



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.02

TITLE: Rockford Police Department Organization

SERIES NUMBER: 10

SERIES TITLE / SUBJECT: Organization, Management, and Administration

TOPICS/ REFERENCE: Departmental Organization, Organization, Rockford Police Department, Rockford Police Department Organization

APPENDICIES: A, B

ORIGINAL / EFFECTIVE ISSUE DATE: August 2, 2006

DATE OF LAST REVISION: October 17, 2014

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 11.1.1 - 11.2.1 - 11.2.2 - 11.3.1 - 11.3.2 - 11.4.3 - 12.1.2 - 33.5.4

Policy:

It is the policy of the Rockford Police Department to be organized by function in order to make efficient use of all resources of the agency.

Purpose:

The purpose of this General Order is to state the functions and define the organization of the Rockford Police Department. This Order will also state the primary duties and responsibilities of the bureaus, divisions, units, and sections of the Department.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. DEPARTMENTAL AUTHORITY
- III. ORGANIZATIONAL STRUCTURE
- IV. ORGANIZATIONAL STRUCTURE – SPECIAL UNITS
- V. CHAIN OF COMMAND
- VI. SPAN OF CONTROL
- VII. AUTHORITY AND RESPONSIBILITY
- VIII. ORGANIZATIONAL RELATIONSHIPS
- IX. EFFECTIVE DATE
- X. REVIEWS, REVISIONS AND CANCELLATIONS

APPENDICES:

- A. Organizational Chart
- B. Winnebago County Integrity Task Force – Interdepartmental Agreement

I. Definitions:

- A. Component: A subdivision of the Department such as a bureau, division or unit this is established and staffed on a full-time basis.
- B. Bureau: The largest unit within the Department. A Commander (Deputy Chief, Assistant Deputy Chief or lieutenant may command a bureau.
- C. Division: The primary segment of a bureau. A lieutenant or civilian supervisor will command a division.
- D. Unit: A segment of a bureau, which performs a specialized task supportive of the bureau or division's responsibilities. A sergeant will supervise a unit.
- E. Section: A component within a bureau and is subordinate to the bureau responsible for a particular function. Command or supervision responsibility of a section may be directed to a deputy chief, assistant deputy chief, lieutenant, sergeant or a civilian supervisor.

II. Departmental Authority:

- A. The Police Department is created as an executive branch of the city government by City Ordinance (Section 21-1), using powers vested through Illinois Compiled Statutes (65 ILCS 5/11-1). It is assigned the following functions:
 - 1. The prevention and detection of criminal activity.
 - 2. The apprehension of offenders.
 - 3. The protection of life and property.
 - 4. The enforcement of laws and ordinances.
 - 5. Providing other services to the citizens of the City of Rockford that are deemed to be proper functions of the Police Department.

III. Organizational Structure: (CALEA 11.1.1)

- A. Chief of Police: The Department is commanded by the Chief of Police who is responsible for the direction and guidance of all components of the Department through use of written and oral orders, policies, and directives. In addition to all the various components of the Department, the following will report directly to the Chief of Police.
 - 1. Chaplain Division: Responsible to assist officers, other city personnel, and the public with assistance ranging from death and accident notifications to assisting those in need of food, shelter, transportation, counseling, as well as coordinating the duty chaplain program.
- B. Office of Professional Standards: Responsible to investigate all formal complaints and inquiries against sworn and non-sworn personnel, and to conduct staff inspections as assigned by the Chief of Police.
 - 1. Administrative Review: Responsible for reviewing an incident or event regarding Department policies, procedures, practices and training.
- C. Administrative Services Bureau: Shall serve as an extension of the Chief of Police managing the administrative functions of the Department. Administrative staff functions assigned to this bureau are as follows.

1. Administrative Services Bureau Lieutenant: Responsible for supervising the support operations of the Administrative Services Bureau as well as overseeing the Rockford Police Department's Explorer Post 911.
2. Leadership and Staff Development Lieutenant: Responsible for overseeing and supervising the Recruiting, Accreditation, and Training Sections of the Department. The functions of the sections assigned to the Leadership and Staff Development Lieutenant are as follows:
 - a. The Training Section is responsible for planning, executing, developing and managing the Department's training program. Duties include monitoring and maintaining the training records and supervising all Department instructors. This section serves as the Department's liaison with other agencies and educational institutions providing training to the Department.
 - 1) Armament Section: Responsible for performing inspections, maintenance, repairs, and alterations to all duty and off-duty Department authorized weapons, as well as all Department owned specialized weapons.
 - b. Recruiting will serve as an extension of the Chief of Police managing the recruiting functions of the Department. Recruiting functions assigned to this section shall include attracting, seeking out and recruiting prospective candidates for employment with the Department. Duties include advising candidates as they move through the application and employment process. This section also coordinates the application and testing process and acts as the Department's liaison with the Board of Fire and police Commissioners.
 - c. The Accreditation Section is responsible for the development of departmental general orders, policies and standard operating procedures, as well as maintaining the "proofs" for standards relating to the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Accreditation and Policy Section utilizes PowerDMS to ensure periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished. PowerDMS is used to generate workflows which shall be distributed prior to the due date for time-sensitive material to be submitted. The Administrative Services Assistant Commander will serve as the Accreditation Manager and shall receive specialized accreditation manager training within one year of being assigned. (CALEA 11.4.3, 33.5.4)
3. Evidence and Property Unit: Responsible for the custody, control, transportation, sale, and destruction of all evidence and property coming into the possession of the Department, as well as the distribution of operating supplies within the Department.
4. Financial Analyst Section: Responsible for budget preparation and review, including financial analysis, monitoring expenditures, writing bid specs., and working with property and casualty claims. Performs related work as required.

