



Commission on Accreditation for  
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December 29, 2020

Dear Chief Hosking:

On behalf of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®), this letter confirms we are certifying that the Lake Bluff IL Police Department meets certain eligibility requirements, set forth by the U.S. Department of Justice, for discretionary federal grants. The Lake Bluff IL Police Department is qualified to receive federal grants for three years from the date of this letter.

Pursuant to Section 2 of the Presidential Executive Order on Safe Policing for Safe Communities, dated June 16, 2020, Executive Order No. 13929 (the "Executive Order on Safe Policing"), the U.S. Department of Justice's discretionary grant funding is only available to state, local, and university or college law enforcement agencies that have obtained (or are in the process of seeking) credentials certifying that they meet certain standards on use of force. The Executive Order on Safe Policing empowers the U.S. Attorney General to designate independent credentialing bodies — including the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®) — to certify that a law enforcement agency meets the conditions of eligibility for federal grants.

As a designated certifying authority, CALEA® has taken the following actions to determine the Lake Bluff Police Department's eligibility for certification:

- Confirmed receipt of the Lake Bluff IL statement of declaration attesting that the Lake Bluff Police Department maintains use of force policies that adhere to all applicable federal, state, and local laws; fulfilling the DOJ's first Standard of Certification.
- Reviewed the Lake Bluff Police Department's compliance with CALEA® Standard 4.1.7 Choke Holds which prohibits the use of Choke Holds; fulfilling the DOJ's second Standard of Certification. **4.1.7 Choke Holds** - A written directive prohibits the use of any technique restricting the intake of oxygen for the purpose of gaining control of a subject unless deadly force would be considered reasonable.
- In addition, CALEA has reviewed all agency policies relevant to CALEA's Use of Force standards as they relate to applicable federal law and Constitutional authority.
  - **4.1.1 Use of Reasonable Force**
  - **4.1.2 Use of Deadly Force**

- **4.1.3 Warning Shots**
- **4.1.4 Use of Authorized Less Lethal Weapons**
- **4.1.5 Rendering Medical Aid Following Police Actions**
- **4.1.6 Vascular Neck Restrictions**
- **4.1.7 Choke Holds**
- **4.2.1 Reporting Uses of Force**
- **4.2.2 Written Use of Force Reports and Administrative Review**
- **4.2.3 Operational Assignment**
- **4.2.4 Analyze Reports from Use of Force**
- **4.2.5 Assault on Sworn Officer Review**
- **4.3.1 Authorization: Weapons and Ammunition**
- **4.3.2 Demonstrating Proficiency with Weapons**
- **4.3.3 Annual/Biennial Proficiency Training**
- **4.3.4 Prerequisites to carrying lethal / less lethal weapons**
- **4.3.5 Firearms Range**

Following our review, CALEA has determined that the Lake Bluff IL Police Department meets the conditions for certification. Accordingly, if the Lake Bluff Police Department maintains its current status, CALEA will include your agency going forward within our database of certified law enforcement agencies. On or before January 31st each year, we will provide the name of each certified law enforcement agency to the U.S. Department of Justice.

If you would like to discuss further, please do not hesitate to contact me either by email at [chartley@calea.org](mailto:chartley@calea.org) or by phone at 703.352.4225.

Sincerely,



W. Craig Hartley, Jr.  
Executive Director, CALEA

**LAKE BLUFF POLICE DEPARTMENT**  
**GENERAL ORDER**

		Number	97-08-11
		Index Code	101.04
Subject		Effective Date	05-01-98
<b>USE OF FORCE</b>		Reviewed	2020
Chief of Police			
<b>W. Michael Hosking</b>			

**PURPOSE:**

To establish policy and provide guidelines for Department personnel regarding the use of force, authorized firearms, the use of firearms and less than lethal weapons, firearms qualification and inspections. This order is intended for internal department use only and should not be construed as the creation of a higher standard of safety or care in any civil or criminal procedure with respect to third party claims.

