



SEARCH WARRANT COMMUNITY RESOURCES AND REFERRALS PILOT PROGRAM



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RESCINDS:			
INDEX CATEGORY:	Department Notice		
CALEA:			

I. PURPOSE

This notice:

- A. introduces the Search Warrant Community Resources and Referrals Pilot Program for providing support services to residents after the Chicago Police Department serves a residential search warrant.
- B. describes the City of Chicago Community Safety Coordination Center (CSCC).
- C. introduces the Search Warrant Resource and Service Information Notice form ([CPD-11.996](#))

II. POLICY

- A. All Department members will:
 - 1. treat all persons with the courtesy and dignity which is inherently due every person and will act, speak, and conduct themselves in a courteous, respectful, and professional manner.
 - 2. act in accordance with the Constitution of the United States of America, including the Fourth Amendment, and will comply with the law and Department policy.
 - 3. assist in providing additional assistance, resources, and special attention to potentially vulnerable persons (e.g., children, elderly, persons with disabilities, people with limited English proficiency, and interacting with individuals in crisis), consistent with the following Department directives:
 - a. "[Protection of Human Rights](#),"
 - b. "[People with Disabilities](#),"
 - c. "[Limited English Proficiency](#)," and
 - d. "[Recognizing and Responding to Individuals In Crisis](#)."
- B. All Department members participating in serving a search warrant will exercise caution and use tactics that protect and respect the rights of all individuals who are involved.
 - 1. Consistent with the Department directive titled "[De-escalation, Response to Resistance, and Use of Force](#)," Department members are required to use de-escalation techniques to prevent or reduce the need for force, unless doing so would place a person or a Department member in immediate risk of harm or de-escalation techniques would be clearly ineffective under the circumstances at the time.
 - 2. Department members are responsible for the safety and security of persons in their custody and are reminded that a subject will be searched and restrained in such a manner as to prevent escape and to provide for the safety of the public, the person in custody, and the Department members involved. Consistent with the above requirement, when determining the appropriateness of applying handcuffs or other physical restraints, Department members will:

- a. consider the totality of the circumstances, including, but not limited to, the nature of the incident and the subject's age, physical size, actions, and conduct, when known or objectively apparent to the member, and
 - b. assess whether such restraints are necessary to provide for the safety of the subject, the Department member, or others.
3. If forcible entry is required during the service of a search warrant, Department members will use only the amount necessary to gain entry, making every effort to leave the premises in the same condition as originally found.

III. SCOPE

- A. The Search Warrant Community Resources and Referrals Pilot Program will:
1. provide support services to residents after the Chicago Police Department (CPD) **serves a CPD-initiated residential search warrant.**
 2. **be implemented in all units of the Department serving a residential search warrant within the geographical boundaries of the City of Chicago.**
- B. The support services provided during the pilot program include:
1. securing and repairing any damage to the point of entry caused by the Department's service of the search warrant.
 2. providing trauma-informed counseling services to persons, other than the search warrant target, present at the residence at the time of the service of the search warrant.
- C. During the pilot program, the Department will work in conjunction with other City of Chicago agencies, including the Department of Buildings and the Community Safety Coordination Center (CSCC), to provide support services for all residential search warrants.
- D. The City of Chicago, through the Community Safety Coordination Center (CSCC), is committed to working with health care, social services, education, restorative justice, faith-based, business, and other community partners to break silos and implement a whole-of-city, community-driven approach to violence prevention and reduction. The CSCC:
1. was established in August 2021 to coordinate a comprehensive approach for addressing the root causes of community violence by implementing near- and long-term strategies to rebuild the physical environment, create a thriving economy, and support residents in addressing their individual and family needs.
 2. works in service to the community to implement a comprehensive approach to address the root causes of violence—trauma, lack of educational and job opportunities, and community blight—and to deliver efficient, rapid, and sustainable services to communities across City agencies and in conjunction with other stakeholders, such as:
 - a. Chicago Police Department
 - b. Faith-Based Organizations
 - c. Street Outreach Organizations
 - d. Community-Based Organizations
 - e. Mental Health Providers
 - f. Victim Services Organizations.

IV. PROCEDURES

- A. Department members will continue to follow the procedures outlined in the Department directive titled "[Search Warrants](#)" when serving a search warrant.

