apartment

Motel

Shelter

Business

Parking lot

Vehicle

Train

Park

House

School

Jail

Other:

About the Person: Fill in answers to the best of your knowledge:

Male

Female

Transgender

Other

Age:

Ethnicity:

Hispanic/Latino

Non Hispanic/Latino

Race:

African American/Black

Native American

Unknown

Caucasian/White

Asian/Pacific Islander

Other Race/Ethnicity Please Specify:

Specific Drugs Used:**(Check all that apply)**

Heroin If (YES), Please specify Method:

*Injection**Sniff**Swallow**Smoke**Unknown*

Fentanyl

Methadone

Cocaine

Benzodiazepine

Cannabis

Alcohol

Opiate Pain medication
(Specify if Known)List Other Drugs/
Medications**Condition of Person:**

- Was the person conscious before naloxone was used? Yes No
- How was naloxone administered? Injected in the muscle Sprayed in the nose
- How many doses of naloxone were used? One Two More than 2 (Please Specify):
- Other Actions Taken: (Check all that apply) Rescue Breathing Chest Compressions Sternal Rub Recovery Position Called 911
- Did the person go to the hospital? Yes No Refused If Yes, list name of hospital if known:
- Did the person survive? Yes No Unknown
- Date naloxone was administered:
- Was naloxone ever received in the past? Yes No Unknown

Please provide any additional information:**Name and Signature of Program Director and Health Care Professional**

Program Director Name

Program Director Signature

Date

Health Care Professional Signature

Health Care Professional Signature

Date

Missing Personal Informational Form.pdf



Report a Minor Missing

If you've reported a minor missing, you can contact the National Center for Missing and Exploited Children and the National Runaway Safeline for more information. Following is more information about these 24-hour hotlines and the services they provide.

National Center for Missing and Exploited Children

24-Hour  **HOTLINE**
1-800-THE-LOST (1-800-843-5678)

The National Center for Missing & Exploited Children® (NCMEC) is a non-profit 501(c)(3) corporation whose mission is to help find missing children, reduce child sexual exploitation, and prevent child victimization. Since 1984, NCMEC has served as the national clearinghouse and resource center for families, victims, private organizations, law enforcement and the public on issues relating to missing and sexually exploited children.

National Runaway Safeline 1-800-RUNAWAY or 1-800-786-2929



The mission of the National Runaway Safeline (NRS) is to help keep America's runaway, homeless and at-risk youth safe and off the streets. Through 1-800-RUNAWAY and 1800RUNAWAY.org, NRS provides 24/7/365 trauma sensitive solution-focused crisis interventions, information and referral via our nearly 7,000 resource database and runaway education and prevention services.

Information from <http://www.missingkids.org/> and <https://www.1800RUNAWAY.org>.

**ADAMS COUNTY JUVENILE
DETENTION SCREENING CRITERIA.pdf**

Continued on Back

2). Minor's History of Previous Offenses.

Previous Offenses: _____

Pending Offenses: _____

3) Has minor ever willfully failed to appear at a court hearing?

Yes ☐ No ☐ Unknown ☐

4) Is the minor in school? Yes ☐ No ☐ Unknown ☐

If Yes, Where and what Grade: _____

Is attendance and behavior appropriate? Yes ☐ No ☐ Unknown ☐

5) Is the minor under the influence of alcohol? Yes ☐ No ☐

Drugs? Yes ☐ No ☐

6) Is the minor living with parent(s) or other responsible relative(s)? Yes ☐ No ☐

Lives with: _____

7) Is there a responsible parent, guardian or other relative able and willing to provide supervision and care for the minor to assure his/her compliance with a summons, attendance at school, whereabouts, and appropriate behavior? ☐ Yes ☐ No

8) Is the attitude of the minor and family appropriate to release the minor? Yes ☐ No ☐

9) Is there any other placement alternative available? Yes ☐ No ☐

ACTION TAKEN

Minor Detained? Yes ☐ No ☐

Details: _____

—

Juvenile Statement of Rights NEW 7 14 17.pdf

Name	_____	Case File Number	_____
Address	_____	Place	_____
	_____	Date	_____
Phone	_____	Time	_____
Date of Birth	_____		

JUVENILE STATEMENT OF RIGHTS

You have the right to remain silent. That means you do not have to say anything. Anything you do say can be used against you in court. You have the right to get help from a lawyer. If you cannot pay for a lawyer the court will get you one for free. You can ask for a lawyer at any time. You have the right to stop this interview at any time.

Do you want to have a lawyer? _____

Do you want to talk to me? _____

Name of Officer

ACKNOWLEDGEMENT OF RIGHTS

The above statement of my rights has been read and explained to me and I fully understand my rights.

Signature Requested, but not Required

Witness _____

Witness _____

Time _____

Mandatory Electronic Recording of "Custodial Interrogation"

- Any felony offenses
- Any misdemeanor offense under Article 11 (Sex Offense)

Warrant Apprehension Report Form.pdf

QUINCY POLICE DEPARTMENT
LEGAL PROCESS/WARRANT APPREHENSION REPORT

CRIMINAL _____ CIVIL _____ DOCKET # _____ CFN: _____
(TO BE COMPLETED AT TIME OF SERVICE)

PERSON TO BE SERVED/ARRESTED: _____

ISSUING AGENCY: _____ SUBPOENA () TICKET () WARRANT ()

FOR LEGAL PROCESS (SUBPOENAS) COMPLETE PARTS I & II ONLY

PART I

ATTEMPTS TO SERVE LEGAL PROCESS

Date	Time Out	Officer	Time and Address of Attempted Service	Reason Not Served	Time In

PART II

SERVICE OF LEGAL PROCESS

DATE & TIME RECEIVED	SERVE BY DATE	DATE SERVED	TIME SERVED	SERVING OFFICER	SERVICE LOCATION	SERVICE METHOD

**QUINCY POLICE DEPARTMENT
WARRANT APPREHENSION REPORT**

(ATTACH COPY OF WARRANT TO REPORT)

DATE OF ARREST _____ TIME OF ARREST _____

CFN _____

SUBJECT ARRESTED _____

SUBJECT'S ADDRESS _____

DOB _____ HEIGHT _____ WEIGHT _____ EYES _____ HAIR _____

RACE _____ SEX _____ WARRANT # _____

ISSUING AGENCY _____

LOCATION OF ARREST _____

CHARGE _____

BOND _____ POSTED () LODGED () COURT DATE _____

ARRESTING OFFICER _____

ASSISTING OFFICER _____

DETAILS OF ARREST _____

WC Brochure for Employee.pdf

Q What are my responsibilities in order to maintain my Workers' Compensation benefits?

A In order to continue Workers' Compensation benefits, an employee's medical status must qualify. In addition, you must also do the following:

- Keep Risk Management up to date with your work status.
- Provide Risk Management with medical documentation after each doctor visit. If you are not working, have your doctor fax all information to Risk Management.
- Provide all information requested by Risk Management and the claims adjuster within the time specified and comply with any instructions.
- Follow your panel of doctors course of treatment.
- Attend all required medical appointments.
- Provide Risk Management with any medical bills sent directly to you.

The Risk Management Department manages all Workers' Compensation claims through the MICA Pool. PMA, the City's Insurance Carrier, is responsible for recording and transmitting all information related to claims, serves as liaison between the City, medical providers, claimants, and authorizes rehabilitation or other actions related to the injured employee claims, and facilitates resolution of work comp cases.

WHO DO I CONTACT?

IN CASE OF SERIOUS INJURY CALL 9-1-1

STEPS TO FOLLOW IF YOU ARE INJURED ON THE JOB.....

- ⇒ **Notify your supervisor immediately.**
- ⇒ **Call MEDCOR (800-775-5866)**
- ⇒ **If medical treatment is needed, go to Quincy Medical Group Occupational Med Services:**
1025 Maine Street
2nd Floor (next to ACC)
(217) 228-6550

Mon—Fri: 7:00 am—7:00 pm
Saturday: 8:00 am—4:00 pm
Sunday: 9:00 am—4:00 pm
- ⇒ **Any questions regarding your injury, please contact:**

Risk Management Dept.
City Hall 2nd Floor
730 Maine Street
(217) 228-4512

Any employee who, with intent to defraud, receives workers' compensation benefits to which the employee is not entitled by knowingly misrepresenting, misstating or failing to disclose any material is guilty of fraud and shall be sentenced as prescribed in the Illinois Criminal Code of 2012.



WORKERS' COMPENSATION

DEPARTMENT OF RISK MANAGEMENT



What Is Workers' Compensation?

What happens if I am injured on the job?

Who do I contact?

730 Maine Street
Suite 213
Quincy, IL 62301
(217) 228-4512
www.quincyl.gov

Questions & Answers Regarding Workers' Compensation.....

Q What is Workers' Compensation?

A Workers' Compensation is a state mandated benefit designed to assist employees injured in the course and scope of employment. (It does not cover injuries from non-work related activities) This brochure provides general information regarding the City's Workers' Compensation policies and procedures. This brochure does not provide a full statement of all policies and it does not cover every situation. This information does not substitute or replace any policy or legal information regarding your benefits and responsibilities under City policies or the Illinois Workers' Compensation Act.

Q What do I do if I am injured on the job?

A If you believe that you have suffered an injury or disease in the course and scope of your employment, you should contact your supervisor immediately. (Must report by the end of your shift) Failure to report a work place injury immediately to your supervisor could result in disciplinary action as outlined in the City of Quincy's Employee Handbook. **Please see back page on steps to follow if injured on the job.**

After the initial injury has been reported to the Risk Management Department, they will initiate a full investigation into the accident with the insurance company and advise the employee on the proper steps to follow.

Many job-related injuries are minor and only require first aid. If medical care is needed, your supervisor will guide you through the initial process of seeing the company doctor.

Q After I see the doctor, what do I do next?

A After you see the doctor at the employee clinic, please stop by the Risk Management Department to provide your work ability report.

If your injury requires further treatment or doctor appointments, you will be required to stop by Risk Management after each visit to provide the doctors work ability report. (These reports are not to be turned into your supervisor or department head. You must stop by Risk Management)

Q What if the doctor tells me I can return to work with restrictions, what happens next?

