

STATE OF ILLINOIS     )  
  ) SS.  
COUNTY OF COOK        )

C E R T I F I C A T I O N

I, LUS E. CHAVEZ, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Burnham, Cook County, Illinois, and as such Village Clerk, I am the keeper of the official journal, records, papers, entries, documents, Resolutions and Ordinances of the Village of Burnham and of the Village President and Board of Trustees of the Village of Burnham (the "Corporate Authorities") and that attached is a full, true, and correct copy of Ordinance No. 2023-O-002 now on file in my office entitled:

**AN ORDINANCE CREATING COMMUNITY SERVICE OFFICERS  
AND  
AMENDING CHAPTER 50 – LAW ENFORCEMENT, ARTICLE II – POLICE DEPARTMENT  
SECTION 62 AND SECTIONS 63-80, OF THE CODE OF ORDINANCES, VILLAGE OF  
BURNHAM, COOK COUNTY, STATE OF ILLINOIS**

I further certify that said Ordinance No. 2023-O-002 was duly passed on roll call vote by the Board of Trustees of the Village of Burnham, Cook County, Illinois, on the 28th day of March 2023 and approved by the Village President (Mayor) on the 28th day of March, 2023, and that said Ordinance attached is now in full force and effect and has not been rescinded.

I do further certify that the deliberations of the Corporate Authorities on the passage of said Ordinance was taken openly, that the vote on the passage of said Ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "AN ACT in relation to meeting", approved July 11, 1957, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied will all of the provisions of said Act and said Codes and with all of the procedural rules of the Corporate Authorities.

IN WITNESS WHEREOF, I have hereunto set my hand as Village Clerk of the Village of Burnham and have hereunto affixed the seal of said Village of Burnham this 28th day of March, 2023.

  
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Lus E. Chavez  
Village Clerk

(SEAL)

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**THE VILLAGE OF BURNHAM  
COOK COUNTY, ILLINOIS**

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**COMMUNITY SERVICE OFFICERS  
“GOOD WILL AMBASSADORS”**

**ORDINANCE NO. 2023-O-002**

**AN ORDINANCE CREATING COMMUNITY SERVICE OFFICERS  
AND  
AMENDING CHAPTER 50 – LAW ENFORCEMENT, ARTICLE II –  
POLICE DEPARTMENT SECTION 62 AND SECTIONS 63-80, OF THE  
CODE OF ORDINANCES, VILLAGE OF BURNHAM, COOK COUNTY,  
STATE OF ILLINOIS**

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**WHEREAS**, The Village of Burnham was organized as a municipal corporation on February 8, 1907, by court order under the Cities, Villages and Towns Act of the Illinois Revised Statutes in Cook County, Illinois; and

**WHEREAS**, the Village of Burnham, Cook County, Illinois has elected by referendum on March 11, 1980, to become a home rule unit, and accordingly, pursuant to the provisions of the *Constitution of the State of Illinois* of 1970, particularly Article VII Sec. 6 (a) thereof, the Village is a home rule unit; and

**WHEREAS**, pursuant to the powers of a home rule unit set forth in Article VII, Section 6(a) of the *Constitution of the State of Illinois* of 1970, the Village may exercise any power and perform any function pertaining to its government and affairs including, but not limited to the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt; and

**WHEREAS**, Community Service Officers serve as a “Good Will Ambassadors” for the Village by performing a variety of duties which assist Village departments-principally the Police Department. Community Service Officers provide customer service to citizens by providing friendly, helpful and compassionate customer service to the general public and residents. They enforce certain Village Codes, and other non-criminal police related duties, provide patrol and community outreach, assistance to citizens, respond to non-criminal complaints, building checks and more. They do not perform tasks legally restricted to Illinois peace officers. They do not carry firearms and have no powers of arrest. The Community Service Officer will be a non-sworn employee of the Burnham Police Department and is designated as a civilian position.

**WHEREAS**, the Corporate Authorities of the Village of Burnham deem it advisable and in the best interests for the protection, safety, and welfare of the Village's residents, businesses, and their property to create and appoint Community Service Officers; and

**WHEREAS**, Community Service Officers may be residents of other municipalities and states and must be at least eighteen (18) years of age; and

**WHEREAS**, Community Service Officers **shall not carry firearms or other weapons whatsoever** (i.e. stun guns, Tasers, pepper spray, mace, batons, knives, BB Guns or any lookalike toy weapons) while on duty; and

**WHEREAS**, Community Service Officers shall not be "conservators of the peace" and shall only have the powers and duties as set forth by state statutes 65ILCS 5/3.1-30-21; and

**WHEREAS**, Community Service Officers shall at all times, during the performance of their duties, be subject to the direction and control of the Chief of Police, or his or her nominee, of the Village of Burnham.

