

# **Rules and Regulations**

## **Oak Park Police Department**

**Committed to Community, Integrity,  
and Excellence in Public Safety**



OAK PARK POLICE DEPARTMENT  
Rules and Regulations

Effective: 30 September 2021

To All Police Department Personnel:

The policy statements and Rules and Regulations herein represent a compilation of data from various law enforcement agencies which reflect my personal philosophy regarding professional police conduct.

It is therefore important that all members of the Oak Park Police Department thoroughly read and understand the Departmental Rules and Regulations, as each member will be held accountable, individually, for the content of this document.

These Rules and Regulations have been compiled so that all members of the Department can perform their official duties with full knowledge of what is expected of them.

Dated: 30 SEP 21

BY ORDER OF:



LaDon Reynolds  
Chief of Police



OAK PARK POLICE DEPARTMENT  
Rules and Regulations

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# OAK PARK POLICE DEPARTMENT

## Rules and Regulations

### INTRODUCTION

#### THE OAK PARK POLICE DEPARTMENT'S DUTY TO DISCIPLINE

For a number of legal, professional and ethical reasons, the Department is resolved to seek out and discipline those whose conduct brings discredit to the organization or interferes with the effectiveness of its operations. The rights of the employee as well as those of the public will be protected and any investigation arising from a complaint will be conducted fairly, impartially, and efficiently, with the truth as its primary objective.

#### ESTABLISHMENT OF DUTIES FOR MEMBERS OF THE DEPARTMENT

The following duties are established for members of the Oak Park Police Department:

##### Chief of Police

The Chief of Police shall plan, organize, staff, direct and control the personnel and resources of the Department to attain the goals and implement the regulations set forth herein.

##### Supervisory Members

Supervisory members will be responsible for adherence to Department Rules and Regulations, policies, procedures, orders, directives and goals. They are responsible and accountable for the maintenance of discipline and will provide leadership, supervision and continued training to ensure the efficiency of operations. They have the responsibility to influence subordinate members and to motivate them to perform at a high level of efficiency. They have the responsibility for the performance of all subordinates placed under them, and while they can delegate authority and functions to subordinates, they cannot delegate responsibility.

##### Sworn Members

Sworn members will devote themselves fully to the attainment of the letter and spirit of the Department Rules and Regulations, policies, procedures, orders, directives, and goals. They will conduct themselves in such a manner as to reflect credit upon the Department, with emphasis on personal integrity and professional devotion to law enforcement.

Sworn members will:

1. Render the highest order of police service to all citizens;
2. Obey all laws and promptly execute all lawful orders;
3. Know and conform to the Department's Rules and Regulations, policies, procedures; orders, Directives and goals;
4. Receive, record and service immediately all complaints and requests for service in accordance with Departmental policies;
5. Provide security and care for all persons and property coming into their custody;
6. Maintain a professional bearing and render Departmental courtesy; and
7. Maintain a courteous and respectful attitude toward all persons.

## **Civilian Members**

Civilian members of the Department will perform their assigned duties promptly and efficiently. They will:

1. Render the highest order of police service to citizens;
2. Obey all laws and execute all lawful orders;
3. Care for all persons and property coming into their custody;
4. Know and conform to the Department's Rules and Regulations, policies, procedures, orders, directives and goals; and
5. Maintain a professional bearing and render Departmental courtesy when in uniform.

## **Code of Ethics**

The Law Enforcement Code of Ethics, originally issued by the International Association of Chiefs of Police, is included as a general guideline for conduct for all sworn members of the Oak Park Police. It states:

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

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

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

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

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

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

## **RULES AND REGULATIONS**

### **I. Purpose**

The purpose of this Directive is to establish Rules and Regulations governing the conduct and the responsibilities of the Oak Park Police Department.

### **II. Policy**

It is the policy of the Oak Park Police Department that all personnel maintain an exemplary standard of personal conduct in their relationships with other Police Department personnel and with the community at large. The recognition that our primary responsibility is to the community requires the understanding that police powers are limited; and, police action, in whatever form, must be accountable to the community. Rules and Regulations contained herein serve as a professional standard governing the employee's conduct. Equally important is the recognition that employees of this Department possess certain basic individual rights, which this Department has an ethical obligation to protect. Protection of employee rights enhances the goal of furnishing the community with the highest quality of police service. In addition to the herein stated Rules and Regulations, Departmental policies, orders and directives further establish the official Policies and Procedures of the Oak Park Police Department.

### **III. Departmental Rules and Regulations**

A rule or regulation is designed to cover situations in which no deviation or flexibility is permitted. A rule shall apply equally to all employees of this Department. It is the responsibility of employees to familiarize themselves with the Rules and Regulations contained herein.

