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**TYPES OF INVESTIGATIONS**

**Departmental Inquiry (D.I.)** - An investigation into an incident requested by a citizen who does not wish to file a C.R. investigation. Examples may include letter of complaint, traffic citation, the matter in which a call was handled, officer attitude, etc.

**Complaint Register (C.R.)** - An investigation into an incident where the citizen files a sworn affidavit in writing and under oath against the Department or any of its members. Examples may include excessive force, illegal search, etc.

**Administrative Review (A.R.)** - An internal investigation based on an allegation of misconduct made by a member against the Department or any of its members. Examples may include late for work, court miss, failure to follow radio procedures, etc.

**Other Investigations** - OPS will review reports submitted by members regarding the Use of Force, Resisting Arrest, Obstructing, and any other reports, or investigations as directed by the Chief of Police.
Submit in-person or by mail:
Morton Civic Center, 2100 Ridge Ave., Room 2700, Evanston, IL 60201
Monday - Friday, 8:30 a.m. to 5:00 p.m.

Submit in-person or online 24-hours:
Evanston Police Department, 1454 Elmwood Ave., Evanston - www.cityofevanston.org/policecomplaint

- If you have been arrested, you have the right to discuss your charges with an attorney.
- If information requires clarification, we will contact you.
- If you are filing a formal complaint, we need to be able to contact you, and you may be asked to meet with us in person.
- Please be aware that if you allege injuries as a result of this incident, we will need copies of your medical records regarding any examination and/or treatment. Per Federal privacy laws on the release of medical records, you will need to obtain copies of those records and supply them to the Evanston Police Department to make part of this investigation.

PLEASE PRINT CLEARLY:

Your Information:

<table>
<thead>
<tr>
<th>Last Name: (Required)</th>
<th>First Name: (Required)</th>
<th>Middle Name or Initial: (Required)</th>
</tr>
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<table>
<thead>
<tr>
<th>Home Address – Street Address: (Required)</th>
<th>City: (Required)</th>
<th>State and Zip Code: (Required)</th>
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| Best Time to Contact:                   | Phone Number:    | Home □ | Alternate Phone Number: |
| Morning □ Afternoon □ Early Evening (before 6 p.m.) □ | ( ) - | Work □ | ( ) - |
|                                         |                  | Cell □ |                        |

<table>
<thead>
<tr>
<th>Other contact info:</th>
<th>Age: (Requested for statistical data)</th>
<th>Race: (Requested for statistical data)</th>
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Incident Information: (Required)

<table>
<thead>
<tr>
<th>Date of Incident: MM/DD/YYYY</th>
<th>Time of Occurrence</th>
<th>Address where incident occurred:</th>
<th>Location (i.e. Business Name)</th>
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Description of Incident: (Required)
Please describe what you believe the officer/employee did properly or improperly, and explain how you were personally involved in this incident. Attach another sheet, if necessary.
Evanston Police Department employee(s) information (if known):

<table>
<thead>
<tr>
<th>Employee's name:</th>
<th>Badge or ID #:</th>
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If the name(s) of the officer(s) or employee(s) is/are not known, please provide description(s).

Witness information:

<table>
<thead>
<tr>
<th>Last name, first name:</th>
<th>Street Address, City, State:</th>
<th>Phone number:</th>
</tr>
</thead>
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Evidence information:
 Occasionally, citizens have evidence or documentation that supports their complaint allegations. If so, please indicate what evidence or documentation you have, and be willing to provide a copy to the Police Department so that a thorough investigation can be completed.

Verification of complaint allegations: (REQUIRED)

Pursuant to 50 ILCS 725/3.8(b), "Admission; Counsel; Verified Complaint", anyone filing a complaint against a sworn peace officer must have the complaint supported by a sworn affidavit.

By placing a checkmark (√) in this box, □
"I hereby certify that the information in this complaint is true and correct, to the best of my knowledge and belief."

____________________________________________________       Date:  ______/______/_________
Signature (Required)   MM  DD        YYYY

created 5/19
What happens after my complaint has been filed?

Step #1: The Office of Professional Standards (OPS) reviews and investigates the complaint.

Step #2: The OPS investigative process includes:
   a. Statement from the complainant
   b. Statement from the accused officer(s)
   c. Statements from witnesses, if any
   d. Review of reports, videos, and any additional evidence

Step #3: Supervisor Review
   a. After reviewing the complaint and the OPS investigative process, the accused officer(s)’ supervisor provides a suggested disposition of the complaint and recommends specific discipline and/or training, if deemed warranted
   b. Sequentially, the suggested disposition/recommended discipline are forwarded to the Division Commander and the Deputy Chief, each of whom reviews, and, if deemed warranted, modifies the supervisor’s recommendations.
   c. The suggested disposition/recommended discipline are forwarded to the Chief of Police – the defining internal arbitrator – for modification/final approval.

