Chicago Police Department

Special Order S04-16

INVESTIGATIVE ALERTS

ISSUE DATE:	05 March 2001	**EFFECTIVE DATE:**	06 March 2001
RESCINDS:	G01-02		
INDEX CATEGORY:	Preliminary Investigations		

I. PURPOSE

This directive

A. discontinues the use of the term "stop order" and replaces it with the term "**investigative alert**."

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application System** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of the availability of investigative alert data via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application System.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item II-F of this directive) whenever a name check is run on an individual who has an investigative alert on file.

E. The unit investigative alert file will be audited in accordance with Item III-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

F. The following data is required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. IR number
4. Physical description (sex, height, DOB, etc.)
5. Last known address
6. Justification for the investigative alert request
7. Requesting member's information (name, star number, unit, etc.)

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Smith, Christopher 14C 7718 FCRL 000259

8. RD number, in all instances that one has been issued.

III. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.
2. a copy of the subject's most recent photograph, if available, is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.
3. a current list of investigative alerts requested by the unit is maintained.
4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This will include requesting that area Special Victims Section personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

   NOTE: Members will follow the procedures outlined in the Department directive entitled "**Processing of Juveniles and Minors Under Department Control**" when processing or interrogating juveniles.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an investigative alert.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.
7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.
8. the Help Desk is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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IV. PROCESSING INVESTIGATIVE ALERTS AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert / Probable Cause to Arrest** on file will:

   a. take the subject into custody if not already in custody.

   b. process the arrestee in accordance with the procedures outlined in the Department directive entitled "**Processing Persons Under Department Control**." Indicate on the Arrest Report (CPD-11.420) that the arrestee is the subject of an Investigative Alert / Probable Cause to Arrest.

   c. notify the desk sergeant of the incident.

   d. notify the requesting BIS member's unit that the subject is in custody and indicate on the Arrest Report the name and star number of the investigating member notified.

   NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert / No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.** Officers will:

   a. inform the individual that a BIS investigative member seeks to interview the individual about a specific police matter and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

   b. if the individual consents, the officer will assist the individual to the district station, and:

      (1) notify the desk sergeant of the incident.

      (2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

      (3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

      (4) forward a copy of the Information Report to the requesting BIS member's unit.

      (5) forward the original Information Report to the Office of the Assistant Superintendent, Operations.

   c. if the individual will not voluntarily accompany the officer(s) to the district station:

      (1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

      NOTE: **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.**

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(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the BIS requesting member's unit.

(5) forward the original Information Report to the Office of the Assistant Superintendent, Operations.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert / No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting BIS member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert / No Probable Cause to Arrest.

(2) document the Investigative Alert / No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the Department directive entitled "**Processing Persons Under Department Control**."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

d. ensure that either the warrant information or the basis for probable cause has been articulated on the arrest report as soon as that information is available and prior to the arrestee being sent to court.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before an arrestee is let to bail.

NOTE: Whenever the detention of a person in Department custody would result in the subject being held more than **48 hours** from the time of arrest **and** the subject was arrested without a warrant **and** the approval of charges has not occurred, the subject must be **either** released without charging **or** sent before the appropriate court for a determination of probable cause. Members will refer to the Department directive entitled "**Processing Persons Under Department Control**" for further guidance.

2. the requesting BIS member's unit is notified.

3. the requesting BIS unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant in an electronic home monitoring detention program.

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5. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert / No Probable Cause to Arrest).
2. conduct follow-up investigations relative to information received from investigative alert Information Reports.
3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.
2. include any additional information and all known aliases.
3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.
4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided the Detective Division.

Terry G. Hillard
Superintendent of Police

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TASK RECORD
RESEARCH & DEVELOPMENT DIVISION

ANALYST ASSIGNED	DATE ASSIGNED	TASK NO.
Zoila Mullings	2 Oct. 00	00-113

TITLE: ~~CHRIS STOP ORDERS~~ Investigative Orders

ORIGINATED BY/FROM: Lt. Buslik

TASK DESCRIPTION

Revise General Order 89-9 entitled "Stop Orders" to implement the new CHRIS Stop Order system which was developed by the CHRIS group.

INITIAL APPROACH/ METHODOLOGY

Work with Cathy Kolb the Data Systems Project Manager, the Bureau of Investigative Services, and Research and Development Division supervisors to revise directive.

ANALYST'S SIGNATURE	STAR/EMPL. NO.	DATE	APPROVED BY - SUPERVISOR
[signature]	5231	2 Oct 00	[signature]

ANALYST'S PROGRESS NOTES

DATE	ACTION TAKEN / NOTES	DATE	ACTION TAKEN / NOTES
2 Oct 00	Retrieved pertinent General Orders including G.O. 89-9	15-19 Jan 01	Made command staff changes.
5 Oct 00	met with Mr. Hickey, Joe Peppy, and Director Piper regarding setting up meeting.	23 Jan 01	meeting w/ Dep. Sup M&A, DATA Systems, ~~Dept~~ ODAY of the Assistant to the Sup's office to change term stop order to Investigative Alerts.
23 Oct 00	meeting w/ Records Division Adj DATA Systems, Field Inquiry AND BIS		
30 Oct 00	Sent correspondence to General Counsel/ legal Affairs requesting legal opinion.		
2 Nov 00	Meeting w/ Legal Affairs, BIS, Records Division and DATA Systems.	8 Feb 01	received G.O. returned from Sup. office w/changes from Com. Counsel
13 Nov 00	Meeting w/ BIS, Legal, Records and Patrol and Data Systems.	8 Feb 01	More changes from legal
1 Dec 00	meeting w/ CPD and the Cook County Electronic Monitoring Program Director	21 Feb 01	Changes from Dep. Rodney Investigations
	Floor staff Directive.	28 Feb 01	Sup. Signed - final approval
	Made suggested changes From Floor staff	06 Mar 01	G.O. Published and distributed to Districts
27 Dec 00	Command staff Directive.		☐ CONTINUED ON REVERSE SIDE

CLOSING SUMMARY

This directive was published as General Order 01-02 entitled "Investigative Alerts." It was issued on 5 March 2001 to be effective on 6 March 2001. I ask that this task be closed.

SIGNATURE - ANALYST	STAR/EMPL. NO.	DATE	DATE ASSIGNED	DATE COMPLETED	TOTAL ELAPSED TIME (WEEKS)
[signature]	14517		02 Oct 00	27 Aug 04	

APPROVED BY - SUPERVISOR	STAR/EMPL. NO.	DATE	APPROVED BY	STAR/EMPL. NO.	DATE
[signature]	1454	27 Aug 04	[signature]	[illegible]	[illegible]

CPD-15.104 (REV. 2/91)

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GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
	5 March 2001	6 March 2001	01-02

SUBJECT	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Processing of Juveniles and Minors Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the term "stop order" and replaces it with the term **"investigative alert."**

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application System** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of the availability of investigative alert data via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. DEFINITIONS

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

B. Investigative Alert

An investigative alert is a notice entered into CHRIS identifying a specific individual that a particular BIS investigative unit is attempting to locate. Investigative alert information is available via CHRIS and the Hot Desk computer system. There are two categories of investigative alerts, **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest.**

1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. However, an arrest warrant for that individual has not been issued, and **there is no probable cause to arrest that person on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application System.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item III-F of this order) whenever a name check is run on an individual who has an investigative alert on file.

E. Investigative alerts will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data is required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number
4. Physical description (sex, height, DOB, etc.)
5. Last known address
6. Justification for the investigative alert request
7. Requesting member's information (name, star number, unit, etc.)
8. R.D. number, in all instances that one has been issued.

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IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

2. a copy of the subject's most recent photograph, if available, is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This will include requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

   NOTE: Members will follow the procedures outlined in the General Order entitled "Processing of Juveniles and Minors Under Department Control" when processing or interrogating juveniles.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an investigative alert.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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V. PROCESSING INVESTIGATIVE ALERTS AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

a. take the subject into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the Arrest Report (CPD-11.420) that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

c. notify the desk sergeant of the incident.

d. notify the requesting BIS member's unit that the subject is in custody and indicate on the Arrest Report the name and star number of the investigating member notified.

NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED**. Officers will:

a. inform the individual that a BIS investigative member seeks to interview the individual about a specific police matter and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

b. if the individual consents, the officer will assist the individual to the district station, and:

(1) notify the desk sergeant of the incident.

(2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

(3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

(4) forward a copy of the Information Report to the requesting BIS member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

c. if the individual will not voluntarily accompany the officer(s) to the district station:

(1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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NOTE: IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.

(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the BIS requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting BIS member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

d. ensure that either the warrant information or the basis for probable cause has been articulated on the arrest report as soon as that information is available and prior to the arrestee being sent to court.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: **The wanted person may be held for a "Reasonable Period of Time" from the time of the initial arrest.**

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2. the requesting BIS member's unit is notified.

3. the requesting BIS unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant in an electronic home monitoring detention program.

5. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert/No Probable Cause to Arrest).

2. conduct follow-up investigations relative to information received from "investigative alert" Information Reports.

3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.

2. include any additional information and all known aliases.

3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.

4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided the Detective Division.

Superintendent of Police

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ANNOUNCEMENTS FOR THE DAILY BU — TIN

CHICAGO POLICE DEPARTMENT

INSTRUCTIONS: Prepare original only
Forward to Special Activities Section, Neighborhood Relations Division

DATE: 1 March 2001

This form is to be used for submitting material for the Daily Bulletin. The material must be approved by the commanding officer of exempt rank of the originating unit prior to forwarding it, for approval, to the Commander, Neighborhood Relations Division. If accepted, the Commander, Neighborhood Relations Division, will submit it to the Daily Bulletin Editor; if rejected, the Commander will inform the originating unit.

CHECK TYPE OF NOTICE/ANNOUNCEMENT TO BE INSERTED

- [X] ARE YOU AWARE
- [ ] FIELD OFFICERS
- [ ] CHAPLAINS CORNER
- [ ] CHANGE OF PAX/BELL NO.
- [ ] OTHER - Describe:
- [ ] SPORTS EVENT (DEPT. WIDE)
- [ ] SALUTES (COMPLIMENTS)
- [ ] EMPLOYEE BENEFIT
- [ ] ACKNOWLEDGEMENT
- [ ] MEETING NOTIFICATION
- [ ] SPECIAL EVENT
- [ ] SPECIAL NOTICE
- [ ] TV/RADIO PROGRAM OF SPECIAL INTEREST

COPY TO BE INSERTED

Effective 6 March 2001 the term "stop order" is discontinued and is replaced by the term "**investigative alert.**" General Order 01-02, entitled "**INVESTIGATIVE ALERTS**," outlines the two categories of investigative alerts, **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest.** All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Investigative alerts are effective immediately upon supervisors' approval and are available to Department members via CHRIS and Hot Desk name checks. Investigative alert information is displayed whenever a name check is run on an individual who has an investigative alert on file.

MATERIAL SUBMITTED FOR PUBLICATION IN THE DAILY BULLETIN WILL ONLY BE UTILIZED ON A "SPACE AVAILABLE" BASIS.

TO BE INSERTED STATING (DATE) 6 March 2001	SUBMITTER P.O. Mullins	UNIT NO. 127
APPROVED FOR SUBMISSION	SIGNATURE - COMMANDING OFFICER, EXEMPT RANK	
APPROVED FOR INSERTION	SIGNATURE - COMMANDER, NEIGHBORHOOD RELATIONS DIVISION	
SUBMITTED TO DAILY BULLETIN EDITOR BY NEIGHBORHOOD RELATIONS DIVISION	DATE	

CPD-11.463 (REV. 2/91)

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
	5 March 2001	6 March 2001	01-02

SUBJECT	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

RELATED DIRECTIVES

General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Processing of Juveniles and Minors Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

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B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

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E. informs members of the availability of investigative alert data via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

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NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

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1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. However, an arrest warrant for that individual has not been issued, and **there is no probable cause to arrest that person on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application System.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item III-F of this order) whenever a name check is run on an individual who has an investigative alert on file.

E. Investigative alerts will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data is required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number
4. Physical description (sex, height, DOB, etc.)
5. Last known address
6. Justification for the investigative alert request
7. Requesting member's information (name, star number, unit, etc.)
8. R.D. number, in all instances that one has been issued.

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1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** indicates that an individual is wanted in a criminal investigation where an arrest warrant has not been issued, but an investigative alert is on file and probable cause to arrest exists.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** indicates that BIS investigative personnel seek to interview an individual about a specific crime. An arrest warrant for the individual has not been issued but an investigative alert is on file. However, **there is no probable cause to arrest on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 48 hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

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E. Each investigative alert will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data are required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number/FBI number/SID number (one of the three must be entered)
4. R.D. number (optional)
5. Physical description (sex, height, DOB, etc.)
6. Last known address
7. Justification for the investigative alert request
8. Requesting member's information (name, star number, unit, etc.).

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IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert which will enable any member of the investigating unit the ability to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

2. a copy of the subject's most recent photograph is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This includes requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an existing investigative alert in CHRIS.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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V. PROCESSING INVESTIGATIVE ALERT AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

   a. take the subject into custody if not already in custody.

   b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the arrest report that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

   c. notify the desk sergeant of the incident.

   d. notify the requesting member's unit that the subject is in custody and indicate on the arrest report the name and star number of the investigating member notified.

      NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert Order/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.** Officers will:

   a. inform the individual that a BIS investigative member seeks to interview the individual about a specific crime and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

   b. if the individual consents, the officer will assist the individual to the district station, and:

      (1) notify the desk sergeant of the incident.

      (2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

      (3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

      (4) forward a copy of the Information Report to the requesting member's unit.

      (5) forward the original Information Report to the Office of the First Deputy Superintendent.

   c. if the individual will not voluntarily accompany the officer(s) to the district station:

      (1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS. CAPS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document Investigative Alert/No Probable Cause to Arrest, and the name and star number of the investigating member notified on the arrest report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: THE ARRESTEE MAY BE HELD FOR A REASONABLE PERIOD OF TIME FROM THE TIME OF THE INITIAL ARREST. CAPS.

2. the requesting member's unit is notified.

3. the requesting unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant of an electronic home monitoring detention program.

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5. an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of **24 hours**.

6. the on-duty Assistant Deputy Superintendent assigned to Operations Command and an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of:

   a. **36 hours**
   b. **48 hours**
   c. **60 hours.**

7. in no instances will an individual remain in custody for a period longer than **72 hours** without appearing before a judge.

8. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert/No Probable Cause to Arrest).

2. conduct follow-up investigations relative to information received from "investigative alert" Information Reports.

3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.

2. include any additional information and all known aliases.

3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.

4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided the Detective Division.

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Superintendent of Police

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GENERAL ORDER

DATE OF ISSUE	res FECTIVE DATE	NO.
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SUBJECT	DISTRI-BUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

ANALYST: Mullings

REVIEWER: Vince

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RELATED DIRECTIVES

General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the term "stop orders" and replaces it with the term **"Investigative Alert."**

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application system** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of investigative alert data availability via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. DEFINITIONS

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a class "X" felony.

B. Investigative Alert

An investigative alert is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigative unit be notified if the individual is located or arrested. Investigative alert information is available via CHRIS and the Hot Desk computer system. There are two categories of investigative alert, **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest**.

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IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert which will enable any member of the investigating unit the ability to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

2. a copy of the subject's most recent photograph is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This includes requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an existing investigative alert in CHRIS.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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V. PROCESSING INVESTIGATIVE ALERT AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

   a. take the subject into custody if not already in custody.

   b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the arrest report that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

   c. notify the desk sergeant of the incident.

   d. notify the requesting member's unit that the subject is in custody and indicate on the arrest report the name and star number of the investigating member notified.

      NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert Order/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.** Officers will:

   a. inform the individual that a BIS investigative member seeks to interview the individual about a specific crime and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

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      (1) notify the desk sergeant of the incident.

      (2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

      (3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

      (4) forward a copy of the Information Report to the requesting member's unit.

      (5) forward the original Information Report to the Office of the First Deputy Superintendent.

   c. if the individual will not voluntarily accompany the officer(s) to the district station:

      (1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

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d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document Investigative Alert/No Probable Cause to Arrest, and the name and star number of the investigating member notified on the arrest report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: THE ARRESTEE MAY BE HELD FOR A <u>REASONABLE PERIOD OF TIME</u> FROM THE TIME OF THE INITIAL ARREST.

2. the requesting member's unit is notified.

3. the requesting unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant of an electronic home monitoring detention program.

