



Sherman Police Department

401 St. Johns Drive, Sherman, IL 62684

Office (217)496-3256 • Fax (217)496-3171

www.shermanil.org

Eric C. Smith, Chief of Police

To: All Police Personnel

From: Sgt. Craig Bangert *CB*

Date: February 6, 2008

Subject: Tavern Incident Reports.

Be advised that a new PIPS Activity Code has been generated for use on all calls for service or patrol investigations at local taverns.

Officers should use code 9740 Tavern Incident Report either alone or in addition to other related activity or service codes.

This new code will allow rapid searches of PIPS database for tavern related incidents.

Please forward a copy of all Tavern Incident Reports to me (for the Chief) as they will reviewed by the Administration.



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Eric C. Smith, Chief of Police

To: All Police Personnel.

From: SGT Craig Bangert

Date: July 1, 2013

Subject: (P.A. 97-0815) 725 ILCS 120/4 Sec. 4 Rights of Crime Victims.

All officers shall take note of the following statutory law enforcement reporting requirements:

Section 10. The Rights of Crime Victims and Witnesses Act is amended by changing Sections 4 and 4.5 as follows:

(725 ILCS 120/4) (from Ch. 38, par. 1404)

Sec. 4. Rights of crime victims.

(a) Crime victims shall have the following rights:

- (1) The right to be treated with fairness and respect for their dignity and privacy throughout the criminal justice process.
- (2) The right to notification of court proceedings.
- (3) The right to communicate with the prosecution.
- (4) The right to make a statement to the court at sentencing.
- (5) The right to information about the conviction, sentence, imprisonment and release of the accused.
- (6) The right to the timely disposition of the case following the arrest of the accused.
- (7) The right to be reasonably protected from the accused through the criminal justice process.
- (8) The right to be present at the trial and all other court proceedings on the same basis as the accused, unless the victim is to testify and the court determines that the victim's testimony would be materially affected if the victim hears other testimony at the trial.

(9) the right to have present at all court proceedings, including proceedings under the Juvenile Court Act of 1987, subject to the admonition of the rules of confidentiality and subject to the rules of evidence, a victim-witness specialist, an advocate or other support person of the victim's choice.

(10) The right to restitution.

(b) Any law enforcement agency that investigates an offense committed in this State shall provide a crime victim with a written statement and explanation of the rights of crime victims within 48 hours of law enforcement's initial contact with a victim. The statement shall include information about crime victim compensation, including how to contact the Office of the Illinois Attorney General to file a claim, and appropriate referrals to local and State programs that provide victim services. The content of the statement shall be provided to law enforcement by the Attorney General. Law enforcement shall also provide a crime victim with a sign-off sheet that the victim shall sign and date as an acknowledgement that he or she has been furnished with information and an explanation of the rights of crime victims and compensation set forth in this Act.

(c) The Clerk of the Circuit Court shall post the rights of crime victims set forth in Article I, Section 8.1(a) of the Illinois Constitution and subsection (a) of this Section within 3 feet of the door to any courtroom where criminal proceedings are conducted. The clerk may also post the rights in other locations in the courthouse.

(d) A statement and explanation of the rights of crime victims set forth in paragraph (a) of this Section shall be given to a crime victim at the initial contact with the criminal justice system by the appropriate authorities and shall be conspicuously posted in all court facilities.

(Source: P.A. 95-591, eff. 6-1-08.)

All officers have been supplied with copies of the form titled "Written Statement and Explanation of Rights". Victims of violent crimes (adult or juvenile) shall be:

1. Provided a copy of this form for their signature to document the receipt. The signature copy will be maintained with the Sherman Police Department incident report case file, and
2. Provided an additional copy for the victim's reference.