Step #4: The investigative is forwarded to OPS and a Disciplinary Action form is issued, if warranted. A disposition letter is sent to the complainant and to the accused officer if no discipline is issued.

Step #5: The complaint/disposition are submitted for review to two oversight committees:
   a. Citizen Police Review Commission (CPRC) – Appointed by the Mayor and reports its findings to the City Council’s Human Services Committee
   b. City Council Human Services Committee – At televised meetings open to the public this committee reviews complaints and asks questions of police management. Members of the public may appear before the committee to comment on complaints.
<table>
<thead>
<tr>
<th><strong>DISPOSITIONS</strong></th>
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<tbody>
<tr>
<td><strong>Exonerated</strong></td>
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<tr>
<td><strong>Not City Related</strong></td>
</tr>
<tr>
<td><strong>Not Sustained</strong></td>
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<tr>
<td><strong>Policy Failure</strong></td>
</tr>
<tr>
<td><strong>SOL (Unresolved)</strong></td>
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<tr>
<td><strong>Sustained</strong></td>
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<tr>
<td><strong>Unfounded</strong></td>
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<tr>
<td><strong>Withdrawn</strong></td>
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Section 8  Prohibited Conduct

The following rules of conduct expressly prohibit the acts set forth, to include:

Rule 1  Violation of any federal, state, or local law or ordinance, or of any rule, regulation, standard operating procedure, policy, directive, training or order of the department, either written or oral. In the event of improper action, breach of discipline, or violation of law, it will be presumed that the employee was familiar with the law, rule, regulations, policy, training or order in question.

Rule 2  Any action or conduct, on or off duty, which impedes the department's efforts to achieve its goals, mission or values, or which degrades or brings disrespect upon any member or the department as a whole; or any action that impedes the operation or efficiency of the department and its members.

Rule 3  Failure to exercise the responsibility or authority of the position to which a member is assigned in accordance with job specifications or work rules of that assignment.

Rule 4  Failure to perform a duty

Rule 5  Failure to render a police service during an emergency situation.

Rule 6  Incompetency or inefficiency in the performance of a duty or task.

Rule 7  Engaging in any activity or personal business which could cause any member to neglect or be inattentive to duty.

Rule 8  Leaving a duty assignment or designated patrol area without being properly relieved or without proper authorization.

Rule 9  Reporting for a tour of duty, including all duty assignments:

   a. Failure to report for any duty at the time or place required by assignment or orders.

   b. Failure to be neatly or properly groomed for duty.

   c. Failure to be properly equipped for duty.

   d. Failure to be cognizant of information required for the performance of duty.

   e. Failure to be physically or mentally fit for duty.
f. Failure to be prompt at the time or place required by assignment.

**Rule 10**
Beginning and terminating tours of duty:

a. Failure to report to the member's supervisor, or the ranking supervisor on duty, as appropriate, at the beginning of tour of duty.

b. Failure to report to the member's supervisor, or to the ranking supervisor on duty, as appropriate, prior to terminating a tour of duty.

**Rule 11**
Failure to keep a department vehicle in public view while working, except when authorized by a supervisory member for the performance of police duty.

**Rule 12**
Any conduct or action taken, or attempted, to use the official position as a member of the department for personal gain or influence including soliciting or accepting a gratuity, gift, present, reward or any other thing of value, for any service rendered or sought to be rendered as a department member, or as a condition for not performing duties; and giving to, or receiving from, any other member any gift, present, gratuity, or other thing of value, in exchange for preferential consideration. Gifts from a member’s relatives or friends upon appropriate occasions are permissible, provided they are not in exchange for preferential consideration or do not otherwise create an implication of impropriety.

**Rule 13**
Recommending the hiring or patronage of any specific professional or commercial service for hire, other than approved city agents or resources, in connection with the execution of official duties.

**Rule 14**
Seeking or soliciting while on or off duty, or otherwise under the guise of one’s official capacity, contributions, or any other thing of value of any kind from anyone, by any means, for any purpose under any circumstance, including collections for charitable purposes by any member or his/her agent, or by any group of members or their agents, except as specifically authorized or sanctioned by the chief of police.

**Rule 15**
Making inappropriate statements or promises regarding bonds to any person in custody.

**Rule 16**
Giving an opinion as to fine or penalty.
Rule 17  Failure to promptly or respectfully obey the orders of supervisory members, or other members acting in a supervisory capacity.

