

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Mathew Trout
Dean Pruett
Elizabeth Niebruegge
Lisa Meehling
Ray Matchett, Jr.
Mike Blaies

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com
May 22, 2015

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Trout/Blaies/Meehling/Pruett)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, May 27, 2015, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. In-Car Computer
 - 2. New Squad Car
 - 3. Evidence Purge
- B. New Business
 - 1. Ride Along Policy

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of April 29, 2015 Minutes
 - 2. Job Descriptions/Handbook
 - 3. Employee 457 Plan
 - 4. Safe Meeting Place for Buyers/Sellers
- B. New Business
 - 1. Crew Worker Hire – Possible Executive Session to Discuss Personnel, 5 ILCS, 120/2-(c)(1)
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 – (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 – (c)(1)]; real estate transactions [5 ILCS, 120/2 - (c)(5)], collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) or discussion of executive session minutes, 5 ILCS, 120/2-(c)(21)]

RIDE ALONG POLICY

1. Purpose and Scope

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

2. Eligibility

The Freeburg Police Department Ride Along Program is offered to residents, students and those employed within the Village. Every attempt will be made to accommodate interested persons, however, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

3. Availability

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 8:00 a.m. – 11:59 p.m. Ride-along periods are normally for a period of six (6) hours. Exceptions to this schedule may be made as approved by the Chief of Police, Division Commander or Shift Commander.

4. Procedure to Request a Ride-Along

Generally, ride-along requests will be scheduled by a Patrol Commander. The participant will complete a ride-along waiver form. Information requested will include a valid ID or Illinois driver's license, address and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Chief of Police will schedule a date, based on availability, at least 48 hours after the date of application. If approved, a copy will be forwarded to the respective Shift Commander as soon as possible for his/her scheduling consideration.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

5. Program Requirements

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: interns, chaplains, police applicants, department civilian employees, the Village Administrator, retired employees, and all others with approval of the Chief of Police.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.

6. Suitable Attire

Riders are expected to be clean and neat in appearance. Sweat clothes, shorts, tank tops, halter tops, etc., are not appropriate attire and shall not be permitted. Police oriented clothing, material, paraphernalia, or weapons of any kind may not be worn or carried by participants with the exception of sworn police officers. The Shift Commander or field supervisor may refuse a ride along to anyone not properly dressed.

7. Peace Officer Ride-Alongs

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the expressed consent of the Shift Commander. In the event that such a ride-along is permitted, the off-duty employees shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

8. Ride-Along Criminal History Check

All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an automated check through LEADS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Village of Freeburg Police Department).

9. Officer's Responsibility

All riders are considered guests of the department and should act and be treated accordingly. The assigned officer shall be responsible for property controlling and directing their activities during the ride. The assigned officer shall conduct a pre-ride orientation with the participant to discuss what will be expected of them. This shall include reviewing the Rules of Conduct to ensure that his/her passenger understands and complies with the Rules of Conduct. The assigned officer shall notify dispatch when a ride-along participant begins and ends their ride-along. There could be potential hazards when responding to calls. It shall be at the discretion of the assigned officer and/or the Shift Commander to determine if a situation is such that the rider may be exposed to extraordinary danger or extreme hazard. In such extra-hazardous situations, at the officer's or Shift Commander's discretion, the rider shall be let out of the vehicle a safe distance from the scene or the rider shall be told to remain in the vehicle at the scene. If the rider is let out of the vehicle the officer shall notify the Shift commander of the rider's location. The Shift Commander shall then be responsible for coordinating alternative transportation for the rider. Whenever possible, the assigned officer will not engage in a vehicle pursuit with other than a sworn officer ride-along. If a ride-along participant becomes unruly, falls to obey instructions, distracts the officer from his/her duties, or violates the Rules of Conduct, the assigned officer may terminate the ride. The officer shall then notify the Shift Commander of the reason for termination. Upon completion of a ride-along, the assigned officer will notify the Shift Commander when the ride-along was completed.