B. After the service of a residential search warrant and the scene is safe and secure, the search team supervisor will:

1. ensure a member of the search team promptly presents a copy of the Search Warrant (CCMC-1-220) to the person named in the warrant or, in that persons absence, the person in charge of the premises.
 - a. If no one is present at the site of the search, a copy of the Search Warrant (CCMC-1-220) will be left at the place from which articles are seized.
 - b. If no articles are seized, a copy of the Search Warrant (CCMC-1-220) will be left in a conspicuous location on the premises.
2. explain the service of the search warrant to the owner, resident, or other person responsible for the premises and inform them of the available support services offered via the Search Warrant Community Resources and Referrals Pilot Program.
3. identify any damage to the point of entry caused by the Department or other property damage concerns.

NOTE: Any property damage will be photographed and documented consistent with the Department directive titled "[Search Warrants](#)."

4. ensure the location is secured to reasonably restrict unlawful entry into the location before the search warrant team departs from the premises. If any damage to the point of entry has been caused by the Department and the point of entry cannot be reasonably secured, the search team supervisor will:
 - a. notify Crime Prevention and Information Center (CPIC) of the damage to the point of entry and request repair services.
 - b. designate members of the search team to secure the location of the damage to the point of entry until the repair services have arrived.
5. document any property damage, repair requests, securing of the location, or other services offered in the completed Post-Service or Returned Warrant Data record in the CLEAR system consistent with the Department directive titled "[Search Warrants](#)."
6. provide for the safety and well-being of members under their direct supervision, including utilizing the resources of the Professional Counseling Division and referrals to the Traumatic Incident Stress Management Program.
7. ensure persons present at the residence at the time of the service of the search warrant, other than the search warrant target, are provided with a Search Warrant Resource and Service Information Notice ([CPD-11.996](#)), which includes information on the available trauma-informed counseling services provided by the Crime Victim Services Section, OCP and the Community Safety Coordination Center (CSCC).
8. notify, via email, the Crime Victim Services Section, OCP, at community@chicagopolice.org of the service of the search warrant and the information on the impacted individuals (e.g., name, age, gender, contact information), by the end of the search team supervisor's tour of duty.
9. continue to utilize the City Claims Notification Program in accordance with the Department directive titled "[City Claims Notification Program](#)" when accidental property damage is caused by the Department while performing official business.

EXAMPLE: During the service of a search warrant, a Department member accidentally breaks a dresser drawer handle during the search for contraband as listed on the search warrant.

C. Crime Prevention and Information Center (CPIC) will:

1. contact the City of Chicago Department of Buildings' on-call representative to supply repair services to the search warrant location, when repair services are requested.
 2. provide updates on the repairs service response times to the search team supervisor to ensure the appropriate use of resources to secure the location of the damage to the point of entry.
 3. notify the Director, Office of Community Policing (OCP), to provide information on the request for repair services for search warrant locations, response times, and the completion of the repairs.
- D. The Crime Victim Services Section, OCP, will:
1. communicate with the Department of Buildings on the use of the on-call repair services.
 2. provide any available Department assistance or services to persons, other than the search warrant target, present at the residence at the time of the service of the search warrant
 3. communicate with CSCC on the trauma-informed counseling services provided.
- E. The Director, Office of Community Policing, will ensure:
1. documentation is kept to record information about the implementation of the pilot program, including but not limited to:
 - a. date, time, and location of where search warrants were served;
 - b. information on the impacted individuals (e.g., name, age, gender, contact information);
 - c. requests for repair services for the damage to the point of entry of a search warrant and any response times;
 - d. requests for trauma-informed counseling services.
 2. a post-service anonymous survey is sent to people impacted by the service of a search warrant to facilitate the identification of information related to the evaluation of the pilot program's effectiveness, including but not limited to:
 - a. the number of people in the residence receiving counseling services and whether the services are from the Crime Victim Services Section, OCP or the CSCC.
 - b. the amount of time that was taken to restore or fix any broken entry door or window through the pilot program.
 - c. overall satisfaction with the services provided through the Search Warrant Community Resources and Referrals Pilot Program

V. PROGRAM EVALUATION

The Executive Director, Office of Constitutional Policing and Reform, will ensure a quarterly review is conducted to evaluate the effectiveness of the Search Warrant Community Resources and Referrals Pilot Program and determine if the program should be expanded, modified, or discontinued.

Authenticated by MWK

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