

**BY-LAWS OF THE WEST SUBURBAN
MAJOR CRIME.S, TASK FORCE**
Adopted by the Membership on July 18, 2001
Revised January 23rd, 2018

Article I- Name and Purpose

Section 1 This organization shall be known as the West Suburban Major Crimes Task Force (WESTAF).

Section 2 The purpose of WESTAF is to provide a "task force" system of mutual aid among members for the investigation of the crimes of Homicide, Attempted Homicide, Home Invasion, Kidnapping., non-parental Kidnapping, Major Crash Investigation or as otherwise approved by the Board of Directors.

Article II- Authority

WESTAF is established by the West Suburban Police Assistance Consortium, pursuant to the Intergovernmental Police Assistance Agreement adopted by each of the member agencies.

Article III- Membership

Section 1 The founding members of WESTAF are: Elmwood Park, Forest Park, Franklin Park, Harwood Heights, Northlake, Oak Park, River Forest, River Grove, Schiller Park and Triton College.

Section 2 Other agencies may become members of WESTAF upon adoption of the Intergovernmental Police Assistance Agreement ("Agreement") by the corporate authority of the municipality or other governmental entity and approval by a two-thirds vote of the membership.

Section 3 Members who fail to meet their obligations in accordance with the "Agreement" or with these By-laws may be suspended or expelled from membership by two-thirds vote of the membership.

Section 4 A participant cost in the amount of \$1,750.00 will be contributed annually by each member agency joining the Task Force, \$500 of which can be payable in accordance with 625 ILCS 5/11-501.01(f), "Additional Administrative Sanctions" for Major Crash Unit use only. This participant cost will be held for any type of training or other expenses related to this Task Force, as approved by the Board of Directors. All monies collected for the Major Crash Unit shall be kept in a separate account to comply with 625 ILCS 5/11- 501.01(f). The Board of Directors may increase or decrease the participant fee by a two- thirds vote of the membership. Participant fees will be collected at the start of each fiscal year, on or about July 1st.

Section 5 Should any member choose to dissolve their participation in the Task Force, or for some reason is asked to forfeit their membership, the member department or the Task Force is required to provide a ninety day (90) written notice to the Board of Directors or the agency in question.

Upon separation from the Task Force, annual participant fees will be reimbursed to the member department under the following guidelines; Participant fees will be approximately prorated on a monthly basis starting July 1st of each fiscal year. For example, if an agency separates after eight months of participation in a given fiscal year, the remaining four months will be reimbursed.

Article IV- Board of Directors

Section 1 The Board of Directors shall consist of the Chiefs of Police of the participating member agencies, and shall be the governing body of WESTAF, with authority to take all appropriate actions and to perform all duties to accomplish the purpose of WESTAF.

Section 2 The Board of Directors shall insure the establishment of Operational Plans, of which these By-laws and subsequent policies or procedures are an integral part, to provide a task force system of mutual aid among members for the investigation of the crimes as outlined in Article I, Section 2, or as otherwise approved by the Board of Directors.

Section 3 The Executive Committee of the Board of Directors shall consist of the Chairperson, Vice-Chairperson and Secretary-Treasurer, elected by the Board of Directors, and who shall hold office for a term of two years and until a successor has been elected. Should a vacancy occur, a special meeting of the Board of Directors shall be called to elect a successor for the remainder of the term of office.

Article V- Task Force Staff

Section 1 The command staff of the Task Force shall include a Task Force Commander, Task Force Assistant Commander, Forensics Unit Director, Detective Unit Director and a Major Crash Unit Director, who shall be appointed by the Executive Committee and approved by a two-thirds vote of the membership. Other command staff positions, which may be established by the Board of Directors, shall also be appointed by the Executive Committee and approved by a two-thirds vote of the membership.

Section 2 The operations staff of the Task Force shall consist of those police personnel assigned to the Task Force as Detectives, Forensic Investigators, Analysts, Major Crash Investigators, and other such classifications as may be established by the Board of Directors. Members of the operations staff shall be appointed by the command staff and approved by a two-thirds vote of the membership.

Section 3 While functioning in the capacity as a WESTAF Detective, Forensic Investigator, Analyst, or Major Crash Investigator, all members/staff will continue to be, and will remain a member of their employing agency.

