

# DEPARTMENTAL GENERAL ORDER

CITY OF EVANSTON, ILLINOIS			POLICE MANUAL	
<b>Subject: Processing Prisoners</b>	<b>Number GO 10.1</b>	<b>Rev. June 26, 2013</b>	<b>Effective Date June 26, 2013</b>	<b>Page of 1 23</b>
<b>Index As: arrests, bond procedures, escapes, handcuffs, holding facility, juvenile detention, juvenile restraint, lock up report card, outside agency, positional asphyxia, prisoners, prisoner packets, prisoner processing, prisoner transportation, prisoner search, restraints, sally port, transporting prisoners, vehicle search</b>			<b>Prepared By Richard Eddington Chief of Police</b>	

**POLICY:** The Department will process prisoners professionally, demonstrating respect for their human dignity and honoring their rights under the law.

## I. PRISONER RESTRAINTS

### A. Restraint Policy

1. Officers may use lawful restraining devices according to Department policy whenever necessary and reasonably available to achieve lawful objectives, to prevent the escape of legally detained subjects, and to achieve the safety and security of in-custody prisoners, officers, and others in proximity of the restrained person.
2. When restraining prisoners and detainees, officers will follow Department policy, procedures, and training, including use-of-force policy, unless exceptional circumstances necessitate alternative means to maintain safety and security. See also GO 16.1 Use of Force and GO 10.8 Interview Room/Temporary Detention.
3. All exceptional applications of restraints will be documented in appropriate Departmental reports.
4. Only trained and authorized personnel may use restraining devices.
5. Remove restrained persons from public access and view as soon as possible.
6. Restraint of Arrestees
  - a. Probable cause for an arrest should exist prior to a person being handcuffed. Some exceptions may exist (see GO 7.2 Searches and Seizures).
  - b. All arrested persons shall be handcuffed after being taken into custody, except as otherwise provided by Department directives.
7. Release After Arrest
  - a. Even when probable cause exists prior to an arrest, the person arrested may be released without charges, based on exculpatory information. If a person is arrested, handcuffed, and subsequently

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released at the scene (e.g., felony stop), an incident or supplementary report will be completed. If a custodial arrest is made, an arrest report will also be completed prior to releasing the person from the station.

- b. If, after arrest, it becomes apparent that there is no evidence to hold the arrestee, the arrestee may be released, under the following conditions:
  1. The officer is satisfied that there are insufficient grounds for filing a criminal complaint against the person arrested.
  2. The decision shall be made by a supervisor.
  3. If the person is released, insure that the person is released at a safe location and is not otherwise placed at risk as a result of the incident. If necessary, provide transportation for the released person to a safe location.
- c. Handcuffs and other restraints shall be removed, and the subject released, as soon as it is determined the detained person will not be charged.

8. Officer Discretion

- a. In all applications of officer discretion when choosing to use or not use prisoner restraint devices and methods, every officer is required to act in a manner that is consistent and unbiased, and that protects all legal and constitutional rights. Decisions regarding the use of restraints and restraint methods shall be based solely on safety and security and the specific circumstances surrounding an incident, and shall never be based on race, color, ethnicity, national origin, social affiliation, gender, sexual preference, age, or any other group trait or characteristic.
- b. The use of handcuffs is limited to persons under arrest. However, the officer's responsibility for the safe custody and transportation of prisoners permits some discretion in the use of handcuffs and other prisoner restraints. The Department requires officers to observe their own safety and that of the people they transport by carefully restraining prisoners.
- c. Using reasonable care, officers may deviate from Department policy for using restraining devices under urgent, emergency, or exigent circumstances, or for investigative purposes, or to accommodate special needs. **ALL actions that deviate from or are not covered by Departmental policy will be documented and justified in Departmental reports.**

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- d. When persons in police custody are NOT restrained with handcuffs or other restraint devices, officers will provide extra vigilance and other extra precautionary measures to ensue the safety and security of prisoners, officers, and others. Additional criteria for the discretionary use of restraint devices are provided below.

**B. Restraint Procedures****1. Restraint Devices**

- a. Definition: A prisoner restraint device is any device issued by the Department to be used by officers to restrain and limit the movement of prisoners and detainees, which may include handcuffs, disposable plastic flexible cuffs, transport handcuff belt, ankle cuffs or leg irons, and other restraint devices.
- b. Officers will use Department-issued restraining devices to restrain prisoners and detainees, except in emergency situations where no reasonable alternative exists.
- c. Multiple restraining devices, such as handcuffs and leg irons, may be used in circumstances of high risk.
- d. If a detainee is to be secured to an immovable object, it will be designed and intended for such use, such as wall-mounted handcuff rings or rails. This method of detention should be used when no other suitable method is available to immobilize the prisoner (such as placement in a locked cell or interview room) or when necessary to maintain the safety and security of the prisoner and officers.
- e. Prisoners will not be secured with handcuffs or any other restraining devices to any non-fixed or movable object, such as a chair.
- f. Violent or escape-risk prisoners in field situations may dictate the use of ankle cuffs prior to transport to the police facility.
- g. A body belt may be used to handcuff a prisoner in front. The body belt will restrict the movement of the prisoner's arms and hands. Normally, this will be used when transporting prisoners considerable distances or to accommodate a physical condition of a prisoner.