**NOW BE IT ORDAINED** by the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois, in the exercise of its home rule powers, as follows:

**Section 1. INCORPORATION OF PREAMBLES**

**THAT**, the Corporate Authorities of the Village hereby find that all of the recitals contained in the preambles of this Ordinance are true, correct and complete and do hereby incorporate them into this Ordinance by this reference as if they were set forth verbatim in this section.

**Section 2. COMMUNITY SERVICE OFFICERS**

**THAT**, Section 50-62 of the Code of Village Ordinances, Village of Burnham, Illinois, is hereby amended to read by adding the following:

**Sec. 50-62. Community Service Officers.**

(A.) **Position created; Purpose:** There is hereby created, in the Village, the position of Community Service Officer to be hired by the Village President (Mayor) and Board of Trustees to assist the Village Police Department in the accomplishment of certain jobs and functions which do not require the power and authority of a police officer. Such Community Service Officer shall function so as to allow the members of the Village Police Department more time to perform police and public safety duties for the health, welfare and safety of the citizens of the community. The compensation and the number of Community Service Officers shall be determined by vote of the Village President (Mayor) and the Board of Trustees and may be increased or decreased from time to time as necessary.

(B.) **Police Chief Supervision; Uniform and Identification; Weapons:** Persons employed in the position of Community Service Officer shall be placed under the supervision of the Chief of Police or his or her nominee and shall be assigned such tasks as the Chief deems necessary to carry out the purposes of this article. Such officer shall wear a uniform and identification symbol prescribed by the Chief of Police, which uniform and symbol shall be different and distinct from that worn by the members of the regular Police Department, part-time police and auxiliary police. Such officer, as a civilian employee, shall not carry a firearm or other weapon.

(C.) **Authority, Responsibility and Duties:** A Community Service Officer shall, at all times during the performance of his or her duties, be subject to the direction and control of the Chief of Police, or his or her nominee, and such officer shall perform his or her duties only when the same have been properly assigned by the Chief of Police and only during duty periods and while in uniform. Powers and duties of a Community Service Officer shall be of a non-police nature and **shall not include** any power ordinarily given to the regular police officers by the Ordinances of the Village or this Code or by State statutes to preserve the peace, to enforce laws and ordinances, to investigate crimes, to direct traffic, to serve warrants and summons, to make searches or seizures of property, to make arrests, or to issue traffic citations for moving traffic violations. Community Service Officers may be assigned to and may perform the following duties, which, by being specifically set forth, are not intended herein to be exclusively limited:

(1.) The first and foremost duty of a Community Service Officer is to provide responsive, courteous, professional and efficient service to Village residents and the general public, and provide an exceptional level of customer service to promote and maintain a positive Village image.

(2.) Provide clerical and administrative tasks and assistance in support of the Police Department.

(3.) Conduct general traffic patrol details in assigned vehicles or on foot.

(4.) Maintain cordial public relations with the residential and business communities, as well as other governmental entities to share valuable information, better resolve problems and provide enhanced community service to the general public.

(5.) Act as eyes and ears of the Police, Fire, Water and Public Works Departments.

(6.) Community Service Officers provide assistance to full-time police officers on calls for service. The Community Service Officer responds to calls for service which include parking enforcement, lock-outs, animal complaints, motorist assists, lost persons and article reports, private property accident reports, and other non-criminal calls for service and reports that assist a sworn officer.

(7.) Provide first-line, non-emergency response via telephone or in person to citizens requesting information or service from the Police Department. Performs clerical or administrative work in non-sworn law enforcement activities.

(8.) To investigate and issue complaints for violation of this Code or Village Ordinance provisions of a non-criminal nature including issuance of parking tickets concerning vehicle parking violations, the issuance of complaints regarding dogs and other animal offenses, snow removal, zoning and building code offenses.

(9.) To investigate and handle the disposition of incidents of broken electrical wire, gas leaks, water main breaks, fallen trees or tree limbs upon public sidewalks and streets, and broken or damaged public property including traffic signs or signals, light posts, parking and street signs.