**POLICY:**

It is the policy of the Lake Bluff Police Department that sworn officers use only the force necessary to effect lawful objectives, and that Deadly Force be used only when the officer reasonably believes its use is in defense of life or in defense of any person in immediate danger of Great Bodily Harm. The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. The Department's highest priority is the sanctity of human life. In all aspects of their conduct, Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved.

All personnel will receive a copy of this Order and be instructed in the use of force policies prior to carrying any firearm or other authorized less than lethal weapon.

**PROCEDURE:**

**I. Definitions**

- A. Deadly Force - Any force which is likely to cause death or great bodily harm.**
- B. Great Bodily Harm - Any bodily injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long-term loss or impairment of the function of any bodily member or organ.**
- C. Reasonable Belief - The facts and circumstances known to the officer, which are such as to cause an ordinary and prudent person, with the knowledge, training and experience of a Police Officer, to act or think in a similar manner under similar circumstances.**
- D. Forcible Felony - For the purpose of this order, the term "forcible felonies" is defined in the Illinois Compiled Statutes 720 ILCS 5/2-8. As of the date of issuance of this policy, "forcible felony" means treason, first degree murder, second degree murder, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated battery resulting in great bodily harm or permanent disability or disfigurement and any other felony which involves the use or threat of physical force or violence against any individual.**

- E. **Directed Fire – Gunfire aimed at an offender or an area of advantage held by the offender, or an area an officer reasonably believe the offender to be located for the purpose of stopping the threat, rescuing victims/citizens, or movement to a tactically advantageous position. The use of directed gunfire, is a tactic of last resort to be utilized when officers reasonably believe no other option is available to accomplish the purpose set forth above. Directed fire is deadly force and all legal principles apply, including the need for the use of force to be objectively reasonable and that officers remain responsible for every round of ammunition fired.**
- F. **De-Escalation – Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.**
- G. **Excited Delirium – A state of extreme mental and physiological excitement characterized by exceptional agitation and hyperactivity, overheating, hostility, strength, and aggression. This state of excitement is generally accompanied by some type of illegal substance abuse, alcohol usage, or some form of mental illness.**
- H. **Positional Asphyxiation – The death of a subject as a result of interference with his/her ability to breathe. Most generally, this type of death occurs when the subject is placed in a prone position that restricts their breathing and confining their ability to move. In Positional Asphyxia incidents, there maybe one or more contributing factors that cause the respiratory asphyxiation, including intoxication from drugs or alcohol, physical restraint in a prone position or confined space, physical disability, obesity, or a high expenditure of violent energy.**

## II. Use of Force

- A. **Officers shall adhere to the statutory guidelines set forth in the Illinois Compiled Statutes when using force.**
- B. **Use of less than deadly force in making an arrest:**
  - 1. **A Lake Bluff Police Officer is justified in the use of any force which the facts and circumstances known to the officer are such to cause an ordinary and prudent person, with the knowledge, training, and experience of a Police Officer, to act and think in a similar manner under similar circumstances to be necessary to effect an arrest, and/or to defend himself/herself or another from bodily harm while making an arrest.**
- C. **Use of deadly force in making an arrest:**
  - 1. **A Lake Bluff Police Officer may use force likely to cause death or great bodily harm only in situations in which a prudent person, with the knowledge training, and experience of a Police Officer, would reasonably believe that such force is necessary to prevent imminent death or great bodily harm to himself/herself or another person.**

2. **Justification for the use of force is limited to what is reasonably known or perceived by the officer based upon his training and experience at the time the force is utilized. Facts developed subsequent to the use of force cannot be used to justify its use.**
3. **Using deadly force against a perceived unarmed and non-dangerous suspect is prohibited.**

