



DES PLAINES POLICE DEPARTMENT

CITIZENS ON PATROL

POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS

Mission Statements	4
Volunteer Expectations	4
Definition / Status	4
Structure	4
Field Training Officer Selection	4
Relationships / Chain of Command	5
Personnel / Conduct	5
Good Standing Requirements	6
Orders / Lawfulness / Insubordination	6
Disciplinary Procedures & Separation from Service	7
Leave of Absence	7
Reinstatement	7
Training	8
Patrol	8
Vehicles	9
Documents Defined / Reports / Legal Documents	9
Attire	10
Identification Card	11

TABLE OF CONTENTS
(CONTINUED)

Monthly Time Accounting	10
Ride Along Program	11
Off Duty Encounters with Law Enforcement Officers	11
Complaints by the Public	11
Public Presentations	11

CITY MISSION STATEMENT

It is our mission to serve Des Plaines residents and businesses in a professional, ethical and cost effective manner with excellent customer service and to provide a high quality of life in our community.

DES PLAINES CITIZENS ON PATROL MISSION STATEMENT

The mission of Des Plaines Citizens on Patrol is to enhance the individual and collective safety and general welfare of all people of the City of Des Plaines by assisting the Des Plaines Police Department in deterring crime in Des Plaines. The primary method used to deter crime will be to provide high visibility patrol within the City.

VOLUNTEER EXPECTATIONS

The Department requires all members of Citizens on Patrol to subscribe to its ethical standard of conduct and to act in a reasonable, considerate and professional manner to fellow members and the public at all times.

DEFINITION / STATUS

Members of Des Plaines Citizens on Patrol will be registered with the City of Des Plaines as City Volunteers. Any U.S. Citizen who is at least 21 years old may become a member of Des Plaines Citizens on Patrol, provided they are of good moral character, free of felony conviction, meet or subscribe to the membership requirements, and successfully complete the application, background, and training process. A volunteer is a non-salaried individual who offers his/her services for a limited time, acting in a specific capacity willingly by one's own accord. A volunteer has no salary, benefits or labor relations rights of a City employee and serves "at the will" of the Chief of Police. A volunteer can be placed in or removed from volunteer duties by the Chief of Police with or without cause.

STRUCTURE

Des Plaines Citizens on Patrol operates under the control of a Police Department Coordinator. All members of Des Plaines Citizens on Patrol are of equal rank. No hierarchy exists between individual members.

The Police Coordinator or his designee shall preside over all Citizens on Patrol meetings and be responsible for the administration of all business.

FIELD TRAINING OFFICER SELECTION

The Citizens on Patrol Director, when necessary, will make recommendations and will provide a list of candidates to the Police Coordinator upon his request.

RELATIONSHIPS / CHAIN OF COMMAND

The Chief of Police is the final authority on all matters regarding operational policy, procedure and personnel.

The Des Plaines Police Department will provide training and guidance to the program. A Police Coordinator will be assigned to manage the program and to act as a liaison between Des Plaines Citizens on Patrol and the Chief of Police.

The chain of command will be adhered to in all matters and operations regarding the program as follows:

- a. Citizens on Patrol Member
- b. Citizens on Patrol Director
- c. Police Department Coordinator
- d. Chief of Police

PERSONNEL / CONDUCT

Volunteers will behave in a professional manner at all times. Volunteers are to exercise common sense and good judgment when participating in the program. Volunteers should avoid physical confrontation whenever possible. **Remember, our goal is to observe and report.**

Volunteers will be responsible for their own acts and they shall not shift this burden to others. Volunteers will execute and complete any and all duties to which they have been assigned.

NO WEAPONS ARE AUTHORIZED for use by any member of the program. Any member of the program that is found in possession of any illegal weapon may be terminated from the program. (Note: This does not preclude a member from possessing a legal knife.)

No member of the patrol will consume alcoholic beverages for a period of less than eight hours prior to reporting to duty. At no time shall a Volunteer drink an alcoholic beverage when on duty or in uniform. Prescribed medications that cause drowsiness or in any way hamper the members safe performance of duty will not be used while in a duty status.

Volunteers shall not use or divulge any information or records derived from any law enforcement source without prior approval from the Des Plaines Police Department.

Public Relations- Volunteers must maintain proper relations with the public while performing their duties. Volunteers may not make statements to the press regarding Citizens on Patrol activities without prior approval from the Police Coordinator. All inquires from the press will be referred to a law enforcement officer at the scene of the incident.

Chain of Command - Members shall respect and follow the Chain of Command as it applies within the organization and to the Police Department in general.

Report of Arrests - Any member who is arrested for any crime shall submit **ALL** information relating to the details of the incident in writing to the Police Coordinator. This shall be done no later than one (1) day after the incident or as soon as possible.

Damage or Loss of Property - Members shall not maliciously damage any equipment or property.