10. Supervisor Responsibility

The Shift Commander shall ensure that the ride-along participant has read and signed the Rules of Conduct. Participants must sign the Rules of Conduct form prior to riding. Riders may be terminated at any time for persons who are unruly, fail to obey instructions, distract an officer from his/her duties, violate the Rules of Conduct, or at the discretion of the Shift Commander.

11. Control of Ride-Along

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

- a. The ride-along will follow the directions of the officer.
- b. The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any police equipment.
- c. The ride-along may terminate the ride at any time and the officer may return the observer to their home or to the station if the ride-along interferes with the performance of the officer's duties.
- d. Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- e. Officers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen. Entry of a ride-along is only allowed with the permission of the person in control of the residence.
- f. Under no circumstance shall a civilian ride-along be permitted to enter a private residence with an officer without the expressed consent of the person in control of the residence.
- g. Non-sworn ride-alongs are prohibited from carrying any weapons (lethal or less than lethal), handcuffs, or paraphernalia which may lead a citizen to believe they are a police officer or associated with the Police Department.

RULES OF CONDUCT

In order to safeguard all participants and to minimize the possibility of interference with normal police activities, strict adherence to the following instruction is necessary.

1. Participants will be assigned to ride a maximum of six (6) hours with a police officer of this department. Requests for assignment with a specific officer will be at the discretion of the Patrol Commander. Participants are under the complete control of the police officer at all times.
2. The assigned officer will discuss duties and responsibilities insofar as time permits. If, however, some emergency should arise, the participant must immediately and without question comply with any order or directions given by the officer.
3. Participants shall not leave the police vehicle at the scene of any police activity without first obtaining the permission of the officer.
4. Participants shall not converse with any prisoners, suspects, or witnesses, nor shall they participate in any police activity unless directly requested to do so by the officer.
5. Participants, with the exception of sworn police officers and retired police officers who are certified by the State of Illinois for concealed carry, shall not carry any weapon of any kind while participating in the program.
6. Participants shall be neatly dressed and groomed. The wearing of T-shirts, shorts, and slippers (i.e., with bare feet) will not be permitted.
7. Tape recorders, cameras and video equipment will not be permitted while participating in the program.
8. Rides may be terminated at any time for persons who are unruly, fail to obey instructions, distract the officer from his/her duties or at the discretion of the Shift Commander.
9. Participants shall arrive at least 15 minutes prior to their scheduled ride-along time.
10. If for any reason a participant is unable to keep a ride-along appointment, he or she shall notify the Shift commander of the officer with whom he or she was to ride at least one hour in advance of the scheduled ride.

I have read and understand the rules of conduct.

Signature _____ Date _____

BRING THIS STATEMENT WITH YOU WHEN YOU REPORT FOR YOUR RIDE

RIDE-ALONG APPLICATION WITH WAIVER OF LIABILITY

Please read over this entire application very carefully and return it to the Freeburg Police Department facility or mail to the attention of the Chief of Police at the above address. Please print clearly and complete all of the required areas.

Name (Last First, Middle) _____ Date of Birth _____
Address _____ (City, State, Zip) _____
Phone #(H) _____ (Wk) _____ (Cell) _____
Person to Notify in Case of Emergency _____
Address _____ (Phone) _____
Preferred Ride Date _____

Waiver of Liability

I, the undersigned, have read and understand the conditions of this Ride-Along Program. I acknowledge enforcement is an inherently dangerous and unpredictable activity and that the Village of Freeburg and its employees and agents, including police officers, with whom I accompany, are not insurers of my safety.

