## 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 (CPD-63.451).

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 and \$04-20-05
ADULT ARRESTEE—NOT Eligible for Bond and in Need of Mental Health Evaluation (Not UA)	May <b>not</b> 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	\$04-20-03 and \$04-20-05
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>

ADULT NOT UNDER ARREST	Supervisor's	Mental Health	Relative / Other	S04-20-02
—Involuntary Admission per	approval and	Intake Facility	Third Party	
Relative / Other 3rd Party's	person		(Danastasant	
Observations and Willing to	consents to		(Department	
Sign	Department		member providing	
	transport		transport only)	
ADULT NOT UNDER ARREST	If no Missing /	Nearest IDHS	Not Required	S04-20-03
—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 <i>Health</i>	as a person	Mental Health	Member or Hospital	
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, or	
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	004-20-02
Admission per Department	member must	Intake Facility	Octor County	
Member Furnished with	complete	intako i domey		
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	<del></del>
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	<u> </u>
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	<u> </u>
Admission per Relative /	person	Facility		
Other 3rd Party's	consents to		(Department	
Observations and Willing to	Department		member providing	
Sign	transport		transport only)	
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Authenticated by: KC

David O. Brown Superintendent of Police

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