Individual member responsibilities include, but are not limited to, the following:

- a. Proper execution of all assigned duties.
- b. Maintenance of proper community relations.
- c. Maintenance of discipline.
- d. Adherence to rules, regulations, and policies of the Department and this Operations Manual.
- e. Reporting through the chain of command any development that may affect the Department and its operations, or may impact the general public.
- f. Proper care, control, and use of any departmental resources, equipment, materials or supplies.

GOOD STANDING REQUIREMENTS

- a. Must be a United States citizen
- b. Must have a valid Illinois driver's license
- c. Must not have received excessive traffic citations in the last three years
- d. Must be at least 21 years of age and live in the City of Des Plaines
- e. Must have successfully completed studies through the Des Plaines Police Citizens Police Academy
- f. Must successfully undergo a background check by the Department, including fingerprint submission to the Illinois State Police
- g. Must successfully complete an interview with selected of the Citizens on Patrol Program member(s)

ORDERS / LAWFULNESS / INSUBORDINATION

An order is an instruction, written or verbal, issued by a Sworn Officer or the Police Coordinator.

All orders, when issued by a Sworn Officer or Police Coordinator are presumed to be lawful. All members of the program shall obey orders promptly and willingly.

The failure, or a deliberate refusal, of any member to obey an order given by a Sworn Officer or Police Coordinator shall be deemed insubordination. Flouting the authority of any Sworn Officer or the Police Coordinator by wanton disrespect, by disputing his or her order, or refusing to obey an order, is also insubordination.

All members of the program shall refrain from public criticism or comment on orders they have received.

DISCIPLINARY PROCEDURES & SEPERATION FROM SERVICE

The Des Plaines Police Department has developed this manual to outline the program operations as well as the expectations of its volunteers. These expectations are reasonable and explained to each volunteer.

All General Orders, Departmental Policies, Procedures or Rules and Regulations of the Department shall be presumed known and familiar to the member on the first working day after issuance.

Any member of the program may be disciplined ranging from suspension through dismissal depending upon the gravity of the offense for any one of the following reasons:

- a. Any violation of this Operations Manual
- b. Any violation of any codified law related to law enforcement or the enforcement of those laws.
- c. Misconduct includes sexual harassment, or that which is harmful to the good order of the program.

At the discretion of the Police Coordinator, a thorough investigation will be conducted by the Police Department regarding an alleged violation. The sole authority for dismissal from the program is the Chief of Police. Members of the program are volunteers who serve at the will of the Chief of Police. Members can be dismissed with or without cause.

LEAVE OF ABSENCE

Any member of the program may request a leave of absence for a period of time not to exceed six (6) months, provided that he / she is in good standing at he time of the request. The request is to be submitted in writing to the Citizens on Patrol Director, who will forward it with his recommendation to the Police Coordinator.

REINSTATEMENT

Reinstatement at the conclusion of an approved leave of absence or voluntary resignation may be granted by the Citizens on Patrol Director with the approval of the Police Coordinator. Upon reinstatement, the Citizens on Patrol member must be able to demonstrate the ability to perform all tasks required by the position.

TRAINING

Initial training will be provided by the Police Department. It will include an overview of department policy, procedures and the goals of the program. Update or refresher training will be provided by the Department or its designee.

New members will receive the following training:

- a. A sixteen (16) hour classroom training program.
- b. A minimum four ride alongs with a Citizens on Patrol field training approved member(s).

PATROL

- a. While on duty or representing the program, members will be properly attired.
- b. Members are not to engage in activities while on duty that exceed their authority as volunteers.
- c. Members are to obey all laws at all times.
- d. Members who operate a department or personal vehicle will be in possession of a valid Illinois Driver's License.
- e. Members who use personal vehicles for program operations must have proof of current vehicle insurance. Members will not use personal vehicles for program operations without the prior approval of the Police Coordinator.
- f. Members on patrol are to note any suspicious circumstances and report them to the Des Plaines 911 Dispatch Center. While on patrol, members will keep the dispatcher apprised of any unusual circumstances.
- g. Patrol members will only transport citizens in the event of a wrecked or disabled vehicle, or when the member feels that remaining at their current location jeopardizes the safety of the citizen. If possible, the patrol member will notify Police Dispatch to have an Officer respond to the location. If the situation dictates immediate transportation, the patrol member may transport the citizen to a business or residence of the citizens choosing, within the City limits of Des Plaines only, unless permission is granted by a Supervisor. Prior to transport, the Patrol Member will advise dispatch of the sex, number of persons being transported, destination, and current vehicle mileage.

Upon reaching the destination, the Patrol Member will advise dispatch of their arrival, and the ending vehicle mileage. The dispatcher will record the time of departure and arrival, in addition to the number of miles driven in transport.
- h. Two Des Plaines Citizens on Patrol members are required for any patrol assignment. At least two members must be in the patrol vehicle. One member, with the permission of the Police Coordinator

may complete special details or assignments.