### **IV. Definitions**

- A. Civilian** - All non-sworn personnel employed by the Village of Oak Park, the Oak Park Police Department.
- B. Controlled Substance** - Any substance defined as "controlled substances" in Title 21, Section 8-02, United States Code; Title 21, Part 1301.02, Code of Federal Regulations; 720 ILCS 570/100 et. seq., Illinois Compiled Statutes; and "cannabis" as defined in 720 ILCS 550/3 Illinois Compiled Statutes.
- C. Department** - The Oak Park Police Department.
- D. Employee/Personnel/Member** - All persons, sworn or non-sworn, full or part-time.
- E. Good Moral Character** - The attributes of an employee that enhance his or her value to the department and to public service which include honesty, integrity, truthfulness, obedience to the oath of office and the code of ethics, respect for authority, and respect for the rights of others.
- F. Intoxication** - The consumption of alcohol or alcoholic beverages or controlled substances, or the use of prescribed or non-prescribed drugs or chemicals which cause such impairment of mental or physical faculties as diminishes a person's ability to act with ordinary care.
- G. Moral Turpitude** - An intentional act or behavior displayed in words or actions which violates public morals or the common sense of the community involving but not limited to: intent to defraud, intentional dishonesty for personal gain, lying, perjury, subornation of perjury, cheating, bribery, unlawful possession of controlled substances, sexual harassment, unlawful sexual conduct, or excessive use of force.
- H. Order** - Any command, direction or charge given by the Chief of Police, a Deputy Chief of Police or other supervisor.

- I. **Property** - Refers to all Departmental uniforms, credentials, vehicles, equipment, or manuals.
- J. **Supervisor** - The Chief of Police, Deputy Chief of Police, Commander, Sergeant or other designated supervisory positions.
- K. **Sworn Personnel or Officer** - Any member who has taken an oath of dedication to the law enforcement profession under the laws of the State of Illinois, and who possesses the power of arrest.
- L. **Unlawful Action** - Any action or omission to act which is contrary to the rules and regulations, policies, procedures, directives and orders of this Department, including any Federal, State or Municipal laws. Unlawful action is not limited to criminal activity.

**V. Rules and Regulations of the Oak Park Police Department**

**Rule 1 Performance of Duty/Personal Conduct Use of Force**

Officers shall use force only in accordance with statutory law and Oak Park Police Department procedures and shall not use more force than is reasonably necessary under the circumstances to affect an arrest or to protect themselves or citizens from harm.

*Explanation: Violence directed at the police and the excessive use of force by officers is a serious problem. Officers frequently face situations where physical force must be exercised to affect arrests or to protect themselves or citizens from harm. It is difficult to prescribe a formula for the amount of force to be utilized in any particular situation, since no two events are exactly the same. Officers are required to exercise sound judgment when force is necessary.*

**Rule 2 Conduct Unbecoming an Officer or Employee**

No officer shall commit any act which constitutes conduct unbecoming a police officer.

*Explanation: Police officers are constantly being observed and judged by the community that they serve. Improper behavior on the part of any officer tends to reflect unfavorably on all officers and the entire Department. The community expects professional conduct and the Department demands it. Conduct unbecoming includes, but is not limited to, any statutory violations, destruction of public respect for the officer or employee, undermining the confidence of police service, dishonesty, or conduct that impugns the integrity of the officer, employee or the Oak Park Police Department.*

*Destroying or defacing any official written notice relating to police business or the posting or circulating of any notices of a non-official derogatory character relating to any person, group or police activity is prohibited. Court precedent has been established in cases such as excessive speeding, posting unauthorized notices in squad rooms, untruthfulness in a departmental investigation, excessive absences, profane language in public, bar room fighting off duty; horse play with firearms, misuse of police radio, or failure to cooperate in an internal investigation, as conduct unbecoming an officer. This list is not all inclusive but identifies a trend of conduct which is unacceptable.*

**Rule 3 Neglect of Duty**

Employees shall properly perform their duties and assume the responsibility of their positions.

- A. Employees shall not read, play games, watch television or movies, or otherwise engage in entertainment activities while on duty except as may be required in the performance of duty or specifically allowed by the Chief of Police or his designee.
- B. Employees shall not engage in any activity or personal business, which would cause them to neglect or be inattentive to duty.
- C. Failure to provide police services when requested.
- D. Failure to take appropriate action on a criminal offense while on duty.
- E. Failure to issue citations or take corrective action concerning traffic violations during a tour of duty.
- F. Failure to assist other employees as requested by a supervisor.
- G. Failure to cooperate with other Divisions concerning operations, criminal investigations,



administration or support services.

- H. Failure to promptly perform as directed all lawful duties required.
- I. Failure to support the operational plan, goals or objectives of the Department.
- J. Failure to participate in Department functions as directed by the Chief of Police or his Designee.
- K. Failure to report for duty on time at the place designated.
- L. Unnecessary or unauthorized absences from work.
- M. Loafing or being idle while on duty.
- N. Taking excessively long meal period breaks.
- O. Failure to return promptly to service after finishing an assignment.
- P. Failure to call in and out of service, unless authorized by the Chief of Police or his designee.
- Q. Being away from or otherwise unavailable to a specific beat assignment without the express permission of the immediate supervisor or Shift Commander.
- R. Allowing a prisoner to escape from custody due to negligence or inattention.
- S. Failure to thoroughly search for, collect, preserve and identify evidence of persons, property and locations in any arrest or investigation.
- T. Failure to complete or turn in reports in a timely fashion.
- U. Department equipment damaged or loss due to inattention or negligence.