(10.) Performs front-desk duties involving the collection and organizing of all necessary information for non-criminal reports; responding to walk-in and telephonic requests; processing visitor access to police and other Village facilities; and monitoring prisoners and other secured areas.

(11.) Answers, screens, and routes non-emergency telephone calls and walk-in inquiries.

(12.) Explains Police Department procedures, services and similar information requests accurately, professionally, and within departmental and Village standards.

- (13.) Receives complaints from public concerning crimes to determine appropriate resources needed.
- (14.) Assists sworn police officers in performing their tasks and assignments by relieving them of tasks not requiring a sworn officer.
- (15.) Generates reports and maintain records.
- (16.) Assists sworn police officers with the processing of prisoners, and collecting information from persons for other non-criminal purposes.
- (17.) Monitors individuals and prisoners in holding cells, front lobby and other secure locations both personally and on closed circuit television for proper conduct, safety, medical or other needs.
- (18.) Processes bonds, arrest warrant information, and other case files in preparation for adjudicatory hearings. Completes arrest paperwork; verifies and coordinates the processing of any arrest warrants with other agencies; and performs other police records duties as required.
- (19.) If certified, conduct child safety seat installations and educate the public with such knowledge.
- (20.) Conduct regular patrols of the community looking for safety hazards, persons in need of assistance.
- (21.) Deploy, monitor and retrieve speed trailer and traffic counters as needed for traffic studies and managing traffic.
- (22.) Relay squads for maintenance purposes.
- (23.) Collects monies associated with fees, fines and bonds (i.e. vehicle impoundment fees, parking tickets, vehicle stickers and adjudication fees and fines.)
- (24.) Perform non-criminal assignments such as completion of police reports, assist with motorist aids, vehicle lock-outs, and traffic control at accident scenes.
- (25.) Serve as law enforcement presence in Village buildings (i.e. Village Hall, Community Center, Senior Center and Park.)
- (26.) Respond to calls of Ordinance violations (i.e. illegal dumping, garbage, abandoned/inoperable vehicles, etc.)
- (27.) Enforce parking regulations and Village Ordinances, issue citations or warnings for administrative adjudication.
- (28.) Respond to animal complaints and perform animal control duties.
- (29.) Assist in the processing of prisoners property in accordance with General Order procedures.
- (30.) Cross-train to perform clerical and/or administrative duties and serve as a backup for clerical and/or administrative personnel as needed.
- (31.) Serves as cashier including issuing receipts for various payments (i.e. impound fees, parking fines etc.)
- (32.) Maintains and files department records.
- (33.) Carry out the duties of a Crossing Guard as needed.
- (34.) Provides service to the citizens (i.e. funeral escorts, traffic direction, animal control, motorist assist, first responder, special event activity and parking enforcement.)
- (35.) Safeguards and preserves recovered property under the control of the Police Department.
- (36.) Completes all required reports.
- (37.) Enforce certain Village Codes/Ordinances. Convey information and explain violations, be understanding and courteous by listening to other parties and use tact to defuse situations.

- (38.) To inspect from time to time all municipal property for operating efficiency.
- (39.) To undertake traffic surveys and other investigations deemed necessary to assist the Police Department or the Village Board of Trustees with traffic or public safety problems.
- (40.) To perform school crossing guard duties.
- (41.) To appear in court to testify in regard to complaints or tickets issued by such officer or in which such officer is a witness
- (42.) Support, assist and respond with the Village Fire Department and other departments of the Village by providing traffic safety and assistance at traffic accidents, and other Fire Department responses to occurrences including fires and EMS alarms within the Village.
- (43.) To provide administrative and clerical staff assistance to the Village Police Department by assisting with the delivery of tickets, paperwork, or bond to the Circuit Clerk's Office. Deliver intergovernmental correspondence to and from municipal or county agencies.

(D.) **Limitation on Participation:**

I. Community Service Officers are specially **limited and prohibited** from participating in various aspects of law enforcement duties as follows:

- 1. Crimes in progress
- 2. Fights in progress
- 3. Alarms
- 4. Traffic stops
- 5. Domestic disturbances
- 6. Noisy parties
- 7. Suspicious persons, vehicles and noises
- 8. Community Service Officers **shall not carry firearms or other weapons whatsoever** (i.e. stun guns, Tasers, pepper spray, mace, batons, knives, BB Guns or any lookalike toy weapons) while on duty
- 9. Any and all emergency medical assistance or services
- 10. **Any other call which would constitute a hazard for an unarmed officer.**

II. The Community Service Officer shall immediately call for a sworn officer to take over any assignment he/she is handling, if circumstances indicate a sworn officer is needed.

