



GENERAL ORDER

DATE OF ISSUE

26 April 1972

EFFECTIVE DATE

27 April 1972

NO.

72-10

SUBJECT

APPRENTICE PATROLMAN, PROGRAM FOR

DISTRI-
BUTION

C

AMENDS

REFERENCE

RESCINDS

General Orders 69-11, 69-11A

RESCINDED by N. 74-11

I. PURPOSE

This order:

- A. outlines the Program for Apprentice Patrolman.
- B. delineates the functions and responsibilities of the Coordinator, Apprentice Patrolman Program.
- C. enumerates the functions and responsibilities of apprentice patrolmen.
- D. details specific responsibilities of commanding and supervising officers.

II. PROGRAM

- A. The Program for Apprentice Patrolmen has been established to afford qualified young men the opportunity to affiliate themselves with the Chicago Police Department prior to reaching the eligible age for appointment as police officers. The program is designed to attract men of outstanding ability, to make effective use of their services in a supplementary police capacity, and to encourage their interest and enthusiasm for a law enforcement career. During his period of employment, the apprentice patrolman is required to develop his competency through enrollment in college courses in pursuit of a degree, through his on-the-job training, and by means of Departmental training programs.
- B. Apprentice patrolmen are exempt personnel and are recruited, processed, and appointed directly by the Department.
- C. Apprentice patrolmen are not authorized to exercise any police powers.
- D. Vacation, holiday, sick leave, and on-duty injury policies for apprentice patrolmen are the same as those established for civilian members.

III. COORDINATOR, APPRENTICE PATROLMAN PROGRAM

The Coordinator will function under the command of the Director of Personnel and will administer the Program for Apprentice Patrolmen by:

- A. supervising the recruiting and processing of applicants.
- B. advising the apprentice patrolman of the availability of tuition assistance from sources such as the City of Chicago Tuition Reimbursement Program and the Law Enforcement Education Program (LEEP).
- C. periodically visiting units to which apprentice patrolmen are assigned or detailed in order to review their duties and maintain contact with commanders and supervisors.
- D. insuring that apprentice patrolmen are being utilized and trained in conformance with established policy.
- E. counseling apprentice patrolmen on their work performance, educational pursuits, career plans, or personal problems. The Coordinator will, when necessary, take steps to rectify troubling situations.
- F. assisting any supervisor in the investigation of complaints against an apprentice patrolman. Except for failure to maintain academic standards, disciplinary actions will normally originate in and be investigated by the unit to which an apprentice patrolman is assigned or detailed.
- G. supervising mandatory rotation of apprentice patrolmen with consideration given to the geographic location of the apprentice patrolman's home, school, and assignment. Any request for deviation from this rotation policy will be reviewed by the Coordinator and his recommendations will be submitted to the Director of Personnel.
- H. maintaining academic records, reviewing final term grades, academic grades, and supervising probationary periods for those not maintaining academic standards established by the Department.
- I. supervising the distribution of Performance Rating cards (CPD-62.359) to units of assignment or detail; reviewing completed performance ratings and, where indicated, taking action to improve an apprentice patrolman's performance.
- J. identifying additional needs for training and submitting recommendations to the Training Division for the content of apprentice patrolman training courses.
- K. maintaining Attendance and Assignment Records (CPD-11.124) of apprentice patrolmen detailed to units from the Time Rolls of the Apprentice Patrolman Program Administration Unit (023).
- L. coordinating the selection of annual vacations in conformance with Department regulations governing vacations for civilian members.

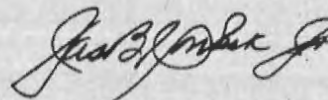
- M. coordinating special activities of interest to apprentice patrolmen in conjunction with the Special Activities Section, Public and Internal Information Division, and encouraging participation by apprentice patrolmen.
- N. conducting exit interviews with apprentice patrolmen prior to separation.

IV. FUNCTIONS AND RESPONSIBILITIES OF APPRENTICE PATROLMEN

- A. Apprentice patrolmen are subject to the rules, regulations, and directives of the Department which are applicable to them specifically or as civilian members.
- B. An apprentice patrolman will be on duty during the hours prescribed by the commanding officer of the unit to which he is assigned or detailed. He will report for duty at the time and place specified. If unable to report for duty, he will notify a unit supervisor at least one hour prior to his scheduled reporting time. If detailed from the Time Rolls of the Apprentice Patrolman Program Administration Unit, he will also notify the Program Coordinator.
- C. An apprentice patrolman will be responsible for the proper care and custody of all Department equipment issued to him. At the termination of his employment, or when otherwise required, he will surrender all Department equipment to the Program Coordinator.
- D. A full-time apprentice patrolman will be enrolled for twelve college credit hours or equivalent each year at a local college or university and will be required to maintain satisfactory standings in these courses in order to continue his employment. Payment of tuition will be arranged by the apprentice patrolman and he will attend classes on his own time.
- E. A part-time apprentice patrolman will be enrolled for at least twenty-four college credit hours or equivalent of academic study each year and will be required to maintain a "C" grade average in these courses in order to continue his employment. Payment of tuition will be arranged by the apprentice patrolman and he will attend classes on his own time.
- F. All apprentice patrolmen will submit a Personnel Change Notice (CPD-11.611) to the Program Coordinator through his commanding officer by the 5th day of each police period. In the "Remarks Section" the apprentice patrolman will indicate hours of duty assignment, day-off group, school attended, course titles, and class schedule for the current term. Official transcripts of final grades will be submitted to the Program Coordinator promptly upon the completion of each school semester or term.
- G. The duties of an apprentice patrolman will be specified by the commanding officer of the unit to which he is assigned or detailed. When making work assignments, commanding officers are reminded that the purpose of the program is to make effective use of the services of apprentice patrolmen in a supplementary police capacity while developing their interest and enthusiasm for a career in law enforcement. Apprentice patrolmen are not authorized to enforce the laws of the State of Illinois, the ordinances of the City of Chicago, to make arrests or to carry weapons. In addition, they will not be assigned:
 1. to work within detention quarters, unless accompanied by at least one sworn member at all times.
 2. to drive marked patrol beat vehicles; including squadrols, and motorcycles, or busses.
 3. to handle bond money.
 4. to service Department vehicles. This is not to be construed as precluding them from dispensing gasoline and oil. This duty may be performed in conjunction with work in detention facilities in order that lock-up keepers may continue to perform their primary duties.
 5. to perform any building maintenance tasks.
 6. to complete Property Inventory forms (CPD-23.598) or to handle any property to be used as evidence unless the required documentation is signed by sworn personnel assigned to desk duties.
- H. Apprentice patrolmen are not permitted to engage in secondary employment.

V. SUPERVISION

- A. Commanding officers will insure proper supervision, utilization, and training of apprentice patrolmen assigned or detailed to their units.
- B. Apprentice patrolmen may be utilized on any watch. Their tour of duty, however, will be arranged so as not to conflict with their school schedule and will conform as nearly as possible to normal watch hours. Apprentice patrolmen will normally be required to attend roll call where they will be inspected and receive the benefit of roll call training.
- C. Supervisors under whom apprentice patrolmen are assigned will carefully instruct them in correct Department procedures and will insure that they conform to the standards of conduct and performance established in the rules, regulations, and directives of the Department.
- D. Unit commanders will notify the Coordinator, Apprentice Patrolman Program, of any disciplinary problems involving apprentice patrolmen which come to their attention.



Superintendent of Police