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5. an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of **24 hours**.

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00-113 ZMM

Superintendent of Police

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GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.

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REVIEW IMMEDIATELY
ANALYST: Mullins
REVIEWER:
OK
SEE COPY

SUBJECT	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

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1. Investigative Alert/Probable Cause to Arrest

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Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 48 hours after entry into the LEADS or NCIC computer system.

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F. The following data are required to request an investigative alert:

1. Offense code
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IV. RESPONSIBILITIES

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V. PROCESSING INVESTIGATIVE ALERT AND TEMPORARY WANTS

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c. notify the desk sergeant of the incident.

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(1) notify the desk sergeant of the incident.

(2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

(3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

c. if the individual will not voluntarily accompany the officer(s) to the district station:

(1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document Investigative Alert/No Probable Cause to Arrest, and the name and star number of the investigating member notified on the arrest report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: THE ARRESTEE MAY BE HELD FOR A <u>REASONABLE PERIOD OF TIME</u> FROM THE TIME OF THE INITIAL ARREST.

2. the requesting member's unit is notified.

3. the requesting unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant of an electronic home monitoring detention program.

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5. an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of **24 hours**.

6. the on-duty Assistant Deputy Superintendent assigned to Operations Command and an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of:

   a. **36 hours**
   b. **48 hours**
   c. **60 hours**

7. in no instances will an individual remain in custody for a period longer than **72 hours** without appearing before a judge.

8. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert/No Probable Cause to Arrest).

2. conduct follow-up investigations relative to information received from "investigative alert" Information Reports.

3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.

2. include any additional information and all known aliases.

3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.

4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided by the Detective Division.

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BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

23 March 2001

To: Barbara B. McDonald
Deputy Superintendent
Bureau of Administration Services

From: Zoila Mullings
Analyst
Research and Development Division

Subject: SUMMARY OF RESPONSES

Reference: TASK 00-113, INVESTIGATIVE ALERTS

Attachments: Draft of proposed directives reviewed by Department Command Personnel.

The attached proposed directive was command staffed, on 22 December 2000, to command staff personnel. The return date was 12 January 2001. Thirty-nine were received.

25 -concurred
11 - concurred with comments
2 - non-concurred
38 -Total

CONCURRENCES WITH COMMENT:

Richard Kobel, Commander, Area 4

Comment: II. A. NOTE: Homicide is not a crime. Murder is not a Class X crime. Murder is a class unto itself. Should read . . . when the charge is murder or a Class X felony . . . (reference 730ILCS5/5-5-1).

Response: The NOTE was change and now reads:

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases . . .

Comment: III. E. Stop orders automatically expire six months from the date of entry. Stop orders should never expire. They should be canceled by the person or unit that requested the stop. Only the person assigned to the case can determine if extended limitations exist in a case. According to 720 ILCS5/3-7 there are periods of time that are excluded from limitations (the defendant is not usually and publicly resident within this state). Detective Division sergeants already spend the better part of their tour in the CHRIS system. If they had to review hundreds of stop orders every six months they will never be able to assist in investigations.

Response: Upon conferring with Deputy Chief Hoke it was decided that investigative alerts would expire every six months. However, arrangement would be worked out with Data Systems to make this process easier and less time consuming.

Walter A. Green, Commander, Area 2

Comment: The system will expedite the placing of stop orders, however, in Section III F. the order states that all stop orders will expire after six (6) months from the date of entry. The six month expiration date is not practical. Presently, Area Two has approximately 400 stop orders in place. The re-entry of that number of stop orders would be difficult to process on a time span that short. Perhaps the stop orders could be flagged using the statute of limitations (misdemeanor-18 months, felonies-36 months). Homicide stop orders should remain in effect until canceled by a Detective. A list could be compiled by the Identification Section when the time limitations reach those standards and the individual units could be notified to complete the update or cancellation.

Response: Upon conferring with Deputy Chief Hoke it was decided that investigative alerts would expire every six months. However, arrangement would be worked out with Data Systems to make this process easier and less time consuming.

Gary W. Schenkel, Assistant Deputy Superintendent, Education and Training Division

Comment: Duties and responsibilities of the desk sergeant should be delineated.

Response: The watch commander's responsibilities includes ensuring that the subject of an investigative alert arrest is not let to bail prior to the investigation of the investigative alert, the pertinent units are notified, and the requesting BIS unit responds to the notification in a timely manner. The desk sergeant's responsibility is basically to ensure that the watch commander is aware of the investigative alert arrest. For the above reasons we did not see the necessity to include a section delineating desk sergeants responsibilities.

Comment: Is an Information Report to be completed in addition to any other case reports required when subject is arrested and name check reveals "Stop Order/No Probable Cause to Arrest?"

Response: Item V-A-2-d was added and reads:

if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting BIS member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating

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member notified on the Arrest Report.

Harvey Radney, Deputy Superintendent, Investigative Services Administration

Comment: RE: V-A-2 When an officer runs a name check and discovers that a subject has a "Stop Order/No probable cause to arrest" he should be directed to request the subject accompany him into the station and the requesting member's unit should be notified. This is not a detention as the subject is voluntarily accompanying the officer. To notify the requesting member's unit that the subject "was" located, past tense, would not appear to be of much help. Persons who are wanted by the police for questioning are often eager to learn the reason they are wanted and wish to resolve the matter. It should not be assumed that such persons are avoiding the police, they may not know they are wanted.

Response: Items V-A-2-a and V-A-2-b were added and now reads:

Officers who run name checks on individuals who have an Investigative Alert/No Probable Cause to Arrest will:

(1) inform the individual that a BIS investigating member seeks to interview the individual about a specific police matter and request that the subject voluntarily accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

(2) if the individual consents, the officer will assist the individual to the district station, and: ...

Irene E. Jones, Commander, Area 3

Comment: Stop Orders should NOT expire six months from date of entry. Even with notification, issuing detective could be on furlough, medical etc. Arson has no statue of limitations. An audit listing should be sent to the issuing unit every six months and a supervisor who audits the files would determine whether deletion is necessary and return the form with that direction.

Response: Upon conferring with Deputy Chief Hoke it was decided that investigative alerts would expire every six months. However, arrangement would be worked out with Data Systems to make this process easier and less time consuming.

Comment: Rd number should not be optional. If detective is not available, assigned detective may have difficulty locating case file.

Response: Item IV-A indicates that a unit investigative alert file is to be maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available.

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Dalia A. Padgurskis, Lieutenant, Area 1 Youth Investigations Group

Comment: I feel that the definition provided for **Criminal Warrants** needs improvement. The warrant is not a "formal criminal charge issued by a judge." A criminal warrant is a writ issued by a judge which authorizes the arrest of an identified individual for a specific crime which probable cause to arrest has been established. "Probable cause for arrest is the fact that the person committed a crime for which a criminal warrant was issued" is an incorrect statement. Only the trial determines that the person *has* committed the crime. Probable cause is based on a likelihood that the offender has committed the crime but this fact must still be proven in court.

Response: The definition was changed and now reads:

An arrest/criminal warrant is a court order commanding a peace officer or some other specifically named person to arrest a person. Warrant information . . . Probable cause for arrest is the knowledge of the warrant. Members will follow . . .

NONCONCURRENCES WITH COMMENT:

Jeanne Clark, Deputy Superintendent, Staff Services Administration

Comment: A warrant is not a criminal charge and Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued is not a true statement. Also, the department enters misdemeanor arrest warrants into LEADS if the wanted person is identified by IR number.

Response: This section was revised and now reads:

(3) Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

Comment: Can we enter stop order info into the HOT Desk system? Is the

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system capable of accepting stop order info.

Response: Data Systems has written a computer program where investigative alerts when entered into CHRIS will simultaneously be written into the Hot Desk system. This information is immediately available to officers who run name checks on individuals who have investigative alerts on file.

Comment: Item II-C needs to be rewritten.

Response: This item was rewritten and now reads:

Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer system prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer.

Comment: Is this a Department Form? If not how is a Temporary Want request accomplished?

Response: This is not a Department form. This is an entry that can only be made into the LEADS and NCIC computer systems by the Central Warrant Unit. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered.

Comment: Doesn't IDOC handle their own matters?

Response: The only way for IDOC to become aware of the arrest of a known violator of the electronic home monitoring detention program is by utilizing CPD investigative alert system. CPD is required to notify IDOC of the arrest of a participant of the program. Upon notification, the IDOC Fugitive unit takes custody of the violator and appear before a judge prior to the release of the individual.

Joseph Gandurski, Commander, Office of the Superintendent

Comment: In summarizing your expressed concerns, you indicated that orders should be clear and unambiguous and should clearly indicate what actions the officer is permitted to take under the law. Of major concern was the use of the term "stop order" which you stated has become a generic phase for several types of police action inquiry. Some "stop orders" are actually what the words imply, an order to stop and then arrest a person for whom there is a warrant or stop and arrest a person for whom the Bureau of investigative Services has indicated there is *probable cause to arrest*. The remaining types of police inquiries have come to be called "stop orders" but they are **not orders to stop individuals and are not orders to arrest.**

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The use of the generic term "stop order" for actions where no legal authority exists to "stop" a person must be discontinued. This issue is critical because all "stop orders" will be in the CHRIS system and readily accessible to beat officers, detectives, etc. In order to protect our officers from making mistakes, our Department should ensure that the terms used in this order reflect the *action* that the officer should take. Using two different terms to describe two completely different actions and inquiries will educate and remind our officers on the scope of their authority with a particular individual.

The time has come for us to change the generic term "stop order." To protect our Department from legal actions, our officers making mistakes and our citizens we must be very precise. The phrase "stop order" and the word "wanted" should only be used when referring to individuals for whom there is a warrant or probable cause to arrest. All other inquiries should be identified as "investigative requests."

Response: A meeting was held on 23 January 2001 to discuss your concerns. In attendance at the meeting was Deputy Chiesa, Office of Management and Accountability; Deputy Chief Hoke, Bureau of Investigative Services; Jim Hickey, Assistant Director Records Division; Joe Veri and Kathy Kolb, Data Systems Division and Sergeant O'Day from the Office of the Superintendent. Kathy Kolb stated that a totally new program would have to be written in order to accommodate a change of one category of stop orders. This would take months to do. Also, because the current system is not working and there is concern for officer safety, it was decided that the term "stop orders" is to be replaced by the term **"investigative alerts."** As with stop orders, there are two categories of investigative alerts, Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest.

An Investigative Alert/Probable cause to Arrest identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest. On the other hand, an Investigative Alert/No Probable Cause to Arrest identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. The use of the term "investigative alert" would both remind the officer that officer safety is important and prompt them to further determine why the individual is being sought by the Bureau of Investigation Services before taking action. Consequently, taking the wrong police action would be minimized and ultimately, the Department would be protected from legal actions.

Also, specific responsibilities are delineated in this directive informing officers of the different procedures to be followed whenever name checks are run on individuals who have Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest on file.

RECOMMENDATION:

The attached directive had been amended to incorporate the resolutions to the above comments and it is recommended that this directive be

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published subsequent to your approval.

Zoila M. Mullings
Police Officer
Research and Development Division

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(Changes resulting from meeting between Legal and Dep. Radney

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.

SUBJECT	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

RELATED DIRECTIVES

General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Processing of Juveniles and Minors Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the term "stop order" and replaces it with the term **"investigative alert."**

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application System** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of the availability of investigative alert data via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. DEFINITIONS

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

B. Investigative Alert

An investigative alert is a notice entered into CHRIS identifying a specific individual that a particular BIS investigative unit is attempting to locate. Investigative alert information is available via CHRIS and the Hot Desk computer system. There are two categories of investigative alerts, **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest.**

1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. However, an arrest warrant for that individual has not been issued, and **there is no probable cause to arrest that person on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application System.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item III-F of this order) whenever a name check is run on an individual who has an investigative alert on file.

E. Investigative alerts will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data is required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number, FBI number, SID number, social security number, or driver's license number (at least one of the five must be entered) take out
4. Physical description (sex, height, DOB, etc.)
5. Last known address
6. Justification for the investigative alert request
7. Requesting member's information (name, star number, unit, etc.).
8. R.D. number, in all instances that one has been issued.

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IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

2. a copy of the subject's most recent photograph, if available, is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This will include requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

   NOTE: Members will follow the procedures outlined in the General Order entitled "Processing of Juveniles and Minors Under Department Control" when processing or interrogating juveniles.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an investigative alert.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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Smith, Christopher 14C 7748 FCRL 000299

V. PROCESSING INVESTIGATIVE ALERTS AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

a. take the subject into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the Arrest Report (CPD-11.420) that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

c. notify the desk sergeant of the incident.

d. notify the requesting BIS member's unit that the subject is in custody and indicate on the Arrest Report the name and star number of the investigating member notified.

NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.** Officers will:

a. inform the individual that a BIS investigative member seeks to interview the individual about a specific police matter and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

b. if the individual consents, the officer will assist the individual to the district station, and:

(1) notify the desk sergeant of the incident.

(2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

(3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

(4) forward a copy of the Information Report to the requesting BIS member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

c. if the individual will not voluntarily accompany the officer(s) to the district station:

(1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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Smith, Christopher 14C 7718 FCRL 000300

NOTE: IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.

(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the BIS requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting BIS member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

d. ensure that either the warrant information or the basis for probable cause has been articulated on the arrest report as soon as that information is available and prior to the arrestee being sent to court.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: The wanted person may be held for a "Reasonable Period of Time" from the time of the initial arrest.

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Case law provides the following in defining "Reasonable Period of Time":

a. If an individual is in custody for 0 to 48 hours, the burden is on the arrestee to prove that the detention was unreasonable.

b. In instances when an individual is in custody for 48 to 72 hours, the burden shifts to the state to prove that the detention was reasonable. Only in cases of emergency or other extraordinary circumstances should an individual be detained beyond 48 hours.

c. In no instances should an individual remain in custody for more than 72 hours without being given a judicial hearing.

Delete

2. the requesting BIS member's unit is notified.

3. the requesting BIS unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant in an electronic home monitoring detention program.

5. an Assistant State's Attorney has been notified and consulted whenever an individual remains in custody for each of the specified periods of time below:

   a. 24 hours
   b. 36 hours
   c. 48 hours
   d. 60 hours.

6. Authorization has been received from the on-duty Assistant Deputy Superintendent assigned to Operations Command for continued detention whenever an individual remains in custody for a period of:

   a. 36 hours
   b. 48 hours
   c. 60 hours.

Delete

7. in **no instances** will an individual remain in custody for a period longer than **72 hours** without appearing before a judge.

8. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert/No Probable Cause to Arrest).

2. conduct follow-up investigations relative to information received from "investigative alert" Information Reports.

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3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.

2. include any additional information and all known aliases.

3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.

4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided the Detective Division.

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A **Stop Order/Probable Cause to Arrest** indicates that an individual is wanted in a criminal investigation where an arrest warrant has not been issued, but a stop order is on file and probable cause to arrest exists.

2. Stop Order/No Probable Cause to Arrest

BIS investigative personnel

A Stop Order/No Probable Cause to Arrest indicates that ~~detectives~~ seek to interview an individual about a specific crime, no arrest warrant has been issued, a stop order is on file but **there is no probable cause to arrest on the strength of the stop order alone.**

C. **Temporary Want**

When an arrest warrant is in the process of being obtained, a "Temporary Want" entry may be made in the LEADS or NCIC computer system to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 7 days after entry in the Hot Desk computer system and 48 hours after entry into the LEADS or NCIC computer system. Probable cause for arrest is the fact that the wanted person has committed a crime for which a criminal warrant is being obtained.

III. CHRIS STOP ORDER APPLICATION SYSTEM

All requests for stop orders are entered and approved in CHRIS by BIS personnel. Any officer of the Department with a responsibility for follow-up investigation may request a stop order via the CHRIS stop order application system.

A. Officers will enter stop order requests into CHRIS utilizing the new CHRIS stop order application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject requests for stop orders online.

C. Stop orders are effective immediately upon approval and are available to Department members through CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display stop orders and critical stop order data whenever a name check is run against CHRIS or the Hot Desk file.

E. Stop orders are automatically expired, ~~and~~ every six months; this may be renewed online by BIS personnel.

F. The following data are required to request a stop order:

1. Offense code
2. Name of wanted person
3. I.R. number/FBI #/SID # (one of the three must be entered)
4. R.D. number (optional)
5. Physical description (sex, height, DOB, etc.)
6. Last known address
7. Justification for the request
8. Requesting officer.