5. Fiscal Services Section: Responsible for purchases, accounts payable, accounts receivable, and the issuance of uniforms and equipment. Fiscal Services also monitors the budget, researches various police and office products, prepares bid specifications and oversees contracts with vendors.
 6. Payroll Section: Responsible to maintain the official record of all work schedules. Records the use, payment, and administration of overtime. Documents hours worked, and accumulation/usage of holiday, vacation, and sick-time.
 7. Records Center Division: Responsible for acting as the central repository for incident, arrest, traffic records, and offense crime data, after reviewing such data for completeness and accuracy. Duties include entry of data into the records management system as well as dissemination of the data to Department personnel or any other person or entity having a lawful and legal right to the data.
 - a. Crime Analysis Section: Responsible for utilizing crime analysis data to assist operational and administrative personnel with planning and deployment of resources in order to prevent, reduce, and suppress criminal activities.
 - b. Information Services Section: Responsible for the installation, maintenance and repair of the Department's computer hardware and software and web site development. Duties include anticipating future computer needs of the Department and developing plans to meet those needs.
- D. Field Services Bureau: Shall serve as an extension of the Chief of Police managing the patrol and crime prevention functions of the Department. The Commander of the Field Services Bureau or their designee shall oversee the field training program which is responsible for a probationary officer's transition from the academic setting to the performance of general law enforcement patrol duties of the Department as described in General Order 20.03 - Field Training Program and Evaluation Process. Other functions assigned to this bureau are as follows.
1. Field Services Bureau Administrative Lieutenant: Responsible for supporting the patrol function with inspection, maintenance, repairs and supplying of vehicles, radios and equipment, as well as scheduling for special events requiring hireback of officers, the planning and providing police services, particularly security and traffic control for special events occurring in the City of Rockford (e.g. 4th of July Event). The Field Services Administrative Lieutenant is also responsible for overseeing and supervising the following field services functions:
 - a. Community Services Unit: Responsible for support of the patrol function by working closely with citizens, businesses, and neighborhood groups in reducing or eliminating recurring crime and/or quality of life issues affecting neighborhoods and the community. The supervisor of the Community Services Unit shall act as the coordinator for the Citizens Assisting Police CAPS program.
 - b. Central Reporting Section: Responsible for *Front Desk and Deferred Police Response* (DPR) functions. Front Desk duties include

- providing information or referrals to citizens calling or visiting the Public Safety Building (PSB) and controlling visitor access to the second and third floors of the PSB. DPR duties include completing walk-in traffic crash reports as well as investigating and completing reports of non-emergency criminal complaints and other calls for service, via telephone. Supervision of this unit will require scheduling staff, reviewing and approving police reports, reviewing calls for service to identify patterns and trends and prioritize responses to these calls.
- c. School Liaison Unit: Responsible for assigning and staffing officers for initial and follow-up investigations of criminal incidents occurring on Rockford School District property with an emphasis on fostering the flow of information between the two organizations. Duties include security, conflict resolution, mediation, education and community policing.
 - d. Traffic Unit: Responsible for the investigation and enforcement of traffic related incidents within the City of Rockford including traffic crash investigations and reconstruction, DUI enforcement, directed enforcement efforts, and other traffic related enforcement and service responses.
4. Patrol Shift: Responsible for providing timely emergency and non-emergency police services within the City of Rockford. The Department utilizes four shifts: Day Shift (daytime hours), Cover Shift (late morning to evening hours), Afternoon Shift (late afternoon to late evening hours) and Night Shift (late evening to early morning hours) to provide 24 hour coverage. Services may include investigations of criminal complaints, non-criminal calls for service and community care-taking functions.
 - a. K-9 Unit: Responsible for providing the Department with the unique capabilities specially trained dogs and dog handlers offer in the areas of building, vehicle and article searches, and the tracking of individuals as well as supplementing the three patrol shifts.
 - b. M3 Streets Team Unit: Responsible for supporting the patrol and detective functions in unmarked vehicles by targeting high crime areas within the city with an emphasis on areas of repeated citizen complaints of criminal activity. Duties also include responding to and backing up uniformed officers of the three patrol shifts.
- E. Investigative Services Bureau: Shall serve as an extension of the Chief of Police managing the investigation and follow-up of criminal incidents. This Bureau serves as the Department's liaison with the State's Attorneys Office as well as with other federal, state and local investigative agencies in the detection, investigation and prosecution of criminal activity.
 1. Crimes Against Person Unit: Responsible to conduct investigations of crimes against persons including murder and armed robbery.
 2. Crimes Against Property Unit: Responsible for conducting investigations of all commercial, residential, and vehicle burglaries. As well as a wide variety including property crimes, thefts, computer, and internet crimes, financial and stolen identity crimes.

