Illinois Law Enforcement Accreditation Program (ILEAP) Manual

Third Edition
2022
SAFE-T Act Compliant

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217.523.3765

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ILEAP Manual

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Disclaimer

This manual includes voluntary standards for the Illinois law enforcement communities that have been approved by the Illinois Law Enforcement Agency Accreditation Program. The standards are not meant as a substitute or replacement for any legal requirement that may apply to agencies involved in law enforcement services in the State. The Illinois Law Enforcement Agency Accreditation Program recognizes that State and local laws, Codes, Rules and Regulations and local Ordinances take precedence over these standards.

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ACKNOWLEDGMENTS

The Illinois Law Enforcement Agency Accreditation Council wishes to express its appreciation to numerous individuals and organizations for their contributions to this effort. Much of what was accomplished originally resulted from participation in an AccredNET Conference held in Minneapolis, Minnesota. The contacts made during AccredNET proved to be invaluable. Specifically, Mr. Marlin Price of the Texas Commission on Law Enforcement Officer Standards and Education, who assembled a State Accreditation Standards Comparison Chart, Ms. Donna Taylor Mooers, Executive Director of the Massachusetts Police Accreditation Commission, Ms. Peg Gant, Executive Director of the Commission for Florida Law Enforcement Accreditation, Mr. Ernest O'Boyle, Director of the Virginia Law Enforcement Professional Standards Commission, and Mr. Gary Dillon, Accreditation Center Manager, Virginia Law Enforcement Professional Standards Commission; your assistance and guidance are much appreciated.

The Illinois Law Enforcement Accreditation Program (ILEAP) reflects statutes and processes unique to Illinois and therefore designed specifically to meet the needs of Illinois' law enforcement agencies. Many of the standards are consistent with or drawn from those developed by the above-mentioned organizations, as well as research conducted by the Illinois Association of Chiefs of Police, which further validates ongoing efforts to professionalize the law enforcement community.

The Program relies heavily on the voluntary efforts of the law enforcement community in order to remain current with emerging professional trends. Participation in the program reflects the spirit of cooperation and commitment of Illinois law enforcement.

This Third Edition, updated in 2022, is a comprehensive survey of the standards. Team members endeavored to update standards in light of training and statutory improvements. All standards were reviewed, some were updated, and enhancements made. The Third Edition could not have been completed without the dedication and experience of the Standards Update Team comprised of Holly Nearing, Roy Hanold, George Carpenter, John Lawson, Paul Yaras, Dean Myles, Kevin Grampo, Tony Brown, Sara Balmes, and Jeff Hamer.

INTRODUCTION to the Third Edition

April 25, 2022

Accreditation is an ongoing process during which agencies evaluate policy and procedure as well as practice, against established criteria, and have their compliance with those criteria verified by an independent and authoritative body. The criteria or standards are policy development guidelines that represent a level of quality service delivery. The true indicator of compliance, however, is the result of an evaluation by trained, independent professional peers. The establishment of meaningful and professional standards and an evaluation to determine compliance with those standards are therefore the two fundamentals of an accreditation program.

The Illinois Law Enforcement Agency Accreditation Council ("the Council"), appointed by the Illinois Association of Chiefs of Police (ILACP), is tasked with developing and maintaining a formal accreditation process specific to Illinois law enforcement agencies, including the development of a comprehensive set of professional standards.

Application of the standards within this document contributes to the professionalism, training and positive actions demonstrated by employees of Illinois' law enforcement agencies; compliance with the standards actualizes law enforcement professionalism. Policy and procedure based on professional standards will not ensure a crime-free environment for citizens, nor will it ensure an absence of litigation against law enforcement agencies and executives. However, effective and comprehensive leadership through professionally based policy development directly influences a department's capacity to deliver mandated services, with a greatly enhanced ability to reduce the possibility of successful litigation.

The ultimate goal of all accreditation programs is enhanced service delivery. The goal of the Council is to make available a framework whereby the Illinois law enforcement community is provided a voluntary, relatively low-cost accreditation program that is comprehensive, attainable, and based on standards that reflect professional service delivery. This framework incorporates community-policing principles with the goal of building trust in the communities that these departments serve. In developing the program, ILACP recognized the limited financial and staffing resources of a great many departments and developed standards that would not place overwhelming demands on those resources.

These standards are the basis of an accreditation program that affects every component of an agency. The standards are reviewed every two years in order to reflect the best practices as recognized by the industry and the Accreditation Council. Through the dedication to service and professionalism shown by the achievement of accredited status, law enforcement agencies can greatly enhance delivery of services to their communities.

The development of department policy is one of the most significant duties of chief executive officers and sheriffs; however, this manual contains no policies or procedures. The standards developed by the Council are only guidelines for what should be done, not how it should be done. Policies on many topics -- the use of force, for instance -- may be very similar among most agencies. On the other hand, policies dealing with disciplinary actions may vary greatly. Policy development that complies with these standards, however, remains dependent upon the judgment of the chief executive officer.

What ILEAP means by SAFE-T Act Compliant: The SAFE-T Act was signed into Illinois law in February 2021 and then amended with trailer bills in June 2021 and January 2022. Together, these changes in the law made it necessary for law enforcement agencies to adopt some new policies and amend others, and to change some of their practices. This Third Edition of the ILEAP Manual incorporates practices and policies required by the SAFE-T Act as of this date.

THE ILEAP ACCREDITATION COUNCIL

The Accreditation Council is responsible for implementing the rules and regulations establishing an accreditation process that encourages and provides law enforcement agencies with a voluntary opportunity to demonstrate that they meet the standards appropriate in Illinois. The Council recognizes law enforcement agencies as accredited that have applied and meet the standards, criteria and regulations developed and established by the Council.

The composition and procedures of the Accreditation Council are delineated in a separate document, Procedures of the ILEAP Accreditation Council.

POLICY AND PROCEDURES

The Illinois Law Enforcement Accreditation Program (ILEAP) has been established for the purpose of accrediting and certifying law enforcement agencies in the State by providing an avenue for demonstrating that they have adopted standards designed to promote equal and fair law enforcement, to maximize their capability to prevent and control criminal activities, and to increase interagency cooperation.