For and in consideration of the undersigned being given the opportunity of observing police operations and functions of the Freeburg Police Department; by riding in a vehicle and operated by members of the Freeburg Police Department and by any means of observation whatsoever, the undersigned, in order to avail himself/herself of said opportunity, recognizes and assumes any and all risks pertaining thereto and hereby waives, holds harmless, and releases the Village of Freeburg, its officials, officers, employees, agents, and all other personnel of the Village of Freeburg from any and all liability whatsoever. I acknowledge that this Waiver, hold harmless, and release of liability of the Village of Freeburg, its officials, officers, employees, agents, and all other personnel of the Village of Freeburg applies to any and all injuries, death, damages, and claims, the undersigned, his or her heirs, dependents, and assigns, may sustain, including but not limited to, any injuries, death, damages, and claims occurring in any police vehicle or to any other way whatsoever occurring at any time, including but not limited to, those occurring before, during, or after or otherwise in the course of the observation and the studies by the undersigned of the operations and functions of the Freeburg Police Department.

In witness whereof and intending to be bound thereby, the undersigned affixes his/her hand this _____ day of _____ 20_____.

Applicant's Signature

For Department Use Only

Application Checked By _____ Clear _____ Ride Date _____ Time _____

Riding With _____ Authorized By _____

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, April 29, 2015 at 6:00 p.m.

Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, April 29, 2015 at 6:00 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Steve Smith, Trustee Elizabeth Niebruegge, Trustee Dean Pruet, Village Clerk Jerry Menard, Chief Stan Donald (6:15 p.m.), Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guests present: Janet Baechle and Lisa Meehling..

Trustee Matt Trout motioned to amend the agenda in order to hear Personnel first and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

POLICE:

OLD BUSINESS:

1. In car Computer: Tony said the computer is in, also the email system will be located in house. This will make it much more secure because it will be housed on our server.

B. NEW BUSINESS:

1. New Squad Car: Chief Donald said he needs a new squad car. It would take 3 to be caught up. Administrator Funderburg confirmed he budgeted for an SUV. Tony said even though it's budgeted, it is still the board's choice. Trustee Trout believes we need to go the route of purchasing another SUV. This one would be approximately \$7,000 cheaper than the K-9 SUV. This would be acquired at a state bid price around \$27,000.

Trustee Matt Trout motioned to recommend to the full Board the Village purchase a Ford SUV not to exceed \$28,000 and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

Mayor Speiser asked what are we going to do with the old one and Tony said we'll sell it on the state lbid system.

Trustee Trout asked how the evidence purge went and Chief Donald said it is not finished yet. The lady that did our evidence audit has a date set up to destroy evidence and she will be there to witness ours being destroyed. Stan confirmed we will have someone from Freeburg at that purge. He confirmed it will happen soon. Trustee Pruet said a few early morning walkers have asked for the police to try to slow down the blue trash trucks that are flying through town. They can be given a speeding ticket but we can't inspect their log books.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 25, 2015 Minutes: *Trustee Mike Blaies motioned to approve the March 25, 2015 Minutes and Trustee Matt Trout seconded the motion. All voting yea, the motion carried.*
2. Job Descriptions/Handbook: Tony said everyone should have received the job description handbook. It needs to be cross referenced to the code book which will be a process. If there is something you see that is not addressed in there, please let us know so that we can get it included. He wanted to get it to everyone to start the review process.
3. 457 Plan: Julie will call Tom Binger, Al Hicks and Frank Koskosky to see if they offer the same plan for our employees.

The committee reviewed the need for additional help since Jesse and Greg are basically out right now. The committee agreed to start the process to hire a full time crew worker and also figure out if we need to hire additional part-time workers.

B. NEW BUSINESS:

1. Non-Union Employee Raises: We have 4 non-union employees that did not receive raises at the same time the union employees did, Tony, John, Gary and Stan. Matt said we talked about doing this at appointment time.

Trustee Matt Trout motioned to recommend to the full Board the 4 non-union employees receive a 2.5% raise retroactive to April 1, 2015 and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

B. GENERAL CONCERNS: None.

C. PUBLIC PARTICIPATION: None.

D. ADJOURN: *Trustee Matt Trout motioned to adjourn at 6:36 p.m. and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager