

University of Chicago Police Department GENERAL ORDER

<i>Effective Date:</i> May 12, 2026		<i>Number:</i> GO 515
<i>Subject:</i> Processing Arrestees		
<i>References:</i> CALEA Standards: 1.1.4, 1.2.5, 42.1.5, 70.1.1, 71.1.1, 71.1.2, 71.2.1, 71.2.2, 71.3.1, 71.3.2, 71.4.1, 71.4.2, 71.4.3, Illinois Municipal Jail and Lockup Standards		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 14
<i>Amends:</i> 06 OCT 2025 Version (O.D.P.) 17 OCT 2013		<i>Rescinds:</i>
<i>Approved By:</i> Kyle L. Bowman, Chief of Police		<i>Signature:</i> Original signed document on file in Accreditation Office

515.1 PURPOSE

The purpose of this order is to define procedures for processing arrestees detained by UCPD.

515.2 DEFINITIONS

CLEAR – Citizen and Law Enforcement Analysis and Reporting Systems. This system is operated by the Chicago Police Department. A CLEAR Arrest Report is required when UCPD officers make an arrest for any mandated reporting offense.

Foreign National – Any person who is a citizen of another country and not a US citizen.

Juvenile – Any minor under 18 years of age.

Mandated Reporting Offense: Any penal statute of this State for offenses that are felonies and Class A or B misdemeanors. Illinois Vehicle Code violations of Section 11-204.1 (Aggravated Fleeing or Eluding), or Section 11-501 (DUI). (20 ILCS 2630/5)

Officer – All ranks of sworn personnel.

Temporary Detention – Custody of a person for the purposes of processing and/or testing. The time of custody is measured in minutes or hours and does not involve medical screening, housing, feeding or the telephone communication requirements of a jail or detention facility.

Temporary Detention/Processing Area – The UCPD temporary detention area is not a detention facility and will serve only as a place of temporary detention so that detainees can be processed and transferred to CPD for processing or holding. The UCPD temporary detention area meets minimum physical standards of the Municipal Jail and Lockup Standards Section 720.40.

515.3 OVERVIEW- FELONY OR CLASS A MISDEMEANOR OFFENSES (or Ineligible for citation and release on-scene)

When an adult is taken into custody by UCPD, the detainee will be transported to UCPD headquarters and processed in the temporary detention area. The officer will complete the arrest report through the Citizen and Law Enforcement Analysis and Reporting Systems (CLEAR) and complete a UCPD incident and arrest report. The narrative portion of the CLEAR arrest report will document sufficient information to support probable cause for the arrest. A Shift Supervisor will review the arrest report prior to submission to Chicago Police Department. Detainees will be photographed by the processing officer(s) and the photograph(s) will be imported into the UCPD incident reporting system. The Shift Supervisor or Captain will phone CPD Station Supervisors and advise that an arrest report is in the work queue in the CLEAR system. The CPD Station Supervisor will review the CLEAR arrest report prior to the detainee being transported to a CPD detention facility. Upon arrival at the CPD detention facility, detainees will be fully processed (including fingerprinting and photographing) and detained or released.

The Department's role regarding the health and safety of employees, detainees and the public, is to respect the Constitutional rights of detainees, while detaining them and processing them humanely, expeditiously and professionally, in compliance with all applicable statutes and Department general orders and regulations.

515.4 TEMPORARY DETENTION/PROCESSING AREA

A. Authorization

UCPD lower level rooms numbered 027- Temporary Detention and 029- Temporary Detention and Processing, are the temporary detention area for detainee processing, testing, and temporary detention not to exceed eight (8) hours.

B. Training

All sworn personnel and Dispatch personnel will receive initial training on procedures for the use of designated processing and/or testing rooms and temporary detention rooms and will be provided in-service training at least once every four years, and following any modifications to the facility, equipment or procedures.