**D. The following uses of force are prohibited:**

1. **Firing into, or in the direction of, a crowd;**
2. **Firing of warning shots;**
3. **Firing into buildings, through doors, windows, or other openings unless the person lawfully fired upon is clearly an identifiable threat;**
4. **Firing from or at a moving vehicle except as necessary to protect oneself or another against great bodily harm;**
5. **When there exists an unreasonable risk of innocent bystanders being injured.**

**E. Use of physical force should be discontinued when resistance ceases or when the incident is under control.**

**F. Physical force shall not be used against individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the officer, or another person. In these situations, only the minimal amount of force necessary to control the situation shall be used.**

**G. An officer has a duty to intervene to prevent or stop the use of excessive force by another officer when it is safe and reasonable to do so. The duty to intervene also applies to excessive force by members of other law enforcement agencies. The officer must also notify a supervisor of any such incident as soon as practical.**

**H. De-escalation**

1. **An officer shall use de-escalation techniques and/or other alternatives to higher levels of force consistent with their training/abilities whenever possible and appropriate before resorting to force and to reduce the need for force. De-escalation techniques should not compromise officer safety and do not prohibit officers from using appropriate levels of force to gain compliance.**
2. **Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before such force is used.**

**I. Verbal Persuasion**

1. **Department personnel shall be courteous in all public contacts. Courtesy encourages understanding and cooperation. The absence of courtesy often arouses resentment, and may lead to the initiation and / or increase in levels of physical resistance.**

2. The use of simple direction is the most desirable method of dealing with an arrest situation. Control may be achieved through advice, persuasion and warnings prior to resorting to actual physical force.
3. Verbal commands should accompany all types of force in an effort to gain compliance.

### III. Types of Force

It is not the intent of this order to direct department members to attempt each of the options before utilizing different types of force. Officers shall utilize the appropriate amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event.

#### A. Chemical Agents

1. Officers will have the option of carrying Department-issued Oleoresin Capsicum (OC) on duty. Officers are not permitted to carry non-Department issued chemical agents. Officers assigned to specialty teams may carry/use chemical agents in accordance with that specialty team's policies and procedures.
2. Officers must receive Department training prior to carrying OC. OC may be carried, as permitted by law, by Non-Sworn members of the Department who successfully complete the Departmental training program. The use of OC will be in accordance with those provisions in the Department's training program.

#### B. Conducted Electrical Weapons (CEW)

Authorized personnel may use Conducted Electronic Weapons (CEWs) issued by the Department when circumstances known to the individual officer at the time indicate that the application of the CEW (Taser) is reasonable to subdue or control. Officers are not permitted to carry non-Department issued CEWs. Officer assigned to specialty teams may carry/use CEWs in accordance with that specialty team's policies and procedures. Circumstances that may be appropriate to use CEWs include:

1. A violent or physically resisting subject.
2. A potentially violent or physically resisting subject if:
  - a. The subject has verbally or physically demonstrated an intention to resist; and
  - b. When practical, the officer has given the subject a verbal warning of the intended use of the CEW followed by a reasonable opportunity to voluntarily comply; and
  - c. Other available options reasonably appear ineffective or would present a greater danger to the officer or subject.

Procedures for training, use, and post incident care are listed in the Conducted Electrical Weapons General Order (#15-11-22).

**C. Physical Force (Empty Hand Tactics)**

Offenders may offer some degree of physical resistance to arrest. Under normal circumstances all that is required to overcome the resistance is physical strength and skill in control tactics, such as pain compliance.

1. Empty Hand tactics are those physical techniques intended when the use of weapons is inappropriate or unreasonable under the given set of circumstances.
2. Sound judgment should be utilized in deciding which tactics to use and how much force to apply.
3. When confronted with a situation which may necessitate the use of physical force, an officer should request and wait for assistance if time allows, prior to the application of force.

Illinois law prohibits the use of a chokehold in any circumstance other than when the use of deadly force is legally justified. For the purposes of this order, 720 ILCS 5/7-5.5 states a “chokehold means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. Chokehold does not include any holding involving contact with the neck that is not intended to reduce the intake of air.” Additionally, it is prohibited under Illinois law for an officer to use a chokehold or have other contact with the neck of a person with the intention of preventing that person from ingesting items, substances, etc. that may be of evidentiary value.

