

KANE COUNTY CHIEFS OF POLICE ASSOCIATION TASK FORCE



2021 Policy and MOU

Revised 4/1/21

MISSION STATEMENT

THE MISSION OF THE KANE COUNTY CHIEFS OF POLICE ASSOCIATION TASK FORCE IS TO ASSIST A MEMBER AGENCY, AT THE REQUEST OF THAT AGENCY, WHO IS INVOLVED IN A MAJOR INVESTIGATION BY PROVIDING ADDITIONAL TRAINED MANPOWER, EXPERTISE AND RESOURCES.

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SECTION 1

MEMBERSHIP/EXECUTIVE BOARD DUTIES

The Kane County Major Crimes Task Force will operate under the auspices of the Kane County Chiefs of Police Association Memorandum of Understanding (Appendix 1). This MOU shall supersede any and all previous agreements or declarations. The Task Force Memorandum of Understanding (MOU) will be reviewed on January 2022 for any changes suggested by the Membership or Executive Board. After the January 2022 review, the MOU will be reviewed every two (odd numbered) years, starting January 2023.

Member agencies are any Law Enforcement Department within Kane County, the Kane County States Attorney's Office, Kane County Diagnostic Center, the Illinois State Police, Kane County Coroner's Office, and other Federal Police Agencies.

Member agencies whose jurisdiction also resides, in part, in border counties shall be provided the same assistance when requesting task force activation, regardless of location of incident. The border county and the residing State's Attorney's Office shall be notified of the task force investigative activity. All future agencies that wish to become a member of the task force must apply in writing and must be accepted by a majority vote of the Executive Board.

1.1 EXECUTIVE BOARD

The Executive Board of Kane County Chiefs of Police Association hereafter referred to as the Association, will appoint a Chairperson. The Chairperson shall oversee funding for the Task Force. The Chairperson shall serve in that capacity until removed by the member agency, retirement from the board or a majority vote of the Executive Board.

BOARD RESPONSIBILITIES INCLUDE:

- Review policies and procedures
- Establish financial control
- Make final decisions on task force issues
- Determine who will function as legal advisor
- Will meet, at a minimum, bi-annually with the Task Force Commander and Team Supervisors

CHAIRPERSON RESPONSIBILITIES:

- Set dates, times, and location of bi-annual Board Meetings
- Set meeting agenda
- Call for a meeting under emergency circumstances, or when it is deemed necessary
- In absence of the Task Force Commander, the Chairperson shall report on the task force activities to the full membership of the Kane County Chiefs of Police Association

SECRETARY RESPONSIBILITIES:

- Will act as chair in the absence of the Chairperson
- Maintain all Executive Board documents and correspondence.
- Keep accurate records of all Executive Board meetings.

TREASURER RESPONSIBILITIES:

- Keep accurate account of all task force funding
- Arrange for payment of all expenditures
- Present annual budget that requires approval by the Executive Board.
- Prepare a monthly financial statement
- Will act as Chair in the absence of the Chairperson and Secretary

SECTION 2

FULL TASK FORCE FUNDING

The Task Force fiscal year will be the same as the Association.

Each member agency shall provide annual dues of \$750.00 to the Task Force Fund to provide for training, equipment, and other needs of the Task Force. Payment is due by May 31 of each year. This funding level is subject to annual review by the Association.

The Chairperson and/or the Commander shall provide the Association with briefings on all activations and reports on financial expenditures. All expenditures for training, equipment, etc. shall be subject to approval by the Executive Board.

Any and all donated money, grant awards or other revenue sources will be placed into the Task Force general fund and managed by the Executive Board.

When possible, Task Force members will work their normal assigned shift hours, however, when overtime occurs, the member incurring the overtime will be paid by his/her own agency.

Extraordinary expenses such as office resources, supplies, and travel expenses shall be the responsibility of the activating agency and shall be expended at their discretion.

The Task Force Memorandum of Understanding (MOU) will be reviewed on January 2022 for any changes suggested by the Membership or Executive Board. After the January 2022 review, the MOU will be reviewed every two (odd numbered) years, starting January 2023.

SECTION 3

FULL TASK FORCE COMMAND AND CONTROL

3.1 TASK FORCE COMMANDER

There will be 1 (One) Task Force Commander and (1) Deputy Commander. The Executive Board shall appoint the Task Force Commander and Deputy Commander based upon approval of the Association. The recommended persons must be/have:

- A. A full-time peace officer, certified in the State of Illinois, and
- B. Hold any rank above Sergeant in an Association member agency, and
- C. Shall have a minimum of 3 years investigative experience in their home agency, or
- D. Shall have a minimum of 3 years investigative experience in any Major Crimes Task Force recognized by the Association, which includes, but not limited to, DuPage MERIT, Lake County Major Crimes, MCAT, NORTAF, Will-Kendall Major Crimes, and South Suburban Major Crimes Task Force.

The Chiefs of the member agencies will consider all recommendations, but the decision will be made by a majority vote of the Chiefs of the member agencies.

The Task Force Commander and Deputy Commander will serve in that capacity until removed by the member agency or a majority vote of the Chiefs of the member agencies for at least 3 years.

