

Agency	Allow	Policy	Designated space	Signage	Additional Comments	Known As
Bensenville(*)	Yes	Yes	Lobby during regular business hours		Staff prohibited from assisting or using PD equipment	Transaction Safe Zone
Hanover Park	Yes	Yes	Lobby and parking lot		Citizens conducting transactions may not interfere with routine business. Staff prohibited from assisting or using PD equipment. Items cannot be stored at the PD. Prohibits certain items: weapons, haz-mat, gas-powered, oversize.	Internet Safe Trade Zone
Tinley Park	Yes	Dept. Order	Lobby and parking lot		Staff enforces program rules, Police Order prohibits emps from assisting or using PD equipment. Prohibits certain items: guns, gas-powered, haz-mat, oversize	Safe Transactions Program
Addison	Yes	No	Designated parking spaces x2 in front of PD	Yes		
Hinsdale	Yes	No			Staff prohibited from assisting	
Lemont	Yes	No	Parking lot			
Naperville	Yes	No	Lobby			
Oswego	Yes	Unk	Typically occurs in parking lot			Safe Trade Area
Plainfield	Yes	No	Designated outdoor area in front of PD	Yes	Security camera monitored	Safe Trade Area
Shorewood	Yes	No	Lobby during regular business hours, or in parking lot		24-hr security cameras in parking lot	Safe Exchange Zone
Villa Park	Yes	No	Lobby during lobby hours (7a-10p, every day)		Restrictions on staff involvement	
South Elgin	No	No				
Wheaton	No	No				

(*) Information supplied by Naperville PD

(*) Aurora PD has policy (did not respond to survey)

A survey was conducted of local municipalities and 13 responses were received. Of those, 11 agencies allowed public areas to be used. Six specified parking lot, of those only one agency provided designated parking spaces. Six agencies allowed transactions within the lobby, while one agency had designated outdoor area. Three agencies had either a written policy or a written police department order. Attached are copies of the written policies that were obtained.

BENSENVILLE PUBLIC SAFETY

POLICE DEPARTMENT

Title: TRANSACTIONS SAFE ZONE

Procedure: 5.307

Date Issued: 10-07-15

Effective Date: 10-20-15

Rescinds: All Previous

Distribution: All

Authority: Frank Kosman, Chief of Police

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the use of the Bensenville Police Department parking lot and lobby for internet sales and transactions.

POLICY:

The Bensenville Police Department will provide a safe environment for citizens to conduct transactions from online websites, such as craigslist, varage sale or any other online purchasing or selling website where citizens often meet in person with someone to sell or purchase a product.

PROCEDURE:

1. When a citizen comes into the lobby to complete a transaction, they should let dispatch or records know why they are there.
2. Department personnel should not assist in any of the transactions including:
 - a. lifting
 - b. witnessing of the transaction
 - c. use of Department property, equipment, or LEADS; unless there is reason to believe a crime is or has been committed.
3. No firearm transactions are allowed on Department property, to include any person possessing a concealed carry permit.
4. Surveillance video will only be available for an official police report and then only as a tool for the criminal investigation. The citizen will not receive a copy of the surveillance video without filing proper Freedom of Information Act (FOIA) request through records during normal business hours.

TRANSACTION SAFE ZONE

The Bensenville Police Department acknowledges safety risks associated with internet transactions during the exchange of property. Most exchanges are amicable. The exceptions include violent encounters or frauds. In an effort to reduce these risks, The Bensenville Police Department has designated the lobby at the Police Department, 345 E Green St, as a "Transaction Safe Zone."

Residents are welcome to visit the Police Department's lobby to meet buyers and sellers during regular business hours. Staff will not play a role in the transactions; however, they will respond as they would during any situation requiring police intervention.

The Bensenville Police Department's lobby is open Monday through Friday from 8 a.m. to 5 p.m. Any questions can be directed to the Bensenville Police Department at 630-350-3455.

If you are planning to sell/buy items through an online service such as Craigslist here are some helpful tips to prevent being a victim of a robbery or other scams.

1. Do not give out your home address or personal information
2. Arrange to meet in a public place like the Police Department lobby
3. Always bring a friend along with you
4. Stick with local buyers and sellers if possible. Out of area customers can be a red flag
5. Ask about the details of an item or to see pictures prior to arranging the meeting
6. If at all possible do not send payment using greendot or money pack cards. Use services like Paypal to conduct your transactions.

And always remember, if you have a suspicious feeling or "it just doesn't feel right", don't go. If you are already there, leave.

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 530-S

REFERENCE STANDARDS:

SUBJECT: Internet Safe Trade Zone

PURPOSE: The purpose of this policy is to establish guidelines and procedures for the use of the Hanover Park Police Headquarters property for internet sales and transactions.

POLICY: It is the policy of the Hanover Park Police Department to provide a safe environment for citizens to conduct transactions from online websites, such as Craigslist, Varagesale or any other online purchasing or selling website where citizens often meet in person with someone to sell or purchase a product

Definition: Exchange Site Transaction - An agreement, communication, or movement carried out between a buyer and a seller to exchange an asset for payment.

I. Transaction Procedures

- A. Citizens utilizing the front lobby or parking lot for exchange site transactions shall not interfere with routine business at the Police Department.
- B. Department personnel should not assist in the actual transaction.
- C. Items cannot be stored at the Police Department or in the parking lot.
- D. Department members shall not use LEADS to verify serial numbers, or check local databases for possible suspected stolen items, unless a member observes items believed to be proceeds of a criminal act.
- E. Members shall not verify payments, validity of identification, drivers licenses, or the working order or value of any item.