3. Domestic Violence Unit: Responsible for reviewing and investigating complaints of domestic battery, domestic violence, domestic trouble and order of protection violations. This unit serves as the Department's liaison with the State's Attorneys Office as well as all court and social service agencies dealing with domestic related crime issues.
4. Gang Crimes Unit: Responsible for conducting investigations related to gang involved crimes. Serves as the Department's liaison with the Bureau of Alcohol, Tobacco and Firearms (ATF) for the purpose of tracing every firearm recovered by the Department.
5. Identification Unit: Responsible for the documentation and processing of physical evidence at crime scenes, as well as other forensic related tasks required by the Department.
6. Rockford Narcotics Unit: Responsible for narcotics related investigations of individuals and criminal enterprises. This unit also serves as a liaison with federal, state, and local law enforcement agencies conducting investigations of narcotics related crime.
7. Youth/Sex Crimes Unit: Responsible to conduct investigations of crimes involving victims or suspects under the age of seventeen (17) years, all sex offenses regardless of age, auto theft, and missing person incidents.

IV. Organizational Structure – Special Units

- A. The following Special Units are under the command of the Administrative Services Bureau:
 1. Mobile Command Unit: Responsible for deploying the Department's Mobile Command Vehicle and establishing a temporary command and communications center at major crime scenes, major traffic crash scenes, special events and/or any other incident when requested by an officer and authorized by the Commander of the Administrative Services Bureau or his/her designee.
 2. Mobile Field Force: Responsible for providing a rapid, organized and trained response to civil disorder, crowd control, or other tactical situations. Tactics used are based on small squad tactics developed by the Office of Domestic Preparedness and the Illinois Law Enforcement Alarm System (ILEAS), as well as traditional Mobile Field Force tactics. Officers shall be members of the Regional ILEAS Field Force Unit and is subject to mutual aid call outs to outside jurisdictions.
- B. The following Special Units are under the command of the Investigative Services Bureau:
 1. Bomb Unit: Responsible for providing detection, evaluation and rendering safe procedures for suspect improvised explosive devices (I.E.D.), incendiary devices, explosives, hazardous materials, pyrotechnics, military ordinance and weapons of mass destruction.
 2. Hostage Negotiation Unit: Responsible for dealing with potentially violent situations. These situations include, but are not limited to, barricaded subjects, hostage incidents, sniper fire incidents and, at times, situations where individuals are threatening suicide with or without a weapon.

Non-violent means can be used in an attempt to bring any such incident to a successful conclusion without the use of force.

3. SWAT Unit: Responsible for providing protection, support, security, firepower and rescue during police operations in high risk situations where specialized weapons and tactics are necessary to minimize casualties.
 4. Winnebago County Integrity Task Force: Responsible for the investigation of participating agency-officer involved shooting incidents. See Appendix B for participating agencies, guidelines and agreement details.
- C. The following Special Units are under the command of the Field Services Bureau:
1. ATV Unit: Responsible for enhancing the patrol functions, whenever feasible and appropriate. This includes, but is not limited to, tactical patrol in problem areas where access of patrol squad cars are prohibited or are not designed for. The ATV may be used during special events to provide efficient transportation of officers when incidents require. Incidents involving large expanses of land, such as searches and remote crime scenes, may also require the use of the ATV.
 2. Dignitary Protection Section: Responsible for planning and providing security details for dignitaries visiting the City of Rockford.
- V. Chain of Command: (CALEA 11.3.2, 12.1.2a/b/d))
- A. The chain of command, descending from the Chief of Police to the lowest rank shall be as follows.
 1. Chief of Police
 2. Deputy Chief of Police
 3. Assistant Deputy Chief of Police
 4. Lieutenant
 5. Sergeant
 6. Police Officer
 - B. Each employee or component is accountable to only one supervisor at any given time. Personnel may still receive commands, orders, or directions from a supervisor outside of their chain of command when immediate action is appropriate or required. (CALEA 11.2.1, 11.2.2, 12.1.2c/d))
 - C. In the absence of a supervisor, personnel may also receive commands, orders, or directions from officers of equal rank if the officer of equal rank has more seniority on the Department. Officers assigned as investigators are also considered senior to uniformed officers at the scene of a crime or other incident in the absence of a supervisor. When a supervisor is present at a scene, investigators and uniformed officers are considered of equal rank. (CALEA 12.1.2c/d))
 - D. Supervisory personnel are accountable for the performance of employees under their immediate control.
- VI. Span of Control:
- A. Span of control is dependent upon the complexity and nature of a duty assignment as well as the competency, reliability, and experience of immediate subordinates. It also may be affected by unforeseen or emergency circumstances that may require an expanded span of control beyond recommended limits.

