I. PURPOSE

This directive contains the Mental Health Transport and Related Duties Matrix.

II. GENERAL INFORMATION

- A. The Mental Health Transport and Related Duties Matrix provides Department members with a reference guide summarizing the roles and responsibilities for <u>responding to incidents involving persons in crisis and in need of mental health treatment.</u> However, this matrix is a reference document and does not supersede anything in the Department directive titled "<u>Responding to Incidents Involving Persons in Need of Mental Health Treatment</u>" or the <u>associated</u> addenda and is meant only as an aid. <u>Department members will refer to Department directive titled "Responding to Incidents Involving Persons in Need of Mental Health Treatment" or the associated addenda for the complete procedures.</u>
- B. <u>Consistent with the Department directive titled</u> "Responding to Incidents Involving Persons in Need of Mental Health Treatment," a Hospitalization Case Report will be completed and submitted whenever a Department members transports any person for mental <u>health</u> treatment, consistent with the Incident Reporting Guide (<u>CPD-63.451</u>).

NOTE: A Hospitalization Case Report (IUCR 5079) will be completed in addition to any other case report required to document the incident.

III. MENTAL HEALTH TRANSPORT AND RELATED DUTIES MATRIX

INDIVIDUALS STATUS	KEY INFORMATION	TRANSPORT TO	ADMISSION PETITION COMPLETED BY	RELATED DIRECTIVE
ADULT ARRESTEE—Eligible for Bond and in Need of Mental Health Evaluation (Not Unauthorized Absence [UA])	May be bonded out at the intake facility	Designated Mental Health Intake Facility	Department Member or Hospital Personnel	\$04-20-02 <u>and</u> \$04-20-05
ADULT ARRESTEE—NOT Eligible for Bond and in Need of Mental Health Evaluation (Not UA)	May not be bonded out at the intake facility	Designated Mental Health Intake Facility	Department Member or Hospital Personnel	<u>\$04-20-05</u>
ADULT ARRESTEE—Eligible for Bond And UA	Must be released on bond prior to transport	Nearest IDHS State-Operated Mental Health Center	Not Required: Refer to Addendum	<u>S04-20-03</u> <u>and</u> <u>S04-20-05</u>
ADULT ARRESTEE—NOT Eligible for Bond And UA	Notify appropriate IDHS State- Operated Mental Health Center	Court: Court must be notified of UA status	Not Required: Refer to Addendum	<u>S04-20-03</u> <u>and</u> <u>S04-20-05</u>
ADULT NOT UNDER ARREST —Voluntary Admission	Interested person 18 or older may complete petition upon person's request	Mental Health Intake Facility with Supervisor's Approval	Person Seeking Admission	<u>\$04-20-02</u>
ADULT NOT UNDER ARREST —Involuntary Admission per Department Member Furnished with Completed and Signed Petitions Issued by Circuit Court	Transporting Department member must complete Return portion of order	Designated Mental Health Intake Facility	Circuit Court of Cook County	<u>\$04-20-02</u>
ADULT NOT UNDER ARREST —Involuntary Admission per Department Member Furnished with Completed and Signed Petitions	Completed petitions submitted to transporting Department Member	Designated Mental Health Intake Facility	Transporting Department member presents petition papers at facility	<u>\$04-20-02</u>
ADULT NOT UNDER ARREST —Involuntary Admission per Department Member's Observations	Include detailed description of observed behavior	Designated Mental Health Intake Facility	Department Member	<u>\$04-20-02</u>
ADULT NOT UNDER ARREST —Involuntary Admission per Relative / Other 3rd Party's Observations	Department member may consider third party information as personal observation	Designated Mental Health Intake Facility	Department Member	<u>\$04-20-02</u>

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ADULT NOT UNDER ARREST Supervisor's Mental Health Relative / Other	<u>S04-20-02</u>
—Involuntary Admission per approval and Intake Facility Third Party	
Relative / Other 3rd Party's person Observations and Willing to consents to (Department	
,	
13.13551	
ADULT NOT UNDER ARREST If no Missing / Nearest IDHS Not Required	<u>S04-20-03</u>
—Unauthorized Absence (UA) Found case State-Operated	
report, Mental Health	
complete Center	
Hospitalization	
case report	
JUVENILE ARRESTEE—In Minor defined Designated Minor Department	S04-20-05
Need of Mental <u>Health</u> as a person Mental Health Member or Hospital	I
Treatment under 18 years Intake Facility Personnel	
of age	
JUVENILE NOT UNDER Minor defined With Supervisor's Minor (16 or 17),	S04-20-02
ARREST—Voluntary as a person Approval to Minor parent / guardian, c	r
Admission under 18 years Mental Health Department	
of age Intake Facility member	
JUVENILE NOT UNDER Transporting Designated Minor Circuit Court of	S04-20-02
ARREST—Involuntary Department Mental Health Cook County	
Admission per Department member must Intake Facility	
Member Furnished with complete	
Completed and Signed Return portion	
Petitions Issued by Circuit of order	
Court	
JUVENILE NOT UNDER Completed Designated Minor Transporting	S04-20-02
ARREST—Involuntary petitions Mental Health Department	
Admission per Department submitted to Intake Facility member presents	
Member Furnished with transporting petition papers at	
Completed and Signed Department facility	
Petitions member	
JUVENILE NOT UNDER Include detailed Designated Minor Department	S04-20-02
ARREST—Involuntary description of Mental Health Member	
Admission per Department observed Intake Facility	
Member's Observations behavior	
JUVENILE NOT UNDER Department Designated Minor Department	S04-20-02
ARREST—Involuntary member may Mental Health Member	
Admission per Relative / consider third Intake Facility	
Other 3rd Party's party	
Observations information as	
personal	
observation	
JUVENILE NOT UNDER Supervisors Minor Mental Relative / Other	S04-20-02
ARREST—Involuntary approval and Health Intake Third Party	
Admission per Relative / person Facility	
Other 3rd Party's consents to (Department	
Observations and Willing to Department member providing	
Sign transport transport only)	

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

Authenticated by: KC

David O. Brown Superintendent of Police

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