**2. Handcuffs**

- a. Whenever possible, handcuffs will be applied to the wrists of the arrestee with the hands placed behind the back and the palms facing outward, except as otherwise provided by Department directives.

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- b. Apply handcuffs only as tightly as needed to restrain safely and securely the prisoner without causing injury. Whenever possible, activate the handcuff's double-locking device to prevent a prisoner from squeezing the handcuffs tighter, thus causing injury. Whenever possible, the officer applying the handcuffs will check the tightness of the handcuffs to determine they are tight enough to prevent removal by the prisoner and loose enough to prevent injury.
  - c. Multiple prisoners of the same sex may be handcuffed together if there is an insufficient supply of handcuffs available at the scene. Male prisoners will not be restrained to female prisoners, except in emergency situations where no reasonable alternative exists.
  - d. If two persons are handcuffed together, the right hand of one prisoner should be handcuffed to the right hand of the second prisoner (or left hand to left hand).
  - e. Flex-cuffs may be used in group or mass arrest situations or as a secondary restraining device.
3. Preventing Positional Asphyxia
  - a. Officers should exercise due care when restraining or placing restraint devices on prisoners to minimize the risk of positional asphyxia.
  - b. Positional asphyxia generally can occur when a prisoner is lying face down on his stomach and has trouble breathing when pressure is applied to his back restricting movement of the chest wall and diaphragm. Obesity, alcohol, or drug impairment of an arrestee can contribute to susceptibility to positional asphyxia.
  - c. Prisoners that are restrained/handcuffed in the facedown prone position should be removed from that position as soon as possible. Turn the prisoner on his side or place him in a seated position. If he continues to struggle, do not sit on his back. Hold his legs down and/or apply leg restraints. Do not attach handcuffs to a leg or ankle restraint. Do not lay the person on his stomach during transport. If necessary, request immediate medical attention.
4. Prohibitions
 

Four-point restraints (commonly referred to as "hog tie" restraints) are prohibited. A four-point restraint is defined as the hands and ankles bound together behind an individual's back.
5. Transporting Prisoners

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- a. Prisoners charged with a criminal offense will be restrained during transport, except as otherwise provided by Department directives.
- b. Individuals placed under arrest for an ordinance or minor traffic violation may be transported without handcuffs or other restraints at the officer's discretion. If the officer suspects that the prisoner poses a threat or is an escape risk, the prisoner shall be handcuffed.
- c. Prisoners under arrest will be restrained, using the most appropriate methods, whenever being transported from the Evanston Police Department to another facility.
- d. Prisoners in restraints during transport are at risk of injury from sudden stops, turns, or collisions. Persons in handcuffs or other restraint devices will be safely restrained with seatbelts or other occupant safety restraint devices in transport vehicles, unless unable to do so because of a physical disability, pregnancy, obesity, violent behavior, or other considerations. Document the reasons whenever seatbelts are not used with a prisoner.
- e. Prisoners shall not be handcuffed or attached in any way to any part of the transport vehicle (not including seatbelts or other occupant safety restraint devices), except in emergency situations where no reasonable alternative exists.
- f. The transporting officer may consider the comfort of the prisoner in balance with the need for safety and security when choosing the appropriate restraints for transporting a prisoner over a long distance or extended period of time. For example, a body belt, allowing a prisoner to be handcuffed in front of the body, may be used.

See also GO 10.1, Section II, Transporting Prisoners.

6. Juveniles

- a. Juveniles will be handcuffed at the officer's discretion depending on potential threat, escape risk, or other relevant factors. Consideration may be given to the juvenile's age, size, the offense, or other relevant considerations.
- b. Juvenile prisoners will not be restrained to adult prisoners, except in emergency situations where no reasonable alternative exists. An exception may be made with an adult that has a legal relationship with the minor.

7. Age and Medical Consideration

- a. Elderly, physically challenged, injured, physically or mentally ill, and physically or mentally disabled persons will be handcuffed or

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otherwise restrained at the officer's discretion. Consideration may be given to the person's age, physical limitations, and mental condition as they relate to the person's potential threat, escape risk, or other relevant factors when choosing restraint options, including handcuffing in front or not at all.

- b. A person who exhibits violent or erratic behavior that may be associated with a mental illness or disorder may be restrained if there is reason to believe the person may cause injury to himself or others.

See also GO 10.1, Section III., Special Transport Situations—Physically/Mentally Handicapped or Otherwise Incapacitated Prisoners, and GO 10.7 Prisoner Medical Care.

