

University of Chicago Police Department

GENERAL ORDER

Effective Date: April 14, 2025		Number: GO 516
Subject: Unlawful or Improper Bias in Policing		
References: CALEA 1.2.9		
Reevaluation Date: Annually		No. Pages: 5
Amends: 14 DEC 2023 Version 15 JAN 2013 (O.D.P.)		Rescinds:
Approved By: Kyle L. Bowman, Chief of Police	Signature: Signed Original on File in Accreditation Office	

516.1 PURPOSE

The purpose of this order is to establish policies and procedures regarding the Department's commitment to unbiased, equitable treatment of all persons while enforcing the law and providing police services.

516.2 POLICY

Maintenance of public trust and confidence in the police is critical to effective policing and is achieved largely through fair and equitable treatment of the public. All persons having contact with members of this Department shall be treated in a fair, equitable and objective manner, which promotes community engagement and confidence and is without consideration of their race, ethnic background, national origin, age, gender, religion, economic status, sexual orientation, gender identity, disability or any other individual characteristics or distinctions.

Goals of the Department include to:

- A. Build and maintain relationships and partnerships with diverse communities;
- B. Establish transparency, mutual understanding and trust between the diverse communities and law enforcement;
- C. Ensure public safety and address threats by building law enforcement's knowledge and awareness of diverse communities; and,
- D. Ensure equal and respectful treatment of communities and partners.

516.3 DEFINITIONS

Unlawful or Improper Bias in Policing: The selection of an individual(s) for enforcement action based, at least in part, on a trait common to a group, without credible information about a locality and time frame linking an individual(s) with that trait to a specific crime, a crime pattern or scheme. This includes, but is not limited to, race, ethnic background, national origin, gender,

sexual orientation, religion, economic status, age, cultural group, gender identity, disability or any other identifiable characteristics.

Element of Offense: When age is a required element of a State criminal or status offense, it shall not be unlawful or improper bias in policing when investigating and enforcing such offense, to consider age.

Officer: For the purposes of this directive, includes all ranks of sworn personnel.

516.4 UNLAWFUL OR IMPROPER BIAS IN POLICING

Unlawful or improper bias in policing by members of the University of Chicago Police Department is strictly prohibited. This prohibition includes, but is not limited to, traffic contacts, field contacts, and in asset seizure and forfeiture efforts.

- A. In selecting individuals for enforcement action of any kind, personnel may not consider race, ethnic background, gender, age, economic status, sexual orientation, religion, national origin, gender identity, disability and/or cultural group except when credible information about a specific locality and time frame links a person or people of a specific race, ethnic background, national origin, gender, sexual orientation, religion, economic status, age, cultural group, gender identity and/or disability to a specific unlawful act, or to specific unlawful acts criminal patterns or schemes.
- B. Enforcement action includes any contact which is not consensual (Terry Stop, frisk, traffic stop, warning, citation, arrest, search, detention, seizure, etc.).
- C. It is unlawful or improper bias in policing if an officer's selection decision or actions are based on the fact that the individual's demographics (e.g. race or economic status) are different from the demographics of the majority of the residents in the area in which the individual is found.

516.5 TRAFFIC STOP REPORTING REQUIREMENTS

All traffic stops shall be documented using a Call For Service Number (CFS or Event Number).

- A. For a violation of the Illinois Vehicle Code, a Personal Service Citation may be issued or a verbal warning given. A Traffic Stop Data Sheet (TSDS) shall be completed for each motor vehicle stop, whether a citation or warning was issued. This form will be submitted with the record of the Citation Complaint (if applicable), with the officer's daily paperwork.
 - 1. The officer will provide information as required by 625 ILCS 5/11-212.
 - 2. The officer will not ask the offending motorist for demographic information. The officer will use the individual's driver's license or the officer's own observations to determine the demographic information required above. Officers should consult with their supervisors for clarification of any demographic uncertainties.