- i. Members unable to report for their scheduled shift will notify the Citizen on Patrol Director and their scheduled partner.

VEHICLES

- a. Safety belts will be worn at all times while the vehicle is in motion.
- b. Patrol vehicles will be locked at all times when not in use.
- c. Patrol vehicles shall not be operated off paved roadways unless directed for special assignment or function.
- d. All rules of the road will be adhered to at all times. At no time will a volunteer commit an intentional traffic infraction in an effort to observe or report any criminal offense.
- e. Patrol vehicles will not be used for any purpose other than normally assigned duties such as patrol, unless the Police Coordinator grants permission for a different use.
- f. No statements relating to an accident shall be made in the presence of persons involved in the accident, witnesses, the news media, or other citizens. The information should be given to the on scene supervisor and/or traffic officer investigating the accident.
- g. Members will not operate the overhead light bar of the patrol unit while responding to or from a call or traffic collision scene unless it is an extreme emergency, moving safely around stopped traffic for safety purposes to get to the assigned location, i.e. around traffic to shut down and/or reroute traffic. The light bar will only be activated while the patrol unit is stationary and only when a caution warning is necessary for public safety.

DOCUMENTS DEFINED / REPORTS / LEGAL DOCUMENTS

All documents are deemed to be official records, accurate in detail, and the sole property of the Police Department. Documents are defined as any form, report, memo or citation and computer files, whether they are completed or not. A document does not have to be on official letterhead or carry an official title to be an official record.

The Citizens on Patrol Director and the Police Coordinator shall maintain a complete and current roster of the members. The roster shall include the name, address and telephone numbers (home & work) and status of each volunteer.

Members conducting patrol shall maintain a patrol log.

Members will document their service time on the forms provided in the Citizens on Patrol Program. The form will be used to record and compute necessary information. All hours spent in service to the Des Plaines Citizens Patrol will be logged.

ATTIRE

Volunteers who are on Patrol **must** wear the approved Citizen on Patrol uniform. All members are responsible for the proper care and maintenance of uniform and assigned equipment. Uniforms shall remain clean, pressed, and provide a professional appearance.

The following items are purchased and issued by the City of Des Plaines for each member:

1. Des Plaines Police Department baseball cap
2. Silver tan long and short sleeve uniform shirt
3. Raingear
4. Summer and winter jacket
5. Flashlight and holder
6. Radio holder

The following items are required and will be purchased by each individual member:

1. Black uniform boots or black shoes
2. Black socks
3. Black or dark blue pants (not jeans) or appropriate dress pants

IDENTIFICATION CARD

The identification card is the sole property of the City of Des Plaines and shall be returned to the Police Coordinator upon his request, or upon the resignation or dismissal of the volunteer from the program. Identification cards shall be in possession during volunteer service and worn in plain view when conducting business in civilian attire on behalf of the organization or when in any city facility when not in full uniform.

MONTHLY TIME ACCOUNTING

A member of the Citizens on Patrol Program will be designated to collect all daily time sheets and compile a report at the end of each month detailing all activities for that month.

RIDE ALONG PROGRAM

Volunteers in good standing may ride along with a sworn officer. Volunteers must complete and present the

required waiver to the Police Coordinator at least one week prior to the date of the ride along. Volunteers riding along will be appropriately dressed in civilian attire. Citizens who have submitted an application to join the Des Plaines Citizens on Patrol will be scheduled for a ride-along on a Citizens on Patrol shift.

OFF DUTY ENCOUNTERS WITH LAW ENFORCEMENT OFFICERS

When volunteers encounter a law enforcement officer who appears to be off duty or in civilian attire, they should not contact or recognize the officer until the officer recognizes the volunteer.

COMPLAINTS BY THE PUBLIC

Complaints about Citizens on Patrol operations or members shall be thoroughly and accurately investigated. Any person may file a complaint. Persons may either identify themselves or remain anonymous. A member who receives a complaint from the public must advise the Police Coordinator of the complaint.

PUBLIC PRESENTATIONS

The Police Coordinator may authorize Citizens on Patrol members to make public presentations or give interviews when the presentation is regarding the scope or aspects of the volunteer program or when addressing specific operations of the program. Members making public appearances shall refrain from releasing information, reports, photographs or other material regarding operation of the Department or program, which is not public information.

A Citizen on Patrol member shall not attend meetings officially representing the program without first securing permission from the Police Coordinator, or the Chief of Police.

A public presentation appearance should be made in the Citizen on Patrol uniform. A public appearance may be made in professional business dress. The discretion of type of attire shall be based on the type of presentation, audience and the reason for the appearance.

Volunteer Acknowledgement

I, _____ have received a copy of the Des Plaines Citizens on Patrol Manual. I agree to abide by the rules and regulations and outlined in this manual.

(Signature)

(Date)