

# RULES and REGULATIONS

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# OFFICE OF THE SHERIFF

KENDALL COUNTY

## Goals of the Kendall County Sheriff

### Mission Statement:

To attain a high level of organization and proficiency, through written directives for a more productive and effective organization to:

- A. Reinforce the organization of their responsibility of a professional Sheriff's Department; whether sworn or non-sworn personnel.
- B. Emphasize the value of the contribution the Kendall County Sheriff's Department has to the quality of the life citizens enjoy in their county.
- C. Enhance all personnel's sense of self worth, balanced perspectives, disciplined actions and reactions, increased knowledge, skills and attitudes, and confidence in making decisions and exercising discretion.
- D. Improve all personnel's capacity to preempt, intervene, communicate, record documents, and apprehend those individuals who either intentionally or unintentionally jeopardize the physical safety, freedoms, or property rights of others.
- E. To verbally direct personnel to accomplish immediate goals and to reduce those directives to writing if they are to have continuing effect.
- F. To this end, work toward National Accreditation of the Kendall County Sheriff's Department, that will lead the public in a positive attitude and respect for Law enforcement in Kendall County.

Sheriff Richard A. Randall

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## PREFACE

Much of the success of this Department depends upon good public relations both with the citizens we serve, and the other law enforcement agencies as well. Because of the importance of this fact, we must be concerned with our personal conduct and the manner in which we go about our daily jobs.

There are a number of qualities in the police profession that go hand in hand. They include courtesy, confidence, dignity, good manners, and ability. Police dignity includes courtesy; it breeds public confidence, it indicates ability, and consists of good manners. Omitting any of these qualities would be similar to the loosening of a foundation stone of a building, or the removal of a steel girder from a bridge; it would weaken the entire structure. No department is any better than its poorest member.

So it is important to the person on duty to be mindful of these items. He should remember that his uniform and his position place him particularly in the public eye at all times. Slips in dignity and courtesy that would not be especially noticed by the average citizen, do not go unnoticed when a police officer is guilty of them.

People sincere in the police profession continually strive to strengthen its ~~good name and raise the level of the service.~~ The act of the individual reflects both on you and the organization you represent. Remember always that there are others wearing the same uniform as yours, who have braved death and danger to maintain the honor and the good name of the service. Lives have been bravely sacrificed toward this end. Therefore, to destroy an act of sacrifice and courage of a brother officer is the greatest disservice that can be rendered.

There is strength in calmness and a deputy should always maintain good composure despite the most trying conditions. During a time of emergency or disaster, the stress and strain of conditions will cause those about you to panic, become excited, and distracted. An officer is serving his full responsibility when he can take charge of such a situation with the calmness and ability required, knowing that which should be done. His bearing and demeanor stimulates confidence.

An attitude of blustering, dis-interested forwardness gains nothing but the ill will of those whom you serve. We must cultivate the ability to meet people easily and remember that tact and consideration will be helpful in any task that should be done. Lack of poise too frequently is due to excess vanity.

The whole gospel of police courtesy is built on the ability to show respect to others in both trivial and important matters. Thus we invite in return. By making a sincere effort to understand the other person's point of view, we can acquire the key to understanding and good judgment in handling our complaints.

People will look upon our department and the deputies as leaders and not necessarily as peace officers who apprehend criminals. The present day motorist regards traffic officers as a type of "protector against harm." It is a jolt to the admiration of these people and those about them when their car is hauled over to the curb and the erring motorist is confronted with this remark, "What do you think this is, a race track?" Both youngsters and adults alike receive lasting impressions, be they good or bad.

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Courtesy is the good will advertising of the deputies' business and our department. Probably there is no direct reward for any single act of courtesy. The only tangible, immediate return is a good feeling inside the heart. To have aided someone in distress, to have shown consideration to someone in need of assistance, to have acted the part of a gentleman - these acts are directly connected with that good feeling inside you. Remember, when people call the police, it is usually the last resort, if not, they would call someone else. Therefore, what might seem as a small matter courteous consideration must be shown at all times.