The original standards used in this program were developed by the ILEAP Council and reviewed by the Illinois Association of Chiefs of Police Legal Committee. The standards, formally revised in 2013 and 2022, are available via the Illinois Law Enforcement Accreditation Program link on the Illinois Chiefs' web page at http://www.ilchiefs.org. All municipal, county and state law enforcement agencies are eligible to participate in the program. The Council will resolve any questions regarding program eligibility.

The agency seeking initial or re-accredited status is responsible for paying fees and costs according to a fee schedule determined by the ILACP. The initial accreditation fee is due upon application. Monies collected from the administration of the program will be paid to the Illinois Chiefs and will be used to further the purposes of the ILEAP program.

ACCREDITATION PROCESS

A. Application

Application for participation in the accreditation process is formalized with the submission of a completed *New Agency Application* and payment of the application fee. These forms are available through the Illinois Law Enforcement Accreditation Program web page at http://www.ilchiefs.com. The agency shall indicate whether they wish to achieve Tier One or Tier Two status on the application form.

It is the responsibility of the applicant agency to appoint an Accreditation Manager who will serve as liaison with the ILEAP accreditation staff. If not already done, this should be done now.

Once the application package has been accepted, the applicant can download the self-assessment tools provided on the ILEAP webpage.

B. Self-Assessment

Applicant agencies initiate a self-assessment to determine compliance with applicable standards. The agency compares existing policy to applicable ILEAP standards and determines their level of compliance. The self-assessment phase is the most time-consuming part of the accreditation process. Assistance in developing policy and proving compliance is available through the program. Further information is available by visiting the ILEAP webpage.

C. Waiver

The ILEAP recognizes that individual standards may not apply to all agencies. Therefore, applicant agencies may apply for a *Not Applicable* status for individual standards. The agency must submit requests for Not Applicable during the mail-off portion of the on-site assessment. The assessment team members will review the request(s) and advise the agency of their decision. Not Applicable standards will be considered on a case-by-case basis and generally will be granted in those instances where the required function is not within the agency's scope of responsibilities. Appeals to denials are made to the Chair of the Council for reconsideration by the full Council, whose decision is final.

D. On-Site Assessment

After completion of the agency's self-assessment, ILEAP will conduct the on-site assessment. Prior to the on-site, the applicant agency is strongly encouraged to host at least one mock assessment. It is strongly recommended that agencies use assessors certified under the ILEAP program. Using untrained personnel is discouraged and can be detrimental to a successful

assessment. Mock assessments will be the responsibility of the applicant agency. However, ILEAP staff will provide assistance if requested. Agencies conducting mock assessments shall notify ILEAP staff of the date of their mock assessment and the names of the assessors who participated.

Upon notification by the applicant agency, ILEAP staff will schedule the on-site assessment. Reasonable effort will be made to provide assessors from like-sized or similarly functioning agencies. All assessors will be Illinois law enforcement personnel, active or retired, and be certified to conduct assessments.

Prior to arrival at the agency, the Accreditation Manager and the assessment team leader will have arranged for all specifics regarding team accommodations, meals and any other requirements during the assessment period.

If in the course of the on-site assessment the agency is found to be non-compliant with any applicable standard, or if an issue of any significant nature arises, the assessment team leader will immediately notify the Accreditation Manager and the Committee Chair. Assessment teams will work with agency personnel to identify a course of action aimed at achieving compliance with said standards. The on-site assessment is not complete until the agency has come to into compliance with all applicable standards.

If the agency is found to be in compliance with all applicable standards, the assessment team leader will submit the report of the team's findings to the Council.

E. Formal Review

Team reports must be submitted to the Committee Chair within fourteen (14) calendar days of the completion of the on-site assessment. The Team Leader will forward the applicant agency a copy of this report within twenty (20) days of the completion of the on-site assessment. In those cases where compliance cannot be obtained within the scheduled on-site assessment period, the assessment team leader may grant a thirty (30) day extension to the agency. The Council will notify an applicant agency as to the final accreditation determination.

If the applicant agency is not granted accredited status, the agency must:

- Wait at least one (1) year from the date of the Council's decision before applying for reassessment; the Council reserves the right to delay the future reassessment of the applicant agency based on the information contained in the team report and,

- Host at least one (1) mock assessment within six (6) months of the scheduled reassessment date. A member of the mock assessment team shall immediately forward their report to the Council for review prior to the reassessment.
- Follow all procedures for initial accreditation, including resubmission of the applicable fee.

F. Re-Accreditation

An accredited agency will remain so for a term of four (4) years. The agency will be required to

complete and submit an Annual Verification of Compliance package to be received by the Council no later than 60 days before the anniversary date of their initial or reaccreditation. ILEAP staff will distribute the Annual Verification of Compliance package to each accredited agency one month prior to this date. If appropriate, ILEAP staff may conduct on-site visits to ensure compliance. Such visits will be conducted with at least thirty (30) days notification to the agency and at the expense of the program.

During the fourth year of their accreditation term, ILEAP staff will contact the agency and arrange for a re-accreditation on-site assessment. This assessment must be conducted within the four-year accreditation term in order for the department to maintain continuous accredited status. Agencies may opt to hold the reassessment up to three (3) months prior to the expiration of their accredited term.

G. Revocation of Accredited Status

1. Revocation

The Council reserves the right to revoke or suspend the accredited status of any agency for good cause. In those cases where status is revoked or the agency not re-accredited, the Council Chairperson will notify the agency in writing.

Law enforcement agencies that are not accredited in good standing with ILEAP are not permitted to utilize or display the ILEAP logo in any manner. This includes any written reference to the agency being ILEAP or state accredited.

