

**PROCESSING PERSONS UNDER DEPARTMENT CONTROL**

<b>ISSUE DATE:</b>	10 February 2020	<b>EFFECTIVE DATE:</b>	10 February 2020
<b>RESCINDS:</b>	07 June 2002 version		
<b>INDEX CATEGORY:</b>	Processing Persons		

**I. PURPOSE**

This directive:

- A. states Department policy related to processing arrestees. Department members will refer to the Special Order titled "**Processing Persons Under Department Control**" for responsibilities and procedures for processing arrested persons.
- B. satisfies CALEA law enforcement standards in Chapter 1 and 72.

**II. POLICY****A. General**

1. Department members will observe, uphold, and enforce the law fairly, impartially, and without bias.
2. Department members placing an individual into custody or processing an arrestee will not illegally discriminate on the basis of any lawfully protected class including race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, lawful source of income, credit history, criminal record, or criminal history of any person consistent with the policy established in the Department directive titled "**Prohibitions Regarding Racial Profiling and Other Bias Based Policing.**"
3. Arrested persons will be booked, charged, and made eligible for bond in that order. This process will be completed without unnecessary or unreasonable delay. Investigation or interrogation of an arrestee will not delay the booking process. Care must be taken to ensure that persons in custody are released on bond or brought before a judge at the earliest opportunity after the booking process has been completed consistent with the guidelines established in this and related directives.
4. It is the policy of the Department to provide secure detention for prisoners awaiting interrogation, arrest processing, or transfer to some other jurisdiction or entity and to maintain lockups in a sanitary and safe manner. As such, Department personnel assigned to a lockup will adhere to Department procedures and will be alert to any problems or conditions that may compromise the security or safety of detained prisoners.

**B. Specific**

1. The Department's justification for the detention of any arrested person will be included in the Arrest Report. The arresting officer is required to set forth in the Arrest Report sufficient information (probable cause to arrest) to substantiate all charges placed against an arrestee.
2. Department personnel will, at all times, be aware of each arrestee's rights and will:
  - a. expedite all processing so that the arrestee will not be detained longer than necessary.
  - b. provide access to a phone and the ability to make a phone call as soon as practicable upon being taken into custody.
  - c. never use force or coercion in seeking confessions or admissions.

- d. recognize and respect the arrestee's rights as defined in the Department directive titled "**Custodial Interrogations.**"
3. Unit commanding officers responsible for Department holding facilities are responsible for ensuring the following signs are posted prominently in rooms of the holding facility, near telephones, and other locations that arrestees or other persons in custody have access to:
    - a. Notice for Free Legal Services, CPD-11.940 in English, Spanish, and Polish, which provides notice of the detainee's right to an attorney and telephone numbers for the Cook County Public Defender, and any other organization appointed by the Cook County Circuit Court to represent arrestees.
    - b. Notice of Rights of Persons Under Arrest, CPD-11.950 in English, Spanish, and Polish, which provides notice of the detainee's treatment while in custody, including access to medical attention.
- C. Every person arrested without a warrant, who is not eligible to be released on bond or has not been released without charging, **will appear in court, without unnecessary delay. Under no circumstances will such a person appear in court any later than 48 hours from the time of arrest.**

(Items indicated by italics/double underline have been added or revised.)

Charlie Beck  
Interim Superintendent of Police

19-055 RWN

#### 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. G06-01-01 - Field Arrest Procedures
2. G06-01-02 - Restraining Arrestees
3. G06-01-03 - Conducting Strip Searches
4. G06-01-04 - Arrestee and In-Custody Communications