*Explanation: Unsatisfactory performance is demonstrated by an inability or unwillingness to perform assigned tasks; the failure to take appropriate action in a situation deserving police attention; failure to conform to work standards established for the employee's rank, grade or position.*

*Due to the nature of police work, the employees must maintain sufficient competency to properly perform their duties and assume the responsibility of their position. Repeated unsatisfactory evaluations, documented record of reported infractions of rules and regulations, directives, policies, or procedures of the Department or repeated failure to obey orders, either written or oral, may be considered as evidence of neglect of duty or unsatisfactory performance.*

#### **Rule 4 Abuse of Authority**

The lawful authority entrusted to police officers shall not be used improperly to interfere with the lawful conduct of any citizen.

*Explanation: Police effectiveness is dependent upon the community's approval and acceptance of lawful authority. The limits of police authority are strictly prescribed by law and the authority must be accountable to the community. Police authority does not extend so far that it becomes harassment.*

#### **Rule 5 Misuse of Official Position**

Employees are prohibited from using their official position for personal gain. Misuse of official position or failure to report such misuse by other Department members is cause for disciplinary action.

*Explanation: Police personnel must maintain the highest standards of integrity. Using one's official position for personal gain is an abuse of the responsibility and trust placed in the employee and reflects negatively on the entire Department.*

#### **Rule 6 Obedience to Laws, Rules and Regulations, Policies, Procedures and Directives**

Employees are required to read and adhere to Departmental rules and regulations, policies, procedures, directives, written or verbal orders and to conform to all Federal, State and Municipal laws applicable to the public.

**Rule 7 Legal, Conflicting and/or Illegal Orders/insubordination**

Employees shall obey a supervisor's lawful order. Insubordination is an employee's willful or intentional disregard of or refusal to obey a superior's reasonable order, directive, rule or regulation, whether express or implied, which is given or promulgated under lawful authority related to employment.

*Explanation: Although employees are held responsible for carrying out orders issued by their supervisors, occasionally an order may be subject to question. For example, when a supervisor issues an order in conflict with the law or Departmental policy, employees have the right to question the order. Should a supervisor issue an order which conflicts with a previously issued order or directive, the employee should respectfully call attention to the conflicting order. If the supervisor does not rescind the order, the order shall stand. The responsibility for the order rests with the issuing supervisor and the employee shall not be accountable for the disobedience of any previously issued order.*

NOTE: Employees are not required to obey any order which they know would require them to commit an illegal act.

**Rule 8 Mutual Protection**

All officers are required to take prompt and appropriate police action in aiding a fellow officer when necessary.

*Explanation: Policing in today's society requires that citizens and officers alike assist one another in protecting society. It is important therefore, to render mutual aid to another law enforcement officer when that officer is lawfully performing their duty.*

**Rule 9 Duty Station**

All employees are to remain at their respective assignments and/or duty stations until properly relieved or until dismissed by a supervisor. Police personnel shall remain within the jurisdictional limits of the Village of Oak Park unless otherwise authorized by a supervisor or in hot pursuit regarding official police duties.

*Explanation: Law enforcement by its nature is a quasi-military organization. Accordingly, it is imperative to the overall mission that police personnel adhere to assignments, details, or specific functions.*

**Rule 10 General Duty Responsibilities**

All employees shall take appropriate action while performing their official duties to:

1. Diligently serve the general public;
2. Protect life and property;
3. Maintain order and preserve the peace;
4. Perform crime prevention measures;
5. Detect and arrest violations of the law and
6. Enforce all Federal, State and local laws, and ordinances coming within Departmental jurisdiction.

*Explanation: Law enforcement is a complex profession. During their courses of duty, employees must perform a wide variety of functions. These functions can vary from order maintenance to enforcement of criminal statutes.*

**Rule 11 Departmental Courtesy**

When meeting in public, officers shall conform to Departmental courtesy standards and refer to each other by the appropriate rank or title. No employee shall harass or behave in an offensively disrespectful manner toward another employee of this Department on or off duty.

*Explanation: The police department is a quasi-military organization. Accordingly it is imperative that police personnel utilize professional courtesy.*

**Rule 12 Response to Calls for Service**

Employees of the Department shall respond, without delay, to calls for police assistance from citizens or other employees. Emergency calls take precedence. However, all calls shall be answered as soon as

possible consistent with normal safety precautions and vehicle laws. Except under the most extraordinary circumstances, or when otherwise ordered by supervisory personnel, employees shall not fail to acknowledge or respond to any radio dispatch directed to them or to report back in service immediately upon completion of an assignment. The West Suburban Consolidated Dispatch Center shall be informed by employees when leaving the air and when returning to duty status.

*Explanation: The public depends upon police personnel to provide expeditious service. In many instances citizens are calling upon the police as a last resort. Prompt, courteous, professional response is expected.*

### **Rule 13 Outside Arrests/Investigations**

Employees must submit a written report regarding any personal involvement or knowledge of any other employee's personal involvement in an arrest or an investigation for a criminal offense, or if any employee is involved in any type of investigation by any agency, Federal, State or local, outside this Department. The report must be submitted to the office of the Chief of Police within twenty-four (24) hours of the incident.