A If the doctor places work restrictions on your return to work, please contact or stop in to the Risk Management Department with your work ability report. Risk Management will work with the doctor and your supervisor to determine if the City can accommodate the restrictions stated by the doctor.

Q If my Workers' Compensation claim is approved, what is covered?

A The Workers' Compensation program pays for all reasonable causally medical related care associated with an employee's work related injury.

Q Can my Workers' Compensation claim be rejected?

A It is possible that your claim could be denied based on specific facts regarding the injury. If you have any questions regarding your claim, please contact the Risk Management Department.

Q How will I get paid if I am off work for an extended period of time due to my work place injury?

A If you are off work for more than 3 days due to a work place injury, you could be compensated for your time off. Risk Management and the claims adjuster will contact you regarding your compensation rights under the Illinois Workers' Compensation Act 820 ILCS 305

Q What will happen to my insurance premiums and other deductions?

A If your work place injury requires you to be off work for an extended period of time, you may be responsible for paying for all insurance premiums and other deductions out-of-pocket.

COQ Work Comp Procedures.pdf



Workers' Compensation Procedures

(In the event of a serious injury or emergency, CALL 911)

Injury Reporting

1. All City employees must report his/her injury to their supervisor immediately. (No longer than 24 hours of its occurrence)
2. Supervisor reports the injury by calling Medcor (800-775-5866). Medcor will advise employee and supervisor on suggested medical care.
3. Supervisor forwards all documentation to Risk Management immediately.

Medical Treatment Process (During Normal Business Hours: 8:00 – 4:30 pm M-F)

1. When seeking medical attention, the supervisor must call Risk Management first (228-4512) to advise of the injury and that Medcor is advising the employee to seek medical services.
2. Risk Management will contact Quincy Medical Group (QMG) that the employee is coming in for medical treatment.
3. Under normal circumstances, the employee has 15 minutes to arrive at QMG. The QMG team will begin the paperwork and registration process once the injured employee arrives. Risk Management will meet the employee at QMG and walk them through the process.
4. Quincy Medical Group is accessible 7 days a week. Monday – Friday 7:00 am – 7:00 pm, Saturday 8:00 am – 4:00 pm, Sunday 9:00 am – 4:00 pm. (If the injury occurs outside of this time period, and the employee needs medical attention, please take the employee to Blessing Hospital Emergency Room)
5. The doctor, the employee, and Risk Management will discuss return to duty status and if any follow up medical appointments are necessary. After the initial medical treatment, all additional medical treatments should be coordinated through the Risk Management Department.

Medical Treatment Process (After Normal Business Hours)

1. If Medcor advises the employee to seek medical services, have the supervisor take the employee to QMG if they are open. If QMG is closed, please take employee to the Blessing Hospital ER.
2. Please advise QMG or Blessing ER that a drug test needs to be administered when appropriate.
3. Email all medical information, photos, investigation reports, etc. to Risk Management at risk@quincyl.gov as soon as possible.
4. If the doctor releases the employee for light duty or restricted duty, Risk Management will contact the appropriate department head on the next normal working day to discuss next steps.

Additional Information

1. If an employee seeks medical attention, all communications with the employee, doctor, etc. must be coordinated through Risk Management. Departments should not accept any work ability reports, medical information, doctors' notes, etc. from the employee. Please instruct the employee to bring all information to Risk Management.
2. If an employee is released for light duty or restricted duty, Risk Management will work with the appropriate department head or designee on the availability of light duty. Risk Management will need to confirm all proposed tasks conform to the restrictions issued by the treating physician.
3. If an employee is released to full duty, please instruct the employee to contact Risk Management to discuss a return to work date. Risk Management will work with the appropriate department head or designee on a date for the employee to return to work.

If a serious injury has occurred, please send an email to Risk@quincyl.gov as soon as possible. In the event of a fatality, please call or Kaylee Wolf 217-617-9213 or Jim Murphy 217-430-9577.

Confidential Informant Expenditure Report.pdf

QUINCY POLICE DEPARTMENT
INFORMANT EXPENDITURE REPORT

DIVISION INFORMANT# REPORTING DATE(S) OFFICER BADGE TYPED BY DATE

This report is to document the reason for the below payment to the respective informant.

Informant Name: _____

Officer Paying: _____

Supervisor Authority: _____

Date of Payment: _____

Amount Paid: _____

Case File Number: _____

Activity Paid For:

A. Evidence Purchase:

Exhibit Number: _____ Item Number: _____ Date: _____

B. Evidence Recovery/Search Warrant:

Exhibit Number: _____ Item Number: _____ Date: _____

C. Other Information/Services: _____

INFORMANT'S RECEIPT OF FUNDS

Case File Number: _____ Purpose: Purchase of Evidence ☐ Information and Services ☐ Protection Expenses ☐

I hereby acknowledge the receipt of Official and Advanced Funds in the amount of: _____

_____ Provided by Signature and Badge Number	_____ Date	_____ Informant Signature	_____ Date
--	---------------	------------------------------	---------------

_____ Witnessed by Signature and Badge Number	_____ Date	_____ Informant Case Number
---	---------------	--------------------------------

ADMINISTRATIVE USE ONLY-DO NOT DISSEMINATE

QUINCY POLICE DEPARTMENT

CONFIDENTIAL INFORMANT EXPENDITURE REPORT

DIVISION C/S #

REPORTING DATE(S)

OFFICER

BADGE

TYPED BY DATE

This report is to document the reason for the below payment to the respective confidential informant.

C/I Name: _____

Officer Paying: _____

Supervisor Authority: _____

Date of Payment: _____

Amount Paid: _____

Case File Number: _____

Activity Paid For:

A. Evidence Purchase:

Exhibit Number: _____ Item Number: _____ Date: _____

B. Evidence Recovery/Search Warrant:

Exhibit Number: _____ Item Number: _____ Date: _____

C. Other Information/Services: _____

CONFIDENTIAL INFORMANT'S RECEIPT OF FUNDS

Case File Number: _____ Purpose: Purchase of Evidence ☐ Information and Services ☐ Protection Expenses ☐

I hereby acknowledge the receipt of Official and Advanced Funds in the amount of: _____

Provided by
Signature and Badge Number

Date

Confidential Informant
C/I Signature

Date

Witnessed by
Signature and Badge Number

Date

C/I Case Number

ADMINISTRATIVE USE ONLY-DO NOT DISSEMINATE

Confidential Source File Cover Sheet.pdf

QUINCY POLICE DEPARTMENT
CONFIDENTIAL SOURCE FILE
COVER SHEET

CS Number _____ Officer _____ Date _____

Identifying Data:

CS Name(s) _____ Full (True) Name _____

Race/Sex/DOB _____ / _____ / _____ Address _____

Height _____ Weight _____ Hair _____ Eyes _____

Alias/Nickname _____ Maiden Name: _____

Scars/Marks _____ Tattoos (Type & Location) _____

Distinguishing Features _____

Automobile (Year, Color, Make, Model) _____ License (Year, State, Number) _____

Employer (Name, Address, Occupation) _____

Developmental Data: How did the CS come to the attention of the department?

☐ Volunteered ☐ Referred by another agency (specify agency and officer)

☐ Met during course of investigation (specify investigation)

General Nature of Services or Information Expected: (Check one or more.)

☐ Narcotics (general)

☐ Organized Crime

☐ Narcotics (Middle level
or Class "X" violations)

☐ Fraud/White Collar Crime

☐ Other (Specify below)

Confidential Source Advisement: (Have the CS read carefully and sign below).

I understand that while I am a Confidential Source for the Quincy Police Department, I am forbidden to do any of the following:

1. Sell or deliver any Controlled Substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
2. Use sex or sexual activity to induce the sale or delivery of a Controlled Substance, dangerous drug, marijuana, or other substance purported to be the same to any person.
3. Search any person, suspect, house papers, or personal effects.
4. Become involved in any activity which might be construed to be entrapment.
5. Engage in any illegal activity or improper conduct so long as I am working as a Confidential Source, including carrying a weapon or impersonating an Officer of the Law.

I also understand that:

6. If violations of the law by me can be substantiated, I could be prosecuted.
7. I am agreeing to function as a Confidential Source of my own free will and accord, and not as a result of any intimidation, promise or threat.
8. I have been advised that all payments made to me are considered taxable income and should be included on state and federal tax returns.
9. That no officer(s) may make any explicit or implicit promise or predictions regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

CS Name (signed)

CS Name (printed)

True Name (signed)

True Name (printed)

Witness

Date/Time

Witness

Date/Time

Missing Person Returned Form.pdf

MISSING PERSON RETURN INFORMATION

CFN: _____ DATE: _____ TIME: _____

NAME OF OFFICER TAKING RETURN REPORT: _____

MISSING PERSON'S NAME: _____

WHERE HAD MISSING PERSON BEEN? _____

WHO WERE THEY WITH? _____

WHAT WERE THEY DOING? _____

WERE THEY INVOLVED IN ANY CRIMINAL ACTIVITY AND IF SO WHAT AND WHERE? _____

WERE THEY ARRESTED AND IF SO FOR WHAT? _____

WAS THE MISSING RETURN VERIFIED? ☐ YES ☐ NO

BY WHOM: _____

HOW WAS VERIFICATION MADE? _____

DATE: _____ TIME: _____

NAME OF PERSON WHO REPORTED RETURN: _____

LAST

FIRST

M.I.