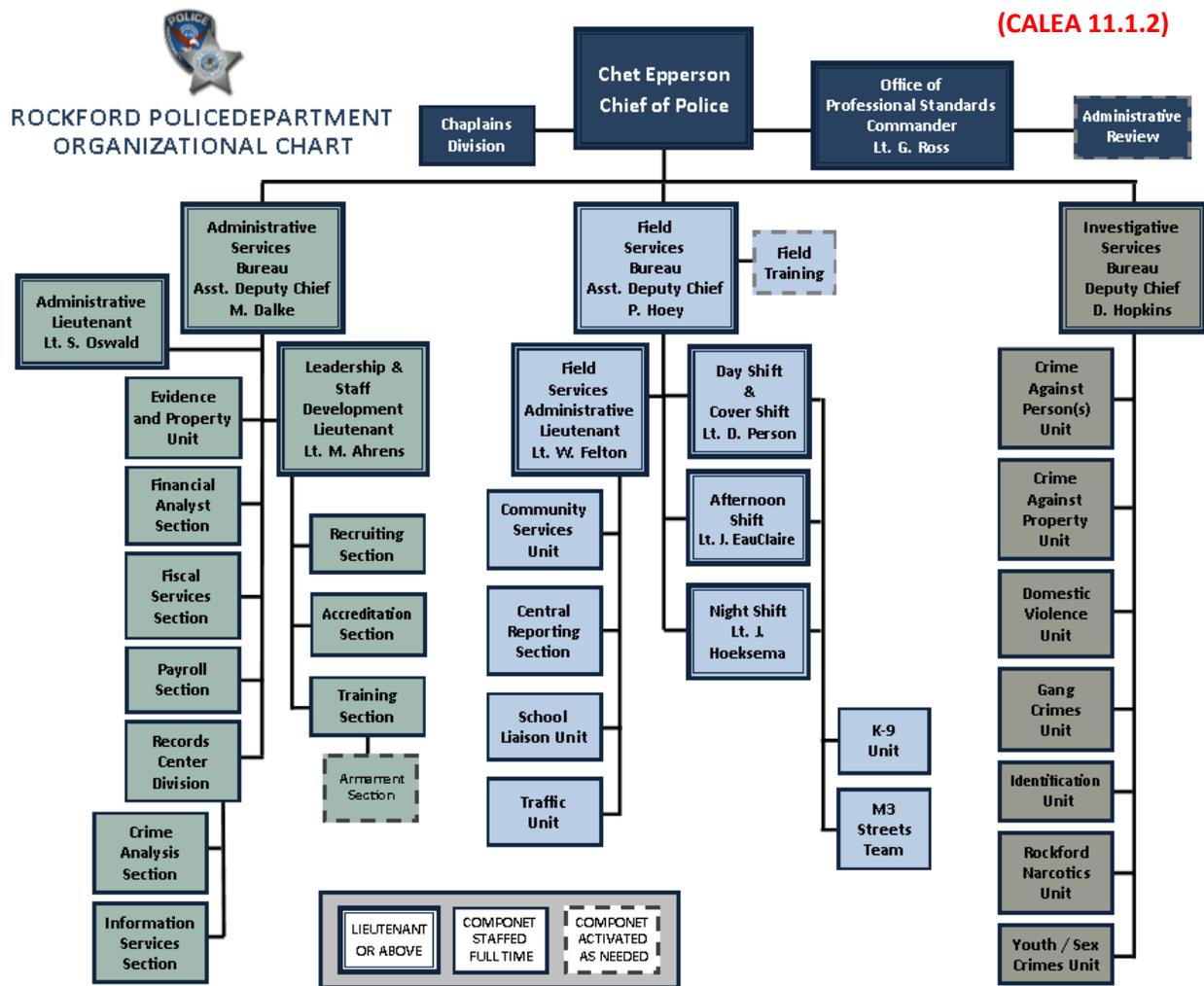
- B. In general, the number of personnel under the immediate control of a supervisor will not normally exceed ten (10).
- VII. Authority and Responsibility: (CALEA 11.3.1a, 12.1.2d)
- A. Authority to perform the required activities of a particular component of the Department is delegated by the Chief of Police through the chain of command structure to individual employees.
 - B. At every level of the Department, personnel are therefore given the authority to make decisions necessary to effectively accomplish their duties and responsibilities of their position. (CALEA 11.3.1a)
 - C. At every level of the Department, personnel will be held fully accountable for the proper use of their delegated authority in accomplishing their duties and responsibilities of their position. (CALEA 11.3.1b)
 - D. Personnel who have questions concerning their delegated authority should bring such questions to the attention of their supervisor or the Chief of Police for prompt answers and resolutions.
 - E. Officers who are given an otherwise proper order, which is in conflict with a previous order, rule, regulation or other directive, shall respectfully inform the supervisor who issued the conflicting order of the conflict. If the supervisor does not alter or retract the conflicting order, then the order shall stand.
 - 1. Under these circumstances the responsibility for the conflict shall be upon the supervisor.
 - 2. Officers shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.
 - 3. Officers shall not obey any order that they know, or should know, would require them to commit an illegal act. If in doubt as to the legality of an order, Officers shall either request clarification of the order or confer, as soon as possible, with higher authority in an acceptable, professional manner.
- VIII. Organizational Relationships:
- A. All supervisory personnel shall attend periodic staff meetings. The staff meetings are intended to enhance cooperation, communication, and to coordinate the goals of the Department. Additional formal and informal meetings are held as needed.
 - B. The exchange of information with all Department personnel and functions is also accomplished through the following methods:
 - 1. Squeal Sheet information
 - 2. Daily Activity Logs
 - 3. Attendance by investigators at roll calls
 - 4. Distribution of Crime Analysis Bulletins
 - 5. General Orders, Memorandums and Bulletins
 - 6. Email and voice mail
 - 7. PowerDMS

