

CHAPTER 5 - POLICE DEPARTMENT**DIVISION 1 - POLICE DEPARTMENT**

SEC. 5.1-1 COMPOSITION. The authorized full-time strength of the Police Department and the number of persons authorized to hold various job classifications within the Department is established and may be changed from time to time by the corporate authority of the Town by the adoption of the Annual Budget Document or amendments thereto. (Amended 4/2/73)(Amended 10/2/78)(Amended 8/17/81)(Amended 9/8/81)(Amended 6/17/85)(Amended 10/20/86)(Amended 3/7/88)(Amended 4/17/89)(Amended 10/7/91)(Amended 8/16/93)(Amended 6/19/95)(Amended 8/19/96)(Amended 3/17/97)(Amended 11/17/97)(Amended 3/1/99)

SEC. 5.1-2 CHIEF - APPOINTMENT. The Chief shall be appointed by the City Manager; provided that if the person appointed Chief was at the time of such promotion a member of the Department, he shall retain his status and rank while serving as Chief and shall revert to such status and rank when his term as Chief has ended. (Amended 3/7/72)

SEC. 5.1-3 DUTIES. It shall be the duty of the members of the Police Department to see to the enforcement of all of the ordinances of the Town and all statutes applicable therein; and to preserve order and to prevent infractions of the law and to arrest violators thereof.

SEC. 5.1-4 SERVICE PROCESS. No member of the Department except the Chief shall serve any process, except on the command of the Chief of the Police Department.

SEC. 5.1-5 CONDUCT OF MEMBERS. It shall be the duty of every member of the Police Department to conduct himself or herself, in a proper and law-abiding manner, at all times, and to avoid the use of unnecessary force. Each member of the Department shall obey the orders and directions of his superior.

SEC. 5.1-6 WITNESS FEES. Every member of the Police Department shall appear as witness whenever this is necessary in a prosecution for a violation of an ordinance or of any state or federal law. No such member shall retain any witness fees for services as a witness in any action of suit to which the Town is a party; and fees paid for such services shall be turned over to the Chief who shall deposit the same with the Town Treasurer. (Amended 9/19/83)

SEC. 5.1-6.5 FINGERPRINT REQUESTS.

- A. The Police Department is authorized to honor requests from persons to be fingerprinted and to have fingerprint cards prepared for them. These fingerprint services shall be offered at the time and in the manner as determined by the Chief.
- B. The Chief may require a fee of up to \$20 per fingerprint card and may waive this fee for cards prepared for law enforcement agencies, private-security agencies, or an agency of the U. S. Military. The Chief shall deposit all such

fees to the Town Treasurer. (Added 12/3/18 by Ord. No. 5758)(Amended 12/3/18 by Ord. No. 5758)

SEC. 5.1-7 SPECIAL POLICE. The Mayor, by and with the consent of the Board of Trustees, may appoint any reputable person as a Special Policeman to serve for such duration and/or such conditions as may be designated by the term of the appointment. No such Special Policeman shall be entitled to any compensation from the Town, nor shall such Special Policeman be considered an employee of the Town by reason of such appointment. Special Policemen shall obey all rules of the Police Department applicable to them and may be deprived of their appointment by the Chief at any time.

SEC. 5.1-8. (Deleted 5/17/04 by Ord. No. 4946)

SEC. 5.1-9 APPOINTMENTS AND PROMOTIONS. Appointments to and promotions within the Police Department, shall be made by the City Manager in the manner provided by law and pursuant to the Town Personnel Code. (Amended 9/8/81)(Amended 8/16/93)(Amended 12/20/93)(Amended 5/17/04 by Ord. No. 4946)

SEC. 5.1-10 DISCHARGES AND DISCIPLINE. Police officers subject to the terms of a collective bargaining agreement shall be discharged and disciplined in accordance with the terms of such agreement. Police officers in the ranks of Lieutenant, Assistant Chief and Chief shall be discharged and disciplined in accordance with the Town Personnel Policy. (Amended 8/16/93)(Amended 5/17/04 by Ord. No. 4946)

SEC. 5.1-11 COMPENSATION. The members of the Police Department, including the Chief of Police, shall receive compensation as provided by resolution or ordinance.

SEC. 5.1-12 ACCIDENT REPORTS. That in all cases where a motor vehicle accident occurs within the Corporate Limits of the Town of Normal and where under such circumstances the Statute requires the driver or owner of the car to report the accident to the Secretary of State, another and separate report is hereby required of such person to be made to the Police Department of the Town of Normal upon forms of report to be furnished by the Town of Normal.

SEC. 5.1-13 PENALTY. Any person failing to make the report provided for in SEC. 5.1-12, within 24 hours after the accident to be reported, shall be guilty of a violation of said Ordinance and shall be fined not less than \$3.00 nor more than \$50.00 for each offense.

DIVISION 2 - TOWN MARSHAL

SEC. 5.2-1 CREATION. There is hereby established the office of the Town Marshal. The Town Marshal shall be appointed by the President with the advice and consent of the Board of Trustees. The Town Marshal, in addition to his duties as Marshal, may be appointed or employed by the Town to act in any other capacity, provided that such appointment or employment is compatible with his duties as Marshal.