8. Removing Restraints

a. Holding Facility

- 1) Once handcuffs or other restraining devices have been applied to an arrestee, they will remain on the prisoner until the prisoner has entered the prisoner processing area and holding facility and the doors have been closed securely, except when removal is necessary to accommodate urgent medical or physical conditions or other exigent circumstances.
- 2) For safety and security, prisoner mobility should be restricted inside the processing area and Bureau of Identification by using the locked holding cell or wall-mounted handcuff rings or rails when prisoners are not being processed, especially when there are multiple prisoners. When multiple prisoners are present, all prisoners except one being processed should be so restricted.
- 3) Whenever possible, prisoners will remain handcuffed or otherwise restrained until the prisoner has been searched and the contents of all pockets have been removed.
- 4) After being searched, handcuffs and other restraint devices may be removed from a prisoner as soon as it becomes safe to do so.
- 5) Handcuffs and other restraints may be removed to process the arrestee if the officer(s) believe it is safe to do so.
- 6) Ordinarily, handcuffs and other restraints will be removed before placing a prisoner in a cell. A violent or uncooperative prisoner may be placed and locked in a cell

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in order to remove the cuffs by backing the prisoner to the cell bars. Prisoners will not remain in restraints inside a locked cell without justification, and the restraints will be removed as soon as possible. Justification for such actions will be documented.

b. Medical Facilities

- 1) Restraints will be removed at a medical facility only as necessary for medical examination or treatment. When possible, use leg restraints as an addition or alternative to handcuffs for restricting mobility during medical examinations and treatments.

## II. TRANSPORTING PRISONERS

- A. To transport a person in custody, a police vehicle specifically designed to transport prisoners will be used, e.g., squadrol or cage car. Door and window handles accessible to prisoners will be rendered inoperable.
  1. Prisoner transport vehicles will be examined for operational readiness at the start of every shift, by the officers assigned to operate them, to ensure the vehicle is free of weapons and contraband, mechanically safe and operational, free of damage or defect and properly equipped for use.
  2. Prisoner transport vehicles also will be examined prior to and immediately after any prisoner transport, or any other transport use, for property or contraband. An exception can be made when the transport vehicle driver has been in constant control of the vehicle since the last vehicle search. Constant control means the transport vehicle driver has been inside or in proximity to the transport vehicle between the pre-shift vehicle search or the last post-transport search and placing a prisoner or any other passenger in the vehicle. Even when constant control has been maintained, vehicles should be searched prior to and immediately after every transport use.
  3. The transport vehicle driver, or the driver's designee, is responsible for ensuring that all searches of vehicles used to transport prisoners are conducted.
- B. If a prisoner transportation vehicle is not available, any police vehicle may be used, providing two officers are used in the transport, one officer seated in the rear seat behind the driver, with the prisoner to this officer's right. A maximum of two prisoners, handcuffed to each other, may be transported in this fashion.
- C. The transport vehicle driver, or the driver's designee, is responsible for ensuring that prisoners are searched prior to being placed in a police vehicle.
- D. Transporting officers will advise the Communications Center of all prisoner transports.



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- E. If a prisoner is of the opposite sex from the officer(s) transporting that prisoner, the transporting officers will report to the Communications Center both beginning and ending mileage, and the points of origin and destination.
- F. Prisoner transports will be direct and without interruption, and for a specific purpose. Unless transported in the squadrol, prisoners will remain in constant view of the transporting officers.
  - 1. Transporting officers will not stop for meals, third-party communications, or other visitations.
  - 2. EXCEPTIONS
    - a. The transporting officers encounter a situation where another person may be at risk of death or great bodily harm if immediate assistance is not provided. However, the transporting officers must not ignore their responsibility to ensure the safety and security of their prisoner.
    - b. On occasion members may be assigned to a prisoner transport detail that, due to time and/or distance traveled, will require a meal en route. During such prisoner transports, random selections of eating establishments will be made by the transport officers so as not to establish any anticipated stops that could jeopardize officer safety or the security of the prisoner.

III. SPECIAL TRANSPORT SITUATIONS - PHYSICALLY/MENTALLY DISABLED OR OTHERWISE INCAPACITATED PRISONERS

- A. The transportation of persons with physical or mental disabilities or otherwise incapacitated prisoners will be conducted in a manner which most facilitates the Department's needs, ensures officer safety, and does not jeopardize the health or well-being of the prisoner.
- B. The use for prisoner transport of vehicles other than those of the Department, e.g., an ambulance, will be authorized by the on-duty field supervisor.
- C. If a prisoner's disability, either mental or physical, causes a question in the officer's mind as to the appropriateness of either the use of restraints or the vehicle used for transportation, the officer will contact the on-duty supervisor for further direction.
- D. Prisoner transport other than to court or to a hospital will not be conducted. Supervisors may authorize special transportation for investigative reasons. Any such transport will be done under strict controls.
- E. Arrestees who use wheelchairs will be transported by a Fire Department ambulance or the business or company currently contracted by the Department/City for such services. Arrestees who use wheelchairs will not be transported in police vehicles, unless no other options are available and a supervisor approves the action.



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**IV. SALLY PORT OPERATIONAL PROCEDURES**

A. The garage on the north side of the police station will function as follows:

1. The south bay will function as the sally port.
2. The north bay will be used to park the Community Policing Van and store evidence/impounded vehicles. The east half will be for the Community Policing Van and the west half for evidence/impounded vehicles.
3. The north bay's east overhead door can be manually opened by officers using their building keys in the wall-mounted key box located on the outside of the east overhead door.
4. Communications cannot open the two north bay overhead doors.
5. A gate divides the north bay into east and west sections.
6. The dividing gate will be secured with a lock when the west end of the bay is being used to store an evidence/impounded vehicle. The Deputy Chief of Investigative Services will maintain the key to the lock.
7. A non-climbable center fence separates the north and south bays. There is an access gate in the fence; this gate will be closed and locked at all times.
8. During emergency or mass arrest situations, the entire garage (both north and south bays) may be used as a sally port.