1. A documented initial and annual review of this Order is required for all sworn and Dispatch personnel.

C. Temporary Detention Area Conditions

1. Detainees will be given access to water, restroom, and other reasonable needs. Disposable detainee blankets are kept on hand, to ensure the comfort of detainees.

A blanket shall be provided, if requested. It should also be offered, whenever the officer believes that the detainee may wish to have one. A detainee restroom (Room 016) has been designated to ensure safe supervision of the detainee. **Detainees will be under constant physical supervision whenever they are not within the secured temporary detention area.**

2. The temporary detention area is part of the same fire prevention, evacuation and suppression plan as directed for the UCPD headquarters including the lower level. If detainees need to be evacuated, they will be moved to police transport vehicles and transported, when possible, to CPD District headquarters or other facility.
3. The temporary detention area will be inspected on a weekly basis by Shift Supervisors, Captains or their designee for unsafe conditions and cleanliness.
4. The Deputy Chief of Operations, or their designee, will be responsible, at least annually, for reviewing the temporary detention areas and procedures governing the temporary detention area to ensure the standards are current and to ensure that the Department's process remains safe and efficient.

D. Temporary Detention Area Security Concerns

1. The arresting officer shall document the following on the UCPD Detention Log (UCPD 22.126):
 - a. Identification of the detainee;
 - b. The reason for detention;
 - c. Date and time detainee was brought in the facility;
 - d. Date and time detainee was escorted out of the facility; and
 - e. Meals and/or restroom breaks that were provided, if any.

NOTE: The completed UCPD Detention Log will be forwarded to the Shift Supervisor for approval and will be included in the Records Incident Packet that is forwarded to the Records Division.

2. The Shift Supervisor as well as the arresting officer(s) shall ensure that the supervision and accountability for detainees processed at UCPD are in accordance with Department directives.

3. Detainees will be secured in the locked temporary detention area at all times and will be constantly monitored by the arresting officer or their designee at all times. Should a circumstance arise that leaves a detainee secured in the temporary detention area unattended, a face-to-face visual observation of secured detainees will be required every 30 minutes. **If the arresting officer, or other assigned officer, is called away for other urgent duties, the officer will notify ECC to begin monitoring the video camera in the temporary detention area.**

NOTE: In instances that require the detainee to be removed from the temporary detention area, the detainee will be escorted at all times and constantly supervised by at least one officer.

4. Once inside temporary detention room 027, the detainees' handcuffs will be removed except when it is necessary to prevent the detainee from injuring him or herself or others or from damaging or destroying property in which case the detainee will be secured to the handcuff ring affixed to the wall. A detainee will not be secured to any fixed object that is not designed for detention purposes.

NOTE: If a detainee is secured for the reasons listed above, that reason will be documented in the UCPD incident report.

5. For processing, observation, and breath testing, room 029 will be used. When a detainee is in room 029, one wrist will be cuffed to a wall ring and they will be seated on the bench. **Detainees will only be unsecured in room 029 when necessary for breath testing or processing.** This is for the safety of officers and the security of equipment in the processing room. Detainees should be moved to room 027 once testing and processing is complete, and when the officer is called away and cannot provide constant physical supervision and monitoring.
6. The temporary detention area can be used to detain male or female detainees; however, in cases where both genders are arrested, male and female detainees will be separated for sight and sound.
7. No more than two individuals of the same gender will be placed in one temporary detention room. **Two individuals may only be placed in one detention room, if they can be constantly monitored by the arresting officer(s).**
8. **Juvenile detainees will not** be processed or detained at UCPD headquarters. All juvenile criminal detainees will be immediately transported to the CPD Juvenile Intervention and Support Center (JISC) or CPD Area Central (only when recorded interrogation is required, before processing). Area Central Detectives

Division will be contacted for assistance with investigations involving violent felonies, great bodily harm or sex crimes. Juvenile Traffic arrests are not handled by the JISC. Juvenile traffic arrestees will be transported to, and processed at, CPD District 2 or 3 Headquarters. If there are criminal charges in conjunction with traffic offences, the juvenile should be released on the traffic offenses from the district of arrest, then transported to the JISC.