*Explanation: It is imperative that this Department be fully aware of any involvement of any employee in arrests or investigations outside the Oak Park jurisdiction.*

### **Rule 14 Work Stoppage/Strikes/Refusal to Perform**

No employee shall call, institute, authorize, participate in, sanction, encourage or ratify any strike, work stoppage, or work slow-down, or in any way refuse to perform duties of his/her rank, grade or position.

*Explanation: This Department and its employees are directly responsible for the public safety of this community. It is essential to the public welfare that all employees perform professionally and responsively at all times.*

### **Rule 15 Absence from Duty**

Employees will not be absent from duty without proper authorization and will promptly report to their supervisor any anticipated absence from duty. Additionally, the use of sick leave without just cause, the furnishing of false information or making a false statement by any member employees of the Department is strictly prohibited.

*Explanation: Scheduling of personnel sufficient to meet the needs of the community and the Department necessitates the requesting of absence from duty as promptly as possible. Vacation, H-days, etc., will be requested well in advance of actual leave.*

### **Rule 16 Medical Leave**

No employee will fail to follow all Departmental policies and procedures regarding medical leave; nor will they engage in outside/secondary employment of any type while on medical leave, without the express prior, written permission of the Chief of Police or his designee.

*Explanation: The primary responsibility for all employees on medical leave is to recover the physical and/or mental condition necessary to resume the performance of their duties with this Department. Medical leave is not "free time" to engage in outside/secondary employment.*

### **Rule 17 Radio Discipline**

All employees operating a police radio, whether from a mobile unit or portable radio, will strictly observe regulations for such operation as set forth in Departmental orders and Federal Communications Commission Directives.

*Explanation: The police radio is a vital tool. Law enforcement personnel require immediate access to radio frequencies in time of emergency. It is imperative, therefore, that all police personnel utilize appropriate discipline when using the radio. Misuse of the radio can cause extreme hardship and danger to a fellow officer.*

### **Rule 18 Weapons**

No officer shall unlawfully or unnecessarily display or use a weapon.

*Explanation: All rules and regulations regarding use of weapons must be followed to ensure officer and citizen safety.*

**Rule 19 Discharge of Firearms**

Officers shall make a prompt report, according to Departmental policies and procedures regarding the discharge of any firearm under any circumstances, the exception being the authorized, normal firearms qualifications.

*Explanation: The prompt and correct reporting of discharge of firearms is mandatory. Officers should refer to General Order 4.17, Firearm Discharge Incidents, for detailed reporting instructions.*

**Rule 20 Support of Department Policies**

Employees are required to fully support Department efforts, fully implement Department policies, and to work toward the accomplishment of Department goals.

*Explanation: Effective policing depends on the full cooperation of all members of the Oak Park Police Department.*

**Rule 21 Telephone/Address Maintenance**

All employees will provide the Department with their current address, current telephone number, and such other personal information as may be required by Departmental orders and directives. Employees will return telephone calls from the Oak Park Police Department within a reasonable period of time. Any changes in required information must be reported to the office of the Chief of Police within twenty-four (24) hours of said change.

*Explanation: In times of emergency, employees may be called back to duty from their regular off-duty time. The telephone is the quickest means of communication.*

**Rule 22 Identification**

Officers must carry their Oak Park Police Department credentials while on duty and while off-duty if armed. Officers will wear their Departmental authorized nametags on their outer garment. Officers in plainclothes attire and civilian personnel will wear their employee identification card at all times while in the station. Employees in conjunction with their official duties will identify themselves as members of the Department by giving their correct name, star number, badge number, or other departmentally authorized identification number to all persons who request to view them.

*Explanation: Law enforcement is a public service. Being a public servant requires that all employees be accountable to the general public.*

**Rule 23 Punctuality/Attendance**

Employees shall be punctual in reporting for duty at the time and place as directed by Departmental orders or supervisors. No employee will be absent from duty without proper authorization from a supervisor.

*Explanation: In order to maintain a consistent community service that is both accountable and dependable, it is necessary that employees be present and punctual in reporting for duty, court appearances or other assignments.*

**Rule 24 Attentiveness to Duty**

All employees shall remain awake, alert, and attentive to duty. Employees while on duty will not read commercial publications in public view, possess a commercial radio, television, or personal camera, or congregate in public view for other than police related matters. The excessive or unauthorized use of cell phones while on duty is prohibited.

*Explanation: The demands of police work require employees to be mentally and physically alert. This rule is designed to ensure the officer's protection and the protection of citizens and fellow employees. Since most employees perform their duties with little direct supervision, the responsibility for proper attention to duty rests with each individual.*

**Rule 25 Use of Alcohol/Drugs/Intoxication**

Employees shall not consume nor be under the influence of any alcoholic beverage or intoxicant while on duty (i.e. intoxicated). Alcoholic beverages will not be consumed while wearing police Department uniforms off-duty. No Department member will, during either duty or off-duty hours, unlawfully use or abuse drugs as defined herein, nor shall they take any narcotic, or controlled substance not prescribed by a physician. Employees taking prescription medication given by a licensed physician prior to or while on duty shall notify their supervisor of the medication being taken upon reporting for duty.