Section 4 The functions, organizational chart, mission statement, duties and responsibilities of the Task Force staff shall be established through job descriptions approved by the Board of Directors and will be written by the Task Force Commander, Assistant Commander, Forensic Unit Director, Detective Unit Director, and Major Crash Director.

Article VI- Activation

Section 1 The Task Force shall be activated upon request of the Chief of Police, or his/her authorized representative, if the request is received within eight (8) hours of the crime or crash being discovered, and the scene is still under the control of the requesting agency. Such request shall be made to the Task Force Commander or, in his or her absence, the Assistant Commander or such other person as designated by the Chairperson.

Section 2 In the event the Task Force Commander or Assistant Commander determines activation of the Task Force is not appropriate, the Chief of Police, or his/her authorized representative, may appeal the decision to the Chairperson, who shall notify the Executive Committee. A majority of the Executive Committee may overrule the decision of the Task Force Commander or Assistant Commander. The Executive Committee may vote on this appeal by telephone, other electronic means, or at a special meeting.

In the event a majority of the Executive Committee is unavailable to determine an appeal or the Executive Committee denies such an appeal, review by the Board of Directors may be requested by the Chief of Police, or his authorized representative, through the Chairperson. A majority of the Directors may overrule the decision of the Task Force Commander, Assistant Commander, or the Executive Committee respectively. The Directors may vote on this appeal by telephone, other electronic means, or at a special meeting.

Section 3 The Task Force Commander, Assistant Commander, or his/her designee may activate the Task Force if one or more victims of an attempted murder/aggravated battery is likely to die because of his/her injuries, or if the circumstances of a missing person case are such that it is likely that the person was kidnapped by someone other than a parent. If no victim in an attempted murder/aggravated battery has died, or if no evidence has been found within 24 hours of the activation, which substantiates a non-parental kidnapping, approval of the Executive Committee is required to continue the Task Force investigation. The Task Force Commander, Assistant Commander, or his/her designee may activate the Major Crash Unit if a crash involves: one or more fatalities; great bodily harm to one or more individuals where death appears imminent; a municipal/member vehicle with grave injuries or potential imminent death; a request from an outside agency due to a potential or perceived conflict; any WESTAF activation requiring detailed scene mapping.

Section 4 The Task Force will be activated for no more than a five-day period. The requesting agency's Chief of Police, or authorized representative, may request an extension of an additional five days. This request will be referred to the Executive Committee for

approval. If the requesting agency wishes to utilize the Task Force for a period of more than ten (10) days, such request will be referred to the Board of Directors for approval on a case-by-case basis. The Major Crash Unit will be activated for a three-day period as outlined in the operational plan.

Section S The Chief of Police of the requesting agency, or his/her authorized designee, shall have overall command of the investigation.

Article VII- Meetings

Section 1 Regular meetings of the Board of Directors shall be held quarterly at a time and place determined by the Executive Committee. Special meetings may be called by the Chairperson, a majority of the Executive Committee, or by one-third of the Directors.

Section 2 The Executive Committee shall meet when called by the Chairperson or by a majority of the Executive Committee members.

Section 3 A majority of the members shall constitute a quorum for meetings of the Board of Directors or Executive Committee.

Section 4 The current edition of Robert's Rules of Order shall govern meetings in all cases in which they are applicable and not inconsistent with these By-laws.

Article VIII- Duties of Officers

Section 1 The Chairperson shall preside at all meetings of the Board of Directors and Executive Committee, and shall appoint members of all committees (except the Executive Committee).

Section 2 The Vice-Chairperson shall serve as an assistant to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of the Chairperson to serve.

Section 3 The Secretary-Treasurer, or his/her designee, shall keep an accurate record of the proceedings of all meetings, carry on official correspondence of the Task Force as directed by the Board of Directors, provide to each Director the official minutes of all meetings, and maintain all official Task Force records. The Secretary-Treasurer shall receive all monies of the Task Force, be custodian of all funds, and deposit all Task Force funds into interest bearing accounts in a financial institution approved by the Board of Directors. The Secretary-Treasurer shall also maintain checking accounts, interest or non- interest bearing, with a minimal balance, for payment of bills and distribution of funds. The Secretary-Treasurer shall give financial reports as required by the Board of Directors, sign and issue checks, and perform such other duties as usually pertains to the office.