IV. RESPONSIBILITIES

A. **Detective Division/Youth Investigations Group**

what about OCD? I know they don't really have the type 1 follow up authority which we are after

The Detective Division/Youth Investigations Group personnel will:

1. maintain a unit stop order file which will contain sufficient information relating to the wanted person to enable any officer of the unit to handle the investigation if the original requesting officer is not available. Copies of all reports, documents, etc., supporting the

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stop order request and a summary of how the wanted person was involved in the crime or incident will also be maintained.

2. attach a copy of the most recent photograph of the wanted person to a paper copy of the approved stop order request for the unit file.

3. maintain a list of stop orders requested by each unit.

4. audit the unit stop order file each police period to ensure that stop orders on file are canceled when the wanted person has been apprehended or the stop order is no longer needed.

5. when a juvenile is involved or is alleged to be involved in an offense, make every effort to apprehend the juvenile before a stop order is placed. This includes requesting, through the area youth investigations group unit to the Detectives Division/Youth Investigations Group, Record Control Section, that a search be made of their files for information which would assist in the apprehension.

6. forward Temporary Want requests to the Central Warrant Unit to be entered into the LEADS or NCIC computer systems.

7. any BIS member of the rank of sergeant or above is authorized to update or cancel existing stop orders in CHRIS.

8. contact the Help Desk at **4-DATA** if experiencing problems with the CHRIS stop order application system.

B. **Central Warrant Unit**

The Central Warrant Unit will:

1. enter any additional information and all alias names not shown on the original warrant into the LEADS, NCIC, and Hot Desk systems.

2. enter Temporary Wants requests into the LEADS and/or NCIC systems.

3. place a copy of the warrant and Temporary Want request into the warrant file after entry has been made into the LEADS or NCIC systems.

4. provide the Detective Division with a weekly listing of active warrants and Temporary Want in the LEADS and/or NCIC system.

C. **Identification Section**

The Identification Section will:

1. delete enter stop order requests received from other Cook County jurisdictions into the CHRIS stop order application system.

2. delete cancel other Cook County jurisdiction's stop orders upon notification of cancellation requests.

V. **PROCESSING STOPS ORDERS**

A. **Field Officers**

1. Officers who run name checks which return Stop Order/Probable Cause to Arrest will:

a. take the wanted person into custody if not already in custody.

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b. notify the original requesting member's unit that the wanted person is in custody.

c. process arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

2. Officers who run name checks which return Stop Order/No Probable Cause to Arrest will:

a. fill out an **Information Report (CPD-11.461)** documenting the incident and include the data obtained from the stop order.

NOTE: IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED. DO NOT DETAIN such persons ~~to make the~~ IN ORDER TO MAKE the NOTIFICATIONS.

b. notify the original requesting member's unit that the wanted person was located.

c. forward the Information Report to the original requesting member's unit.

3. Officers who run name checks which return Temporary Want will:

a. take the wanted person into custody if not already in custody.

b. notify the Detective Division unit listed on the Temporary Want.

c. process arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate **TEMPORARY WANT** as probable cause for arrest.

B. **Watch Commanders**

If a person in custody is wanted on a stop order, watch commanders and desk sergeants will ensure that:

1. stop orders are satisfied before the wanted person is let to bail.

Do we need some type of note for Cook County E-M-P ?? I really don't know ...

2. the original requesting member's unit is notified. ~~NOTE:~~ NOTE: If ~~you~~ electronic monitoring program

3. the wanted person is held for a reasonable period of time but **in no event later than 48 hours from the time of the initial arrest** until the original requesting member or any member from that unit responds.

C. **Detective Division/Youth Investigations Group Personnel**

Detective Division/Youth Investigations Group Personnel Will:

1. respond to district stations immediately upon notification that a person wanted on a stop order is in custody.

2. conduct follow-up investigation relative to information received from stop order Information Reports.

3. ensure that a supervisor is notified in the event stop orders are to be updated or canceled.

00-113 ZMM

Superintendent of Police

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IV.

BUREAU OF INVESTIGATIVE SERVICES
Detective Division, Youth Investigations Group

5 December 2000

TO: Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

Attn:
Zoila Mullings
Analyst
Policy and Procedure Section
Research and Development Division

FROM: Roberta M. Bartik
Commander
Youth Investigations Group

SUBJECT: General Order entitled Stop Orders

I have reviewed the draft of the General Order entitled Stop Orders and make the following recommendations.

• Section III, A.	Delete the word "new." As time passes this screen will no longer be "new" thereby rendering the wording obsolete after a short period of time.
• Section III, B.	Delete the word "online." This should be replaced with the words "in CHRIS."
• Section IV, A.	Section III states that any officer with a responsibility for follow-up investigation may request a stop order. Therefore, this section should not limit the responsibility outlined to Detective and Youth Investigations Group personnel. Stop Order files should be maintained by all units who have the ability to request stop orders. This section should affix responsibility to a particular job function or duty such as desk officer, supervisor, detective or investigator.

BUREAU OF INVESTIGATIVE SERVICES
Detective Division, Youth Investigations Group

6 December 2000

- Section IV, A., 5. This sentence doesn't make sense. It needs to be rewritten.

- Section V, C. This section should include all units who have the ability to request stop orders, not just Detectives and Youth Investigators.

Roberta M. Bartik

Roberta M. Bartik
Commander
Youth Investigations

Anthony J. Ivanjack
Chief
Detective Division

Harvey Radney
Deputy Superintendent
Bureau of Investigative Services

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

1 December 2000

To:
Michael Hoke, Deputy Chief
Roberta Bartik, Commander
Detective Division

Thomas Byrne, Lieutenant
Patrol Division

James Piper, Director
James Hickey, Assistant Director
Records Division

Joseph Veri, Assistant Director
Catherine Kolb, CHRIS Project Manager
Data Systems Division

Steve Cummings, Legal Officer
Robert Flores, Legal Officer
Office of Legal Affairs

From:
Daniel Kranz, Sergeant
Zoila Mullings, Police Officer
Policy and Procedure Section
Research and Development Division

Subject: **General Order entitled Stop Orders**

Please review the attached directive and return by **11 December 2000** with suggested comments and changes. If you have any questions please contact Officer Mullings (Analyst) at **745-6071**, Intercom **84245**.

Zoila Mullings
Analyst
Policy and Procedure Section
Research and Development Division

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.

SUBJECT	DISTRIBUTION	RESCINDS
STOP ORDERS	C	General Order 89-9

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders:** Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

B. define categories of stop orders.

C. introduces the **CHRIS Stop Order Application system** to be utilized by the Bureau of Investigative Services (BIS).

D. informs members of stop order data availability via CHRIS and local Hot Desk name checks.

E. delineates the Detective Division, Identification Section, and Central Warrants Unit responsibilities.

F. delineates members responsibilities when processing stop orders.

II. DEFINITIONS

A. **Criminal Warrants**

Warrants are formal criminal charges issued by a judge for the arrest of a specific individual. Criminal warrant information is retrievable via the Local Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on criminal warrants.

NOTE: Criminal warrant data is entered into LEADS only when the charge is a felony, and entered into the NCIC computer system only when the charge is for a Class "X" felony (homicide, armed robbery, aggravated arson, etc.). In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be placed in the LEADS and NCIC computer systems for an offense other than those enumerated above.

B. **Stop Orders**

A stop order is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigating unit is notified if the individual is located or arrested for an offense. Stop orders will be purged by BIS supervisors if no longer needed. There are two types of stop orders:

1. Stop Order/Probable Cause to Arrest

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GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
	5 September 1989	6 September 1989	89-9

SUBJECT	DISTRIBUTION	AMENDS
STOP ORDERS	C	

RELATED DIRECTIVES	RESCINDS
General Order: Processing Persons Under Department Control Department Special Order: Criminal Justice Information System	General Order 83-9

I. PURPOSE

This order:

A. defines "stop orders."

B. continues the use of a Stop Order or Cancellation Request form (CPD-31.961) to initiate a Record Stop Order or Computer Stop Order.

C. continues a stop order file in each unit with follow up investigative responsiblity.

II. DEFINITIONS AND LIMITATIONS

A. Stop Orders

A stop order is a request that an investigating unit be notified if a specific individual is arrested for an offense or that a computer record be made indicating that an arrest warrant is on file for a specific individual.

B. Record Stop Order

1. A record stop order is a request that the Identification Section post a notice on the Criminal History Sheet (CPD-31.903) of a specific individual indicating that the individual is wanted on a warrant or that a particular unit be notified if the individual is arrested for an offense.

2. Record stop orders will be purged only if the requesting officer or his unit commanding officer requests that the stop order be cancelled. The procedure for cancelling a stop order is indicated in Item VII of this directive.

C. Computer Stop Order

A computer stop order is a request that the name and other identifying information of a particular individual be entered in the LEADS or NCIC computer system.

1. Entry into the LEADS computer system

The computer stop will be placed in the LEADS computer system only if a felony warrant has been issued or is in the process of being obtained.

2. Entry into the NCIC computer system

The computer stop will be placed in the NCIC computer system only if a warrant has been issued for First Degree Murder, Attempt First Degree Murder, a class "X" felony, possession of controlled substance or a warrant is in the process of being obtained for any of these offenses. In exceptional cases, and upon the approval of the Chief of the Detective Division a felony warrant may be placed in the NCIC computer system for an offense other than those enumerated above.

D. Temporary Computer Stop Order

When an arrest warrant is in the process of being obtained and a computer stop order has been approved by the Chief of the Detective Division, a temporary entry may be made in the LEADS or NCIC computer system to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Such temporary entries will be purged automatically 7 days after entry in the Hot Desk computer system and 48 hours after entry into the LEADS or NCIC computer system.

E. Limitations

A record stop order indicating an individual is wanted for investigation is not, per se, probable cause for an arrest. In computer stop orders, the probable cause is the fact that the person wanted has committed a crime for which a warrant has been issued.

III. REQUESTS FOR STOP ORDERS

Any officer of the Department with a responsibility for follow-up investigation may request a record stop or a computer stop after receiving the approval of his unit commanding officer.

A. The officer requesting the stop order will complete the Stop Order or Cancellation Request form in triplicate. A separate form must be completed for each person wanted.

1. If an adult is wanted, the original and duplicate will be forwarded to the Identification Section of the Records Division.

2. If a juvenile is wanted, the original and duplicate will be forwarded to Youth Division Headquarters.

3. The triplicate copy will be retained in the stop order file of the requesting officer's unit together with copies of all reports, documents, etc., supporting the stop order request and a summary of how the wanted person was involved in the crime or incident.

4. The Identification Section or Youth Division Administration Section will receipt and return the duplicate copy of the Stop Order or Cancellation Request form to the requesting officer's unit.

5. The receipted copy will become the requesting unit's permanent stop order file copy, and the non-receipted copy (triplicate) will be destroyed in accordance with existing records retention requirements.

B. Before the officer requests a LEADS or NCIC computer stop order, he will check with the Alpha Unit by PAX or Bell to determine if an I.R. number exists for the wanted person.

1. If an I.R. number exists, the officer will enter it in the appropriate box on the Stop Order or Cancellation Request form.

2. If an I.R. number cannot be found but a C.B. number or fingerprint classification relating to the person is available, the officer will:

a. enter the information in the box marked "Other Numeric Identifiers." In addition, he will provide the following information in the "Reason For Request" portion of the Stop Order or Cancellation Request form as to whether the wanted person has:

(1) been previously arrested in this or another jurisdiction.

(2) been convicted or served time in a penal institution in any jurisdiction.

(3) served in the armed forces or was employed where fingerprinting was required.

b. attach a copy of the most recent photograph of a wanted person to the Stop Order or Cancellation Request form.

IV. PROCESSING STOP ORDERS

A. The Identification Section will:

1. post the "wanted notification" on the individual's Criminal History Sheet when a "record stop" is requested and the individual's fingerprints are on file.

2. send a copy of the stop order to the Central Warrant Unit when a LEADS or NCIC computer stop is requested.

B. The Central Warrant Unit will:

1. enter any additional information and all alias names not shown on the original warrant into the LEADS, NCIC and Hot Desk systems.

2. place a copy of the stop order in the warrant file after entry of a warrant into the LEADS or NCIC systems.

3. delete the stop order from the computer system when notified of the apprehension of a wanted person.

4. forward a copy of the Stop Order or Cancellation Request form to the unit which initiated the request when a computer stop order has been cancelled.

V. SEMI-ANNUAL REVIEW OF WARRANTS IN THE LEADS OR NCIC SYSTEM AND RECORD STOPS

A. The Central Warrant Unit will provide the Detective Division with a printout prepared by the Data Systems Division of all warrants in the LEADS or NCIC system listed by the unit requesting the computer stop order and name of the wanted person.

B. The Identification Section will provide the Detective Division with a printout of all record stop orders listed by the unit requesting the record stop and name of wanted persons.

C. The Detective Division will:

1. audit both printouts twice annually and delete each stop order no longer desired (i.e., the warrant has been served or the complainant and/or witness is no longer available). A cancellation request will be prepared for each deleted stop order.

2. return both of the above printouts together with cancellation requests to the Identification Section within 30 days of their receipt.

VI. RESPONSIBILITIES

A. The arresting officer who takes the wanted person into custody in computer stop order cases will have the arrestee fingerprinted to verify his identity. When verified, the booking officer will notify the original requesting member's unit that the wanted person is in custody.

B. The unit stop order file must contain sufficient information relating to the wanted person to enable any officer of the unit to handle the investigation if the original requesting officer is not available.

C. Unit supervisory personnel will audit the unit stop order files each police period to ensure that stop orders on file are cancelled when the wanted person is in custody or the stop order is no longer needed.

D. When a juvenile is involved, or is alleged to be involved in an offense, every effort will be made by the investigating officer to apprehend the juvenile before a stop order is placed, including a request through the area youth unit to the Youth Division Headquarters, Records Control Section, that a search be made of their files for information which would assist in the apprehension.

VII. CANCELLATION OF EXISTING STOP ORDERS

A. When an existing stop order is to be cancelled, the officer who placed the stop order request will submit a new Stop Order or Cancellation Request form in triplicate and check the appropriate box on the form. The cancellation request will be routed the same as the stop order request for the wanted person. When the officer who placed the stop order is not available, the unit commanding officer will assign another officer to make the cancellation.

B. The names and number on the cancellation request will be identical to those submitted on the Stop Order or Cancellation Request form so that the wanted person can be readily identified.

Superintendent of Police

| Indicates new or revised item.

88-042 DF

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
SUBJECT: STOP ORDERS (bold)	DISTRIBUTION: C	RESCINDS: General Order 89-9	

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders:** Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

B. define categories of stop orders.

C. introduces the **CHRIS Stop Order Application system** to be utilized by the Bureau of Investigative Services (BIS).

D. informs members of stop order data availability via CHRIS and local Hot Desk name checks.

E. delineates the responsibilities of BIS, Central Warrant Unit, and Identification Section.

F. delineates members' responsibilities when processing stop orders.

II. DEFINITIONS

A. **Criminal Warrants** ← Boldface for sub-headings - normal format?

Warrants are formal criminal charges issued by a judge for the arrest of a specific individual. Criminal warrant information is retrievable via the local Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on criminal warrants.

NOTE: Criminal warrant data is entered into LEADS only when the charge is a felony, and entered into the NCIC computer system only when the charge is for a Class "X" felony (homicide, armed robbery, aggravated arson, etc.). In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be placed in the LEADS and NCIC computer systems for an offense other than those enumerated above.

B. Stop Orders

A stop order is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigating unit be notified if the individual is located or arrested for an offense. [Stop orders will be purged by BIS supervisors if no longer needed.] There are two types of stop orders, Stop Order/Probable Cause to Arrest and Stop Order No/Probable Cause to Arrest.

1. Stop Order/Probable Cause to Arrest

Sentence above in brackets: I think this sentence should be taken out of this section and included in item IV-A.

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A **Stop Order/Probable Cause to Arrest** indicates that an individual is wanted in a criminal investigation where an arrest warrant has not been issued, but a stop order is on file and probable cause to arrest exists.

2. Stop Order/No Probable Cause to Arrest

A **Stop Order/No Probable Cause to Arrest** indicates that BIS investigative personnel seek to interview an individual about a specific crime, no arrest warrant has been issued, a stop order is on file but **there is no probable cause to arrest on the strength of the stop order alone.**

C. **Temporary Want**

When an arrest warrant is in the process of being obtained, a "Temporary Want" entry may be made in the LEADS or NCIC computer systems to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 7 days after entry in the Hot Desk computer system and 48 hours after entry into the LEADS or NCIC computer system. Probable cause for arrest is the fact that the wanted person has committed a crime for which a criminal warrant is being obtained.

