

**DETENTION FACILITIES GENERAL PROCEDURES AND RESPONSIBILITIES**

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RESCINDS:	Version dated 07 June 2002		
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I. PURPOSE

This directive outlines general responsibilities of supervisors and lockup personnel to ensure arrestees are properly processed, booked, and safeguarded.

II. RESPONSIBILITIES**A. Lockup personnel will:**

1. take a physical count of all arrestees in custody in the presence of the lockup keeper being relieved.
2. account for all inventoried prisoner personal property.
3. maintain a current and accurate record of all arrestees in the lockup.
4. ensure the lockup is maintained in a safe and sanitary condition.
5. neither carry or keep any weapons within the lockup.
6. not permit any Department member to carry a weapon when entering the lockup.

NOTE: This does not prohibit Department members from responding to an emergency in the lockup with weapons.

7. prior to accepting any arrestee, conduct an initial inspection of the subject following the Guidelines for Arrestee Screening and Monitoring chart (CPD-11.523).
8. if screening process indicates that the arrestee is perceived to be mentally/chemically impaired or suicidal, the station supervisor will be notified immediately.
9. not accept any arrestee into the lockup who has injuries or illnesses that may require hospitalization or the immediate attention of a healthcare professional.
10. accept the arrestee into lockup.

NOTE: If needed, provide the arrestee with a paper garment.

11. immediately search the arrestee. Searches will be conducted by Department members of the same sex as the arrestee.
12. scan all arrestees with a metal detecting device to ensure against concealment of weapons not discovered in the initial search.
13. complete the intake screening questions process following the Guidelines for Arrestee Screening and Monitoring chart.
14. in those instances when an arrestee states the need for medication, whether the arrestee has the medication or not, the matter will be referred to the station supervisor.
15. in those instances in which an arrestee responds "yes" to the arrestee questions of "attempted suicide/serious harm," check the corresponding box in the Additional Lockup Demographics/Cautious Descriptors field.

16. in those instances during the visual check of the arrestee they determine/categorize the arrestee to be despondent, check the corresponding box in the Additional Lockup Demographic/Cautionary Descriptors field.
17. enter additional information in the "Locker Keeper" section of the Automated Arrest Application for all subjects who are identified by the Guidelines for Arrestee Screening and Monitoring chart as high risk.
18. in those instances in which the subject arrestee has been identified as a present or prior danger to themselves (i.e. attempt suicide, caused harm to self, despondent), place the subject in a cell closest to the lockup keeper and will place another arrestee in the cell with the subject arrestee.
19. account and inventory all prisoner personal property in accordance with Department directive entitled "Inventory of Arrestee's Personal Property."

NOTE: Arrestees will NOT be allowed to keep drugs or medication with them while in custody.

20. complete the booking process by fingerprinting and photographing the subject.
21. place the arrestee in a single cell unless circumstances preclude it.
22. allow the arrestee to make a reasonable number of telephone calls to an attorney, family member, or friend.

NOTE: Normally, the arrestee will be allowed to make the calls within the first hour of entering the lockup. Lockup keepers will record the numbers called by the arrestee in the "Booking Information" portion of the Automated Arrest Application.

23. complete a visual check of each arrestee **every 15 minutes** following the Guidelines for Arrestee Screening and Monitoring chart and record the time of each inspection, a concise statement of conditions found, notable occurrences, actions take, if any, and the initials and employee identification number on the Inspection Log. The Inspection Log will be retained within the unit files in accordance with existing records-retention requirements.
24. feed arrestees in custody three times a day at the approximate times for breakfast, lunch, and dinner. Lockup keepers will maintain an accurate record of arrestees fed on the Lockup Keepers Monthly Food Record (CPD-34.613).

NOTE: At each meal period, lockup keepers in area centers will contact the Bureau of Detectives area to determine the number meals required for the feeding of witnesses and/or arrestees not being held in the district lockup. The lockup keeper will deliver the meals to the witnesses and/or arrestees in the area centers. If an investigative need precludes feeding at that time (e.g., line-up in progress), Bureau of Detectives personnel will provide the meals to the individuals once the investigative need is completed. Lockup keepers will document the number of meals delivered to the Bureau of Detectives in the lockup Inspection Log book and on the Lockup Keepers Monthly Food Record (CPD-34.613). Negative requests for meals will also be documented.

25. not allow the arrestees any food which is not supplied by the Department lockup keepers.
26. will distribute mattress pads to the cells in time for arrestee use between the hours of 2200 and 0600.
27. notify their station supervisor of any unusual occurrences in the lockup including but not limited to situations in which the arrestee may be exhibiting signs of medical distress.
28. complete appropriate portions of the Arrest Reports.

29. fingerprint and photograph arrestees in compliance with Department directives.
30. ensure the exact charges are delineated in the Arrest Report.
31. maintain security and providing for the well-being of all arrestees while in the detention facility.
32. note whenever an arrestee is moved out of the lockup on the Arrest Report

B. Station Supervisor will:

1. conduct an inspection of the lockups and arrestees upon the start of their tour.
2. at a minimum, independently conduct thorough inspections of the lockups and the arrestees at least four (4) times per tour and document them in the lockup's Inspection Log.
3. during these inspections locate any arrestee whose record on the arrest work queue have been identified as present or prior high risk subjects for the purpose of assessing and evaluating their well being.
4. review the medical clearance report and visually observe each arrestee in the lockup who has been returned to lockup from an approved medical facility.
5. in the event of any noticeable changes in the conditions of the high risk arrestees record their observations in the "Watch Commanders Comments" section of the Automated Arrest Application.
6. ensure lockup keepers effectively monitor and fulfill their responsibilities.
7. immediately evaluate and take appropriate action in accordance with existing Department Directives if informed of an arrestee exhibiting the conditions delineated in Item II-A-8.
8. ensure any arrestee who requires medication is transported to the nearest approved medical facility in a timely manner.
9. ensure that the Chicago Fire Department paramedics are called should an arrestee be exhibiting signs of medical distress.
10. ensure any arrestee who has been transported to an approved medical facility has the appropriate medical clearances documents prior to re-entry to the lockup.
11. record all arrestee movement (i.e., hospitalization, lineups, detective interviews) in the Automated Arrest Application.
12. ensure that affirmative responses to the high risk lockup screening questions are entered into the Additional Lockup Demographics/Cautionary Descriptors field.

Authenticated by: RMJ

Garry McCarthy
Superintendent of Police

11-200 RDR

**HANDLING ARRESTEES IN NEED OF MENTAL TREATMENT**

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RESCINDS:	S04-06-01		
INDEX CATEGORY:	Preliminary Investigations		
Rescinded on 30 May 2014 by S04-20-01; 30 May 2014			

I. PURPOSE

This directive establishes procedures for the processing and transporting of arrestees requiring mental health evaluation, treatment, or hospitalization.

II. ARRESTEES CHARGED WITH MISDEMEANOR OR ORDINANCE VIOLATIONS AND IN NEED OF MENTAL HEALTH EVALUATION, TREATMENT, OR HOSPITALIZATION

- A. Arrestees charged with misdemeanor or ordinance violations and in need of mental health evaluation, treatment, or hospitalization will be processed in accordance with the Department directive entitled "**Hospitalized Arrestees.**"
- B. The arrestee will be transported to the nearest designated mental health intake facility for evaluation in accordance with the Department directive entitled "**Approved Medical Facilities.**"
- C. The Department members assigned to the transport will:
1. use restraining devices consistent with the Department directive entitled "**Restraining Arrestees.**"
 2. escort and maintain control of the arrestee in the medical facility in accordance with the related Department directives.
 3. if advised by the mental health intake facility that the arrestee requires hospitalization, notify the desk sergeant at the appropriate district of detention.
 4. remain with the arrestee until the appropriate bond formset as identified in the Department directive entitled "**Bond Procedures,**" is brought to the facility and the bond formset has been presented to the arrestee for signature.
- D. The desk sergeant, upon notification that an arrestee in detention at his or her facility requires hospitalization, will:
1. inform the watch commander that the arrestee is to be hospitalized.
 2. prepare the appropriate bond formset, as outlined in the Department directive entitled "**Bond Procedures**" for the arrestee after securing the on-duty watch commanders approval.
 3. ensure the completed bond formset is immediately delivered to the transport members and the arrestee at the mental health intake facility.
 4. upon receipt of the completed and returned bond formset, follow the procedures outlined in the Department directive entitled "**Bond Procedures.**"

NOTE: If the arrestee was released as an "Incapacitated Individual," the desk sergeant will present the completed and returned bond formset to the watch commander for review and approval.