**D. Baton**

1. The baton shall be worn, or be kept in a readily available location in the patrol vehicle by any patrol officer assigned to a patrol capacity. Wearing the baton is optional, but should be worn in those situations where the officer can anticipate a potential need for its use.
2. The baton should be used when other types of force are impractical or have been unsuccessful in overcoming the offender's resistance, or in protecting against an offender's assault.
3. If applied as a means of overcoming resistance, the baton shall only be applied in a manner that is objectively reasonable to effect the arrest or control of the offender.
4. Physical restraining techniques may be used only in those circumstances in which an offender is resisting custody or an officer's attempt to control.
5. Any police baton will only be carried by those officers who have successfully completed training in its use.

**E. Firearms**

1. Except for general maintenance and training, officers under normal circumstances shall not draw or display their firearms unless circumstances create a strong reasonable cause to believe that it may be necessary to lawfully use the firearm in the conformance with other sections of this policy. An officer may discharge a firearm in the performance of his official police duty for any of the following reasons:
  - a. When engaged in training or qualification on the Department range or at other authorized training locations.
  - b. To destroy a seriously injured or dangerous animal.
  - c. To protect himself/herself or another person from death or great bodily harm, or to prevent an arrest from being defeated provided that such force is used in accordance with section II above.

#### IV. Reporting Use of Force

- A. When a Lake Bluff Police Officer, or a police officer from another jurisdiction assisting a Lake Bluff Police Officer, takes an action that results in the use of force and an actual or reported injury occurred:
  1. Emergency aid will be rendered to the injured person(s). Officers shall:
    - a. Immediately administer first aid, as soon as practical.
    - b. Request a Fire department ambulance respond.
    - c. Notify the O.I.C
    - d. Assist paramedics as requested.
    - e. Injured persons will be transported to the hospital as directed by paramedics.
    - f. Post OC procedures are cover in General Order 96-05-11
  2. The scene of the incident will be protected.
  3. The Shift Supervisor should be notified immediately.
  4. The Deputy Chief and the Chief of Police will be notified as soon as practical.
  5. The State's Attorney's Office shall be notified, if necessary, and this agency shall comply with any of the existing requirements of that office.
- B. The Chief of Police, or his designee, will conduct an investigation into the incident. No person involved in the incident will be part of the investigation unit, other than to file required necessary reports. The investigation team, when possible, shall consist of:
  - (1) A Department Sergeant;
  - (2) A Department Armorer; and
  - (3) A Department Firearms Instructor.
- C. The Chief of Police, or his designee, will be responsible for the issuance of any statements to the public, including the news media.
- D. Officers involved in the use of force or any other action resulting in serious injury or death to any person(s) shall:
  1. Be temporarily removed from line of duty assignments pending administrative review;
  2. Be afforded an opportunity to notify family members and any other appropriate



- parties;
- 3. Be given ample time to collect his/her thoughts before providing any written/oral statements outside of any mandated statements by law;
- 4. Be referred to the Employee's Assistance Program (counseling) as soon as possible after the incident, but within twenty four (24) hours;
- 5. Be ordered to take administrative leave at the discretion of the Chief of Police, or his designee;
- 6. Be transported to a hospital facility for medical evaluation and required drug and alcohol testing as required by 50 ILCS 727/1-25, and in accordance with current bargaining agreements; and
- 7. The officer(s) involved in the incident shall be accompanied by a law enforcement officer at all times following the incident, until relieved by the Chief of Police or his designee.

- E. Any firearms, less than lethal weapons, and/or other instruments involved in the incident shall be collected as evidence and held for investigation.
- F. The Lake County Major Crimes Task Force (MCTF) shall be contacted and will be the primary agency responsible for any investigation involving death or great bodily harm. This Department will assist the MCTF, Lake County State's Attorney's Office, and any other State or Federal investigating agency, at their request, while they conduct their investigation.