ADDRESS: _____

CITY

STATE

CELL PHONE NUMBER: _____ D.O.B.: _____ RACE: _____ SEX: _____

DOES THIS MISSING RETURNED HAVE ADDITIONAL INFORMATION REQUIRING A GENERAL
OFFENSE REPORT? ☐ YES ☐ NO

IS THIS MISSING RETURNED CONNECTED WITH ANY OTHER INCIDENTS OR CRIMES DURING THE TIME
PERIOD THEY WERE REPORTED MISSING? ☐ YES ☐ NO

IF SO LIST THOSE CASE NUMBERS: _____

MISC. INFO: _____

Missing Person Checklist.pdf

Quincy Police Department – Missing Persons Checklist

	The name of the person, including alternative names used
	Date of Birth
	Identifying marks (birthmarks, moles, tattoos, scars)
	Height and weight
	Gender
	Race
	Current hair color and true or natural hair color
	Prosthetics, surgical implants, or cosmetic implants
	Physical anomalies
	Blood type
	Driver's license number
	Social security number
	Photograph
	Description of clothing person was believed to be wearing
	Description of items that might be with the missing person (such as jewelry, accessories, shoes or boots)
	Information on the missing person's electronic communications device (such as cellular telephone numbers, phone carrier, e-mail addresses, social media sites utilized)
	The reasons why the reporting individual believes that the person is missing
	Name and location of the person's school and/or employer. Was appropriate SRO notified?
	Name and location of dentist or primary care physician or provider, or both, if known
	Circumstances that may indicate that the person may at risk of injury or death
	Description of the possible means of transportation of the person, including make, model, color, license number, and vehicle identification number of a vehicle
	Identifying information about a known or possible abductor or person last seen with the person, or both, including: <ul style="list-style-type: none"> (a) Name (b) Physical description (c) Date of birth (d) Identifying marks (e) Description of possible means of transportation, including make, model, color, license number, and VIN number of a vehicle
	Was DNA kit used?

Supervisors Public Safety Questions for Officer Involved Shootings - Updated 10-05-2018.pdf

**Supervisor's Public Safety Questions
On Scene of Officer Involved Shooting (O.I.S.)**

(use officers name), I need to gather information so I can complete a General Offense Report. Due to the immediate need for this to be done, you do not have the right to wait for legal or union representation before answering the following limited questions.

1. Are you injured in any way?
2. Do you know of anyone injured and where they are?
3. In what direction did you fire your weapon(s)?
4. Are there suspects still at large? Their descriptions?
5. What was their direction of travel?

Continued on back

6. How long ago did they flee?
7. What crimes are they wanted for?
8. Were they armed? What type of weapons?
9. Is there any evidence that needs to be preserved?
10. Where is it located?
11. Did you observe any witness(es)? Where are they?

(use officers name), In order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors, staff officers, officers, news media, or extended family. You are directed to speak to your legal representative prior to making any further statement regarding this incident.

Vehicle_Maintenance (2).pdf

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Quincy Police Department will ensure department vehicles are serviced so they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 VEHICLE INTERIOR

At any time liquid is spilled in to an electronic component it should be turned off to prevent any damage. The employee shall notify the Watch Commander of the incident and ensure the appropriate staff is notified in order for the component to be inspected before further use. If the component is critical to the use of the vehicle, the vehicle shall be dead lined. If the component is damaged a damage to city property GOR shall be done.

Harmful or noxious substances deposited in the vehicle shall immediately be cleaned appropriately. Bio hazard substances shall be cleaned according to department policy and procedure. If the substance is such that it cannot be cleaned by the officer the vehicle shall be dead lined and the appropriate staff notified.

702.4.3 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

Quincy Police Department

Policy Manual

Vehicle Maintenance

702.4.4 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory or gun locker prior to the vehicle being released for maintenance, service or repair.

702.5 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the department.

All vehicles shall be detailed once a year at the detail shop which is arranged through the fleet coordinator.

Patrol officers may wash their patrol vehicle during shift after obtaining tokens from the Watch Commander.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle provided for shredding this material.

Registered_Offender_Information (4).pdf

Registered Offender Information

329.1 PURPOSE AND SCOPE

This procedure establishes guidelines by which the Quincy Police Department will address issues associated with certain offenders residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

329.2 LAWS

Sex Offender Registration Act of 1996 (730 ILCS 150/1): An Act requiring the registration of sex offenders.

Sex Offender: Any person as defined in the Illinois Compiled Statutes:730 ILCS 150/2.

A Guide to Sex Offender Registration and Community Notification: This guide can be found by going to the Illinois State Police web site, then using the link on their site to access the Illinois Sex Offender Information site. Once in this site you will need to access their documents section that lists the guide for downloading.

Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/1):

An Act requiring the registration of persons or the transfer of information of persons who were previously registered as sex offenders under the Sex Offender Registration Act for the offenses of kidnapping, aggravated kidnapping, unlawful restraint, aggravated unlawful restraint, first degree murder, child abduction, and forcible detention, or an attempt to commit certain of those offenses when those offenses were committed against persons under 18 years of age into the Statewide Murderer and Violent Offender Against Youth Database.

Community Notification of Sex Offenders (730 ILCS 152/120b): Illinois law allows for the notification and the disclosure of certain information about an offender / predator to any person they may encounter. To that end the Quincy Police Department will take a proactive stance in the protection of our citizens and will utilize the OffenderWatch program to notify the public of an offender / predator moving into a neighborhood.

329.2.1 DEFINITIONS

Offender: offenders include sex offenders, murders, and violent offenders against youth.

Law Enforcement Agency having Jurisdiction: means the Chief of Police in each of the municipalities in which the offender expects to reside, work, or attend school (1) upon his or her discharge, parole or release or (2) during the service of his or her sentence of probation or conditional discharge, also includes the location where out-of-state students attend school and where out-of-state employees are employed or are otherwise required to register.

OffenderWatch: maintains a Sex Offender Registry as a public service tool to keep residents up to date of nearby individuals convicted of sexual offenses.

Child Care Facilities: has the meaning set forth in the Child Care Act of 1969 [225 ILCS 10/2.05], but does not include licensed foster homes. This meaning includes licensed child care facilities

Quincy Police Department

Procedures Manual

Registered Offender Information

and child care facilities for which applications for license are processed by the Illinois department of Children and Family Services.

Child Sex Offender Information: the name, address, date of birth and offense for child sex offenders registered within this jurisdiction and contained on the list accessed through LEADS community notification summary inquiry procedures.

Jurisdiction: the Chief of Police in the municipality in which the child sex offender expects to reside (1) upon his or her discharge, parole or release or (2) during the service of his or her sentence of probation or conditional discharge, or the Sheriff of the county.

Point of Contact: an individual or specific location identified by the law enforcement agency as the person and/or physical location responsible for accepting and issuing communications relating to the implementation of the provision of this law.

Schools : the school boards of public school districts and the principal or other appropriate administrative officer of each non-public school which has identified itself to the Illinois State Board of Education.

329.3 PENALTIES

Penalties and Enforcement

(a) Registrant:

- 1.730 ILCS 150/3 Violation of Duty to Register.
- 2.730 ILCS 150/6 Violation of Change of Address.
- 3.730 ILCS 150/10 Violation of Change of Name.
- 4.720 ILCS 5/11-9.3 Violation of Presence within a school zone.
- 5.720 ILCS 5/11-9.4 Violation of Public Park Zone

329.4 REGISTRATION

Initial Registration

(a) Registration of offenders, murderers or violent offenders against youths will be conducted at the Quincy Police Department Monday through Friday between the hours of 0700 and 1600. The primary person responsible for the registration will be the Youth Unit Sergeant. In the absence of the Youth Unit Sergeant, the Watch Commander with assistance from the Criminal Unit Sergeant and/or the Investigative Section Commander will assume the responsibility.

(b) When no investigative supervisor is available, or an offender comes to the Quincy Police Department during non-registration hours, it is the responsibility of the on-duty Watch Commander to see that the offender is properly notified of the time, place, and person to see to complete a full registration.

1. Such notification will be made by completing the Illinois Sex Offender Registration form if applicable the Illinois Murderer and Violent Offender Against Youth Registration. All applicable

Quincy Police Department

Procedures Manual

Registered Offender Information

areas on both sides of the form shall be completed by the offender, including dating and signing the form in the appropriate places.

2. The offender shall be informed they need to return to the Department for a full initial registration during appropriate times.

3. The offender should be given a copy of the reporting form. The original should be furnished to the Youth Unit Sergeant.

4. The person responsible for the initial registration shall complete the Illinois Sex Offender Registration Form or if applicable the Illinois Murderer and Violent Offender Against Youth Registration form.

5. "Institution of Higher Education Employment/Student Information Form" is to be used ONLY for those offenders enrolled and/or employed at an institution of higher education located outside their jurisdiction of residence

6. They should then ensure the offender reads and signs the form, and initials where appropriate.

7. The person responsible for the initial registration shall insure that the offender is entered into the Photo Imaging System and fingerprinted. All available personal data should be entered and a photo captured. When someone other than the Youth Unit Sergeant completes the entry, one copy of the photo (image with data) should be printed and forwarded to the Youth Unit Sergeant.

8. The registrant's information must be entered into the Law Enforcement Agency Data System (LEADS) within three days. When the registration is completed, a copy of the registration form should be immediately forwarded to the 911 Center for LEADS entry.

9. A copy of the Offender Registration Form and the photo will be forwarded to the Illinois State Police, Sex Offender Registration Team, Springfield, Illinois, and a copy of the registration form will be given to the offender.

a. This can be done by email when feasible, but can be done by U.S. Mail or fax.

10. If the registration is for indecent solicitation of a child, child pornography, aggravated child pornography and/or harmful material, a copy of the Illinois Sex Offender Registration form shall be forwarded to the Illinois Attorney General using the below information.

a. Illinois Cyber-Crimes Locations Database (ICLD) Office of the Illinois Attorney General 100 West Randolph, 11th Floor, Chicago, Illinois 60601 or, b. Fax: 1-312-814-5727

11. The original form signed by the offender shall be forwarded to Central Records where it will be kept on file until the requirement for that offender to register has expired.

Annual/Quarterly/homeless weekly renewal and Address/Employment School/Institution of higher education Change

(a) Each time the offender changes addresses, employment or School/Institution of higher education or is due for their annual/quarterly/weekly renewal, a new Registered Sex Offender

Quincy Police Department

Procedures Manual

Registered Offender Information

Reporting Form must be filled out. The Statutes mandate a photo be taken annually and/or if the sex offender's appearance has changed.

(b) This must be done whether the offender changes addresses/employment/School within the same jurisdiction, or moves to a new jurisdiction.

(c) If the offender moves to a new jurisdiction, that agency is required to follow the same registration procedure.

(d) The Watch Commander may provide these forms to a registered offender changing their address, employment school or renewal. After the offender has completed the form and prior to their leaving, the form should be checked for legibility and completeness. Verification, by photo ID if possible, of the person completing the form should also be done prior to them leaving.

(e) These completed forms will be forwarded to the Youth Unit Sergeant to be forwarded to the 911 center to be entered into LEADS and the Illinois State Police Sex Offender Registration Team.