Article IX- Committee

Section 1 The Personnel Selection Committee shall be conducted by the Task Force Commander, Assistant Commander, Forensic Unit Director, Detective Unit Director and Major Crash Unit Director with the approval of the Executive Committee.

Section 2 The Chairperson may create other committees as are deemed necessary to accomplish the purpose of the Task Force.

Article XI- Dues and Assessments

Section 1 The annual dues, if any, shall be prescribed by the Board of Directors, and shall be payable to the Secretary-Treasurer when required by the Board. All assessments approved by the Board of Directors shall be binding upon all members and payment shall be a condition of membership.

Section 2 Any member who fails to tender the annual dues or assessments shall be suspended from membership, subject to reinstatement upon payment of all delinquencies.

Article XI- Compensation

Section 1 Members of the Executive Board and the Board of Directors shall serve without compensation.

Section 2 Regular salary and overtime costs of Task Force officers shall be paid by the officer's agency. Unusual or burdensome costs, such as extraordinary travel or other expense shall be paid by the requesting agency subject to prior approval by the agency.

Section 3 The Executive Board may approve compensation, as needed, for all other professional services required by the Task Force.

Article XII- Disbursements

All disbursements of funds must be reviewed by the Task Force Commander or Task Force Assistant Commander and approved by the Secretary-Treasurer and reported to the Executive Board. Disbursements will coincide with current WESTAF policy.

Article XIII- Property

Section 1 Except for equipment, property, supplies and furnishings acquired by WESTAF through grants, donations or purchase, all other equipment, property, supplies, and furnishing needed to fulfill the purpose of the Task Force shall be provided by the members. Any item provided by a member shall be, and remain, the property of that agency.

Article XIV-Amendments

These By-laws may be amended at any meeting of the Board of Directors by two-thirds vote of those Directors present, provided the amendment and notice of the meeting shall have been sent to the Directors not less than 15 days prior to the meeting.

Article XV- Dissolution

If at any regular meeting, or at a special meeting called for the purpose of dissolution, two-thirds of the Directors vote in favor of dissolution, the Task Force shall be dissolved within 30 days, provided notice of the meeting shall have been sent to the Directors not less than 15 days prior to the meeting. Participant fees for the current fiscal year will be reimbursed in accordance with those guidelines set out in Article III, Section 5, or if there are not enough available funds to reimburse all agencies fully, remaining participant fee funds will be reimbursed in equal proportions to each participating agency. All other funds and/or assets of WESTAF shall be dispersed in accordance with applicable law.

Article XVI- Effective Date

These amended By-laws shall be in full force and effect from and after their passage and approval.

AYES: _____ NAYS: _ **O** _____

PASSED this 23rd day of January, 2018

APPROVED 23rd day of January, 2018

Maioi Crash Unit Operational Plan

Guidelines

This Operational Plan has been developed as a guide for all West Suburban Major Crimes Task Force (WESTAF) Major Crash Unit (MCU) members, their parent Police agencies and their administrators. It will help guide and direct them in their performance of assigned tasks. These policies and procedures are designed to increase the effectiveness and efficiency of the MCU through awareness, mutual understanding, cooperation and uniformity.

Statement

The WESTAF Major Crash Unit will provide rapid response, assistance and support to WESTAF member agencies in the investigation of major traffic crashes which result in the death or great bodily harm to at least one individual. The MCU will use its collective expertise to provide a complete and accurate record of the factors and conditions leading up to the traffic crash utilizing specially trained investigators using technical equipment. The MCU will assist the host agency in scene documentation while the host agency will remain responsible for the overall investigation.

Name and Affiliation

The name of this division shall be the "Major Crash Unit", and shall be commonly referred to as the "MCU" or "Crash Unit". This division shall be under the authority, rules and conditions set forth by the by-laws of the West suburban Major Crimes Task Force (WESTAF).

Maioi Crash Unit Goals

- 1) Assist member WESTAF agencies with accurate documentation and reconstruction of their major traffic crash and incident investigations, while they remain responsible for the overall investigation.
- 2) Provide the most effective, efficient and professional services to requesting agencies utilizing the latest equipment, software and investigative techniques.
- 3) Facilitate expedited road opening and release of host agency traffic control/personnel through prompt response and coordinated scene processing.
- 4) Maintain the highest level of proficiency and training among MCU Team Members through regular training, continued education and self-evaluation.