The Task Force Commander's responsibilities are but not limited to:

- 1. Responsible to the Association for all Task Force activities, training and activations.
- 2. Communicate with Executive Board Members on activations.
- 3. Responsible to the top Administrator or designee of the agency activating the Task Force for activities related to that investigation.
- 4. Maintaining effective membership levels, identifying and facilitating training opportunities and coordination of meetings and ongoing communication.
- 5. Act as the primary contact with the State's Attorney's Office.

A membership roster with member contact information shall be established and disseminated to the Task Force members and their designated agency administrator.

The Task Force Deputy Commander will assist the Task Force Commander with any task or assignment requested. The Deputy Commander will serve as the designee for the Task Force Commander in the event of the Commander's absence.

3.2 TASK FORCE TEAM SUPERVISORS

The Task Force Commander with input from the Chiefs in the county, shall submit the names of possible Task Force Team Supervisors. The Executive Board will approve the appointments. There will be a Team Supervisor for each branch of the Major Crimes Task Force. The Branches of the Task Force are:

*Investigative and Evidence Team	*Officer Involved Death Team
*Accident Reconstruction Team	*Honor Guard

Qualifications to hold the position of Team Supervisor:

- A. A full-time peace officer, certified in the State of Illinois, and
- B. Hold any rank above Patrol Officer/Deputy/Trooper in an Association member agency, and
- C. Shall have a minimum of 3 years investigative experience in their home agency, or
- D. Shall have a minimum of 3 years investigative experience in any Major Crimes Task Force recognized by the Association, which includes, but not limited to, DuPage MERIT, Lake County Major Crimes, MCAT, NORTAF, Will-Kendall Major Crimes, and South Suburban Major Crimes Task Force, or
- E. Or Accident Reconstructionist certified by the State of Illinois.
- F. *Honor Guard Team Exception: Anyone with Honor Guard experience or military experience who knows the basic formations, movements, or commands may also be considered for Honor Guard Team Supervisor.

(Note: ISP Special Agent would qualify as a rank above Trooper)

The Team Supervisors will serve in that capacity until removed by the member agency or the Executive Board, and shall serve in that capacity for at least 2 years.

The Team **Supervisor's** responsibilities are:

1. Support the Task Force Commander and the Association in all task force activities, training and activations.
2. Assist the Task Force Commander in maintaining effective membership levels, identifying training opportunities and coordination of meetings and ongoing communication.
3. Assist in maintaining the Task Force web page.
4. Assist in maintaining the current member contact roster
5. Liaison with Kane-Comm for call out deployment.
6. Assist in updating the IAMRESPONDING notification system.
7. Manage Team activities on call-outs.

SECTION 4

TASK FORCE CHAIN OF COMMAND

The **Task Force Commander** shall report directly to the Task Force Chairperson and the Association.

Once the KCMCTF has been activated the Commander will be directly responsible to both the requesting agency Top Administrator and the Association. The Top Administrator of the activating agency is the final authority in all matters directly related to the investigation.

Every member of the KCMCTF shall be subject to the requests, coordination, and direction of the Task Force Commander or their designee, including Team Supervisors.

The Task Force Commander will have the authority to assign a specific Team, Team Supervisor, Team Member, or specific Investigator to lead an investigation. Additionally, whenever multiple Task Force Teams are on the same incident, the Task Force Commander will assign the lead Team, Team Supervisor, Team Member, or specific Investigator to lead the investigation.

All officers responding to an emergency on behalf of the Task Force shall be primarily under the direction of the Team **Supervisor** of the responding Team and secondary to the chief law enforcement officer of the requesting agency and/or his command officers. All Task Force members shall obey and adhere to all lawful orders and instructions issued by the Task Force Commander/Team Supervisor or the chief law enforcement officer and/or his command officers of the requesting agency as outlined below.

The requesting agency shall be responsible for all assignments during the activation, provided, however, nothing in this Section shall require an officer to violate any of his or her own agency's rules, regulations, or policies regarding their conduct and activities such as but not limited to, use of force and the pursuit of suspects. Discipline of officers employed by a responding agency shall remain the responsibility of that agency.

Task Force members will be responsible for reporting and recording any observed misconduct while functioning in a task force capacity. Infractions will be reported through the KCMCTF Chain of Command.

The KCMCTF will not be responsible for the administration of disciplinary actions involving team members. The member's sponsoring agency will have sole authority for the administration of disciplinary measures to team members while acting under the umbrella of the Task Force.

The Team **Supervisor** may designate another Team **Supervisor** to conduct this inquiry. Any alleged infraction will be referred to the member's department for review. If the allegation is serious in nature, the member's agency will be immediately contacted so the investigation may proceed in accordance with the (50ILCS 725/) Uniform Peace Officers' Disciplinary Act and the sponsoring department's disciplinary procedures. If serious allegations exist, the Task Force Commander and/or Team Supervisor will assist the member's department in the investigation of the allegation. The Task Force Commander or Team Supervisor will not initiate any disciplinary recommendations. Task Force Commander will monitor all incidents reported and report all findings to the Chairperson, and if necessary, the Executive Board.