(f) See dissemination of offender information policy (329.6).

Individual Officer Responsibility

(a) Whenever an officer encounters a person registered as a sex offender in this or any other state, the officer should notify the 911 Center of the date, time, location and reason for the encounter.

(b) The 911 Center will add on to this LEADS entry any documented contacts with a sex offender for tracking purposes.

(c) Address Verification:

1. The agency of jurisdiction shall verify the address of the sex offender or sexual predator required to register with this agency at least once per calendar year. The verification must be documented with an add-on to LEADS record.

2. Officers will, at a minimum, be directed annually to make personal contact with registered sex offenders. Officers will verify and document that the sex offender is actually living at the registered address and confirm employment information. The original form shall be furnished to the Youth Unit Sergeant.

329.5 RESPONSIBILITIES OF THE ADULT REGISTRANT

(a) Registration requirements can be located:

1. On side 2 of the Illinois Sex Offender Registration Act registration form.

2. 730 ILCS 150 et al

3. 720 ILCS 5/11-9.3 (presence within a school zone)

4. 720 ILCS 5/11-9.4 (Approaching, contacting, residing, or communicating with a child within certain places by a child sex offenders prohibited).

Registered Offender Information

329.6 ADJUCAITED JUVENILE DELINQUENT SEX OFFENDER

A juvenile convicted as an adult in a criminal court is treated as an adult in every aspect of sex offender registration and community notification. Juveniles convicted as adults will be classified as sex offenders or sexual predators based on the offense for which they were convicted. Juveniles who have been convicted as adults are subject to full community notification. This section pertains to juveniles who were not treated as an adult in criminal court and were adjudicated a juvenile delinquent sex offender in juvenile court. Adjudicated juvenile delinquent sex offenders cannot be classified as sexual predators. Adjudicated juvenile delinquent sex offenders can be deemed sexually dangerous and sexually violent.

Registration

- (a) Registration requirements can be located:
- (b) On side 2 of the Illinois Sex Offender Registration Act registration form.
- (c) 730 ILCS 150 et al

Schools and Parks

(a) Under the law, the adjudicated juvenile delinquent sex offender is not defined as a child sex offender. School and park legislation restrictions for child sex offenders do not apply to the adjudicated juvenile delinquent sex offender.

329.7 DISSEMINATION OF OFFENDER INFORMATION

Child Sex Offender Community Notification Law

- (a) Chief of Police.
 - 1. Ensures internal policies and procedures are developed regarding the release of child sex offender information.
 - 2. Provides training of participating staff to ensure they are prepared to implement the provisions of the Law.
 - 3. Identifies a point of contact to serve as a liaison with school and child care facilities. The name and telephone number of the contact will be provided to child care facilities, schools and Illinois Department of Children and Family Services within the jurisdiction. Point of contact information will also be provided to the Illinois State Police.
 - 4. Periodically causes reviews of operations to ensure accurate information is available in a timely and reasonable manner.
- (b) Child Offender List. The list will be maintained in OffenderWatch.
- (c) Discretionary Notification.
 - 1. The department may provide the name, address, date of birth and offense of any child sex offender contained on the registry to any individual or entity likely to encounter the offender.

Quincy Police Department

Procedures Manual

Registered Offender Information

2.The department will help educate the community regarding availability of discretionary information. In this manner, organizations who employ paid or volunteer workers who have limited or unsupervised access to children, can receive child sex offender information for use in applicant screening, etc.

(d) Dissemination of Offender Information

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the Illinois Sex Offender Information website or the Quincy Police Department's OffenderWatch website.

The Records Supervisor shall release local registered offender information to residents in accordance with applicable state law and in compliance with a Freedom of Information Act request (730 ILCS 152/120; 730 ILCS 154/95).

329.8 ACCESS TO SEX OFFENDER REGISTRATION RECORDS

Law Enforcement agencies shall be able to exchange information.

1.Public:

(a) The public is authorized access to the name, address, date of birth, and offense or adjudication of sex offenders who are required to register in accordance with the Sex Offender Community Notification Law (730 ILCS 152) with the exception of adjudicated juvenile delinquent sex offender information.

(b) The Department may disclose, in the Department's discretion, the following information to any person likely to encounter a sex offender, or sexual predator. (Community notification of sex offenders 730 ILCS152/120)

1. The offender's name, address, and date of birth.
2. The offense for which the offender was convicted.
3. Adjudication as a sexually dangerous person.
4. The offender's photograph or other such information that will help identify the sex offender.
5. Employment information may be given only when the public safety is at risk.

(c) Public notification using OffenderWatch.

(d) Copies and/or computer access will be provided if requested.

sexoffender3.pdf

- ☐ Juvenile Delinquent
☐ Sex Offender
☐ Sexually Dangerous/Violent
☐ Sexual Predator
☐ Murder, victim under 18
☐ Murder, victim 18 or over

ILLINOIS SEX OFFENDER REGISTRATION ACT REGISTRATION FORM

Photo Required
 (PLEASE TYPE OR PRINT USING BLACK INK)

Initial Registration: <input type="checkbox"/>		Annual: <input type="checkbox"/>		Quarterly: <input type="checkbox"/>		Homeless Weekly: <input type="checkbox"/>		Change of Address: <input type="checkbox"/>		School: <input type="checkbox"/>		Employment: <input type="checkbox"/>	
Last Name:				First Name:				Middle Name:					
DOB:				Sex:		Race:		POB:					
Resident Address:										Apartment #:			
City:			State:		ZIP:		County:		Housing Type:				
Secondary Address:													
Telephone:				Cell Phone:				SSN:					
Scars/Marks/Tattoos:													
Hgt:			Wgt:			Hair:			Eyes:				
Aliases:										DNA: <input type="checkbox"/> Yes <input type="checkbox"/> No			
FBI:				SID:				LEADS #:					
DOC #:				Chicago IR #:				Misc #:					
DLN:				DLN State:				DLN Expiration Date:					
Vehicle Make:				Model:				Year:					
License Plate #:				VIN#:				Color:					
Date of Conviction / Adjudication:					County of Conviction:				State of Conviction:				
Offense:								Statute:					
Citation Code:								Sentence:					
Probation Officer:								Probation Officer Telephone:					
Age of Victim(s) at Time of Offense:								Age of Offender at Time of Offense:					
Email Address:													
Instant Messaging Identities:													
Blog / Chat Room Identities:													
Other Internet Communication Identities:													
Uniform Resource Locator (URL):								Internet Protocol (IP) Address:					
Internet Sites Maintained by Individual:													
Internet sites to which individual uploaded any content or posted any message or information:													
Employer's Name:								Employed Since:					
Employer's Address:								Employer's Phone Number:					
City:			State:		ZIP:		County:						
School/Institution of Higher Education Name:										Date Enrolled:			
School Address:													
City:			State:		ZIP:		County:						
Registering Official's Signature _____												Date _____	
Signature of Registrant _____												Date _____	

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.

- You must renew your registration, in person, with the law enforcement agency having jurisdiction, within one year from the date of your most recent registration until your expungement date. If you have been convicted of a violation of this Act after July 1, 2005 you must register in person no later than 90 days after the date of your last registration and every 90 days thereafter for the remainder of your registration requirement.
- If you are an offender identified as a sexual predator you must register in person every year for the period of your natural life.
- If you are an offender with a finding or adjudication as a sexually dangerous person or as a sexually violent person you are required to report in person to the law enforcement agency having jurisdiction within 90 days of your initial registration and every 90 days thereafter for the period of your natural life.
- Failure to comply with the provisions of the Sex Offender Registration Act is a Class 3 felony. A second or subsequent conviction for violation of this Act is a Class 2 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.
- Any person who is required to register under this Act who knowingly or willfully gives material information required by this Article that is false is guilty of a Class 3 felony.
- The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of the Act.
- You must register within 3 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reconviction due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge or release. You must register, in person, with the police department, or if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.
- You must register your employment or school information within 3 days of obtaining employment or attending a school. All changes to employment or school status must be registered within 3 days of the change.
- Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 3 days after ceasing to have a fixed residence and if the offender leaves the last jurisdiction of residence, the offender must within 3 days after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.
- If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 3 days of beginning school or employment. All changes of school status (commencement or termination), and employment must be reported within 3 days of change.
- If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 3 days of beginning school or employment. All changes of status in enrollment and or employment at an institution of higher education (commencement, termination and any and all changes) must be reported in person within 3 days of changes with both agencies of jurisdiction.
- An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois, must register within 3 days of beginning school or employment with the agency of jurisdiction where the school/institution of higher education or employment is located.
- Within 3 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 3 days of changing your address, register in person with the police department or if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 3 days in a calendar year require you to register your new address.
- If you move to another state, you must register with that state within 3 days. You must notify the agency with whom you last registered in person of your new address, at least 3 days before moving.

Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.

Under the Adam Walsh Child Protection and Safety Act of 2006, 18 United State Code § 2250, if you travel to another state and fail to register as required, you are also subject to federal prosecution that carries penalties of a fine and/or imprisonment up to 10 years.

If you are a child sex offender, you understand that according to Illinois law, you may not reside within 500 feet of a school, park, or playground. You may also not reside within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER NEXT ON OR BEFORE _____. All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the ISP SOR Unit at 217/785-0653 or mail correspondence to the address listed below.

Signature of Registrant _____ **Date** _____

Sex offender must sign both page 1 and page 2 for registration to be considered valid.

Registering Official's Name (Print) _____

Registering Agency: _____

Address: _____

City, ZIP, County: _____

Registering Official's Signature: _____

Registering Official's Phone Number: _____

Illinois State Police, SOR Unit, 801 South 7th Street, Suite 200 S, Springfield, Illinois 62794, phone: (217) 785-0653 fax: (217) 782-4996

One copy to Sex Offender

One copy to Illinois State Police

Retain Original for your files

Page 2 of 2

Fingerprints should be taken at the initial registration and any subsequent registration in a new jurisdiction.

sexoffender4.pdf



DEPARTMENT OF POLICE CITY OF QUINCY

110 South 8th St. - Quincy, Illinois 62301-4058
Phone (217) 228-4470, Fax (217) 228-4472

Sex Offender Address Verification

Last Name: _____ First Name: _____ Date of Birth: _____

Registered Address: _____ District #: _____

City, State, Zip: _____

Date Checked: _____

Subject was located at said address: Yes ☐ No ☐

If subject no longer lives at registered address:

Date Moved: _____ New Address (if known): _____

Is subject employed: Yes ☐ No ☐

If so, where?: _____

Address: _____

Phone Number: _____

Officer's Signature: _____ Badge #: _____ Date: _____

The original copy of the sex offender address verification shall be furnished to the Youth Unit Sergeant

"Service - Pride - Dignity"

Field_Training_Procedure - Link for Policy.pdf

Field Training

416.1 PURPOSE AND SCOPE

The Field Training Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Quincy Police Department.