The value of courtesy is a part of your career as a deputy, corrections officer, communications officer, or a police officer anywhere for that matter. It is built into the public's estimation of our department and the uniform, which you wear. The whole life of a person in his outlook to the Sheriff's Department and to law enforcement in general, may be affected by a minor contact with a deputy. Any unthinking act of discourtesy may embitter him against law and order, whereas a simple act or display of courtesy, consideration, and thoughtfulness, might make him a friend of this department, and of policemen everywhere.

Whether you are on duty or off duty, you must be conscious of your appearance. Good appearances leave good impressions, good impressions result in good police public relations. The first impressions that are formed by the public are based largely on the deputy's appearance - the manner of dress, cleanliness, actions, posture, method of approach, etc. The entire department may be judged by the appearance of any one deputy. Because of this, and the fact that we represent an arm of public government, makes it important that we recognize the effective part good appearance plays in our daily business.

In conclusion, we might state that the spirit and pride that we feel as being brothers in this great and honorable profession of law enforcement is in itself the very results of the efforts of all deputies and police officers everywhere. Grant that no deputy from the Kendall County Sheriff's Department will ever fail in his responsibilities and public trust. That we will always merit the confidence and be worthy of the faith of the people of Kendall County.

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LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; 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 men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; 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 the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, 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 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 the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession....law enforcement.

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## RULES AND REGULATIONS

The following acts and violations of the following rules and regulations are forbidden:

1. Violation of Law

Violation or attempted violation of any Federal, State, County, or Municipal Law.

2. Disobedience of Orders

Failure to obey and fully execute any lawful order, written or oral, given by a superior officer/employee which shall include but not be necessarily limited to these rules and regulations, all general and special orders, policies and procedures of the Department. (The term "lawful order" shall be construed as any order in keeping with the performance of any duty prescribed by law or by these rules and regulations, or for the preservation of good order, efficiency and proper discipline, which is not in conflict with these rules and regulations).

3. Possession/Use of Alcohol

Possession and/or use of alcohol on duty other than in an authorized duty capacity. Unless absolutely required to conduct a police investigation, no member or employee of the Department shall be to any degree under the influence of alcoholic beverages while on duty. Additionally, no member or employee shall be under the influence of alcohol or controlled substances in public while off duty to such extent that their behavior would bring discredit on the employee or member individually or the Kendall County Sheriff's Department.

4. Possession/Use of Controlled Substances

Possession and/or use on duty of controlled substances, except with the approval and guidance of a licensed physician of Illinois and with the knowledge of a superior. At no time may an employee of the Department use or be under the influence of a controlled substance where such use or influence impairs or compromises the efficiency and integrity of the Department/County.

5. Payment of Debts/Legal Liabilities

Failure to pay all debts and legal liabilities. No member or employee shall borrow any money from or otherwise become indebted to any County official, or shall solicit any County official to co-sign, endorse, or in any way whatsoever guarantee any promissory note, or other loan or shall offer to act as co-signator, endorser or guarantor of any promissory note or other loan for any County official.

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6. Withholding Information on Criminal Activity

Knowingly withholding any/all information on criminal activity.

7. Off-Duty Self-Assigned Police Action

Undertaking of off-duty self-assigned police action. (For purposes of this article, "self-assigned" means action undertaken at the discretion of a member of the Department under less than emergency circumstances, or action initiated by any member of the Department without the request, direction or by the instruction of a superior). This provision does not limit the responsibility of the off-duty officer to take proper action with regard to on-view crimes in progress or emergencies. All such emergency off-duty self-assigned police action shall, within 24 hours after commencement, be reported in writing to the Sheriff, or his designee.

8. Prohibited Association/Frequenting

Associating with person(s) or organizations, with known criminal history records (excluding family members) or frequenting places where illicit or illegal activities are conducted, unless necessary for police business, where such associating or frequenting would be detrimental to the image of the Department or the County. To this end, personal association with persons who have been convicted of a felony within the last five years or who are under criminal investigation or indictment, or who have an open and notorious reputation in the community for felonious activity is prohibited (excluding family members).