*Explanation: The Department has an important obligation to provide the best protection and service to the public through the competent judgment of employees who have the physical stamina and psychological stability to make critical decisions about the use of force, protection of constitutional rights, and the invocation of the criminal justice process. Furthermore, Department personnel have an obligation to serve as models of lawful obedience both on and off-duty and the responsibility to remain true to their oath of office.*

*The use of illegal drugs, cannabis, non-prescribed or obtained controlled substances, or the abuse of legally prescribed or obtained controlled substances is contrary to these principles and subverts the ethical fiber of the police Department. As such, disciplinary action will be taken against any employee of the Department, sworn or civilian, who unlawfully uses or abuses drugs.*

**Rule 26 Courtesy to General Public**

Employees shall be courteous to members of the general public, maintain proper decorum, be in command of temper, and avoid the use of violent, insolent or obscene language. Employees shall show respect and avoid mistreatment to any person and provide prompt, correct, and courteous service.

*Explanation: One of the best investigative tools available to police is police/citizen cooperation. In an effort to establish and maintain good rapport with the community, employees shall exercise courtesy, tact, and decency when in contact with the public.*

**Rule 27 Truthfulness**

Employees shall not make untruthful statements or reports, either verbal or written, pertaining to official duties.

*Explanation: The duties and responsibilities of law enforcement personnel dictate the highest level of integrity possible.*

**Rule 28 Gratuities**

Employees will not solicit or accept from any citizen or business any gratuity, loan, gift, present, reward, or other thing of value for any services rendered as a Department member, or as a condition for the rendering of such services, or as a condition for not performing sworn duties.

*Explanation: Solicitation or acceptance of any gift or gratuity, regardless of the nature of same, places the employee in a compromising position and may have a corrupting influence on the individual and the Department. Employees shall politely decline gifts or rewards.*

**Rule 29 Physical/Mental Fitness for Duty**

All sworn members of the Department shall maintain good physical and mental condition. All members will observe and cooperate with physical testing and fitness programs implemented by the Department.

Whenever, with good cause, the Chief of Police believes and/or receives information from supervisory personnel that employees are not fully performing their duties, because of the lack of physical fitness, good physical or mental condition, the Chief of Police may order said employee to submit to a physical or mental examination by a licensed physician.

*Explanation: Law enforcement is a demanding profession. The stress and strain combined with the physical exertion mandate an employee's good physical and mental condition. It is imperative that officers be prepared, both physically and mentally, to deal with the problems they face on a daily basis. Failure to honor a request for physical or mental examination shall be a violation of this rule and grounds for disciplinary action.*

**Rule 30 Knowledge of Laws, Ordinances, Rules and Regulations, Policies, Procedures and Directives**

All employees are required to establish and maintain a working knowledge of all statutory laws, ordinances, rules and regulations, policies, procedures and directives of the Village of Oak Park, the Oak Park Police Department, and applicable Federal and State laws. In the event of improper/unlawful action or breach of discipline, it will be presumed that the employee is familiar with said laws, ordinances, rules and regulations, policies, procedures and directives. Ignorance of laws, ordinances, rules and regulations, policies, procedures and directives is not an affirmative defense.

*Explanation: Law enforcement is a constantly changing profession. Accordingly, it is necessary for law enforcement personnel to stay abreast of current laws, ordinances, rules and regulations, policies, procedures and directives.*

### **Rule 31 Police Referrals**

Employees will not suggest or advise or otherwise refer citizens or arrestees in obtaining any of the following services:

1. Attorneys
2. Board-up services
3. Towing services
4. Auto repair dealers
5. Other services that could provide a fee or gratuity for said referral.

NOTE: This does not include police tows ordered by police personnel pursuant to official duties (i.e., accidents, abandoned vehicles, etc.) conducted by firms under contract to the Village of Oak Park, which are exempt.

*Explanation: For police personnel to do any act which creates the impression to a citizen that a public official or servant is dishonest or self-serving is not acceptable.*

### **Rule 32 Personal Appearance**

Failure to have a neat, clean personal appearance adversely reflects upon the individual's competency, efficiency and pride as a member of the Department to foster and enhance professional, efficient, effective image/posture. Failure to carry all necessary equipment or to maintain one's uniform and/or equipment in good order is prohibited. All employees are required to comply with Departmental uniform standards and wear the prescribed dress when appearing at court other official hearings.

*Explanation: It is important to maintain a professional image before the community. How employees are dressed influences public perception of overall professionalism of the individual employee and the Oak Park Police Department.*

### **Rule 33 Smoking Materials**

No employee shall hold a cigarette, cigar, or pipe in their mouth while in uniform and in official contact with the general public.