- E. The Department member assigned to transport the appropriate bond formset will:
1. upon arrival at the mental health intake facility, request that the arrestee sign the appropriate bond formset.
 - a. If the arrestee agrees to sign the appropriate bond formset, obtain the arrestee's signature on the "Defendants Signature" line.
 - b. If the arrestee refuses or is incapable of signing the appropriate bond formset, the Department member will:
 - (1) request permission from the on-duty watch commander to release the arrestee as an "Incapacitated Individual."
 - (2) after receiving verbal approval from the on-duty watch commander, enter the phrase Incapacitated Individual on the Defendants Signature line of the bond formset.
 2. provide the arrestee with the white copy entitled "Defendant's Copy" of the bond formset.
 3. notify the mental health intake facility personnel that the person is no longer in Department custody.
 4. return the completed bond formset to the desk sergeant at the district of detention.
- F. The watch commander, upon notification that an arrestee in detention at his or her facility requires hospitalization, will:
1. determine if the arrestee can be released on bond consistent with the Department directives entitled "**Processing Persons Under Department Control**" and "**Bond Procedures**."
 - a. The watch commander may authorize an arrestee to be bonded prior to the arrestees identity being established if the arrestee requires hospitalization in a secured mental health intake facility.
 - b. If fingerprint results later indicate that the arrestee has an outstanding warrant, the on-duty watch commander will ensure that the procedures outlined in the Department directive entitled "**Non-Traffic Arrest Warrant Procedures**" are followed whether the arrestee is still in custody or is no longer in custody.
 2. if the arrestee is eligible to be bonded, ensure that the appropriate bond formset is prepared by the desk sergeant and delivered to the transport members at the mental health intake facility.
 3. upon receipt of the bond formset for an "Incapacitated Individual" place his or her initials and star number next to the words "Incapacitated Individual" confirming his or her verbal approval to the Department member for the release of the arrestee on an Individual Bond, and ensure that the bond formset is returned to the desk sergeant.

III. ARRESTEES CHARGED WITH AN OFFENSE REQUIRING A JUDGE'S BOND AND IN NEED OF MENTAL HEALTH EVALUATION, TREATMENT, OR HOSPITALIZATION

BOND AND IN NEED OF MENTAL EVALUATION, TREATMENT, OR HOSPITALIZATION

- A. Arrestees charged with any offense requiring a judges bond and in need of mental health evaluation, treatment, or hospitalization will be processed in accordance with the Department directive entitled "**Hospitalized Arrestees**."
- B. Arrestees will be transported to the nearest designated mental health intake facility for evaluation in accordance with the Department directive entitled "**Approved Medical Facilities**."
- C. Arrestees charged with an offense requiring a judges bond **will not** be issued a bond.

- D. The Department members assigned to the transport will:
1. use restraining devices consistent with the Department directive entitled "Restraining Arrestees."
 2. escort and maintain control of the arrestee in the medical facility in accordance with the related Department directives.
 3. if advised by the mental health intake facility that the arrestee requires hospitalization, notify the desk sergeant at the appropriate district of detention.
 4. notify the watch commander at the appropriate district of detention to request a hospital guard detail.
- E. The Department member assigned to guard detail will complete and submit a Miscellaneous Incident Exception Report (CPD-11.419) consistent with the Department directive entitled "Hospitalized Arrestees."
- F. The desk sergeant will:
1. inform the watch commander that the arrestee is being transported to a mental health intake facility for evaluation.
 2. inform the watch commander if the arrestee requires hospitalization.
- G. The watch commander, upon notification that an arrestee charged with an offense requiring a judges bond requires hospitalization, will:
1. determine the status of the arrestee with the investigating unit and the Cook County Assistant States Attorney.
 2. ensure that Operations Command is contacted for approval of a hospital guard detail as outlined in the Department directive entitled "Hospitalized Arrestees."
 3. continue to monitor the investigating unit and the Cook County Assistant States Attorney until charging and approval procedures are completed.
 4. ensure that the mittimus procedure as outlined in the Department directive entitled "Hospitalized Arrestees" begins as soon as charging and approval procedures are completed.

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Superintendent of Police

00-101 AOG(PMD) [dw]

**OTHER WEAPON DISCHARGE INCIDENTS**

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I. PURPOSE

This directive outlines Department investigative and reporting procedures in which a member has:

- A. discharged a chemical agent.
- B. discharged a Taser.
- C. discharged a firearm to destroy an animal.

II. SCOPE

Under normal circumstance, the provisions of this directive will not apply to:

- A. chemical agent use in a Department authorized training program.
- B. the discharge of a Taser in a Department authorized training program.

III. DISCHARGE OF CHEMICAL AGENT

- A. A chemical agent includes the personal Oleoresin Capsicum (OC) devices carried by sworn members and Department-owned special weapons which dispense larger volumes of chemical agents.
- B. Member Responsibilities

When a member discharges a chemical agent, the member will:

1. notify the Office of Emergency Management and Communications (OEMC), his or her supervisor, and the station supervisor in the district of occurrence.
2. complete a Tactical Response Report (TRR) (CPD-11.377), the appropriate case report, and/or other required reports.
3. submit all reports to his or her supervisor for review and approval.

- C. Station Supervisor Responsibilities

The station supervisor of the district of occurrence will:

1. notify the Independent Police Review Authority when a personal OC device has been discharged.
2. investigate the incident and document the investigation in the "Watch Commander / ADS Review" section of the Tactical Response Report. The station supervisor will indicate that the findings of the investigation of the member's use of force revealed that the conduct conformed to Department policy and guidelines or that further investigation is required. If the station supervisor determines that further investigation is required or that the member's conduct other than the use of force failed to conform to Department guidelines, the station supervisor will initiate that investigation consistent with the Department directive entitled "**Complaint and Disciplinary Procedures.**"
3. attach the original of the Tactical Response Report to the case report and forward through normal channels.

4. forward packets containing photocopies of the TRR and appropriate reports, as indicated on the TRR in the box entitled "Distribution."
5. receive the discharged personal OC device from the sworn member, provide a replacement device to the member, and notify the individual designated by the district commander that a replacement device has been issued. When needed, additional OC devices may be requested from the Taser Repair Center, located at the Education and Training Division, through normal requisition procedures.

NOTE: Station supervisors will ensure that a copy of the TRR is presented to the Taser Repair Center for replacement OC devices.

- D. Whenever possible, the ranking officer on the scene of an incident will notify the Chicago Fire Department prior to the anticipated use of a device that dispenses a chemical agent through use of pyrotechnics.
- E. In instances where a member discharges a chemical agent outside the City of Chicago, the member will:
 1. notify:
 - a. the law enforcement agency having jurisdiction;
 - b. OEMC and the Crime Prevention and Information Center (CPIC).
 2. complete a TRR and submit it to a supervisor for review and approval.

IV. DISCHARGE OF A TASER

A. Member Responsibilities

1. A member who is about to discharge a Taser device will, when possible:
 - a. inform all other Department members on the scene of the imminent deployment of the device.
 - b. give verbal commands to the subject prior to, during, and after deployment of the Taser.
 - c. for back shots, aim for the subject's back below the neck area; for frontal shots, aim for lower center mass.

NOTE: It is recommended that Department members deploy the Taser to the subject's back whenever possible.

- d. after deployment of the initial Taser five-second cycle, members will:
 - (1) give the subject an opportunity to comply with his or her demands.
 - (2) assess the situation and, if the subject is still not under control, consider the following options:

- (a) drive stun,

NOTE: A drive stun is utilized when a Taser, with or without a cartridge attached, is held against the subject and energy is applied.

- (b) give additional five-second cycles,
- (c) reload and redeploy another cartridge, or

- (d) use another use of force option.

NOTE: It is advisable to minimize the stress to the subject as much as possible. Multiple five-second cycles, cycles continuing longer than five seconds, and discharges by multiple Tasers will increase stress on the subject.

- 2. A member who deploys or anticipates the deployment of a Taser will request that a supervisor respond to the scene.

NOTE: For all field deployments of a Taser, the station supervisor assigned to the district of occurrence will ensure that a supervisor at least one rank higher than the deploying member responds to the scene of the Taser deployment.

- 3. The member who field-deployed the Taser will:

- a. immediately, upon gaining control and restraining the subject:

- (1) request that OEMC assign emergency medical personnel when:

- (a) the Taser probes were discharged and penetrated a subject's skin.
- (b) an electrical current from the Taser was applied to the subject's body.
- (c) the subject appears to be in any sort of physical distress.

- (2) notify OEMC.

- (3) notify their supervisor, the station supervisor assigned to the district of occurrence, and CPIC

- (4) if emergency medical personnel determine that the subject requires treatment at a medical facility, follow procedures listed in the directive entitled:

- (a) "Field Arrest Procedures" for secured transportation and processing of injured arrestees.
- (b) "Assisting Chicago Fire Department Paramedics" for non-arrestees.

NOTE: Subjects will be transported to a medical facility via a Chicago Fire Department vehicle.

- b. prepare a Tactical Response Report (TRR).

B. Responding Supervisor Responsibilities

Responding supervisors will:

- 1. ensure that the scene of the Taser deployment is protected and processed in accordance with the Department directive entitled "Crime Scene Protection and Processing," as necessary.
 - a. If the Taser deployment occurred in a residence, an evidence technician will be requested to process the scene.
 - b. If the Taser deployment occurred in an area other than a residence, whether indoors or outdoors, determine if an evidence technician is required.