NOTE: The Juvenile Intervention and Support Center (JISC) is located at 3900 S. California Avenue. Contact phone is (312) 747-3934.

9. Officers entering the temporary detention area will secure their firearms in the designated weapons locker prior to entering the temporary detention area. Expandable batons and OC do not have to be secured, however officers are responsible for control of those weapons at all times.
10. Officers will keep their portable radios on their person and on at all times to ensure the use of the radio panic/duress alarm, should immediate assistance be required. Officers should avoid transmitting on the radio when a breath test is being administered, due to the possibility of radio frequency interference with the breath testing instrument.
11. The temporary detention area is secured by key and by proximity card access to ensure and protect for escape prevention. Only authorized Department employees shall be granted access to the temporary detention area.

515.5 ARREST/PROCESSING PROCEDURES

A. INITIAL PROCEDURES

1. **The officer shall immediately advise the arrestee of the reason(s) for the arrest, including anticipated charges at that time.** The officer shall question the arrestee as to whether they have any children under 18 living with him or her who may be neglected as a result of the arrest or otherwise. The officer shall assist the arrestee in the placement of the children with a relative or other responsible person designated by the arrestee. If the officer has reasonable cause to believe the child may be a neglected child as defined in the Abused and Neglected Child Reporting Act, they shall report it immediately to the Dept. of Children and Family Services. (725 ILCS 5/107-2)

2. Violent or combative detainees will be taken directly to the appropriate Chicago Police Department (CPD) District for processing. Officers will immediately notify a Shift Supervisor and UCPD ECC.
3. When transporting to UCPD, the transport officer will proceed to the UCPD sally port and park in the designated detainee transport parking ensuring that the sally port gate has completely closed before retrieving the detainee from the vehicle.
4. Prior to removing detainees, officers will:
 - a. Ensure that unauthorized persons are not present or enter the sally port area.
 - b. Secure their firearms in the weapons storage lockers before escorting the detainees in the temporary detention area.
 - c. Retain their UCPD radios during the processing procedure for safety.
5. Two officers should be present during the subsequent search of the detainee to secure any personal property, weapons or contraband, documented on the Personal Property Receipt (UCPD Form 515.03). An officer of the same sex will perform the search, when possible. The request for a female officer to conduct a search of a female detainee must be documented in the narrative of the UCPD arrest report.

NOTE: No strip and/or body cavity search will be conducted without prior approval from a command staff member. A search warrant will be required to conduct a non-mouth body cavity search and only licensed medical professionals in a medical setting may complete such a search. See GO 508, Warrantless Search and Seizure, for further.

6. Pursuant to Illinois Statute 625 ILCS 5/11-212(b-5), officers detaining a pedestrian in a public place, **and subjecting them to frisk, search, summons or arrest**, shall complete a Uniform Pedestrian Stop Card. The Stop Card will be turned in with the other arrest paperwork for routing to the Records Section, and entry into the IDOT database.

B. TRANSFER TO CPD

1. Personal property recovered from the detainee will be documented on the Personal Property Receipt (UCPD Form 515.03) and CPD arrest report and processed in accordance with GO 802, Property and Evidence Control.
2. Chicago Police Department will only accept certain approved personal property items into the CPD lock-up as delineated below; all other personal property will be inventoried in accordance with GO 802, Property and Evidence Control. The detainee will be advised of how and when they may retrieve their property from UCPD at another time. The detainee will be given one copy of the Personal Property Receipt, and a copy will be retained and forwarded to Records.
 - a. United States Currency (under \$500).
 - b. Jewelry – one plain metal ring without stones (no other jewelry accepted).
 - c. Government issued identification card (wallets will not be accepted).
 - d. Prescription eyeglasses.
 - e. Prescription medication.
 - f. Shoelaces and belts.
 - g. Keys.
 - h. Court documents and UCPD receipts, when applicable.
3. If the detainee requires hospitalization, UCPD Shift Supervisors or Captains will telephone CPD Station Supervisors and apprise them of the detainee's medical status to coordinate efforts in obtaining a Court Mittimus.
4. Officers, regardless of the circumstances, will complete an arrest report in the CLEAR Computer System documenting sufficient information (elements of the offense and probable cause to arrest) to substantiate all charges placed against a detainee.
5. Notify and confer with Shift Supervisors or Captains regarding possible felony charges being lodged against detainees in accordance with the General Order entitled "Felony Review Procedures.", when applicable.
6. Ensure that all required reports are approved and accompany the detainee to the appropriate CPD detention facility with the CLEAR arrest report transportation copy.