A KCMCTF member may voluntarily withdraw from the team at any time, for any reason. Nothing in this order prohibits either the Executive Board or the home agency from removing a member for cause.

SECTION 5

MAJOR CRIMES (MC) INVESTIGATIVE/EVIDENCE TEAM

OFFICER INVOLVED DEATH (OID) TEAM

Pursuant to the Police and Community Relations Improvement Act, 50 ILCS 727 ("the Act"), all law enforcement agencies are required to adopt a policy relating to the investigation of officer-involved deaths (OID). KCCOPA offers a protocol for external OID investigation to all members. Members shall have the option of using this protocol for OID investigation facilitated by KCCOPA, at their discretion.

5.1 SQUAD LEADERS

The Team Supervisor with a recommendation from the Task Force Commander, may appoint Squad Leaders. Squad Leaders will be selected based on their overall knowledge, training, experience, and skill level in the team they will be a part of. The Squad Leader of their designated group will serve in a supervisory capacity. Squad leaders shall be responsible for the direct supervision and coordination of their assigned team during the course of an investigation.

5.2 TEAM ASSIGNMENT

The Team members shall be assigned to geographically designated **squads**. That assignment shall be based on the geographic location of their parent agency whenever possible. Each **Squad** will be assigned a minimum of one (1) supervisor at the rank of Sergeant or above. Members can be assigned to any **Squad** during an investigation based on the current needs of the Task Force or Team, the requesting agency and available staffing.

5.3 APPOINTMENT

1. Each participating member agency shall make every effort to assign a minimum of one person to the Major Crimes Task Force as a team member.

2. Participating agencies shall appoint new members based on the following minimum qualifications whenever feasible:

- Completion of Basic Investigations Training
- Completion of Reid Interviews and Interrogation or similar course
- Lead Homicide Investigator Certification (Illinois State mandate)
- Basic Evidence Technician Training
- Juvenile Officer Training

Other specialty skills such as electronic / data forensic training, dual language, crimes scene forensics, etc. are highly desired.

Note: All members shall complete the state required Lead Homicide Investigator course as soon as is feasible based on available training. Individual agencies shall be responsible to track their members' related ongoing training and to ensure that certification does not expire. KCMCTF will make every effort to identify training opportunities for members to assist in maintaining certification. KCMCTF also encourages members to pursue the Advanced Lead Homicide Investigator Certification.

Agencies may apply for Lead Homicide Investigator Certification waivers for members whose collective experience and past training meets the waiver requirements. Agencies that desire to pursue waivers for their members are encouraged to make application to the Law Enforcement Training and Standards Board.

3. The Task Force Commander, with consent of the Executive Board Chairperson, may make non-sworn appointments of highly qualified specialists to assist the KCMCTF in an investigation that involves their area of expertise.
4. It is agreed that each officer assigned as a member of the KCMCTF shall be bound by the policies and procedures of his or her own Member Department in addition to any policies and procedures of the KCMCTF.

5. Each Member Agency agrees to assume liability for its respective personnel assigned to KCMCTF, as well as for vehicles and equipment assigned to that member by the member agency. Each participating Member Agency assumes responsibility for members of its agency acting pursuant to this agreement, both as to indemnification of said personnel as provided for by 65 ILCS 5/1-4-6, and as to personal benefits to said personnel, all to the same extent as they are protected, insured, indemnified and otherwise provided for by the Compiled Statutes of the State of Illinois and the ordinances of the participating municipalities when acting solely within their own corporate limits.

5.4 WITHDRAWAL

1. Agencies will agree not to withdraw a member assigned to KCMCTF without providing notice to the Task Force Commander at least 30 days prior to the time of the removal, with exception to exigent circumstances. The Task Force Commander shall immediately notify the Team **Supervisors**.
2. Agencies withdrawing a Task Force member shall make every effort to assign another person to the Task Force as the replacement within 90 days of withdrawing their member, except for exigent circumstances.

SECTION 6

MC/OID ACTIVATION

6.1 TYPES OF CASES

The following are the types of cases that may require KCMCTF to be activated. They are meant to be a guideline and are not all-inclusive.

- Homicides
- Serial Sexual Assaults
- Serial Arson
- Bombings
- Non-Parental Kidnapping
- Complex Violent Crimes Against People
- Other Heinous Crimes
- Forensic assistance for complex crime scenes
- Criminal Investigation requiring an independent investigative party as defined by State Statute.
- Assignment by the Kane County States Attorney to investigate criminal misconduct of a police officer

Note: Pursuant to the Police and Community Relations Improvement Act, 50 ILCS 727 ("the Act"), all law enforcement agencies are required to adopt a policy relating to the investigation of officer-involved deaths (OID). KCCOPA offers a protocol for external OID investigation to all members. Members shall have the option of using this protocol for OID investigation facilitated by KCCOPA, at their discretion.

6.2 AUTHORITY TO REQUEST

Any top administrator or appointee of any member agency who require assistance while investigating any of the types of cases that KCMCTF may be activated for.