West Suburban Major Crimes Task Force

Activation Protocol

For a homicide (victim deceased)

- Determine what type of assistance is needed, investigators, forensics or both.
- Call the West Suburban Consolidated Dispatch Center (WESTCOM) at 708-771-9110
- They will take basic information regarding the request and dispatch all on-call investigators and/or all on-call forensics personnel

For all other requests (attempted murder/aggravated battery w/ victim likely to die or non-parental kidnapping)

- Call WESTCOM at 708-771-9110
- Provide a call-back number.
- The Task Force Commander, Operation Supervisor or Forensics Supervisor will call back to assess case and discuss appropriate response.

Requirements for MCU Activation

Major traffic crashes are those which involve:

- 1) One or more fatalities.
- 2) Great bodily harm to one or more individuals where death appears imminent.
- 3) A municipal/member vehicle with grave injuries or potential imminent death.
- 4) A request from an outside agency due a potential or perceived conflict.
- 5) Any WESTAF activation requiring detailed scene mapping.

MCU Activation Procedures

- 1) In the event a crash/incident meets the requirements of MCU activation, a member of the stricken agency will contact the Task Force Commander and request the assistance of the MCU.
- 2) Should the incident meet activation criteria, the MCU shall be activated in accordance with Article VI of the By-Laws of the West Suburban Major Crimes Task Force and this Operational Plan.
- 3) The on-call team will be notified as set out in the "Notifications" section of this Operational Plan.

Notifications

The MCU is committed to providing the most effective, efficient and professional services available, which need to be provided in a timely fashion. Consequently, members of the MCU will be notified of a full activation in accordance with Article VI of the WESTAF by-laws.

- 1) On-Call MCU personnel are required to supply and carry a mobile phone with text messaging capabilities.
- 2) The Major Crash Director will be responsible for maintaining a current list of Unit member contact numbers.
- 3) MCU members receiving a text message transmitted by the Commander, Assistant Commander or Major Crash Director are expected to respond in a timely fashion. Such response includes contacting the assigned Major Crash Team Leader and advising him/her of their availability and estimated response time.
- 4) All text messages to MCU members will contain the team number/color activated, requesting jurisdiction, location and nature of the crash, along with the Team Leader assigned to supervise the response.
- 5) MCU members will not be required to limit their movements or activities during their off-duty time while having the MCU on-call duty. However, a response to a received notification of an activation is required.
- 6) MCU members who fail to answer an activation will receive a second notification from the Team Leader assigned to the incident.

Consult Notification

At times, host agencies may have a crash or incident where the circumstances may or may not warrant the full activation of the MCU. In these instances, the MCU Director, or his designee, will be notified and will contact the at-scene supervisor directly. If in the opinion of the MCU Director, or his designee, the incident meets MCU criteria, the on-call unit will be activated. If further clarification is needed, and where having a unit member on-scene may clarify the circumstances, a "Consult Notification" may be required.

- 1) The Unit Director will determine which Team Member is available with the quickest response potential.
- 2) This Team Member will respond and consult with the host agency supervisor and assess the incident.
- 3) The Team Member will consult with the Unit Director and determine if a full activation is warranted.
- 4) Should a full activation be warranted, the on-call team will be activated.
- 5) Should a full activation not be warranted, the assigned Team Member, if beneficial or practical, shall mark (..paint") the scene, and/or direct the host agency in taking proper photographs. Should it be determined the scene needs to be mapped at a later date, these markings will assist the activated Team.

Team Configuration

In order to provide constant coverage in the event of an activation, the MCU will consist of 2 (two) teams, each with a specified duty period. The MCU will be led by the Major Crash Director, who reports to the WESTAF Assistant Commander and Commander respectively. Each MCU Team will consist of a Team Leader, Assistant Team Leader(s) and Team Members who will be selected by the MCU Supervisor and approved by the WESTAF Commander and Assistant Commander. A Crash Unit Case Manager will be selected from the Team Leaders and shall answer directly to the Major Crash Unit Director.