- c. Request the assignment of an evidence technician to photograph the locations where the probes penetrated the subject's skin and/or any other injuries incurred as a result of the TASER deployment.
2. Inventory all evidence from the scene of the Taser deployment consistent with the Department directive entitled "eTrack System For Property Taken Into Custody." The discharged probes and used cartridge(s) will be inventoried in the following manner:
 - a. the probes will be detached from the wires and inserted, pointed ends first, back into the cartridge.
 - b. the cartridge will be wrapped with tape to secure the probes inside the cartridge.
3. take control of the Taser device and deliver it to the station supervisor.
4. request the station supervisor and/or the appropriate area deputy chief, Bureau of Patrol / On-Call Incident Commander respond to all Taser deployments that result in serious injury or death. When the appropriate area deputy chief, Bureau of Patrol / On-Call Incident Commander responds to the scene of a Taser deployment, they will be responsible for completing the watch commander / ADS review section of the TRR.
5. if a death has occurred, ensure the Mobile Crime Lab and Bureau of Detectives personnel are requested.
6. review the deploying member's TRR and sign it to indicate that the TRR has been completed properly.

C. Station Supervisor's Responsibilities

1. The station supervisor assigned to the district of occurrence will ensure that IPRA is notified and a log number is obtained. During the hours when IPRA is not available, CPIC will be notified to obtain a log number.
2. The station supervisor will download the deployment data consistent with the equipment and software procedures and print a copy of the deployment information. In districts which do not have the necessary equipment to perform the download of deployment data, the station supervisor will follow the alternate procedures outlined in Item III-C-4 of this directive.
 - a. When printing a Taser deployment data sheet, only the date range containing the actual deployment information need be printed. If the station supervisor does not manually select the specific date range, all 2000 lines of possible deployment data will be printed.
 - b. The data sheet will be reviewed for time discrepancies. A full download of the device is required if a 254 or a 257 discharge is indicated or the clock is off by several hours, days, months, or years. For additional information, refer to the Department's eLearning website and search keywords "X26 Taser Download."
3. The station supervisor will prepare the "Watch Commander/ADS Review" section of the TRR for those cases which do not require the presence of an area deputy chief, Bureau of Patrol / On-Call Incident Commander consistent with the directive entitled "Incidents Requiring the Completion of a Tactical Response Report." and ensure that:
 - a. the Taser deployment data sheet and a copy of the TRR are attached to a copy of the original case report and forwarded to IPRA.
 - b. the expended cartridge is replaced from the district/unit supply. When needed, additional cartridges may be requested from the Taser Repair Center, located at the Education and Training Division, through normal requisition procedures.

NOTE: Station supervisors will ensure that a copy of the TRR is presented to the Taser Repair Center for replacement cartridges.

4. If the station supervisor in the district of a Taser deployment is unable to download the Taser deployment data (required equipment is inoperable or not installed), the station supervisor will:

a. designate a Department member, preferably a supervisor, to report to an adjacent district or CPIC with the involved Taser device for the purpose of downloading and printing the Taser deployment data sheet. The designated Department member will:

- (1) transport the involved Taser device as directed and ensure that the device is not tampered with during transport.
- (2) turn over the Taser device to the appropriate personnel and await the return of the device once the appropriate personnel download the Taser deployment data.
- (3) upon return of the Taser device and receipt of the deployment data, immediately transport the Taser device and data sheet to the investigating station supervisor.

NOTE: If alternate locations are unable to download the Taser deployment data, the station supervisor investigating the incident will ensure that 2nd watch personnel hand-carry the Taser device to the Taser Repair Center.

b. not approve the involved member's TRR until the Taser device deployment data sheet has been received and reviewed.

c. ensure a copy of the Taser deployment data sheet is included in the TRR packet and forwarded as indicated in box 79 of the TRR entitled "Distribution."

D. CPIC Responsibilities

Upon receiving a Taser device, the assigned CPIC personnel will:

1. take control of the Taser device.
2. download the Taser deployment data consistent with the established equipment and software procedures.
3. print out the Taser device data sheet and distribute the original and copies of the data sheet as follows:
 - a. the original data sheet to the member designated by the station supervisor to transport the device to CPIC.
 - b. one copy of the data sheet will be retained at CPIC.
 - c. one copy of the data sheet will be sent by facsimile message to the investigating station supervisor.

E. Area Deputy Chief / On-Call Incident Commander Responsibilities

In all cases in which a subject has been seriously injured or a death has occurred in conjunction with a Taser deployment, the appropriate area deputy chief, Bureau of Patrol / On-Call Incident Commander will:

1. proceed to the scene, assume command of the scene, and ensure that a complete and thorough investigation is conducted of the incident.
2. ensure that all tasks delineated for subordinate personnel are performed.
3. personally conduct an investigation into the circumstances surrounding the incident and make a preliminary determination as to whether the conduct of the member conformed to Department guidelines.

4. prepare the "Watch Commanders / ADS Review" section of the TRR and return the completed TRR to the station supervisor conducting the investigation.
5. determine if a Round Table Panel Session will aid in the investigation.

V. DISCHARGE OF A FIREARM TO DESTROY AN ANIMAL

A. Member Responsibilities

When a member discharges a firearm to destroy an animal, the member will:

1. notify OEMC, his or her supervisor, and the station supervisor in the district of occurrence.
2. complete a TRR and a Miscellaneous Incident Exception Report (CPD-11.419), Animal Bite Information report, or other appropriate report.
3. submit all reports to their supervisor for review and approval.
4. comply with all applicable provisions of the Department directive entitled "Incidents Involving Animals."

B. The OEMC will assign a supervisor from the district of occurrence to the scene of the incident and notify CPIC.

C. The assigned supervisor will:

1. determine if there is any related personal injury or property damage other than the destruction of the animal and, if necessary, ensure that the required report is completed.
2. review the TRR and sign it to indicate approval.

D. The station supervisor in the district of occurrence:

1. will complete the "Watch Commander/ADS Review" section of the TRR as indicated in the Department directive entitled "Use of Force Guidelines."
2. may waive firearm inventory and ballistic examination and may authorize the member to retain his or her firearm in instances in which there is no likelihood of death or injury to a person or identifiable property damage other than the destruction of the animal.

Authenticated by: JKH

Garry F. McCarthy
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10-072 JAB

**FIELD ARREST PROCEDURES**

ISSUE DATE:	21 August 2012	EFFECTIVE DATE:	22 August 2012
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INDEX CATEGORY:	Preliminary Investigations		
Rescinded on 19 December 2012 by G06-01-01; 19 December 2012 Version			

I. PURPOSE

This directive:

- A. establishes the responsibilities of Department members who take individuals into custody.
- B. sets forth procedures for investigation or detention outside of the district of arrest.
- C. identifies the specific duties that must be followed for:
 1. adult female arrestees,
 2. transgender, intersex, and gender nonconforming (TIGN) arrestees,
 3. foreign nationals and aliens,
 4. juveniles,
 5. traffic violators,
 6. sick or injured arrestees,
 7. arrestees requiring hospitalization, and
 8. arrestees in need of mental treatment.

II. RESPONSIBILITIES

- A. Department members taking an individual into custody or accepting custody from other members will follow procedures outlined in the Department directive entitled "**Restraining Arrestees.**" Members will be responsible for the safety and security of the arrestee. A thorough search of persons taken into custody will be conducted in accordance with established Department procedures.
- B. Members will transport an arrestee in a vehicle equipped with a protective divider or request a squadrol as soon as possible for transportation to the district of arrest or, with prior approval of their supervisor, the appropriate holding facility unless circumstances would make this unreasonable or impractical.
- C. Transporting officers will immediately transport the arrestee to the district of arrest or, with prior approval of their supervisor, the appropriate holding facility and turn the arrestee over to the arresting officer(s). Exceptions to the procedures described in this directive will be made when:
 1. a multiple arrest incident is declared as outlined in the Department directive entitled "**Mass Arrest Procedures.**"
 2. arrestees are suspected of a homicide as delineated in the Department directive entitled "**Digital Recording of Homicide Interrogations.**"
- D. As soon as the situation allows, the arresting officer(s) will:
 1. proceed to the district of arrest or appropriate holding facility,
 2. immediately notify the station supervisor that an arrestee has been brought into the facility and report the name of the arrestee, the circumstances of the arrest, and the probable charges,

3. accept custody of the arrestee, if applicable, and
 4. ensure all the required arrest documentation is properly completed and presented to the station supervisor of the district of arrest.
- E. Whenever an arrestee requires a transfer from or within a Department facility, the:
1. arrestee movement record within the Automated Arrest System will indicate the location where the arrestee is being transported to.
 2. transporting officers will:
 - a. transport the arrestee to the designated holding facility after the station supervisor of the district of arrest approves of the initial probable cause to arrest and ensures that all required arrest documents are properly completed.
 - b. ensure the Prisoner Transportation Transmittal of the Arrest Report, signed complaints, and any other related documents accompany the arrestee to the designated holding facility.
 - c. present the Prisoner Transportation Transmittal of the Arrest Report, signed complaints, and any other related documents to the station supervisor in charge of the designated holding facility for review.
- F. When an arrestee is taken to a police facility other than the district of arrest, the:
1. arresting officer will:
 - a. complete and electronically submit the arrest report to the station supervisor of the district of arrest.
 - b. after preliminary approval of probable cause to arrest is obtained:
 - (1) request the district of arrest station supervisor to authorize the movement of the arrestee to the requested holding facility.
 - (2) transport the arrestee to the designated holding facility or any authorized locations (i.e., hospital, another holding facility).
 2. station supervisor of the district of arrest will:
 - a. record any subsequent arrestee movement in the Automated Arrest System.
 - b. review the arrest report and take any appropriate actions.