- IX. Effective Date:
- A. The Department's Policy on Department Organization became effective on August 2, 2006.
- X. Reviews, Revisions And Cancellations:
- A. This General Order is scheduled to be reviewed annually and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – Written Directives.
- B. This Order is a revision of General Order *10.02 – Rockford Police Department Organization* issued August 2, 2006. This Order also supercedes Memorandum *2007-001 – Department Policies, Procedures, Rules and Regulations*.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

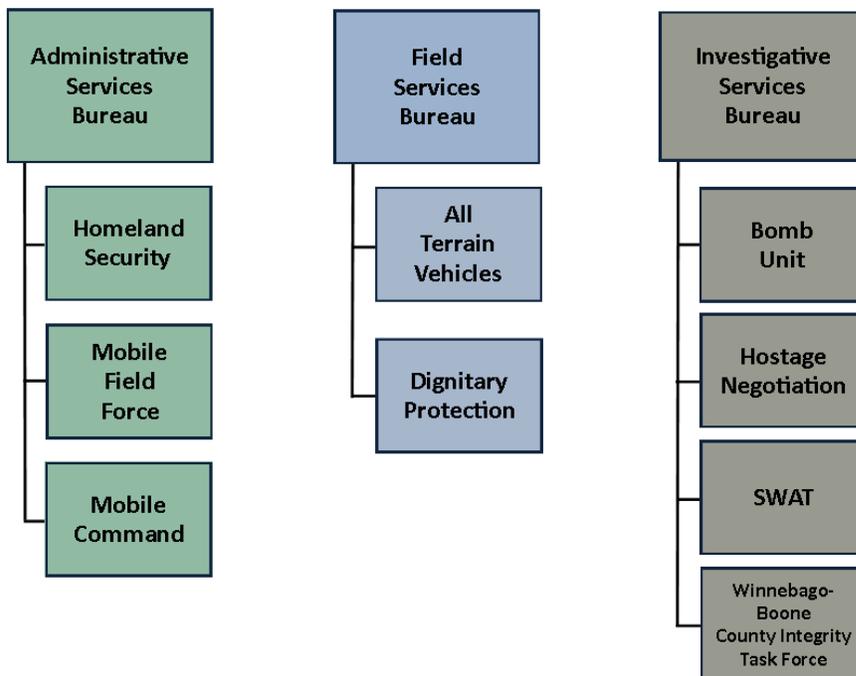
BY ORDER OF
Chet Epperson
Chief of Police

APPENDIX A

(CALEA 11.1.2)



ROCKFORD POLICE DEPARTMENT SPECIAL UNIT ORGANIZATIONAL CHART



APPENDIX B

WINNEBAGO COUNTY INTEGRITY TASK FORCE WINNEBAGO COUNTY, ILLINOIS

The undersigned law enforcement agencies charged with the duty of enforcing the law and protecting their citizens from illegal activity, recognize that the most effective means to accomplish that duty is through the pooling of their resources and the joint exercise of their respective authorities; and do now enter into this Inter-agency Agreement to jointly conduct certain law enforcement investigations.

In consideration of the terms herein set forth and the mutual covenants and obligations of the parties hereto, the undersigned parties agree to the following:

I. PARTIES

The Winnebago County Integrity Task Force (Task Force) shall consist of the Cherry Valley Police Department, Durand Police Department, Loves Park Police Department, Pecatonica Police Department, Rockford Police Department, Rockford Park District Police Department, Rockton Police Department, Rock Valley College Police Department, Roscoe Police Department, Illinois State Police (ISP), Winnebago County Sheriff's Office, Winnebago Police Department, and the South Beloit Police Department. This agreement is applicable only to member agencies.

II. AUTHORITY

The parties hereby enter into this agreement in accordance with the authority vested in them by Article VII, Section 10, of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act, 5 ILCS 220/1.

The Task Force will be governed by the "Winnebago County Integrity Task Force Governing Board" (hereinafter referred to as the "Board"), which will consist of the following representatives of the member Agencies: The ISP Zone 2 Investigations Commander or her/his designee, Winnebago County Sheriff or her/his designee, Rockford Chief of Police or her/his designee, Cherry Valley Chief of Police or her/his designee, Durand Chief of Police or her/his designee, Loves Park Chief of Police or her/his designee, Roscoe Chief of Police or her/his designee, Rockton Chief of Police or her/his designee, Rock Valley College Chief of Police or her/his designee, Rockford Park District Chief of Police or her/his designee, Pecatonica Chief of Police or her/his designee, Winnebago Chief of Police or her/his designee, and the South Beloit Chief of Police or his/her designee.