WRITTEN STATEMENT AND EXPLANATION OF RIGHTS

Victims of violent crimes have constitutional and statutory rights. These rights apply whether the offender is an adult or a juvenile. Violent crimes include homicide, felony assaults and batteries, kidnapping, sexual assault and abuse, arson, domestic battery, misdemeanors that result in death or great bodily harm, stalking, driving under the influence, and violations of orders of protection, civil no contact orders and stalking no contact orders. Some of the victims' rights become rights only if you request them. These rights are marked with an asterisk (*). Contact your local state's attorney to request these rights. If you have questions or need referral services in your area, please call the Attorney General's Crime Victims Assistance Line, 1-800-228-3368 (TTY: 1-877-398-1130.)

You may be eligible for financial assistance for your out-of-pocket expenses under the Illinois Crime Victims Compensation Act. For information and applications, contact the Attorney General's Crime Victims Assistance Line at 1-800-228-3368 (TTY: 1-877-398-1130) or visit the Attorney General's website at www.illinoisattorneygeneral.gov/victims/cvc.html.

General Rights:

- You should be treated with fairness and respect for your dignity and privacy throughout the criminal justice process.
- You can ask the police for information about the status of the investigation. The police must notify you if they reopen a closed case.
- You can hire an attorney to represent you.
- You have the right to have a translator or sign language interpreter for all court proceedings.
- You may have an advocate or support person with you in the courtroom, subject to the rules of evidence.
- *You have the right to be notified of court proceedings and when proceedings are cancelled or rescheduled.
- You can attend court proceedings.
- You can attend the trial, unless the court finds that your testimony will be affected if you hear the testimony at trial.
- *You can be notified when the offender is released from custody.

After Charges Are Filed:

- You have a right to a prompt disposition of the charges after the arrest of the accused.
- You can get information about the charges from the prosecutor.
- You can get information about victim services, social services and financial assistance from the prosecutor.
- The judge must consider your safety when setting release conditions for the offender.
- The prosecutor can assist you in having your property that was seized by police returned to you as soon as possible.
- The prosecutor can communicate with your employer to minimize your loss of pay and benefits when you attend court proceedings.
- The prosecutor will tell you if there is a secure waiting area during court proceedings so you are not near the offender or the offender's family.
- *You have the right to talk to the prosecutor about plea offers before the prosecutor negotiates with the offender, if practical.

If the Offender is Convicted or Found Not Guilty By Reason of Insanity:

- You can make a written statement about how the crime has affected you for sentencing. If you are in the courtroom for the sentencing hearing, you can make an oral statement. Your written victim impact statement can be sent to the Prisoner Review Board.
- You can have the prosecutor ask the judge to order the offender to pay restitution for your crime-related expenses.
- *You can ask the prosecutor to explain in non-technical terms what the plea, verdict and sentence mean.
- *You can get information about the final disposition of charges, whether the defendant appeals the conviction or sentence, and whether the defendant challenges the conviction in other ways.

After Sentencing:

- *If the defendant is sentenced to jail or prison, you can be notified when the defendant is released on parole, mandatory supervised release, electronic detention, work release, or furlough, or when the defendant is discharged or escapes. You can also be notified if the defendant is being considered for parole, submit information for consideration by the Prisoner Review Board, and be notified if parole is granted.
- *You can provide information to the Prisoner Review Board for consideration by the Board at proceedings to determine conditions of release and revocation of parole or mandatory supervised release.
- *If the defendant was convicted of a felony, you can get a picture of the offender when the offender is released from custody.
- *If the defendant goes to a Department of Human Services facility, you can be notified when the court approves passes and when the offender leaves the facility on a pass, leaves on conditional release, escapes or is discharged.
- *You can be notified if an offender escapes from custody, is caught after an escape or dies before final discharge.

Acknowledgment of Rights

Victim's Signature _____

Date: _____



Sherman Police Department Departmental Memorandum

To: All Police Personnel
From: Chief Eric Smith
Date: February 14, 2007
Subject: Overtime Authorization Procedure.

All officers need be aware as per Article 2(B) of the current contract between the Village of Sherman and your collective bargaining unit, the Laborer’s International Union of North America Local #477, states, *“Before any employees may become eligible to receive any overtime pay under this Agreement, the additional hours worked must be approved in advance by the Police Chief or his designee”*.

