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Debbie Damery – Treasurer
Janet Waller – City Clerk
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Brian Wade – Police Chief
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Cherishing the Old. Living the New

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Police Manual

MISSION STATEMENT: To serve and protect the Citizens
Within the City of Assumption.

This handbook is not a contract of employment. Any individual may voluntarily leave employment at any time or be terminated at any time for any reason. Any oral or written statements to the contrary are disavowed. The contents of this handbook are subject to change at any time.

Updated August 2017

EMPLOYMENT

Affirmative Action Program: It is the policy of the City of Assumption to be an equal opportunity employer. Conditions of this policy cover recruiting, hiring, training, compensation, and all other terms, conditions and privileges of employment. Employment policy will encompass non-discrimination on the basis of race, color, religion, sex, age, handicap or national origin.

Employment at will: Any individual may voluntarily leave employment at any time or be terminated at any time for any reason. Any oral or written statements to the contrary are hereby expressly disavowed. The contents of this Personnel Policy are subject to change at any time at the discretion of the City Council. This is not a contract of employment.

Minimum Age: No employee will be hired who is under 16 years of age.

Maximum Age: The law prohibits refusal to consider the hiring of persons between the ages of 40 years and 70 years. It is intended to promote the employment of older workers based on ability.

Hours of Work: The Chief of Police will set the work schedule for all officers with the approval of the Mayor and Council.

Grievance Procedure: Any complaints or problems, relating to employment, will be adjudicated by the mayor, then appropriate committee, and then the full Council for final jurisdiction.

LEGAL GUIDELINES:

Illinois labor law: Every employee must have at least 24 consecutive hours of rest in every calendar week.

Lunch Period: Any employee required to work for 7 ½ continuous hours or longer must have a 20-minute lunch period between the 3rd. & 5th hours of the work period.

Scheduled rest: No employee will be required to work on the day of scheduled rest.

JOB DESCRIPTION OF THE POLICE CHIEF:

- A. Head of Department: The chief of Police of the City of Assumption shall be the head of the police department, subject to the orders of the mayor, the city council and police committee.
- B. Appointment: The Chief of Police shall be appointed by the mayor, with advice and consent of the City Council, to serve for the term of such appointment or until such time as he is removed for just cause.
- C. Salary: He/she shall receive such compensation as may be provided by the ordinances of the city, or by resolution of the city council. He/she shall receive the same compensation for attending meetings as aldermen receive for attending committee meetings.
- D. Duties:
1. The chief of police shall devote such time as is necessary or appropriate to the performance of the duties of his/her office, and is hereby charged with preservation of the peace, order and safety of the city and with the duty of protecting the rights of persons and property, and of enforcing all laws and also all orders of the city council. He/she shall inform Christian County when starting and when stopping a shift. The chief of police will patrol the City of Assumption on his/her scheduled hours.
 2. He/she shall take notice of all nuisances, obstructions and defects on the highways, or other public places and shall cause the same to be abated or removed or immediate notice thereof given to the proper officer, whose duty it may be to take action in relation thereto.
 3. He/she shall assure that all city owned law enforcement equipment is maintained at a serviceable level. He/she will provide a detailed report of all equipment belonging to the Police Department including value and uses for the Department.
 4. The chief of police is hereby authorized to approve expenditures necessary to carry out the duties of the police department in amounts as approved by the city council. He/she will approve and code all invoices for timely payment of bills.