III. CHRIS STOP ORDER APPLICATION SYSTEM

All requests for stop orders are entered and approved in CHRIS by BIS personnel. Any member of the Department with a responsibility for follow-up investigation may request a stop order via the CHRIS stop order application system.

A. Officers will enter stop order requests into CHRIS utilizing the CHRIS stop order application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject requests for stop orders in CHRIS.

C. Stop orders are effective immediately upon approval and are available to Department members through CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display stop orders and critical stop order data whenever a name check is run against CHRIS or the Hot Desk file.

E. Stop orders ~~are~~ automatically expired every six months; they may be renewed in CHRIS by BIS personnel.

F. The following data are required to request a stop order:

1. Offense code
2. Names of wanted person (include all known aliases)
3. I.R. number/FBI #/SID # (one of the three must be entered)
4. R.D. number (optional)
5. Physical description (sex, height, DOB, etc.)
6. Last known address
7. Justification for the request
8. Requesting officer.

IV. RESPONSIBILITIES

A. **Bureau of Investigative Services**

Bureau of Investigative Services Supervisors will ensure that:

1. a unit stop order file is maintained. The stop order file will contain sufficient information relating to the wanted person enabling any

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officer of the unit to handle the investigation if the original requesting officer is not available. Copies of all reports, documents, etc., supporting the stop order request and a summary of how the wanted person was involved in the crime or incident will also be included.

2. a copy of the most recent photograph of the wanted person is attached to a paper copy of the approved stop order request for the unit file.

3. a list of stop orders requested by each unit is maintained. is this the same as #1?

4. the unit stop order file is audited each police period to ensure that stop orders on file are canceled when the wanted person has been apprehended or the stop order is no longer needed.

5. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before a stop order is requested. This includes requesting that the area youth investigations group unit search their files for pertinent information which would assist in the apprehension of the juvenile.

6. Temporary Want requests are forwarded to the Central Warrant Unit to be entered into the LEADS or NCIC computer systems.

7. stop orders are updated or canceled as necessary.

NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel existing stop orders in CHRIS.

8. the Help Desk at Citynet 14-DATA is contacted if there is a problem with the CHRIS stop order application system.

B. Central Warrant Unit

This section seems out of place. You've been talking about stop orders, then there's this section, then you go back to talking about stop orders.

The Central Warrant Unit will:

enter any additional information and all alias names not shown on the original warrant into the LEADS, NCIC, and Hot Desk systems.

enter Temporary Wants requests into the LEADS and/or NCIC systems.

3. place a copy of the warrant and Temporary Want request into the warrant file after entry has been made into the LEADS or NCIC systems.

4. provide the Detective Division with a weekly listing of active warrants and Temporary Wants in the LEADS and/or NCIC systems.

C. Identification Section

If a ~~stop order is realized after~~ fingerprint verification of an arrestee's identity, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the stop order.

V. PROCESSING STOPS ORDERS

A. Field Officers

1. Officers who run name checks which are returned as Stop Order/Probable Cause to Arrest will:

a. take the wanted person into custody if not already in custody.

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b. process arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. notify the original requesting member's unit that the wanted person is in custody.

NOTE: If the stop order is for an arrestee who is under the electronic home monitoring detention program, the officer will also notify the Identification Section.

2. Officers who run name checks which are returned as Stop Order/No Probable Cause to Arrest will:

a. fill out an **Information Report (CPD-11.461)** documenting the incident and include the data obtained from the stop order.

NOTE: **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED. DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE THE NOTIFICATION.**

b. notify the original requesting member's unit that the wanted person was located.

c. forward the Information Report to the original requesting member's unit.

3. Officers who run name checks which are returned as Temporary Want will:

a. take the wanted person into custody if not already in custody.

b. notify the requesting member's unit listed on the Temporary Want.

c. process arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate **TEMPORARY WANT** as probable cause for arrest.

B. Watch Commanders

If a person in custody is wanted on a stop order, watch commanders and desk sergeants will ensure that:

1. stop orders are satisfied before the wanted person is let to bail.

NOTE: **The wanted person may be held for a reasonable period of time from the time of the initial arrest.**

2. the original requesting member's unit is notified and responds if a response was agreed upon.

3. the Identification Section is notified if the arrestee is under the electronic home monitoring detention program.

C. Bureau of Investigative Services

Bureau of Investigative Services Sworn Members will:

1. respond to district stations immediately upon notification that a person wanted on a stop order is in custody.

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2. conduct follow-up investigations relative to information received from stop order Information Reports.

3. ensure that a supervisor is notified in the event stop orders are to be updated or canceled.

00-113 ZMM

Superintendent of Police

Procedures for BIS after approval of additional charges/or release without additional charges relative to detainee

I'm sure this is the answer, just needs to be more succinct.

draft

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BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

1 December 2000

To:

Michael Hoke, Deputy Chief
Roberta Bartik, Commander
Detective Division

Thomas Byrne, Lieutenant
Patrol Division

James Piper, Director
James Hickey, Assistant Director
Records Division

Joseph Veri, Assistant Director
Catherine Kolb, CHRIS Project Manager
Data Systems Division

Steve Cummings, Legal Officer
Robert Flores, Legal Officer
Office of Legal Affairs

From:

Daniel Kranz, Sergeant
Zoila Mullings, Police Officer
Policy and Procedure Section
Research and Development Division

Subject: **General Order entitled Stop Orders**

Please review the attached directive and return by **11 December 2000** with suggested comments and changes. If you have any questions please contact Officer Mullings (Analyst) at **745-6071**, Intercom **84245**.

Zoila Mullings
Analyst
Policy and Procedure Section
Research and Development Division

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
SUBJECT: STOP ORDERS	DISTRIBUTION: C	RESCINDS: General Order 89-9	

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

B. define categories of stop orders.

C. introduces the **CHRIS Stop Order Application system** to be utilized by the Bureau of Investigative Services (BIS).

D. informs members of stop order data availability via CHRIS and local Hot Desk name checks.

E. delineates the Detective Division, Identification Section, and Central Warrants Unit responsibilities.

F. delineates members responsibilities when processing stop orders.

II. DEFINITIONS

A. **Criminal Warrants**

Warrants are formal criminal charges issued by a judge for the arrest of a specific individual. Criminal warrant information is retrievable via the Local Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on criminal warrants.

NOTE: Criminal warrant data is entered into LEADS only when the charge is a felony, and entered into the NCIC computer system only when the charge is for a Class "X" felony (homicide, armed robbery, aggravated arson, etc.). In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be placed in the LEADS and NCIC computer systems for an offense other than those enumerated above.

B. **Stop Orders**

A stop order is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigating unit is notified if the individual is located or arrested for an offense. Stop orders will be purged by BIS supervisors if no longer needed. There are two types of stop orders:

1. Stop Order/Probable Cause to Arrest

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A **Stop Order/Probable Cause to Arrest** indicates that an individual is wanted in a criminal investigation where an arrest warrant has not been issued, but a stop order is on file and probable cause to arrest exists.

2. Stop Order/No Probable Cause to Arrest

A Stop Order/No Probable Cause to Arrest indicates that detectives seek to interview an individual about a specific crime, no arrest warrant has been issued, a stop order is on file but **there is no probable cause to arrest on the strength of the stop order alone.**

C. **Temporary Want**

When an arrest warrant is in the process of being obtained, a "Temporary Want" entry may be made in the LEADS or NCIC computer system to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 7 days after entry in the Hot Desk computer system and 48 hours after entry into the LEADS or NCIC computer system. Probable cause for arrest is the fact that the wanted person has committed a crime for which a criminal warrant is being obtained.

III. CHRIS STOP ORDER APPLICATION SYSTEM

All requests for stop orders are entered and approved in CHRIS by BIS personnel. Any officer of the Department with a responsibility for follow-up investigation may request a stop order via the CHRIS stop order application system.

A. Officers will enter stop order requests into CHRIS utilizing the new CHRIS stop order application screen. Each person wanted must be entered separately.

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C. Stop orders are effective immediately upon approval and are available to Department members through CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display stop orders and critical stop order data whenever a name check is run against CHRIS or the Hot Desk file.

E. Stop orders are automatically expired and renewed online by BIS personnel.

F. The following data are required to request a stop order:

1. Offense code
2. Name of wanted person - ALL ALIASES
3. I.R. number/FBI #/SID # (one of the three must be entered)
4. R.D. number (optional) - WHY?
5. Physical description (sex, height, DOB, etc.)
6. Last known address
7. Justification for the request
8. Requesting officer.

IV. RESPONSIBILITIES

A. **Detective Division/Youth Investigations Group**

The Detective Division/Youth Investigations Group personnel will:

1. maintain a unit stop order file which will contain sufficient information relating to the wanted person to enable any officer of the unit to handle the investigation if the original requesting officer is not available. Copies of all reports, documents, etc., supporting the

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stop order request and a summary of how the wanted person was involved in the crime or incident will also be maintained.

2. attach a copy of the most recent photograph of the wanted person to a paper copy of the approved stop order request for the unit file.

3. maintain a list of stop orders requested by each unit.

4. audit the unit stop order file each police period to ensure that stop orders on file are canceled when the wanted person has been apprehended or the stop order is no longer needed.

5. when a juvenile is involved or is alleged to be involved in an offense, make every effort to apprehend the juvenile before a stop order is placed. This includes requesting, through the area youth investigations group unit to the Detectives Division/Youth Investigations Group, Record Control Section, that a search be made of their files for information which would assist in the apprehension.

How is it forwarded?

6. forward Temporary Want requests to the Central Warrant Unit to be entered into the LEADS or NCIC computer systems. Supervisory Approval

7. any BIS member of the rank of sergeant or above is authorized to update or cancel existing stop orders in CHRIS.

8. contact the Help Desk at 4-DATA if experiencing problems with the CHRIS stop order application system.

B. **Central Warrant Unit**

The Central Warrant Unit will:

1. enter any additional information and all alias names not shown on the original warrant into the LEADS, NCIC, and Hot Desk systems.

2. enter Temporary Wants requests into the LEADS and/or NCIC systems.

3. place a copy of the warrant and Temporary Want request into the warrant file after entry has been made into the LEADS or NCIC systems.

4. provide the Detective Division with a weekly listing of active warrants and Temporary Want in the LEADS and/or NCIC system.

C. **Identification Section**

The Identification Section will:

1. enter stop order requests received from other Cook County jurisdictions into the CHRIS stop order application system.

2. cancel other Cook County jurisdiction's stop orders upon notification of cancellation requests.

V. **PROCESSING STOPS ORDERS**

A. **Field Officers**

1. Officers who run name checks which return Stop Order/Probable Cause to Arrest will:

a. take the wanted person into custody if not already in custody.

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b. notify the original requesting member's unit that the wanted person is in custody.

c. process arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

2. Officers who run name checks which return Stop Order/No Probable Cause to Arrest will:

a. fill out an **Information Report (CPD-11.461)** documenting the incident and include the data obtained from the stop order.

NOTE: **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.**

b. notify the original requesting member's unit that the wanted person was located.

c. forward the Information Report to the original requesting member's unit.

3. Officers who run name checks which return Temporary Want will:

a. take the wanted person into custody if not already in custody.

b. notify the Detective Division unit listed on the Temporary Want.

c. process arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate **TEMPORARY WANT** as probable cause for arrest.

B. **Watch Commanders**

If a person in custody is wanted on a stop order, watch commanders and desk sergeants will ensure that:

1. stop orders are satisfied before the wanted person is let to bail.

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3. the wanted person is held for a reasonable period of time but **in no event later than 48 hours from the time of the initial arrest** until the original requesting member or any member from that unit responds.

C. **Detective Division/Youth Investigations Group Personnel**

Detective Division/Youth Investigations Group Personnel Will:

1. respond to district stations immediately upon notification that a person wanted on a stop order is in custody.

2. conduct follow-up investigation relative to information received from stop order Information Reports.

3. ensure that a supervisor is notified in the event stop orders are to be updated or canceled. WHO CANCELS IT?

00-113 ZMM

Superintendent of Police

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Det Andrews - Det. Division H
Advance staffing

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

1 December 2000

To:
Michael Hoke, Deputy Chief
Roberta Bartik, Commander
Detective Division

Thomas Byrne, Lieutenant
Patrol Division

James Piper, Director
James Hickey, Assistant Director
Records Division

Joseph Veri, Assistant Director
Catherine Kolb, CHRIS Project Manager
Data Systems Division

Steve Cummings, Legal Officer
Robert Flores, Legal Officer
Office of Legal Affairs

From:
Daniel Kranz, Sergeant
Zoila Mullings, Police Officer
Policy and Procedure Section
Research and Development Division

Subject: **General Order entitled Stop Orders**

Please review the attached directive and return by **11 December 2000** with suggested comments and changes. If you have any questions please contact Officer Mullings (Analyst) at **745-6071**, Intercom **84245**.

Zoila Mullings
Analyst
Policy and Procedure Section
Research and Development Division

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.

SUBJECT	DISTRIBUTION	RESCINDS
STOP ORDERS	C	General Order 89-9

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders**: Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

B. define categories of stop orders.

C. introduces the **CHRIS Stop Order Application system** to be utilized by the Bureau of Investigative Services (BIS).

D. informs members of stop order data availability via CHRIS and local Hot Desk name checks.

E. delineates the Detective Division, Identification Section, and Central Warrants Unit responsibilities.

F. delineates members responsibilities when processing stop orders.

II. DEFINITIONS

A. **Criminal Warrants**

Warrants are formal criminal charges issued by a judge for the arrest of a specific individual. Criminal warrant information is retrievable via the Local Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on criminal warrants.

NOTE: Criminal warrant data is entered into LEADS only when the charge is a felony, and entered into the NCIC computer system only when the charge is for a Class "X" felony (homicide, armed robbery, aggravated arson, etc.). In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be placed in the LEADS and NCIC computer systems for an offense other than those enumerated above.

B. **Stop Orders**

A stop order is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigating unit is notified if the individual is located or arrested for an offense. Stop orders will be purged by BIS supervisors if no longer needed. There are two types of stop orders:

1. Stop Order/Probable Cause to Arrest

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A Stop Order/No Probable Cause to Arrest indicates that detectives seek to interview an individual about a specific crime, no arrest warrant has been issued, a stop order is on file but **there is no probable cause to arrest on the strength of the stop order alone.**

C. **Temporary Want**

When an arrest warrant is in the process of being obtained, a "Temporary Want" entry may be made in the LEADS or NCIC computer system to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 7 days after entry in the Hot Desk computer system and 48 hours after entry into the LEADS or NCIC computer system. Probable cause for arrest is the fact that the wanted person has committed a crime for which a criminal warrant is being obtained.

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The Detective Division/Youth Investigations Group personnel will:

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stop order request and a summary of how the wanted person was involved in the crime or incident will also be maintained.

2. attach a copy of the most recent photograph of the wanted person to a paper copy of the approved stop order request for the unit file.

3. maintain a list of stop orders requested by each unit.

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A. **Field Officers**

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Superintendent of Police

00-113 ZMM

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Bureau of Administrative Services
Identification Section

06 December 2000

TO: James K. Hickey
Assistant Director
Records Division

FROM: Joseph F. Perfetti
Special Assistant
Identification Section

SUBJECT: Response To Stop Order Staffing

The following represents the recommendations for Stop Order Responsibilities as they relate to the Identification Section:

Item IV-C. 1, 2 should be stricken as this responsibility will be assumed or transferred to the Cook County Sheriff's office.

Item V-D. should read:

> After fingerprint verification of an arrestee's identity, the Identification Section will notify the district of arrest when a stop order on a suspect is realized. The district will then notify the original requesting member's unit where the stop was placed against the arrestee.

Joseph F. Perfetti
Special Assistant
Identification Section

APPROVED:

Andrew Velasquez III
Manager
Identification Section

For consideration with my previously submitted comments.