9. Cooperation with Police Investigations

Failure to fully cooperate with a police investigation. (Nothing in this section shall be violative of one's federal or state constitutional rights).

10. Firearms Use/Display

Drawing or displaying of a firearm in any place except for necessary inspection or use. Officers firing a gun accidentally or intentionally except on a target range, shall report same in writing to the Sheriff, or his designee. Officers shall not intentionally fire their guns, except as authorized by law or at a firearms range.

11. 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: (a) is defamatory, (b) is obscene, (c) is unlawful, (d) 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 reckless disregard for truth or falsity. To this end, employees and members are encouraged to bring suggestions, ideas, and criticism to their superiors who shall respond in an appropriate manner.

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12. Divulgence of Departmental Business

Discussion of the operations and official business of the Department which is of a confidential nature without the permission of a superior. (For purposes of this section, all Department documents and orders are to be considered confidential unless otherwise directed by a superior. This section does not apply to orders that are of such nature that they must be communicated to others).

13. Department Correspondence

Entering into official Department correspondence outside the scope of the employee's or member's assigned duties with anyone or any agency outside the Department, except with the approval of the Sheriff or his designee. All such official department communications, by telephone or otherwise, outside the County without permission of a superior is prohibited.

14. Political Utilization of Official Position

Utilization of one's official position with the Department for political purposes. To this end, the use of one's official position for a non-duty related involvement in an election, specifically, wearing the Department uniform or displaying any Department identification is prohibited. Nothing in this section should be construed to prohibit a member of the Department from, as a private citizen: (a) casting a vote or expressing one's opinions privately, (b) being delegates to or members of a political caucus, (c) taking part in political canvass, (d) campaigning or distributing literature door to door, or (e) erecting or constructing political signs, or (f) running for office in accordance with law.

15. Notices - Posting/Circulation/Destruction/Defacing

Destroying or defacing any official written notice relating to police business. The posting or circulating of any notices of a non-official derogatory character relating to any person, group, or police activity on County equipment and/or property is prohibited.

16. Personal Appearance

Failure to have a neat, clean personal appearance, which adversely reflects upon the individual's competency, efficiency, and pride as a member of the Department and the ability of the County and Department to foster and enhance a professional, efficient, effective image/posture. To this end, the wearing of an improper uniform, failure to carry all necessary police equipment or to maintain one's uniform and/or equipment in good order is prohibited.

17. Professional Image

Failure to work diligently or with a bearing consistent with the image of a professional police officer, said to include, but not necessarily limited to:

- a. Unnecessary shouting or using obscene language in the presence of the public;
- b. Tardiness in reporting for work;

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- c. Conducting personal business while on duty;
- d. Sleeping, loafing, or being idle while on duty;
- e. Taking excessively long meals or rest periods;
- f. Failure to respond promptly to a request for police service;
- g. Failure to return promptly to service after finishing handling a call for police service;
- h. While on duty taking a meal or rest period in a public place with another on-duty member of the Department without the approval of a superior;
- i. Lack of courtesy to an individual, either on the phone or in person;
- j. Gambling, unless to further legitimate police purposes; and,
- k. Failure to treat superior officers, subordinates, and associates with respect. Failure to be courteous and civil at all times in their relationships with one another. When in the presence of other members, employees, or the public, superior officers shall be referred to by rank.

18. Use of Force/Deadly Force

Use of force which is excessive to accomplish one's lawful purpose. To this end, all prisoners shall be treated humanely and with regard to their legal rights. Members of the Department shall at all times exhaust every other means of apprehension before resorting to the use of deadly force. The use of deadly force shall be in accordance with current department directives and prevailing state law, and only to prevent serious injury to a member of this Department or to a member of the general public.

19. Recommendations - Attorney/Bondsman

Recommendation to any suspect or prisoner of the retention of a specific attorney, law firm, bail bondsman, or bonding company. This section does not apply to reference to the Public Defender, Legal Aid Society, or Lawyer's Reference Service.