It is the policy and procedure of this department to assign all new police officers to a structured Field Training Program that is designed to prepare the new officer to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

416.2 ASSIGNMENT FOR RECRUIT OFFICERS

Phase I for probationary officers that must attend an IL academy:

(a) The probationary officer is assigned to the department's FTO Coordinator or designee for a period of general orientation which will include:

1. An introduction and tour of the department.
2. An introduction to the City of Quincy (conducted by the City of Quincy HR manager).
3. The issuance of all necessary equipment.
4. The completion and filing of all required forms.
5. Orientation covering the operation of the department, which shall include a review of Quincy Police Policy and Procedure Manual.

(b) At a minimum, the review shall cover:

1. Use of Force and Firearms.
2. Emergency Vehicle Operations and Motor Vehicle Pursuits.
3. Quincy Police Response to Missouri.
4. Personal Conduct.
5. Oath of Office.
6. Patrol Functions and Objectives.

Upon completion of the orientation period, the probationary officer shall be enrolled in a certified training academy as soon as practicable. If a interim period exists before entering an academy, the probationary officer shall be assigned to accompany an FTO as part of their regular duties, but shall assume an observer status only. The probationary officer shall be attired in suitable civilian clothing during this period.

Quincy Police Department

Procedures Manual

Field Training

Phase I for Illinois lateral entry probationary officers or any probationary officers that will not need to attend an academy:

Upon reporting for duty, the probationary officer will enter the Field Training and Evaluation Program. The outline of the program shall be as follows:

(a) The probationary officer is assigned to the departments FTO Coordinator or designee for a period of general orientation which will include:

1. An introduction and tour of the department.
2. An introduction to the City of Quincy (conducted by the City of Quincy HR manager).
3. Issuance of all necessary equipment.
4. The completion and filling of all required forms.
5. Orientation cover the operation of the department, which shall include a review of the Quincy Police Policy and Procedure Manual.

(b) At a minimum, the review shall cover:

1. Use of Force and Firearms.
2. Emergency Vehicle Operation and Motor Vehicle Pursuits.
3. Quincy Police Response to Missouri.
4. Personal Conduct.
5. Oath of Office.
6. Patrol Functions and Objectives.

During the Orientation process, the Administrative Services Sergeant will begin the process of obtaining a basic training waiver from ILETBS for out of state lateral entry probationary officers as well as schedule other required training and testing for them.

416.2.1 PHASE II

(a) After the successful completion of the academy training, or obtaining a waiver, the probationary officer is assigned to the FTO Coordinator for additional orientation.

This will include:

- (a) Issuance and review of the probationary officer's Field Training Manual.
- (b) Computer access and voicemail training.
- (c) Booking computer training.
- (d) Mobile Data Computer training.
- (e) Holding facility and fire safety training.
- (f) Review of the Use of Force and Emergency Vehicle Operations.

Quincy Police Department

Procedures Manual

Field Training

(g) Firearms training: Refer to Firearms Policy and Procedure for guidelines.

1. Qualification with issued handgun.
2. Training and qualification with the AR-15.
3. Training and qualification with the shotgun.

(h) Any other training that the FTO Coordinator deems necessary.

Phase II is divided into four steps, during which the probationary officer is assigned to a series of FTOs. This allows the probationary officer to experience a variety of training styles and learn different techniques to accomplish similar tasks. The assignment in Step I is generally 13-15 rating days. The assignments in Step II and III are generally 9-11 rating days. The assignment in Step IV is generally 11-13 rating days. For each step assignment the rating days may be fewer for lateral officers depending on the trainee's demonstrated performance and level of experience. For these purposes, a working day is defined as a shift in which a probationary officer is assigned with an FTO and completes a minimum of one-half of the scheduled patrol shift tour of duty. For the first working day of each Step, the FTO will not formally evaluate the probationary officer; however, the FTO shall complete a DOR to track the working day and to document any training completed.

(a) Step One: The probationary officer is assigned to their first FTO, who is the primary FTO. The primary FTO trains the probationary officer at both the beginning and end of the program, to better be able to evaluate the probationary officer's progress.

(b) Steps Two and Three: After the first assignment to the primary FTO the probationary officer is assigned to other FTOs.

(c) At some time prior to the probationary officers's return to the primary FTO they will be assigned to the Street Crimes Unit for a short period and may be assigned to other training within the department that may be deemed beneficial.

1. While training with units outside patrol, if the probationary officer is assigned to an FTO and completes job tasks that can be evaluated, then the FTO should complete the DOR. Otherwise, the DOR's header should be completed, indicating that it is a non-evaluation day.

(d) Step Four: The probationary officer returns to his/her primary FTO During this step, the FTO rides in plainclothes. This is designed to change the focus of attention from the FTO to the probationary officer during contacts with the public, allowing the FTO to devote more attention to evaluation of the probationary officer.

1. If there have been no major problems identified, there will be a Phase 2 review meeting at the end of this time to determine the probationary officer's readiness for solo patrol.

2. In the event that the probationary officer's performance is not acceptable (NRT = Not Responding to Training), at the close of any step, the following protocols shall be implemented:

a. The probationary officer's field training period may be extended upon the recommendation of the Field Training Coordinator, with approval by the Chief of Police or his designee.

Quincy Police Department

Procedures Manual

Field Training

b. Trainees may be extended in any step of phase II when they are not prepared to advance to the next step. The extension may be an administrative extension for the purposes of completing unfinished step requirements. Formal extensions will occur when the trainee is not prepared to advance to the next step based off not meeting the required performance measures to move to the next step. Formal extensions of training for NRT's shall be administered with a formal Performance Improvement Plan that is collaboratively developed and executed by the probationary officer, FTO, and FTO Coordinator, during an Extension of Training Meeting.

(e) Probationary officers must successfully complete the Step Four solo patrol responsibilities to advance to Phase III/Step Five. The probationary officer must demonstrate that they can perform the necessary quality and quantity of work.

416.2.2 PHASE III

(a) The balance of the probationary period is spent in Phase III, functioning in a regular patrol assignment.

(b) During this Phase, the probationary officer will receive regular evaluations by supervisors on the assigned shift for each particular timeframe. These evaluations shall be done at the following intervals: after the completion of 11 months, 14 months, and 17 months (or if probation was extended then one month prior to the end of probation in lieu of the 17th month). The final evaluation should be completed at the end of the 17th month (or if probation was extended then one month prior to the end of probation in lieu of the 17th month) to allow time for the Phase III review meeting and for the Chief to notify the Board of Fire & Police Commissioners in the event of a failing evaluation.

(c) "Scaffold FTOs" are FTOs who are assigned to probationary officers who are in Phase III. The probationary officer should be assigned to an FTO on their shift at least one day each month, as manpower allows. Normally, a DOR is not completed for this. The FTO is there to assess current skills and ensure maximum opportunity to clarify the probationary officer's questions. At the completion of the shift, the FTO will debrief with the Watch Commander or assigned Sergeant.

1. This is not a substitute for the shift's on-going responsibility to assist in the probationary officer's development.

2. The FTO Coordinator should be notified in the event that a probationary officer's performance falls below acceptable performance assessment levels, and will work with the shift to determine the best possible solution to assist the probationary officer improve performance. This includes the option to reassign the probationary officer to an FTO.

(d) At least one month after being certified for solo patrol and prior to the end of their probation period, probationary officers should be assigned to the investigative section. While the probationary officer serves this investigative assignment, they will not be rated and need not be assigned to a FTO but should be paired with a detective who has the ability and willingness to provide valuable investigative input to the probationary officer. At the discretion of the investigative

Quincy Police Department

Procedures Manual

Field Training

supervisor, probationary officers may work some of their own existing cases. While training with the Investigative Section, a minimum of one day should be spent with the Evidence Technician.

416.3 FUNCTION AND ORGANIZATION OF BOARDS

Phase II Review Board

(a) The Phase II Review Board shall be comprised of the probationary officer's Field Training Officers, and the FTO Coordinator, the Deputy Chief of Operations or in his absence, the Deputy Chief of Administration may be in attendance as an observer only.

(b) The board will meet after the probationary officer has been evaluated for at least 10 weeks (8 weeks for lateral transfers) and consider all probationary officers in Phase II.

(c) The purpose of the board is to determine one of the following:

1. The probationary officer is prepared to advance to Phase III and is capable of working alone.
2. The probationary officer requires additional training and will be retrained in Phase II.
3. The probationary officer is not progressing satisfactorily and should be referred to a Special Board for a disposition on his/her status.

(d) The findings of the board must be documented and forwarded to the Chief of Police via the chain of command. This shall be done by filling the Phase II Board of Review Findings.

Phase III Review Board

(a) The Phase III Review Board will be comprised of the Deputy Chief of Operations, the FTO Coordinator, and the Patrol Shift Lieutenants and Sergeants.

(b) The board will meet in the last month of the probationary period for all officers in Phase III.

(c) The probationary officer shall appear before the board.

(d) The board may invite other department members to attend if they may have information or observation which would be helpful to the board.

(e) The board shall review all evaluations, reports, and other documentation pertaining to the probationary officer performance.

(f) The purpose of the board is to determine one of the following recommendations:

1. The probationary officer should advance from Phase III to permanent status with the department at the completion of the probationary period.
2. The probationary officer has not progressed satisfactorily and should be referred to the Special Board for a dispositional hearing.

(g) The findings shall be documented and forwarded to the Chief of Police via the chain of command. This shall be done by filing the Phase III Board of Review Findings.