B. The sally port has the following equipment:

1. The sally port is monitored by video cameras.
2. The south bay's west and east overhead garage doors and the door from the sally port to the processing/holding facility are electronically controlled by the Communications Center.
3. Eight (8) gun boxes are available for officers to secure their weapons.
4. The sally port can accommodate three (3) sedans or the squadrol and a sedan or a large bus.

C. Door Numbering System

The sally port overhead doors and the holding area doors are numbered to facilitate communication between officers and communications center personnel. The sally port is the south bay of the garage and has drive through overhead doors on the west and east ends of the bay.

Door #1. The west sally port overhead door (used to enter the sally port)

Door #2. The door between the sally port and the intake area of the holding facility

Door #3. The door between the intake area of the holding facility and the north stairwell in the police station

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Door #4. The east sally port overhead door (used to exit the sally port)

- D. Prisoners will be brought into and removed from the station by way of the sally port.
1. The only exception is for prisoners posting bond, when no prisoner processing is required.
  2. Desk officers will direct outside agencies to the sally port entrance (south-bay west door) for prisoner pick-ups or drop-offs.
- E. Officers transporting prisoners to the station will:
1. Notify Communications by radio to open the west sally port overhead door (Door #1).
  2. Drive the transport vehicle in via the west overhead door and pull as far forward as possible. If the sally port is full, Communications will direct officers to move their vehicle from the sally port to make room for the waiting transport vehicle. At no time will a prisoner be walked into the sally port from a transport vehicle.
  3. Notify Communications to close the west overhead door (Door #1) once the transport vehicle is inside the sally port. Both overhead doors will be closed before prisoners are removed from the transport vehicle.
  4. Secure weapons in the gun boxes before removing the prisoners from the transport vehicle.
  5. Once the prisoners are removed from the transport vehicle, request Communications to open Door #2 from the sally port to the prisoner processing/holding facility.
  6. Once prisoner processing is complete, place the prisoners in cells and notify the Service Desk officer that prisoners are in the cells.
  7. Return to the sally port and retrieve weapons from the gun boxes.
  8. Notify Communications to open the east overhead sally port door (Door #4) and remove the transport vehicle from the sally port, exiting via the east overhead door. The officers exiting the sally port will remain parked outside the sally port until the overhead door is completely closed before leaving the area. The exiting officers are responsible for the security of the sally port until the doors are closed.
- F. Procedure for removing prisoners from the holding facility for transportation: Officers transporting prisoners to the station will:
- 1) Follow instructions E.1 through E.4 above.
  - 2) Follow procedures for removing prisoners from cells and the holding facility (see below).

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3) Follow instruction E. 8 above.

V. REMOVING PRISONERS FROM HOLDING FACILITY FOR TRANSPORTATION

A. Prisoners leaving the building under arrest will be removed through the prisoner intake area, then through the sally port. Follow sally port procedures.

B. Procedure for Removing Prisoners

1. Transport officers and one Service Desk member will proceed to the cells.
2. At the cells, the desk member will turn over to the transport officers any paperwork that is to be taken along.
3. One prisoner at a time will be removed from a cell. After removal, the prisoner's wristband will be checked against the paperwork assigned to the cell number, to assure the paperwork actually is the prisoner's paperwork.
4. The prisoner will be asked to check his/her property and sign for it on the property receipt. (If the prisoner refuses to sign, the transporting officer will note that on the form and have a supervisor initial it.)
5. The prisoner will be searched by the transport officer and then handcuffed. Prior to transportation, the on-duty desk member will search the prisoner.
6. When multiple prisoners are transported, a single line should be formed. Only prisoners of the same sex should be handcuffed together. Extra handcuffs and flex-cuffs are located at the Service Desk.
7. After all prisoners are secure, they will be placed in the transport vehicle.  
  
NOTE: When male and female prisoners are to be transported, two separate vehicles will be used.
8. Officers then will recover their weapons.

C. Prisoner Packet

When a prisoner is transported to the Circuit Court of Cook County for a bond hearing, the following documents **must** be assembled and sent with the arrestee in a large manila envelope, with the prisoner's name clearly printed on its face in large bold letters.

1. Criminal complaints **signed** by the complaining witness and **clerked** by a Service Desk Officer, or Detective Bureau supervisor.
2. Copy of departmental reports: arrest, incident, etc.
3. Arrest card. It must include an N.C.I.C. number, State Identification (SID) number, F.B.I. number, and complete information on the prisoner. A copy of the arrest card must be completed and attached to the outside of the prisoner Packet (envelope).