II. Prohibited Items

- A. Transactions related to weapons of any kind will not be allowed at the Hanover Park Police Department.
- B. Large items and gas-driven machines such as lawn mowers or snow blowers, gasoline or hazardous materials are strictly prohibited from being brought in the lobby. The Police Department's parking lot shall be used for the exchange of these items.

POLICE OPERATIONS MANUAL

Dir.#: 530-S

Issued: 02/01/16

Eff: 02/01/16

Rev:

VILLAGE OF HANOVER PARK

Rescinds: New Directive

Auth:

Order

15-06

Tinley Park Police Department

Department Special Order

6/3/15



SAFE TRANSACTIONS

Effective immediately, the lobby and parking lot of the Tinley Park police station will be offered to the public as a place to conduct private sales transactions. The reason for allowing this interaction is to promote a safe environment for people to conduct business, which will reduce the likelihood of theft, robbery, or violence. The police department will be a safe place for conducting those private business transactions.

There will be little required of staff to promote this program. Staff is prohibited from:

- Using LEADS to verify serial numbers on items
- Verifying any payments—such as, PayPal, personal checks, suspected counterfeit money, credit cards, or debit cards
- Making photocopies
- Verifying identification or driver's licenses
- Verifying the working order of any tool, appliance, or electronics
- Verifying the value or opine on the authenticity of any item
- Checking local databases for possible suspected stolen items

Staff will enforce program rules, including:

- Not allowing program participants to interfere with routine business at the police station
- Not allowing large items to be brought into the lobby
- Not allowing any gasoline or hazardous materials to be brought into the lobby
- Not allowing any gas-driven machines—such as, lawn mowers or snow blowers—to be brought into the lobby
- Not allowing any firearms to be brought into the lobby.

Staff will direct any person who is disruptive or not following the rules to leave immediately.

A handwritten signature in blue ink, appearing to read "Steven Neubauer", written over a horizontal line.

Steven Neubauer
Chief of Police



Area residents have a neutral, safe place to conduct personal transactions such as Craigslist sales or the private sale or purchase of a car thanks to the Village of Tinley Park's new Safe Transactions Program.

Buyers and sellers can use the parking lot and lobby of the Tinley Park Police Department, 7850 W. 183rd Street, from 7 a.m. to 10:30 p.m., seven days a week to conduct these transactions.

Sellers and buyers should refrain from bringing large items into the police station. The police department will not provide any assistance to the parties. Verification of authenticity, verification of payment, use of copy machines and police computers will be strictly prohibited.

Prohibited sale items include drugs, firearms and hazardous materials. Large items and items fueled by gasoline are not allowed in the lobby, but they are acceptable in the parking lot.

Please note that the Village of Tinley Park takes no responsibility for any transaction conducted on Village property. Staff also will direct any person who is disruptive or not following the rules to leave immediately.

Those who chose not to use the police department as a safe place to conduct transactions should take the following precautions:

- Insist on a public meeting place to conduct the transaction. Do not meet in a secluded location.
- Do not invite strangers to your home.
- Be especially careful when buying or selling high-value items.
- Tell a friend where you are going, or have a friend accompany you.
- Take your cell phone with you.
- Trust your instincts - if it's too good to be true it probably is.



Sellers and buyers conducting business transactions on Craigslist should keep the following tips in mind:

- When posting an ad, take advantage of Craigslist's "Use an Anonymous Craigslist Email Address" option. Doing so will send questions about the ad to your email address without exposing it to the sender, in turn sparing you from being spammed, solicited or otherwise harassed.
- Use cash only. If you accept a cashier's check or money order, you may fall victim to a common online scam that

involves depositing a fake money order into your account and leaving you with nothing in the transaction. If you pay with a personal check, the seller can harvest your checking account information, which could then be used for fraudulent purposes.

- The Tinley Park Police Department is strictly providing a safe haven and will not facilitate or otherwise be associated in any way with, any transaction occurring between private parties.

RECOGNIZING SCAMS

Most scam attempts involve one or more of the following:

- Email or text from someone that is not local to your area.
- Vague initial inquiry, e.g. asking about "the item." Poor grammar/spelling.
- Western Union, Money Gram, cashier check, money order, Paypal, shipping, escrow service, or a "guarantee."
- Inability or refusal to meet face-to-face to complete the transaction.



If you feel threatened during a transaction come into the lobby and ask for an officer.

For more information on the new Safe Transactions Program, please call the Tinley Park Police Department at (708) 444-5300.

ONLINE TRANSACTIONS

Rules of Craigslist and other personal transaction sites should be followed.

- Deal locally, face-to-face —follow this one rule and avoid 99% of scam attempts.
- Do not extend payment to anyone you have not met in person.
- Beware offers involving shipping - deal with locals you can meet in person.
- Never wire funds (e.g. Western Union) - anyone who asks you to is a scammer.
- Don't accept cashier/certified checks or money orders - banks cash fakes, then hold you responsible.
- Transactions are between users only, no third party provides a "guarantee".
- Never give out financial info (bank account, social security, Paypal account, etc.).
- Do not purchase sight-unseen—that amazing "deal" may not exist.
- Refuse background/credit checks until you have met the buyer/seller in person.



Tinley Park Police Department

7850 W. 183rd Street
Tinley Park, IL 60477
(708) 444-5300
Emergency: 911

Mission Statement

We, the members of the Tinley Park Police Department, in partnership with the community, are dedicated to providing professional police services. We are committed to serve with integrity and compassion, and strive to improve the quality of life within the community of Tinley Park.



Conducting Safe Transactions