The Board shall elect a Chairperson and Co-Chairperson to serve as administrators of the Task Force in the absence of the full Board.

III. PURPOSE

The purpose of the Task Force is to provide objective, comprehensive investigations into matters of integrity involving law enforcement agencies within the geographic boundaries of Winnebago County and those matters.

The Task Force will conduct reactive investigations when a request for Task Force assistance has been received from the Sheriff or Chief of Police. The requesting Sheriff or Chief agrees to support the investigation and to cooperate with state or federal prosecutors if the investigation determines that criminal conduct has occurred.

Task Force assistance can be requested under the following circumstances:

1. Use of deadly force by personnel of a participating law enforcement agency;
2. Death or serious injury of an individual in the custody of a law enforcement agency;
3. Any other on duty criminal investigations approved by the Governing Board;

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IV. COSTS

The parties agree that personnel appointed to the Task Force will remain employees of their respective agencies for payroll purposes. The agencies will supply necessary equipment items and will compensate their personnel for work performed in support of Task Force operations. Such compensation may include, but is not limited to, costs for wages, overtime, injury, death, and retirement benefits and insurance.

V. LIABILITIES/INSURANCE

1. Each agency will accept liability to the extent required by the Illinois Worker's Compensation Act (820 ILCS 305/I et seq) for personal injuries incurred while engaged in Task Force activities.
2. Member Agencies will furnish their assigned officers with a suitable vehicle and will bear sole responsibility for the costs of maintaining, operating, and insuring said vehicle.
3. Each Member Agency agrees to assume liability for its respective personnel, vehicles and equipment assigned to the Task Force. Each participating Member Agency assumes responsibility for the indemnification of those agency personnel acting under the authority of this agreement.

VI. INTEGRITY TASK FORCE STAFFING

1. ISP, RPD and WCSO, will assign no less than three officers to the Task Force. Other participating agencies are encouraged to assign at least one officer to the task force. However, with Board approval, any Winnebago County law enforcement agency shall be allowed participation in the task force although staffing prohibits assignment of personnel. One of the ISP personnel will be a Command Officer (Master Sergeant or above) who will be responsible for supervising the overall operation of the Task Force and will report to the Winnebago County Integrity Task Force Governing Board. The Task Force supervisors (2) shall be members of participating agencies and will report through the command officer on all operational issues;
2. The Board may disband the operation of the Task Force at any time by a majority vote of the Board, whereupon this agreement shall be terminated.

VII. OPERATIONAL PROCEDURES

The parties agree that the following operational procedures shall prevail throughout the duration of this agreement.

1. Task Force Commander
 - A. Will be an ISP Officer (Master Sergeant and above) acting under supervision of ISP Zone 2 Investigations Command, or her/his designee;
 - B. Is responsible for the operations of the Task Force and overall direction and supervision of the assigned work force, to include the maintenance of case review and reporting;
 - C. Will adhere to all laws of the state of Illinois and the United States of America;
 - D. Will maintain compliance with their respective agency's policies and procedures;
 - E. Will recommend and assist in arranging training for personnel assigned to their supervision, as approved by the Board;
 - F. Is responsible for apprising the Review Board of the Task Force operations and for providing activity reports as directed by the review board
 - G. Will ensure notification has been made to the Winnebago County States Attorney

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2. Task Force Supervisors

- A. Will be full-time police officers from participating agencies who have completed the appropriate training as required by the Board and are not the subject of any current or pending disciplinary action;
- B. Will adhere to the laws of the state of Illinois and the United States of America;
- C. Will maintain compliance with their respective agency's policies and procedures, as well as the policies and procedures of ISP. In the event of conflict, the most rigid standard will apply;
- D. Will perform the duties and supervisory roles of the Task Force Commander during his/her absence;
- E. Will supervise Task Force members during investigations.

3. Task Force Members

- A. Will be full-time police officers from participating agencies who have completed the appropriate training as required by the Board law and are not the subject of any current or pending disciplinary action;
- B. Will adhere to all laws of the state of Illinois and the United States of America;
- C. Will maintain compliance with their respective agency's policies and procedures, as well as the policies and procedures of ISP. In the event of conflict, the most rigid standard will apply.

VIII. OTHER OPERATIONAL CONSIDERATIONS

1. **Conflict of Interest** - Task Force Members will not be assigned to an operational function of any Task Force investigation if the Task Force member is employed by the requesting agency or has a legitimate conflict of interest to the on-going investigation.

Nothing in this agreement shall preclude the requesting agency from providing a professional and thorough law enforcement response to any incident covered in Article III to include ensuring public safety, giving aid to the injured, securing the crime scene, protecting evidence, and identifying witnesses.