Rule 18  Disrespectful behavior, willful maltreatment or abusive language towards any person, whether a citizen or a member of the department.

Rule 19  Engaging in any unjustified physical altercation with any person or member.

Rule 20  Failure to provide prompt, correct, or courteous service.

Rule 21  Failure to conduct official business through channels, as indicated in the current organizational structure. Rank will not be disregarded in conducting official business, except where authorized by the chief of police, by law, or by any current labor agreement.

Rule 22  Failure to maintain a professional bearing or an alert attitude and appearance, and/or failure to wear the prescribed uniform and designated headgear in the prescribed manner. Failure to keep on-duty clothing and/or equipment clean and in good repair. Failure to have hair, mustache, or sideburns clean and neatly cut, as prescribed.

Rule 23  Wearing any unauthorized insignia or items on the police uniform and/or on one’s person.

Rule 24  Smoking, or chewing tobacco/gum, while specifically dealing with, or engaged in, any activity with the public.

Rule 25  Failure to adequately secure, maintain, or care for department property, including property issued to a member, or knowingly using the department’s equipment or property in an improper or unauthorized manner.

Rule 26  Failure to promptly report lost, damaged, or defective equipment/property belonging to the department.

Rule 27  Failure to operate a city vehicle in a careful or prudent manner.

Rule 28  Permitting any person not on official police business to sit or ride in a department vehicle, except for official ride-alongs and humanitarian rides (e.g. elderly, sub-zero weather), unless authorized by the Chief.

Rule 29  Using any department equipment or property for personal use or in any improper manner, unless authorized by the chief of police.
Rule 30  Failure to promptly inventory or process recovered property or evidence.

Rule 31  Failure to promptly answer a radio or computer communication.

Rule 32  Failure to report back into service immediately upon the completion of an assignment.

Rule 33  Failure to adhere to professional or proper radio or computer communication procedures.

Rule 34  Failure to sign off properly when exiting the squad car or failure to keep the Communications Center advised of call status or activities.

Rule 35  Taking excessive time for meals, breaks, or for personal reasons.

Rule 36  Failure to promptly report any anticipated absence from duty.

Rule 37  Being absent from duty without proper authorization.

Rule 38  Failure to report to a member's supervisor or the Office of Professional Standards, as appropriate, any violations of the rules and regulations, or any improper conduct, or any information concerning any crime or other unlawful action.

Rule 39  Failure to submit immediately a written report that any member, including oneself, is under investigation or has been arrested for an ordinance violation, a misdemeanor, or a felony charge by any law enforcement agency other than the Evanston Police Department.

Rule 40  Making a false report or statement, written or oral, in connection with job related responsibilities.

Rule 41  Failure to submit all necessary reports on time and in accordance with established procedures of the department.

Rule 42  Disseminating, releasing, altering, defacing, removing, or destroying any department records or information concerning police matters, except as provided by department orders or directives.

Rule 43  Failure to treat official business of the department as confidential.

Rule 44  Unlawful or unnecessary use or display of a weapon or other force.

Rule 45  Failure of any member to immediately make an oral and written report to his supervisor whenever such member discharges a firearm in his/her official capacity, other than for training purposes.
Rule 46  Carrying or using any unauthorized equipment, weapon, or ammunition.

Rule 47  Intoxication on duty or a member’s having any level of alcohol or controlled substance in his/her system while on duty or while working in a capacity that makes him/her representative of the department.

Rule 48  Entering any tavern, bar or liquor store, while on duty or in uniform, except in the performance of a police duty.

Rule 49  Drinking alcoholic beverages or taking controlled substances while on duty or in uniform, or transporting or possessing alcoholic beverages on or in department property, except in the performance of a police duty.

Rule 50  Working in or engaging directly in the ownership, maintenance, or operation of a tavern or retail liquor establishment.

Rule 51  Refusing to correctly or promptly give star number and/or name when requested by other members or private citizens.

Rule 52  Engaging in off-duty employment which:

   a. Physically or mentally exhausts the officer to the point that performance may be affected.

   b. Requires special consideration be given to scheduling of the officer’s regular duty hours.

   c. Brings the department into disrepute or impairs the operation or efficiency of the department or its members.

   d. Has not been approved.

Rule 53  Failure to keep the chief of police informed, in writing, of current residence address and telephone number. A pager or beeper number or an answering service is not sufficient.

Rule 54  Failure to be prepared, or to testify, or to give evidence before any grand jury, medical examiner or court of law, or before any governmental, administrative, or investigative agency, when properly called upon to do so.

Rule 55  Failure to appear at a required court hearing without a good cause.

