

CHAPTER 13

VILLAGE POLICE DEPARTMENT CODES

ARTICLE I: GENERAL.

Sec. 13-0. GENERAL - APPLICABILITY.

The provisions of this Chapter shall apply to all persons in the Village of Orangeville, present and future, who have any stated, implied or incurred jurisdiction, liability or responsibility regarding the implementation, enforcement, and compliance with any and all of the articles of this Chapter.

Sec. 13-1. GENERAL - PURPOSE.

A. The purpose of this Chapter is to establish reasonable, comprehensive, and functional Police Department Codes and policies for the Village regarding the Department and its operational standards.

B. It is intended that this Code shall help protect and preserve the character of the Village with a consideration toward conserving the community's public health, safety, and welfare, while providing the best possible wholesome community environment.

Sec. 13-2. GENERAL - ORGANIZATIONAL AUTHORITY.

Under the authority of Chapter 2, Article II, Section 2-19 of this book, and the authority of the Constitution of the State of Illinois, the Village of Orangeville, Illinois does hereby organize its Police Department in accordance with Article II of this Chapter.

Sec. 13-3. GENERAL - TERMS and DEFINITIONS.

FULL-TIME POLICE OFFICER. The term "Full-Time Police Officer," when used herein, shall mean an employed at-will Village police officer who is regularly scheduled to work forty (40) or more hours per week, or has worked, or is expected to work in such capacity two-thousand, eighty (2,080) hours or more per year.

K-9 TEAM. The term "K-9 Team," when used herein, shall mean a unit of organization that includes at a minimum one (1) police officer and one (1) properly trained and certified police canine.

PART-TIME POLICE OFFICER. The term "Part-Time Police Officer," when used herein, shall mean an employed at-will Village police officer who is regularly scheduled to work

fewer than thirty (30) hours per week, or has worked, or is expected to work in such capacity less than one-thousand, five hundred, eight (1,508) hours per year.

PATROL OFFICER. The term "Patrol Officer," when used herein, shall mean an individual employed to serve as a Village police and patrol officer. Said person may be full- or part-time and shall meet the qualifications, education, experience, and basic knowledge and abilities requirements as outlined in the position's job description, as well as be able to perform the specified primary functions and duties.

POLICE COORDINATOR. The term "Police Coordinator," when used herein, shall mean the individual employed by the Village President to supervise the Village Police Department. Said person may be full- or part-time and shall meet the qualifications, education, experience, and basic knowledge and abilities requirements as outlined in the position's job description, as well as be able to perform the specified primary functions and duties.

POLICE SERGEANT. The term "Police Sergeant," when used herein, shall mean an individual employed to serve as a Village police supervisor and patrol officer. Said person shall be full-time and shall meet the qualifications, education, experience, and basic knowledge and abilities requirements as outlined in the position's job description, as well as be able to perform the specified primary functions and duties.

PROBATIONARY POLICE OFFICER. The term "Probationary Police Office," when used herein, shall mean an employed at-will Village police officer working within the first six (6) months (180 days) of his/her employment.

Sec. 13-4. **GENERAL - SEVERABILITY.**

The articles, paragraphs, sentences, clauses and phrases of this Chapter are severable, and if any phrase, clause, sentence, paragraph or section of this Chapter shall be declared unconstitutional, invalid, or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, invalidity, or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Chapter.

Sec. 13-5 through Sec 13-9. **RESERVED.**

ARTICLE II: DEPARTMENT

Sec. 13-10. **DEPARTMENT - ORGANIZATION AND FUNCTION.**

The Orangeville Police Department's organization shall include at a minimum one (1) Department Coordinator. Not more than one (1) officer shall be required to be on duty at any one time during a normal and/or prescribed patrol period. The Department

Coordinator shall insure that the Department's resources are utilized in such a manner as to provide adequate and appropriate law enforcement within the Village as required by the Board. All individual duties and responsibilities shall be governed by respective job descriptions, and the Department's Protocol Book.

Sec. 13-11. DEPARTMENT - BUDGET.