III. DESIGNATED HOLDING FACILITIES

The designated holding facility for adult arrestees will be based upon the district of arrest, the gender of the arrestee, and whether the arrestee requires wheelchair accessibility as follows:

District of Arrest	Primary Holding Facility		Wheelchair-Accessible Holding Facility	
	Male	Female	Male	Female
001	Central Detention	Central Detention	Central Detention	Central Detention
002	002	002	002	002
003	003	002	003	002
004	004	005	004	002
005	005	005	006	002
006	006	005	006	002
007	007	002	007	002
008	008	002	008	002

009	009	Central Detention	009	Central Detention
010	010	011	010	011
011	011	011	011	011
012	Central Detention	Central Detention	Central Detention	Central Detention
013	018	011	018	011
014	019 (Belmont & Western)	019 (Belmont & Western)	019 (Belmont & Western)	019 (Belmont & Western)
015	015	025	015	025
016	016	025	016	025
017	016	019 (Belmont & Western)	016	019 (Belmont & Western)
018	018	Central Detention	018	Central Detention
019	019 (Belmont & Western)	019 (Belmont & Western)	019 (Belmont & Western)	019 (Belmont & Western)
020	020	019 (Belmont & Western)	020	019 (Belmont & Western)
022	022	005	022	002
024	020	019 (Belmont & Western)	020	019 (Belmont & Western)
025	025	025	025	025

NOTE: *The designated holding facility for arrestees identified as transgender, intersex, or gender nonconforming (TIGN) will be Central Detention.*

IV. INVESTIGATION OR DETENTION OUTSIDE THE DISTRICT OF ARREST

- A. When an arrest is made, the holding facility will normally be the district of arrest.
1. When an arrest is made subsequent to an interview or as a result of an investigation conducted by select members of the Bureau of Detectives and the Bureau of Organized Crime:
 - a. in a district station/area center, the holding facility may be in the area center that encompasses the facility where the arrest was affected.
 - b. in a police facility other than a district station/area center, the holding facility may be the district that encompasses facility to where the arrest was affected.
 2. When an arrest is made by an area-center-based unit from the Bureau of Patrol, the holding facility may be the unit's operating area center or Department facility.
- B. A subject detained at a Department facility may, upon further investigation, be released without seeking approval of charges with the approval of their station supervisor or unit commanding officer; however, a record of this event will be documented in the appropriate case report.
- C. Members of the Bureau of Detectives and the Bureau of Organized Crime, whose units operate out of facilities other than districts or area centers, making an arrest:
1. will transport and process the arrestee to the district of arrest in the event the arrest requires the completion of a Tactical Response Report.
 2. may detain and process arrestees whose Automated Arrest Record status reflects "preliminary" at the area of arrest, Central Detention Section, their unit of assignment, or the

Juvenile Intervention and Support Center (JISC), if their units have been so authorized by their bureau's written protocol.

3. will:
 - a. create the Automated Arrest Record at the unit's operating facility if the arrestee is detained or processed at a facility other than the district of arrest.
 - b. transport the arrestee to a holding facility consistent with Item IV-A of this directive.

D. The immediate supervisor of arresting officers delineated in Item IV-C will:

1. visually inspect arrestees and the conditions of the processing location to verify the arrestees' well-being, and
2. ensure timely submission of the Automated Arrest Record (within six [6] hours of the time of arrest) and monitor the entire arrest process.

V. ADULT FEMALE ARRESTEES

A. All adult female arrestees transported to a district of arrest with a **holding facility designated to detain only male arrestees** will be processed as follows:

1. Upon completion of the preliminary investigation, adult females requiring fingerprinting will be:
 - a. fingerprinted and photographed in accordance with the Department directive entitled "**Arrestee Identification Process.**"
 - b. given priority over adult males for fingerprinting and photographing.

NOTE: Juvenile arrestees will be given priority over adult arrestees for the completion of the booking process.

- c. searched and accompanied into the holding facility processing area by a sworn, female member. This member will remain with and maintain control of the arrestee and observe the fingerprinting and photographing process.
2. If after the completion of the preliminary investigation and booking process the arrestee cannot be let to bail, the station supervisor will ensure the transport of the arrestee to the designated female holding facility within a reasonable period of time.
3. Station supervisors will check the status of the arrestee and:
 - a. if IUU is not complete, approve the transfer.
 - b. if IUU is complete and the arrestee is clear and eligible for bail, the station supervisor will complete the bonding process and not approve transport to the designated female holding facility.
 - c. if the arrestee is not eligible for bail or waiting for a judge's bond, the station supervisor will instruct the transporting officers to:
 - (1) transport the female arrestee to the designated holding facility, and
 - (2) upon arrival at the holding facility, notify the receiving district station supervisor that a female arrestee has been brought into the facility.
4. The station supervisor of the female holding facility will verify if the arrestee is clear and eligible for bail **prior to accepting custody of the arrestee**. If the arrestee is:
 - a. clear and eligible for bail, the station supervisor will complete the bonding process.
 - b. not clear (i.e., IUU Pending, Redlined Prints) or not eligible for bail, the station supervisor review of the Arrest Report, signed complaints, and any other related documents.

5. Prior to accepting the arrestee in the holding facility, the lockup keeper of the holding facility will review the responses from the booking district in the "Visual Check of Arrestee Questionnaire" and "Arrestee Questionnaire" sections of the Arrest Report and:
 - a. **confirm the accuracy of the responses through their own physical observations and questioning.**
 - b. document in the "Lockup Keeper Remarks" section of the Arrest Report:
 - (1) the confirmation of the responses, or
 - (2) responses that are not identical to the recorded responses from the booking district.
 - c. immediately notify their station supervisor of any discrepancies in responses.
6. The Records Division, Instant Update Unit, will prioritize adult females over adult male arrestees in the identification clearance process.

NOTE: Juvenile arrestees will be given priority over adult arrestees for the completion of the identification clearance process.

- B. All adult female arrestees transported to a district of arrest or appropriate area center with a holding facility designated to detain female arrestees will be processed as follows:
 1. The arresting officer(s) will conduct the preliminary investigation and obtain the initial approval of probable cause from the station supervisor of the district of arrest.
 2. Upon completion of the preliminary investigation and initial approval of probable cause, adult females will be fingerprinted, photographed, booked, and processed in the holding facility following existing directives and established procedures.
- C. All adult female arrestees transported to a district of arrest **without a functioning holding facility** (i.e., districts with closed lockups) will be processed as follows:
 1. The arresting officer(s) will conduct the preliminary investigation and obtain the initial approval of probable cause from the station supervisor of the district of arrest.
 2. Upon completion of the preliminary investigation and initial approval of probable cause, adult females will be:
 - a. transported to the designated female holding facility.
 - b. fingerprinted, photographed, booked, and processed in the holding facility following existing directives and established procedures.

VI. TRANSGENDER, INTERSEX, AND GENDER NONCONFORMING (TIGN) ARRESTEES

- A. All adult transgender, intersex, and gender nonconforming (TIGN) arrestees transported to a district of arrest with a functioning holding facility will be processed as follows:
 1. Upon completion of the preliminary investigation, TIGN arrestees requiring fingerprinting will be:
 - a. fingerprinted and photographed in accordance with the Department directive entitled "Arrestee Identification Process."
 - b. given priority for fingerprinting and photographing over arrestees remaining in the holding facility.

NOTE: Juvenile arrestees will be given priority over adult arrestees for the completion of the booking process.