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

1 December 2000

To: Michael Hoke, Deputy Chief
Roberta Bartik, Commander
Detective Division

Thomas Byrne, Lieutenant
Patrol Division

James Piper, Director
James Hickey, Assistant Director
Records Division

Joseph Veri, Assistant Director
Catherine Kolb, CHRIS Project Manager
Data Systems Division

Steve Cummings, Legal Officer
Robert Flores, Legal Officer
Office of Legal Affairs

Zoila — my comments
Jim Hickey

From: Daniel Kranz, Sergeant
Zoila Mullings, Police Officer
Policy and Procedure Section
Research and Development Division

Subject: **General Order entitled Stop Orders**

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Zoila Mullings
Analyst
Policy and Procedure Section
Research and Development Division

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
SUBJECT: STOP ORDERS	DISTRIBUTION: C	RESCINDS: General Order 89-9	

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NOTE: IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.

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Superintendent of Police

00-113 ZMM

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INFORMATION REPORT/ 'CAGO POLICE DEPARTMENT

DATE

INSTRUCTIONS: FORWARD TO FIRST DEPUTY SUPERINTENDENT - BUREAU OF OPERATIONAL SERVICES
ATTACH COPIES OF RELATED REPORTS AND COMPUTER INQUIRY PRINTOUTS.

INFORMATION CONCERNS: ☐ SEX OFFENDER (SEE BOX BELOW) ☐ ORGANIZED CRIME/NARCOTICS ☐ SCHOOL ACTIVITY / DISTURBANCE ☐ FUTURE PUBLIC GATHERING/FUTURE LABOR DISPUTE
☐ AUTO THEFT ☐ STREET GANGS ☐ POLICE IMPERSONATOR ☐ HUMAN RIGHTS ☐ OTHER

DATE & TIME OF INCIDENT | LOCATION OF INCIDENT

SUBJECT

NAME	A.K.A.	SCARS, TATTOOS, ETC.

ADDRESS	SEX	RACE	DATE OF BIRTH DAY-MO.-YEAR	HEIGHT	WEIGHT	HAIR	EYES

SOCIAL SECURITY NO.	DRIVERS LICENSE NO. STATE	I.R.NO.	RELATED C.B. NO.	RELATED R.D. NO.

VEHICLE USED IF ANY	YEAR	MAKE	BODY STYLE	COLOR	LICENSE PLATE NO.	STATE	MO./YR. EXP.	V.I.N NO.

SEX OFFENDERS

☐ REGISTERED ☐ NOT NOTIFIED/ TO BE NOTIFIED ☐ NOTIFIED/ NOT REGISTERED

NOTIFIED TO REGISTER BY - NAME	STAR	UNIT	DATE/TIME

IS CURRENT ADDRESS SAME AS REGISTERED ADDRESS? ☐ YES ☐ NO	IF NO, WAS LOCAL LAW ENFORCEMENT NOTIFIED OF ADDRESS CHANGE? ☐ YES ☐ NO	WAS SUBJECT CHARGED WITH VIOLATION OF SEX OFFENDER REGISTRATION ACT? ☐ YES ☐ NO	CHARGES (CH. - PAR.)	LEADS NO.

NARRATIVE

	OPERATIONS COMMAND NOTIFIED? (IF REQUIRED) ☐ YES ☐ NO	PERSON NOTIFIED	DATE/TIME

REPORTING MEMBER STAR NO. UNIT	REPORTING MEMBER STAR NO. UNIT

REVIEWING WATCH COMMANDER / UNIT COMMANDING OFFICER STAR NO.	☐ CONTINUED ON REVERSE SIDE	THIS REPORT HAS PAGES

FOR USE BY OPERATIONS COMMAND PERSONNEL ONLY

DISTRIBUTION

DEP. SUPT., B.I.S.	DEP. SUPT., B.T.S.	DEP. SUPT., B.S.S.	DEP. SUPT., B.A.S.	CHIEF, PATROL DIV.	CHIEF, DETECTIVE DIV.	CHIEF, ORG. CRIME DIV.
SPECIAL EVENTS	IAD	LEADS DESK	OTHER (SPECIFY)			

MEMBER AUTHORIZING DISTRIBUTION STAR NO.

CPD-11.461 (REV. 3/98)

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STOP ORDER OR CANCELLATION REQUEST
CHICAGO POLICE DEPARTMENT

DATE

PERSON WANTED (LAST NAME - FIRST - M.I. - SUFFIX)

LAST KNOWN ADDRESS

PREPARE IN TRIPLICATE. FORWARD 2 COPIES TO IDENTIFICATION SECTION OR YOUTH DIVISION. RETAIN ONE COPY

SEX	RACE	STATE OF BIRTH	DATE OF BIRTH (DAY-MO-YR)	HEIGHT	WEIGHT	HAIR	EYES

- ☐ RECORD STOP
- ☐ COMPUTER STOP - LEADS
- ☐ COMPUTER STOP - NCIC
- ☐ CANCEL EXISTING STOP ORDER

I.R. NO. | RD. NO. | WARRANT REGISTER NO.

CHARGE OR CRIME | ☐ FELONY ☐ MISDEMEANOR

OTHER NUMERIC IDENTIFIERS | OFFENSE CODE

STOP REGISTER NO.

ALIAS USED (LAST NAME - FIRST - M.I.)

ALIAS USED (LAST NAME - FIRST - M.I.)

STATUS OF SUBJECT (CHECK IF APPLICABLE) ☐ ARMED & DANGEROUS ☐ SUICIDAL

VEHICLE INFORMATION (IF APPLICABLE) ☐ STOLEN ☐ USED IN FELONY | MAKE | YEAR | STATE LICENSE NO | STATE | YEAR

V.I.N. | DRIVERS LICENSE NO | STATE | YEAR

REASON FOR REQUEST - GIVE SUFFICIENT EXPLANATION TO JUSTIFY REQUEST

STOP REGISTER NO.

COMPLAINANT (IF COMPANY, NAME OF AGENT) | ADDRESS | HOME PHONE | BUSINESS PHONE

REQUESTING OFFICER (NAME - RANK - STAR NO.) | UNIT/AREA | APPROVING SERGEANT

APPROVING UNIT COMMANDING OFFICER

FOR RECORDS DIVISION USE ONLY

SKINTONE | F.B.I. NO. | S.I.D. NO. | NCIC FINGERPRINT CODE

☐ POSTED TO I.R. ☐ POSTED IN BOOK ☐ INDEX CARD ☐ COPY TO WARRANT UNIT

APPROVED FOR NCIC ENTRY BY | SCARS, MARKS, TATTOOS | DATE ENTERED/COMPUTER - OPERATOR

F.P. CLASS | SOC. SEC. NO. | NCIC NO

PROCESSED BY | DATE | LEADS NO | NCIC CANCEL DATE - OPERATOR

CPD-31.961 (REV. 7/88)

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OFFICE OF THE SUPERINTENDENT
Office of Legal Affairs

30 October 2000

TO: Lieutenant Marc Buslik
Policy and Procedure Section
Research and Development Division

FROM: Karen Rowan
General Counsel to the Superintendent

SUBJECT: **Implementation of the CHRIS Stop Order Application**

Please be advised that your correspondence requesting legal guidance in the above-captioned matter has been referred to Detective Stephen Cummings, Legal Officer I, and has been assigned Client/Matter # 127/045. If you have further information or questions regarding this matter, feel free to contact Detective Cummings at BELL 5-6115 or PAX 0484.

85346

Karen Rowan

Karen Rowan
General Counsel
to the Superintendent

KR:sk

V. PROCESSING INVESTIGATIVE ALERT AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

a. take the subject into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the arrest report that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

c. notify the desk sergeant of the incident.

d. notify the requesting member's unit that the subject is in custody and indicate on the arrest report the name and star number of the investigating member notified.

NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert Order/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED**. Officers will:

a. inform the individual that a BIS investigative member seeks to interview the individual about a specific crime and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

b. if the individual consents, the officer will assist the individual to the district station, and:

(1) notify the desk sergeant of the incident.

(2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

(3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

c. if the individual will not voluntarily accompany the officer(s) to the district station:

(1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the arrest report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: THE ARRESTEE MAY BE HELD FOR A REASONABLE PERIOD OF TIME FROM THE TIME OF THE INITIAL ARREST.

2. the requesting member's unit is notified.

3. the requesting unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant of an electronic home monitoring detention program.

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of ... orm

5. an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of **24 hours**.

6. the on-duty Assistant Deputy Superintendent assigned to Operations Command and an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of:

Missing punctuation

a. **36 hours**
b. **48 hours**
c. **60 hours**

7. in no instances will an individual remain in custody for a period longer than **72 hours** without appearing before a judge.

8. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert/No Probable Cause to Arrest).

2. conduct follow-up investigations relative to information received from "investigative alert" Information Reports.

3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.

2. include any additional information and all known aliases.

3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.

4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided the Detective Division.

Superintendent of Police

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Change from Com. Gandwski 5 Feb 01

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.

SUBJECT	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders:** Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the term "stop order" and replaces it with the term **"investigative alert."**

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application system** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of the availability of investigative alert data via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. DEFINITIONS

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

B. Investigative Alert

An investigative alert is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigative unit be notified if the individual is located or arrested. Investigative alert information is available via CHRIS and the Hot Desk computer system. There are two categories of investigative alert, **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest.**

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1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** identifies an individual that BIS investigative personnel seek to interview concerning a specific crime. However, an arrest warrant for that individual has not been issued, and **there is no probable cause to arrest that person on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application System.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item III-F of this order) whenever a name check is run against CHRIS or the Hot Desk file.

E. Investigative alerts will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data are required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number/FBI number/SID number (one of the three must be entered)
4. R.D. number (optional)
5. Physical description (sex, height, DOB, etc.)
6. Last known address
7. Justification for the investigative alert request
8. Requesting member's information (name, star number, unit, etc.).

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IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert, which will ~~enable any member of the investigating unit the ability~~ to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

to allow any member of the investigating unit

2. a copy of the subject's most recent photograph is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This includes requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

5. investigative alert requests are updated or canceled as necessary.

NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an existing investigative alert in CHRIS.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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V. PROCESSING INVESTIGATIVE ALERT AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

a. take the subject into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the Arrest Report (CPD-11.420) that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

c. notify the desk sergeant of the incident.

d. notify the requesting member's unit that the subject is in custody and indicate on the Arrest Report the name and star number of the investigating member notified.

NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert Order/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED**. Officers will:

a. inform the individual that a BIS investigative member seeks to interview the individual about a specific crime and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

b. if the individual consents, the officer will assist the individual to the district station, and:

(1) notify the desk sergeant of the incident.

(2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

(3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

c. if the individual will not voluntarily accompany the officer(s) to the district station:

(1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

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(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: THE ARRESTEE MAY BE HELD FOR A REASONABLE PERIOD OF TIME FROM THE TIME OF THE INITIAL ARREST.

2. the requesting member's unit is notified.

3. the requesting unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant in an electronic home monitoring detention program.

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5. an Assistant State's Attorney is notified and consulted whenever an individual remains in custody for a period of **24 hours**.

6. the on-duty Assistant Deputy Superintendent assigned to Operations Command and an Assistant State's Attorney are notified and consulted whenever an individual remains in custody for a period of:

   a. **36 hours**
   b. **48 hours**
   c. **60 hours**.

7. in no instances will an individual remain in custody for a period longer than **72 hours** without appearing before a judge.

8. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

C. Bureau of Investigative Services

Bureau of Investigative Services sworn members will:

1. respond to the district station immediately upon notification that the subject of an investigative alert is in custody or at the district station on a voluntary basis (if the individual is the subject of an Investigative Alert/No Probable Cause to Arrest).

2. conduct follow-up investigations relative to information received from "investigative alert" Information Reports.

3. ensure that a supervisor is notified in the event an investigative alert is to be updated or canceled (i.e., additional information is available, a warrant has been served and the investigative alert is no longer necessary, complainant/witness is no longer available, etc.).

D. Field Inquiry Section - Central Warrant Unit

When processing Temporary Wants, the Central Warrant Unit will:

1. enter Temporary Want requests into the LEADS and/or NCIC systems.

2. include any additional information and all known aliases.

3. place a copy of the Temporary Want request into the warrant file after entry has been made into the systems.

4. include a list of active Temporary Wants in the LEADS, NCIC or Hot Desk systems within the weekly listing of active warrants provided the Detective Division.

Superintendent of Police

00-113 ZMM

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Changes from Legal & Ft. Lemmer

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO. 9 Feb 01

SUBJECT	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	General Order 89-9

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Processing of Juveniles and Minors Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders:** Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the term "stop order" and replaces it with the term **"investigative alert."**

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application System** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of the availability of investigative alert data via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. DEFINITIONS

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

B. Investigative Alert

An investigative alert is a notice ~~posted in the Criminal History Records of a specific individual requesting that a particular BIS investigative unit be notified if the individual is located or arrested~~ ENTERED INTO CHRIS IDENTIFYING A SPECIFIC INDIVIDUAL THAT A PARTICULAR BIS INVESTIGATIVE UNIT IS ATTEMPTING TO LOCATE. Investigative alert information is available via CHRIS and the Hot Desk computer system. There are two categories of investigative alerts: **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest.**

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1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. However, an arrest warrant for that individual has not been issued, and **there is no probable cause to arrest that person on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application System.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item III-F of this order) whenever a name check is run against CHRIS or the Hot Desk file.

E. Investigative alerts will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data are required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number, FBI number, SID number, social security number, or driver's license number (one of the five must be entered)
4. Physical description (sex, height, DOB, etc.)
5. Last known address
6. Justification for the investigative alert request
7. Requesting member's information (name, star number, unit, etc.).

AT LEAST

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8. R.D. number, in all instances when one has been issued.

IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

2. a copy of the subject's most recent photograph, if available, is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This includes requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

   NOTE: Members will follow procedures outlined in the General Order entitled "Processing of Juveniles and Minors Under Department Control" when processing or interrogating juveniles.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an investigative alert.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or

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offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

V. PROCESSING INVESTIGATIVE ALERTS AND TEMPORARY WANTS

A. Field Officers

1. Officers who run name checks on individuals who have an **Investigative Alert/Probable Cause to Arrest** on file will:

a. take the subject into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control." Indicate on the Arrest Report (CPD-11.420) that the arrestee is the subject of an Investigative Alert/Probable Cause to Arrest.

c. notify the desk sergeant of the incident.

d. notify the requesting member's unit that the subject is in custody and indicate on the Arrest Report the name and star number of the investigating member notified.

NOTE: If the investigative alert is for an arrestee who is a participant in an electronic home monitoring detention program, the officer will notify the Identification Section.

2. Officers who run name checks on individuals who have an **Investigative Alert/No Probable Cause to Arrest** on file are reminded that **IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.** Officers will:

a. inform the individual that a BIS investigative member seeks to interview the individual about a specific police matter and request that the subject **voluntarily** accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

b. if the individual consents, the officer will assist the individual to the district station, and:

(1) notify the desk sergeant of the incident.

(2) notify the requesting member's unit indicating that the subject of the investigative alert is at the district station voluntarily and has consented to speak with the investigating member.

(3) complete an **Information Report (CPD-11.461)** documenting the incident. Include the pertinent investigative alert data and indicate that the subject voluntarily accompanied the officer to the district station.

(4) forward a copy of the Information Report to the requesting member's unit.

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Smith, Christopher 14C 7748 FCRL 000350

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

c. if the individual will not voluntarily accompany the officer(s) to the district station:

(1) complete an Information Report documenting the incident and include the pertinent data obtained from the investigative alert.

NOTE: IF NO OTHER CRIME WAS COMMITTED, AN ARREST IS NOT AUTHORIZED.

(2) notify the desk sergeant of the incident.

NOTE: DO NOT DETAIN SUCH PERSONS IN ORDER TO MAKE NOTIFICATIONS.

(3) notify the requesting member's unit that the subject was located.

(4) forward a copy of the Information Report to the requesting member's unit.

(5) forward the original Information Report to the Office of the First Deputy Superintendent.

d. if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

3. Officers who run name checks on individuals who have a **Temporary Want** on file will:

a. take the wanted person into custody if not already in custody.

b. process the arrestee in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

c. contact the Field Inquiry Section - Central Warrant Unit for direction on how to proceed with the Temporary Want arrest.

d. ensure that either the warrant information or the basis for probable cause has been articulated on the arrest report as soon as that information is available and prior to the arrestee being sent to court.

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Smith, Christopher 14 C 7718 FCRL 000351

B. Watch Commanders

If a person in custody is the subject of an investigative alert or Temporary Want, watch commanders will ensure that:

1. the investigative alert is investigated before the arrestee is let to bail.

NOTE: The wanted person may be held for a "Reasonable Period of Time" from the time of the initial arrest.