The Police Coordinator shall be responsible for advising the Public Safety Committee (PSC) annually of his Department's fiscal needs in a timely manner so as to allow said Committee the appropriate time necessary to compile its recommendations for the Board's annual budgeting process.

Sec. 13-12 through Sec. 13-16. RESERVED.

ARTICLE III: STANDARDS

Sec. 13-17. STANDARDS - EMPLOYMENT QUALIFICATIONS.

In addition to the requirements found in Chapter 2, Article III, Section 2-31 of this Book of Codes, all persons seeking employment with the Village Police Department shall reside in the Village proper or within twenty (20) miles of the Village.

Sec. 13-18. STANDARDS - EMPLOYMENT.

The process of gaining employment with the Village's Police Department shall be governed by the policies outlined in the Village's Employee Policy Manual. Once hired, day-to-day activities, functions, duties and responsibilities will be governed by the position's job description and the Department's Protocol Book.

Sec. 13-19. STANDARDS - EMPLOYEE OATH.

All persons hired to serve as an employee of the Village Police Department shall take an oath of office in accordance with Chapter 2, Article III, Section 2-37 of this Book of Codes.

Sec. 13-20. STANDARDS - EMPLOYEE COMPENSATION.

All persons hired to serve as an employee of the Village Police Department shall be compensated in accordance with the guidelines found in the Village's Employee Policy Manual.

Sec. 13-21 through 13-25. RESERVED.

ARTICLE IV: PROTOCOLS

Sec. 13-26. PROTOCOLS - PROTOCOL BOOK.

A. The Police Department Coordinator shall be responsible for producing and maintaining his Department's Protocol Book. The book's contents, at a minimum, shall include guidance and policy designed and intended to establish the Department's internal operating procedures. Subject matter may include Department job descriptions; dress codes; standards of conduct; appropriate and applicable administrative procedures; investigational practices, to include ILEAS protocols; StarCom protocols; disciplinary actions, and any other materials pertinent and/or necessary to support the day-to-day operations of the Department. The Departmental Protocol Book shall be subordinate to the Village's Employee Policy Manual.

B. Once developed, the Department's Protocol Book shall be reviewed by the PSC and recommendations to adopt shall be made to the Village Board. Said Book shall be reviewed by the PSC at least once every two years to insure the Department's protocols continue to meet and fulfill the Village's needs. All Committee recommendations to approve and adopt, and the Board's actions, shall be recorded in the Board's minutes.

Sec. 13-27. PROTOCOLS - AGREEMENTS.

A. Because the Orangeville Police Department is of insufficient size in both resources and man-power to be considered self-sufficient for all situations, the Department will have to depend upon assistance from other community, County and State agencies. Depending upon the agencies involved and the needs of the Village, arrangements may consist of Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and/or contracts. The Police Coordinator shall be responsible for making his Department's needs known to the PSC, while the PSC shall formulate and coordinate all Departmental agreements for the Board's approval and the President's signature.

B. Agencies that the Village Police Department should be coordinating and developing agreements with include: **(1)** the Stephenson County Sheriff's Department (SCSD), **(2)** the Stephenson County Emergency Management Agency (SCEMA), **(3)** the Stephenson County Health Department (SCHD), and **(4)** Illinois Law Enforcement Alarm System (ILEAS). Examples of specific agreements, their language, and form shall be maintained in the Department's Book of Protocols. Through the course of events, the need to work with other agencies may be identified and their identity added to the Department's listing.

Sec. 13-28 through Sec. 13-33. RESERVED.

ARTICLE V: EMERGENCY RESPONSE PROGRAM (ERP).

Sec. 13-34. EPR - RESPONSIBILITIES.

The Police Coordinator shall work closely with and advise the Village President in the development of the Village Police Department's role and response to any and all components of the Village's Emergency Response Program that call for or need law enforcement assistance. This assistance shall also include the use of the Illinois Law Enforcement Alarm System (ILEAS) as a viable resource for assistance.

ARTICLE VI: PENALTIES

Sec. 13-99. PENALTY.

No penalty clause shall be applied to this Chapter as there are no Codes contained herein subject to violation.