5. He/she shall be responsible for resolution of departmental problems presented to him by the patrolmen. Problems which he/she is unable to resolve shall be forwarded to the police committee for their review and consideration.
6. The chief of police shall assure sufficient police supervision and protection at public functions and assemblies, and shall ensure sufficient training of patrolmen for purposes of crowd control. He/she shall be responsible for traffic control officers when required. He/she will be in uniform during any scheduled shift and anytime representing the City of Assumption on a planned event. Uniform rules can only be overlooked on Call Outs during NON-scheduled hours.
7. He/she shall assure that good and sufficient police records are maintained and are available for inspection by the mayor, city council and police committee upon their request. A monthly summary to the Police Committee/or alderman upon request should include, but not be limited to: Tickets written, Stops, Radar Ran and Crimes within 48 hours of the request. The Chief of Police shall check all reports before submitted to County and/or State. He/she will check all time sheets and approve hours before turning them into the Treasurer for payment. The Chief of Police will complete all man hour reports. He/she will also make a report to Police Committee monthly on activity of the Police Department.
8. He/she shall maintain complete records on all police personnel to include job performance, evaluation and all training or educational programs completed by said personnel. The Chief of Police shall review each officer's performance annually with Mayor and/or Police Committee. He/she shall further ensure that all city police officers meet minimum federal and state guidelines for police enforcement officers and in addition, receives such necessary training as is necessary for successful accomplishment of assigned duties. It is the responsibility of the Chief of Police to make sure all officers and the Chief are completing the required training annually to stay certified. The Police Chief will also be the Training Coordinator and report results back to Mayor and Police Committee in regards to:
 - a) Firearms Qualifying
 - b) Continuing Education required for each officer and Chief
 - c) Ordinance Violations

9. It shall be the duty of the chief of police to manage and control all aspects of the police department, including, but not limited to, the duties outlined in the employee and/or personnel handbook.
- E. Residence: The chief of police must live within the city limits or must obtain a residence within the city limits within one year of appointment.
- F. Health and Safety: The chief of police must pass a physical examination and drug testing at the time of hiring and at any time the mayor and city council may request during his/her employment. Annual and/or Random Drug Testing should be set up with a third party company. All police officers shall be required to have an annual physical.

JOB DESCRIPTION OF THE OFFICERS:

- A. Appointment of Patrolmen: A sufficient number of patrolmen shall be appointed by the mayor, by and with the advice and consent of the city council, and they shall severally hold office from year to year, or until the appointment and qualification of their respective successors and shall each, before entering into the performance of their duties, take the oath or affirmation required by law and execute a bond for the faithful performance of the duties of their respective offices, and the payment of each office of all monies received by him/her, according to law and to ordinances of the city, which bonds shall be filed in the office of the city clerk.
- B. Shift Work: Unless otherwise directed by the police committee, each patrolman shall serve on the day or night force as the chief shall direct, and the mayor may, when necessary, detail a police officer for the discharge of any particular or special duty, and may also require all policemen to perform police duty at any time of the day or night. All patrolmen on duty shall be dressed in regulation uniform as approved by the police committee and furnished by the city. Police officers are expected to patrol the City of Assumption during their scheduled hours. Daily reports from each shift worked should be available for the Chief of Police and Mayor within 24 hours of shift and include:
- Tickets, Stops, Radar Ran, and/or Crimes
 - Vehicle Reports
 - Start / End Mileage
 - Fill ups, Oil Changes, Car Washes

- C. Enforcement of Laws: Each and every member of the police force, when on duty, shall devote his/her entire time to the proper discharge of the duty of his/her station, according to law and the ordinances of the city and the rules and regulations of the police department; and it shall be his/her duty to preserve at all times the order, peace and quiet of the city and to enforce the ordinances thereof. Police officers will patrol the City of Assumption on his/her scheduled hours. Each officer shall inform Christian County when starting and when stopping a shift.
- D. Executive Warrants: Every member of the Police Department shall have power, within the corporate limits of the city, to serve and executive warrants or other legal processes for the apprehension and commitment of persons charged with or held for the commission of any crime or misdemeanor, or the violation of any law or ordinance of the city; and which so serving or executing or assisting in the service or execution of any such warrant or legal process, he/she shall be vested with all the common law and statutory powers of policemen for such purposes.
- E. Legal Processes: All police shall have power and authority to execute city warrants, or other like legal processes within the corporate limits of the city, and within such distance therefrom as is authorized by law, in all cases when any ordinance of the city council made pursuant to law, shall prescribe for the violation of any of its provisions by persons residing, acting or doing business within the limits of the city.
- F. Assisting Police Officer: Every police officer of the city may, at any time, call upon any able bodied person above the age of eighteen (18) years to aid him/her in the arresting, retaking or holding in custody, of any person guilty of having committed any unlawful act or charged therewith, or to aid such officer in preventing the commission of any unlawful act.
- G. Aiding Fire Department: Every police officer shall aid the fire department by giving the alarm in case of fire, and in clearing the streets or grounds in the immediate vicinity of any fire so that the firemen shall not be hindered or obstructed in the performance of their duties.
- H. Failure to Perform: Any member of the police department who shall neglect or refuse to perform any duty required of him/her by the ordinances of the city or the rules and regulations of the department, or who shall, in the discharge of his/her official duties, be guilty of any fraud, favoritism, extortion, oppressions or willful wrong or injustice, shall be subject to removal from office.