Case law provides the following in defining "Reasonable Period of Time":

a. If an individual is in custody for 0 to 48 hours, the burden is on the arrestee to prove that the detention was unreasonable.

b. In instances when an individual is in custody for 48 to 72 hours, the burden shifts to the state to prove that the detention was reasonable. Only in cases of emergency or other extraordinary circumstances should an individual be detained beyond 48 hours.

c. In no instances should an individual remain in custody for more than 72 hours without being given a judicial hearing.

B15

2. the requesting member's unit is notified.

B15

3. the requesting unit responds or notifies the district of detention if the investigative alert is no longer in effect.

4. the Identification Section is notified if the arrestee is a participant in an electronic home monitoring detention program.

5. an Assistant State's Attorney has been notified and consulted whenever an individual remains in custody for at each of the specified periods of time below:

a. 24 hours
b. 36 hours
c. 48 hours
d. 60 hours.

6. Authorization has been received from the on-duty Assistant Deputy Superintendent assigned to Operations Command for continued detention whenever an individual remains in custody for a period of:

a. 36 hours
b. 48 hours
c. 60 hours.

7. in **no instances** will an individual remain in custody for a period longer than **72 hours** without appearing before a judge.

8. the Field Inquiry Section - Central Warrant Unit is contacted for directions on procedures to be followed whenever a Temporary Want arrest is made.

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charges from Ct. Dimmer

An Investigative Alert/Probable Cause to Arrest identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest.

An Investigative Alert/No Probable Cause to Arrest identifies an individual that BIS investigative personnel seek to interview concerning a specific crime. However, an arrest warrant for that individual has not been issued, and there is no probable cause to arrest that person on the strength of the investigative alert alone.

REVIEW RECORD
RESEARCH & DEVELOPMENT DIVISION

☐ RE-STAFFING ☐ POST-STAFFING ☐ OTHER

☒ TASK ☐ CORRESPONDENCE ☐ SUGGESTION ☐ OTHER

NO.

TITLE
STOP ORDERS

ANALYST ASSIGNED
P.O. Z. Mullings

DATE ASSIGNED
2 October 2000

ANALYST'S COMMENTS
Rescind and rewrite General Order 89-9 entitled "Stop Orders" to include the new CHRIS Stop Order Application System to be utilized by BIS.

SIGNATURE Mull DATE 13 Dec 00

☐ DIRECTIVES REVIEW

SIGNATURE DATE

☒ FORMS REVIEW
I order to discontinue a CPD-form. I need appropriate paperwork.

SIGNATURE John Kyle DATE 13 Dec 00

☐ STAFF ASSISTANT'S REVIEW
See draft

SIGNATURE M Dunnigan DATE 14 Dec 00

☐ SERGEANT'S (PRIMARY - IMMEDIATE SUPERVISOR) REVIEW
See draft

SIGNATURE Durek DATE 18 Dec 00

☐ SERGEANT'S (SECONDARY - OTHER) REVIEW
very nice job - see notations

SIGNATURE DATE 15 Dec 00

☐ LIEUTENANT/DEPUTY DIRECTOR'S REVIEW
See draft

SIGNATURE DATE 18 Dec 00

ANALYST'S COMMENTS
Title Change to Investigative Alert and changes from Command staff. Please review ASAP.

SIGNATURE Mull DATE 24 Jan 01

☐ DIRECTIVES REVIEW

SIGNATURE DATE

☐ FORMS REVIEW

SIGNATURE DATE

☐ STAFF ASSISTANT'S REVIEW
See draft

SIGNATURE DATE

☐ SERGEANT'S (PRIMARY - IMMEDIATE SUPERVISOR) REVIEW
See draft

SIGNATURE DATE

☐ SERGEANT'S (SECONDARY - OTHER) REVIEW
See draft

SIGNATURE Durek DATE 29 Jan 01

☐ LIEUTENANT/DEPUTY DIRECTOR'S REVIEW
For correction

SIGNATURE DATE 2 JAN 01

CPD-15.112 (REV. 7/97)

SHEET ____ OF ____

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GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
SUBJECT: INVESTIGATIVE ALERTS	DISTRIBUTION: C	RESCINDS: General Order 89-9	

RELATED DIRECTIVES
General Orders: Non-Traffic Arrest Warrant Procedure; Processing Persons Under Department Control; Traffic Violators, Name-Checks and Bonding; Computerized Information Systems. **Department Special Orders:** Criminal History Records; Validation Program, Computer Files.

I. PURPOSE

This order:

A. discontinues the use of the term "stop orders" and replaces it with the term "**Investigative Alert.**"

B. discontinues the use of the Stop Order or Cancellation Request form (CPD-31.961).

C. defines categories of investigative alert.

D. introduces the **Criminal History Records Information System (CHRIS) Investigative Alert Application system** to be utilized by the Bureau of Investigative Services (BIS).

E. informs members of investigative alert data availability via CHRIS and local Hot Desk name checks.

F. delineates responsibilities of BIS and the Identification Section.

G. outlines procedures when processing investigative alerts and Temporary Wants.

II. DEFINITIONS

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a class "X" felony.

B. Investigative Alert

An investigative alert is a notice posted in the Criminal History Record of a specific individual requesting that a particular BIS investigative unit be notified if the individual is located or arrested. Investigative alert information is available via CHRIS and the Hot Desk computer system. There are two categories of investigative alert, **Investigative Alert/Probable Cause to Arrest** and **Investigative Alert/No Probable Cause to Arrest.**

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1. Investigative Alert/Probable Cause to Arrest

An **Investigative Alert/Probable Cause to Arrest** indicates that an individual is wanted in a criminal investigation where an arrest warrant has not been issued, but an investigative alert is on file and probable cause to arrest exists.

2. Investigative Alert/No Probable Cause to Arrest

An **Investigative Alert/No Probable Cause to Arrest** indicates that BIS investigative personnel seek to interview an individual about a specific crime. An arrest warrant for the individual has not been issued but an investigative alert is on file. However, **there is no probable cause to arrest on the strength of the investigative alert alone.**

C. Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer systems prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically 48 hours after entry into the LEADS or NCIC computer system.

III. CHRIS INVESTIGATIVE ALERT APPLICATION SYSTEM

All requests for investigative alerts are entered and approved in CHRIS by sworn BIS personnel. Any BIS member with a responsibility for follow-up investigation may request an investigative alert via the CHRIS Investigative Alert Application system.

A. Members will enter investigative alert requests into CHRIS utilizing the investigative alert application screen. Each person wanted must be entered separately.

B. Supervisors will approve or reject investigative alert requests in CHRIS.

C. An investigative alert is effective immediately upon approval and is available to Department members via CHRIS or Hot Desk name checks.

D. CHRIS and Hot Desk name checks will display investigative alert and pertinent investigative alert data (i.e., required data listed in Item III-F of this order) whenever a name check is run against CHRIS or the Hot Desk file.

E. Each investigative alert will automatically expire six months from the date of entry. To remain active, BIS personnel must renew each investigative alert every six months.

F. The following data are required to request an investigative alert:

1. Offense code
2. Name of subject (include all known aliases)
3. I.R. number/FBI number/SID number (one of the three must be entered)
4. R.D. number (optional)
5. Physical description (sex, height, DOB, etc.)
6. Last known address
7. Justification for the investigative alert request
8. Requesting member's information (name, star number, unit, etc.).

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IV. RESPONSIBILITIES

A. Bureau of Investigative Services

Bureau of Investigative Services supervisors will ensure that:

1. a unit investigative alert file is maintained. The investigative alert file will contain sufficient information relating to the subject of the alert which will enable any member of the investigating unit the ability to handle the investigation if the requesting member is not available. Copies of all reports, documents, etc., supporting the investigative alert request and a summary of how the subject was involved in the crime or incident will also be included in the investigative alert file.

2. a copy of the subject's most recent photograph is attached to a paper copy of the approved investigative alert request and placed in the unit investigative alert file.

3. a current list of investigative alerts requested by the unit is maintained.

4. in the event a juvenile is involved or is alleged to be involved in an offense, every effort is made to apprehend the juvenile before an investigative alert is requested. This includes requesting that area Youth Investigations Group personnel search their files for pertinent information which would assist in the apprehension of the juvenile.

5. investigative alert requests are updated or canceled as necessary.

   NOTE: Any BIS member of the rank of sergeant or above is authorized to update or cancel an existing investigative alert in CHRIS.

6. the unit investigative alert file is audited each police period to ensure investigative alert requests on file are canceled when the subject of the alert has been apprehended or the investigative alert is no longer needed.

7. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered into the LEADS and/or NCIC computer systems.

8. the Help Desk at **Citynet 4-DATA** is contacted if there is a problem with the CHRIS Investigative Alert Application System.

B. Identification Section

If a fingerprint verification of an arrestee's identity indicates that an investigative alert is in effect, the Identification Section will immediately make notifications to both the district of detention and the unit which originated the investigative alert.

NOTE: The Identification Section will notify the Cook County Fugitive Unit upon verification that the arrestee is a participant (inmate or offender) in an electronic home monitoring detention program supervised by the Illinois Department of Corrections, probation supervisory authority, sheriff, or any other office charged with authorizing and supervising home detention.

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OFFICE OF THE SUPERINTENDENT
Office of Legal Affairs

09 Nov 00

TO: **Barbara McDonald**
Deputy Superintendent
Bureau of Administrative Services

Attn: Marc S. Buslik
Lieutenant
Policy and Procedure Section
Research and Development

FROM: **Karen A. Rowan**
General Counsel to the Superintendent

SUBJECT: Client / Matter #127-045
Implementation of the CHRIS Stop Order

CHICAGO POLICE DEPT.
14 NOV 00
10 13

The Office of Legal Affairs received a request for a legal opinion regarding the above captioned matter. The request was dated 30 October 2000. The request contained the following questions:

1. Whether the Department should provide street officers with non-warrant stop order information?

2. How long an arrestee can be held after his fingerprints clear and a stop order appears on his rap sheet?

3. Whether the caveat **NO PROBABLE CAUSE TO ARREST** should be included on all Stop Orders?

4. Whether the Department should include other agencies' Stop Order information in the proposed system?

It is my determination that questions 1, 3, and 4, are policy decisions that need to be addressed at the appropriate level. Question #2 will be responded to by the Office of Legal Affairs after the appropriate research is conducted. The research will include the underlying issue of the Constitutional treatment and/or detention of an individual that is the subject of a Stop Order without probable cause to arrest.

If you have any questions or require clarification, do not hesitate to contact me.

Karen Rowan
Karen A. Rowan
General Counsel to the Superintendent

KAR/sjc

BUREAU OF ADMINISTRATIVE SERVICES 30 October 2000
Research and Development Division

To: Terry G. Hillard
Superintendent of Police

Karen A. Rowan
Assistant Deputy Superintendent
General Counsel to the Superintendent

Attn.: Ronald P. Sodini
Commanding Officer
Office of Legal Affairs

From: Marc S. Buslik
Lieutenant
Research and Development Division

Subject: Implementation of the CHRIS Stop Order Application

The Research and Development Division has the task of revising General Order 89-9 to implement the recently developed "CHRIS" Stop Order Application system. The CHRIS stop order will replace the current stop order system and decentralize the entry process.

Under the new CHRIS stop order system, BIS personnel will automatically enter stop orders into CHRIS and the supervisors will approve or reject them online. Upon approval, stop orders will be active. It was also proposed by the Data Systems Division that CHRIS stop orders be available via the Hot Desk. CHRIS and Hot Desk name checks will display stop orders and all other critical stop order data. CHRIS stop orders will be expired and renewed by BIS personnel online.

The benefits of the CHRIS stop order system application are:

a. no delays in activating or expiring stop orders
b. stop order queries will be available to all Department members via CHRIS and the Hot Desk
c. no intervention by the Identification Section except to enter outside agencies stop orders (many Cook County agencies have CHRIS accessibility).

There are four unresolved questions to which the Research and Development Division is seeking the advice of Legal Affairs. The first question (a concern of the Department since the first Stop Order general order was written in 1966) is whether the Department wants to provide street officers with non-warrant stop order information. The second question is how long can an arrestee be held after the arrestee's fingerprints clear and a stop order appears on the rap sheet. The third

question is, if the Department moves toward using stop orders as an investigatory tool should the caveat **NO PROBABLE CAUSE TO ARREST** be included on all stop orders so as to dissuade street officers from making arrests based on stop order information only. The fourth unresolved question is whether the Department should be placing other institutions request for stop orders into our system, such as the Cook County Sheriff's Police and Electronic Monitoring System.

Upon your response Data Systems and the Research and Development Division will proceed with the implementation of the CHRIS Stop Order application. Also, the Research and Development Division is requesting a representative from your office at the next CHRIS stop order meeting in the event that there are other legal questions. The next meeting will be held on 2 November 2000 at 1330 hours in the 3rd floor BAS conference room.

Marc S. Buslik
Lieutenant
Research and Development Division

Approved:

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

MSB/zmm

5/5-8A-1. Title.

§5-8A-1. Title. This Article shall be known and may be cited as the Electronic Home Detention Law.
(Source:P.A.86-1281.)[FormerlyIll.Rev.Stat.38§1005-8A-1.]

5/5-8A-2. Definitions.

§5-8A-2. Definitions. As used in this Article:

(A) "Approved electronic monitoring device" means a device approved by the supervising authority which is primarily intended to record or transmit information as to the defendant's presence or nonpresence in the home.

An approved electronic monitoring device may record or transmit: oral or wire communications or an auditory sound; visual images; or information regarding the offender's activities while inside the offender's home. These devices are subject to the required consent as set forth in Section 5-8A-5 of this Article.

An approved electronic monitoring device may be used to record a conversation between the participant and the monitoring device, or the participant and the person supervising the participant solely for the purpose of identification and not for the purpose of eavesdropping or conducting any other illegally intrusive monitoring.

(B) "Excluded offenses" means first degree murder, escape, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, aggravated battery with a firearm, bringing or possessing a firearm, ammunition or explosive in a penal institution, any "Super-X" drug offense or calculated criminal drug conspiracy or streetgang criminal drug conspiracy, or any predecessor or successor offenses with the same or substantially the same elements, or any inchoate offenses relating to the foregoing offenses.

(C) "Home detention" means the confinement of a person convicted or charged with an offense to his or her place of residence under the terms and conditions established by the supervising authority.

(D) "Participant" means an inmate or offender placed into an electronic monitoring program.

(E) "Supervising authority" means the Department of Corrections, probation supervisory authority, sheriff, superintendent of municipal house of corrections or any other officer or agency charged with authorizing and supervising home detention.

(F) "Super-X drug offense" means a violation of Section 401(a)(1)(B), (C), or (D); Section 401(a)(2)(B), (C), or (D); Section 401(a)(3)(B), (C), or (D); or Section 401(a)(7)(B), (C), or (D) of the Illinois Controlled Substances Act [720 ILCS 570/401].
(Chgd. by P.A. 89-428, §280, eff. 12/13/95; 89-462, §2-280, eff. 5/29/96; 89-498, §5-135, eff. 6/27/96.)
(Source: P.A. 86-1281; 88-311.) [Formerly Ill. Rev. Stat. 38 §1005-8A-2.]

5/5-8A-3. Application.

§5-8A-3. Application.

(a) Except as provided in subsection (d), a person charged with or convicted of an excluded offense may not be placed in an electronic home detention program, except for bond pending trial or appeal or while on parole or mandatory supervised release.

(b) A person serving a sentence for a conviction of a Class 1 felony, other than an excluded offense, may be placed in an electronic home detention program for a period not to exceed the last 90 days of incarceration.

(c) A person serving a sentence for a conviction of a Class X felony, other than an excluded offense, may be placed in an electronic home detention program for a period not to exceed the last 90 days of incarceration, provided that the person was sentenced on or after the effective date of this amendatory Act of 1993 and provided that the court has not prohibited the program for the person in the sentencing order.

(d) A person serving a sentence for conviction of an offense other than for predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, aggravated criminal sexual abuse, or felony criminal sexual abuse, may be placed in an electronic home detention program for a period not to exceed the last 12 months of incarceration, provided that (i) the person is 55 years of age or older; (ii) the person is serving a determinate sentence; (iii) the person has served at least 25% of the sentenced prison term; and (iv) placement in an electronic home detention program is approved by the Prisoner Review Board.

(e) A person serving a sentence for conviction of a Class 2, 3 or 4 felony offense which is not an excluded offense may be placed in an electronic home detention program pursuant to Department administrative directives.