2. The Appeal Process

The chief law enforcement executive of an agency may appeal the decision on its accredited status by submitting a letter of appeal to the Council within ten (10) business days of the revocation or suspension decision. The letter should state the reason for the appeal and other appropriate information justifying reconsideration of the decision.

a. In cases where an agency's accredited status has been *revoked* or suspended and the agency has filed the required paperwork for an appeal, its status shall remain as accredited until the Council hears the appeal. The agency shall not be required to remove any identifying decals, logos or references during this period. This includes any written reference to the agency being ILEAP or state accredited.

b. The appealing agency may appear before the Council at its next regularly scheduled meeting to present its position. If the agency chooses not to appear, the Council will review all documentation provided by the appealing agency, ILEAP staff, assessment team, etc. Once the Council has met and made its decision, the agency shall be notified in writing within ten (10) business days.

c. If the Council's decision does not favor the appealing agency, the agency shall no longer be considered accredited and shall immediately cease utilizing or displaying the ILEAP logo in any manner. This includes any

written reference to the agency being ILEAP or state accredited.

d. If the appealing agency elects to withdraw its appeal prior to being heard by the Council, the chief law enforcement executive of the appealing agency shall notify the Council in writing. At that point, the agency shall no longer be considered accredited and shall immediately cease utilizing or displaying the ILEAP logo in any manner. This includes any written reference to the agency being ILEAP or state accredited.

e. The law enforcement executive of any agency failing to achieve reaccreditation or having their accredited status revoked or suspended must, within thirty (30) days of the decision, submit on department letterhead, notification to the Council that the agency has complied with the use restrictions in c. and d. above, and will continue to do so unless it successfully achieves reaccredited status.

f. Reapplication to the program shall be as described below.

H. Re-application

1. Agencies whose accredited status has been *revoked or who have been denied reaccreditation* by the Council must wait twelve (12) months from the Council's receipt of the letter required in G. above before reapplying. Agencies wishing to reenter the program must submit a letter to the Council from the agency's chief law enforcement executive requesting same. Attached to the letter will be a report detailing the following:

   a. The agency's progress in addressing identified deficiencies and specific steps that will be taken to ensure compliance with all applicable standards.

   b. A detailed plan of action addressing the deficiencies that led to their accredited status being withdrawn or revoked.

This package will be submitted to the ILEAP Coordinator and forwarded to the Council.

The Council will review the application and supporting documents. If approved by the Council, ILEAP staff will set a date for an on-site assessment. The applicant agency shall be required to produce documentation that shows, at a minimum, six (6) months of continuous compliance for each applicable standard.

2. Agencies electing not to re-accredit within the required time frame, then at a later date desiring accreditation must notify the Council in writing three (3) months prior to applying for accredited status to allow for the preparation and scheduling of the process. The agency must also follow all steps required for initial accreditation.

The Council will review the application and supporting documents. If approved, ILEAP staff will set a date for an on-site assessment.

HOW TO USE THIS MANUAL

STANDARDS

The standards are divided into four general subject areas: Administration, Operations, Personnel, and Training.

The **Administration** area covers those law enforcement functions involving the day-to-day management of components of the organization that do not normally deliver direct law enforcement services to the community, including Planning and Research, Records Management, Budget and Fiscal Management, and Communications. These standards address the agency's vision, mission, goals, and public service role. This section is the largest, containing 78 standards under 25 topic areas. The letters ADM. preceding the standard number, e.g. **ADM.18.01**, identify all *Administration* standards.

The **Operations** section covers those areas where direct service delivery is most often found. Patrol, Special Operations, Criminal Investigations, and Court Security are examples of standard types found in this section. *Operations* contain 65 standards under 13 topic areas. The letters OPR preceding the standard number identify all standards under *Operations*, e.g. **OPR.08.04**.

The **Personnel** section is devoted to subjects involving areas of policy that govern employment, career opportunities and the work environment. Subjects such as Selection and Hiring, Performance Evaluations, Human Resources and Discipline are found here. The *Personnel* section contains 32 standards in 10 topic areas. The letters PER preceding the standard number identify standards under *Personnel*, e.g. **PER.06.01**.

The smallest but still certainly a very important area of standards is found in the **Training** subject area. Although this section contains only eight standards in four topic areas, the policies developed for these items greatly influence many other subject areas. This area should never be overlooked because of its size! The letters TRN preceding the standard number identify *Training* standards, e.g. **TRN.01.01.**

The **Standards** may be divided into as many as four parts; specific number, standard statement, bullet(s) and commentary. The example below illustrates these parts.

ADM.09.01 The agency has a written directive system that includes, at a minimum:

a. A statement of agency policy;
b. Procedures for carrying out agency activities;
c. Rules and regulations;
d. Procedures for reviewing, maintaining and revising written directives; and
e. The identities of the persons or positions that have the authority to issue, modify, or approve agency written directives.

In the above example, the standard is identified by its **specific number**, **ADM.09.01**. This number indicates it is an **Administration** standard (ADM) and in the ninth topic area (09, Written Directives) and is the first (01) of the standards in this area.

Following the number is the **standard statement**. The standard statement can be several sentences long and will describe the crux of the requirement. In some cases, such as in the example we are using here, the **standard statement** also contains several **bullets**. In **ADM.09.01** there are five **bullets**, a, b, c, d and e. The **bullets** indicate specific points that each must be addressed in the agency's policy statement(s) to be considered in compliance.

The Council has developed ***Commentary*** entries for many of the standards. The commentaries more fully define the intent of a particular standard; however, they are **NOT BINDING** when policy is assessed for compliance. Consequently, any **bullets** that appear in the commentary section of a standard are also **not binding**.

Several of the standards are conditional, or "**IF**" standards. These standards require compliance only by those agencies that perform the particular duty, or employ the named components. For instance, if the agency does not use eligibility lists in its promotion process, it is not required to develop policy on a system for ranking eligible employees as stated in standard **PER.06.02**.

Sometimes the "**IF**" standard will be self-descriptive, such as:

OPR.01.03 **IF** unmarked vehicles are used for general patrol service/traffic enforcement, they must:

a. Be equipped with a siren, in operational order;
b. Be equipped with emergency lights, in operational order; and
c. Allow the operator the ability to maintain constant communication.

COMMENTARY:
The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices. Police vehicles with "ghost" markings are considered marked under ILEAP standards, see also OPR.01.02 commentary.