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4. Indicate a warrant check was done through N.C.I.C., L.E.A. D.S., and a local check.
5. A Criminal Record must accompany every printable offense and this check must be made via Live Scan fingerprints or, if Live Scan is down or running slow, by faxed fingerprints to the State Bureau of Identification in Joliet, IL.
6. Interpreter: If an interpreter is needed, this must be clearly noted on the arrest report.
7. Medical: If the prisoner has a medical problem, or is using medication, that information must be clearly noted on the lock-up report card. If treated at a hospital, attach all medical papers to the prisoner packet.
8. Risk Factors: If any risk factors exist with a prisoner, they must be noted on the Lock-up Report Card (yellow), and on the arrest report.
9. Bond: If bond has been set by a judge, the amount will be indicated on the arrest report, complaint, and Lock-Up Report Card.

VI. SECURITY HAZARD DETERMINED

- A. When a prisoner is a security hazard, and is to be transported to court for a bond hearing, the following notifications will be made by the Service Desk Officer preparing the prisoner transport:
  1. Print, in **bold** letters, on the prisoner's court packet, CAUTION: SECURITY HAZARD.
  2. Advise the transport officers of the security hazard and instruct the officers to relay the concern to the Sheriff's Deputies in the prisoner intake area of the court building.
  3. Advise the Court Services Liaison of the security hazard.
- B. The person acting as the Court Services Liaison will advise the judge who will be reviewing the prisoner's case, that the arrestee is considered a Security Hazard.
- C. Prior notification of a prisoner security hazard or risk will be given to any other agency to which a prisoner is being transferred, including advising transport officers and other appropriate persons.

VII. TRANSPORTATION TO COURT FACILITY

- A. On regularly scheduled court days, prisoners will be transported no earlier than 7:30 am, and no later than 11:30 am. Under extenuating circumstances, prisoners may be transported to the court facility after 11:30 am providing a telephone call has been made to a bond judge and the judge has given approval. Service Desk personnel will contact the Court Services Liaison via telephone prior to any prisoner transport for bond hearings.

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- B. Bond money and transfer listing(s) (sheets) **must** be sent to court daily (Monday-Friday).
- C. This procedure will be followed at the Cook County Sheriff's Police outer prisoner-receiving area:
1. The transport vehicle(s) will proceed to the receiving area, entering through the west driveway of the court facility. The receiving area is on the north side of the building, approximately half-way down the driveway ramp.
  2. The west docking door is posted as the receiving area for prisoners.
  3. An intercom system is located at the door. The transport officers will ring the bell. When requested to do so, they will announce the name of their department.
  4. The overhead door will be raised. The transport vehicle will drive in and proceed as far forward as possible. The overhead door then will be closed.
  5. All paperwork and prisoners will be removed from the transport vehicle.
  6. The prisoners will be directed to the door accessing inner-receiving, where they will be met by a Cook County deputy sheriff.
  7. The prisoners then will be received into the sheriff's custody and taken into their holding area.
  8. The transport officers will remove their weapons and place them into the sheriff's gun port.
  9. Transport officers will join their prisoners in the inner-receiving holding area.
  10. Any of the prisoners' property not taken by the sheriff will be returned to the Department and inventoried by the Service Desk member.
- D. Inner-Receiving Area
1. The deputy sheriff will re-inventory the prisoners' property.
  2. The transport officer will sign the property inventory.
  3. The transport officer will stand by while prisoners are searched by the deputy sheriff and handcuffs are removed from the prisoners.
  4. The handcuffs then will be returned to the transport officers.
  5. The transport officers will turn over any paperwork required, and obtain the receiving officer's signature on the department's lock-up record card for each prisoner delivered.
  6. The transport officers will depart the inner receiving area, retrieve their weapons, and leave the facility with their transport vehicle.

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**VIII. PRISONER ESCAPES DURING TRANSPORT**

- A. In the event a prisoner escapes, the transporting officers will notify the Communications Center, for immediate relay to the shift commander, and will provide the following information:
  - 1. Prisoner name
  - 2. Physical description and clothing
  - 3. Charges
  - 4. Location at the time of escape
  - 5. Direction of travel
- B. If the escape has occurred in another jurisdiction, the Communications Center will contact that jurisdiction to advise it of the situation.
- C. The transporting officers will begin a search of the area for the prisoner.
- D. On capture of the prisoner, or the shift commander's order to terminate further search, the transporting officers will return to the station and submit a memorandum to the Chief of Police, through the chain of command, detailing the events prior to, during, and after the escape occurred. This will be done after any other prisoners are secured.
- E. All police reports and memoranda will be completed and turned in prior to the transporting officers' release from duty.

**IX. PROCEDURES FOR HANDLING AND PROCESSING PRISONERS**

- A. Arrest Report
  - 1. An arrest report will be completed for each person arrested by the arresting officer.
  - 2. Each item of the Arrest Report will be completed.
  - 3. The Arrest Report will be legible, clear, and concise. It will contain all facts pertinent to the arrest.
- B. Persons in custody will be permitted to make a reasonable number of telephone calls. (Long distance will be collect.) A secure location will be used for these calls, e.g., interview room, prisoner-processing area.
- C. The arresting officer is responsible for the security and safety of the prisoner until such custody is turned over to the desk member. It is the arresting officer's responsibility to knowingly turn over custody to the desk member.
- D. If a person is to be held in the Department's lock-up, the following procedures will be followed by the arresting officer:

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1. Prisoner property will be placed in a clear property envelope (12" x 18") and recorded on a prisoner property-receipt form. The receipt will be signed by the prisoner after the personal property inventory has been completed. The arresting officer will initial the form (including a star number), under the prisoner's signature. If a prisoner has refused to verify their property, or is incapacitated and cannot verify it, this information will be noted on the receipt and verified by a supervisor. One copy of the receipt will be attached to the property envelope, and the original copy will be given to the prisoner (prior to his being placed in a cell). A notation of the location of a prisoner's automobile and keys will be noted on the property receipt.
2. Any item that might be used by the prisoner to inflict injury or to facilitate escape will be removed and inventoried on the Prisoner Property Receipt form, such as belts, shoe laces, sweatpants strings, and sweatshirt strings. Allowing the prisoner to remove the shoes from the cell is NOT an acceptable alternative: the laces must be removed.
3. Any contraband, e.g., narcotics, stolen property, weapons, etc., being held as evidence will be inventoried, tagged, and listed on a Property Inventory Report form. These items will be secured for the property custodian in accordance with departmental procedures regarding the inventory of evidence.
4. The arresting officer will remove any items from the prisoner's property that may conceivably be used as a weapon, such as razor blades, knives, sharp metal objects. These items will be placed in a separate envelope, labeled "Potentially Hazardous Items," and inventoried separately with the property custodian after completing a separate departmental Property Inventory Form marked "Prisoner Property Addendum." This procedure is designed to accommodate the Cook County Sheriff's Department in assuring both officer and prisoner safety in their detention facilities. Other than a coat, jacket, or similar outer garment, the County will not accept any prisoner property that does not fit into the prisoner property envelope. Additional property (such as shopping bags, excessive clothing, suitcases, and backpacks that the prisoner cannot wear on their person) also will be inventoried separately with the property custodian. Also, the County will not accept the following items: lighters, matches, corkscrews, bottle openers, blades of any kind, nail files, heavy chains, combs, hairbrushes, condoms, tobacco products, cosmetics or food; these items must go to the property custodian.
7. Money and Jewelry must be placed separate in two business size envelopes.
  - a. Money is to be placed inside the envelope.
  - b. The amount of money must be written on the front of the envelope



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and match the dollar amount placed on the property inventory sheet.

- c. The envelope is to be sealed and two signatures are required after sealing and tape must be placed over the Officers signature.
- d. Place the money envelope inside the property bag.
- e. Jewelry is to be placed in the envelope.
- f. A description of the jewelry must be written on the envelope as well as the property inventory sheet.
- g. The envelope is to be sealed and two signatures are required after sealing and tape must be placed over the Officers signature.
- h. Place the jewelry envelope in the property bag.

- 5. The prisoner's property will be turned over to the desk officer and secured in the locker designated for such storage in the holding facility. The property will be placed in the locker that corresponds with the prisoner's cell number.
- 6. The arresting officer will be responsible for affixing a prisoner identification bracelet to the prisoner's wrist. This will be done in situations where more than one arrest is taking place and/or the officer feels the arrested person is going to remain in the custody of the Department. The following information about the prisoner will be written in the appropriate designated sections on the bracelet: last name and first initial, race, sex, cell number.

**E. Lock-Up Report Card**

- 1. For each arrested person to be detained in the holding facility, a yellow Lock-Up Report Card will be completed by the arresting officer. (NUPDS will use green cards.) The arresting officer will be responsible for ensuring that the Lock-Up Report Card is completed prior to transferring prisoner custody over to Service Desk personnel, including verifying that all required signatures and information have been filled out. DO NOT write any remarks or information, other than required information, on the front of the card.
- 2. The entire reverse side of the card may be used as a "remarks" section to record specific information regarding the prisoner. Such remarks will include any special conditions or problems with the prisoner noted by either the arresting officer or service desk personnel. The reverse side of the card can also be used to record telephone numbers called, names of authorized visitors, or other pertinent information regarding the prisoner.
- 3. DO NOT write "Hold" or "No Phone Calls" or similar remarks anywhere on the Lock-Up Report Card. Place these remarks on a separate "HOLD"

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sheet. Lock-Up Report Cards indicating hold or no calls will be sent back to the officer for correction.

NOTE: Prisoners have a lawful right to communications, which cannot be denied. If necessary, such as for officer safety, an officer may write "Contact supervisor before allowing phone calls" on the HOLD sheet.

4. The on-duty desk member will review the lock-up cards upon receipt for completeness; if information is not entered, the card will be returned to the arresting officer.
5. The Service Desk supervisor will review all submitted Lock-Up Report Cards to assure compliance with General Orders. The Office of Professional Standards will do a monthly audit of Lock-Up Report Cards for compliance.
6. When the prisoner is released, the release will be recorded in the appropriate area.
7. Each meal will be recorded on the lock-up report.
8. When conducting prisoner transports to the Cook County Sheriff's Lock-up in Skokie or to other law enforcement agencies or institutions, prior to leaving the station prisoner-transportation officers will obtain the prisoner's Lock-Up Report Card from the Service Desk. On arrival at the sheriff's lock-up, or other agency/institution, the prisoner-transport officer will have intake personnel receiving the prisoner sign the Lock-Up Report Card on the line provided for this signature. The signed Lock-Up Report Card will be returned to the Service Desk once the prisoner transportation assignment has been completed.
9. Northwestern University Police Department officers removing their arrestees from the Evanston Police Department lock-up will sign the Lock-Up Report Card at the Service Desk prior to leaving the station with the prisoner. Other in-custody transfers of prisoners (those being held for pick-up by other agencies) will require that the Service Desk member releasing the prisoner obtain the signature of the official the prisoner is being turned over to.