- c. searched and escorted into the holding facility processing area by a Department member of the gender of the arrestee based on the gender classification and searching guidelines delineated in the Department directive entitled "Interactions with Transgender, Intersex, and Gender Nonconforming (TIGN) Individuals." This member will remain with and maintain control of the arrestee and observe the fingerprinting and photographing process.
 2. If after the completion of the preliminary investigation and booking process the TIGN arrestee cannot be let to bail, the station supervisor will ensure the transport of the TIGN arrestee to Central Detention within a reasonable period of time.
 3. Station supervisors will check the status of the TIGN arrestee and:
 - a. if IUU is not complete or the TIGN arrestee is not eligible for bail or waiting for a judge's bond, the station supervisor will approve the transfer and instruct the transporting officers to:
 - (1) transport the TIGN arrestee to Central Detention, and
 - (2) upon arrival at Central Detention, notify the receiving station supervisor that a TIGN arrestee has been brought into the facility.
 - b. if IUU is complete and the arrestee is clear and eligible for bail, the station supervisor will complete the bonding process and not approve transport to Central Detention.
 4. The station supervisor of the 1st District will verify if the TIGN arrestee is clear and eligible for bail prior to accepting custody of the TIGN arrestee. If the TIGN arrestee is:
 - a. clear and eligible for bail, the station supervisor will complete the bonding process.
 - b. not clear (i.e., IUU Pending, Redlined Prints) or not eligible for bail, the station supervisor will review the Arrest Report, signed complaints, and any other related documents.
 5. Prior to accepting the arrestee in Central Detention, the lockup keeper of Central Detention will review the responses from the booking district in the "Visual Check of Arrestee Questionnaire" and "Arrestee Questionnaire" sections of the Arrest Report and:
 - a. confirm the accuracy of the responses through their own physical observations and questioning.
 - b. document in the "Lockup Keeper Remarks" section of the Arrest Report:
 - (1) the confirmation of the responses, or
 - (2) responses that are not identical to the recorded responses from the booking district.
 - c. immediately notify their station supervisor of any discrepancies in responses.
- B. All adult TIGN arrestees transported to a district of arrest **without a functioning holding facility** (i.e., districts with closed lockups) will be processed as follows:
1. The arresting officer(s) will conduct the preliminary investigation and obtain the initial approval of probable cause from the station supervisor of the district of arrest.
 2. Upon completion of the preliminary investigation and initial approval of probable cause, adult TIGN arrestees will be:
 - a. transported to Central Detention.
 - b. fingerprinted, photographed, booked, and processed at Central Detention following existing directives and established procedures.

VII. FOREIGN NATIONALS AND ALIENS

For arrestees identified as a Diplomatic Officer, Consular Officer, Honorary Consul, foreign national, illegal alien, a family member of a Diplomatic Officer, Consular Officer, Honorary Consul, foreign national, or an illegal alien, members will follow the procedures outlined in the Department directive entitled "Foreign Mission Personnel and Foreign Nationals."

VIII. JUVENILE ARRESTEES

- A. Department members who have apprehended a juvenile for an offense other than a curfew or traffic violation will follow the procedures in the Department directives entitled "Processing of Juveniles and Minors Under Department Control" and if applicable, "Juvenile Intervention and Support Center."
- B. If a juvenile has been apprehended as a curfew violator, the arresting officer will follow the procedures in the Department directive entitled "Processing Curfew Violators."
- C. If applicable, a juvenile arrestee may be processed as an adult in accordance with the Department directive entitled "Processing of Juveniles and Minors Under Department Control."
- D. All juvenile arrests that are made within districts which do not have holding facilities will have the:
 - 1. approval of initial probable cause signed by the district of arrest station supervisor.
 - 2. juvenile transported to the district's assigned area for fingerprinting and photographing, if applicable, and processing by detectives consistent with existing directives.

IX. TRAFFIC VIOLATORS

- A. Detention for a traffic violation other than a traffic arrest made on a warrant will not require the completion of an Arrest Report when the violator is promptly let to bail or is temporarily detained at the district waiting to post bond.
- B. Arresting officers will follow the procedures in the Department directive entitled "Traffic Violators, Name-Checks, and Bonding."

X. SICK AND INJURED ARRESTEES

- A. In the event that an arrestee requires immediate medical care, the arrestee will be transported to the nearest approved emergency room, as delineated by Department directive entitled "Approved Medical Facilities." prior to any further arrest processing.
- B. A Hospital Run Sheet (CPD-62.420) will be completed regardless of the mode of transport (CPD or EMS).
- C. If an arrestee is:
 - 1. hospitalized, the Department directive entitled "Hospitalized Arrestees" will be followed.
 - 2. discharged from the hospital, an Arrestee Medical Clearance Report (CPD-11.524) will be completed by the attending physician.
- D. The station supervisor will:
 - 1. review the completed Arrestee Medical Clearance Report and determine whether the physician's instructions, if any, can be complied with by the holding facility.
 - 2. ensure compliance with the physician's instructions.
 - 3. notify the station supervisor in the event the physician's instructions are beyond the capabilities of the holding facility. The station supervisor will consult with the physician via telephone and the station supervisor will make a determination as to the best course of action.

XI. ARRESTEES IN NEED OF MENTAL TREATMENT

If an arrestee is a "Person Subject to Involuntary Admission," as defined in the State of Illinois Mental Health Code, Chapter 405 of the Illinois Compiled Statutes, the Department directive entitled "Handling Persons in Need of Mental Treatment" will be followed.

XII. CONFLICT PROVISION

If this directive conflicts with the Department directive entitled "Processing Persons Under Department Control," this directive will take precedence.

(Items indicated by *italic/double underline* were revised)

Garry F. McCarthy
Superintendent of Police

11-136 mwk

RESCINDED

**DEADLY FORCE**

ISSUE DATE:	23 September 2002	EFFECTIVE DATE:	01 October 2002
RESCINDS:	G02-08-03		
INDEX CATEGORY:	Field Operations		
Rescinded on 10 February 2015 by G03-02-03; 10 February 2015			

I. PURPOSE

This directive:

- A. sets forth Department policy regarding a sworn member's use of deadly force.
- B. establishes guidelines controlling the use of deadly force by sworn members.

II. DEPARTMENT POLICY

- A. A sworn member is justified in using force likely to cause death or great bodily harm only when he or she reasonably believes that such force is necessary:
 - 1. to prevent death or great bodily harm to the sworn member or to another person, or;
 - 2. to prevent an arrest from being defeated by resistance or escape and the sworn member reasonably believes that the person to be arrested:
 - a. has committed or has attempted to commit a forcible felony which involves the infliction, threatened infliction, or threatened use of physical force likely to cause death or great bodily harm or;
 - b. is attempting to escape by use of a deadly weapon or;
 - c. otherwise indicates that he or she will endanger human life or inflict great bodily harm unless arrested without delay.
- B. Firing at or into a moving vehicle is only authorized to prevent death or great bodily harm to the sworn member or another person. When confronted with an oncoming vehicle and that vehicle is the only force used against them, sworn members will move out of the vehicle's path.
- C. Sworn members who discharge a firearm will comply with the procedures detailed in the Department directive entitled "Weapon Discharge Incidents Involving Sworn Members."

III. DEPARTMENT PROHIBITIONS FOR USE OF DEADLY FORCE

Use of firearms in the following ways is prohibited:

- A. Firing into crowds.
- B. Firing warning shots.
- C. Firing into buildings or through doors, windows, or other openings when the person lawfully fired at is not clearly visible.
- D. Firing at a subject whose action is only a threat to the subject himself (e.g., attempted suicide).

IV. AFFIRMATION OF PROTECTION OF LIFE POLICY

Sworn members will not unreasonably endanger themselves or another person to conform to the restrictions of this directive.

Terry G. Hillard
Superintendent of Police

00-148 LMT(PMD)

GLOSSARY TERMS:

1. Deadly Force (720 ILCS 5/7-8)

A. Deadly force is force which is likely to cause death or great bodily harm and includes

1. The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and
2. The firing of a firearm at a vehicle in which the person to be arrested is riding.

B. A peace officer's discharge of a firearm using ammunition designed to disable or control an individual without creating the likelihood of death or great bodily harm (i.e., impact munitions) shall not be considered force likely to cause death or bodily harm

2. Use of Force to Prevent Escape (720 ILCS 5/7-9)

A peace officer or other person who has an arrested person in custody is justified in the use of such force to prevent the escape of the arrested person from custody as he would be justified in using if he were arresting the person.

3. Forcible Felony (720 ILCS 5/2-8)

A forcible felony means any treason, first degree murder, second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, robbery, burglary, residential burglary, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability or disfigurement, and any other felony which involves the use or threat of physical force or violence against any individual.

**FORCE OPTIONS**

ISSUE DATE:	16 May 2012	EFFECTIVE DATE:	16 May 2012
RESCINDS:	01 October 2002 version		
INDEX CATEGORY:	Field Operations		
Rescinded on 11 March 2015 by G03-02-02; 11 March 2015			

I. PURPOSE

This directive explains the various levels of force options in the Use of Force Model that are appropriate for Department members' use when interacting with cooperative subjects, resistive subjects ("resisters"), and assailants.

II. POLICY

- A. Members will maintain a courteous and professional demeanor when dealing with the public.
- B. Before taking any police action, sworn members will identify themselves as police officers unless identification would jeopardize the safety of the member or others or compromise the integrity of an investigation.
- C. Members will select the appropriate level of force option based on a subject's actions and modify their selection of options as the subject offers less or greater resistance.