- 1) Team Leader requirements- Successful completion of Accident Investigation I & II, Vehicle Dynamics and Accident Reconstruction I and II courses of study through the Northwestern Center for Public Safety Traffic Institute (or equivalent). Of the Team leaders, a single Case Manager will be designated who will answer to the Major Crash Director and be second in command of the unit.
- 2) Assistant Team Leader requirements - Preferably successful completion of Accident Investigation I & II, Vehicle Dynamics and Accident Reconstruction I and II courses of study through the Northwestern Center for Public Safety Traffic Institute (or equivalent).
- 3) Team Members - Preferably, successful completion of Accident Investigation I or II through Northwestern Center for Public Safety Traffic Institute or Northeastern Multi-Regional Training 40 hour Traffic Crash Investigation (or equivalent). 40 Hours basic Evidence Technician and/or experience in investigation of traffic crashes preferred.

Duties of Team Members

Duties of the Major Crash Director, Team Leaders, Assistant Team Leaders and Team Members

- 1) The Major Crash Director assists the Task Force Commander and Assistant Commander in the direction and coordination of the Major Crash Unit. He/She will establish policies and procedures as well as coordinating selection, training, response and operation of the Major Crash Unit. Team Leaders and Assistant Leaders will report to the Major Crash Director.
- 2) Team Leaders will be responsible for directing the on-scene investigation and Team Members at a crash scene using the procedures and forms generated by the MCU and approved by WESTAF. It will be the responsibility of the Team Leader to assure a thorough and professional report is completed in a timely manner.
- 3) Assistant Team Leaders will be responsible for the Team Leaders duties if the Team Leader is unable to respond to the crash. If the Team Leader is present, Assistant Team Leaders will assist with Team Member duties.
- 4) Team Members will perform such at-scene and follow-up duties as designated by the Team Leader (i.e. photography, scene documentation, sketching, collecting evidence, etc.). Team members will be designated as:
 - a. Crash Investigator, capable of conducting at-scene investigations, procedures and documentation.
 - b. Crash Forensic Specialist, capable of all duties of a Crash Investigator, as well as being trained in the collection and preservation of trace evidence.

Dull Periods

To ensure continual coverage, teams will be required to be on-call for a specific duty period with another team having back-up duty. The Duty period will be for a calendar month and is formulated with an outlet to mitigate the possibility of a single team being inundated with multiple scenes and reports in short periods of time.

- 1) The duty period will start at 0000, on the 1st of the month and run until 0000 the last day of the month.
 - a. During this time, team members will be subject to call out.
 - b. Members will not be required to limit their movements during their on-call time; however, a response to a received notification of an activation is required.
- 2) If a call out doesn't occur during the month, the following team will assume the duty at the designated time the following month.

3) In the event a callout occurs:

- a. If during the duty period the primary team is activated, the backup team will assume the duty for the next 3-days (72 hours).
- b. Should the backup team be activated during these 3 days, both teams will be activated for the remainder of the calendar month, with the response limited to essential available members.
- c. Notification of the duty change will be sent out via text message and/or email to the oncoming team.

WESTAF and/or the MCU will not compensate any member for their duty period. Any duty compensation will be handled by the member agencies policies.

Understanding that MCU members have other responsibilities and at times may not be available during the entirety of their duty period, it will be the responsibility of the member to notify their Team Leader of their availability. These occurrences should be kept to a minimum if at all possible.

MCU Member Emergency Response to Incidents

Responding to Incidents:

- 1) Members will respond to MCU incidents in a safe and timely manner.
- 2) Members will notify the assigned Team Leader if they are unable to respond if they are under the influence of alcohol or have been drinking just prior to activation.
- 3) When responding to MCU incidents, Police Vehicles will be operated in accordance with all traffic regulations.
- 4) Officers must operate their vehicles at a speed and in a manner that will enable them to maintain full control of their vehicles at all times.
- 5) Use of emergency equipment when responding to MCU incidents is at the discretion of the responding Officer and must be within that Officers Departmental policies.
 - a. Traffic, weather and road condition must be taken into consideration.
 - b. Officers operating unmarked Police vehicles should not operate them as emergency vehicles unless appropriate flashing red-light and/or siren is in operation.
 1. Officers operating appropriately equipped unmarked Police vehicles as emergency vehicles must be cognizant that additional caution must be exercised in their operation as they are more difficult to identify as emergency vehicles.
 - c. Officers must remember that the use of emergency lights and/or siren does not guarantee them the safe use of the right of way.