#### V. Documenting Use of Force

- A. When a Lake Bluff Police Officer aims and/or discharges a firearm at a person, uses a conducted electrical weapon, a baton or OC spray, either accidentally or in the pursuit of duties, (other than for training), takes action that results, or is alleged to have caused, injury or death of another, or used any form of physical force, a Use of Force Report (Appendix 1) must be completed and forwarded to the Deputy Chief. The Deputy Chief will review the incident to ascertain if any violations of departmental policy occurred.
- B. The following conditions shall be documented in use of force incidents resulting in an arrest:
  - 1. Injuries to an arrestee;
  - 2. Pre-existing injuries to an arrestee;
  - 3. ALL INJURIES to officers, minor or otherwise;
  - 4. Alcohol and drug consumption/effect of arrestee;
  - 5. Witnesses to the arrest.
- C. Booking photos should be taken only AFTER any medical or first aid has been administered, if necessary.
- D. Both the State's Attorney and Village Attorneys should be advised if it appears the case may involve civil litigation.
- E. Officers are authorized to use their duty firearm to euthanize sick or injured animals, in accordance with General Order 97-09-13 Animal Control. The officer shall complete an Animal Euthanasia Form (Appendix 2) and submit it to their supervisor before the end of their shift.

#### VI. Authorized Firearms

- A. Appointed sworn members of the Lake Bluff Police Department are authorized to carry only the following firearms while on duty and pursuant to following policies:
1. The Department issued Glock 22 or 23, .40 S&W cal. pistol or Glock 17, 9mm cal. pistol.
  2. Members of the Department assigned primarily to administrative duties may wear any firearm approved by the Chief of Police and have met Departmental qualifications to carry such firearm.
  3. Officers on special assignment, not in uniform may carry any firearm they have qualified on to carry with the permission of the Chief of Police.
  4. All firearms must be carried in a quality security holster in good working condition and absent of excessive wear.
  5. Each officer shall field strip and clean their assigned duty firearm after every training shoot and on a regular basis, notifying a Department Armorer of any problems which may require repair. Officers will not go beyond field stripping and shall not attempt to repair the duty firearm. Officers are prohibited from altering the firearm, except for minor sight adjustments and approved grip changes.
  6. Each officer is responsible for the security and safe handling of their duty firearm and off-duty firearm(s). No loading or unloading of firearms shall be performed in locker rooms or other places without a proper back stop.
- B. Officers will not leave any firearm(s) unsecured in any location at the police station or in squad car. If any firearm is in a squad car, the vehicle must be locked if an officer is not present or in the immediate vicinity of the car (such as during a traffic stop). Officers are responsible for the safeguarding of all issued firearms. Duty firearms kept at home must be kept secured to avoid unauthorized access to the firearm(s).
- C. A second on duty firearm may be carried only with permission of the Chief of Police.
- D. Only officers demonstrating documented proficiency in the use of duty firearms, auxiliary firearms and off-duty firearms will be allowed to carry such firearms.
- E. The duty firearm, auxiliary firearm and off-duty qualification course shall be determined on a year-to-year basis by the Primary Certified Firearms Instructor in conjunction with the Deputy Chief. A minimum passing score shall be required for qualification with factory loaded ammunition, and will be done annually at a minimum for duty firearms, and annually for off duty firearms and rifles, with annual review of this order.
- F. Personnel failing to qualify shall be required to attend additional firearms training sessions until qualification is achieved. Personnel failing to qualify after subsequent training sessions will be brought to the attention of the Deputy Chief by the range officer conducting the qualification for disciplinary action up to and including termination.
- G. Members of this Department are not required to carry a firearm off duty. Should a member of this Department elect to carry a firearm off duty, all Departmental regulations regarding the use of firearms shall apply. Personally owned and carried firearms must be of good quality, in proper working order, and from a reputable gun manufacturer.
- H. Off-duty personnel using a marked Department vehicle as transportation shall be armed

with a firearm.