If your agency does not use unmarked cars for general patrol service/traffic enforcement, then you are not required to develop policy to ensure that the unmarked vehicles you do have are equipped as indicated. Keep in mind; the standards developed by ILEAP are minimum guidelines. In the above example, the agency may equip all department vehicles with emergency equipment, and in the case of patrol cruisers, certainly should!

The standards developed by ILEAP should serve as a blueprint for agency policy. They are not, however, the only resource the agency should explore. Illinois law enforcement agencies have an excellent reputation regarding the sharing of information, especially in the area of policy development. Departments that have a long-term commitment to accreditation efforts can serve as a tremendous resource to those just starting the process. New accreditation managers seeking advice should never hesitate to contact other agencies involved in the accreditation process.

STANDARDS – TIER ONE

ADMINISTRATION

Limits of Authority – ADM 02.02……21

Use of Force - ADM.05.01–05.03.....22

Capital Assets/Budget and

Fiscal Management - ADM.15.01–15.04.....23

Property and Evidence Control - ADM.16.01–16.04.....24

Internal Agency Investigations/

Internal Affairs - ADM.18.01–18.06.....26

Limits of Authority

ADM.02.02 A written directive governs procedures for assuring compliance with all applicable constitutional requirements including:

a. Interviews;
b. Interrogations;
c. Access to counsel;
d. Search and seizure, with a warrant;
    1. No Knock Warrant procedures include use of Body Cams
    2. Supervisory verification of address and plans for children and vulnerable people
    3. Immediately notify supervisor if different location than one named on warrant was served.
e. Search and seizure, without a warrant;
f. Stop and frisk;
g. Arrest made, with a warrant;
    1. No Knock Warrant procedures include use of Body Cams
    2. Supervisory verification of address and plans for children and vulnerable people
    3. Immediately notify supervisor if different location than one named on warrant was served.
h. Arrest made, without a warrant;
i. Assuring all constitutional safeguards are provided to non-English speaking persons in a manner that is clearly understood; and
j. Assuring all constitutional safeguards are provided to hearing impaired persons in a manner that is clearly understood.
k. Assuring detainees have right to three (3) phone calls within three (3) hours in the first place of detention to communicate with an attorney and family members, free of charge, and allows the detainee to access their own cellular phone for contact numbers; and having a process for documentation when phone calls are not granted due to exigent circumstances.

COMMENTARY:
This standard (bullet I and J) requires postings of Notice of Rights in English and Spanish in all interview rooms, processing areas (not holding areas), and where persons in custody are left (i.e., attorney rooms). SAFE-T Act compliance demonstrated through written directive and posting of Notice of Rights posters that include the county's public defender number.

Use of Force

ADM.05.01 A written directive states:

a. That officers shall use only the force reasonably necessary to affect lawful objectives;
b. That officers will adhere to the objective reasonableness standard as defined in Graham v Connor in use of force in responding to perceived threats with all issued lethal or non-lethal weapons authorized by the agency;
c. That officers may use deadly force only under a reasonable belief that the action is in defense of human life, or in defense of any person in imminent danger or facing a significant threat of serious physical injury;
d. The guidelines for the use of deadly force against a fleeing felon; and
e. That the discharge of warning shots is strongly discouraged.
f. Use of Chokeholds is prohibited unless deadly force is warranted
g. Officers have a Duty to Intervene when they witness the application of force that is **clearly** outside what is objectively reasonable under the circumstances shall, when appropriate, safely intervene to prevent the use of such force. The officer shall make a written report of the intervention to a supervisor in no less than five days.
h. Officers must, as soon as reasonably practical, determine if a person is injured, whether as the result of use of force or otherwise, and render medical aid and assistance consistent with training and request emergency medical assistance if necessary.

COMMENTARY:
This directive may encompass the use of all kinds or types of force, whether deadly or not. The purpose of this standard is to provide officers with guidance in the use of force in threatening or life-or-death situations, and to prevent the loss of life. The agency might include in its orders definitions of "reasonable belief," "serious physical injury," and "excessive force," per rulings of the United States Supreme Court. Use of force protocols refers to levels of threat perceived by the officer with corresponding, authorized modes of force to oppose the threats. In a written directive, this reference may include, with examples, every non-lethal weapon authorized by the agency.

ADM.05.02 A written directive requires that all sworn personnel:

a. Be issued copies of, and trained in, orders pertaining to ADM.05.01 before being authorized to carry a firearm(s);
b. Be issued copies of, and trained in, orders pertaining to ADM.05.01 before being authorized to carry less lethal weapons; and
c. Receive training within every calendar year thereafter in the use of force.

COMMENTARY:
Demonstrating proficiency with firearms and other less lethal weapons prior to carrying these instruments is recommended.

ADM.05.03 A written directive outlines procedures to be observed following an application of force, to include:

a. A description of the internal process for the documentation, review, and disposition of any incident where an officer applies force resulting in, or allegedly resulting in, injury or death of a person; and
b. A provision permitting the removal of any employee from line duty assignment, pending administrative review, whose actions or application of force results in serious physical injury or death.

COMMENTARY:
Agencies must carefully review all incidents in which the application of force causes injury or death. Agencies may wish to consider that all applications of force should be documented and reviewed, not just those resulting in serious injury or worse. Control over the application of force must be maintained for reasons of safety, compliance with state law, or constitutional decisions. The agency directive should state situations or contexts in which force is applied that do not require reporting, such as during training. The purpose of removing employees from line duty assignment is to shield those who have not exceeded lawful authority in applying force. Further, agencies might consider removing from line duty, officers who have been involved in critical or traumatic use of force incidents for debriefing or counseling, possibly including the officer's family.

Capital Assets/Budget and Fiscal Management

ADM.15.01 A written directive governs procedures for the requisition and purchase of agency equipment and supplies to include, at a minimum:

a. Specifications for items requiring standardized purchases;
b. Bidding procedures;
c. Criteria for the selection of vendors and bidders;
d. Procedures for emergency purchasing or rental agreements for equipment;
e. Procedures for requesting supplemental or emergency appropriation and fund transfer; and
f. Procedures for contracts such as maintenance and service agreements.