- I. Use of Intoxicating Liquor: No member on active tour of duty or while wearing the official policeman's badge of the city shall indulge in the use of intoxicating liquor of any kind, and intoxication at any time shall be sufficient cause for removal.
- J. Salary of Patrolmen: Patrolmen and other police personnel shall receive such compensation as may be provided by the ordinances of the city or by resolution of the city council.

On Duty versus On-Call: The city does not pay anyone to be On-Call.

- K. Call Outs: A Police Officer will be paid for a "Call Out" when dispatched through 911 (or the County) per logged transmission. The time is to be logged as to when arrived on scene and when finished at the scene with a minimum of 1 ½ hours. If an officer receives a call on their phone they need to call Christian county to be logged. What constitutes a "Call Out":
 - a. 911 Call
 - b. Call from Mayor, City Employee, or Council member asking for necessary Police help (ordinance violation, traffic control for city employee safety, etc.)
 - c. Police call for backup.

All Call Outs should come from Christian County 911 not from local calls, so Dispatchers know location of officers.

- L. Annual and/or Random Drug Testing should be set up with a third party company. All police officers shall be required to have annual physical.
- M. Health and Safety: Police Officers must pass a physical examination and drug testing at the time of hiring and at any time the mayor and city council may request during his employment. Annual and/or Random Drug Testing should be set up with a third party company. All police officers shall be required to have an annual physical.

AIDING IN ESCAPE: It shall be a misdemeanor for any person in the city to resist or obstruct any member of the police force in the discharge of his/her duty or to endeavor to do so in any manner, assist a person in the custody of any member of the police force to escape or to attempt to escape from such custody or to attempt to rescue any such person in custody.

SEXUAL HARRASSMENT

The City of Assumption is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action to and including dismissal.

Assumption's policy on sexual harassment is part of its overall Affirmative Action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender.

Each employee of the City of Assumption bears the responsibility to refrain from sexual harassment in the workplace.

An employee who either observes or believes himself/herself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the Supervisor, the Mayor (EEO Officer) and to the offending employee.

SAFETY

It is not the City's intent to jeopardize the personal safety of employees. Individual employees are expected to exercise good judgment in evaluating their own situations to determine whether it is wise for them to come to work, or leave when threatening weather conditions constitute a severe safety hazard.

VACATION

Police Department/full time

After one (1) year of service	1 week's pay - 40 hours
After 2-10 years of service	2 week's pay - 80 hours
11-14 years of service	3 week's pay – 120 hours
After 15 years of service	4 week's pay – 160 hours

All employees must schedule their vacation at a time mutually agreed upon with the mayor or immediate supervisor.

Vacation carryover from one year to the next will not be allowed.

If a paid Holiday falls within an employee's vacation period, an additional day of paid vacation will be granted.

Upon termination, employees will be paid for any unused vacation days.

The above vacation policy does not pertain to salaried Police Chief. The Police Chief must schedule his vacation at a time mutually agreed upon with the mayor.

PAID HOLIDAYS

Full time Employees:

New Year's Day	Thanksgiving
Memorial Day	½ day for Christmas Eve
July 4 th	Christmas Day
Labor Day	½ day for New Year's Eve
Veterans Day	One "Floating" Holiday

A full time employee's "Floating" Holiday must be approved by the immediate supervisor or mayor.