20. Carrying of Gun/Departmental Identification

Failure to carry one's gun and department identification in Illinois. This rule should not be construed to apply when an officer is at home, or when it is impractical to carry said items. The carrying or possession of a firearm in any place, other than in one's own home or another private residence where the employee or member is a guest when alcoholic beverages are consumed by the one carrying the firearm is strictly prohibited. This rule shall not apply where the carrying of a firearm is necessitated by police business and with the prior approval of a superior officer.

21. Departmental Property - Reporting Damage/Return

Failure to immediately report, in writing, all damage to police vehicles and equipment or to file such reports which contain all known facts surrounding the cause and nature of the damage. In the event that County property is found bearing evidence of damage which has not been reported, the last person using the vehicle or property shall be subject to disciplinary action for failure to report the damage. The responsibility for such damage shall be subject to investigation. Additionally, officers shall return

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all equipment owned by the Department when they retire, resign, or otherwise leave the Department; and they shall return any police equipment when ordered to do so because of suspension or other absence from work.

22. Unauthorized Persons in Police Vehicles

Allowing unauthorized persons to ride in police vehicles. Unauthorized persons are those who are not police personnel, prisoners, or on official (authorized) police business.

23. Duty to Read/Understand and Comply with Orders

Failure to read, understand, or comply with all rules and regulations, general and special orders, policies and procedures of the Department, written or verbal orders of a superior. To this end, it shall be considered to be neglect of duty to fail to inquire of a superior any question as to the meaning or application of any law, rule or regulation, general or special order, policy or procedure, written or verbal order.

24. Receipt of Mail/Calls/Visitors at any County Facility

Receiving mail not connected with law enforcement or visitors at any County facility or utilization of departmental tele-communications equipment for non-duty related purposes.

25. Courtroom Demeanor

Unprofessional courtroom demeanor. For purposes of this section, officers should be punctual, properly dressed and prepared (to include consultation with the 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 County or Department in any hearing or trial, the one so requested/subpoenaed shall notify the Sheriff or his designee, in writing, upon receipt of the request/subpoena.

26. Truthfulness/Cooperation

Testifying, making reports or conducting police business in a less than truthful and/or cooperative manner.

27. Departmental Records/Reports/Citations

Misappropriation of, altering, forging or tampering with any kind of police record, report, or citation. To this end, the removal of any record, card, report, letter, document, or other official file from the Department, except by process of law or as directed by the Sheriff or a superior, is prohibited. Additionally, the obtaining/duplicating or attempted obtaining/duplication of any information from Department files, sources or reports other than that to which one is properly entitled to in accordance with one's duties/assignments is prohibited.

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28. Illness/Condition (Physical/Mental) Sick Leave

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Failure to notify a superior officer when one becomes ill and cannot report for work, or if there is any change in one's physical/mental health that could disqualify the individual from being employed by the Department. Notice of illness shall be given as soon as the employee or member is aware of his/her condition but not less than two (2) hours prior to the start of the scheduled work shift. Additionally, the use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member or employee of the Department is strictly prohibited.

29. Absence from Work

Absence from work without permission or abstaining wholly, or in part, from the full performance of one's duties in one's normal manner without permission. To this end, employees claiming physical or mental disability requiring the employee or member to be absent from work for seven (7) days or longer; shall honor the request of the Sheriff, or his designated agent, to be periodically interviewed, as to the nature and extent of a claimed injury or illness and/or submit to an examination of the claimed physical/mental disability by an individual chosen by the Sheriff or his designee. The examining party must be licensed by the State of Illinois to conduct such examinations and the results of the examination shall be made totally available, both to the Sheriff and to the employee. Failure to honor such a request of the Sheriff or his designated agent, shall be violative of this rule. The Sheriff's Department shall pay for such examinations.

30. Residence - Telephone - Address - Marital Status

Failure to maintain a telephone at one's residence or to immediately notify the Sheriff or his designee, in writing, of any change of address, telephone number, or marital status.

31. Commercial Utilization of Enforcement Authority

Utilization of the enforcement authority granted/approved by the County where one is compensated, directly or indirectly, for exercising the enforcement/authority image for commercial, as opposed to official purpose, except as authorized in writing by the Sheriff or his designee.