III. The Community Service Officer shall **obey all traffic laws** while on duty and **shall not** drive with emergency equipment operating on department vehicles. The emergency lights will be used to give warning when assisting in traffic control.

IV. The Community Service Officer shall not be assigned to or become involved in any assignment which requires the **use of force**.

V. The Community Service Officer shall assume **no police powers** except where assignments call for traffic direction, or the issuing of a parking and Village Ordinance violation.

VI. Community Service Officers **do not have powers of arrest**.

(E.) **Background and Fingerprints:** Community Service Officers, before entering upon any of their duties, shall receive a course of training in procedures appropriate for the exercise of the authority conferred upon them under this Code. The training and course of study shall be determined and provided by the corporate authorities of the Village of Burnham and the Chief of Police. Before the appointment of a Community Service Officer, the person's fingerprints shall

be taken, and pass a background investigation by the Department of Justice and Illinois Department of Law Enforcement. No person shall be appointed as a Community Service Officer if that person has been convicted of a felony or other crime involving moral turpitude or dishonesty.

(F.) Community Service Officers may be residents of other municipalities and states and be 18 years of age.

(G.) Community Service Officers shall not be “**conservators of the peace**” and shall only have the authority, powers and duties as set forth in the Illinois State Statutes 65ILCS 5/3.1-30-21 and this Village Code of Ordinances.

(H.) Community Service Officers shall **not carry firearms or other weapons** while on duty.

### **Section 3. RESERVED**

**THAT**, Section 50-62 of the Code of Ordinances, Village of Burnham, Illinois, is hereby amended to read as follows:

Sec 50-63. Sections 63 through 80 are hereby reserved for further use.

### **Section 4. REPEALER OF CONFLICTING ORDINANCES**

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

### **Section 5. SEVERABILITY**

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or the application thereto any person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such decision shall not affect the validity of the remaining sections, subsections, paragraphs, sentences, clauses or phrases of this Ordinance or the application of such portion to other persons or circumstances, but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any portion.

### **Section 6. EFFECTIVE UPON PASSAGE**

This Ordinance shall be in full force and effect after its passage, approval, and publication according to law.

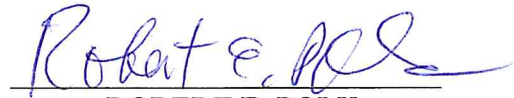
### **Section 7. LEGISLATIVE ACT OF HOME RULE MUNICIPALITY**

This Ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such Ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or, (b) legislate in a manner or regarding a manner not delegated to municipalities by state law. It is the intent of the Corporate Authorities of the Village of Burnham, Cook County, Illinois, that to the extent that the terms of this Ordinance should be inconsistent with any non-preemptive state law, that this Ordinance should supersede state law in that regard within its jurisdiction.

### **Section 8. PUBLISHED IN PAMPHLET FORM**

This Ordinance shall be published in pamphlet form by the authority of the Village President (Mayor) and the Board of Trustees of the Village of Burnham, Cook County, Illinois.

**PASSED** By the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois, this 28th day of March, 2023.



ROBERT E. POLK  
Village President (Mayor)

**PRESIDENT AND VILLAGE BOARD MEMBERS**

	AYES:	NAYS:	ABSENT:	ABSTAIN:
Trustee John Cap Jr.	<u>X</u>	_____	_____	_____
Trustee Jeffrey Hodges	<u>X</u>	_____	_____	_____
Trustee Graciela Garcia	_____	_____	<u>X</u>	_____
Trustee Brenda Greer	<u>X</u>	_____	_____	_____
Trustee Carmella Richardson	<u>X</u>	_____	_____	_____
Trustee Travis Claybrooks	<u>X</u>	_____	_____	_____



ROBERT E. POLK  
Village President (Mayor)

ATTEST:



LUS E. CHAVEZ  
Village Clerk (SEAL)

Recorded in Village Records:

Published in pamphlet form by authority of the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois on 28th day of March, 2023.

ATTEST:

  
LUS E. CHAVEZ, VILLAGE CLERK  
(SEAL)