

**CHAPTER 14**

**POLICE DEPARTMENT**

**ARTICLE I  
GENERAL**

**SECTION 14-0: GENERAL - APPLICABILITY**

The contents of this chapter shall apply to the Village Police Department, and to all officers and employees assigned or attached, probationary, part-time and full-time.

**SECTION 14-1: GENERAL - ORGANIZATIONAL AUTHORITY**

Under the authority of Chapter 2, Article II, Section 2-20 of this book, and the authority of the Constitution of the State of Illinois, the Village of Lena, Illinois does hereby organize its Police Department in accordance with Article II of this Chapter.

**SECTION 14-2: GENERAL - DEFINITIONS**

**“POLICE CHIEF”** The individual employed by the Village President to supervise the Village Police Department. Said person shall be full-time and shall meet the qualifications, education, experience and basic knowledge and abilities and requirements as outlined in the position’s job description, as well as be able to perform the specified primary functions and duties. (Amended 4/10/06)

**“FULL-TIME POLICE OFFICER”** An employed at-will Village police officer who is regularly scheduled to work 40 or more hours per week, or has worked, or is expected to work in such capacity two-thousand eighty (2080) hours or more per year.

**“K-9 TEAM”** A unit of organization that includes at a minimum one (1) police officer and one (1) properly trained and certified police canine.

**“PART-TIME POLICE OFFICER”** An employed at-will Village police officer who is regularly scheduled to work fewer than thirty (30) hours per week, or has worked, or is expected to work in such capacity less than one-thousand, five hundred and eight (1,508) hours per year.

**“PATROL OFFICER”** An individual employed to serve as a Village police and patrol officer. Said person may be full or part-time and shall meet the qualifications, education, experience, and basic knowledge and abilities requirements as outlined in the position’s job description, as well as be able to perform the specified primary functions and duties.

**“POLICE COORDINATOR”** The individual employed by the Village President to supervise the Village Police Department. Said person may be full or part-time and shall meet the qualifications, education, experience, and basic knowledge and abilities requirements as outlined in the position’s job description, as well as be able to perform the specified primary functions and duties.

**“POLICE SERGEANT”** An individual employed to serve as a Village police supervisor and patrol officer. Said person shall be full-time and shall meet the qualifications, education, experience, and basic knowledge and abilities requirements as outlined in the position’s job description, as well as be able to perform the specified primary functions and duties.

**“PROBATIONARY OFFICER”** An employed at-will Village police officer working within the first six (6) months (180 days) of his/her employment.

**SECTION 14-3 through SECTION 14-9. RESERVED**

**ARTICLE II  
DEPARTMENT**

**SECTION 14-10: DEPARTMENT - ORGANIZATION and FUNCTION**

The Village Police Department's organization shall include at a minimum, one (1) Police Chief, one (1) Police Sergeant, and sufficient Patrol Officers to be able to provide 24-hour service and protection. The Department is authorized to include a K-9 Team as needed as a part of its organizational structure and overall manpower authorization. Not more than one (1) officer shall be required to be on duty at any one time during a normal and/or routine patrol period. The Department Chief shall organize the Department's manpower and resources so as to provide a day and night shift under the direct supervision of the Police Chief or a Police Sergeant. The Department is authorized to employ not more than four (4) full-time officer positions and twelve (12) part-time officer positions. All duties and responsibilities shall be governed by the respective job descriptions, and the Department's Protocol Book. (Amended 9/12/05 & 4/10/06 & 7/10/06)

**SECTION 14-11 through 14-16. RESERVED**

**ARTICLE III  
STANDARDS**

**SECTION 14-17: STANDARDS - EMPLOYEE QUALIFICATIONS**

In addition to the requirements found in Chapter 2, Article III, Section 2-31 of this publication, all persons seeking employment with the Village Police Department shall reside in the Village proper or within 20 miles of the Village of Lena.

**SECTION 14-18: STANDARDS - EMPLOYMENT**

The process of gaining employment with the Village's Police Department shall be governed by the policies outlined in the Village's Employee Policy Manual. Once hired, day-to-day activities, functions, duties and responsibilities will be governed by the position's job description and the Department's Protocol Book.

**SECTION 14-19: STANDARDS - EMPLOYEE OATH**

All persons hired to serve as an employee of the Village Police Department shall take an oath of office in accordance with Chapter 2, Article III, Section 2-37 of this publication.

**SECTION 14-20: STANDARDS - EMPLOYEE COMPENSATION**

All persons hired to serve as an employee of the Village Police Department shall be compensated in accordance with the guidelines found in the Village's Employee Policy Manual.

**SECTION 14-21: STANDARDS - PROTOCOL BOOK**

The Police Department shall produce and maintain its own protocol book. The book contents, at a minimum, shall include guidance and policy designed and intended to establish the Department's internal operating procedures. Subject matter may include Department job descriptions, dress codes, standards of conduct, appropriate administrative procedures, investigational practices, disciplinary actions, and any other materials pertinent and/or necessary to support the day-to-day operations of the Department. The Departmental Protocol Book shall be the responsibility of the Department Coordinator, require the approval of the Village Board, and administratively, be subordinate to the Village's Employee Policy Manual.

**SECTION 14-22 through 14-49. RESERVED**

**ARTICLE IV  
PART-TIME POLICE OFFICER  
(Passed 07/09/12)**

**SECTION 14-50: EMPLOYMENT**

The Village of Lena may employ part-time officers from time to time as they deem necessary.

**SECTION 14-51: DUTIES**

A part-time police officer shall have all the responsibilities of a full-time police officer and such specific duties as delineated in the General Orders of the Lena Police Department, but the number of hours a part-time officer may work within a calendar year is restricted. Part-time police officers shall not be assigned to supervise or direct full-time police officers.

**SECTION 14-52: HIRING STANDARDS**

Any person employed as a part-time police officer must meet the following standards:

- (A) Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties.
- (B) Be at least twenty-one (21) years of age.
- (C) Possess a high school diploma or GED certificate.
- (D) Possess a valid State of Illinois driver's license.
- (E) Possess no prior felony convictions.
- (F) Any individual who has served in the U.S. military must have been honorably discharged.
- (G) Part-time police officers shall be trained in accordance with the Illinois Police Training Act (50 ILCS 705/1 et. seq.) and the rules and requirements of the ILETSB.

**SECTION 14-53: DISCIPLINE**

Part-time officers shall be under the disciplinary jurisdiction of the chief of police. Part-time police officers serve at the discretion of the Village of Lena authorities, shall not have any property rights in said employment, and may be removed by the Village of Lena authorities at any time. Part-time police officers shall comply with all applicable rules and General Orders issued by the Police Department.

**SECTION 14-54 through 14-98. RESERVED**