COMMENTARY:
This is generally a county/city procedure that most agencies have to follow.

ADM.15.02 The agency uses 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; and
d. Unencumbered balance.

ADM.15.03 A written directive governs the maintenance of all official cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash (except jail funds and asset forfeiture funds) and includes, at a minimum:

a. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits, (cash disbursed), and the balance on hand;
b. Receipts or documentation for cash received;
c. Authorization for cash disbursements, including CEO or designee authorization for expenses in excess of a given amount;
d. Records, documentation, or invoice requirements for cash expenditures;
e. Persons or positions authorized to disburse or accept cash;
f. Quarterly accounting of agency cash activities; and
g. Pursuant to Illinois Compiled Statutes 65 ILCS 5/8-2 through 5/8-8, the municipality is audited by an independent auditor at least annually. The accounts of the Department are monitored for fiscal integrity as part of this process. The municipality manages the auditing procedure.

ADM.15.04 A written directive requires an inventory for all capital assets within agency control.

COMMENTARY:
Capital assets are defined by the individual agency. Many agencies set a dollar amount before an inventory is required.

Property and Evidence Control

ADM.16.01 A written directive establishes procedures for receiving all evidentiary and non-evidentiary property obtained by employees within agency control, to include:

a. Requiring all property to be logged into agency records and placed under the control of the property and evidence control function before the officer ends his/her tour of duty;
b. Requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;
c. Providing guidelines for the packaging and labeling of property prior to storage;
d. Establishing extra security measures for handling exceptional, valuable, or sensitive items of property; and
e. Requiring an effort to identify and notify the owner or custodian of non-evidentiary property in the agency's custody.

ADM.16.02 A written directive establishes procedures for property and evidence storage to include:

a. Requiring all evidentiary property be stored within designated, secure areas;
b. Requiring non-evidentiary property be stored within designated, secure areas;
c. Requiring secure facilities to be provided for storage of evidentiary and non-evidentiary property during periods when the property room is closed;
d. Requiring that only authorized personnel have access to areas used by the agency for storage of evidentiary and non-evidentiary property;
e. Requiring documented, escorted entry into property and evidence storage areas by those not routinely associated with the property and evidence function;
f. Requiring the maintenance of records that reflect the status of all property held by the agency;
g. Establishing procedures for the temporary release of items from the control of the property and evidence function; and
h. Establishing procedures for the final release of items from the control of the property and evidence function.

ADM.16.03 A written directive that the following inspections and reports shall be completed:

a. At least quarterly, the person responsible for the property and evidence control function, or his or her designee, conducts an inspection of adherence to procedures used for the control of property;
b. Whenever the primary property manager is assigned and/or transferred from the property and evidence control function, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property manager and a designee of the CEO;
c. An annual audit of property held by the agency is conducted by an employee not routinely or directly connected with property control; and
d. Unannounced inspections of property storage areas are conducted at least twice per year as directed by the agency's chief executive officer.

ADM.16.04 Final disposition is accomplished within six months after legal requirements have been satisfied and in accordance with the Illinois Compiled Statutes for:

a. Found property;
b. Recovered property; and
c. Evidentiary property that is no longer of evidentiary value.

Internal Agency Investigations/Internal Affairs

ADM.18.01 The agency makes information available to the public on procedures to be followed for registering complaints against the agency or its employees.

ADM.18.02 A written directive requires the agency to record, investigate, and adjudicate all complaints against the agency or employees of the agency.

COMMENTARY:
The purpose of this standard is to require a complaint to be recorded and investigated. On occasion, malicious and deliberate false accusations are made against the agency or its employees. These accusations should be investigated to protect the integrity of the agency or the employees, thereby instilling public confidence in the agency. In some cases, the extent of the investigation may be limited to substantiating the falsity of the accusations.

ADM.18.03 A written directive establishes the agency's internal affairs function, to include:

a. The categories of complaints that require investigation by the internal affairs function;
b. Designating a position or individual within the agency as responsible for the internal affairs function with the authority to report directly to the agency's chief executive officer; and
c. That the written directives relating to the administration of the internal affairs function are disseminated to all personnel.

COMMENTARY:
The written directive should establish the administration of internal affairs matters for the purpose of creating a process to ensure the integrity of the agency. The goal of internal affairs is to ensure that the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive and impartial investigation and review.

ADM.18.04 A written directive specifies the activities of the internal affairs function, to include:

a. Overseeing the assigned investigation(s) of alleged misconduct within the agency regarding a criminal matter;
b. Overseeing the assigned investigation(s) of alleged misconduct within the agency regarding an administrative matter; and
c. Maintaining the confidentiality and security of the internal affairs investigation and records.

COMMENTARY:
It should be the policy of the agency that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. Additionally, all reports or accusations made against members of the agency, or the agency in general, from all sources, should be

completely investigated in order to ensure the integrity of the agency and its members. SAFE-T Act compliance is shown through maintaining records of police misconduct permanently.

ADM.18.05 When employees are notified that they have become the subject of an internal affairs investigation, the agency provides the employee with:

a. A written statement of the allegations;
b. Employee's rights relative to the investigation; and
c. Employee's responsibilities relative to the investigation.

ADM.18.06 Notification of the status/disposition of complaints against the agency or its employees is made to:
a. The complainant; and
b. The employee(s) investigated. (01/09)

COMMENTARY:
Reference Illinois Compiled Statutes Peace Officers Bill of Rights.

OPERATIONS

Patrol - OPR.01.01–01.11 28

Unusual Occurrences - OPR.04.01–04.03 31

Special Operations - OPR.05.01–05.02 31

Traffic - OPR.06.01–06.12 32

Prisoner/Patient/Non-Police Persons Transport - OPR.07.01–07.05 35

Patrol

OPR.01.01 A written directive establishes procedures for responding to:

a. Routine calls;
b. Emergency calls; and
c. Includes guidelines for the use of authorized emergency equipment.

