

VILLAGE OF WINNEBAGO

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RESOLUTION NO. 2022 - 05 R

RESOLUTION AUTHORIZING THE ADOPTION OF THE  
AMENDED WINNEBAGO BOONE COUNTY INTEGRITY TASK  
FORCE POLICIES AND PROCEDURES AND SIGNING OF A NEW  
INTER-AGENCY AGREEMENT

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ADOPTED BY THE BOARD OF TRUSTEES

VILLAGE OF WINNEBAGO

THIS 14<sup>th</sup> DAY OF February, 2022

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Published in pamphlet form by authority of the Village Board of Trustees of the  
Village of Winnebago, Illinois, this 15<sup>th</sup> day of February, 2022

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STATE OF ILLINOIS            )  
  )  
COUNTY OF WINNEBAGO    )

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**PAMPHLET PUBLICATION CERTIFICATION FORM**

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on February 4, 2022 the Corporate Authorities of the above municipality passed and approved Resolution No. 2022- 05 R, entitled, "Resolution Authorizing the Adoption of the Amended Winnebago Boone County Integrity Task Force Policies and Procedures and signing of a New Inter-Agency Agreement", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Resolution No. 2022- 05 R, including the resolution and a cover thereof, was prepared and a copy of the resolution was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on February 15, 2022, and continuing for a least (10) days thereafter. Copies of the resolution were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

**DATED** at Winnebago, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

(SEAL)

\_\_\_\_\_  
Sally Jo Huggins, Village Clerk



**VILLAGE OF**  
**WINNEBAGO**

**RESOLUTION NO. 2022- OSR**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE AMENDED  
WINNEBAGO BOONE COUNTY INTEGRITY TASK FORCE POLICIES  
AND PROCEDURES AND SIGNING OF A NEW INTER-AGENCY  
AGREEMENT**

**WHEREAS**, The Village of Winnebago operates a police department for the safety of the community and;

**WHEREAS**, during the course of operating the police department, incidents occur that require assistance from, and inter-agency agreements with, outside agencies for the investigation of Officer Involved Incidents (OII's), to include, but not be limited to, officer-involved shootings (fatal and non-fatal), officer-involved deaths, use of deadly force resulting in serious injury, in-custody deaths, motor vehicle crashes involving police officers where death is imminent or likely and on-duty officer-involved criminal sexual assault; and

**WHEREAS**, in 2010 the Winnebago Police Department entered into an inter-agency agreement with other law enforcement agencies in Winnebago County, Illinois as well as the Illinois State Police, originally referred to as the Winnebago County Integrity Task Force (WCITF) and having added the Boone County Sheriff's Office and the Belvidere Police Department as member agencies, now identified as the Winnebago-Boone County Integrity Task Force (WBITF), to pool resources and provide transparency while investigating OII's; and

**WHEREAS**, amended policies and procedures have been developed by the Governing Board of the WBITF, the Winnebago Police Department has been asked to agree to and adopt the WBITF amended policies and procedures as well as sign an updated and amended inter-agency agreement; and

**WHEREAS**, it is the recommendation of the Village of Winnebago Police Department and the Village of Winnebago Police Committee that the Village President and Board of Trustees agree to allow the Chief of Police to adopt the amended policies and procedures of the WBITF and sign a new agreement to remain a member-agency of the WBITF.

**NOW THEREFORE, BE IT RESOLVED** by the President and the Board of Trustees of the Village of Winnebago, in the County of Winnebago, Illinois, as follows:

**SECTION I**

The recitals set forth above are incorporated herein and made a part hereof.

**SECTION II**

The Chief of Police is authorized to agree to and adopt the amended WBITF policies and procedures as well as sign a new inter-agency agreement with the WBITF.

**SECTION III**

This resolution shall be effective immediately upon its passage and approval as provided by law.

