



**GENERAL ORDER**  
**Willowbrook Police Department**  
**Willowbrook, IL**

Directive Title:	<b>INVESTIGATIVE OPERATIONS</b>	Directive Number:	<b>2014</b>
Section:	<b>OPERATIONS</b>	Page:	<b>1 of 12</b>
Revised Date:	09/12/2025	Effective Date:	10/21/2022
Distribution:	<b>ALL</b>	Author:	<b>Chief Lauren Kaspar</b>

**I. PURPOSE:**

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations. It is the policy of the Willowbrook Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

**II. DEFINITIONS:**

None.

**III. REGULATIONS:**

All investigations shall be conducted according to Constitutional requirements. Law enforcement officers are prohibited from knowingly and willingly performing an act of sexual penetration with the suspect of a criminal investigation of prostitution during the course of an investigation conducted by that officer (5 ILCS 810/10).

**IV. PROCEDURE:**

42.1.4     A.     Officer Responsibilities  
An officer responsible for an initial investigation shall complete no less than the following:

1.     Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
  - a.     An interview from any complainants, witnesses, and suspects.
  - b.     Observing all conditions, events, and remarks to further the initial investigation.
2.     If information indicates a crime has occurred, the officer shall:
  - a.     Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
  - b.     Providing aid to the injured.
  - c.     Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
  - d.     If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.

42.2.1 e. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.

42.2.1.c f. Collect any evidence.

g. Take appropriate law enforcement action.

h. Complete and submit the appropriate reports and documentation.

3. If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

4. The shift supervisor shall be responsible for the supervision of the preliminary investigation until such investigation is completed or until command of the scene is assumed by a responding investigator.

5. The preliminary investigation shall continue until such time as the postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation. The preliminary investigation usually includes:

6. It is expected preliminary investigations shall be conducted by patrol officers. The shift supervisor shall be responsible for determining which cases necessitate the immediate notification of the investigative unit during the preliminary investigation phase. The investigator on duty or on call shall be immediately notified for the following cases:

- a. All forcible felonies.
- b. All sex crimes.
- c. All arrests where a line-up will be needed.
- d. All arrests that appear to clear a current crime pattern.
- e. All death investigations, with the exception of obvious natural causes.
- f. All hit and run accidents involving serious personal injury.
- g. All thefts involving a substantial dollar loss.
- h. All residential burglaries.
- i. All aggravated batteries involving serious personal injury.
- j. All cases in which delay of immediate follow-up will be detrimental to the successful conclusion of the case.

42.2.3 5. The Department shall make checklists available for use in conducting criminal investigations. Such worksheets include, but are not limited to:

- a. Burglary report
- b. Burglary property list
- c. Death worksheet
- d. Neighborhood crime information canvass

42.1.4      B.      Follow-up Investigations

1.      Follow-up investigations are to be conducted by officers assigned to the Criminal Investigative Unit. Patrol officers should conduct follow-up investigations for:
  - a.      Simple theft cases with obvious suspect information.
  - b.      Any property damage accident or any personal injury accident not investigated by a Traffic Accident Investigator, if necessary.
  - c.      Any other case as ordered by the Shift Supervisor, Deputy Chief, or Chief of Police.
2.      The following steps are recommended in conducting follow-up investigation, if applicable.
  - 42.2.2.a      a.      Review and analyze all previous reports prepared in the preliminary phase.
  - 42.2.2.b      b.      Conduct additional interviews and interrogations.
  - 42.2.2.a      c.      Review departmental records.
  - 42.2.2.c      d.      Seek additional information (from uniformed officers/informants).
  - 42.2.2.a      e.      Review results from laboratory examinations.
  - 42.2.2.d      f.      Arrange for dissemination of information as appropriate.
  - 42.2.2.d      g.      Plan, organize, conduct searches, and collect physical evidence.
  - 42.2.2.h      h.      Prepare cases for court preparation.
  - 42.2.2.h      i.      Assist in prosecution.
  - 42.2.2.e      j.      Identify and apprehend suspects.
  - 42.2.2.f      k.      Determine involvement of suspects in other crimes.
  - 42.2.2.g      l.      Check suspect's criminal histories.
  - 42.2.2.g      m.      Conduct neighborhood canvasses.
  - 42.2.2.g      n.      Establish surveillance.
  - 42.2.2.g      o.      Check other civilian agencies.
  - 42.2.2.g      p.      Make a second contact with the individuals involved in a case requiring follow-up investigation or which has been closed.
3.      Other sources of information include, but are not necessarily limited to:
  - a.      All Federal, State and local law enforcement agencies.
  - b.      All Federal, State, and local government agencies.

c. Private business and companies.

d. Informants.

