

# GALESBURG POLICE DEPARTMENT GENERAL INFORMATION



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***Proudly serving the  
Galesburg community***

RUSSELL IDLE  
CHIEF OF POLICE

150 South Broad Street  
Galesburg, Illinois 61401

Telephone Number: 309/343-9151

Website: [www.ci.galesburg.il.us](http://www.ci.galesburg.il.us)

[www.facebook.com/galesburgpolicedepartment](https://www.facebook.com/galesburgpolicedepartment)

# Police Procedures

## What to Expect

### Contact with Police Officers may occur in many ways

- Emergency situations
- During community events
- Information given to officers as a victim or witness
- Traffic stops or accidents
- During a criminal investigation, an officer may stop individuals in search of information
- To alert of safety concerns

### When at a residence

A police officer can enter a residence if:

- They have been given consent
- They have an arrest or search warrant
- An emergency exists, someone calling for help, first aid is needed or to prevent injury or harm
- Pursuing a criminal suspect or if officers believe criminal evidence may be lost while waiting for a warrant

### When arrested

- The individual will be asked by the Officer and is required by law to give their name, date of birth and address. Do not give false information.
- There is no requirement to answer questions involving the crime an individual may be accused of committing but doing so may resolve the situation more quickly.
- A lawyer may be requested and if the individual cannot pay for a lawyer, one will be appointed.

### When stopped in person

Officers may stop and talk with individuals for a number of reasons, including to check one's welfare or that of a neighborhood. If the officer believes a person has committed a crime, is about to commit a crime or has information about a crime, they may be detained by police.

- Officers may ask individuals for their name, date of birth and to provide a form of identification. It is usually not a crime to refuse to answer questions, but not answering may raise suspicions. Arrests can be made for providing false information.
- Stay calm, be polite and respectful.
- Individuals may ask why the action is being taken.
- For everyone's safety it is important to keep hands where they can be seen.
- Do not run away.
- Do not touch, interfere or obstruct the officers. This could also lead to arrest.

- Police may pat down clothing if they suspect a weapon.
- If there is disagreement with the reason for the stop or the officer's demeanor, a complaint may be filed to the shift supervisor after the incident.
- On request, an officer must provide their name and ID number when it is safe to do so.

### When stopped in a vehicle

Traffic safety is essential for citizens and traffic enforcement is an important role for police. Traffic stops can be very dangerous for officers and uncomfortable for citizens. Citizen cooperation can make the stop safer for everyone involved. Stops can be made if the officer observes:

- Illegal driving behavior
- Defective or improper vehicle equipment
- Evidence of possible criminal activity

When stopped:

- Safely pull over to the right and stay in the vehicle. Turn the interior light on if stopped at night.
- Keep hands on the steering wheel.
- Officers will ask for a license, registration and proof of insurance. One is required by law to provide these items.
- If asked by an Officer to either exit or remain in the vehicle, one is required by law to comply with this request.
- If carrying a concealed weapon, tell the officer immediately. Do not try to reach for it or display it unless requested to do so.
- The officer should treat individuals in a courteous and professional manner. If issued a citation, the officer should explain why, as well as options for resolving it.
- An individual does not have to consent to a search of their person or vehicle but the officer may still search if there is reason to suspect criminal activity.

### General Information

- Police may use reasonable force to make an arrest or detain someone.
- If officers have probable cause of criminal activity or a reasonable suspicion about weapons or an illegal substance, they may search the individuals, vehicles and in some cases, the residence.
- If there is probable cause, property can be seized.

### How to contact the Galesburg Police Department

- To report a **non-emergency** incident or for general information, call **309/343-9151**.
- **Dial 9-1-1 for emergencies.**
  - Medical or Fire emergency
  - Crime in progress or just occurred (within several minutes)



## Commendation / Complaint

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### How to commend a Police Department employee

If you wish to commend the actions of any Galesburg Police Department employee, you may:

- Contact the employee's supervisor by phone, email, letter or in person to give your comments.
- Contact the Chief of Police, City Manager or Mayor

Commendations received in writing will be relayed to the employee and placed in the employee's personnel file.

### How to file a complaint

A complaint may be filed by contacting the Police Department either in person, by telephone or in writing. It is very important to include as much information as possible regarding the incident and to advise your contact information should additional questions arise or an interview be requested. Anyone who is directly involved or witnesses an incident that raises cause for concern may file a complaint. Remember filing a false complaint could result in criminal charges.

### Who to contact?

Commendation or complaints can be made any time, day or night, by calling 309/343-9151 or in person at the Galesburg Public Safety Building, 150 South Broad Street, Galesburg, Illinois. Please ask for the Duty Officer as they will take the initial information.

### Who will investigate the complaint?

The employee's immediate shift supervisor will investigate the complaint. If a resolution is not reached the Division Captain should be contacted. The Staff and Services Division oversees non-sworn (civilian) personnel. The Field Operations Division manages sworn officers. The Division Captains may initiate an Internal Investigation.



### What is an Internal Investigation?

An Internal Investigation is the responsibility of the Police Administration. Our objective is to complete a thorough and impartial investigation. Every effort will be made to satisfactorily conclude the investigation. This may require interviews with involved parties including witnesses and the collection of evidence. The length of the investigation will depend on the complexity of the case.

### How are complaints resolved?

Once the investigation is complete, the Captain will submit the findings to the Chief of Police. After reviewing the facts, the Chief of Police will make the final decision on the validity of the complaint and if discipline is warranted. Discipline may range from verbal reprimand to dismissal. Once the final disposition has been determined, the Police Department shall provide written notification of the disposition to the complainant. The possible dispositions are:

- UNFOUNDED-Allegation is false or not factual.
- NOT SUSTAINED-Insufficient evidence to prove or disprove the incident
- EXONERATED-Action was proper and lawful.
- SUSTAINED-Allegation supported by the investigation.

### What if you are not satisfied?

Should there be dissatisfaction with the Department's decision regarding employee misconduct, the City Manager or Mayor may be contacted.

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## Community Supportive Services

- Extra Patrols
- Vacation Watches
- Are You OK System
- Bicycle Registration
- Bicycle Safety Rodeos
- Child Seat Inspections
- Talks/Tours
- Youth Explorer Program
- Neighborhood Watch
- Crime Stoppers
  - Call 309/344-0044
  - Text a Tip to: 274637 (CRIMES)  
Then type GALESBURG and the tip

Public Safety Building tours can be scheduled by calling 343-9151.

### *Mission Statement*

To remain committed to the proactive and professional delivery of law enforcement services designed to enhance the quality of life for the Galesburg community while providing traditional and essential public safety services.