Quincy Police Department

Procedures Manual

Field Training

Special Review Board:

(a) The Special Review Board shall be comprised of the Deputy Chief of Operations, the FTO Coordinator, the Primary Shift Lieutenant, the Primary Shift Sergeants, and a peer member.

1. The peer member shall be chosen by the probationary officer, but shall not be another probationary officer.

2. An officer having a personal interest in the case shall disqualify himself/herself.

(b) A special review board may be initiated upon recommendation from a Phase II or Phase III review board or at any point that a probationary officer has not progressed satisfactorily and is not responding to further efforts to assist in that progress.

1. The purpose of a special review board is to evaluate information from the special review board hearing and give the Chief of Police a recommendation of the further status of the trainee:

a. Continue in the current step as an extension.

b. Advance to the next step.

c. Refer the trainee's employment status to the board of fire and police commission with the recommendation of termination.

(c) A copy of the probationary officer's file must be given to each board member prior to the hearing.

(d) The program coordinator shall make an opening statement and present a chronological overview of the facets leading to the hearing.

(e) A recording of the hearing should be made for future reference.

(f) The probationary officer shall have an opportunity to address the board, but shall not be ordered to appear.

(g) A standard format of questions should be asked of all witnesses, but board members need not be limited to these questions.

(h) The board recommendation shall be forwarded to the Chief of Police in writing along with all supporting documents.

416.4 DOCUMENTATION

(a) Daily Observation Reports:

1. The Field Training Officer completes on a daily basis to document training time and observations made of the probationer in each training category.

2. DOR's are completed by the end of the shift and reviewed by the on-duty Supervisor.

3. Once reviewed and signed by a supervisor the DOR is turned into the Field Training Coordinator or designee for review.

Quincy Police Department

Procedures Manual

Field Training

(b) Weekly Summary Report (WSR).

1. The probationary officer completes the front by transposing information from each of that week's DORs.
2. The total number of each standard met for every category's on each day is totaled and listed in that categories box.
3. NRTs are included and highlighted.
4. Total Training Time per duty day, which is totaled for the week.
5. Self-Initiated Field Activity (SIFA) per duty day, which is averaged for the week.
6. The Supervising Shift Sergeant conducts a weekly meeting with the Field Training Officer and Probationer to discuss the progress in the FTO program.

(c) Supervisor Summary Report (SSR).

1. Prepared weekly by the probationary officer's assigned Squad Sergeant, after the probationary officer has entered Phase III – Solo Patrol.
2. The purpose is to document the probationary officer's performance, in order to provide feedback as soon as possible. Also, it provides a basis for Performance Evaluations.
3. Sources of information necessary for the SSR include:
 - a. Probationary officer's Daily Activity Logs.
 - b. Scaffold FTO.
 - c. Probationary officer's reports, both acceptable and unacceptable.
 - d. Extent to which others (Supervisors, FTOs, other officers) have to exercise "Discretionary Override" when with the probationary officer on calls.
 - e. Interview with probationary officer during the weekly SSR Meeting.

416.5 FILE RETENTION

Upon recommendation of retention at a Phase III meeting, the Probationary Officer's Field Training and Evaluation reports will be filed as follows:

- (a) Employment Status Report is placed in the employee's personnel file.
- (b) All other Field Training and Evaluation files shall be maintained in Records storage in Departmental Training files.
- (c) Field Training and Evaluation files are confidential and shall be reviewed only by persons with a need to know, upon approval of the Chief of Police.

Quincy Police Department

Procedures Manual

Field Training

(d) Field Training and Evaluation files of terminated employees shall remain sealed and maintained in the Department's secured FTO files, until such time as statute of limitations for all personnel actions (e.g., appeals) have expired. This file shall include at a minimum:

1. DORs.
2. Weekly Summary Reports.
3. Performance Improvement Plans, with all meeting notes.
4. Probationary Officer's Manual, including all Training Task sheets.
5. All official Departmental memorandums and correspondence pertaining to the employee's employment status.

416.6 IN-SERVICE RETRAINING PROGRAM

When a sworn officer is absent from patrol for an extended period of time, they may be required to be retrained and assigned with an FTO as part of their regularly scheduled duty in order to become re-familiarized with the tasks of patrol.

During the time such sworn officers are assigned to an FTO, they will not be subject to the formalized evaluations required of Probationary Officers in training. The FTO's function is to re-familiarize the officer with agency forms, equipment, updated policy and procedure, and insure that the officer is provided the opportunity to meet other established department criteria such as firearms qualification if necessary.

416.7 FIELD TRAINING OFFICER

A Patrol Officer who has been selected by the Chief of Police to train new officers.

A Field Training Officer documents an accurate overview of how the probationary officer performs their duties on a Daily Observation Report.

416.7.1 DOCUMENTS TRAINING

DOR's are completed only by certified FTO's during each patrol shift.

FTO reviews the DOR daily with the probationary officer.

416.7.2 FIELD TRAINING OFFICER-SELECTION AND TRAINING

The Field Training Officer may be released from Field Training duties as follows:

- (a) At the FTO's request.
- (b) By removal of assignment from Patrol duties.
- (c) Upon recommendation of the FTO Coordinator due to unacceptable performance.
- (d) At the direction of the Chief of Police.

Quincy Police Department

Procedures Manual

Field Training

416.7.3 SELECTION PROCESS

The department shall post a notice of openings for the position of Field Training Officer.

Interested applicants shall forward written applications to the FTO Coordinator.

Review of personnel file for complaints, civil litigation filings, or any other potential performance deficiencies.

Interested applicants may be required to participate in a internal oral interview.

All qualified applicants shall be assessed by a selection board composed of three members which will include the Deputy Chief of Operations or his designate, the FTO Coordinator and an active Field Training Officer. The names of those candidates who receive a satisfactory assessment will be forwarded to the Chief of Police who shall make the final selection.

416.7.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Deputy Chief of Administrative Services, or designee, shall maintain a close liaison with the staff of the police training academies, keeping channels of communication open to monitor the progress of recruits and provide input to the academy training program. In addition, the Field Training Officer Coordinator shall also act in a liaison capacity to provide the basic training recruit a departmental resource person.

Master News Release Form.pdf



Quincy Police Department News Release

110 South 8th Street * Quincy, Illinois 62301 * 217-228-4470

Case File Number(s):

Date:

Offense(s):

Date Occurred/Discovered:

Time Occurred/Discovered:

Place of
Occurrence:

Arrestee was: Lodged Released Court Date:

Arrestee Last Name:	First Name:	MI:
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Age:	Sex:	Address:	Model:	Year:	Color:
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Arrestee Vehicle Make:	Model:	Year:	Color:
------------------------	--------	-------	--------

Arrestee Last Name:	First Name:	MI:
---------------------	-------------	-----

Age:	Sex:	Address:	Model:	Year:	Color:
------	------	----------	--------	-------	--------

Arrestee Vehicle Make:	Model:	Year:	Color:
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Arrestee Last Name:	First Name:	MI:
---------------------	-------------	-----

Age:	Sex:	Address:	Model:	Year:	Color:
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Arrestee Vehicle Make:	Model:	Year:	Color:
------------------------	--------	-------	--------

Bond (if applicable):	Date/Time of Release/Lodging:
-----------------------	-------------------------------

If no arrest,
list suspect(s)
description(s):

Suspect Vehicle Make:	Model:	Year:	Color:
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Type of Force (if applicable):

Type of Weapon (if applicable):

Victim Name:	Age:	Sex:	Address:
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Victim Name:	Age:	Sex:	Address:
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Completed by:	Title:
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Supervisor:	Date:
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This information is to be released by the news media as a Crime Stopper request for information on the crime.

Details of Occurrence/Arrest on Next Page:

Page 2

Quincy Police Department News Release
Details of Occurrence/Arrest

Case File Number(s):

Date:

Offense(s):

Control_Devices_and_Techniques.pdf

Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Quincy Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only officers who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, officers should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

303.4 RESPONSIBILITIES

303.4.1 PATROL SUPERVISOR RESPONSIBILITIES

(a) The Patrol Supervisor may authorize the use of specialized control devices (i.e. kinetic energy rounds and gas) by selected personnel or members of specialized units who have successfully completed the required training.

(b) Every individually issued control device will be periodically inspected by the Shift Supervisor or the designated instructor for a particular control device. The inspection shall be documented.

(c) The Patrol Supervisor is responsible to ensure the officers carrying TASERS sign them out and in.

303.4.2 CONTROL OF INVENTORY AND ISSUANCE OF DEVICES

(a) The Purchasing Assistant shall control the inventory and issuance of all control devices that are personally issued to officers.

Quincy Police Department

Policy Manual

Control Devices and Techniques

(b) The Emergency Response Team as well as the Mobile Field Force certified gas officers will control the inventory and handling of gas and kinetic energy rounds from their individual group.

(c) The TASER instructor will control the inventory and handling of conducted energy devices. See Conducted Energy Devices.

303.4.3 USER RESPONSIBILITIES

All normal maintenance or cleaning of issued equipment shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the person responsible for disposition of that particular device. Damage to City property reports shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. If a suspect resists arrest nonviolently (passive noncompliance), the baton may be used only to apply come-a-long/pain compliance holds. So long as the suspect remains nonviolent, they will not be struck with the baton. If a suspect resists arrest violently or attacks the officer or another person, officers are permitted to strike the offender with the baton, so long as such strikes are confined to the arms, legs and other areas of the body which, if struck, are not likely to lead to serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others; such use of force is considered deadly force.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt or vest. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

Officers shall undergo retraining/re-certification sessions with the baton at least once every other year. Officers failing to re-certify will not be permitted to carry or use the baton on duty.

Batons will be maintained in factory condition and will not be modified or altered in any way, nor will they be fitted with any add-on device, nor will they be weighted. The only approved exception is the ASP brand larger end cap, which helps prevent the ASP baton from rolling away if dropped. Officers may purchase this end cap and install it themselves.

303.6 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

Quincy Police Department

Policy Manual

Control Devices and Techniques

If flammable OC Spray is being introduced into a building, when practicable, fire personnel and/or Emergency Medical Services should be alerted or summoned to the scene prior to the deployment of OC Spray to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.6.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt or vest. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.6.3 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water as reasonable to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel. In the event that OC spray was sprayed into the suspect's face from a distance of two feet or less, officers shall always ensure that the suspect receives a medical examination.