6.3 WHEN SHOULD REQUEST BY MADE

Any request for activation of the Task Force, when feasible, should be made within four hours of initial notification of the incident. Incidents that are significantly delayed or have been re-opened after some time may qualify for activation but only after consulting the Task Force Commander or his / her designee for review. Every effort shall be made to provide member agencies with needed support.

6.4 HOW TO ACTIVATE THE KCMCTF

When a member agency requests that the KCMCTF be activated, the member agencies Top Administrator or appointee will immediately contact the Task Force Commander, Team Supervisor, or Kane-Comm dispatch with their request and shall provide details of the incident. The Task Force Commander or designee will then activate the appropriate Team of the KCMCTF. The Commander will notify the Task Force Chairperson of the activation.

The KCMCTF Commander or his/her designee will make every effort to notify all affected agencies regarding the activation to include the nature of the activation, incident location and if possible, the expected duration of the activation.

6.4 DENIAL AND APPEAL PROCESS

In the event that the Task Force Commander, Team Supervisor or their designee determines the activation of the Task Force is not appropriate, the Requesting Agency Top Administrator or his/her designee may appeal that decision to the KCMCTF Executive Board Chairperson. If the denial is overruled, the KCMCTF shall respond as requested. If the Requesting Agency Top Administrator still has a grievance reference the denial of the activation, the Requesting Agency Top Administrator may bring it up to the Association in a General Membership meeting as "New Business" and seek a solution in front of the membership. The solution will be ruled as "final" going forward.

6.6 DISAGREEMENTS

If a dispute arises between any member of the Task Force and any member of the activating agency, the immediate supervisors of both individuals will mediate the dispute. If no successful resolution can be reached, the Chief Executive Officer of the activating agency and the Team Supervisor will mediate the dispute. If the dispute is still not resolved, the Task Force member will be relieved of his or her duties for the remainder of that activation. A memorandum outlining the disagreement will be completed by the Team Supervisor and forwarded to the Chairperson and Commander as soon as possible at the conclusion of the activation.

6.7 LENGTH OF ACTIVATION

The KCMCTF initial activation is generally limited to a five (5) day period. The lead agencies Top Administrator, Incident Supervisor and the Task Force Commander, collectively, will make every attempt to return KCMCTF personnel back to their agencies as soon as possible without undermining the investigation at hand.

The lead agency is expected to exert maximum effort in participating in the investigation.

The Task Force Commander will update the Chairperson within five (5) days of activation to determine if the number of team personnel will be maintained or reduced. After the initial five (5) day call-out/activation, another five (5) days can be requested by the requesting agency through the Task Force Commander to the Executive Board. If there are extenuating circumstances that arise and an extension is needed, the Chairmen shall seek approval from the Executive Board via a simple majority of a quorum vote for KCMCTF to remain activated. Should the KCMCTF remain activated beyond ten (10) days, the Commander and the Chairperson will conduct daily briefings to determine the necessity of continued Task Force involvement. The lead agencies top administrator or his appointee will participate in all discussions.

6.8 STATES ATTORNEY / CORONER NOTIFICATION

The KCMCTF Commander or his / her designee shall notify the Kane County States Attorney pursuant to any activation involving matters of a serious nature. In the event that the incident occurs in a members' jurisdiction but in a bordering county, notification shall also be made to that county States Attorney's Office as well.

The Commander, his/her designee, or the incident lead agency shall notify the appropriate Coroner's Office in all matters involving a death. The Coroner shall be requested to respond to the scene and await further direction. All other death investigation protocols shall be adhered to by standard policy.

6.9 KANE COUNTY HOMICIDE AND QUESTIONABLE DEATH PROTOCOL

The KCMCTF Commander or his / her designee will familiarize themselves with the Death Protocol guidelines issued by the Kane County State's Attorney's Office. These guidelines should assist with a Homicide and Questionable Death Investigation.

SECTION 7

MC/OID INVESTIGATION DOCUMENTATION

7.1 DOCUMENTATION

When a member agency requests KCMCTF assistance, they agree to a Major Case style of investigation to include the use of major case documentation. The Task Force forms will arrive with the KCMCTF members and shall also be available to members on the KCMCTF website.

The lead agency will be responsible for storage of the following:

- All investigative reports and supporting documents
- All forensic reports
- Lead sheets, case management calendars
- All evidence
- Investigative notes
- All electronic / computer-based data and related storage devices
- Audio and video recordings

The KCMCTF shall maintain working copies of all reports generated by its participating members for that investigation.

The lead agency will be responsible for determining what information is to be released, and to whom, based on their policies, advice from the Kane County States Attorney and in compliance with FOIA laws.

The KCMCTF members play a support role and as such, no member will release information regarding any investigation without the permission of the lead agency Top Administrator or the Incident Commander.

7.2 KCMCTF CRIME SCENE PROCESSING PROCEDURES

PURPOSE: To establish guidelines for identifying, collecting and preserving evidence at crime scenes associated with the KCMCTF.

POLICY: It is the policy of the KCMCTF to ensure that all crime scenes are processed thoroughly and that all evidence is properly collected to ensure its integrity and aid in the prosecution of offenders.