4. Follow-Up Investigations, Victim/Witness Responsibilities

Officers conducting follow-up investigations shall provide the following assistance:

- a. If the impact of a crime on a victim/witness has been unusually severe triggering above average victim/witness assistance, the victim/witness will be re-contacted within 10 days to determine whether their needs are being met.
- b. If it will not endanger the successful prosecution of the case, victims/witnesses will be informed of the procedures involved in the prosecution of their cases and their role in those procedures.
- c. Line-ups, interviews and other required appearances by victims/witnesses will be scheduled at the convenience of the victim/witness whenever possible. The department will provide transportation for victim/witness when it is not in conflict with other department activities.
- d. Victim/witness property will be returned as promptly as permitted by law or as the rules of evidence allows.
- e. If necessary, the department will assign a victim advocate to the victim/witness during the follow-up investigation.

42.2.9

5. Follow-Up Investigation, Use of Line-Ups

- a. All line-ups and photo spreads utilizing photographs shall be recorded.
- b. Each eyewitness who views a line-up or photo spread shall sign a form containing the following information:
  - 1) The suspect might not be in the line-up or photo spread and the eyewitness is not obligated to make an identification.
  - 2) The eyewitness should not assume that the person administering the line-up or photo spread knows which person is the suspect in the case.
- c. Each eye witness shall sign an acknowledgement that they were given such instructions.
- d. Suspects in a line-up or photo spread should not appear to be substantially different from "fillers" or "distractors" in the line-up or photo spread, based on the eyewitness' previous description of the perpetrator, or based on other factors that would draw attention to the suspect.
- e. The person administering the show up shall prepare a report detailing the outcome of the show up viewing. Included in the report shall be a statement as to the level of confidence expressed by the witness.
- f. There shall be no feedback by the administrator to make any suggestive identity of perpetrator.

6. Use of Show Ups

42.2.10

- a. The use of show ups as an investigative tool is warranted for several reasons. These reasons may include:
  - 1) The proximity of the suspect to the crime, or;
  - 2) The method of flight of the suspect from the crime, or;
  - 3) The presence of factors matching witness' initial description of the suspect, or;
  - 4) The need to complete a quick and efficient investigation, or;
  - 5) Public safety concerns, or;
  - 6) Exigent circumstances.
- b. It is preferred that the witness be transported to the location of the suspect for the show up. Should that not be possible, the suspect shall be transported back to the location of the witness for the show up. If possible, the use of an unmarked squad is the preferred method of transport.
- c. The person administering the show up shall not provide any feedback to the witness viewing the show up as to the identification or non-identification that is made.
- d. Should a show up need to be shown to more than one witness, the process shall be conducted separately with each witness.
- e. The person administering the show up shall instruct the witness that:
  - 1) The suspect might not be in the show up and that the eye witness is not obligated to make identification.
  - 2) The eyewitness should not assume that the person administering the show up knows which person is the suspect in the case.
- f. Each eye witness shall sign an acknowledgement that they were given such instructions.
- g. The person administering the show up shall prepare a report detailing the outcome of the show up viewing. Included in the report shall be a statement as to the level of confidence expressed by the witness.

7. Retention of Investigative Material

- a. Retention of Investigative Material in Homicide Cases

Officers assigned to conduct the preliminary or follow-up investigation of a homicide, shall submit, in addition to any required reports, all investigative material related to the homicide investigation, either generated by the officer or that which comes into the possession the officer, for inclusion in

the case files. Investigative material includes, but is not limited to, reports, memoranda, and field notes. The submitting officer shall sign, date, and put the case number on the submitted investigative material. This includes any investigative material that would tend to negate the guilt of the accused or the offenses charged, or reduce the punishment for the homicide charge.

b. Retention of Investigative Material in Non-Homicide Felony Cases

Officers assigned to conduct the preliminary or follow-up investigation of a non-homicide felony, shall submit, in addition to any required reports, all investigative material related to the non-homicide investigation, either generated by the officer or that which comes into the possession the officer, for inclusion in the case file. Investigative material includes, but is not limited to, reports, memoranda. The submitting officer shall sign, date, and put the case number on the submitted investigative material. This includes any investigative material that would tend to negate the guilt of the accused or the offenses charged, or reduce the punishment for the non-homicide charge.