Commentary:
At a minimum, the agency should classify calls for service as routine or emergency. These classifications should designate when emergency lights and siren should be used and when traffic laws should be observed. The directive should address high-speed driving conditions and restrictions when responding to emergency calls. The procedure should also address the responsibility of responding officers, dispatchers, and supervisors while responding to emergency calls. Guidelines for emergency equipment use during routine activities, such as stopping traffic violators, assisting motorists, and parking on/off roadways.

OPR.01.02 All agency marked vehicles used in general patrol service must:

a. Be conspicuously marked;
b. Be equipped with a siren, in operational order;
c. Be equipped with emergency lights, in operational order; and
d. Allow the operator the ability to maintain constant communication.

COMMENTARY:
The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

Conspicuously marked patrol cars are readily identified as law enforcement agency vehicles from every view and from a long distance, even at night. Vehicles with ghost markings (lettering that is nearly invisible until lights reflects from it) are considered marked police vehicles. However, conspicuous marking increases safety, serves as a warning to potential violators, and provides citizens with a feeling of security. Markings, if used, should include exterior mounted emergency lights (such as those mounted on rooftop light bars), the agency's name, the emergency telephone number, and reflective materials placed on the sides and rear of the vehicle, such as reflective striping, lettering, or decals. It is also recommended that patrol cars be equipped with a public address speaker, exterior spotlights, and alley lights.

OPR.01.03 **IF** unmarked vehicles are used for general patrol service/traffic enforcement, they must:

a. Be equipped with a siren, in operational order;
b. Be equipped with emergency lights, in operational order; and

c. Allow the operator the ability to maintain constant communication.

COMMENTARY:
The intent of this standard is to ensure that vehicles are properly equipped and that the operator has constant communication. Constant communication can be achieved by radio (fixed or portable), cell phones, or other similar communication devices.

OPR.01.04 A written directive defines the agency's use of occupant safety restraining devices in agency vehicles in compliance with the Illinois Compiled Statutes.

Commentary:
It is required that all occupants of agency vehicles be required to wear seatbelts as required by law. The directive should require use of child-safety restrains when transporting a child in any agency vehicle.

OPR.01.05 Body armor is issued to, or at least available to, all officers assigned to routine uniformed field duty.

OPR.01.06 A written directive defines the agency's use of the following equipment in the police vehicle, whether personally owned or department issued:

a. Cell phones;
b. Mobile data terminals/laptop computers; and
c. Other wireless communication devices. (01/09)
d. the unauthorized introduction of software programs or other files; or
e. the manipulation or alteration of current software running on agency-owned mobile, desktop or handheld computers.

COMMENTARY:
The directive should specify appropriate safety measures to be considered while utilizing the above equipment while operating the police vehicle. It is recommended that the operators of police vehicles be prohibited from texting and data entry activities while driving

OPR.01.07 A written directive specifies procedures for:

a. Assignments to operational shifts;
b. Frequency of shift rotation, if any;
c. Assignment to beats, if any;
d. Frequency of beat rotation, if any;
e. Continuous coverage during shift changes, if the agency operates on a shift schedule; and
f. Providing information to oncoming shifts of previous shifts' activities.

OPR.01.08 **IF** the agency has, or uses, any special purpose vehicles, a written directive governs their operation and includes at a minimum:

a. A statement of the objective of their operation or usage;
b. Training for personnel authorized to operate and maintain the vehicle and its equipment; and
c. A list of equipment required for the vehicle.

OPR.01.09 **IF** the agency has, or uses, any special purpose animals, a written directive governs their operation and includes at a minimum:

a. A statement of the objective of their operation or usage;
b. Training, certification and recertification for the animal/handler; and
c. A list of equipment required for the animal.

OPR.01.10 A written directive governs pursuit of motor vehicles to include:

a. Evaluating the circumstances;
b. Initiating officer's responsibilities;
c. Secondary officer(s) responsibilities;
d. Dispatcher's responsibilities;
e. Supervisor's responsibilities;
f. Forcible stopping/roadblock (see Use of Force policy)
g. Inter-jurisdictional pursuits;
h. Intra-jurisdictional pursuits;
i. When to terminate pursuit; and
j. Procedure for administrative review of the pursuit.
k. Prohibition of pursuit for misdemeanor traffic offenses, property crimes, non forceable felonies, which pose no threat of force or serious harm.

Commentary: *The agency should have clear-cut policies and procedures for pursuits. All sworn personnel should be provided with this written directive. Agencies shall review this policy yearly during shift briefings and/or in-service training sessions and during the FTO program.*

A review of incidents involving vehicle pursuits may reveal patterns or trends that indicate training needs and/or policy modifications. The absence of pursuit reports does not remove the requirement of reviewing the policies, procedures and practices associated with the reporting process.

OPR.01.11 **IF** the agency utilizes audio/video recording systems in the police vehicle or Body-worn Cameras; a written directive governs their usage to include:

a. When the camera system is required to be activated/recording;
b. Control and access to data; and
c. A retention schedule for data consistent with Illinois Compiled Statutes.

Commentary: *The written directive should provide direction to field personnel for the use of this technology. The products of this technology could become an important piece of evidence in any type of case and should be maintained in a way to ensure the integrity of contents. When a recording becomes evidence, they should be treated as any other evidentiary items in accordance with evidence standards.*

SAFE-T Act compliance schedule:

1. *municipalities with a population of 500k or more, after January 1, 2022.*
2. *municipalities with a population of 100k or more, after January 1, 2023*
3. *municipalities with a population of 50k or more, after January 1, 2024*
4. *municipalities with a population under 50k or more, after January 1, 2025*
5. *all other remaining law enforcement agencies and state agencies by January 1, 2025*

Unusual Occurrences

OPR.04.01 The agency has a written directive/mobilization plan which provides for:

a. Natural disasters;
b. Man-made disasters;
c. Civil disturbances;
d. Hostage/barricaded person;
e. Active shooter situation;
f. Handling a bomb threat; and
g. Search missions of missing and/or endangered persons.
h. Hazardous Material Incident

COMMENTARY: *The Incident Command System has proven very effective in law enforcement and fire services emergencies. This system permits a clear point of control and can be expanded or contracted with ease to escalating or diminishing situations. The Federal Emergency Management Agency's (FEMA) ICS is comprehensive, available on the Internet, and widely used in critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents.*

OPR.04.02 Emergency operations plans are accessible to command personnel and are reviewed and updated as needed.