III. LEVEL OF FORCE RESPONSE OPTIONS GUIDELINES

- A. Cooperative Subject: a person who is compliant without the need for physical force. The following response options are appropriate when dealing with a cooperative subject:
 1. Social Control/Police Presence
 - a. Social control/police presence is established through identification of authority and proximity to the subject. Police presence may result in conforming behavior.
 - b. Social control/police presence, used alone, is the only force option which is appropriate for use with subjects who are cooperative without the need for direction from law enforcement personnel.
 2. Verbal Control
 - a. Verbal control consists of persuasion, advice, and warning. It includes instruction or direction from a member in the form of verbal statements or commands. Verbal control may result in conforming behavior.
 - b. Whenever practical, members will attempt to de-escalate confrontations by utilizing verbal control techniques prior to, during, and after the use of physical force.
- B. Resister: a person who is uncooperative. Resisters are further subdivided into two categories:
 1. Passive Resister: a person who fails to comply (non-movement) with verbal or other direction. In addition to the response options listed in Item III-A, the following response options are appropriate when dealing with a passive resister:
 - a. Holding Techniques

Holding consists of techniques such as a firm grip, grabbing an arm, wristlocks, and come-along holds (i.e., escort holds that are not elevated to pain compliance techniques), as well as any combination of the above. Holding may result in conforming behavior.

b. Pain Compliance Techniques

Pain compliance consists of techniques designed to amplify nonimpact pressure and pain in order to increase the potential for controlling a subject. These techniques consist of:

- (1) applying pressure to pain sensors in the skin covering bone and joints (i.e., armbars and amplified wristlocks) to amplify pain; and
- (2) using a Long Range Acoustic Device (LRAD) to emit high decibel focused sound waves to cause pain and discomfort; any use of the LRAD requires authorization from the Superintendent or the designee of the Superintendent.

NOTE: The LRAD is not considered a pain compliance technique when used to deliver verbal messages or warnings at a decibel level not intended to cause pain and discomfort.

c. Control Instruments

Control instruments are designed to amplify nonimpact pressure and pain in order to increase the potential for controlling a subject. These instruments are placed mainly on the pain sensors of the skin covering bone.

d. Oleoresin Capsicum (OC) Spray and Capsaicin II Powder Agent Deployment

Oleoresin capsicum and Capsaicin II powder are highly inflammatory agents that occur naturally in cayenne peppers. The use of OC spray and Capsaicin II powder agent is intended to increase control by disorienting the subject and interfering with the subject's ability to resist arrest.

- (1) Oleoresin capsicum is only appropriate to use against the below two types of passive resisters AND only after the required authorization is received. No other use of oleoresin capsicum is authorized against passive resisters.

- (a) occupant(s) of a motor vehicle who is engaging in passively resisting arrest, only after obtaining authorization from an on-scene supervisor of the rank of sergeant or above.
- (b) unresponsive groups, crowds, or an individual taking part in a group or crowd (e.g., demonstrators, sports championship celebrations, New Year's Eve, etc.), only after obtaining authorization from the Superintendent or the designee of the Superintendent.

- (2) Capsaicin II powder agent deployment is an appropriate force option against passive resisters and unresponsive groups or crowds only when used for area saturation and only after obtaining authorization from the Superintendent or the designee of the Superintendent.

NOTE: Only Department-issued Capsaicin II powder agent projectiles and launchers may be used and only after the member has received Department-authorized training in their safe handling and deployment.

2. Active Resister: a person whose actions attempt to create distance between that person and the member's reach with the intent to avoid physical control and/or defeat the arrest. This type of resistance includes gestures ranging from evasive movement of the arm, through

flailing arms, to full flight by running. In addition to the response options in Items III-A and III-B-1, the following response options are appropriate when dealing with an active resister:

a. **Stunning**

Stunning is diffused-pressure striking or slapping and is an attempt to increase control by disorienting the subject and interfering with the subject's ability to resist.

b. **Oleoresin Capsicum (OC) Spray**

Oleoresin capsicum is an appropriate force option against active resisters only under the following guidelines:

(1) If the only resistance is the act of walking or running away, and the resister is:

(a) part of a group or crowd, OC spray can be used only after obtaining authorization from the Superintendent or the designee of the Superintendent.

(b) not part of a group or crowd, the use of OC spray is not authorized.

(2) If the resistance includes evasive maneuvers of the limbs and body, including the flailing of arms and legs, and the resister is:

(a) part of a group or crowd, OC spray can be used only after obtaining authorization from the Superintendent or the designee of the Superintendent.

(b) not part of a group or crowd, the use of OC spray is authorized without supervisory approval.

c. **Capsaicin II Powder Agent Deployment**

Capsaicin II powder agent deployment is an appropriate force option against active resisters only when used for area saturation and only after obtaining authorization from the Superintendent or the designee of the Superintendent.

d. **LRAD**

The LRAD is an appropriate force option against active resisters only after obtaining authorization from the Superintendent or the designee of the Superintendent.

e. **Canines Used by Canine Handlers**

A canine under the control of a canine handler is an appropriate force option when used consistent with the provisions of the Department directive entitled "Canines as a Force Option."

f. **Taser**

(1) The Taser is a device used to control and subdue a subject through the application of electrical impulses that override the central nervous system and cause uncontrollable muscle contractions. Two darts attached by thin wires are fired from a cartridge attached to the hand-held device. When both darts attach to the subject, a timed electrical impulse is applied to the subject at the control of the operator, the electrical impulse immobilizes the subject long enough for restraints to be applied.

(2) Only Department-issued Tasers may be used and only after the member has received Department-authorized training in their safe handling and deployment.

C. **Assailant:** a subject who is using or threatening the imminent use of force against himself/herself or another person. The Use of Force Model categorizes assailants into three categories.

1. Actions are aggressively offensive without weapons. This type of assailant is one who places a member in fear of a battery and includes advancing on the member in a threatening manner or closing the distance between the assailant and the member, thereby reducing the member's reaction time. In addition to the response options in Items III-A and III-B, the following response options are appropriate when dealing with this type of assailant:

a. **Direct Mechanical**

Direct mechanical techniques are hard, concentrating, striking movements such as punching and kicking, or powerful locks and pressures. These techniques can be combined with take-downs or pins against the ground or other objects.

b. **Impact Weapons**

The baton is the member's primary impact weapon, which is used for striking. Impact weapons are designed to establish control by means of applying mechanical impact to a subject in order to disable elements of his or her skeletal structure. Members will avoid the use of flashlights, radios, or any item not specifically designed as a defensive weapon if the baton is reasonably available.

c. **Impact Munitions**

(1) Impact munitions are projectiles such as Capsaicin II powder agent projectiles fired from a powder agent deployment system, "drag stabilized sock rounds" fired from shotguns with specially colored yellow or orange stocks, or batons fired from 37mm or 40mm launchers. These projectiles are intended to impact and incapacitate a potentially dangerous subject from a safe distance, thereby reducing resistance and gaining compliance while reducing the probability of serious injury or death.

(2) Only Department-issued impact munitions may be used and only after the member has received Department-authorized training in their safe handling and deployment.

(3) The use of Capsaicin II powder agent projectiles as an impact munition requires authorization from the Superintendent or the designee of the Superintendent.

2. Actions will likely cause physical injury. Included in this category of assailant may be a subject who is armed with a deadly weapon and the subject fails to disarm, thereby making the subject's actions likely to cause physical injury. The appropriate response options when dealing with this category of assailant are those listed in Items III-A, III-B, and III-C-1.

3. Actions will likely cause death or serious physical injury. An assailant in this category is one whose actions will likely cause death or serious physical injury to another person. In addition to the response options in Items III-A, III-B, and III-C-1, firearms and other deadly force are appropriate when dealing with an assailant whose actions will likely cause death or serious physical injury to another.

IV. **POST-USE OF FORCE POSITIONING AND MONITORING**

After gaining control of a subject, members will:

A. avoid sitting, kneeling, or standing on a subject's chest, which may result in chest compression, thereby reducing the subject's ability to breathe.

B. position the subject in a manner to allow free breathing. Whenever feasible, the subject will not be placed on the subject's stomach.

C. monitor an arrestee until transported to a secure location.

- D. seek medical attention for an arrestee who has injuries or illnesses consistent with the procedures outlined in the Department directives entitled "Processing Persons Under Department Control" and "Hospitalized Arrestees."

(Items indicated by *italic/double underline* were added or revised)

Garry F. McCarthy
Superintendent of Police

11-205 TRH

RESCINDED



POST-EXPOSURE PROCEDURES



ISSUE DATE:	07 August 1995	EFFECTIVE DATE:	27 August 1995
RESCINDS:	G95-02-05		
INDEX CATEGORY:	Preliminary Investigations		
Rescinded on 06 November 2014 by G04-09-02; 06 November 2014			

I. PURPOSE

This directive provides procedures to be followed whenever a member incurs an exposure incident. Department members will refer to the Special Order titled "Post-Exposure Procedures" for reporting procedures.