**F. Prisoner Intake Procedures**

1. When processing a prisoner (photographs and fingerprints), the Service Desk member will perform such tasks in the B of I section of the intake area of the holding facility.
  - a. Once an arrestee arrives in the station, the arresting officer(s) will search the arrestee and inventory his/her property, and place an ID tag on the arrestee's wrist.

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- b. With the assistance of a service desk officer, the arrestee will be placed in a cell. At that time the arresting officer will turn over to the service desk officer, the arrestee's completed lock-up card.
  - c. The arrest report, including the formal charge(s) and the signed complaint(s) must be completed before the booking process can begin. If at the time of lock-up the formal charge(s) is not known, the arresting officer will go back and enter the information on the lock-up card once the charge(s) has been determined.
  - d. Once the arrest report and attendant materials have been reviewed and approved by a supervisor, the packet will be turned over to the Service Desk. At that time, the booking of the arrestee can begin.
  - e. At the time of booking, unless given the expressed consent of the service desk officer to the contrary, at least one police officer will stand-by with the service desk officer while a prisoner is being processed. If needed, the arresting officer will stand-by with the service desk officer during booking. If the arresting officer is not available, a field supervisor will assign an officer for this assist. When available, a service desk supervisor will stand-by during booking.
2. The Service Desk member will not remove the prisoner from the intake area unless the prisoner is being released on bond or there is an emergency requiring evacuation.

**X. JUVENILE DETENTION**

- A. No minor under 16 years of age may be confined in the holding facility.  
A 16-year-old minor may be kept in the holding facility, but must be separate from confined adults, and may not be kept in the same cell, area, or other room with confined adults.
- B. When a minor under 17 years is taken into custody, the Juvenile Bureau supervisor or designee will be notified. The supervisor will assign personnel to make a judgment as to the minor's detention or release.
- C. The Juvenile Bureau maintains a holding area for juveniles. This area has a camera monitor that is connected to the Juvenile Bureau. Juvenile Bureau personnel are responsible for monitoring the holding areas.

**XI. BOND PROCEDURES**

During the processing of prisoners, no department member will impede an arrestee's opportunity to make bail.

- A. Police authorization of "I" bonds:

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1. The Chief Judge has conferred upon police departments' command and supervisory staff the authority to issue individual recognizance bonds for certain offenses.
2. Police officials are authorized to issue "I" bonds with regard to all misdemeanors and other offenses that have preset-bail.  
(ROC - Rule of Court Bail: Traffic Offenses - Rule 526; Conservation Offenses - Rule 527; Ordinance Offenses, Petty Offenses, Business Offenses and Certain Misdemeanors - Rule 528.)
3. The authority to issue an "I" bond is completely discretionary on the part of the police official. Sound judgment should be used to determine if a person is a good risk.
4. Police officials should not issue "I" bonds if any of the following conditions exist:
  - a. Arrest upon warrant;
  - b. Bail set by a judge;
  - c. Felonies;
  - d. The accused recently has been convicted of a criminal offense;
  - e. The accused has been admitted to bail on one or more criminal charges, and the charge or charges are currently pending;
  - f. The accused was at the time of arrest in possession of a dangerous weapon;
  - g. The accused is on parole or probation;
  - h. There is an outstanding warrant, detainer, or bond forfeiture against the accused;
  - i. The accused is unable or unwilling to establish his/her identity, or to submit to being fingerprinted, as required by law; or
  - j. Detention is necessary to prevent imminent bodily harm to the accused or to another.
5. Persons under 17 years of age who cannot make bail may be released on individual bond (in the amount required by rule of court) if the authorities cannot, within a reasonable time, locate a parent or an adult in loco parentis (standing in the place of a parent) to execute the bond as surety.
6. When officers arrest persons for offenses as mentioned in X.A.2, and the persons arrested are unable to post the required bond, the officers will confer with the appropriate supervisor to determine the applicability of an "I" bond. The supervisor will determine whether the arrested persons are

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good risks, using the criteria stated on this order, e.g., is the offender likely to make the court appearance, a local resident, etc.

7. The authorizing police official will be identified with rank in the upper part of the individual bond form, in the blank provided for the name of the judge.