OPR.04.03 The agency has a written directive and/or plan for handling:

a. The security of VIP's; and
b. Special events.

Special Operations

OPR.05.01 **IF** the agency has a full or part-time tactical team or has a member assigned to a multi-agency team, a written directive establishes procedures for:

a. Selection of members;
b. Providing specialized equipment for its operations;
c. Regularly scheduled training/readiness exercises;
d. Coordination; and
e. Deployment.

Commentary: *This standard's intent is to demonstrate the agency is taking steps to ensure fair selection of members, appropriate training and equipping of members, and well as clear parameters regarding the team's scope of use.*

OPR.05.02 **IF** the agency has a full or part-time crisis negotiations team or has a member assigned to a multi-agency team, a written directive establishes procedures for:

a. Selection of members;
b. Providing specialized equipment for its operations;
c. Regularly scheduled training/readiness exercises;
d. Coordination; and
e. Deployment.

Commentary: *This standard's intent is to demonstrate the agency is taking steps to ensure fair selection of members, appropriate training and equipping of members, and well as clear parameters regarding the team's scope of use.*

Traffic

OPR.06.01 A written directive establishes uniform procedures for taking enforcement action incidental to traffic law violations, to include:

a. Physical arrest;
b. Uniform Traffic Summons; and
c. Warnings (if used).

OPR.06.02 When a motorist is charged with a traffic violation, the agency provides information relative to the specific charge, to include:

a. Court appearance schedule;
b. If court appearance by motorist is mandatory; and
c. Prepayment information.

OPR.06.03 A written directive establishes uniform enforcement policies for traffic law violations in accordance with Illinois Compiled Statutes to include:

a. Driving under the influence of alcohol/drugs;
b. Operating a vehicle after driving privileges have been suspended or revoked;
c. Speed violations;
d. Other hazardous violations;
e. Off-road vehicle violations;
f. Equipment violations;
g. Public carrier/commercial vehicle violations;
h. Violations committed by juveniles;
i. Violations committed by non-residents (out of area and/or state);
j. Newly enacted laws and/or regulations;
k. Violations resulting in traffic accidents;
l. Pedestrian and/or bicycle violations;
m. Legislators; and
n. Military Personnel.

OPR.06.04 A written directive establishes procedures for:

a. Stopping traffic law violators; and
b. Approaching traffic law violators.
c. Conducting high-risk / felony traffic stops

COMMENTARY

The use of and training in right side approaches is encouraged where possible. Routine training in high-risk traffic stops is encouraged.

OPR.06.05 A written directive governs traffic accident reporting, response, management and investigation, as applicable, to include accidents involving:

a. Death or injury;
b. Property damage;
c. Hit and run;
d. Impairment due to alcohol or drugs;
e. Occurrences on private property;
f. Damage to public vehicles or property; and

g. Disturbances between principals.

OPR.06.06 A written directive specifies accident scene responsibilities for officers responding to accident scenes including procedures for:

a. Identifying and dealing with fire hazards;
b. Identifying and dealing with hazardous materials; and
c. Protecting the accident scene.

OPR.06.07 A written directive governs control of property belonging to accident victims.

OPR.06.08 A written directive specifies procedures for traffic direction/control, to include the following, at a minimum:

a. At the scene of traffic accidents;
b. Uniform hand signals/gestures for manual traffic direction/control;
c. At the scene of fires;
d. During periods of adverse road or weather conditions;
e. Circumstances warranting manual operation of traffic control devices;
f. Use of temporary traffic control devices; and
g. A requirement that any personnel directing or controlling traffic wear reflective clothing or vests at all times.

OPR.06.09 A written directive governs provisions for:

a. Law enforcement escort services; and
b. Escorts of civilian vehicles in medical emergencies.
c. Limitations on personal information left on vehicles or exposed to public view or scrutiny.*

Commentary*:*
The directive should indicate the process required for the request of law enforcement escort services and the personnel required to approve such request. The directive should also provide guidance to that individual given that authority and under what circumstances escorts will be provided, i.e., funerals, vehicle carrying hazardous material/unusual cargo, etc.

OPR.06.10 A written directive specifies procedures for the implementation of traffic checkpoints.

Commentary:
The written directive should specify compliance with Illinois statutory requirements for the implementation of traffic checkpoints.

OPR.06.11 A written directive governs the provision of assistance to highway users, to include:

a. General assistance;
b. Mechanical assistance;
c. Protection to stranded motorists;
d. Emergency assistance; and
e. Correcting hazardous highway conditions.

OPR.06.12 A written directive specifies procedures for the following:

a. Enforcement of parking violations (if applicable) (01/09);
b. Handling of abandoned vehicles;
c. Towing of vehicles from public property;
d. Towing of vehicles from private property; and
e. Maintaining records of all vehicles towed at the direction of an officer.

Prisoner/Patient/Non-Police Persons Transport

OPR.07.01 A written directive prescribes the security and control of prisoners being transported, including, but not limited to:

a. Restraints authorized;
b. Seating arrangements;
c. Requiring the search of the transport vehicle before and after transporting prisoners;
d. Requiring a search of all prisoners prior to transporting; and
e. Documentation.

COMMENTARY:
This directive should not be limited to vehicle transport. Procedures for the handling of high risk or dangerous prisoners should be specified, as well as the security of prisoners during rest stops and meals. Additionally, prisoner communication with citizens and each other on multiple transports should be addressed.

OPR.07.02 A written directive describes procedures for transporting and handling the following: individuals known to be physically ill; individuals known to be mentally ill; individuals known to be injured; individuals known to suffer physical disabilities; and individuals suspected of having a communicable disease such as AIDS or hepatitis. The written directive must address:

a. Supervisory notification in the above or unusual instances;
b. Dealing with medical personnel and hospital protocol
c. Documentation of the occurrence and action taken.
d. Use and dispensing of prescription drugs

OPR.07.03 A written directive prescribes the security and control of non police persons who are transported in police vehicles.