- I. The Deputy Chief has authority to permit the carrying of firearms not described in this Order for unique and/or special assignments. Such firearms will be registered with this Department.
- J. Certain members of this Department may be trained in the use of special weapons. The Deputy Chief, or his designee, has the authorization to order the use of these special weapons, and only those officers that have demonstrated proficiency in their use will be allowed to utilize these weapons.
- K. The following ammunition is approved and authorized by the Range Master in the performance of duty, on or off. All hand gun ammunition must be of a hollow-point design for duty and off-duty use, and must be factory loaded from a reputable manufacturer, and approved by the Range Master. Practice handgun ammunition may be of either hollow-point or full metal jacket design. Duty ammunition for the patrol rifle will be of a hollow point or ballistic tip type weighing no less than 55 grains. Practice ammunition for the patrol rifle may be of either hollow-point or full metal jacket design, and from a reputable manufacturer approved by the Range Master. Ammunition for duty and/or off-duty will be limited by the bullet weights. The following is a list of the minimum allowable bullet weights for each caliber:

.9mm	115 grain (Min)
.45 ACP	200 grain (Min)
.40 S&W	155 grain (Min)
.38+P	125 grain (Min)
.357 Magnum	125 grain (Min)
.380 auto	90 grain (Min)
.22 long rifle	36 grain (Min)
.25 Caliber	50 grain (Min)
.223 REM	50gr (Min)

- L. All firearms carried on duty or off duty shall be registered with the Department.
- M. All ammunition and firearms, department and personally owned, will be inspected during training and qualification sessions by a range officer and prior to the carrying of a firearm. The inspection shall:
  - 1. Assure proper documentation of the firearm in Department records
  - 2. Check for proper working order
  - 3. Check for approved ammunition.

If any firearm or ammunition fails to meet the criteria of safety, the firearm will be turned over to the custody of the Deputy Chief. The Deputy Chief will have any Department owned

firearms repaired or replaced. Firearms owned by individuals will be returned, along with written documentation denying the carrying of such firearm and stating the reason(s).

#### **N. Patrol Rifles**

This Department maintains a stock of department owned patrol rifles. The use of these rifles is restricted to those members of the department that have received training and qualified in their particular use and have been approved to carry by the Chief of Police or his designee. The qualification course approved by the Department is attached as Appendix 3.

1. Officers qualified and approved in the use of patrol rifles may elect to carry personally owned patrol rifles provided that the rifle meets the department's specifications outlined below. The rifle must be inspected by the Range Master or his designee and documented with the Range Master annually. The annual inspection form must be completed by a certified armorer at the time of qualification. The inspection form will be kept with the officer's firearm's training file. The firearm shall be made by a reputable gun manufacturer. The rifle is to be carried with only department ammunition and must be registered with the Department's Range Master. The specifications are as follows:
  - a. AR-15 type / 5.56 mm – semi-automatic rifles only.
  - b. Barrel length of no more than 24" / not less than 16".
  - c. Two 20 or 30 round magazines.
  - d. Sighting systems from reputable manufacturer and approved by the Department's Range Master or Chief of Police (electronic sighting systems must be accompanied by mechanically fixed sights in the event of a battery/system failure).
  - e. Rifles must include the following accessories, which must be approved by the Department Range Master.
    1. Properly mounted flashlight.
    2. Carry/deployment sling.
  - f. Additional accessories are permitted, but may be prohibited by the Chief of Police or his designee.
  - g. Trigger pull may not be less than 4 pounds. The trigger pull will be measured during the annual inspection and the Range Master will take the average of three tests.
2. Laser sighting systems are strictly prohibited.
3. No inscriptions, engravings, or ornamentation besides factory markings will be allowed without written authorization from the Chief of Police. The written permission will be kept in the officer's personnel file.
4. Officers approved to carry patrol rifles will receive annual training from a rifle qualified range instructor. All rifles will be "zeroed" to the individual officer for both electronic sighting systems and mechanical sights. The annual qualification shall not be considered training for the purposes of this section. Officers must complete the annual rifle qualification course with sighting system and mechanically fixed sights.