7. Prior to transport to the CPD detention facility, ensure that the temporary detention area is thoroughly searched for weapons or contraband.
8. Ensure the safety of the detainee until relieved by an officer assigned to transport the detainee to the appropriate CPD detention facility.
9. Notify the ECC that the detainee will be transported to the appropriate CPD District for further processing.

NOTE: The Chicago Police Dept. holds and releases persons taken into custody by UCPD who are charged with Class A or Felony traffic violations, Class A misdemeanors or felony crimes for release or detainment. CPD is responsible for identification of detainees for release from their custody.

10. Further handling and processing as provided in Section C below.

C. ALL DETAINEES

1. Contraband discovered during the search will be inventoried and processed in accordance with GO 802, Property and Evidence Control. Additional charges will be lodged against the detainee, if applicable.
2. Officers will ensure that detainees who are released without charging, receive their non-contraband property and that the release of property is documented on the Personal Property Receipt (UCPD Form 515.03).
3. Officers will ensure that the detainee remains under constant supervision; however, should assistance be needed, the officer may request the ECC to monitor secured detainees using the installed video monitoring equipment.
4. Officers will immediately notify a Shift Supervisor to evaluate and determine whether arrangements should be made to transport the detainee to the appropriate medical or CPD facility if the detainee complains of or exhibits the following:
 - a. Any visible signs of injuries.
 - b. Is under the influence of drugs or alcohol.
 - c. Has expressed or made any suicidal comments or gestures.
 - d. Possible escape risk.

- e. Any medical distress.
 - f. Known history of mental disorder or mental defect (Municipal Jail and Lockup Standards 720.30).
5. Officers will use caution and be alert for the potential of the detainees harming themselves or others.
 6. In emergency situations, officers will attempt to render aid to detainees and summon the Chicago Fire Department (CFD) for assistance. An officer will be assigned to meet and escort CFD to the temporary detention area. A first aid kit will be maintained in the temporary detention area.

NOTE: Officers will be responsible for informing the appropriate Shift Supervisor when items from the kit have been used so that supplies can be replaced. A monthly check of the first aid kit will be conducted by the Shift Supervisor.

7. If medical attention is needed, Shift Supervisors or Captains will ensure that two (2) officers are assigned to transport/escort the detainee to the Mitchell Hospital Emergency Room or the nearest approved hospital for medical assessment. Those officers, or relief officers when relieved, will stay with the detainee until the detainee is released. Upon release, obtain a Hospital/Medical Clearance signed by the emergency room attending physician, if applicable.
8. Officers will not, under any circumstances, administer prescription medication or over the counter medication to a detainee. The verification and administration of the medication must be evaluated and performed by a licensed physician.
9. Complete a UCPD incident and arrest report detailing the relevant facts of the investigation ensuring that the correct statute or ordinance violation is selected and that the most serious charge is listed first on the arrest reports.
10. Inventory and process any evidence related to the incident to ensure the evidence is ready for future court proceedings.
11. Complete and document the following procedures when a detainee is charged:
 - a. A name check;
 - b. A check of the Gang Intervention Program (GIPP);

- c. A check of the Targeted Repeat Offender Apprehension and Prosecution (TRAP) Program;
- d. A check for investigative alerts; and
- e. A check for warrants.