**APPROVED:**



Franklin J. Eubank, Jr., President  
of the Board of Trustees of the  
Village of Winnebago, Illinois

**ATTEST:**



Sally Jo Huggins,  
Village Clerk

PASSED:

2-14-2022

APPROVED:

2-14-2022

## **WINNEBAGO - BOONE INTEGRITY TASK FORCE WINNEBAGO and BOONE COUNTY, ILLINOIS**

The undersigned law enforcement agencies charged with the duty of enforcing the law and protecting their citizens from illegal activity, recognize that the most effective means to accomplish that duty is through the pooling of their resources and the joint exercise of their respective authorities; and do now enter into this Inter-agency Agreement to jointly conduct certain law enforcement investigations. The effective date of this Agreement is March 10, 2022.

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

**I. PARTIES**

The Winnebago-Boone Integrity Task Force (Task Force) shall consist of the Belvidere Police Department, Boone County Sheriff's Department, Cherry Valley Police Department, Durand Police Department, Loves Park Police Department, Pecatonica Police Department, Rockford Police Department, Rockford Park District Police Department, Rockton Police Department, Rock Valley College Police Department, Roscoe Police Department, Illinois State Police (ISP), Winnebago County Sheriff's Office, Winnebago Police Department, and the South Beloit Police Department (hereinafter, the "Member Agencies").

**II. AUTHORITY**

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

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

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

**III. PURPOSE**

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

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

Task Force assistance can be requested under the following circumstances:

1. Officer-involved shooting; fatal and non-fatal;
2. Officer-involved death;

3. Use of deadly force resulting in serious injury (e.g. taser, baton, etc.);
4. In-custody death;
5. Motor vehicle crashes involving police officers where death is imminent or likely;
6. On-duty officer-involved criminal sexual assault;
7. Any other on duty criminal investigations at the discretion of the Task Force Commander and/or Governing Board.

**IV. COSTS**

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

**V. LIABILITIES/INSURANCE**

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

**VI. INTEGRITY TASK FORCE STAFFING**

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

**VII. OPERATIONAL PROCEDURES**

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

1. Task Force Commander
  - A. Will be an ISP Officer (~~Master~~ Sergeant or above) acting under supervision of ISP Zone 2 Investigations Command, or her/his designee;

- B. Is responsible for the operations of the Task Force and overall direction and supervision of the assigned work force, to include the maintenance of case review and reporting;
  - C. Will adhere to all laws of the state of Illinois and the United States of America;
  - D. Will maintain compliance with their respective agency's policies and procedures;
  - E. Will ensure notification has been made to the Winnebago or Boone County State's Attorney, wherever the jurisdiction of the incident falls within.
2. Task Force Supervisors or "Squad Leaders"
    - A. Will be full-time police officers from participating agencies who have completed the appropriate training as required by the Board and are not the subject of any current or pending disciplinary action;
    - B. Will adhere to the laws of the state of Illinois and the United States of America;
    - C. Will maintain compliance with their respective agency's policies and procedures, as well as the policies and procedures of ISP. In the event of conflict, the most rigid standard will apply;
    - D. Will perform the duties and supervisory roles of the Task Force Commander during his/her absence;
    - E. Will supervise Task Force members during investigations.
  3. Task Force Members
    - A. Will be full-time police officers from participating agencies who have completed the appropriate training as required by the Board law and are not the subject of any current or pending disciplinary action;
    - B. Will adhere to all laws of the state of Illinois and the United States of America;
    - C. Will maintain compliance with their respective agency's policies and procedures, as well as the policies and procedures of ISP. In the event of conflict, the most rigid standard will apply.

**VIII. OTHER OPERATIONAL CONSIDERATIONS**

1. **Policies and Procedures.** In signing this Agreement, a Member Agency is agreeing to the attached Policy and Procedures.
2. **Conflict of Interest** - Task Force Members will not be assigned to an operational function of any Task Force investigation if the Task Force member is employed by the requesting agency or has a legitimate conflict of interest to the on-going investigation.
 

**Nothing in this agreement shall preclude the requesting agency from providing a professional and thorough law enforcement response to any incident covered in Article III to include ensuring public safety, giving aid to the injured, securing the crime scene, protecting evidence, and identifying witnesses.**
3. **Department Liaison** - The requesting agency shall designate a department employee to act as a liaison with the Task Force during the investigation. Any requests for documents, records, or other relevant information needed by the Task Force will be made through the department liaison.
4. .