Police Department (part time) Employees will receive regular Holiday Pay for working Christmas Eve and/or New Year's Eve.

You must work or have an excused absence the day before and the day after a holiday in order to receive holiday pay.

As a salaried employee, Paid Holidays do not pertain to the Police Chief. The Police Chief's holiday time off, if any, must be scheduled at a time mutually agreed upon with the mayor.

EXCUSED ABSENCES

Excused absences are those allowed without loss of pay for special circumstances. These include deaths in family, funerals, voting, jury duty, or service as a witness in court.

An absence due to the death of a member of the immediate family or of a relative living in the same household may be excused for three (3) days with no deduction in pay.

Immediate family is defined as: Mother, Father, Husband, Wife, Brother, Sister, Grandchild, Son or Son-in-Law, Daughter or Daughter-in-Law, Mother-in-Law, Father-in-Law.

Time off for funerals is not counted against vacation or sick leave.

One day's permission may be granted without loss of pay to attend the funeral of the following: Grandmother (employee or spouse), Grandfather (employee or spouse), Brother-in-Law, Sister-in-Law, Niece, Nephew, Aunt or Uncle.

Election Days:

Any person eligible to vote at a general or special election is entitled to be absent from work for a period of one hour between the opening and closing of the polls without loss of pay. The employee must schedule the time in advance, with the mayor or immediate supervisor.

Jury Duty:

Any full time employee who has been employed for six (6) months or more and is called for jury service shall be paid full compensation for the period of jury service and may retain the jury warrants received, provided he or she returns to work when jury service is completed.

Service as Witness:

An employee subpoenaed to serve as a witness is to be paid for time lost, but must return to work when not needed in court. The employee may keep any fee.

SICK/PERSONAL LEAVE

Full time employees automatically get 12 sick/personal days upon their date of hire per year. No more than 60 unused sick/personal days may be accumulated for pay, however, unused sick/personal days may be accumulated beyond 60 days toward IMRF at time of retirement.

PERSONAL LEAVE

It is the general policy of the City of Assumption not to grant personal leaves of absence since each employee is hired for a stated job purpose and any absence hampers that productivity. However, exceptional situations may exist when a personal leave of absence can be granted without pay. Consideration is given to the purpose, employee's status, past attendance, length of service, and any negative impact of the City if the employee is absent.

SALARY ADMINISTRATION

Salaries and salary increases will be considered annually by the Finance Committee and requires approval by the City Council.

Insurance: Full-time Employees will receive an insurance allowance to be paid quarterly after 30 days of employment.

Overtime Pay: Full-time Employees will receive time and one-half overtime pay for any hours over eight (8) hours per day.

Meeting Allowance: The Police Chief will receive the pay for attending Committee Meetings at \$25.00 per meeting attended.

Police officers will receive their hourly compensation per meeting if they are on duty at the time of the said meeting. Any officer not on duty at time of given meeting will be paid \$25.00 per meeting.

RETIREMENT

IMRF

DISCIPLINARY

1. Oral Warning
2. Written Warning
3. Suspension or termination depending on offense.

All documentation is to be signed and dated by the employee and the Mayor.

TERMINATIONS:

Every involuntary termination poses potential liability to the City for violating an employees' right under the law. Proper documentation and due process should accompany every decision to terminate an employee for performance or behavior problems.

Policies:

The last day the employee works is considered the termination date even though there may be additional payments for vacations, etc.

An employee terminating will normally receive his final check on the last day worked.

W-2 forms will be mailed at year-end to the terminated employees last known address.

Illinois law states that in the event of a discharge, all wages due must be paid within five (5) days.

In the event of voluntary resignation, if the employee has given five days (5) notice of quitting, he must be paid in full on the day he/she leaves.

Where no notice or less than five (5) day notice is given, the employee will be paid in full on the next regular pay day.

REVIEW OF POLICY MANUAL

This Personnel Policy procedure for the City of Assumption is subject to annual review by a committee designated by the mayor. Any changes therein must be approved by the City Council.

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