32. Off-Duty Employment

Off-duty employment without prior notice to the Sheriff. No off-duty employment will be permitted in any field of employment which brings discredit on the Department or the individual member or employee; nor shall any member or employee work more than twenty (20) hours per week in off-duty employment. The Sheriff shall post the prohibited areas of off-duty employment.

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33. Gifts - Solicitation/Acceptance

Soliciting or accepting any gift/gratuity from any person, unless authorized by the Sheriff, or his designee.

34. On/Off Duty Conduct - Image and Public Confidence

Engaging in conduct, on or off duty, which has a tendency to lessen public respect for the employee and/or the Department and/or lessen confidence in the operation of the County service.

35. Neglect of Duty

Neglect of duty. To this end, there shall be no failure to give suitable attention to the performance of duty. Examples include, but are not necessarily limited to: failure to take appropriate action on the occasion of a criminal offense, disorder or other act or condition deserving police attention; absence without leave, failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, general or special order; or, failure to conform to Department operating policies and/or procedures.

36. Prompt Performance of Duty

Failure to promptly perform as directed all lawful duties required by constituted authority, notwithstanding the general assignment of duties and responsibilities.

37. Insubordination

Insubordination shall include, but not be necessarily limited to, any failure or deliberate refusal to obey a lawful order clearly given by a superior. Disrespectful, insolent, or abusive language or action toward a superior.

38. 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 case which has come to the attention of, or which arose out of, Department employment, except as may be specifically authorized by the Sheriff, or his designee.

39. Solicitation of Favorable Acts

Soliciting anyone to intercede with the Sheriff, County Board, or its members, legislative body, Merit Commission, or any elected/appointed official in relation to promotions, departmental assignment, disposition of pending charges or findings on a disciplinary proceeding. 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.

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40. Misconduct Known to Departmental Personnel

Knowingly failure to report a fellow Department member or employee's violation of any law. To this end, all such violations shall be reported, in writing, to a superior in the Department.

41. Physical Fitness

Employees are encouraged to meet the following standards for physical fitness but are not subject to disciplinary action for failure to do so.

a. The employees shall maintain weight in proportion to height as set by their physician.

b. Age	<u>20-29</u>	<u>30-39</u>	<u>40-49</u>	<u>50-59</u>	<u>60+</u>
1.5 Run	14:55	15:40	16:30	17:55	19:55
3.0 Walk	42:00	44:30	47:00	50:00	54:00

42. Termination of Duty/Assignment

Termination of duty/assignment unless properly relieved or dismissed by constituted authority.

43. Possession of Keys

Possession of keys, pertaining to Department business or obtained under Department authority, not one's own, without the approval of the Sheriff.

44. Cooperation with Internal Investigations

Failure to answer questions, respond to lawful orders, to render material and relevant statements, in an internal department investigation when such orders, questions, and statements are directly related to job responsibilities. Nothing in this section shall be construed as to be violative of one's federal or state constitutional rights, State/Federal statutes or the provisions of any collective bargaining agreement in force.

45. Participation in Civil Matters

Giving 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 Sheriff.

46. Leaving County

Going beyond the County limits while on duty, unless in the performance of actual police duty, or upon the direct order of a superior.

47. Rendering Aid/Furnishing Identification

Failure to render aid or furnish identification of official capacity as is consistent with one's duty. To this end, a Department member/employee shall furnish one's name and badge number in a respectful manner, when so requested.

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48. Loss of County Property/Equipment - Reporting

Failure to promptly report to the Sheriff, or his designee, the loss of any Department property/equipment that has been furnished the individual.

49. Recovered Property/Evidentiary Material

Failure to turn over to the designated agent of the Department, all lost, stolen, recovered, abandoned, or evidentiary material which comes into the possession of a Department member as a result of the performance of departmental duties. To this end, all such material shall be turned over prior to the completion of the tour of duty during which material came into possession of the member of the Department and appropriate reports completed.

50. Fees/Rewards

Acceptance or receipt of any fee or reward from any source for any services rendered in the line of duty, without the knowledge and written consent of the Sheriff.