c. Exculpatory Evidence

1) Duty to Furnish Exculpatory Evidence/Information

The department shall provide the State's Attorney with all materials as required above including exculpatory evidence. Should there be a question as to the whether the evidence is exculpatory, the evidence shall be submitted for judicial determination. Exculpatory evidence is any source of information that might have some bearing on a person's claim of innocence that mitigates the degree of the offense. Examples of exculpatory evidence include, but are not limited to:

- a) Statements
- b) Physical Evidence
- c) Scientific Evidence
- d) Witness Statements
- e) Evidence which may impeach a material witness

2) Documentation of Tendered Evidence or Information

Any tender of investigative materials to the State's Attorney's Office shall be documented to include the date and description of materials transmitted.

3) Continuing Obligation to Disclose Exculpatory Evidence/Information

The duty to disclose exculpatory information continues throughout

the course of the prosecution of the case and remains after a defendant's conviction, and until the fact-finding proceedings, or possibility of them, is terminated.

43.1.5 C. Vice, Drug, or Organized Crime Surveillance, Undercover or Decoy Operations, or Raids.

Prior to any surveillance, undercover or decoy operation, or raids, a written plan must be submitted to the Deputy Chief for approval. The Deputy Chief will coordinate and determine whether additional assistance from inside or outside the Department is required. An officer will be designated as the supervisor of the operation. This supervisor will maintain close supervision throughout the operation. This plan shall, if applicable, consist of the following:

1. An analysis of crimes, victims or suspects.
  - a. Identifying and analyzing suspects.
    - 1) Review of files as they relate to suspects.
      - a) Names and aliases.
      - b) Physical description.
      - c) Photographs when available.
      - d) Known and suspected associates.
    - 2) Extent of the suspect's criminal activity, both past and present, to include method of operations.
    - 3) Familiarization with suspect's vehicles.
      - a) Owned by, or to which suspects have access.
      - b) Complete vehicle description and license numbers.
      - c) Where vehicles are garaged and serviced.
    - 4) Other pertinent information.
      - a) Personal habits.
      - b) Alcohol and narcotic use.
      - c) Tendency to violence.
      - d) Home, friends, workplace, and places that the subject frequents.
  - b. Analyzing the victim, crimes, and crime locations.
    - 1) Review of files as they relate to the victims and crimes.
      - a) Common characteristics of the victims.
      - b) Actions of the victims.

- 2) Range and extent of the criminal activity.
- 3) Modus Operandi of the crimes.
- 4) Locations of the crimes.
  - a) Common characteristics of the crimes.
  - b) Actual reconnaissance of the area.
- 5) Peculiarities identified with the victims.
- 6) Peculiarities identified with the crime locations.

2. Determination of legal ramifications. The DuPage County States Attorney's Office should be contacted if the operation involves extenuating circumstances that involve constitutional issues.

3. Familiarization of the officers with the objects and details of the operation. Such as:

- a. Neighborhood or target area.
  - 1) Geographic and socio-economic make-up of the population.
  - 2) Normal dress and language for the area.
- b. Suspect vehicle.
- c. Suitable vantage points.
- d. Traffic conditions.
- e. Suspect description.
- f. Areas that may be hazardous to officers.

4. Any operational procedures for:

- a. Surveillance and observation.
- b. Arrest.
  - 1) When an arrest will be affected.
  - 2) Who shall determine an arrest situation.
  - 3) Designation of arrest teams.
  - 4) Who shall participate in arrest.
  - 5) Whether an undercover officer will participate.
  - 6) Transportation of prisoner.
- c. High risk entries.

- 1) Description and potential of risk.
- 2) Number of officers needed.
  
- 3) Description of plan or procedures to reduce the risk.

5. Expense funds needed.

- a. Meals
- b. Transportation
- c. Flash roll
- d. Miscellaneous equipment
- e. Other needs

6. Communication

- a. Routine
  - 1) Number of portable or mobile radio.
  - 2) Common frequency.
- b. Emergency - Number of ISPERN equipped vehicles or portables.

7. Selection of equipment and vehicles.

- a. Any equipment must be authorized by the Deputy Chief.
- b. A record of the equipment or vehicles used and receiving officer will be maintained by the officer.