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

**IX. TERMINATION/MODIFICATION OF AGREEMENT**

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



**X. SIGNATORIES OF TASK FORCE MEMBER AGENCIES**

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

BELVIDERE POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

BOONE COUNTY SHERIFF'S DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

CHERRY VALLEY POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

DURAND POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

ILLINOIS STATE POLICE

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

LOVES PARK POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

PECATONICA POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

ROCKFORD PARK DISTRICT POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

ROCKFORD POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

ROCKTON POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

ROSCOE POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

SOUTH BELOIT POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

WINNEBAGO POLICE DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

WINNEBAGO COUNTY SHERIFF'S DEPARTMENT

By: \_\_\_\_\_

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

ROCK VALLEY COLLEGE POLICE DEPARTMENT

By: \_\_\_\_\_

# Winnebago



# Boone

## **INTEGRITY TASK FORCE**

### **POLICY AND PROCEDURE**

#### **PURPOSE**

The purpose of this policy and procedure is to identify investigative resources available to the Winnebago-Boone Integrity Task Force (WBTF) when the Task Force has been activated in deadly force situations, in-custody deaths, felony complaints of on-duty officers, or any other incident approved by the Task Force Board. The Task Force is comprised to offer transparency and independence from those agencies who utilize the services of the Task Force.

#### **POLICY**

The policy and procedures shall be compliant with all aspects of the written inter-agency agreement. The results of any investigation conducted pursuant to this agreement should provide an unbiased view of the incident and lend credibility to final reports and conclusions. It is agreed that citizen complaints and other administrative investigations will not normally qualify as appropriate use of the task force as investigative functions of the task force will be criminal in nature.

#### **PROCEDURES**

##### **1.000-1**

##### **Definitions**

##### **1.000-101 Basic Terminology**

The following definitions apply to this policy:

- **DEADLY FORCE** – Any use of force incidents that will likely to cause death or great bodily harm to an individual or individuals involving law enforcement officers, either on or off duty.
- **IN-CUSTODY DEATHS** - The death of any person who is in the process of arrest, the death of any person who is en route to be incarcerated, or is incarcerated at the Winnebago or Boone County Jail.

- **FELONY** - Complaints against any law enforcement officers alleged to have been committed while on duty, which, by statute, are felony violations.
- **INSTRUMENT** – Any weapon, equipment, item or substance used as a weapon during the incident investigated.
- **OFFICER** - For the purposes of this protocol, an "officer" is defined as any police officer, deputy, reserve officer, auxiliary officer, part-time officer, or other law enforcement officer, employed by any local, county, or state law enforcement agency, who falls under the Task Force in Winnebago and Boone County.
- **GOOD STANDING** – An Officer is not facing disciplinary action that could result in his or her termination for misconduct or unfitness for duty, or does not have any past disciplinary action which would question the integrity of the officer. Any past or current good standing issue will be reviewed by the Task Force Board on an individual basis.
- **CIVILIAN** - For the purposes of this protocol, "civilian" is defined as the human being who is injured, or dies in custody or by an officer using deadly force.
- **TASK FORCE COMMANDER** - An Illinois State Police Officer (Sergeant or above) acting under the supervision of ISP Zone 2 Investigations Command, or her/his designee. The Task Force Commander is responsible for the operations of the Task Force and overall direction and supervision of the assigned work force, to include maintenance of case review and reporting.
- **TEAM MEMBER** – Any officer of a member agency that is appointed to the Task Force.
- **TASK FORCE INVESTIGATION TEAM** - A group of member agency investigators assigned to a single incident.
- **TASK FORCE SQUAD LEADER:** For the purposes of this protocol "Squad Leader" is defined as supervisory personnel from any of the member agencies who supervise the Task Force Investigation Team.
- **SUPERVISOR** – The requesting agency's officer in charge of the incident.
- **TRAFFIC CRASH RECONSTRUCTIONIST**- A sworn officer who is certified through the State of Illinois as an Accident Reconstruction Specialist, preferably with federal Accreditation through the "Accreditation Commission for Traffic Accident Reconstruction" (ACTAR).