*Explanation: The professional appearance of police personnel is diminished when smoking materials are displayed while dealing with the general public.*

### **Rule 34 Retail Liquor Establishments**

No sworn member of this Department may engage directly or indirectly in the ownership, maintenance and/or operation of an establishment which serves alcoholic beverages; and/or any ownership, maintenance, and/or operation of any retail liquor establishment within the Oak Park Police Department jurisdiction.

*Explanation: Officers of this Department must maintain a personal position that is above reproach. The conflicts that arise from the involvement of police personnel in any establishment serving and/or selling alcohol are clear and must be avoided.*

### **Rule 35 Political Involvement**

No employee will engage in political activity or campaign while on duty. While off-duty, members engaged in political activity or campaigning will not:

1. Wear a uniform or any part thereof which would identify that individual as a police officer;
2. Use any property, vehicle, or official document or record of this Department;
3. Display or otherwise lead others to believe that the employee is carrying a badge, gun, etc;
4. Hold themselves to be police officers except in a truthful response to a legitimate question.

Official statements made by elected officers, on behalf of and supporting positions of the F.O.P. Lodge #8 or the O.P.S.L.A. are exempt in accordance with law.

*Explanation: This rule is not designed to limit or in any way hinder any officer's legal right to be involved in political activities. It is, however, intended to eliminate the possibility of the impression that any member's personal opinion or position reflects or is supported and/or condoned by the Oak Park Police Department.*

### **Rule 36 Maintenance of Equipment/Property**

Employees, while on duty, will:

1. Adequately secure and care for all Department property issued or assigned to them and shall maintain such property in good condition.
2. Report any loss or damage to Department property, in writing, to their supervisor. If an employee is incapacitated, the supervisor shall make the required report.
3. Properly wear and maintain their police radio.

*Explanation: Effective police work requires that both human resources and technical equipment perform at their highest capacity. The expense of purchasing police equipment dictates the need for holding employees responsible and accountable for the security, use and maintenance of equipment.*

### **Rule 37 Return of Department Equipment/Property**

Upon separation from the Oak Park Police Department, employees shall return all issued property, uniforms, and all police credentials to the Chief of Police within seventy-two (72) hours.

### **Rule 38 Use of Department Vehicles**

All personnel will:

1. Operate a police vehicle in accordance with existing state law, except when responding to an emergency call or when in pursuit of an actual or suspected violator of the law, pursuant to Chapter 625 ILCS 5/11-205, Illinois Compiled Statutes;
2. Keep police vehicles in public view while assigned to general patrol duty, except when authorized by a supervisor; and
3. Not conceal a Department vehicle for the sole purpose of apprehending traffic violators.

*Explanation: Police vehicles are visible to the general public. Accordingly, citizens expect police vehicles to set an example for others to follow. Therefore, it is imperative that police personnel adhere to all traffic laws.*

### **Rule 39 Transportation of Citizens in Police Vehicles**

Non-police personnel shall not be transported in police vehicles without the express authorization of a Supervisor, unless said transportation is required pursuant to official law enforcement duties (i.e., ride-along). Police vehicles shall not be utilized as ambulances.

*Explanation: Police vehicles are utilized to perform official police functions. Therefore, citizens may not be transported in police vehicles unless authorized pursuant to Departmental policy.*

### **Rule 40 Recovered Property/Evidence Materials/Contraband**

Employees shall turn over to the Property Custodian, via Departmental procedures, all lost, stolen, recovered, abandoned, voluntarily surrendered or evidentiary material which comes into the possession of Department employees during the course of the performance of their Departmental duties and prior to the completion of their tour of duty unless directed by a supervisor.

All property and/or contraband coming into the possession of an employee will be reported and properly inventoried or otherwise disposed of in accordance with Departmental procedures. All such material shall be inventoried or properly disposed of prior to the completion of the tour of duty in which the material came into the possession of the employee. All subsequent reports shall be properly completed.

*Explanation: The Police Department is the legal custodian of all lost, recovered or evidentiary material. Frequently a variety of types of property and/or contraband will come into police custody under various circumstances and situations. The Department is mandated by law to maintain*

*proper records regarding the receipt and disposition of property in the custody of the Department or Departmental employees.*

**Rule 41 Reporting Procedures/Integrity of the Reporting System**

All reports submitted by employees shall be accurate, truthful, complete, timely and in accordance with established Departmental procedures.

*Explanation: To assess accurately the extent of the criminal activity in the Village, and to take effective measures against it, the Department must have an accurate records system. Equally important is the accurate documentation of non-criminal events that require police action, attention, or investigation. Failure to document a bona fide incident requiring police attention or knowingly making false reports, written or oral, damages the Department's integrity and operations.*

**Rule 42 Confidentiality of Police Practices/Reports**

Police reports, reporting systems, and policing procedures are confidential in nature. Police personnel will not release, gain unauthorized control of, photocopy, duplicate, or review official files without the express authorization of the Chief of Police or his designee.

Employees will not alter, deface, or remove any Departmental record or information concerning police matters, or disseminate or release such records or information except as provided by Departmental orders and directives.