2. **Department Liaison** - The requesting agency shall designate a department employee to act as a liaison with the Task Force during the investigation. Any requests for documents, records, or other relevant information needed by the Task Force will be made through the department liaison.
3. **Investigation of original crime** - The requesting agency may request the Task Force conduct the investigation of any precursor crime(s) related to any incident investigated by the Task Force.
4. **Crime Scene Protocol** - The Task Force shall use Illinois State Police Crime Scene Investigators to process the crime scene(s) and/or any evidence as it relates to a Task Force investigation. Evidence collected in which forensic testing is needed will be submitted to the Illinois State Police Division of Forensic Science unless another certified forensic laboratory is approved by the Governing Board. Nothing in this agreement will prohibit the collection of evidence by non-Task Force members when a delay in collecting the evidence could lessen the evidentiary value or jeopardize the integrity of that evidence.
5. **Evidence** - All evidence collected will be maintained by the Illinois State Police until completion of the investigation. Upon completion of the investigation, all evidence shall be transferred to the requesting agency. However, upon a written request of the requesting agency, the Illinois State Police may maintain all evidence until criminal charges, if any, have been completely adjudicated. Furthermore, the Illinois State Police may, upon written request, maintain all evidence until all civil action or remedies arising from the incident have been exhausted.

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6. **Report Writing** – The ISP reporting system and the member agency’s report writing and case preparation procedures shall be utilized to document investigations undertaken by the Task Force. The ISP will serve as the clearinghouse for all written reports and will present a complete copy of the Task Force’s investigative case file to the requesting agency and the Winnebago County State’s Attorney’s Office upon completion of the investigation.
7. **Confidential Sources** – ISP confidential source policy shall be followed. Confidential source policy includes, but it not limited to, preparation of reports identifying the confidential sources (CS), a record of his/her motivation, fictitious names, true signature, photographs, fingerprints and other data which will serve to protect both the CS and his/her control officer. The CS procedure shall include strict adherence to policy for monetary payments (i.e., witnesses and receipt) and debriefing procedures. It is further understood that all file informants developed by the Task Force “belong” to the Task Force and are not the sole providence of one officer. Official Advance Funds (OAF) – ISP directives concerning the utilization of OAF shall be followed.
8. **Media Relations** – Media releases will be handled by the Task Force Commander after consultation with the Winnebago County State’s Attorney. Matters relating to the Task Force investigation will be addressed by the Commander; matters that are administrative and involve personnel of a member agency shall be handled by that agency’s Sheriff or Chief of Police.
9. **Freedom of Information** – The Winnebago County Integrity Task Force recognizes and will comply with the established guidelines set forth in the Freedom of Information Act. Any FOIA requests relating to a Task Force investigation will be referred to the Winnebago County State’s Attorney’s Office.
10. **Report** – A report will be prepared by the Task Force Commander and submitted to the Board or their designee. Significant developments relating to the Task Force investigation will be disseminated to the Board members concerning, but not limited to, the following:
 - A. New investigations;
 - B. Significant case developments.

IX. TERMINATION/MODIFICATION OF AGREEMENT

This agreement shall be in full force and effect between all signatories of this agreement until such a time that the Board dissolves said agreement. A member agency may withdraw from this agreement at any time by providing written notice thirty (30) days prior to withdrawal to the remaining Board members.

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X. SIGNATORIES OF TASK FORCE MEMBER AGENCIES

Dated this 10 Day of June, 2010

CHERRY VALLEY POLICE DEPARTMENT

By: [Signature]

Dated this 22 Day of June, 2010

DURAND POLICE DEPARTMENT

By: [Signature]

Dated this 26 Day of July

ILLINOIS STATE POLICE

By: [Signature]

Dated this 10 Day of June

LOVES PARK POLICE DEPARTMENT

By: [Signature]

Dated this 10 Day of June, 2010

PECATONICA POLICE DEPARTMENT

By: [Signature]

Dated this 22 Day of June, 2010

ROCKFORD PARK DISTRICT POLICE DEPARTMENT

By: [Signature]

Dated this 22 Day of June

ROCKFORD POLICE DEPARTMENT

By: [Signature]

Dated this 10 Day of June, 2010

ROCKTON POLICE DEPARTMENT

By: [Signature]

Dated this 10th Day of June 2010

ROSCOE POLICE DEPARTMENT

By: [Signature]

Dated this 10 Day of June, 2010

SOUTH BELOIT POLICE DEPARTMENT

By: [Signature]

Dated this 10 Day of JUNE, 2010

WINNEBAGO POLICE DEPARTMENT

By: [Signature]

Dated this 15 Day of JUNE, 2010

WINNEBAGO COUNTY SHERIFF'S DEPARTMENT

By: [Signature]

Dated this 22nd Day of JUNE, 2010

ROCK VALLEY COLLEGE POLICE DEPARTMENT

By: [Signature]

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James Puckett
Chairperson

Todd Houde
Vice-Chairperson



Name	ID	TF Assignment	Cellular	Other	E-Mail
Shaver, Todd	4663	Commander	815/979-9445		Todd_Shaver@isp.state.il.us