(f) Applications for electronic home detention may include the following:

(1) pretrial or pre-adjudicatory detention;
(2) probation;
(3) conditional discharge;
(4) periodic imprisonment;
(5) parole or mandatory supervised release;
(6) work release;
(7) furlough or
(8) post-trial incarceration.

(Chgd. by P.A. 89-428, §280, eff. 12/13/95; 89-462, §2-280, eff. 5/29/96.)
(Source: P.A. 86-1281; 87-148; 87-860; 87-890; 88-311.) [Formerly Ill. Rev. Stat. 38 §1005-8A-3.]

5/5-8A-4. Program description.

§5-8A-4. Program description. The supervising authority may promulgate rules that prescribe reasonable guidelines under which an electronic home detention program shall operate. These rules shall include but not be limited to the following:

(A) The participant shall remain within the interior premises or within the property boundaries of his or her residence at all times during the hours designated by the supervising authority. Such instances of approved absences from the home may include but are not limited to the following:

(1) working or employment approved by the court or traveling to or from approved employment;

(2) unemployed and seeking employment approved for the participant by the court;

(3) undergoing medical, psychiatric, mental health treatment, counseling, or other treatment programs approved for the participant by the court;

(4) attending an educational institution or a program approved for the participant by the court;

(5) attending a regularly scheduled religious service at a place of worship;

(6) participating in community work release or community service programs approved for the participant by the supervising authority; or

(7) for another compelling reason consistent with the public interest, as approved by the supervising authority.

(B) The participant shall admit any person or agent designated by the supervising authority into his or her residence at any time for purposes of verifying the participant's compliance with the conditions of his or her detention.

(C) The participant shall make the necessary arrangements to allow for any person or agent designated by the supervising authority to visit the participant's place of education or employment at any time, based upon the approval of the

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Smith, Christopher 14C 7718

FCRL 000361

educational institution employer or both, for the purpose of verifying the participant's compliance with the conditions of his or her detention.

(D) The participant shall acknowledge and participate with the approved electronic monitoring device as designated by the supervising authority at any time for the purpose of verifying the participant's compliance with the conditions of his or her detention.

(E) The participant shall maintain the following:

(1) a working telephone in the participant's home;

(2) a monitoring device in the participant's home, or on the participant's person, or both; and

(3) a monitoring device in the participant's home and on the participant's person in the absence of a telephone.

(F) The participant shall obtain approval from the supervising authority before the participant changes residence or the schedule described in subsection (A) of Section 5-8A-4.

(G) The participant shall not commit another crime during the period of home detention ordered by the Court.

(H) Notice to the participant that violation of the order for home detention may subject the participant to prosecution for the crime of escape as described in Section 5-8A-4.1.

(I) The participant shall abide by other conditions as set by the supervising authority.

(Chgd. by P.A. 89-647, §5, eff. 1/1/97.)

(Source:P.A.86-1281.)[FormerlyIll.Rev.Stat.38§1005-8A-4.]

5/5-8A-4.1. Escape; failure to comply with a condition of the electronic home monitoring detention program.

§5-8A-4.1. Escape; failure to comply with a condition of the electronic home monitoring detention program.

(a) A person charged with or convicted of a felony, conditionally released from the supervising authority through an electronic home monitoring detention program, who knowingly violates a condition of the electronic home monitoring detention program is guilty of a Class 3 felony.

(b) A person charged with or convicted of a misdemeanor, conditionally released from the supervising authority through an electronic home monitoring detention program, who knowingly violates a condition of the electronic home monitoring detention program is guilty of a Class B misdemeanor.

(c) A person who violates this Section while armed with a dangerous weapon is guilty of a Class 1 felony.

(Added by P.A. 89-647 §5, eff. 1/1/97.)

5/5-8A-5. Consent of the participant.

§5-8A-5. Consent of the participant. Before entering an order for commitment for electronic home detention, the supervising authority shall inform the participant and other persons residing in the home of the nature and extent of the approved electronic monitoring devices by doing the following:

(A) Securing the written consent of the participant in the program to comply with the rules and regulations of the program as stipulated in subsections (A) through (I) of Section 5-8A-4.

(B) Securing the written consent of other persons residing in the home of the participant at the time of the order or commitment for electronic home detention is entered and acknowledge the nature and extent of approved electronic monitoring devices.

(C) Insure that the approved electronic devices be minimally intrusive upon the privacy of the participant and other persons residing in the home while remaining in compliance with subsections (B) through (D) of Section 5-8A-4.

(Source: P.A. 86-1281; 87-860; 87-890.) [Formerly Ill. Rev. Stat. 38 §1005-8A-5.]

ARTICLE 9. FINES

Sec.

5/5-9-1. Authorized fines.
5/5-9-1.1. Drug related offenses.
5/5-9-1.2. Proceeds of fines.
5/5-9-1.3. Fines levied for certain felonies.
5/5-9-1.4. Crime laboratory.
5/5-9-1.5. Domestic violence fine.
5/5-9-1.6. Fine for domestic battery.
5/5-9-1.7. Sexual assault fines.
5/5-9-1.8. Child pornography fines.
5/5-9-1.9. DUI analysis fee.
5/5-9-1.10. Additional fines.
5/5-9-2. Revocation of a fine.
5/5-9-3. Default.
5/5-9-4. Order of withholding.

5/5-9-1. Authorized fines.

§5-9-1. Authorized fines.

(a) An offender may be sentenced to pay a fine which shall not exceed for each offense:

(1) for a felony, $10,000 or the amount specified in the offense, whichever is greater, or where the offender is a corporation, $50,000 or the amount specified in the offense, whichever is greater;

(2) for a Class A misdemeanor, $1,000 or the amount specified in the offense, whichever is greater;

(3) for a Class B or Class C misdemeanor, $500;

(4) for a petty offense, $500 or the amount specified in the offense, whichever is less;

(5) for a business offense, the amount specified in the statute defining that offense.

(b) A fine may be imposed in addition to a sentence of conditional discharge, probation, periodic imprisonment, or imprisonment.

(c) There shall be added to every fine imposed in sentencing for a criminal or traffic offense, except an offense relating to parking or registration, or offense by a pedestrian, an additional penalty of $4 for each $40, or fraction thereof, of fine imposed. The additional penalty of $4 for each $40, or fraction thereof, of fine imposed, if not otherwise assessed, shall also be added to every fine imposed upon a plea of guilty, stipulation of facts or findings of guilty, resulting in a judgment of conviction, or order of supervision in criminal, traffic, local ordinance, county ordinance, and conservation cases (except parking, registration, or pedestrian violations), or upon a sentence of probation without entry of judgment under Section 10 of the Cannabis Control Act [720 ILCS 550/10] or Section 410 of the Controlled Substances Act [720 ILCS 570/410].

Such additional amounts shall be assessed by the court imposing the fine and shall be collected by the Circuit Clerk in addition to the fine and costs in the case. Each such additional penalty shall be remitted by the Circuit Clerk within one month after receipt to the State Treasurer for deposit into the Traffic and Criminal Conviction Surcharge Fund, unless the fine, costs or additional amounts are subject to disbursement by the circuit clerk under Section 27.5 of the Clerks of Courts Act [705 ILCS 105/27.5]. Such additional penalty shall not be considered a part of the fine for purposes of any reduction in the fine for time served either before or after sentencing. Not later than March 1 of each year the Circuit Clerk shall submit a report of the amount of funds remitted to the State Treasurer under this subsection (c) during the preceding calendar year. Except as otherwise provided by Supreme Court Rules, if a court in imposing a fine against an offender levies a gross amount for fine, costs, fees and penalties, the amount of the additional penalty provided for herein shall be computed on

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III.E. TYPICAL LEADS HIT MESSAGES (Continued)

2. LEADS Temporary Wanted Person Record with a Locate -- Under certain circumstances, a law enforcement agency may enter this kind of temporary record prior to obtaining a warrant. "Temporary Want" records are purged by LEADS and NCIC following the day of entry plus two days.

```
 M)  M/92-333
 1)  CHF  012392  1514

 2)  ZAUK LDS/W9212345 LOC TEMPORARY KCR
 3)  OFF/4901 ESCAPE (SEE MIS) DOW/012192
 4)  NAM/JONES,JAMES D SEX/M RAC/W POB/NY
 5)  DOB/111447 AGE/44 HGT/600 WGT/180 HAI/BRN EYE/BLU SKN/FAR
 6)
 7)  SMT/GLASSES
8a)  MIS/LOCATED 1420 012292 ACR--INCARCERATED FOR MAIL FRAUD,
8b)  FAILED TO RETURN FROM FURLOUGH 012192
8c)
8d)
 9)
10)
11)
12)  OCA/ROC44992
13)  ORA/US PENN MARION IL
14)  ENT/XXX OPR/AV TME/0933 DTE/012292 NIC/W888547213
15)  CONFIRM WITH ORA
```

Explanation of "Temporary Want" Record

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 correspond to those in Example 1. This record has been located by terminal KCR as indicated by the message label at the end of Line 2. Additional locate information appears in the first portion of the MIS Field.

Line 3 indicates the offense code (OFF), the translation for it, and indicates more information is available in the Miscellaneous Field. A "date of warrant" (DOW) appears even though no warrant had been obtained at the time of entry. The given date is usually the date the offense was committed.

Lines 4-8 provide a description of the subject and information pertinent to the case. Line 8a shows the time and date that the subject was located and the locating terminal (KCR). This information has been inserted by the LEADS computer into the first portion of the MIS Field.

Lines 9-11 are reserved for vehicle data and are blank here because the subject is not known to be using a vehicle.

Lines 12-15 correspond to the first example.

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III.E. TYPICAL LEADS HIT MESSAGES (Continued)

2. LEADS Temporary Wanted Person Record with a Locate -- Under certain circumstances, a law enforcement agency may enter this kind of temporary record prior to obtaining a warrant. "Temporary Want" records are purged by LEADS and NCIC following the day of entry plus two days.

```
 M)  M/92-333
 1)  CHF  012392  1514

 2)  ZAUK LDS/W9212345 LOC TEMPORARY KCR
 3)  OFF/4901 ESCAPE (SEE MIS) DOW/012192
 4)  NAM/JONES,JAMES D SEX/M RAC/W POB/NY
 5)  DOB/111447 AGE/44 HGT/600 WGT/180 HAI/BRN EYE/BLU SKN/FAR
 6)
 7)  SMT/GLASSES
8a)  MIS/LOCATED 1420 012292 ACR--INCARCERATED FOR MAIL FRAUD,
8b)  FAILED TO RETURN FROM FURLOUGH 012192
8c)
8d)
 9)
10)
11)
12)  OCA/ROC44992
13)  ORA/US PENN MARION IL
14)  ENT/XXX OPR/AV TME/0933 DTE/012292 NIC/W888547213
15)  CONFIRM WITH ORA
```

Explanation of "Temporary Want" Record

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 correspond to those in Example 1. This record has been located by terminal KCR as indicated by the message label at the end of Line 2. Additional locate information appears in the first portion of the MIS Field.

Line 3 indicates the offense code (OFF), the translation for it, and indicates more information is available in the Miscellaneous Field. A "date of warrant" (DOW) appears even though no warrant had been obtained at the time of entry. The given date is usually the date the offense was committed.

Lines 4-8 provide a description of the subject and information pertinent to the case. Line 8a shows the time and date that the subject was located and the locating terminal (KCR). This information has been inserted by the LEADS computer into the first portion of the MIS Field.

Lines 9-11 are reserved for vehicle data and are blank here because the subject is not known to be using a vehicle.

Lines 12-15 correspond to the first example.

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III.E. TYPICAL LEADS HIT MESSAGES (Continued)

2. LEADS Temporary Wanted Person Record with a Locate -- Under certain circumstances, a law enforcement agency may enter this kind of temporary record prior to obtaining a warrant. "Temporary Want" records are purged by LEADS and NCIC following the day of entry plus two days.

```
 M)  M/92-333
 1)  CHF  012392  1514

 2)  ZAUK LDS/W9212345 LOC TEMPORARY KCR
 3)  OFF/4901 ESCAPE (SEE MIS) DOW/012192
 4)  NAM/JONES,JAMES D SEX/M RAC/W POB/NY
 5)  DOB/111447 AGE/44 HGT/600 WGT/180 HAI/BRN EYE/BLU SKN/FAR
 6)
 7)  SMT/GLASSES
8a)  MIS/LOCATED 1420 012292 ACR--INCARCERATED FOR MAIL FRAUD,
8b)  FAILED TO RETURN FROM FURLOUGH 012192
8c)
8d)
 9)
10)
11)
12)  OCA/ROC44992
13)  ORA/US PENN MARION IL
14)  ENT/XXX OPR/AV TME/0933 DTE/012292 NIC/W888547213
15)  CONFIRM WITH ORA
```

Explanation of "Temporary Want" Record

Line M is the identifying number of the officer requesting information.

Lines 1 and 2 correspond to those in Example 1. This record has been located by terminal KCR as indicated by the message label at the end of Line 2. Additional locate information appears in the first portion of the MIS Field.

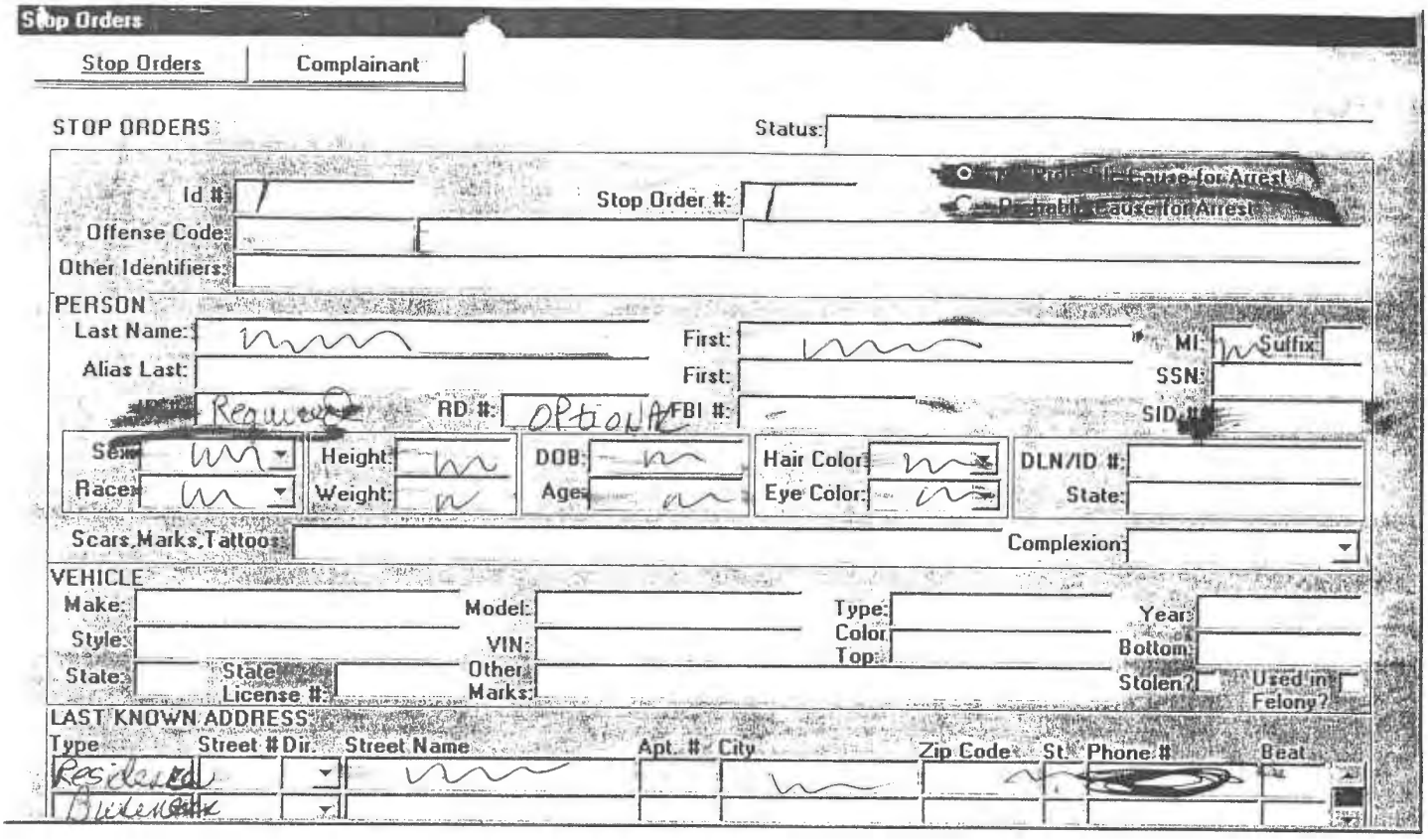
Line 3 indicates the offense code (OFF), the translation for it, and indicates more information is available in the Miscellaneous Field. A "date of warrant" (DOW) appears even though no warrant had been obtained at the time of entry. The given date is usually the date the offense was committed.