At-Scene Responsibilities of Host Agency

Responsibilities of the host agency include:

- 1) Immediate care for the injured, rendering first aid.
- 2) Summoning fire, ambulance or other rescue services and/or additional Police assistance as required.
- 3) Protecting the scene of the crash and limiting entry after victims have been removed, minimizing the chance of contamination.
 - a. The crash scene should be treated in the same fashion as a crime scene.
- 4) Preserving short-lived evidence.
 - a. First responders should not attempt to "paint" the scene, or begin processing, even if trained. This will be coordinated through the MCU so as to minimize scene contamination.
 - b. If weather threatens to destroy potential evidence, reasonable efforts to protect it is permissible.
- 5) Establishing a safe traffic pattern around the crash scene.
- 6) Attempting to locate and identify all drivers and witnesses, gathering statements from involved parties.
- 7) Assigning an Investigator/Officer to liaise with the MCU.
- 8) Responsible for evidence collection and processing (aided as necessary by MCU personnel).
 - a. Depending on the scene, the host agency can supply an Evidence Technician to collect evidence. If further assistance is needed, WESTAF Evidence Technicians can be activated.
- 9) Completing the cover sheet of the State of Illinois SR1050 report form.
- 10) Obtaining/recording formal statements.
- 11) Obtaining blood/urine samples if alcohol/drugs are a suspected factor in the crash.
- 12) Contacting the medical Examiner as needed.
- 13) Arranging for the towing of involved vehicles if needed.
 - a. To include the weighing of the vehicle(s) if requested by MCU personnel.
- 14) Initiating press release and press conferences as deemed appropriate and/or necessary.
 - a. MCU personnel will not make statements to the press unless expressly approved by both the host agency and a Task Force Commander.
- 15) Conducting any other criminal investigation stemming from the crash/incident.

Officer in Charge

The Supervisor of the host agency will retain control and command of the incident.

The Officer in charge of MCU personnel at the scene of an MCU incident:

- 1) In the event the Commander, Assistant Commander or Major Crash Director is on the scene, they shall assume command and coordinate MCU's efforts and resources with the supervisor of the host agency.
- 2) When one or more MCU members are at the scene, the assigned Team Leader shall be in charge of the at-scene investigators to ensure the orderly and effective accomplishment of the necessary tasks.
 - a. In the event the Team Leader is unable to respond, the Commander, Assistant Commander or the MCU Director will assign as Assistant Team Leader their duties at the time of the activation.

At-Scene Responsibilities of MCU Personnel

- 1) Dress Code
 - a. Uniforms are not required but Team Members will respond to activations in appropriate clothing, with Police identification.
 - b. While on the scene of a crash, all Team Members will wear an appropriate reflective/safety vest.
- 2) Meet with the requesting agency supervisor; The first team member to arrive on the scene will meet with the requesting agencies supervisor and receive an initial brief which will include, but is not limited to:
 - a. An inspection of the scene to ensure it is properly protected
 - b. A list of identified witnesses and their statements
 - c. The vehicles and persons initially determined to be part of the crash
 - d. If the initial indications justify a criminal case
 - e. Location and identification of damage caused as a result of steps taken by emergency personnel to protect or save life.
 - f. If any objects, persons, vehicles or other evidence has been moved or removed from the scene
- 3) Protect the scene
 - a. Ensure scene is being treated like a crime scene and is properly protected for both evidence and personnel protection.
 - b. Any changes to expand or contract the protected area should be coordinated with the requesting agencies scene supervisor.
- 4) Identify Witnesses
 - a. The requesting agency shall remain the primary investigative body and any interviews with witnesses or possible offenders should be coordinated accordingly.
- 5) Photograph the scene

- a. The scene will be photographed as prescribed by the MCU protocol prior to marking of evidence.
- b. Short-lived evidence should be photographed first to ensure it is not lost to the elements or erosion.

6) Field Sketch

- a. A field sketch, using the MCU's approved form, will be completed at the onset of the Major Crash Units arrival. This document will be updated throughout the scene processing as necessary and will be submitted as evidence when the scene is released.

7) Roadway Marking

- a. The scene will then be marked with paint or any other appropriate implement, to accentuate evidence and roadway features.
- b. Once marked, the scene will be photographed a second time.

8) Measuring the scene

- a. The scene will then be documented with the most appropriate method being utilized.