As a means to streamline this procedure as it relates to routine overtime, each officer shall complete a departmental form which documents the officer, date, amount of overtime worked, and the reason or explanation for the submitted overtime. Authorization for overtime rests with the Chief and may be denied if the request is unreasonable or would not have been so authorized if scheduled in advance. The officer shall also select overtime as paid overtime or banked compensatory time (minimum of 2 hour increments) upon this form.

Completed Overtime Authorization Form(s) shall be attached to the Officer’s Daily Log and submitted for approval.

Sherman Police Department Overtime Authorization Form	
Request submitted by: _____	# _____
Overtime Date : ____ / ____ / ____	Overtime Hours: _____
Overtime Request:	
<input type="checkbox"/> Court Notice	<input type="checkbox"/> Subpoena
<input type="checkbox"/> Patrol or Investigation (Refer to Case # SH _____)	<input type="checkbox"/> Monthly In-service
<input type="checkbox"/> Other: _____	
Requested as:	<input type="checkbox"/> Paid Overtime <input type="checkbox"/> Compensatory Time (2 hr. min.)
Approved by: _____	<input type="checkbox"/> Request Denied

**Sherman Police Department
Interdepartmental Memorandum**

To: All Patrol Officers.
From: Sgt. Craig Bangert
Date: August 22, 2002
Subject: PIPS Incident Report submissions.

Effective immediately, all completed PIPS incident reports are to be submitted in person or to my mailbox for review and approval. Chief Smith will only review reports in my absence, i.e. vacation, schools, etc.

The purpose of this procedural change is to insure timely review of incident reports and to streamline case management of investigations.

Reports found to be lacking required information will be returned to the reporting officer for necessary repairs or updates.

Officers shall submit "Pending Investigation" initial reports with all available documentation to include: supplemental reports, voluntary statement forms, Polaroid photos, assisting officer supplemental reports, criminal history or warrant hard copies, etc.

Thank you for your cooperation. Please direct any questions you may have regarding this procedure to me as soon as possible.

**SHERMAN POLICE DEPARTMENT
DEPARTMENTAL MEMORANDUM**

To: All Sherman Police Personnel.

From: Sgt. Craig Bangert

Date: October 18, 2001

Subject: Suspicious packages/Anthrax threat procedures.

As a result of the recent terrorist actions related to anthrax contaminated mail and the numerous reports of suspicious packages or perceived threats reported to first response agencies within the area, all officers are being provided with the following information and direction on what measures are to be taken in the event of a dispatch to a call of this nature.

All officers shall read and make themselves familiar with the attached documents: LEADS message (Anthrax threat procedures) and Springfield Fire Department Haz Mat procedures memorandum.

Notify Chief Smith and/or myself as soon as possible. A supervisor will respond immediately to assist you with these investigations.

Level I threats, unopened letters and containers with no threats attached, will require the responding officer to determine the need for collection and crime lab analysis of suspected biohazards. Officers should consider the characteristics listed for suspicious unopened packages listed in the LEADS procedure.

Level I responses are dispatched to police agencies alone. With this in mind, officers are directed to use personal protective equipment to minimize exposures. Use of rubber gloves, goggles and masks found in the First Response Kits of each squad are to be worn before approaching or handling any suspect packages.

Any package determined to be a possible threat should be double bagged in clear evidence bags and sealed with tape. All persons in contact or proximity of the suspected package should be documented for public health department referral.

Any response to open packages where substances have been released (Level II or III) will require protective measures beyond our capabilities. Officer's primary responsibility at these calls will be to isolate and contain the area of contamination/crime scene. All Level II & III calls will include additional response agencies, i.e. fire department, public health, Haz Mat unit, FBI, etc..

Please contact me with any question you have regarding these procedures. You will be notified of any updated information as it becomes available.