8. Providing relief, back-up security, and perimeter protection for officers.

- a. Relief

Attempts should be made to periodically provide breaks or relief for officers working the operation.
- b. Back Up Security
  - 1) Primary function of the back up team is to protect and assist in any manner.
  - 2) Back up teams should have easy access and good visibility.
  - 3) Determination of when the operation becomes too risky to continue.
  - 4) Prearranged signals to indicate that everything is all right or that help is needed.
  - 5) Plans for the expected and contingency plans for as many unexpected situations as possible.

c. Perimeter Protection

Officers should be assigned in a manner that would protect the perimeter of the area under surveillance. Considerations should be:

- 1) Type of crimes.
- 2) Area to be covered
- 3) Possibility of violence involved.
- 4) Special concerns of the operation.

9. Supplying false identity and necessary credentials.

- a. Cover story and identity to be used.
- b. Arrangements for identification credentials.
- c. Ensuring that all credentials match; such as driver's license and vehicle registration.
- d. Residence or employment, if required.

10. Maintaining the confidentiality of false identities.

- a. The Deputy Chief is responsible for the safeguarding of confidential identities and credentials.
- b. Confidential identities may be revealed only to:
  - 1) Chief of Police.
  - 2) Others only need to know basis.

11. Making contact with suspect.

- a. Information used for contact or introduction.
- b. Where contact will be made.
- c. Providing guidelines for arrest.
  - 1) When arrests are to be affected.
  - 2) Who shall determine arrests situation.
  - 3) Designation of arrest teams.
  - 4) Who shall participate in arrests.
  - 5) Which officers will participate.

12. Requesting medical assistance.

- a. Prior arrangements shall be made for medical assistance if based on known

facts or circumstances.

- c. Due to the circumstances surrounding the surveillance, arrangements may be made for medical assistance to stand by in the area or at the scene.

13. Maintaining overall confidentiality and covers.

- a. The Deputy Chief is responsible for safeguarding cover identities, credentials and overall confidentiality of any surveillance or operation.
- b. Confidential cover identities or credentials may be revealed only to the Chief of Police or others on a need-to-know basis.

14. Authorization for a Raid.

- a. A predetermined authorization for the use of force, for:
  - 1) entry
  - 2) searches
  - 3) if resistance is met
  - 3) arrest
- b. Who may authorize the use of force beyond which has been predetermined.
- c. Circumstances under which officers may use force, beyond that which has been predetermined.

15. Searching for evidence or contraband.

- a. Items to be searched for and/or seized.
- b. Area to be searched.
- c. Selection and assignment of search teams.
- d. Recording the search and seizure of items.

42.2.4

D. Investigative Task Forces

- 1. Investigative Task Forces may be convened using internal resources or utilizing resources of outside agencies.
- 2. Such requests shall be made through the Deputy Chief. The Deputy Chief shall inform the Chief of Police of the following:
  - a. Report the purpose of the task force.
  - b. Identify jurisdiction and/or authority of agency requesting assistance, if applicable.
  - c. Provide all written agreements if applicable.
  - d. List and identify officers to be assigned and responsibilities.

- e. List resources to be committed.
- 3. Prior to convening or participating in an investigative task force, approval of the Chief of Police or his designee must be obtained.
- 4. Upon approval, the Deputy Chief shall be responsible for the coordination and assignment to the task force.
- 5. The Deputy Chief shall keep the Chief of Police informed as to the status of the task force effort so as to determine continued necessity.

E. Identity Theft

- 1. The Willowbrook Police Department will investigate all identity thefts reported by residents who live within the Village of Willowbrook.
- 2. The department does not utilize any specialized identity theft crime report.
- 3. Information and assistance will be provided to the victims of identity theft. Officers shall take those steps reasonably possible to help with resolving the crime.
- 4. When the investigation reveals that the identity theft occurred outside Willowbrook's jurisdiction, officers or detectives will make contact with the appropriate jurisdiction.
- 5. Officers or detectives will provide the victims and residents with proper and pertinent information through public speaking events, educational materials, and by advice of the officers involved.
- 6. Officers shall provide the victim with a copy of the incident report.

**RESTRICTED LAW ENFORCEMENT DATA**

This data is proprietary and shall not be duplicated, disclosed, or disseminated without the written consent of this agency.

**ISSUING AUTHORITY**

This General Order will supersede any written directives or understandings in conflict.

By order of:

A handwritten signature in black ink, appearing to read "Lauren Kaspar". To the right of the signature, the number "#521" is handwritten in a smaller, slightly different font.

Lauren Kaspar, Chief of Police