*Explanation: Police operations, police files and reports are confidential matters, which are subject to Federal and State statutes. Police personnel must assume the posture that all information is on a need-to-know basis.*

**Rule 43 Reporting Procedures/Allegations of Misconduct**

Members who observe or become aware of misconduct by employees which is in violation of the Departmental Rules, Regulations, General Orders, or the Personnel Manual for the Village of Oak Park must submit a report to their Commanding Officer or to the Office of the Chief of Police within twenty-four (24) hours of the incident.

*Explanation: The Department is resolved to seek out and investigate conduct which brings discredit upon the organization or interferes with the effectiveness of its operation. It is imperative that the Department be fully aware of misconduct of an employee as soon as reasonably possible, to ensure an investigation is conducted fairly, impartially, timely, and efficiently, with the truth as the primary objective.*

**Rule 44 Personal Commentary to the Media**

Members will not use their official position to promote personal causes, beliefs, groups or organizations through the use of the media by use of words actions, or symbols while at work or on duty.

*Explanation: This rule is not designed to limit or in any way hinder any member's legal right to expressing their opinions to the media. It is, however, intended to eliminate the possibility of the impression that any member's personal opinion or position reflects or is supported and/or condoned by the Police Department.*

**Rule 45 Immoral Conduct**

Members shall maintain good moral character in their personal and professional affairs, which is in keeping with the highest standards of the law enforcement profession. Employees shall not participate in any incident involving moral turpitude that impairs their ability to perform as law enforcement officials/employees or causes the Department to be brought into disrepute.

*Explanation: The community expects professional conduct both on and off duty by all members and the Department demands it.*

**Rule 46 Other Administrative Rules**

In addition to these Rules and Regulations, employees are subject to the Personnel Rules of the Village of Oak Park, the Rules of the Board of Fire and Police Commissioners, the Rules and Regulations governing the use of the Law Enforcement Agency Data System (LEADS) and the National Crime Information Center (NCIC).



*Explanation: Members of this Department must obey all Rules and Regulations that govern their employment, conduct and use of law enforcement sensitive databases.*

**Rule 47 Other Wireless Communication Devices**

Other wireless communication devices are any wireless electronic communication device, with the exception of a cellular phone, that provides for voice or data communication between two or more parties, including but not limited to a personal digital assistant that sends or receives messages, an audio-video player that sends or receives messages, or a laptop computer.

No employee may use other personal wireless communication devices while working without authorization of the Chief of Police or his designee.

*Explanation: The use of a personal wireless communication device while on duty or for official police business could lead to subpoena /discovery issues pertaining to information on the device.*

**Rule 48 Maltreatment of Subordinates**

No supervisor or superior officer shall oppress, berate, maltreat or be cruel toward any subordinate employee.

*Explanation: As a professional organization, our members are our greatest asset. No member of the Department shall be maltreated.*

**Rule 49 Failure to Supervise**

Any employee charged with supervising any other person or persons subject to these Rules and Regulations, and willfully or through neglect, fails to insure compliance by such subordinates with all Federal, State and Village Ordinances and laws, the provisions of the Rules and Regulations, all Policies and Procedures of this Department applicable to such subordinate is in violation of this rule.

*Explanation: One of the primary duties as supervisors of the Department is to ensure that subordinates adhere to all rules and regulations.*

**Rule 50 Unsatisfactory Performance**

Employees shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Employees shall perform their duties in a manner which will maintain the highest standards or efficiency in carrying out the functions, goals and objectives of the Department.

A. Unsatisfactory performance may be demonstrated by, but is not limited to:

- 1) Lack of knowledge of the application of laws to be enforced,
- 2) An unwillingness or inability to perform assigned tasks,
- 3) The failure to conform to work standards established for the officer's rank, grade, position, or management assignment,
- 4) The failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.

B. In addition to other indications of unsatisfactory performance, the following will be considered *prima facie* evidence of unsatisfactory performance:

- 1) Repeated poor evaluations,
- 2) A written record of repeated infractions of Rules and Regulations and written or verbal orders of the Department.

*Explanation: To keep with the traditions and the professionalism of the Department, members must perform at a satisfactory level to meet the needs of the community and to fulfill the mission of the organization.*

**Rule 51 Firearms Proficiency**

Failure to qualify with duty service weapons or approved off-duty weapon (s) during regular firearms proficiency training as scheduled by the Chief of Police or his designee is prohibited. Such qualifications shall be accomplished using weapons and ammunition as specified by existing General Order (s). All sworn personnel performing police officer duties who may be subject to the use of deadly force, regardless of rank

or job assignment, must maintain a proficiency level in the use of firearms as designated by the Chief of Police or his designee.

*Explanation: As part of the primary responsibilities as a member of the Department, every sworn member must be proficient with the use of a firearm.*

**Rule 52 Cooperation with Police Investigations**

Every member of the department is required to cooperate thoroughly and completely with any police related investigation. The employee shall:

1. Answer all questions truthfully and completely;
2. Obey all orders;
3. Render all material or relevant statements;
4. Provide timely statements in writing when ordered and such questions, orders and statements are narrowly and directly related to job responsibilities, or the ability to perform duties. Nothing in this section shall be construed as to be a violation of one's Federal or State Constitutional Rights.