51. Fighting/Quarreling

Engaging in an altercation with another member of the Department while in public view.

52. Department Property - Loss/Damage/Negligence/Inattention

Loss/damage to Department property due to negligence or inattention to duty.

53. Escapes

Allowing a suspect or prisoner to escape from custody due to negligence.

54. General Responsibilities at Crime Scene/Arrests

An officer shall be required to search for, collect, preserve and identify evidence of persons, property and locations in any arrest or investigation.

55. Serving as Character Witness

Giving testimony as a character witness for any defendant in a criminal trial without the knowledge of the Sheriff

56. Registration of Personal Police Equipment

Failure to register with the Sheriff, or his designee, the description and/or serial numbers of all authorized police equipment owned or carried.

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57. Settlement of Duty Incurred Expenses/Damages

Acceptance from any person of money or other compensation for damages sustained or expenses incurred in the line of duty without notifying the Sheriff or his designee in writing.

58. Duplication of Police Identification

Duplication, trading, or exchange of police identification without the knowledge and consent of the Sheriff.

59. Private Benefit from Departmental Association

Use of the prestige or influence of one's official position, or the use of the time, facilities, equipment or supplies of the Department for the private gain or advantage to oneself or another.

60. Arbitrary or Capricious Complaints

Making arbitrary or capricious complaints against another member of the Department.

61. Use of Private Vehicles/Equipment

Use of private vehicles/equipment for official purposes unless directed/authorized to do so by the Sheriff or a superior.

62. Reports

Failure to promptly submit such reports as are required by the performance of one's duties, or by constituted authority.

63. Assistance

Failure to take appropriate police action toward aiding a fellow peace officer exposed to danger or in a situation where danger might be impending.

64. Radio Discipline

Failure of all members and employees of the Department operating the police radio either from a mobile unit or in the Communications Center, to abide by regulations for such operations as set forth in departmental orders and by the Federal Communications Commission.

65. Injured Prisoners

Failure of members and employees of the department to promptly report to their commanding officer any person in their care or custody who is in a condition as to require medical attention, and to promptly summon medical aid. An unconscious or seriously ill or injured prisoner shall be removed to a hospital.

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66. Vehicle Operation

Failure to operate a County owned or controlled vehicle in a manner or at a speed in which the officer does not have sufficient control of the vehicle. To this end, officers must place the protection of human life and safety above all other considerations.

67. Sexual Harassment

Failure to provide a business like work environment free from all forms of employee discrimination including incidents of sexual harassment. No employee shall make any unwelcomed sexual overtures or actions, either verbal or physical. Sexual harassment will be treated as misconduct with appropriate disciplinary actions.

68. Firearms/Ammunition

For department members to alter any department issued ammunition or to use any ammunition or firearms not approved by Department Armorer through policies set by the Sheriff.

69. Chain of Command

To circumvent chain of command except those circumstances outlined in appropriate Rules/Regulations, Policies, and Procedures.

70. Residency

New hires shall be residents of Kendall County and all employees who are presently residents of Kendall County shall be required to continue to maintain residency in Kendall County. Employees who presently live outside Kendall County may continue to do so but should an employee elect to change residence, he or she shall move no further from Kendall County than he or she presently lives.

71. Dismissal of Charges by Officers

To dismiss charges against arrested persons, who have not yet been booked unless there is sufficient reason and then only with the knowledge and consent of their superior officer.

72. Reduction/Void/Strike Citations

Members and employees shall not:  
Attempts to have any traffic or parking citation or notice to appear reduced, voided, or stricken from the calendar, except as provided by law or by written Department directive.

73. Identification as Police Officer

To take any police action before identifying themselves as police officers by displaying the official photo identification card and badge, except when impractical or unfeasible, or where the identity is obvious.



74. Transporting Prisoners

Failure to promptly convey prisoners to the detention facilities without unnecessary delay. To this end, officers shall not permit their prisoners any special privileges, nor shall officers accompany prisoners to their homes or rooms without proper authorization from the immediate superior on duty.

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