## **1.000-2**

### **General Provisions**

#### **1.000-201 Members in Good Standing**

Any officer, who is not in good standing, may be denied appointment to the Task Force. Any appointed officer, who is no longer in good standing, may be released from his or her duties as a Task Force member. Decision to deny or release an appointment to the Task Force will be made at the Board level. Any officer with any sustained disciplinary issue may be denied as a

Task Force Team Member. Any current Task Force Team Member with any sustained disciplinary issue may be released or put on notice. Any officer whose conduct has been subject to disclosure to prosecuting authorities pursuant to *Brady* or *Giglio* issues shall be subject to Board review for denial or release from the Task Force. Any complaint against a WBITF member will be investigated by the member's agency. Chiefs or Sheriffs, or their designee, shall be responsible for removing or denying their officer's team status.

**1.000-202 Decision to Activate WBITF**

The Chief executive officer of an agency, or assigned designee, when notified that an officer has been involved in a deadly force situation, in-custody death or felony complaint while on-duty may decide to request activation of the WBITF comprised from the participating agencies in this agreement: Belvidere Police Department, Boone County Sheriff's Department, Cherry Valley Police Department, Illinois State Police, Loves Park Police Department, Rockford Park District Police Department, Rockford Police Department, Rock Valley College Police Department, Roscoe Police Department, South Beloit Police Department and the Winnebago County Sheriff's Department. Durand Police Department, Pecatonica Police Department, Rockton Police Department and Winnebago Police Department are also parties to this agreement but will not be contributing investigative staff.

**1.000-203 Notification of State's Attorney**

Upon any activation of the Task Force, the Task Force Commander shall notify the State's Attorney of jurisdiction.

**1.000-204 Approval of Task Force Response**

The approved request for assistance of responding task force members shall be determined by the Task Force Commander, or his/her designee, or by the predetermined call-out list. Once the Task Force arrives on the incident scene, no member of the Task Force will participate in an investigation if the member's agency was involved in the arrest of the civilian.

**1.000-205 Requesting Agencies Summary of Incident**

The requesting agency shall provide a current summary of the incident, the location of the incident and the reporting location for the Task Force Commander, the Squad Leader and/or investigators assigned to the investigation. For each agency providing investigative support to the call-out, their responding task force member will assume the responsibility for the notification of their supervisors of his/her activation.

**1.000-206 Responsibility of Requesting Agency**

It will be the responsibility of the requesting agency to designate one of their staff as liaison to the task force squad.

**1.000-207 Assigned Squad Leader's Choice of Investigators**

The individual Squad Leader assigned to the activation will choose the responding investigators from a pre-determined protocol.

**1.000-208 Responsibility to Open Lines of Communication**

The Task Force Commander/Squad Leader selected to lead the investigation will be responsible for opening lines of communication with the appropriate prosecutor (State or Federal) for the purpose of legal advisement, case review and decisions on prosecutions.

### **1.000-209 Responsible for Reports and Updates**

It will be the responsibility of the Task Force Commander or the Squad Leader designated in charge of the activation to ensure that all reports (including original incident report, investigative supplemental reports, crime scene and laboratory reports) are hand carried to the appropriate prosecutorial agency as well as the requesting agency at the conclusion of the investigation, unless circumstances dictate otherwise. The Task Force Commander or the Squad Leader will give the requesting agency frequent updates on the investigation.

### **1.000-210 Media Releases**

Media releases will be handled by the Task Force Commander, or his designee, after consultation with the appropriate prosecutorial agency. Matters relating to the Task Force investigation will be addressed by the Task Force Commander, or his designee; matters that are administrative and involve personnel of a member agency shall be handled by that agency's Sheriff or Chief of Police.