**B. Procedures when “I” Bond Are Not Appropriate**

1. When it is determined that a person is not a good risk, the supervisor in charge will instruct the arresting officer to contact the emergency judge for a bond setting. If the arresting officer is unable to make this direct contact, the supervisor in charge will request a Service Desk member to make the contact. If a prisoner is formally turned over to the Detention Facility and no bond has been set, the Service Desk member will contact the emergency judge, unless authorized by another member not to initiate. This authorization will be noted in remarks section of the lock-up card.
2. The judge assigned to the emergency call for court hours, weekends, and holidays must set bond on all felony cases. The on-duty judges can be reached at the emergency number, posted at the Service Desk, when the hour is reasonable, i.e., before midnight and after 8 a.m. Calls made during restricted hours should be of an emergency nature with supervisory approval.
3. The Rule of Court bonds will apply to misdemeanor and traffic offenses.
4. No prisoner will be held in lieu of bond over a weekend or holiday without a judge being contacted. Time and date of contact should be noted on the arrest report, and on the Lock-Up Report Card.
5. Service Desk personnel will be responsible for the bonding process for persons in custody.
6. The Court Liaison Officer will attend bond hearings, and will document the results of the hearing. Arresting officers will not attend bond hearings unless specifically instructed to do so by the Court Liaison Officer or a supervisor.
7. No officer will make any recommendation for the purpose of getting a person admitted to bail, except as approved by the division Deputy Chief or his designee. All such recommendations will be with the full knowledge of the supervising assistant state’s attorney of the 2<sup>nd</sup> District and the judge on duty at the time.
8. Non-Jailable Offenses

When a person is arrested solely on a non-jailable violation the person is required to post the bond according to the Bond Schedule. If the person is financially unable to post the bond, the person must be given an “I” Bond.

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The only exception to this is when the accused is unable or unwilling to establish his/her identity or submit to being fingerprinted as required by law, or is uncooperative in the booking process, e.g., refuses to sign "I" Bond. However, if the person arrested on a non-jailable offense is already on a bond status, the member may contact the felony review states attorney requesting a petition to violate bond.

C. Prisoner's Bonding-Out or Awaiting Bond

A prisoner who is ready to bond out or awaiting bond will remain locked in the cell he/she was placed in when first brought into the station for processing. Once a member of the Service Desk is available, the prisoner will be brought to the Service Desk and the bonding process will be completed.

No arrestee in custody and awaiting bond will be allowed to wait at the Service Desk.

NOTE: This procedure applies only to arrestees being held in custody. Persons brought directly to the Service Desk for bond, e.g., traffic violators, will continue to be bonded-out at the Service Desk.

**EXCEPTIONS:** Juvenile custodial arrests, quasi-criminal city ordinance violation arrests (other than felony or misdemeanor), or instances of the shift commander or the supervisor of the affected section authorizing the arrestee to wait at the Service Desk for bond.

If a custodial arrestee allowed to wait at the Service Desk does not make bond after a reasonable length of time, the Service Desk member will advise the authorizing supervisor, if on-duty, or the on-duty shift commander. Unless otherwise ordered by the supervisor or by the shift commander, the arrestee will be placed in the cellblock. It is the responsibility of the arresting officer to complete all the paperwork and inventory reports.

D. Filing of Bond Receipt Forms

The Department copy of completed Bond-Receipt forms will be maintained at the Service Desk until boxed and placed into Records Storage by the Service Desk supervisor.

XII. PRISONER ARRAIGNMENT

A person who is in custody and cannot make bond will be taken before a judge for a hearing at the earliest possible time. Field Operations will provide the transportation.

XIII. GUN LOCKERS

Officers are prohibited from entering the holding facility with firearms. Gun lockers have been positioned both inside the sally port and, in the first floor corridor, near the doors to the respective cellblocks.

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The Service Desk will not accept weapons from officers preparing to enter the cellblock, unless all gun lockers are full.

**XIV. RELEASE OF PRISONERS****A. Prisoner Identification Prior to Release**

1. When a person is taken into custody and housed in the detention cells of the Department, that person's identity will be obtained by one or more of the following means:
  - a. Picture ID card
  - b. Fingerprint check
  - c. Criminal history check
  - d. Matching physical description with that of arrestee, or
  - e. Identification by another person, e.g., police officer
2. No person will be released from the custody of the Department before being positively identified. Exceptions can be made only with the approval of a division Deputy Chief or the Chief of Police.

**B. Return of Property**

1. On the release of a prisoner, the following will be done:
  - a. The property will be compared with the inventory list.
  - b. If property is in order, the prisoner will sign the Prisoner Property Receipt form. The member releasing the prisoner will initial the form (including star number) under the prisoner's signature.
  - c. If the prisoner refuses to sign, it will be noted on the form and initialed by the desk personnel. A supervisor will also be called to initial the refusal.
2. Property Retained  
Any property retained will be noted on the receipt.
3. Prisoner Transfer
  - a. If the prisoner is transferred to another agency, the transporting officers will sign for the prisoner's property, or:
  - b. At the request of the transporting officer, the prisoner will be given his/her property back. (Procedure outlined above will be followed.)
  - c. Any property not accepted by the transfer agency will be inventoried by the Service Desk member.
4. Receipt



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- a. The prisoner will be given a copy of the property receipt.
- b. The Department copy of the property receipt will be forwarded to the Records Bureau.

**XV. RECEIVING DETAINEES FROM OUTSIDE AGENCY**

- A. Prior to accepting a detainee from an outside agency, the member will make a positive identification of this person.
- B. The member also will make a positive identification of the person presenting the detainee including verification of the person's authority to make the commitment.