NOTE: TRAP identifies repeat offenders with a propensity for violent, gang-related crimes. GIPP identifies persons on Adult Probation through Cook County Probation.

- 12. Complete criminal complaints, if applicable. Complete traffic citations, if applicable.
- 13. Notify a Shift Supervisor after completion of the arrest reports for approval and review of the criminal complaints.

D. Detainee Rights

- 1. Timely court appearance: The constitutional right of access to the courts by a detainee shall not be infringed pursuant to Illinois Statute 725 ILCS 5/109-1.
- 2. Bail opportunity for detainee: No employee of the University of Chicago Police Department shall impede a prisoner's opportunity to make bail. Bail schedules are set by Illinois Supreme Court Rules 526, 527 and 528.
- 3. Detainee access to attorney: Any detainee held in the temporary detention area has the right to consult privately with an attorney pursuant to Illinois Statute 725 ILCS 5/103-3. The monitoring cameras have no microphones or ability to monitor or record sound. See GO 602, Interviews and Interrogations, for further.

E. Visitors

Due to safety concerns during the booking procedures in the UCPD temporary detention area, visitors should be limited to legal counsel (normally not to exceed 15 minutes) and those approved at the discretion of the Shift Supervisors or Captains. Shift Supervisors or Captains will address any inquiries regarding detainees, including the movement to a CPD detainment facility. See GO 602, Interviews and Interrogations, for further.

F. Phone Procedures

Detainees have the right to communicate free of charge with an attorney of their choice and members of their family as soon as possible upon being taken into police custody,

but no later than three hours after arrival at their first place of custody. (725 ILCS 5/103-3). Persons in police custody must be given:

1. Access to use a telephone to make three phone calls; and
2. The ability to retrieve phone numbers contained in their contact list on their cellular phone prior to the phone being placed into inventory.

Access to a phone is not required before completion of breath testing or refusal in DUI cases (unless the three hour period ends prior to testing or refusal. Phone calls will not be monitored or recorded.

515.6 DETAINEE MEALS

Detainees will be supplied meals at the approximate times of breakfast (usually 06:00-10:00), lunch (usually 11:00-14:00), and dinner (usually 16:00-19:00). Special dietary requirements will be honored, when necessary, for the detainee's well-being.

- A. Detainees will receive meals in their temporary detention room. Refuse is to be removed as soon as possible.
- B. A record of all meals provided will be made on the Detention Log.
- C. Culinary equipment shall not be allowed in the Temporary Detention Rooms, including plastic utensils.
- D. When a detainee will require a meal, the arresting officer will notify the Captain or Shift Supervisor. During normal business hours (Monday-Friday 08:00-17:00) the Captain or Shift Supervisor will notify Department of Safety and Security Management Operations via the chain of command. Management Operations will assist in coordinating and provide payment for meals. Outside of business hours and on holidays the Captain or Shift Supervisor will arrange for an employee to pick up a meal which will not require utensils, providing funds for the meal to the employee. The Captain or Shift Supervisor will then submit for reimbursement through the G.E.M.S. automated payment system.

515.7 CONSULAR NOTIFICATION/ACCESS- FOREIGN NATIONAL DETAINEES

The University of Chicago Police Department is required by the Vienna Convention on Consular Relations, other international treaties, and the United States Constitution Article VI to notify all foreign nationals of their right to have consular officials assist them. When encountering any individual believed to be a foreign national, the following requirements will be observed:

- A. When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified. They may also communicate with their consular officials.

- B. In some cases, the nearest consular officials must be notified of the arrest or detention of a foreign national, regardless of the national's wishes. Whenever a foreign national is arrested, country of citizenship will be compared to mandatory notification countries: <https://travel.state.gov/content/travel/en/consularnotification/QuarantinedForeignNationals/countries-and-jurisdictions-with-mandatory-notifications.html>
Notifications of consular officials shall be documented on the UCPD Detention Log.
- C. Consular officials have the right to visit a national who is in custody or detention, to converse and correspond with him or her, and to arrange for their legal counsel.
- D. The notification process must be conducted as soon as a determination has been made that the individual is a foreign national.