PROCEDURES Crime Scene Processing

1. Crime Scene Processing Personnel

It is imperative that the Requesting Agency control the movement of persons at the crime scene and limit the number of persons who enter the crime scene. This is essential to maintaining scene integrity, safeguarding evidence and minimizing contamination. The initial responding officer(s)/responding agency at the scene shall conduct an initial assessment of the extent of the crime scene(s) and then establish and control its boundaries, which includes the establishment of a Crime Scene Log immediately to document all personnel that enter and exit the crime scene prior to the arrival of the KCMCTF members. The officer responsible for scene integrity shall assume control of the scene and protect evidence through the use of natural barriers or crime scene tape.

2. Processing/Evidence Collection: Major Crime Scene

KCMCTF personnel and Requesting Agency personnel assigned to the incident shall be properly certified to process a crime scene and shall perform the following:

- Conduct a preliminary scene survey.
- Photograph the scene and any evidence.
- Sketch and diagram the scene for any serious crimes when a sketch may benefit the investigation
- Process the scene for physical evidence to include fingerprints, shoe and tire impressions, tool marks, hairs, fibers, and trace or biological evidence.
- Package, label and collect items of evidence

The team member(s) shall ensure the effective collection, preservation, packaging, and transport of evidence. All evidence collected will be inventoried on a Property / Evidence Inventory Forms. Upon completion of evidence processing and inventory procedures, all recovered evidence will be turned over to the Requesting Agency for safekeeping. A detailed evidence manifest shall be provided to the Requesting Agency for their records. Strict compliance with Chain-of-Custody procedures will be maintained and documented.

Transporting of evidence to and from the designated crime laboratory will be the responsibility of the KCMCTF and that of the Requesting Agency. The submission of evidence to the crime lab will be completed by designated members of the KCMCTF under the KCMCTF ORI. The evidence will be submitted to the appropriate crime lab for analysis pursuant to Illinois law, and ensure the proper handling, proper custody and proper control of all collected evidence, with particular attention paid to collecting evidence regarding any crimes that KCMCTF is investigating with the Requesting Agency.

7.3 SUSPECT / OFFENDER MANAGEMENT

Any and all subjects detained and suspected of involvement in the incident should be immediately separated awaiting interview. The Requesting Agency should make every effort to address issues related to evidence contamination and collection to include but not limited to clothing, cellphones, etc. worn by or in the possession of the subject(s).

Special attention must be made to preserve other transfer related evidence on the subject(s) such as blood spatter, other DNA evidence, gunshot residue, etc. Requesting agency will make every effort to isolate this evidence by properly bagging hands, clothing, misc. affected items, etc. Subjects' should NOT be introduced to water or other contaminants until processing is completed. Any and all perishable evidence should be immediately preserved if possible.

Lastly, every effort should be made to relocate the suspect(s) to a facility equipped with both video and audio equipped interview rooms and said systems should be activated upon introducing the suspect(s) to said facility.

7.4 TOWED / IMPOUNDED VEHICLES

When a vehicle(s) is impounded as part of an investigation, the Requesting Agency's Towed Auto Report Form shall be utilized. A Task Force investigator will complete the Towed Auto Report Form.

The Requesting Agency's towing company will be utilized to transport the impounded vehicle(s) to a secure location. A Task Force Investigator shall accompany the impounded vehicle(s) at all times during the transport. The vehicle shall remain in a secure location until which time a search warrant can be obtained and executed.

SECTION 8

MC/OID DEACTIVATION

8.1 HOW TO DEACTIVATE KCMCTF

When a member agency wants to deactivate KCMCTF, the Top Administrator from the lead agency will immediately contact the Task Force **Commander** with his/her request. The Task Force **Commander** or his / her designee shall conduct a debriefing with those members being released prior to returning them to their agency.

The Top Administrator who activates KCMCTF can deactivate the Task Force at his/her discretion.

In the event that the KCMCTF **Commander** feels the Task Force should be deactivated and the Top Administrator requests that the Task Force remain in place, the Task Force **Commander**, Task Force Chairperson and/or the Association will determine whether KCMCTF:

- Will remain fully intact and assigned to the investigation
- Will continue to provide assistance at a reduced level
- Will be deactivated

8.2 CASE SUMMARY AND EXAMINATION

The KCMCTF **Commander** or his / her designee shall facilitate a Task Force debrief of all major investigation activations to provide analysis and to evaluate overall performance of the team. This shall also provide for a careful analysis of those areas where additional training, equipment or more specialized services would benefit the overall investigation.

This debrief should be scheduled as soon as feasible for team members and the Requesting Agency should be advised of the meeting and encouraged to participate for feedback. In any event, the Task Force **Commander** and or/ his designee should meet with the Requesting Agency Top Administrator within 30 days to assess overall performance of the Task Force and status of the case.

SECTION 9

HONRO GUARD TEAM

9.1 LEADERS

The Team **Supervisor** with a recommendation from the Task Force **Commander**, may appoint **Squad** Leaders, **if applicable**. **Squad** Leaders will be selected based on their overall knowledge, training, experience, and skill level in the team they will be a part of. The **Squad** Leader of their designated group will serve in a supervisory capacity.