9) Collect evidence

- a. Team Leaders will ensure all required photographs, markings, and measurements have been completed and submitted as evidence.
- b. All items collected will be inventoried using the requesting agencies evidence procedures, but utilizing the MCU's number for reference.
- c. Transportation of all evidence will be the responsibility of the requesting agency.

10) Field Notes

- a. Any notes taken on scene will be collected as evidence and turned over to the requesting agency.

11) Vehicle Inspection

- a. Most inspections will be conducted on the scene prior to the vehicle(s) being towed.
- b. Any evidence needing to be removed from vehicles should be removed at the scene. This evidence may include, but is not limited to, lamps, bulbs, DNA samples, fibers hairs, evidence of alcohol/drugs consumption, etc.
- c. When possible, any data from the event recorder should be downloaded at the scene. Recovered files should be then noted in to evidence.
- d. If the vehicle has been removed from the scene prior to the download, a search warrant is required to retrieve both the data and/or the module.

12) Towed Vehicles

- a. When a vehicle is impounded as part of the investigation, the requesting agency shall be responsible for its removal and documentation.
- b. If required, to preserve chain of custody, a MCU member can accompany the towed vehicle if relocated.

Post-Scene Res!on_Sibilities of MCU Personnel

Team Leader (or Assistant Team Leader) Responsibilities

- 1) Prior to clearing the scene, the Team Leader shall meet with all team members to ensure that all at-scene work has been properly completed.
- 2) Team Leaders will **be** responsible for gathering all documentation evidence from the crash scene including, but not limited to;
 - a. Photographs,
 - b. Scene measurements
 - c. Electronic downloads (CDER, accelerometer, etc.)
 - d. Sketches & Diagrams
 - e. Completed MCU forms (Response Roster, Scene Documentation, Vehicle Examinations, etc.)
- 3) If necessary, Team Leaders will be responsible for ensuring any follow-up investigation is completed; such as:
 - a. Daytime photographs of the scene and/or vehicles for night crashes
 - b. Further vehicle examinations; crush measurements, CDR downloads, etc.
 - c. Completion of an After Crash Situation Diagram
 - d. Reconstruction analysis
- 4) Team Leaders will **be** responsible for ensuring that an incident is promptly completed and submitted to the Host agency with a digital copy kept by the MCU.

Team Members Res!onsibilities

- 1) Team Members are responsible for checking in with the Team Leader prior to leaving the scene of a MCU activation to ensure all at-scene work has been completed.
- 2) Team members are responsible for providing all completed work to the Team Leader promptly.
- 3) Team members shall assist the Team Leader with necessary follow-up investigative tasks as practical.

Peer Review

Peer Review of Crash Reconstructions

- 1) When a MCU incident occurs which requires a reconstruction analysis, a peer review of that generated analysis will be conducted
- 2) A peer review will be conducted by at least two other members of the MCU. The peer review group shall consist of the Major Crash Director, Team Leaders and/or Assistant Team leaders.

Activation Questionnaire

- 1) Did a fatality occur?
- 2) Does at least one person have grave injuries where death appears imminent?
- 3) Is there an unusual circumstance which supports the need for a crash investigation?
Further information required.

If the response to any of these questions is "YES", the MCU will be activated. The requesting agency will then supply the WESTAF Commander the answers to the following questions:

Agency requesting activation? The _____ Police Department is requesting
Where did the crash occur? activation of the MCU at _____
What type of crash occurred? for a _____
How many fatalities are there? with _____ fatalities (and/or).
How many grave injuries are there? _____ grave mJunes.
Special circumstances to this crash? _____

The BLUE TEAM RED TEAM is activated

Team Leader _____ is assigned

Contact MCU Supervisor with response



West Suburban Major Crimes Task Force

Activatio_n Protocol

- Determine what type of assistance is needed
 - o Detectives. Forensics, Crash, or combination
- Call Commander Tony Greco at 708-259-3871
 - o If Tony is unavailable, please call Assistant Commander Sajid Haidari at 312-758-3706
 - o Please have basic information regarding the request when you make this call.
- If you are unable to reach Tony or Sajid, please contact WestCom at 708-771-9110. WestCom will then make necessary notifications.

Thank you,

A handwritten signature in black ink, appearing to read "Anthony Greco", written over a horizontal line.

Anthony Greco
Task Force Commander