5. The rifle shall be kept in one of the following carrying conditions:
  - a. Secured in a case in the trunk of a squad car with the bolt forward on an empty chamber with no magazine in the magazine well.
  - b. Secured in the rifle rack of the squad car with the bolt forward on an empty chamber with a magazine secured in the magazine well.

Both carrying conditions require the rifle's safety to be on "safe".

6. Northern Illinois Police Alarm System (N.I.P.A.S.)
  - a. The officer(s) assigned to the Northern Illinois Police Alarm System (NIPAS) will follow those guidelines set up by NIPAS as to rifle use when performing NIPAS duties and/or training.

## VII. Authorized Less-Lethal Weapons

- A. The following less-than-lethal weapons are authorized for members of the Lake Bluff Police Department:
  1. PR-24 Expandable baton;
  2. PR-24 standard baton;
  3. Straight baton;
  4. Expandable straight baton;
  5. Approved Oleoresin Capsicum Aerosol; and
  6. TASER X2 Conducted Electrical Weapon.
- B. The use of the following instruments are strictly prohibited:
  1. Blackjack;
  2. Sap;
  3. Sap gloves;
  4. Stun guns (other than approved model TASER X2).
- C. Members of this Department must receive formal training in the use of less-than-lethal weapons before their use is permitted. Following initial training, officers will be required to undergo bi-annual proficiency training in the use of these devices with the exception of the Taser. Taser refresher training shall occur each year after initial training.
- D. A written report shall be submitted whenever an officer applies force through the use of a less-than-lethal weapon.
- E. Officers shall not carry any weapons other than those specifically authorized by this Department. However if an officer has reasonable belief he/she is in imminent danger of great bodily harm, nothing in this general order shall prohibit an officer from using any means needed to protect themselves or another.
- F. Officers assigned to specialty teams (NIPAS, etc.) are authorized to use any less-than-lethal weapon issued by the Department or the specialty team in accordance with their

training requirements, guidelines, and policies.

**VIII. Authorized restraining devices**

- A. Members of this department are authorized to carry the following types of restraining devices:**
  - 1. Traditional "chain & swivel" handcuffs; and**
  - 2. Hinged handcuffs.**
  
- B. In addition to the handcuffs, the following restraining devices are authorized for use by officers when needed:**
  - 1. Flex-Cuffs (both single and double style); and**
  - 2. Nylon Leg Restraints**

**IX. Use of Handcuffs and Restraints**

- A. It is understood that many incidents requiring use of force or in custody situations will require that subjects be restrained and subdued for a period of time.**
- B. The use of multiple restraining devices will require documentation justifying their use. In custody subjects will not be transported in the prone position.**
- C. If a subject is subdued in the prone position, officers must get the subdued person out of the prone position as soon as possible and monitor for the need of medical assistance.**
- D. It is understood that at times it may require the control by several officers to subdue an individual for handcuffing. The subject should be released from the control of multiple officers as soon as is safe and practicable in order to prevent the individual from injuring himself/herself or others.**

**CANCELLATION:**

**Any previously written order, directive, memorandum, or other Department Policy, written, verbal, or implied dealing with this subject are rescinded as of the effective date.**

**Appendix 1. Use of Force Report**



**LAKE BLUFF POLICE DEPARTMENT**  
USE OF FORCE REPORT

**A. Incident Information**

Date:	Time:	Day of Week	Report Number
Location/Address			Type of Premises
Type of Incident			
<input type="checkbox"/> Crime in progress <input type="checkbox"/> Domestic <input type="checkbox"/> Other Dispute <input type="checkbox"/> Suspicious Person <input type="checkbox"/> Traffic Stop <input type="checkbox"/> Other (specify)			