- B. Traffic stops for suspicious/criminal activity do not fall under the requirement for data collection under 625 ILCS 5/11-212.
1. A CFS Number will be used to document the stop. If a Report Number (Originating Case Agency- OCA) for a crime, series of crimes or suspicious activity already exists, that Report Number should be used, rather than requesting a new Report Number (OCA).
 2. The incident will be classed as a suspicious vehicle (11). If the stop was made pursuant to an existing case, it will be documented under that existing case Report Number.
 3. A TSDS form shall not be filled out.
 4. The disposition of the CFS (within the Notes field) or written documentation shall include:
 - a. Vehicle registration
 - b. Driver's identifiers (name/DOB or DLN)
 - c. Brief description of the suspicious behavior
 - d. Existing Report Number, if applicable
- C. Personnel shall treat every person with courtesy and respect. An officer shall provide their name, badge number, and reason for the vehicle stop whenever a motorist or passenger stopped, requests such information. Information will be given in a clear and understandable manner.
- D. Whenever a person complains that an employee has engaged in practices prohibited by this directive, the employee will immediately notify a shift supervisor.
- E. To ensure consistency and reliability of data, supervisors will conduct spot checks of reporting forms submitted by their personnel.
- F. Analysis and dissemination of the gathered data will be the responsibility of the Records Section. Periodic summary reports will be forwarded to the Field Services Deputy Chief for review and to identify officers potentially in need of training, discipline, or reassignment.

516.6 PEDESTRIAN STOP REPORTING REQUIREMENTS

All pedestrian stops (Terry Stops) shall be documented using a Call For Service Number (CFS or Event Number), see also GO 602. (This is not required for consensual contacts with the public. An officer may approach and talk to any person without the person's being seized. No evidence or suspicion is required to approach and speak to any person. However, the officer has *no authority* over the person, and the person may refuse to be engaged in conversation and end the encounter.)

- A. Pursuant to Illinois Statute 625 ILCS 5/11-212(b-5), officers subjecting a pedestrian to **frisk, search, summons or arrest** in a public place, shall complete a Uniform Pedestrian Stop Card.
1. The officer will not ask the pedestrian for demographic information. The officer will use the individual's driver's license or the officer's own observations to determine the demographic information required above. Officers should consult with their supervisors for clarification of any demographic uncertainties.
 2. The Uniform Pedestrian Stop Card will be submitted (with any relevant accompanying documentation, i.e. arrest documentation), with the officer's daily paperwork.
 3. Additionally, a Stop/Frisk Receipt will be issued to any pedestrian stopped and frisked or searched, pursuant to 725 ILCS 5/107-14(b). See also GOs 508 and 602.
- B. Personnel shall treat every person with courtesy and respect. An officer shall provide their name, badge number, and reason for the stop whenever a pedestrian stopped, requests such information. Information will be given in a clear and understandable manner.
- C. Whenever a person complains that an employee has engaged in practices prohibited by this directive, the employee will immediately notify a shift supervisor.
- D. To ensure consistency and reliability of data, supervisors will conduct spot checks of reporting forms submitted by their personnel.
- E. Analysis and dissemination of the gathered data will be the responsibility of the Records Section. Periodic summary reports will be forwarded to the Field Services Deputy Chief for review and to identify officers potentially in need of training, discipline, or reassignment.

516.7 SUPERVISOR RESPONSIBILITIES

It is the responsibility of supervisors to ensure that all personnel in their command are familiar with the content of this policy and order. Supervisors shall be alert and respond to indications that unlawful or improper bias in policing is occurring.

516.8 TRAINING

- A. All sworn personnel receive academy training regarding unlawful or improper bias in policing issues, including legal aspects, in conformance with the Illinois Police Training Act, Illinois Law Enforcement Training and Standards Board (ILETSB), 50 ILCS 705, prior to assignment.

- B. Dispatchers and Community Service Officers will receive initial training in unlawful and improper bias in policing issues, including legal aspects, prior to assignment.
- C. Additional remedial diversity and sensitivity training shall be assigned for personnel with sustained racial profiling or other sustained discrimination complaints filed against them.
- D. A documented annual review of this General Order, is required for sworn personnel, dispatchers and community service officers.
- E. In-service training shall be required at least every 3 years for sworn personnel, dispatchers and community service officers.

516.9 DISCIPLINARY PROCEDURES

Reports or complaints of explicit bias, discriminatory practices or racial profiling will be documented and investigated in accordance with procedures for other allegations of misconduct (GO 902, Complaint Investigation Procedures and Internal Affairs).

516.10 NON-DISCIPLINARY REMEDIAL MEASURES

Violations of this policy and order which are a result of implicit bias, which may be unconscious and involves no animus toward the group shown bias, shall be addressed initially with non-disciplinary counseling and training. Further bias, after such counseling and training has been completed, will be grounds for disciplinary action.

516.11 ADMINISTRATIVE REVIEW

Annually, the Field Services Deputy Chief or a designee shall conduct a documented administrative review of Department practices regarding traffic contacts, field contacts and asset seizure and forfeiture efforts, including citizen concerns and any corrective measures taken.