### **1.000-211 Training**

Member agencies shall ensure all team members stay current with all training needed to be certified as a Lead Homicide Investigator as required by the Illinois Law Enforcement Training and Standards Board. Member agencies agree to participate in additional training in order to ensure that the coordination and skills of the investigative group are maintained, and to ensure that the call-out protocol remains current. All Team Member will be required to participate in a minimum of 20 hours training each year. Pre-approved training sponsors include, Mobile Team In-Service Training, Illinois Association of Chiefs of Police, International Association of Chiefs of Police, CALEA, COPS, FBI, PERF, FEMA, ILEAS, U.S. Department of Justice, Illinois State Police, IDOC, ILETSB, Illinois Executive Institute, or any other Task Force Board approved sponsor. Copies of all documented training of a team member that relates to the investigative skills of the Task Force shall be kept on file by the Task Force Commander or his designee. It will be the member agencies' responsibility to send updated training records to the Task Force Commander by January 15<sup>th</sup> of each year.

## **1.000-3 Supervisors**

### **1.000-301 Command Structure**

Upon any activation of the Task Force, the Incident Commander and a Task Force Squad Leader shall be immediately dispatched to the scene. A supervisor, or designee, from the involved agency shall be present to assist the Task Force Investigators. The Task Force Commander, or the Task Force Squad Leader, is in overall charge of the use of deadly force investigation or other Task Force activation.

### **1.000-302 Task Force Commander Responsibilities**

The Task Force Commander shall take all steps necessary to ensure that the directives of this protocol are carried out, and promptly request that crime scene investigators respond to the scene.

### **1.000-303 Interviews by Squad Leaders**

Squad Leaders may receive information regarding the investigation from WBITF Investigation Team members, but Squad Leaders should not conduct interviews of the officer, civilian or witnesses, except in emergency circumstances, where it appears reasonably likely that the officer, civilian or witness is about to lose consciousness or die. The interviews of these individuals should ordinarily be performed by WBITF Investigation Team members.

### **1.000-304 Squad Leaders to Ensure Perimeter Security**

Squad Leaders shall ensure personnel are assigned to secure and protect the perimeter of the scene. Squad Leaders shall take steps to ensure that CSI investigators, and all other necessary personnel, have access to the scene to perform their duties. The Squad Leader shall designate a task force member to keep a crime scene log if the involved agency has not already started the log. The Squad Leader will make every attempt to have the involved agency in charge of the crime scene log to free up investigative personnel. As in any criminal investigation, media representatives should never be allowed access inside the crime scene perimeter, until the CSI investigation has been completed and the scene has been released. Squad Leaders should confer with WBITF Investigation Team members prior to making a decision to release the scene.

### **1.000-305 Squad Leaders to Ensure Scene Evidence Security**

Squad Leaders shall ensure that no evidence items are moved prior to collection by CSI investigators, unless it is absolutely necessary to do so for the safety of personnel or preservation of evidence.

### **1.000-306 Dissemination of Information to Family Members of Injured/Deceased**

Task Force Commander may give the families of injured or deceased parties' information about the condition of the party to the same extent, and subject to the same limitations, as in any criminal investigation.

### **1.000-307 Photo Line-ups**

The Squad Leader assigned to the incident, or his designee, will be responsible for all photo line-ups to ensure that all line-ups are presented with the same format and the same written instructions to the viewing party. Any Team Member conducting a lineup must follow the suggested standard lineup procedures outlined in the Winnebago County States Attorney Memo (see Appendix A). Any Team Member conducting a lineup must use the "Winnebago-Boone Integrity Task Force Form" (see Appendix B).

## **1.000-4 Investigation Team**

### **1.000-401 Investigation Team**

The WBITF Investigation Team shall be composed of members from the Belvidere Police Department, Boone County Sheriff's Department, Cherry Valley Police Department, the Illinois State Police, the Loves Park Police Department, the Rockford Police Department, the Rockford Park District, Rock Valley College, the Roscoe Police Department, the South Beloit Police Department and the Winnebago County Sheriff's Office. All WBITF Investigators shall have current or former detective experience, or equivalent training. The selection of Task Force Investigators shall be made by supervisory or administrative personnel at each respective

agency. However, it is strongly recommended that supervisory personnel select members who have training and/or experience in investigations of homicide or other violent felonies.

**1.000-402 Witness Canvass**

WBITF investigation team will conduct a detailed witness canvass. Identify all witnesses and persons present who indicate that they did or did not witness anything.