303.7 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Patrol Lieutenant, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

The Patrol Supervisor may provide officers with the tear gas foggers for crowd control to use as needed. Tear gas that is launched must be applied by either Mobile Field Force or ERT members that are trained in its use.

As Tear Gas (CS) is being introduced into a building, when practicable, fire personnel and Emergency Medical Services should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Quincy Police Department

Policy Manual

Control Devices and Techniques

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions. If it is believed the subject is carrying a firearm, then impact projectiles SHALL NOT be deployed without the use of a cover officer with lethal munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target. (Generally impact projectiles should not be used at a distance of less than fifteen (15) feet nor more than fifty (50) feet from the target.)
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

Control Devices and Techniques

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others; such use of force is considered deadly force.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked with orange stocks and forend that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles prior to deployment to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the kinetic energy projectile shotgun, the officer shall visually inspect the kinetic energy projectiles to ensure that **conventional ammunition** is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Administrative Services Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the officer's training file.

(c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training with the control device or knowledge of this agency's Use of Force Policy after remedial training. The Office will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Supervisors Public Safety Questions for Officer Involved Shootings Lexipol.pdf

Supervisor's Public Safety Questions

On Scene of Officer Involved Shooting (O.I.S.)

(use officers name), I need to gather information so I can complete a General Offense Report. Due to the immediate need for this to be done, you do not have the right to wait for legal or union representation before answering the following limited questions.

1. Are you injured in any way?
2. Do you know of anyone injured and where they are?
3. In what direction did you fire your weapon(s)?
4. Are there suspects still at large? Their descriptions?
5. What was their direction of travel?

Continued on back

6. How long ago did they flee?
7. What crimes are they wanted for?
8. Were they armed? What type of weapons?
9. Is there any evidence that needs to be preserved?
10. Where is it located?
11. Did you observe any witness(es)? Where are they?

(use officers name), In order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors, staff officers, officers, news media, or extended family. You are directed to speak to your legal representative prior to making any further statement regarding this incident.

Strip-Cavity Search Report.pdf

QUINCY POLICE DEPARTMENT

Check Appropriate Box: ☐ **Strip Search Report** ☐ **Cavity Search Report**

LOCATION OF SEARCH: _____
Specific Room Address

DATE OF SEARCH: _____ TIME OF SEARCH _____
Began Time Concluded

PERSON TO BE SEARCHED: _____

RACE: _____ SEX: _____ DATE OF BIRTH: _____

CFN: _____

OFFICER(S) CONDUCTING SEARCH:

	<u>NAME</u>	<u>GENDER</u>
--	-------------	---------------

1. _____

2. _____

CHARGES: 1. _____

2. _____

3. _____

PART OF BODY SEARCHED: _____

NARRATIVE: _____

☐ Check if opposite side of page used

AUTHORIZING SUPERVISOR

Original Copy - Attach to Report
Provide a Copy to Person Searched

Date _____ Time _____

Detainee Information Report.pdf

QUINCY POLICE DEPARTMENT
DETAINEE INFORMATION REPORT

CFN: _____ Holding Cell # _____ Checked before Use? ☐ Yes ☐ No
Name _____ Age _____ DOB _____ Sex _____ Race _____
Charges _____
Bond _____ Date Entered _____ Time Entered _____
Date Released _____ Time Released _____
Arresting Officer _____ Searched By _____ Released By _____
Emergency Notification: Name _____ Address _____
Phone _____ Relationship _____
Attorney: Name _____ Phone _____

MEDICAL HISTORY: (Medical information may be made available to duly authorized law enforcement personnel or agencies, court personnel, referral agencies; medical personnel/facilities; immediate family; attorney; or any agency to whom the detainee may be transferred to.)

1. Do you have any medical problems? (Diabetes, Epilepsy, Heart, B/P, etc.) ☐ NO ☐ YES
If yes, describe _____
2. Are you being treated by a doctor for any problem? ☐ NO ☐ YES
If yes, for what _____
Doctors name, address _____
3. Are you on medication now? ☐ NO ☐ YES
If yes, what _____
4. Are you on a special diet from a doctor? ☐ NO ☐ YES
If yes, what _____
5. Do you have any allergies? ☐ NO ☐ YES
If yes, what _____
6. Amputations, Deformities, Bruises, Cuts, Trauma? ☐ NO ☐ YES
If yes, describe _____
7. Past Treatment/Care - Do you wear any of the following?
☐ glasses ☐ dentures ☐ cane/braces/crutches ☐ artificial limb ☐ false eye
8. Female Physical Conditions
☐ Pregnancy ☐ Menstrual Cycle ☐ Other _____
- *9. Are you injured at this time? ☐ NO ☐ YES
If yes, explain the nature of the injury. (Include when and where the injury occurred, the location and type of injury and what care is required) _____
- *10. Are you sick at this time? ☐ NO ☐ YES
If yes, explain the nature of the illness including when the illness started, the type of illness and the care required. _____
- *11. Are you suicidal? ☐ NO ☐ YES
- *12. Do you feel that you are suicidal? ☐ NO ☐ YES
13. Have you received any psychiatric treatment? ☐ NO ☐ YES
If Yes - Reason: _____

The booking officer's opinion on the arrestee's mental state at the time of this report:

☐ alert ☐ cooperative ☐ confused ☐ belligerent ☐ excitable ☐ changeable
☐ quiet ☐ disoriented ☐ oriented ☐ combative ☐ withdrawn ☐ loud & profane

Officers Signature ID# Date and Time

NOTE: If the answer to questions marked with an * is yes, please contact the watch commander on duty as soon as possible and inform him/her of this response. **See reverse for Detainee Property Record and Logs.**

DETAINEE PROPERTY RECORD

Name _____ Holding Cell # _____
() Wallet & Contents () Jewelry (specify) _____
() Keys () Knife () Belt () Shoes
() Handbag & Contents () Cigarettes () Watch () Cell phone
() Prescription Medications (specify) _____
() Nonprescription Medications (specify) _____
() Other _____

Inventoried By _____ Owner's Signature _____

Owner has received all property described in record.

Owner Signature _____ Date _____ Time _____
Releasing Officer _____ Date _____ Time _____

MEAL RECORD

Date	Time	Meal Content	Initial
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TELEPHONE RECORD

Date	Time	Nature of Call	Initial
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DETAINEE CHECK

Date	Time	Comment	By	Date	Time	Comment	By
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

DETAINEE VISITS

Date	Time	Name	Address	DOB
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attach Medical Treatment Log if needed.
Located in Holding Cabinet.

Medical Treatment Log.pdf

**QUINCY POLICE DEPARTMENT
MEDICAL TREATMENT LOG**

Name of Detainee_____

Medications Log

Complete for each medication below:

Medication_____ () Prescription () Nonprescription Dosage_____

Approving Physician_____ Date of Approval_____

Log Administration:

Date_____ Time_____ Provided by_____

Date_____ Time_____ Provided by_____

Medication_____ () Prescription () Nonprescription Dosage_____

Approving Physician_____ Date of Approval_____

Log Administration:

Date_____ Time_____ Provided by_____

Date_____ Time_____ Provided by_____

Medication_____ () Prescription () Nonprescription Dosage_____

Approving Physician_____ Date of Approval_____

Log Administration:

Date_____ Time_____ Provided by_____

Date_____ Time_____ Provided by_____

Missing Person Informational Form.pdf



Report a Minor Missing

If you've reported a minor missing, you can contact the National Center for Missing and Exploited Children and the National Runaway Safeline for more information. Following is more information about these 24-hour hotlines and the services they provide.

National Center for Missing and Exploited Children

24-Hour  **HOTLINE**
1-800-THE-LOST (1-800-843-5678)

The National Center for Missing & Exploited Children® (NCMEC) is a non-profit 501(c)(3) corporation whose mission is to help find missing children, reduce child sexual exploitation, and prevent child victimization. Since 1984, NCMEC has served as the national clearinghouse and resource center for families, victims, private organizations, law enforcement and the public on issues relating to missing and sexually exploited children.

National Runaway Safeline 1-800-RUNAWAY or 1-800-786-2929



The mission of the National Runaway Safeline (NRS) is to help keep America's runaway, homeless and at-risk youth safe and off the streets. Through 1-800-RUNAWAY and 1800RUNAWAY.org, NRS provides 24/7/365 trauma sensitive solution-focused crisis interventions, information and referral via our nearly 7,000 resource database and runaway education and prevention services.

Information from <http://www.missingkids.org/> and <https://www.1800RUNAWAY.org>.

Quincy Police Department Policy Manual

Policy Manual

INDEX / TOPICS

A

ADMINISTRATIVE INVESTIGATIONS	
Vehicle damage.	547
ADMINISTRATIVE LEAVE	
Firearms.	90
ADULT ABUSE	
Investigations.	482
AIRCRAFT	
Accidents.	360
ALCOHOL	
Firearms.	94
Intoxicants.	192
Vehicle use.	543
AMMUNITION.	88
ANIMAL CONTROL.	592
ANIMALS	
Injured.	95
Line-of-duty deaths.	726
APPOINTMENTS	
Chaplain coordinator.	243
Operations director.	519
Petty cash fund manager.	548
TSA instructor.	96
ARRESTS	
Consular notifications.	605
First amendment assemblies.	427
Log.	204
Seat belts.	657
ASSET FORFEITURE.	485
ASSET SEIZURE.	486
AUDIO/VIDEO RECORDING.	380
Body-worn cameras.	380
Custodial interrogation.	481
AUDITS	
Informant funds.	497
AIRCRAFT	
Flying while armed.	96
AUTHORITY	
Ethics.	188
AUTOMATIC VEHICLE LOCATION.	543
AUXILIARY OFFICERS/DEPUTIES.	209
AUXILIARY OFFICERS/DEPUTIES	
Coordinator.	210
Training.	211
AUXILIARY RESTRAINTS.	60

AVL.	543
--------------	-----

B

BADGE	
Mourning Badge.	694
BADGES, PATCHES AND IDENTIFICATION	
While armed.	90
BARRICADED SUSPECTS.	320
BIOLOGICAL SAMPLES	
Hazards.	362
BODY ARMOR.	659
BODY ARMOR	
Suspects.	89
BOMBS	
Aircraft accidents.	362
Chaplains.	245
MDT/MDC.	379