SEC. 5.2-2 CREATION - DEPUTY MARSHAL. There is hereby established the office of Deputy Marshal. Deputy Marshal shall be appointed by the President with the advice and consent of the Board of Trustees in such manner as the corporate authorities shall from time to time deem necessary.

SEC. 5.2-3 REMOVAL - COMPENSATION. The Town Marshal and the Deputy Marshal shall serve at the discretion of the President and Board of Trustees and may be removed from office at the will of the President and Board of Trustees. The Town Marshal and the Deputy Marshals shall receive such hourly compensation for their services as determined by the corporate authorities.

SEC. 5.2-4 DUTIES. The Town Marshal when functioning as Marshal and the Deputy Marshals shall not be considered to be members of the regular police department of the Town and shall not function on a full-time basis. Uniforms and identification symbols of the Marshal and Deputy Marshal shall be different and distinct from those used by the members of the regular police department of the Town. The Marshal and Deputy Marshals shall at all times during the performance of their duties be subject to the direction and control of the Chief of Police of the Town.

SEC. 5.2-5 FIREARMS. Deputy Marshals shall perform such duties as directed by the Town Marshal or by the corporate authorities. Deputy Marshals shall not carry firearms, except with the special permission of and when issued by the Chief of Police, and when in uniform and while in the performance of their duties.

SEC. 5.2-6 POWERS. The Town Marshal and the Deputy Marshal shall be conservators of the peace and shall have the following powers and duties:

- A. To arrest or cause to be arrested, with or without process, all persons who break the peace or are violating any municipal ordinance or any criminal law of the State;
- B. To commit arrested persons for examination;
- C. To serve and execute all warrants for the violation of municipal ordinances or the State Criminal Law within the limits of the Town;
- D. All statutory and common law powers of Sheriffs;
- E. To direct traffic and assist in traffic control;

- F. To act as watchmen on special assignments;
- G. To assist in parade control and to keep peace in all large gatherings in and about the community;
- H. To assist in Civil Defense matters;
- I. To assist in cases of riot, disaster and emergency control; and
- J. To perform such other related duties as directed by the Chief of Police of the corporate authorities.

SEC. 5.2-7 BOND. The Marshal and Deputy Marshals so appointed shall at the time of their appointment execute to the Town a bond in the amount to be established by the corporate authorities with sureties to be appointed by the corporate authorities and conditioned as required by law.

DIVISION 3 - AUXILIARY POLICE

SEC. 5.3-1 APPOINTMENT. The Chief of Police is hereby authorized to appoint twenty auxiliary policemen as employees, subject to the advice and consent of the Board of Trustees. Prior to appointment, all proposed auxiliary policemen shall be fingerprinted and their fingerprints shall be checked with the Federal Bureau of Identification, Washington, D.C. for any possible criminal record. No person shall be appointed as an auxiliary policeman if he has been convicted of a felony or other crime involving moral turpitude. The appointment of any or all auxiliary policemen may be terminated by the Chief of Police. (Revised 3/7/72)

SEC. 5.3-2 REQUIREMENTS. Such auxiliary policeman shall not be members of the regular Police Department of the Town of Normal. Auxiliary policemen need not be residents of the Town of Normal. Identification symbols worn by such auxiliary policemen shall be different and distinct from those used by the regular Police Department and shall be selected and chosen by the Chief of Police of the Town of Normal. Auxiliary policemen shall, at all times during the performance of their duties, be subject to the direction and control of the Chief of Police.

SEC. 5.3-3 POWERS. Auxiliary policemen shall have the following powers and duties, when properly assigned and on duty:

- A. To aid or direct traffic in the municipality;
- B. To aid in control of natural or man-made disasters;
- C. To aid in case of civil disorder;
- D. To perform normal and regular police duties when assigned by the Chief of Police on occasions when it is impracticable for members of the regular Police Department to perform normal and regular police duties;
- E. To arrest or cause to be arrested, with or without process, all persons who break the peace, or are found violating any municipal ordinance or any criminal law of the state;
- F. To commit arrested persons for examination;
- G. If necessary, to detain arrested persons in custody over night or Sunday in any safe place, or until they can be brought before the proper magistrate;
- H. To exercise all other powers as conservators of the peace that the corporate authorities may prescribe;
- I. To serve and execute all warrants for the violation of municipal ordinances or the state criminal law within the limits of the Town of Normal, and for this purpose to have all the common law and statutory power of sheriffs.

SEC. 5.3-4 CARRYING FIREARMS. Auxiliary policemen shall not carry firearms except with the permission of the Chief of Police of the Town of Normal and then only when in uniform and in the performance of their duties.

SEC. 5.3-5 TRAINING. Auxiliary policemen, prior to entering upon any of their duties, shall receive a course of training in the use of weapons and other police procedures by the Chief of Police of the Town of Normal. Such course of training shall not be less than six hours in duration. Upon completion of the course of training, the Chief of Police shall file a certificate attesting to the auxiliary policeman's completion of said course, with the Town Clerk.

SEC. 5.3-6 COMPENSATION. Auxiliary policemen shall receive compensation as provided by resolution.

DIVISION 4 - PARKING VIOLATIONS BUREAU

(Division 4 - Parking Violations Bureau - of Chapter 5, Deleted 8/1/1983 by Ordinance No. 3224)