9.2 TEAM ASSIGNMENT

The Task Force members may be assigned to geographically designated Squad, **if applicable**. That assignment shall be based on the geographic location of their parent agency whenever possible.

9.3 APPOINTMENT

1. Each participating member agency shall make every effort to support the Team.
2. Participating agencies shall appoint new members based on the following desired attributes:
 - i. Ability to change shifts and assignments for call-outs.
 - ii. Ability to travel for special events.
 - iii. Flexibility for training.
 - iv. Has a desire to keep their uniform "inspection ready"
 - v. Willingness to work long details and assignments.

9.4 ACTIVATIONS

Honor Guard Team officers will only be activated by first contacting the Task Force Commander or the Team Supervisor.

9.5 WITHDRAWAL

1. Agencies will agree not to withdraw a member assigned to Honor Guard without providing notice to the Task Force Commander at least 30 days prior to the time of the removal, with exception to exigent circumstances. The Task Force Commander shall immediately notify the Team Supervisor(s).
2. Agencies withdrawing a Honor Guard member shall make every effort to assign another person to the Team as the replacement within 90 days of withdrawing their member, except for exigent circumstances.

SECTION 10

ACCIDENT RECONSTRUCTION TEAM (KART)

10.1 SQUAD LEADERS

The Team **Supervisor** with a recommendation from the Task Force **Commander**, may appoint **Squad** Leaders. **Squad** Leaders will be selected based on their overall knowledge, training, experience, and skill level in the team they will be a part of. The **Squad** Leader of their designated group will serve in a supervisory capacity. **Squad** leaders shall be responsible for the direct supervision and coordination of their assigned team during the course of an investigation.

10.2 TEAM ASSIGNMENT

The Task Force members shall be assigned to geographically designated teams. That assignment shall be based on the geographic location of their parent agency whenever possible. Members can be assigned to any Team or **Squad** during an investigation based on the current needs of the Task Force, the requesting agency and available staffing.

10.3 APPOINTMENT

Each participating member agency shall make every effort to recommend a person to the Team **Supervisor** for appointment as a team member. Participating agencies shall submit new members based on the following minimum qualifications whenever feasible:

- **Accident Investigators** must attend a basic accident investigation class. A **Reconstructionist** must be certified by the Illinois Law Enforcement Training and Standards Board as a Crash Reconstruction Specialist.

10.4 WITHDRAWAL

3. Agencies will agree not to withdraw a member assigned to KART without providing notice to the Task Force **Commander** at least 30 days prior to the time of the removal, with exception to exigent circumstances. The Task Force Commander shall immediately notify the Team Supervisor.
4. Agencies withdrawing a KART member shall make every effort to assign another person to KART as the replacement within 90 days of withdrawing their member, except for exigent circumstances.

SECTION 11

KCART ACTIVATION

11.1 KCART may be called out to investigate the following incidents:

- A. All fatal crashes involving two or more motor vehicles.
- B. All fatal crashes involving a motor vehicle vs. pedestrian.
- C. Any single vehicle fatal crash with multiple victims (including driver).
- D. Any traffic crash resulting in or will likely result in felony prosecution.
- E. Manslaughter
- F. Homicide (Reckless, First Degree, Second Degree)
- G. Aggravated Assault
- H. Any crash that has caused serious injury or disfigurement which could result in death.
- I. Any traffic crash involving a municipal owned vehicle of a member agency resulting in serious injury
- J. By special request of the Chief of Police of a member agency or the State's Attorney.
- K. Any major crime scene requiring forensic mapping:
- L. Officer involved shooting
- M. Homicide
- N. By special request of the Chief of Police of a member agency or the States Attorney.

In the event of a crash or incident that falls within the guidelines for a KCART activation, the originating agency On-Scene Supervisor will utilize the following procedure:

1. Contact the Kane County Sheriff's Office Communications Center at 630-232-8400 and request KCART.

The on-scene supervisor shall supply the dispatcher with the incident type, the incident location, the number of injured persons, the number of persons killed, and a direct call back telephone number.

The Kane County Sheriff's Office Communication Center will contact the KCART Supervisor or his designee and supply them with the information given by the originating agency's on-scene supervisor.

The KCART Team Supervisor will contact the originating agency's on-scene supervisor and will determine if KCART will be activated.

If KCART requires activation, the KCART Team Supervisor will:

1. Activate the appropriate Squad to respond. (i.e KCART North, KCART South)
2. Ensure that the Squad is enroute to the scene and obtain ETA's from each team member
3. Ensure that all required equipment is enroute to the scene and which member will be bringing the specific piece of equipment:

Total Station
Data Recorder
Prism with pole
Camera (Only if available)
Drone (If available and requested)

11.2 DENIAL AND APPEAL PROCESS

In the event that the Team **Supervisor** or their designee determines the activation of KCART is not appropriate, the Requesting Agency Top Administrator or his/her designee may appeal that decision to the KCMCTF Chairperson. If the denial is overruled, the KCART shall respond as requested. If the Requesting Agency Top Administrator still has a grievance reference the denial of the activation, the Requesting Agency Top Administrator may bring it up to the Association in a General Membership meeting as "New Business" and seek a solution in front of the membership. The solution will be ruled as "final" going forward.