C

CASH	
Audit.	497
Custod.	609
Informants.	496
CHAPLAINS.	242
CHILD ABUSE.	159
Definitions.	159
CHILDREN	
Firearms.	93
CITATIONS	
Traffic.	452
CIVIL	
Liability Response.	86
Subpoenas.	206
CIVIL DISPUTES.	420
COMMAND STAFF	
Protocol.	21
COMMENDATIONS AND AWARDS.	666
COMMUNICABLE DISEASES	
Custody.	603
COMMUNICATIONS CENTER	
Mandatory sharing.	215
COMMUNICATIONS WITH HEARING	
IMPAIRED OR DISABLED.	234
COMMUNITY ADVISORY COMMITTEE.	275
COMMUNITY RELATIONS.	272
COMPUTERS	
Digital evidence.	482
CONDUCT	
Meritorious.	667

Quincy Police Department

Policy Manual

Quincy Police Department Policy Manual

OIS.	78
Standards of conduct.	191
CONFIDENTIALITY	
Chaplains.	246
Communicable disease information.	644
Informants.	492
CONTACTS AND TEMPORARY DETENTIONS	
Warrant service.	517
CONTROL DEVICES	
Decontamination.	642
Pain complianc.	49
COURT APPEARANCES.	206
COURT ORDERS	
Child custody.	248
Civil disputes.	421
Juvenile informants.	492
Subpoenas.	206
CRIME ANALYSIS.	556
CRIMINAL OFFENDER INFORMATION.	588
CRISIS NEGOTIATION TEAM.	303
CRISIS RESPONSE UNIT.	303

D

DEATH	
Chaplains.	245
DECONFLICTION.	521
DEPARTMENT OWNED PROPERTY.	534
DEPARTMENT PROPERTY	
Loss Or Damage.	535
DISABLED	
Motorist.	473
DISCIPLINE.	188
DISCLAIMER OF POLICIES.	16
DISPUTED CLAIMS.	570
DOMESTIC VIOLENCE.	126
Definition Of Terms.	126
DRIVING	
MDT/MDC.	378
Personal communication devices.	539
Safety.	192
DRIVING TACTICS.	103

E

ELECTRICAL LINES.	356
ELECTRONIC CIGARETTES.	646
ELECTRONIC MAIL	
Personal communication devices.	536
EMERGENCY MANAGEMENT PLAN.	25
EMERGENCY UTILITY.	356

ETHICS.	188
EVALUATION.	623
EVIDENCE	
Bombs.	329
Digital.	482
Seizing recordings.	389
Use of force.	50
EXPLOSIONS.	328
EXPOSURE CONTROL.	641

F

FIELD TRAINING OFFICER.	357
FIREARM CONCEALED CARRY.	408
FIREARMS	
Conduct.	192
Retiree carry.	38
Vehicle use.	544
FIRST AMENDMENT ASSEMBLIES.	423
FITNESS FOR DUTY.	672
FOREIGN	
Nationals.	605
FOREIGN DIPLOMATIC AND CONSULAR REPRESENTIVES.	344
FORMS	
Firearms training.	95

G

GANGS.	370
GANGS	
Employee affiliation.	188
GRIEVANCE PROCEDURE.	628
GROOMING STANDARD.	688

H

HANDCUFFING AND RESTRAINTS	
Custody.	609
HAZARDOUS MATERIAL (HAZMAT) RESPONSE	
Aircraft accidents.	362
Precautions.	642
HEARING IMPAIRED.	234
HIGH-VISIBILITY VESTS.	453
HOSTAGE AND BARRICADE INCIDENTS	
Rapid response and deployment.	348
HOSTAGES.	320

I

Quincy Police Department

Policy Manual

Quincy Police Department Policy Manual

IDENTITY THEFT.	226
IMMUNIZATIONS.	643
IMPAIRED DRIVING.	466
INFORMANTS.	492
INFORMATION TECHNOLOGY USE.	193
INSPECTIONS	
Firearms.	93
Personal communication devices.	536
Vehicles.	542
INVESTIGATION AND PROSECUTION.	479

J

JURISDICTION	
Aircraft accidents.	362
Registered offenders.	216

L

LAW ENFORCEMENT AUTHORITY.	12
LEG IRONS.	60
LIMITED ENGLISH PROFICIENCY	
Communications center.	561

M

MDT/MDC	
Use.	543
Vehicles.	543
MEAL PERIODS, BREAKS, RESTRICTED	
LEAVE.	676
MEDIA	
Aircraft accidents.	362
First amendment assemblies.	427
Operations plans.	523
Warrant service.	518
MEDIA RELATIONS.	202
MEDIA REQUE.	202
MEDICAL	
Aircraft accidents.	361
Canine bites.	119
Leave Act (FMLA).	639
Screening - custody adults.	606
Treatment for communicable disease	
exposure.	644
Treatment for occupational diseases and work-	
related injuries.	686
MEDICAL CANNABIS CARDHOLDERS.	466
MINIMUM STAFFING.	36
MOBILE AUDIO VIDEO.	372

Evidence.	375
Review.	374
Video Media Storang.	375
MOBILE DIGITAL TERMINAL USE.	377
MUTUAL AID.	213
First amendment assemblies.	426
Warrant service.	518

N

NONSWORN	
Investigation and prosecution.	480
Vehicles.	544
NOTIFICATION	
Consular.	605
NOTIFICATIONS	
Cash.	549
Discriminatory harassment.	158
Impaired driving.	467, 468
Use of force.	51
NOTIFICATIONS, SICK LEAVE.	639

O

OATH OF OFFICE.	15
OCCUPATIONAL DISEASE AND WORK-	
RELATED INJURY REPORTING.	686
OFFICER SAFETY	
Communications center.	561
Crime scene and disaster integrity.	301
Informants.	494
LEOSA.	38
Seat belts.	657
Warrant service.	514
OPERATIONS PLANNING AND	
DECONFLICTION.	519
ORGANIZATIONAL STRUCTURE AND	
RESPONSIBILITY.	21
OUTSIDE AGENCY ASSISTANCE.	213
OUTSIDE EMPLOYME.	681
OUTSIDE EMPLOYMENT	
Obtaining Approval.	681
Prohibited Outside Employment.	682
Security Employment.	683
OVERTIME	
Court.	208
OVERTIME PAYMENT.	680

P

Quincy Police Department

Policy Manual

Quincy Police Department Policy Manual

PARKING.	544
PATROL FUNCTION.	293
PERFORMANCE EVALUATIONS	
Sick leave.	640
PERSONAL APPEARANCE.	688
PERSONAL COMMUNICATION DEVICES	536
PERSONAL PROPERTY.	534
Loss Or Damage.	535
PERSONAL PROTECTIVE EQUIPMENT.	550
PERSONNEL COMPLAINTS.	647
PHOTOGRAPHS	
First amendment assemblies.	424
POLICY MANUAL.	16
PORTABLE AUDIO/VIDEO RECORDERS.	380
PREGNANCY	
Custody.	603, 609
PRIVACY EXPECTATIONS	
MDT/MDC.	377
Personal communication devices.	536
Technology use.	193
Vehicles.	542
PROBATIONARY EMPLOYEES	
Personnel complaints.	655
PROPERTY PROCEDURES	
Disputed Claims.	570
Narcotics And Dangerous Drugs.	565
Packaging Of Property.	567
Property Handling.	564
PROTECTED INFORMATION.	588
PUBLIC RECORDING OF LAW	
ENFORCEMENT ACTIVITY.	388
PURSUIT U.	101

R

RAMMING.	109
RECORDS BUREAU	
Administrative hearings.	471
Impaired driving.	471
RECORDS RELEASE	
Audio/video recordings.	385
Media.	204
RECORDS RETENTION	
Audio/video recordin.	385
Oath of office.	15
Personal protective equipment training.	553
REGISTRANTS.	216
RELIGION	
Accommodations in custody.	608
REVIEWS	
Chaplain program - annual.	243
Emergency management plan.	25

Public records on social media.	266
Registrant compliance - annua.	218
Use of force.	54
RISK ASSESSMENT.	519
ROADBLOCKS.	109

S

SAFETY	
Shotguns.	88
SAFETY	
Canine.	543
Conduct.	192
Firearms.	93
First responder.	301
Personal communication devices.	536
Personal protective equipment.	550
SAFETY EQUIPMENT	
High-visibility vests.	453
Seat belts.	657
SEARCHES	
Crime scene.	301
Police vehicle inspections.	542
SEARCH WARRANTS.	515
SEAT BELTS.	657
SECURITY EMPLOYMENT.	683
SICK LEAVE.	639
SMOKING AND TOBACCO USE.	646
SOCIAL MEDIA.	264
SPIKE STRIPS.	109
STAFFING LEVELS.	36
STANDARDS OF CONDUCT.	186
SUBPOENAS.	206
SWORD SYSTEM.	369

T

TAKE HOME VEHICLES.	545
TECHNOLOGY USE.	193
TEMPORARY CUSTODY OF ADULTS.	603
TIME CARD.	679
TIME CARDS.	679
TRAFFIC	
Citations.	452
TRAFFIC SIGNAL.	356
TRAINING	
Criminal Organizations.	371
SWAT.	307
TRAINING	
Canine.	123
Chaplains.	246

Quincy Police Department

Policy Manual

Quincy Police Department Policy Manual

Communicable disease.	645
First amendment assemblies.	428
Impaired driving.	471
Operation planning and deconfliction.	523
Personal communication devices.	539
Personal protective equipment.	554
Rapid response and deployment.	350
Shared equipment and supplies.	215
Social media.	266
Warrant service.	518
TRANSPORT BELTS.	60

U

UNIFORM REGULATIONS.	692
UNIFORMS	
Courtroom attire.	207
UNLAWFUL ASSEMBLY.	426
USE OF FORCE REVIEW BOARD.	55
USE OF SOCIAL MEDIA.	264
UTILITY SERVICE.	356

V

VEHICLE MAINTENANCE.	540
VEHICLES.	542
VEHICLE TOWING.	461
VIDEO RECORDINGS	
First amendment assemblies.	424

W

WARNINGS	
Traffic.	452