Rule 56  Failure to cooperate when called to give evidence or a statement by any investigative branch of the Evanston Police Department, when the
evidence or statements sought relate specifically, directly, and narrowly to the performance of one’s official duties.

**Rule 57** Publicly criticizing or ridiculing the department, its policies, or other members by speech, writing or expression that is defamatory, obscene, unlawful, and which undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity, or is derogatory to the department or any member or policy of the department.

**Rule 58** Associating or fraternizing with any person known to have been convicted of a felony, either state or federal, except family members or persons authorized by the department.

**Rule 59** Engaging in political activity while on duty or while on city premises in any city-connected function, or use of the official city office or title while engaging in political activities while off duty.

**Rule 60** Holding a political office or being an officer of a political party within the City of Evanston while being employed by the City of Evanston.

**Rule 61** Participating in, encouraging the participation of others in, or otherwise supporting any strike, slow-down, concerted stoppage of work, or any other illegal interruptions of operations against the department or the city.

**Rule 62** Failure to aid, assist, or protect a fellow officer or employee in that officer’s or employee’s time of need, to the fullest extent of one’s capabilities.

**Rule 63** Using the department’s official address for receipt of personal correspondence and/or packages without prior approval of the chief of police; giving the department’s official address as a place of residence unless otherwise prescribed by law.

**Rule 64** Excessive or inappropriate use of department telephones.

**Rule 65** Giving another employee’s address or home telephone number to anyone other than authorized employees of the department.

**Rule 66** Failure to receive prior supervisory authorization to travel outside the city.

**Rule 67** Signing in or out for a duty/work assignment for someone else, or otherwise indicating the attendance or presence of another.

**Rule 68** Sleeping on duty, or giving the appearance of being asleep.
Rule 69  Abuse of sick leave, based on false claims of illness or injury, or falsification of proof to justify such sickness or injury, or patterns of sick leave abuse.

Rule 70  Standard Operating Procedure Manual and/or Department Manual

   a. Failure to produce an assigned standard operating procedure manual or department manual by the end of his or her tour of duty upon request of a supervisor.

   b. Loss of a standard operating procedure manual or a department manual.

   c. Failure to keep an assigned standard operating procedure manual or department manual updated.

   d. Failure to have a standard operating procedure manual or department manual available while on duty.

Rule 71  Making false statements, reports, or records of accrued compensatory or vacation time, or the misuse of compensatory or vacation time.

Rule 72  Smoking in any part of the building.

Rule 73  Taking, or having in one’s system, any substance--either illegal or prescribed--that would hamper the ability to perform one’s duties.

Rule 74  Subject any person or group, or allow any person or group to be subjected, to any form of harassment, discrimination, prejudice or bias on the basis of race, ethnic background, sex, age, religion or any other personal characteristic, belief, or affiliation.
CITIZEN POLICE REVIEW COMMISSION

COE Ordinance – Chapter 15 – CPRC

CITY OF EVANSTON POLICIES

COE Code of Ethics
COE Healthy Work Environment
COE Information Technology Use Policy
COE Personnel Manual
COE Sexual Harassment Policy

EVANSTON POLICE DEPARTMENT

EPD Employee Manual
EPD Lexipol Policy
EPD Organizational Chart
Hillard Heintz Study

EVANSTON POLICE DEPARTMENT LEXIPOL POLICIES

203 – Training
300 – Use of Force
302 – Handcuffing & Restraints
303 – Control Devices & Techniques
304 – Conducted Electrical Weapons
312 – Search & Seizure
313 – Temporary Custody of Juveniles
321 – Standards of Conduct
345 – Resisting/Obstructing Arrest
401 – Bias-Based Policing
421 – Mobile Audio/Video
423 – Portable Audio/Video Recorders
424 – Public Recording of Law Enforcement Activity
435 – First Amendment Assemblies
900 – Temporary Custody of Adults
901 – Custodial Searches
1010 – Personnel Complaints

OFFICE OF PROFESSIONAL STANDARDS (OPS)

Body-Worn Camera Retention Times
Complaint Dispositions
Complaint Flow
EPD Complaint Form
Illinois Uniform Peace Officer’s Disciplinary Act (UPODA)
Prohibited Conduct (Section 8 EPD Employee Manual)
Types of Investigations
UPODA Amendment

UNION CONTRACTS

AFSCME Union Contract 2019 – 2022 (American Federation of State, County, and Municipal Employees)
FOP Patrol Union Contract 2019 – 2022 (Fraternal Order of Police)
FOP Sergeants Union Contract 2019 – 2022 (Fraternal Order of Police)

ILLINOIS STATE LAW (ILCS)

Body-Worn Camera (50 ILCS 706)