**B. Officer Information**

Name	Badge #	Sex	Race	Age	Injured	Killed
Rank	Duty Assignment	Years of Service	On-Duty	Uniform		
Other Officers on Scene: <input type="checkbox"/> No <input type="checkbox"/> Yes		Rank/Name/Badge				

**C. Subject (List only the person who was the subject of the use of force by the officer listed in Section B)**

Name	Sex	Race	Age	Weapon	Injured	Killed
<input type="checkbox"/> Under the influence <input type="checkbox"/> Other unusual condition (specify)		Arrested	Charges			

Subject's actions (check all that apply) <input type="checkbox"/> Resisted police officer <input type="checkbox"/> Physical threat/attack on officer or another <input type="checkbox"/> Threatened/attacked officer or another with blunt object <input type="checkbox"/> Threatened/attacked officer or another with knife/cutting object <input type="checkbox"/> Threatened/attacked officer or another with motor vehicle <input type="checkbox"/> Fired at officer or another <input type="checkbox"/> Other (specify)	Officer's Use of Force toward this subject (check all that apply) <input type="checkbox"/> Compliance Hold <input type="checkbox"/> Hands/fists <input type="checkbox"/> Kicks/feet <input type="checkbox"/> Chemical/natural agent <input type="checkbox"/> Strike/use baton or other object <input type="checkbox"/> Canine <input type="checkbox"/> Other (specify)	Firearms Discharge:  Weapon Used:  Serial Number:  Number of Shots Fired:  Number of Hits:
---	---	--

Describe circumstances that justified your use of force:

PERSON COMPLETING THIS REPORT:

REVIEWED BY

Officer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

LBPD  
REVISED 5/13/03





**VILLAGE OF LAKE BLUFF  
DEPARTMENT OF POLICE**

**W. Michael Hosking, Chief of Police**  
45 East Center Avenue  
Lake Bluff, Illinois 60044  
**(847) 234-2153 FAX (847) 234-2166**  
*Over 100 Years of Community Service & Protection*



**Animal Euthanasia Form**

This form is to be completed when a Lake Bluff Police Officer discharges any firearm within the scope of their duties to humanely euthanize a sick or injured animal.

Officer's Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Years of service: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Case number: \_\_\_\_\_

Animal that was euthanized: \_\_\_\_\_

Other officers at scene: \_\_\_\_\_

Weapon that was used: \_\_\_\_\_

Serial # of weapon: \_\_\_\_\_

Number of rounds fired: \_\_\_\_\_

Briefly describe the facts of  
incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Supervisor's Signature

**Appendix 3. Annual Rifle Qualification**

**Rifle Qualification Course**

**This course addresses the following:**

- Close combat confrontations
- Reloading
- Shooting at various distances
- Shooting from various positions

**Target:** One target facing the shooter. The type of target to be used will be designated prior to qualification.

**Ammunition:** This course requires 20 rounds in the following configuration:

-3 magazines of rifle ammo in the following configuration:

- 1 magazine of 5 rounds
- 1 magazine of 8 rounds
- 1 magazine of 7 rounds

**Course of Fire:** The Officer will start at the 7 yard line and will load and make ready the rifle (with the 5 round magazine)

Yard Line	Round Count	Allotted Time	Description
7	2	4 sec.	2 rounds
7	6 rifle	12 sec.	3 rifle rounds reload rifle using the 8 round magazine then fire 3 rounds
15	2	4 sec.	From the standing position 2 rifle rounds
15	6	15 sec.	3 rifle rounds reload 3 rifle rounds
25	2	6 sec.	From the standing position 2 rifle rounds
25	2	9 sec.	Start in the standing position move to the kneeling position 2 rifle rounds

**Officers will need a score of 70% (14 out of 20 rounds) or better to pass the course (the same requirement as the state mandated pistol qualification)**