**1.000-403 Number of Investigation Team Members to Respond**

The number of WBITF Investigation Team members who respond to a particular deadly use of force case will be determined by Squad Leader, depending upon the unique circumstances of each case. However, it is strongly recommended that at least six WBITF Investigation Team members be dispatched to a fatal use of deadly force, and at least four WBITF Investigation Team members be dispatched to a non-fatal use of deadly force. Under no circumstance shall an Investigation Team Member be employed by the same agency as the involved officer.

**1.000-404 Witness Interviews**

The WBITF Investigation Team members, at the discretion of the Team Leader, shall attempt to conduct tape or digitally recorded interviews of the civilian and witnesses as soon as is reasonably practicable. If the witness is an officer from the involved agency, the Task Force Investigation Team may require an interview of the officer to clarify facts from the officer's report of the incident. The Task Force interviewer shall attempt to tape or digitally record the officer's interview. If witnesses have left the scene then all efforts should be made to immediately locate and interview them. Whenever possible the interviews should occur at the police station or sheriff's office, rather than in the field. A witness should never be interviewed in the presence of another witness. Civilians and witnesses have the same right to refuse an interview, as would the victim and suspect in a criminal investigation. The involved agency may be responsible for any and all costs associated with transcribing recorded interviews.

**1.000-405 Crime Laboratory Testing**

The WBITF Investigation Team members shall request crime laboratory testing on various items of physical evidence collected in the case, as necessary, based upon the unique facts and circumstances of each individual case.

**1.000-406 Investigation**

The WBITF Investigation Team members shall perform all additional investigation necessary to obtain a complete understanding of the facts of the use of deadly force, in-custody deaths, or felony complaints based upon the unique facts and circumstances of each case.

**1.000-407 Rules of Law**

The WBITF Investigation Team members who take part in the use of deadly force criminal investigation, in-custody deaths, or felony complaints shall comply with the rules of law that apply in criminal proceedings, including constitutional, statutory and case law.

**1.000-408 Garrity**

No Team Member will give the Garrity Warning to any involved officer or officer present at the incident.



## **1.000-5**

### **Officer Involved Fatality Crash Investigations**

#### **1.000-501 Crash Investigation Team**

The WBITF may be activated whenever an officer is involved in a motor vehicle crash involving a fatality or anticipated fatality.

#### **1.000-502 Investigative Specialists**

In addition to the responding WBITF investigation team, a traffic crash reconstructionist will be dispatched. The reconstructionist may or may not be a member of the Task Force, but will not be a member of the involved agency.

#### **1.000-503 Traffic Crash Scene Responsibilities**

Duties of the WBITF will include, but are not limited to the following:

- Taking measurements and preparing a scale diagram.
- Collection of evidence and photography.
- Interviewing witnesses, drivers, and occupants of vehicles.
- Preparation and completion of reports
- Making arrangements for any testing that may be required on any vehicles.
- Arranging the removal of the vehicles to appropriate locations.
- Obtaining needed information for reviewing the crash with the Prosecutor.
- Any other duties necessary to complete the investigation.

## **1.000-6**

### **Crime Scene Investigators**

#### **1.000-601 Crime Scene Investigators (CSIs)**

Crime Scene Investigation (CSI) support in all Task Force cases shall be provided by the Illinois State Police. However, weather, safety issues, or extenuating circumstances may dictate on scene officers take immediate action to preserve, protect, or otherwise document evidence that may be destroyed or altered. Any touched, covered, or moved items of evidence will be thoroughly documented by the scene officer. This information will be shared with the CSIs.

#### **1.000-602 Number of Crime Scene Investigators**

The number of CSIs who respond to a particular deadly use of force case will be determined by the ISP Crime Scene Service Command (CSSC), depending upon the unique circumstances of each case, and the ability and equipment of the responding CSIs. Any contact with ISP laboratories for specific processing done at the scene by forensic scientists will be determined and requested by the ISP CSSC.