*Explanation: In order to maintain the highest level of integrity and community trust, the department shall investigate all complaints thoroughly comprehensively. The department will not tolerate any member's action(s) to obstruct any police related investigation.*

**Rule 53 Prohibited Association/Frequenting**

Frequenting or associating with person(s), organizations or places with a bad reputation, unless necessary for police business, where such associating or frequenting would be detrimental to the Department or to the Village is prohibited. To this end, personal association with persons who have been convicted of a felony within the last five years or have an open and notorious reputation in the community for felonious activity is prohibited.

*Explanation: In order to maintain the highest level of integrity and be beyond reproach, Department members shall refrain from associating with organizations or people who are unsavory and/or have been convicted of a felonious crime.*

**Rule 54 Public Criticism of the Department**

Public criticism of the Department, its policies or members by talking, writing, or expression in any manner where such talking, writing or expression is: defamatory, obscene, unlawful or tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with disregard for truth or falsity. To this end, employees shall make maximum utilization of the grievance procedure of the Department as described in the applicable Collective Bargaining Agreement.

*Explanation: Public criticism of the Department reflects negatively upon the reputation and may impact the mission of the organization.*

**Rule 55 Valuable Items - Buying/Receiving/Selling**

Buying, receiving or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any investigation, which has come to the attention of, or which arose out of Department employment except as may be specifically authorized by the Chief of Police or his designee is prohibited.

*Explanation: Purchasing, receiving or selling items of value to a person involved in any investigation is unprofessional and could be interpreted as an abuse of power.*

**Rule 56 Solicitations of Favorable Acts**

Soliciting anyone to intercede with the Chief of Police, Village Manager, Mayor, Village Trustees or its members, legislative body, Fire and Police Commission, Citizen Review Board or any elected/appointed official in relation to promotion, Department assignments, and disposition of pending charges or findings on a disciplinary proceeding is prohibited. Nothing in this section shall be construed to be applicable to licensed attorneys-at-law of the State of Illinois when representing an employee/member of the Department.

*Explanation: In order to maintain the highest level of integrity and be beyond reproach, Department members shall not solicit officials for favors, consideration, preferential treatment in employment related issues.*

**Rule 57 Vexatious/Unnecessary Complaints**

No employee shall make a vexatious or unnecessary complaint against a fellow member of the Department.

*Explanation: The community expects professional conduct by all members and the Department demands it.*

**Rule 58 Courtroom Demeanor**

Employees should be punctual, properly dressed and prepared (to include consultation with prosecutor and processing pertinent police reports, notes and evidence). At all times, members of the Department shall maintain a respectful attitude towards the court and both counsels. Should one be requested/subpoenaed to testify for the defense in any trial or hearing or against the Village or Police Department in any hearing or trial the one so requested/subpoenaed shall notify the Chief of Police in writing, upon receipt of the request/subpoena.

*Explanation: The Department and its employees are directly responsible for the public safety of this community. It is essential that all employees act professionally, dress appropriately and fully prepared for any legal proceeding at all times.*

**Rule 59 Participation in Civil Matters**

No employee shall give depositions, affidavits or appearing as a witness in a civil matter stemming from one's official duties as a Department member without the knowledge of the Chief of Police or his designee.

*Explanation: To maintain the highest level of professionalism and to prevent any allegation of Impropriety, no member shall give testimony as a witness in their official capacity without approval of the department.*

**Rule 60 Serving as a Character Witness**

No employee shall give testimony as a character witness for any defendant in a criminal or quasi-criminal matter without the knowledge of the Chief of Police.

*Explanation: To maintain the highest level of professionalism and to prevent any allegation of impropriety, no member shall give testimony as a character witness in their official capacity without approval of the department.*

**Rule 61 Self Assigned Activity**

Members will not undertake any investigation or other official action not part of their regularly assigned duties without obtaining permission from a supervisor unless the exigencies of the situation warrant immediate action.

*Explanation: No member of the Department shall freelance and conduct any investigation or action without approval of a supervisor. Unauthorized police action calls into question the department's ability to manage its employees and thus lose public trust in the ability to accomplish the mission of the organization*

**Rule 62 Mobile Data Terminal/Computers (MDT/MDC) Use**

Members of the Department shall use a Mobile Data Computers and/or Mobile Data Terminals for official business only.

*Explanation: Transmitting information through a Mobile Data Computer and/or Mobile Data Terminal that is not profession or official business reflects poorly upon the member and the Department. Any transmission is subject to a subpoena and the Freedom of Information Act (F.O.I.A.)*

**CANCELLATION**

This document creates new Rules and Regulations effective 30 SEP 21 and thereby cancels all previously dated Rules and Regulations.

The Rules and Regulations will be reviewed annually and updated according to the Department directive system.

Dated: 30 SEP 21

BY ORDER OF:

LaDon Reynolds  
Chief of Police

copy: Village Manager  
Human Resources Director  
Oak Park Police Department Personnel