11.3 DISAGREEMENTS

If a dispute arises between any member of the Task Force and any member of the activating agency, the immediate supervisors of both individuals will mediate the dispute. If no successful resolution can be reached, the Chief Executive Officer of the activating agency and the Team Supervisor will mediate the dispute. If the dispute is still not resolved, the Task Force member will be relieved of his or her duties for the remainder of that activation. A memorandum outlining the disagreement will be completed by the Team Supervisor and forwarded to the Chairperson and **Commander** as soon as possible at the conclusion of the activation.

SECTION 12

KCART INVESTIGATIVE RESPONSIBILITIES

Prior to arrival and upon arrival of KCART, it will be the responsibility of the originating agency to:

- A. Secure, maintain, and preserve the scene. Maintain security while KCART conducts their investigation.
- B. Identify and locate all persons involved, including driver(s), passenger(s), and witness(s). Obtain names, addresses, phone numbers, and preliminary statements.
- C. If intoxicants are involved and probable cause exists, obtain blood and/or urine samples.
- D. Send officer(s) to the hospital for victim(s) and suspect(s) to conduct preliminary interviews of the suspect(s) and victim(s) at the hospital and to determine the extent of injuries sustained.

Additional responsibilities of the originating agency:

- A. Arrange for removal and storage of vehicle(s) involved.
- B. Evidence collection and retention
- C. Completion of the IDOT SR-1050 crash report forms
- D. Contact the coroner
- E. Handle any and all press releases/media contact
- F. Search Warrants and Returns
- G. At-scene photographs and/or video.

Assign a Lead Investigator who will:

- A. Conduct a background history of the suspect for a 24-hour period leading up to the crash.
- B. Conduct in depth interviews with all drivers, passengers, and witnesses.
- C. If applicable, respond to the hospital.
- D. If applicable, attend the autopsy.

KCART responsibilities:

- A. Conduct an on-scene investigation to include forensic mapping, observations and vehicle examinations.
- B. Complete evidence identification and collection which includes
 - 1. Diagram
 - 2. Vehicle Inspections
 - 3. Evidence marking and collection for reconstruction data
 - 4. Complete a full reconstruction when necessary.
 - 5. Deliver reports to the originating agency upon completion of the reconstruction

Joint responsibilities of KCART and the originating agency:

- A. The originating agency on-scene supervisor and the KCART Team leader shall establish immediate communication to assure a thorough and coordinated investigation.
- B. When a reconstruction of the crash is needed, The KCART Team Leader may assign a KCART Team Member to assist the Lead Investigator with interviews.
- C. The Lead KCART Reconstructionist will work with the Lead Investigator in the same cooperative.

SECTION 13

TASK FORCE TRAINING/MEETINGS

13.1 TRAINING MEETINGS

The Commander and/or his designee will assist, if requested, to facilitate these meetings. Training sessions/informational meetings will be scheduled by each Team Supervisor. All training and meeting minutes shall be documented.

- MCTF would normally meet, at least, quarterly.
- KCART would normally meet monthly on every third Tuesday of the month.

The Team **Supervisor** or designee will be responsible for documenting those in attendance and passing the information up to the Commander. All members shall be notified of meetings and training opportunities via group e-mail. Their immediate supervisors shall be notified as well. All members are required to provide a timely response regarding their attendance or reasons for absence. Attendance is required unless exigent circumstances exist or the member has a scheduled absence from their primary duties.

The Team **Supervisor** or his/her designee will be responsible for documenting the following training information:

- Type of training
- Location of training
- Instructor(s)
- Date of training
- Hours of training
- Members in attendance or absent from training
- Meeting agenda

SECTION 14 **MEDIA RELEASES**

WHO WILL MAKE THE RELEASE

The lead agency's top administrator who has the KCMCTF activated is responsible for determining who will make any and all media releases. KCMCTF members play a support role, and as such, **no member of any branch of the KCMCTF will release any information to the media**. Any KCMCTF member who releases information in any way to the media without first getting permission from the lead agency's Top Administrator to do so is subject to immediate removal from the investigation by either the lead agency's Top Administrator or the Task Force **Commander**. The Team **Supervisor** will notify the Task Force **Commander** of the removal.

The Task Force **Commander** shall notify the member agency and advise the Top Administrator of the reason for the member's removal from the investigation. The decision to permanently remove the member from the Task Force shall be determined by review of the infraction by the member agency Top Administrator or his/her designee, and the Task Force **Commander** and Chairperson.

SECTION 15 **EQUIPMENT**

Any equipment donated by a member agency to the KCMCTF will remain under the ownership of the agency who donated the property.

Equipment purchased by the KCMCTF will be under the control of the Commander. A list of this equipment will contain the following information:

- Type of equipment
- Make and model number
- Serial number
- KCMCTF number

All available equipment will be put into service to assist the KCMCTF.

The **Commander** will maintain a **master** inventory list of equipment available.