#### **1.000-603 Collection of Evidence from Personnel by CSIs**

If not already surrendered, crime scene investigators shall take possession of the firearm discharged by the officer, and any other weapons possessed by the officer at the time of the deadly use of force. If any of the officer's clothing and/or equipment is deemed to have evidentiary value, then crime scene investigators shall collect the items, upon consultation with

WBITF Investigation Team Members and Supervisors, once the officer has reached a police station or other appropriate location.

**1.000-604 Documentation of Personnel's Firearm by CSIs**

The CSIs shall document the condition of the officer's firearm or other instrument used by the officer in the incident. The CSIs shall also document the condition of any related components, including magazines or loose ammunition. The CSI shall also take all necessary photographs of the firearm, or instrument, and any related components to document their condition. The Squad Leader shall require an inspection of all officers' weapons that were present during the incident.

**1.000-605 Photographs of Personnel taken by CSIs**

The CSIs shall take photographs of the officer to include a full body photograph. The number of photographs to be taken shall be made in consultation with the WBITF Investigation Team members based upon the unique circumstances of each case.

**1.000-606 Collection of Evidence from Civilians by CSIs**

The CSIs shall take possession of any firearm or instrument used by the civilian, any other weapons possessed by the civilian, and any clothing or equipment of the civilian related to the incident, as soon as is reasonably practicable. This will be conducted after a consent has been signed, or a search warrant has been issued.

**1.000-607 Documentation of Civilian's Firearm or Instrument by CSIs**

If the civilian possessed a firearm or instrument, CSIs shall document the condition of the firearm or instrument. The CSIs shall also document the condition of any related components, including magazines or loose ammunition. The CSIs shall also take all necessary photographs of the firearm or instrument and related components to document their condition.

**1.000-608 Photographs of Civilian taken by CSIs**

The CSIs shall take photographs of any civilian(s) involved. The number of photographs to be taken, and a determination as to whether full body photographs are necessary, shall be made in consultation with the WBITF Investigation Supervisor or his designee, based upon the unique circumstances of each case. If the civilian dies, CSIs will ensure autopsy photographs are taken.

**1.000-609 Bagging of Civilians Hands**

If there is evidence that the civilian may have discharged a firearm, and the person's hands have not already been bagged, then the person's hands should be bagged by the CSIs. If the hands of the civilian are bagged, then the hands shall later be processed by the CSIs. In any case where the person's hands are bagged and processed the Task Force Investigation Team members shall subsequently request that forensic testing be performed. In the event the civilian is deceased and the hands have not been bagged the CSIs will bag the hands under the direction of the coroner, or his or her designee.

**1.000-610 Shell Casings, Spent Projectiles, and Other Evidence**

Crime Scene investigators shall photograph, document and collect any spent shell casings, spent projectiles, and other evidence.

**1.000-611 Video and Photographs**

Unless emergency circumstances require otherwise, all photograph and video taken in the case are to be taken by crime scene investigators. Emergency circumstances would include weather

concerns which arise prior to the arrival of the CSIs, safety concerns which arise prior to the arrival of the CSIs, or situations where the officer or other law enforcement officers take emergency photographs. All photographs and video taken shall be promptly forwarded to the Illinois State Police Crime Scene Investigator. No Task Force Team member shall photograph or video any evidence, persons on scene, investigative personnel, or any portion of the incident scene for personal reasons or unauthorized posting to the media, social media, or any other venue not authorized by the Task Force Commander.

**1.000-612 Availability of Video and Photographs**

The photographs and video taken by crime scene investigators shall be made available to the task force team. The CSIs shall give task force investigators images taken from the scene.

**1.000-613 Measurements**

The crime scene investigators shall collect measurements and other information to enable them to later prepare a detailed diagram of the crime scene.

**1.000-614 Additional Forensic Investigation**

The crime scene investigator shall perform additional forensic investigation work, as necessary, to fully document the primary scene, any secondary scenes, and any persons associated with those scenes, after consultation with the Task Force Investigation Team members, and based upon the unique facts and circumstances of each case.

**1.000-615 Retention of Evidence**

The Illinois State Police Zone 2 will retain custody of all evidence related to the incident for a minimum of 2 years. Some evidence, due to its size or nature, may be stored at a local agency not directly controlled by the State Police. The chief, sheriff, or designee of the agency involved may request, in writing, a longer retention period by the Illinois State Police.