These are mutual obligations that also pertain to American citizens abroad. In general, officers' should treat a foreign national as they would want an American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notification to the foreign national of the possibility of the consular assistance and prompt, courteous notification to the foreign national's nearest consular officials so that they can provide whatever services they deem appropriate. For the latest information on how to contact foreign embassies and consulates in the United States, as well as the current list of mandatory notification countries and jurisdictions, use the web link: <https://travel.state.gov/content/travel/en/consularnotification.html> Additional information can be obtained from the United States Department of State booklet on Consular Notification and Access.

515.8 DIPLOMATS/CONSULAR OFFICIALS/FOREIGN MISSION MEMBERS

Diplomatic and consular immunity are granted by the United States government under the Diplomatic Relations Act, U.S.C. 254 and the Vienna Convention on Consular Relations. Diplomats, consular officials, their families, and staff enjoy varying levels of immunity from arrest and prosecution. Immunity has many levels. For example, "Official Acts Immunity" of consular officials must be asserted in court as an affirmative defense. Stopping a foreign mission member or dependent and issuing a citation does not constitute an arrest or detention and is always permitted. (However, the subject may not be compelled to sign the citation.)

- 1. When an officer is called to the scene of a criminal incident involving a person who claims diplomatic or consular immunity:
 - a. As soon as practicable, contact a supervisor. The supervisor will then contact the United States Department of State office in order to verify the person's status and immunity.

- b. Advise the person that they will be detained until their identity and status can be confirmed.
- c. Complete a written report fully describing the details and circumstances of the incident.
- d. If the suspect enjoys personal inviolability, they may not be handcuffed except when they poses an immediate threat to safety and may not be arrested or detained. Once all pertinent information is obtained, that person must be released. If the suspect does not enjoy personal inviolability, the Department of State will advise the level of intervention allowed.
- e. A copy of the incident report should be faxed or mailed to the United States Department of State in Washington, D.C. or to the U.N. Mission to the U.N. in New York in cases involving the U.N. community as soon as possible.

See GO 503.8 for further information regarding traffic offenses. To obtain further information on immunity, consult the United States Department of State publication “Diplomatic and Consular Immunity: Guidance for Law Enforcement and Judicial Authorities” (1998). For information on-line, see websites <https://travel.state.gov/content/travel/en/consularnotification.html>, and https://travel.state.gov/content/dam/travel/cna_pdf/CNA%20Flowchart_REV2025.pdf

515.9 HABITUAL/SERIOUS OFFENDERS

- A. Habitual or serious offenders are defined for the purpose of this directive as offenders who are arrested for serious offenses or repeatedly arrested for similar less serious offenses.
 - 1. Felonies, including charges “upgraded to felonies”.
 - 2. Registered Sex Offenders and Registered Violent Offenders Against Youth.
 - 3. Misdemeanor offenses that indicate patterns of a career criminal such as, but not limited to, shoplifting, theft.
- B. Officers shall identify all cases in which a habitual/serious offender is a party.
- C. During arrest processing procedures, officers should make inquiries into any prior criminal background by using LEADS (Law Enforcement Agencies Data System), NCIC (National Crime Information Center), CCH (Computerized Criminal History), and RMS (Records Management System).

1. If the arrestee is found to meet the criteria of a habitual offender; the reporting officer shall indicate this within the police report.
2. The reporting officer will ensure that the prosecuting agency is notified of habitual or serious offender cases, either through the felony approval process by phone, and/or ensuring the forwarding of the police report.

515.10 MASS ARRESTS

CPD will be contacted immediately for assistance by a Shift Supervisor involving mass arrest incidents. UCPD Shift Supervisors or Captains will ensure that adequate staffing is available and efforts are being coordinated with CPD in affecting arrests, restoring peace and order, and transporting detainees to the appropriate CPD detention facility.