**SHERMAN POLICE DEPARTMENT
DEPARTMENTAL MEMORANDUM**

To: All Police Personnel.
From: Sgt. Craig Bangert
Date: September 6, 2000
Subject: PIPS entries.

As a result of increased and varied activities logged by officers of this department and contrasted by that which has been entered in the incident reporting system (PIPS), it has become necessary to determine a standard operating procedure.

A discussion between Chief Smith and myself identified that entries varied from officer to officer. Short of investigative and arrest reports, no consistency of other reported calls for service is apparent. There is a need for an accurate picture of calls for service in the village. Documentation of officer's activities while on-duty provide the administration with a clear depiction of crimes reported and other duties which you handle daily.

All officers receive SH case numbers via MDT on all dispatched calls for service, assist agency calls, etc. Officers have made efforts to request dispatch tickets for other activities like medical emergency & fire calls, lockouts, animal complaints, recovered property, and others. PIPS incident entries of these activities with a short comment screen (50 words or less) attached describing the nature of the call are required. Narrative screens on some activities may not be required if the comment screen provides necessary information.

Traffic stops resulting in verbal warnings will also need to be entered, coded 9644 Verbal Warning. Person Involved, Vehicle Information and a short Comment in addition to the regular incident screen information are required. We realize this is more information than most officers are accustomed to making regular entries for.

All other traffic tickets should be entered on the Incident Report screen by completing all information requested above the solid white line. Once this portion is finished go to the Alt-T Ticket Information and Alt-V Vehicle Information screens to finish the entry correctly. This makes accessing summary information easier since all traffic stops have assigned SH case numbers.

Most of you are aware that a summary of the PIPS activity, which includes the short comment information, is provided to the Village President. By all accounts this practice has proved favorable.

Put simply, law enforcement officers are tasked with making judgments and taking action in varied situations. Documentation of these activities is a job requirement. I have had the experience whereby seemingly minor information has proved to be of great significance when necessary for response to complaints or litigations.

Be conscious of your time management. Current policy allows for one-hour administrative time per shift to complete necessary reports. This is a guide only since some investigation may require more reporting time. Investigative and arrest reports take precedence, whereas less time-sensitive reports may be completed the following shift.

Please meet with me if you have questions or need further clarification on PIPS reporting requirements.



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Eric C. Smith, Chief of Police

To: All police personnel

From: Sgt. Craig Bangert

Date: August 30, 2012

Subject: Online Accident Reports

Please be advised that electronic crash reports submitted by our agency to IyeTek no longer get forwarded to DocView for online purchase. Access to Sherman PD crash reports must be purchased online at www.AuthorizeTransaction.com

Please dispose of any of the DocView cards that you possess to hand out to the public. There are several packets of the new cards titled "Online Accident Reports" available in the patrol office.

All other IyeTek crash reporting procedures remain the same.

Online Accident Reports

This report will be available for purchase by you or your insurance company at www.AuthorizeTransaction.com

Agency Name: _____

Report Number: _____
(write report number exactly as written on report)

Accident Date: _____



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Eric C. Smith, Chief of Police

To: All Police Personnel.

From: SGT Craig Bangert

Date: January 11, 2013

Subject: Vehicle Fuel Logs.

As a result of this year's audit, it has been requested that certain procedures be implemented regarding vehicle fuel purchases. All officers shall:

1. Continue to log fuel purchases upon the Officer Daily Report and Vehicle Fuel Log to include date, mileage, gallons and cost.
2. Continue to enter PIPS Fuel/Maintenance Entry and Vehicle Use Entry in the Vehicle Maintenance Menu. Remember to toggle the Fuel Cost to "Fuel Cost is Total Price" when entering fuel purchases.
3. At the end of each month, officers will submit Vehicle Fuel Logs and receipts to the Chief for validation. The Chief will compare all receipts against the billing and certify the purchases for submission to the Village Clerk.

Please ensure all PIPS entries are complete and accurate prior to submitting hard copies to the Chief.