II. EXPOSURE PROCEDURES

- A. An exposure incident is specific contact between the blood or bodily fluids of a source individual and a member's:
 - 1. mucous membranes (e.g., eyes, ears, nose, mouth), or
 - 2. non-intact skin (e.g., cut, abrasion, acne, dermatitis), or
 - 3. body via parenteral contact.
- B. A member will immediately report an exposure incident to his supervisor or, if his supervisor is unavailable, a supervisor assigned to the district of incident.
- C. The supervisor will immediately investigate the incident. Upon confirmation of an exposure incident, the supervisor will initiate steps to have the blood of the source individual tested for HIV/HBV.
 - 1. In the event the source individual is unknown, the supervisor will attempt to ascertain the identity of the source individual. The assistance of the Detective Division may be requested.
 - 2. In cases where the source individual is hospitalized and has already been tested, a Hospital Run Sheet (CPD-62420) will be completed and provided to the hospital treating the source individual.
 - 3. In cases where the source has not been tested, an attempt will be made to obtain the source individual's written informed consent for testing. If the source individual refuses testing, the supervisor will:
 - a. obtain sufficient information to identify and locate the source individual at a later date,
 - b. prepare and forward a copy of all reports related to the incident to the Office of Legal Affairs.

Matt L. Rodriguez
Superintendent of Police

92-073 FC/MR(HEH)

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AA. 290



PROCESSING PERSONS UNDER DEPARTMENT CONTROL

ISSUE DATE:	23 February 2012	EFFECTIVE DATE:	23 February 2012
RESCINDS:	Version dated 07 June 2002; G02-03		
INDEX CATEGORY:	Processing Persons		
Rescinded on 29 January 2015 by S06-01; 29 January 2015			

I. PURPOSE

This directive:

- A. places accountability on station supervisors in charge of detention facilities.
- B. assigns responsibility to Department members who are processing arrested persons.
- C. establishes procedures for processing arrested persons.
- D. continues procedures to ensure compliance with the Illinois Department of Corrections standards.

Department members will refer to the General Order titled "Processing Persons Under Department Control" for policies governing processing arrestees

II. GENERAL RESPONSIBILITIES

- A. Arresting officers will be responsible for:
 1. adhering to all Department procedures relative to processing arrestees and ensuring there is a valid basis for charges placed.
 2. completing the Arrest Report. **When citing the statute or ordinance violated, Department members will ensure that the most serious charge is listed first on the Arrest Report.**

NOTE: It is not necessary to list the charges in the chronological order of the investigation to establish probable cause.

3. setting forth in the Arrest Report narrative sufficient information (elements of the offense and probable cause to arrest) to substantiate all charges placed against an arrestee.
4. ensuring an arrestee is not charged until a name check has been completed.
5. entering the desired court date as outlined in the Department directive entitled "Court Call Schedule."
6. entering the event number in the designated space on the Arrest Report.
7. notifying witnesses of the date, time, and location of court proceedings, and appearing promptly at all judicial hearings, as required.
8. attesting to the accuracy of the Arrest Report by:
 - a. entering their password associated with their username (PC number) to complete their electronic signature in the CLEAR Automated Arrest application, or
 - b. signing the affirmation statement on the bottom of the narrative section of both the Permanent Record-Records Division (white) and Court Sergeant (blue) pages of the

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Arrest Report in the presence of a Department member sworn as a deputy clerk of the Circuit Court of Cook County.

NOTE: Department members acting as deputy clerks must witness the arresting officer signing the affirmation statement before affixing their signature in both places.

9. personally presenting the Arrest Report to the on-duty station supervisor for approval.
10. notifying the station supervisor if the arrestee:
 - a. made any suicidal comments/remarks.
 - b. is under the influence of alcohol/drugs.
 - c. has any visible injuries.

B. Station supervisors in charge of detention facilities will:

1. be held accountable for ensuring the safety and care of all arrestees within police facilities and lockups.
2. ensure the proper handling and processing of all adult arrestees, juveniles, and other persons who come within their jurisdiction.
3. review all Arrest Reports at the beginning of the booking process and ensure that the arresting officer has complied with Item II-A of this directive.
4. enter initial approval of probable cause.
 - a. The district station supervisor of the unit of detention will indicate initial approval of probable cause on the Arrest Report at the onset of the booking process indicating there is probable cause to detain the arrestee and the elements of the offense have been included in the narrative portion of the Arrest Report.
 - b. When a district station supervisor authorizes the transfer of an arrestee to another district for detention processing, the authorizing station supervisor will indicate the initial approval of probable cause.

NOTE: For the Central Detention Section, the station supervisor in District 001 will be considered in charge of the detention facility concerning initial approval of probable cause and final approval of charges.

5. approve proper charges placed against arrestees when the booking process is complete and probable cause exists. Normally, an arrestee who has been fingerprinted will not be charged and sent to court until the facsimile copy of the Criminal History Sheet or No Record Notification has been received. However, the arrestee will be considered charged when the station supervisor in charge of a detention facility waives the results of the fingerprint check, as outlined in the Department directive entitled "Releasing Arrestees Without Charging and Waiving Fingerprint Results."

NOTE: When an arrestee who has not been charged is detained at a facility other than a detention facility, the on-duty unit commanding officer of that unit will ensure that the arrestee is returned to the district of detention for the completion of the booking process in sufficient time to allow the arrestee to be processed for the next regularly scheduled court hearing to which the case is normally returnable.

6. ensure that an assistant state's attorney has been notified in cases necessitating felony review.

7. when the assistant state's attorney does not approve felony charges against the arrestee, review the facts of the case to determine:
 - a. whether the appropriate area deputy chief, Bureau of Patrol or, in cases involving detectives, the area commander, Bureau of Detectives, should be consulted for a determination.
 - b. whether circumstances warrant reduced charges.
 - c. whether the arrestee should be released without charging.

NOTE: In making this determination, the station supervisor will refer to Item II-B-9 of this directive.

8. make the final determination whether a person should be released without charging. The arrestee will be released without charging when:
 - a. there is a determination based upon the available evidence and the requirements of this directive; or
 - b. the criterion below are met:
 - (1) such arrestee has been arrested without a warrant; and
 - (2) the arrestee has not been let to bail or otherwise released; and
 - (3) continued detention would result in the arrestee not being able to appear in court within 48 hours from the time of arrest.
9. ensure that all arrestees are charged (booking process completed) without unnecessary delay.
10. ensure that without unnecessary delay, and in no event later than 48 hours from the time of arrest, each arrestee appears at the next regularly scheduled court call to which the case is normally returnable, unless the arrestee has:
 - a. appeared before a Duty Judge consistent with the Department directive entitled "Detention of Warrantless Arrestees Prior to Charging and Duty Judge Procedures."
 - b. been let to bail, or
 - c. been otherwise released from Department custody.
11. When the resisting arrest box on the Arrest Report has been checked, determine whether the arrestee's actions meet the classification of a passive resister, active resister, assailant, or the actions of the arrestee or member otherwise require completion of a TRR as defined in the Department directive entitled "Use of Force Guidelines."
 - a. In those instances when the actions of the arrestee are classified as an active resister or assailant, the station supervisor will follow the procedures outlined in the Department directive entitled "Use of Force Guidelines" and ensure the completion of a TRR if required.
 - b. In those instances when the actions of the arrestee are classified as a passive resister and the arrestee's action or the member's response do not otherwise require a TRR, the station supervisor will ensure that the arrestee is processed according to the procedures established in this directive.
12. allow the arrestees a reasonable number of visitations by an attorney of their choice and/or a member of their family unless there is imminent danger of escape. Such visits will be permitted in accordance with the Department directive entitled "Arrestees' Communications."

13. personally inspect the lockup and prisoners at least four (4) times during the tour of duty, noting conditions found and signing the Inspection Log (bound ledger book). In District 001, the inspection responsibilities will be assumed by the station supervisor assigned to the Central Detention Section.
14. ensure the Duty Judge procedures are initiated consistent with the Department directive entitled "Detention of Warrantless Arrestees Prior to Charging and Duty Judge Procedures" whenever a charged arrestee:
 - a. will not be able to appear at the next regularly scheduled court call for which the case is normally returnable within 48 hours from the time of arrest, or
 - b. is seeking medical attention for a physical or mental condition and a mittimus will not be able to be secured within 48 hours from the time of arrest.
15. ensure a mittimus is sought when a charged arrestee is hospitalized for a physical or mental condition. The station supervisor will assign the arresting officer, or a member from the arresting officer's unit of assignment, the responsibility to appear in court to obtain a mittimus to remand the arrestee to the custody of the Sheriff.
 - a. Prior to approving final charges and assigning the described Department member to seek a mittimus, the station supervisor will consult with the appropriate investigative unit regarding the charge. The station supervisor will then determine and approve the final charges with the approval of the Cook County State's Attorney's Office or the appropriate area deputy chief, Bureau of Patrol or, in cases involving detectives, the area commander, Bureau of Detectives.
 - b. The mittimus will be sought as soon as reasonably necessary under the circumstances following the arrest. In the absence of a Duty Judge Hearing, station supervisor will ensure a mittimus is secured no later than 48 hours from the time of arrest.
16. if an arrestee is refused transfer to an outside holding facility (e.g., Cook County Jail) due to physical/mental illness:
 - a. assign transporting officers to transport the arrestee to the nearest approved medical facility for medical care.