Squad A

Stevens, Joseph	444	Supervisor Squad A	815/378-8228		Joseph.Stevens@rockfordil.gov
Bruno, Eric	6307	Assistant Supervisor Squad A	815/378-6188		Eric.Bruno@rockfordil.gov
Barabasz, Jeff		Squad A	815/222-3579	815/870 -2091	Jeffrey.Barabasz@rockfordil.gov
Combs, Harold	231	Squad A	815/871-5339	815/987 -5896	Harold.Combs@rockfordil.gov
Davidson, Charles	5468	Squad A	815/871-6987		Charles_Davidson@isp.state.il.us
Eissens, John		Squad A	815/978-7259	815/870 -0310	John.Eissens@rockfordil.gov
Foulker, Darren	31	Squad A	815/871-7681		Darren.Foulker@rockfordil.gov
Guerrero, Adrian	6139	Squad B	779/537-2176		Adrian_guerrero@isp.state.il.us
Garcia, Benny	7830	Squad A	815/904-2161		Bgarcia7830@roscoepolice.com
Gulley, Kevin	136	Squad A	815/519-3800	815/870 -3749	Kevin.Gulley@rockfordil.gov
Ogden, Mary	115	Squad A	815/509-8503	815/870 -4480	Mary.Ogden@rockfordil.gov
Randall, James	434	Squad A	815/378-9045		James.Randall@rockfordil.gov
Shelton, Brad		Squad A	815/494-4415	815/870 -2182	Bradley.Shelton@rockfordil.gov
Truman, Adam	5505	Squad A	815/703-4037	608/368 -1033	sgttruman@chartered.net
Whisenand, Kurt		Squad A	815/509-4594		Kurt.Whisenand@rockfordil.gov

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James Puckett
Chairperson

Todd Houde
Vice-Chairperson

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Squad B

Name	ID	TF Assignment	Cellular	Other	E-Mail
Marino, Larry	2169	Supervisor Squad B	815/509-2191	815/319 -6413	Marinol@wco-il.us
Cunningham, Nick	2232	Assistant Supervisor Squad B	815/509-4614	815/742 -0428	Cunninghamn@wco-il.us
Berg, John		Squad B	815/509-9890		Bergj@wco-il.us
Czech, Robert	833	Squad B	815/262-4355		RCzech@lovesparkpolice.org
Engelkens, Heath	1855	Squad B	815/509-7460	815/319 -6409	Engelkesh@wco-il.us
Guerrero, Adrian	6139	Squad B	815/985-5094		Adrian_guerrero@isp.state.il.us
Heavin, Ryan		Squad B	815/509-4614		Heavinr@wco-il.us
Kaiser, Bill	798	Squad B	815/378-9195		BillKaiser@boonecountysheriff.com
Kutz, Dan	5517	Squad B	779/423-4117		d.kutz@southbeloit.org
Lynch, Shane	815	Squad B	815/298-9351		SLynch@lovesparkpolice.org
Macklin, Nate	5871	Squad C	815/441-4283		nate_macklin@isp.state.il.us
McCammond, Mike	705	Squad B	815/298-8983		mmccammond@lovesparkpolice.org
Rach, Mike	1871	Squad B	815/721-6408		MRach@cherryvalley.org
Reavis, Jim	3216	Squad B	815/509-7722		reavisj@wco-il.us
Roberson, Steve	1542	Squad B	815/509-7910		Robersons@wco-il.us
Smaha, Dan	44	Squad B	815/509-6758		smaha@belviderepolice.com
Watson, William	958	Squad B	815/742-5924		W.Watson@rockvalleycollege.edu
Wells, Brandon	5512	Squad B	608/290-1837	815/957 -0429	b.wells@southbeloit.org

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James Puckett
Chairperson

Todd Houde
Vice-Chairperson



Squad C

Name	ID	TF Assignment	Cellular	Other	E-Mail
Thomas, Sam	5399	Supervisor Squad C	815/703-2234		thomsam@isp.state.il.us
Lynch, Shane	815	Assistant Supervisor Squad C	815/298-9351		SLynch@lovesparkpolice.org
Czech, Robert	833	Squad C	815/262-4355		RCzech@lovesparkpolice.org
Davidson, Charles	5468	Squad C	815/871-6987		Charles_Davidson@isp.state.il.us
Garcia, Benny	7830	Squad C	815/904-2161		Bgarcia7830@roscoepolice.com
Guerrero, Adrian	6139	Squad B	815/985-5094		Adrian_guerrero@isp.state.il.us
Kaiser, Bill	798	Squad B	815/378-9195		BillKaiser@boonecountysheriff.com
Kutz, Dan	5517	Squad C	779/423-4117		d.kutz@southbeloit.org
Macklin, Nate	5871	Squad C	815/441-4283		nate_macklin@isp.state.il.us
McCammond, Mike	705	Squad B	815/298-8983		mmccammond@lovesparkpolice.org
Rach, Mike	1871	Squad C	815/721-6408		MRach@cherryvalley.org
Rhodes, Vaughn	5756		815/440-7996		Vaughn Rhodes@isp.state.il.us
Smaha, Dan	44	Squad B	815/509-6758		smaha@belviderepolice.com
Truman, Adam	5505	Squad C	815/703-4037	608/368-1033	a.truman@southbeloit.org
Watson, William	958	Squad C	815/742-5924		W.Watson@rockvalleycollege.edu
Wells, Brandon	5512	Squad C	608/290-1837	815/957-0429	b.wells@southbeloit.org

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