OPR.07.04 A written directive provides procedures for transporting:

a. Juveniles; and
b. Prisoners of the opposite sex.

COMMENTARY:
Policies should be in place to address the transport by officers of juveniles and prisoners of the opposite sex, to include transmitting the vehicle mileage and time frame to the dispatcher.

OPR.07.05 A written directive establishes procedures following the escape of a prisoner while being transported, to include:

a. Further actions to be taken;
b. Timely notifications to be made; and
c. Reports to be prepared.

PERSONNEL

Selection and Hiring - PER.01.01–01.05.....36
Performance Evaluations - PER.05.01–05.02.....37

Disciplinary Procedures - PER.08.01–08.05.....37

Selection and Hiring

PER.01.01 A written directive identifies the agency's process for the selection of qualified applicants for sworn positions and includes, at a minimum, adherence to the requirements found in the Illinois Compiled Statutes.

PER.01.02 A written directive requires that all elements of the selection process be conducted in a uniform manner.

COMMENTARY:
All elements of the selection process should be clearly set forth and carried out identically for all candidates for each position.

PER.01.03 A written directive requires steps utilized in the selection process be conducted by trained personnel.

COMMENTARY:
This may include polygraph examinations, non-age and gender rated physical agility tests, written exams, medical exams, interview panels, etc.

PER.01.04 A written directive requires that, at a minimum, applicants receive notification of application disposition.

PER.01.05 A written directive requires the agency to maintain records on the testing results of each applicant in accordance with the Illinois Compiled Statutes.

Performance Evaluations

PER.05.01 A written directive establishes the performance evaluation system: and,

a. Defines its objectives;
b. Requires an annual written performance evaluation of each employee; and
c. Addresses performance evaluations of probationary employees during the probationary period, or as required by jurisdictional personnel policy.

PER.05.02 A written directive requires a supervisory review (of evaluations) to include the following areas:

a. Results of the performance evaluation just completed; and
b. The level of performance expected for the next performance rating period.

Disciplinary Procedures

NOTE: Compliance with the Grievance Procedure standards are subject to state Statute exemptions and applicable collective bargaining agreements.

PER.08.01 A written directive specifies the conduct and behavior expected of all employees.

PER.08.02 A written directive establishes a disciplinary system, to include

a. Utilization of training as a function of discipline;
b. Utilization of counseling as a function of discipline;
c. Taking punitive actions in the interest of discipline; and
d. Appeal procedures in disciplinary actions.

PER.08.03 A written directive specifies the responsibility of each level of supervision relative to disciplinary actions.

PER.08.04 When employee misconduct results in dismissal, the following information is provided to the employee:

a. A statement citing the reasons for dismissal (if applicable); and
b. The effective date of the dismissal.

PER.08.05 A written directive specifies procedures for maintenance and security of records of disciplinary actions.

TRAINING

Recruit Training - TRN.01.01–01.02.....38

Specialized In-Service Training - TRN.02.01–02.03.....39

Recruit Training

TRN.01.01 The agency requires all newly sworn officers to have successfully completed a recruit training program authorized and approved by the ILETSB prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program. The recruit training program shall include:

a. A curriculum based on tasks of the most frequent assignments of officers who complete recruit training;
b. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities (SKA);
c. Compliance with state training mandates for police officers and deputy sheriffs; and
d. Any applicable legal requirements relevant to the performance of duties.

COMMENTARY:

The intent of this standard is to ensure that all officers have completed the agency required law enforcement basic training academy and field training program, and are certified peace officers of the State of Illinois.

TRN.01.02 A written directive establishes a field-training program for recruits with provisions for the following:

a. Field training for trainees in accordance with ILETSBDCJS standards, at a minimum;
b. A selection process for field training officers;
c. Supervision of field training officers;
d. Training of field training officers;
e. Rotation of recruit field assignments, if possible;
f. Guidelines for the evaluation of recruits by field training officers; and
g. Reporting and documentation responsibilities of field training officers.

COMMENTARY:
The intent of this standard is to ensure that all officers have completed the agency required field training program under the supervision of a properly trained field training officer(s).

Specialized/In-Service Training

TRN.02.01 A written directive identifies the functions for which specialized training is required, and includes the following:

a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training; and
b. Supervised on-the-job training.

TRN.02.02 A written directive requires that sworn personnel be trained or at a minimum provided information on newly enacted laws and revisions to laws relating to the agency's responsibilities.

COMMENTARY:
Newly enacted legislative changes may be found on the Illinois General Assembly Web site as well as through contact with the Illinois Association of Chiefs of Police and Illinois Sheriffs Association legislative liaison. Agencies are encouraged to consult with their local States Attorney's office regarding legislative changes.

TRN.02.03 The agency provides skill development to all personnel upon functional reassignment or promotion.

TRN.02.04 The agency provides skill development to all sworn personnel (unless otherwise noted) in accordance with ILETSB training mandates:

a. Civil Rights (every 36 months)
b. Constitutional and Proper Use of Law Enforcement Authority (every 36 months)
c. Cultural Competency (every 36 months)
d. Homicide Investigator training (required only for Homicide Investigator) (32 hours every 48 months)
e. Human Rights (every 36 months)
f. Law Update (every 12 months)
g. Mental Health Awareness & Response (every 36 months)
h. Officer Wellness (every 36 months)
i. Procedural Justice (every 36 months)
j. Psychology of Domestic Violence (every 60 months, first due 12/2021)
k. Reporting Child Abuse and Neglect (every 36 months)
l. Scenario-Based role playing (6 hrs de-escalation & 6 hrs "high risk traffic stops")
m. Sexual Assault / Abuse Investigator (required only for Sex Crimes Investigator) (every 36 months)
n. Sexual Assault / Abuse Trauma-Informed Response Training (every 36 months)
o. Use of Force (must include scenario-based or similar training) (every 12 months)

Commentary: *The intent of this standard is to ensure all sworn personnel have completed the ILETSB mandated training. See ILETSB Board Approved Mandates document for topics that meet these mandates https://www.ptb.illinois.gov/media/1296/board-approved-mandates.pdf*