KCMCTF members will have the following equipment available to them from their own agency:

- Cellular Phone
- Department vehicle
- Flashlight
- Body Armor
- Digital Recorder
- Department approved weapon
- At least one (1) less than lethal option (Baton, O.C. Taser, etc)
- Laptop Computer if available to them
- Attire w/ Police or Task Force indicia affixed
- Business and weather appropriate attire
- KCMCTF photo identification card

SECTION 16

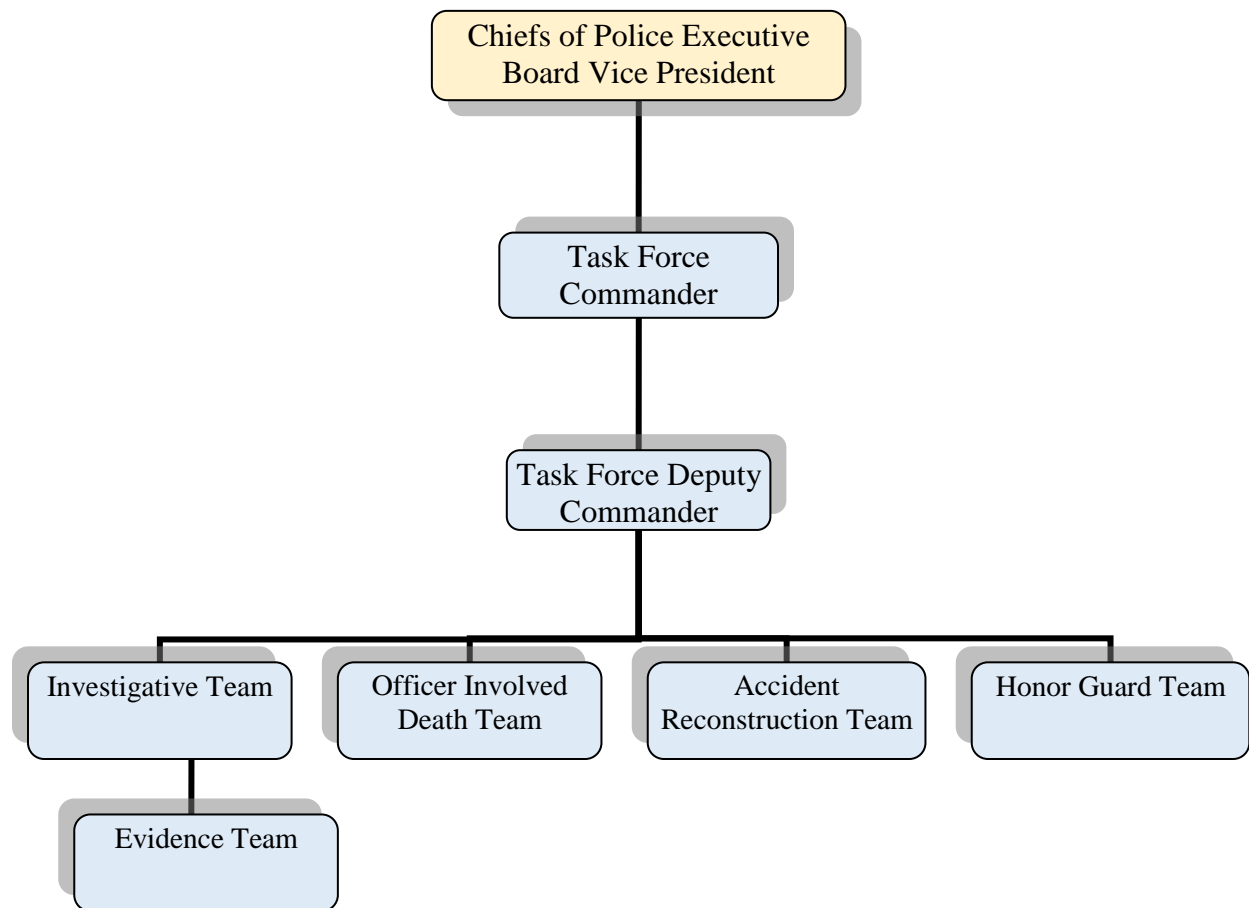
TASK FORCE IDENTIFICATION CARDS

All KCMCTF members will be issued KCMCTF photo identifications cards. Members are to have these in their possession during all activation activities and to wear said identification in plain view while working a crime scene or onsite at the Requesting Agencies facility.



This policy is subject to annual review and will be updated or amended as deemed appropriate and in compliance with any statutory requirement or policy change approved by the Kane County Chiefs of Police Association.

SECTION 17 ORGANIZATIONAL CHART





Kane County Chiefs of Police Association
Task Force

**MEMBER AGENCY
MEMORANDUM OF UNDERSTANDING**

It is hereby agreed to by the undersigned member department of the Kane County Chiefs of Police Association Task Force that they shall participate in the Task Force and have read and understand the General Orders, pursuant to Article 7, Section 10 of the Constitution of the State of Illinois Intergovernmental Agreement Cooperation Act, 5 ILCS 220/3 and 65 ILCS 5/11-1-2.1. This MOU supersedes any previous agreement.

Police Agency _____

Chief of Police (print) _____

Dated _____

Chief of Police (sign) _____

Subscribed and Sworn to before me

This _____ day of _____ 20____

Notary Public