NOTE: Arrestees requiring emergency medical care will be transported by a fire department ambulance, if available.

 - b. not re-accept the arrestee into a Department holding facility without a completed Arrestee Medical Clearance Report (CPD-11.524).

C. The station supervisor will also be responsible for:

1. ensuring all court complaints are properly sworn to by the complainant / arresting officer and a member sworn as a deputy clerk of the circuit court.
2. the proper completion of all court complaints and related documents and the assignment of cases to the proper court.
3. ensuring the required signatures are entered in the automated system or are on the affirmation statement of **both** the Permanent Record-Records Division (white) and Court Sergeant (blue) pages of the Arrest Report.
4. ensuring proper recording of the legal citation for offense(s) alleged in signed complaint(s) on all copies of the Arrest Report.
5. the proper distribution of Arrest Reports and related documents as outlined in the directive to this order entitled "Arrest Report and Related Documents."
6. the preparation of bail bonds, when authorized.
7. the preparation of Court Complaint Transmittal Listings (CPD-11.551).

8. notifying arresting officers if a change is made in the Arresting Officer Desired Court Date / Branch-Call box of the Arrest Report.
9. the security of female arrestees, juveniles, and other persons left in their custody.
10. overseeing the conduct of lockup personnel and ensuring that they are properly making entries in the Inspection Log by personally inspecting the lockup, prisoners, and the log at least four (4) times during the tour of duty. The station supervisor will check all entries since the last supervisory inspection, indicate conditions found, take appropriate action when necessary, and sign the log. In District 001, inspection responsibilities will be assumed by the station supervisor assigned to the Central Detention Section.
11. ensuring that criminal complaints are prepared when charges are upgraded.
12. in instances when the arrestee is in custody on a warrant, verifying that the arrestee and the person wanted on the warrant are the same person by ensuring that any IR number and physical description listed in the warrant match the IR number on the arrestee's Criminal History Sheet and the arrestee's physical description. A photo comparison will also be attempted via a Department automated system.

(Items indicated by italic/double underline were added or revised)

Authenticated by: RMJ

Garry F. McCarthy
Superintendent of Police

11-200 RDR

PHONE BOOK ENTRIES:

1. **Bureau of Investigations Unit Deputy Chief Probation Officer**
2560 South California, Lower Level (LL)
Fax: 773-674-3850
2. **Illinois Department of Corrections Automated Management Systems (AMS)**
800-346-4362

GLOSSARY TERMS:

1. **Strip Search**
The removal or rearrangement of some or all of the clothing of an arrestee to permit a visual inspection of the genitals, buttocks, anus, female breasts, or undergarments.

ADDENDA:

1. S06-01-01 - Releasing Arrestees Without Charging and Waiving Fingerprint Results
2. S06-01-02 - Detention Facilities General Procedures and Responsibilities
3. S06-01-04 - Arrestee Identification Process
4. S06-01-05 - Miscellaneous Detention Facility Topics
5. S06-01-06 - Arrest Report and Related Documents
6. S06-01-07 - Required Lockup Standards and Reporting

7. S06-01-08 - Duty Judge Procedures
8. S06-01-09 - Transportation of Arrestees Requiring Wheelchairs
9. S06-01-10 - Placing Additional Charges on Inmates in Cook County Jail
10. S06-01-11 - CLEAR Automated Arrest System

RESCINDED

**ARRESTEE AND IN-CUSTODY COMMUNICATIONS**

ISSUE DATE:	08 May 2012	EFFECTIVE DATE:	08 May 2012
RESCINDS:	07 June 2002 version; G02-03-08		
INDEX CATEGORY:	Processing Persons		
Rescinded on 29 January 2015 by G06-01-04; 29 January 2015			

I. PURPOSE

This directive:

- A. informs Department members of certain procedures and restrictions regarding arrestee and in-custody communications.
- B. introduces the Attorney Visitation Notification form (CPD-11.573) available on the Department Intranet.

II. GENERAL INFORMATION

- A. Department members will communicate with an arrestee and/or carry a communication from an arrestee to others for appropriate police purposes only.
- B. Lockup keepers and detention aides will allow persons, including Department members, access to arrestees **only** with the express permission of the station supervisor.
- C. An arrestee or person-in-custody will be notified as soon as practicable upon the arrival at the police facility of his or her legal representative.

III. VISITATION IN DISTRICT DETENTION FACILITIES AND DETECTIVE AREA DETENTION FACILITIES

- A. Arrestees may be allowed a reasonable number of visitations for a reasonable period of time, except in cases of danger of escape. Visitors will not be permitted in the lockup facilities when a visitation area is available.
- B. District desk or detective area personnel will:
 1. immediately notify the station supervisor of the arrival of an arrestee's or person-in-custody's attorney.
 2. enter the visitor and/or attorney information in the section entitled "Interview / Visitors Logs" available in the CLEAR Arrest Application if a CB Tracking Number has been assigned.

NOTE:

Visitors or lawyers refusing to provide required information (i.e., name, address, telephone number, and relationship) will not be permitted to visit an arrestee or person-in-custody.

3. complete an Attorney Visitation Notification form, present the form to the arrestee, and follow the procedures outlined in Items IV-B and C of this directive.

C. Station supervisors or designated supervisors will:

1. allow visitation by attorneys if they are licensed to practice law and possess sufficient personal and professional identification.

NOTE: Department members will notify an arrestee or person-in-custody of the arrival of his or her attorney even if the person has not requested legal representation. However, arrestees and persons-in-custody must agree to attorney visitations.

2. allow visitation by other persons who have provided the required personal information unless, in the judgment of the station supervisor, it would not be prudent to do so at that time. In this case, the station supervisor must have a sound, articulable justification for denying the visitation request.

D. Lockup keepers and detention aides will:

1. enter the date and time the visitor or attorney enters and leaves the lockup in the appropriate field in the Arrest Report.
2. search arrestees in accordance with Department directives, policy, and procedure prior to returning them to their cells.
3. comply with existing rules, regulations, and directives relating to arrestees and their safekeeping.

IV. **VISITATION IN OTHER POLICE FACILITIES**

A. In the event of the arrival of an attorney at a police facility other than a district station or detective area, Department personnel assigned to the facility will:

1. immediately notify the unit's on-duty supervisor of the arrival of the attorney.
2. determine if the attorney is licensed to practice law within the State of Illinois and possesses sufficient personal and professional identification.
3. complete an Attorney Visitation Notification form (CPD-11.573) and ensure that all the required information is provided by the attorney.

NOTE: If the attorney refuses to provide required information (i.e., name, address, and telephone number), he or she will not be permitted to visit the arrestee or person-in-custody.

4. present the Attorney Visitation Notification form to the arrestee or person-in-custody.

B. An arrestee or person-in-custody must agree to the attorney visitation. When the arrestee or person-in-custody agrees to the attorney visitation, Department personnel will:

1. have the arrestee or person-in-custody acknowledge the notification and indicate the acceptance of the attorney visitation by checking the appropriate box and signing the Attorney Visitation Notification form.

NOTE: If the arrestee or person-in-custody refuses to sign the Attorney Visitation Notification form, the Department member will document the refusal by checking the "Signature Refused" box just below the signature line.

2. provide the arrestee or person-in-custody with a completed copy of the Attorney Visitation Notification form.
3. allow for an on-site visitation and advise the attorney of the location of the on-site visitation area.

4. inventory the original completed Attorney Visitation Notification form, separate from other items recovered when appropriate, using the procedures outlined in the Department directive entitled "Inventory System for Property Taken Into Custody."
 5. include a photocopy of the completed Attorney Visitation Notification form in any Department file or packet completed pertaining to the arrestee or person-in-custody (i.e. arrest packet, court documents packet).
- C. If the arrestee or person-in-custody declines the attorney visitation, Department personnel will:
1. have the arrestee or person-in-custody acknowledge the notification and indicate the declination of the attorney visitation by checking the appropriate box and signing the Attorney Visitation form.
 2. provide the arrestee or person-in-custody with a copy of the Attorney Visitation form.
 3. immediately notify the attorney of the person's refusal.
 4. inventory the original completed Attorney Visitation Notification form, separate from other items recovered when appropriate, using the procedures outlined in the Department directive entitled "Inventory System for Property Taken Into Custody."
 5. include a photocopy of the completed Attorney Visitation Notification form in any Department file or packet completed pertaining to the arrestee or person-in-custody (i.e. arrest packet, court documents packet).

V. TELEPHONE PROCEDURES

- A. Arrestees will be permitted to make a reasonable number of telephone calls to communicate with their attorney, family, or friends within a reasonable period of time after their arrival at the first place of custody. If arrestees are transferred to a new place of custody, their right to communicate with an attorney, family member, or friend is renewed.
- B. Members will enter the telephone number and time of the arrestee's telephone call in the box provided on the Arrest Report. Additional telephone calls will be documented in the appropriate portion of the Arrest Report.

(Items indicated by italic/double underline were added or revised)

Gary F. McCarthy
Superintendent of Police

11-170 TRH