# APPENDIX A

## SUGGESTED STANDARD LINEUP PROCEDURES

PRIOR TO CONDUCTING A LINEUP THE FOLLOWING ADVISEMENT SHOULD BE GIVEN TO ALL WITNESSES VIEWING A LINEUP PURSUANT TO P.A. 93-605, eff. 11/19/2003 725ilcs 5/Art. 107A heading

1. Each eyewitness who views a lineup or photo spread shall sign a form containing the following information:
  - a. The suspect might not be in the lineup or photo spread and the eyewitness is not obligated to make an identification.
  - b. The eyewitness should not assume that the person administering the lineup or photo spread knows which person is the suspect in the case.
2. Suspects in a lineup or photo spread should not appear to be substantially different from "fillers" or "distracters" in the lineup or photo spread based on the eyewitness' previous description of the perpetrator, or based on other factors that would draw attention to the suspect. (P.A. 93-605, eff. 11-19-03 725ILCS5/Art. 107A heading) See Winnebago-Boone Integrity Task Force Line-Up Form.

#### SUGGESTED STANDARD LINEUP PROCEDURES

1. No lineup should proceed without police first discussing it with the prosecutor
2. Lineups should be conducted as soon as possible after arrest, before if possible
3. Suspects can only be compelled to exhibit physical characteristics, nothing that might have testimonial significance
4. The names of everyone at the lineup should be recorded
5. Police should never even suggest to a witness that the suspect is even in the lineup, and suspects should never be presented in handcuffs or prisoner clothing
6. Witnesses should not be allowed to view photographs before the live lineup
7. Witnesses should be required to give a description of the perpetrator before the lineup, and this should be compared with any lineup identification
8. All persons in the lineup should be of the same general weight, height, age, and race, and all should be dressed similarly
9. Suspects should be instructed to not act in any way that singles out the suspect
10. Each person in the lineup should speak the exact same words and do the exact same gesture as any one person in the lineup is requested to do
11. Lineup procedures should be color photographed, or videotaped preferably
12. If more than one witness views a lineup, they should do so separately and not have any opportunity to converse with one another
13. Police should not engage in any unnecessary conversation with witnesses
14. Unnecessary personnel should be nowhere near the lineup
15. Each witness should indicate their identification, if any, on a standard form and sign photographs with their name and date on the back of the photograph.
16. Use of a one-way mirror should be avoided unless there are compelling reasons
17. The police officer in charge should file a complete report of all proceedings
18. Attorneys should not be allowed in police interviews with any witness after a lineup
19. Police are obligated to report any irregularities that they themselves might see
20. All lineups shall be photographed or otherwise recorded. These photographs shall be disclosed to the accused and his or her defense counsel during discovery proceedings as provided in Illinois Supreme Court Rules.
21. All photographs of suspects shown to an eyewitness during the photo spread shall be disclosed to the accused and his or her defense counsel during discovery proceedings as provided in Illinois Supreme Court Rules.
22. Attorneys should be allowed to consult with their clients before the lineup, and be present from the beginning of the lineup through every step, especially the moment if and when identification is made if the right to counsel has attached.

# APPENDIX B

## WINNEBAGO-BOONE INTEGRITY TASK FORCE PHOTO LINEUP FORM

# Winnebago-Boone Integrity Task Force Photo Line-Up Form

## LINE-UP/PHOTO SPREAD SHEET

You are about to view a line-up of individuals or photographs of individuals. Before you view the line-up, however, you must read and understand the following statement:

1. The suspect might not be in the line-up or photo spread and thus you are not obligated to make an identification.
2. You should not assume that the person administering the line-up or photo spread knows which person is the suspect in the case.

If you have read and understood these two (2) statements, date and sign below.

\_\_\_\_\_  
Signature of person viewing line-up or photo spread

\_\_\_\_\_  
Date                      Time

\_\_\_\_\_  
Officer                      Badge #

\_\_\_\_\_  
Date                      Time

\_\_\_\_\_  
Officer                      Badge #

\_\_\_\_\_  
Date                      Time