Lines 4-8 provide a description of the subject and information pertinent to the case. Line 8a shows the time and date that the subject was located and the locating terminal (KCR). This information has been inserted by the LEADS computer into the first portion of the MIS Field.

Lines 9-11 are reserved for vehicle data and are blank here because the subject is not known to be using a vehicle.

Lines 12-15 correspond to the first example.

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IR#

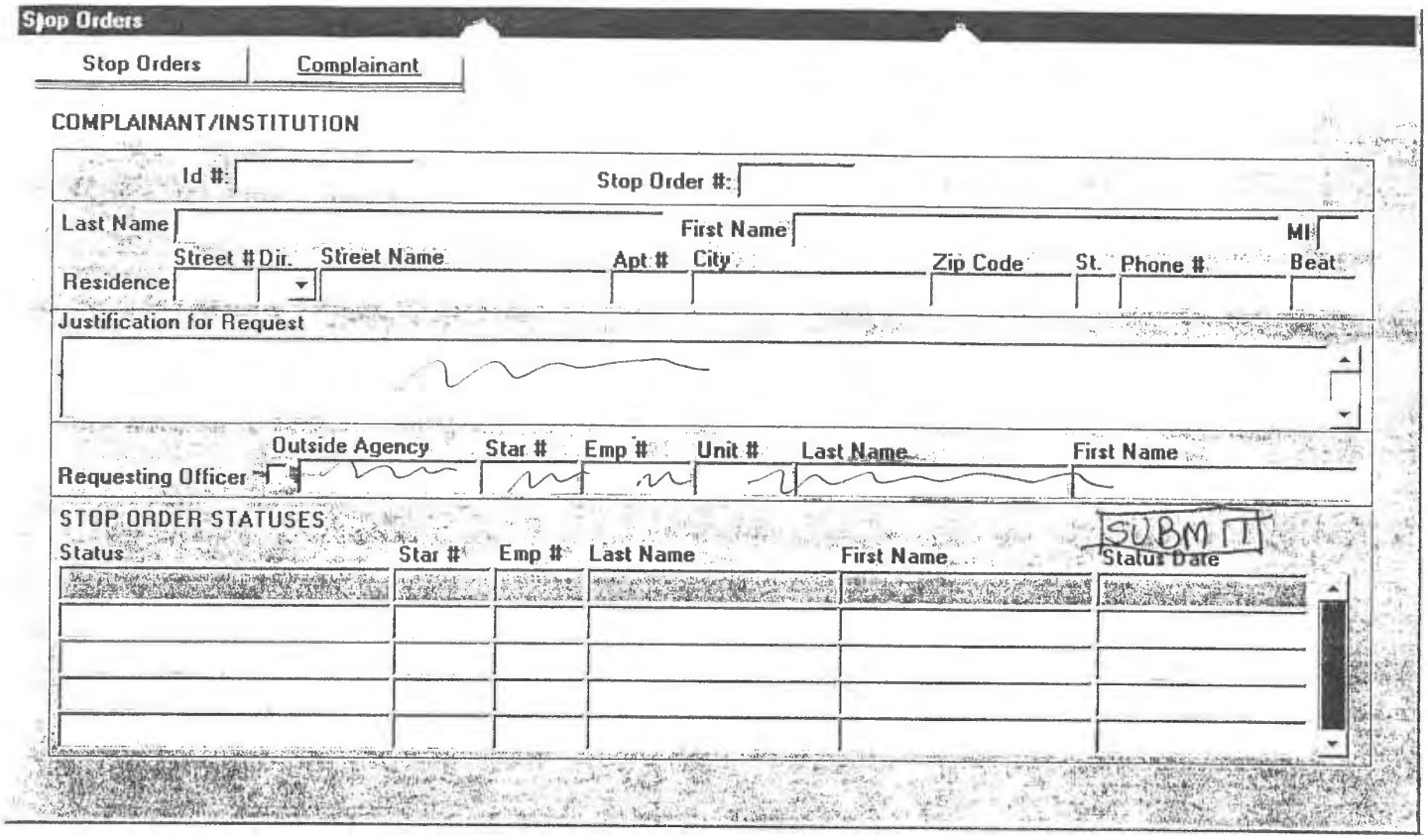
FBI

OR

SID

Must be present

→ only SUPV can update STOPS



→ If NO YES Parole on Renewals within a week SEND memo to Chief of Det.

4. Camera operators will:

a. use the camera equipment according to the instructions issued to the their training session or by the Crime Laboratory Division.

b. take two (2) photographs of a completed Photo Identification Card ((33.715) before taking other photographs. This card identifies the negatives and expedites the distribution of the developed photographs

c. take at least two (2) photographs of the left profile, the right profile and front of each line-up.

d. prepare an Evidence Report and distribute it as follows:

1. forward the Crime Laboratory Division (white original) copy, Identification Section (pink) copy, and the exposed film (in filled film envelope)to the Crime Laboratory Division.

2. file the Detective Division Area (yellow) copy in the Administra files.

3. forward the Crime Laboratory Division record (gold) copy to appropriate unit watch commander for filing in the investigative f

4. not prepare an Evidence Report when Polaroid Photographs taken. Polaroid photos taken during any investigation will be pla in the unit investigative file, MDR envelope.

Note: Polaroid photos may be duplicated utilizing the Pola accessory pack designed for that purpose.

IV. MATERIAL SUITABLE FOR PUBLICATION IN THE DAILY BULLETIN

A. Material of an investigative nature, which is published in the Daily Bulletin, provi Department members with information about various individuals, crimes and property. information that accompanies the photograph of a wanted person determines precautions officers must take when stopping, questioning, and arresting a subject. Nar or photos of wanted persons will not be used in the Daily Bulletin unless there is a s order on file in the Identification Section or a warrant on file in the Central Warrant U

B. The following items are suitable for publication in the Daily Bulletin.

1. Pictures, descriptions, or sketches of property that was stolen or used as tools criminal offense.

NOV-17-00 10:49 From:AREA 02 DETECTIVE CH 7732473128 T-626 P.01/05 Job-512

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5. When submitting pictures of persons detectives seek to interview about a spe crime, when no arrest warrant has been issued, and there is no probable caus arrest, detectives will include:

   a. a caption which reads:

   DETECTIVES SEEK TO INTERVIEW
   THIS INDIVIDUAL REGARDING
   A (SPECIFIC CRIME) INVESTIGATION
   NO WARRANT ON FILE
   NO PROBABLE CAUSE TO ARREST
   RECORD STOP ORDER IN EFFECT

   b. the individual's name, IR, SID or FBI number, race, sex, age, phys description, alias, last known address and a description of any vehicle us

   c. the RD number and pertinent information about the offense.

   d. the following closing statement:

   If you know of the whereabouts of this person, or if you arrest him or her a non-related offense, please notify (unit to be notified) immediately, so detectives may interview him or her.

6. Material submitted by outside agencies or other items for publication that are covered above will be submitted to the appropriate Deputy Chief or the Chie Detectives for review and approval for publication.

D. Responsibility of command personnel

1. Watch commanders will

   a. verify that an arrest warrant has been issued or that probable cause to ar has been established and explained in a Supplementary Report.

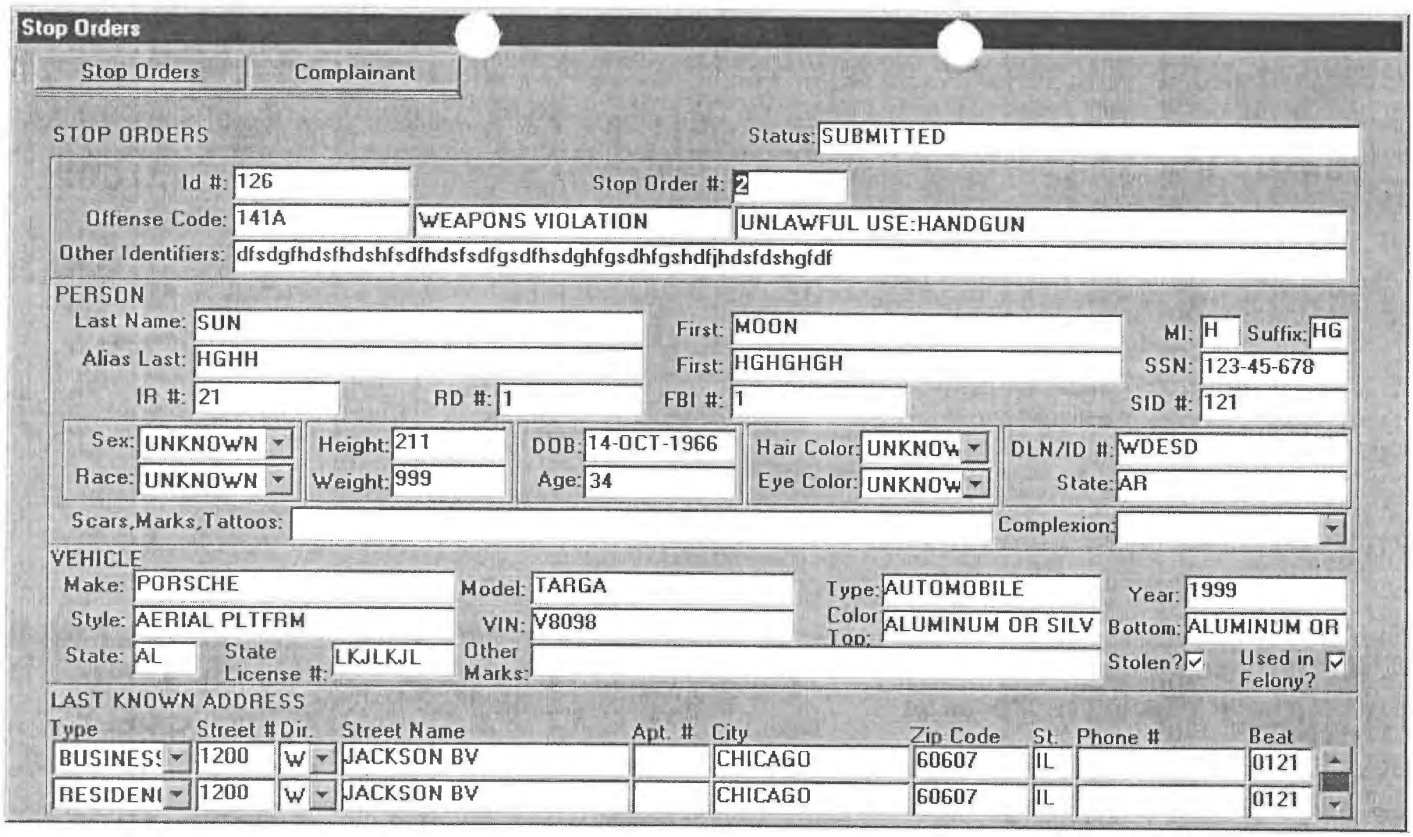
   b. carefully review the information submitted when detectives seek only interview the subject and there is neither an arrest warrant nor proba cause to arrest.

   c. verify that a record stop order is on file when no warrant has been issu

   d. approve and forward submitted material, through channels, appropriate Deputy Chief.

T-626 P.05/05 Job-512 2127473128 From:AREA 02 DETECTIVE NOV-17-00 10:50

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Stop Orders

Stop Orders | Complainant

STOP ORDERS — Status: SUBMITTED

Id #: 126 — Stop Order #: 2

Offense Code: 141A — WEAPONS VIOLATION — UNLAWFUL USE:HANDGUN

Other Identifiers: dfsdgfhdsfhdshfsdfhdsfsdfgsdfhsdghfgsdhfgshdfjhdsfdshgfdf

PERSON

Last Name: SUN — First: MOON — MI: H — Suffix: HG

Alias Last: HGHH — First: HGHGHGH — SSN: 123-45-678

IR #: 21 — RD #: 1 — FBI #: 1 — SID #: 121

Sex: UNKNOWN — Height: 211 — DOB: 14-OCT-1966 — Hair Color: UNKNOW — DLN/ID #: WDESD

Race: UNKNOWN — Weight: 999 — Age: 34 — Eye Color: UNKNOW — State: AR

Scars,Marks,Tattoos: — Complexion:

VEHICLE

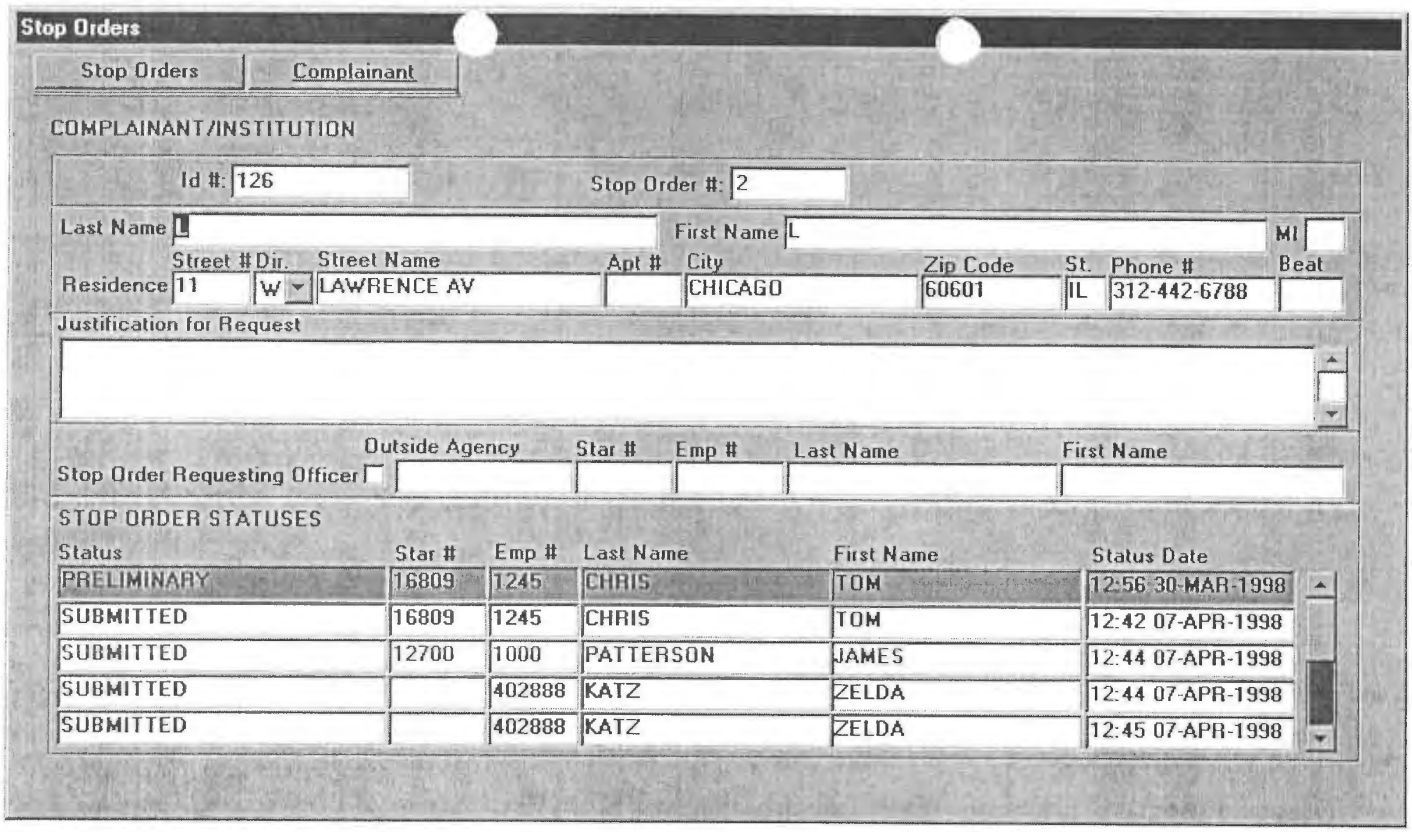
Make: PORSCHE — Model: TARGA — Type: AUTOMOBILE — Year: 1999

Style: AERIAL PLTFRM — VIN: V8098 — Color Top: ALUMINUM OR SILV — Bottom: ALUMINUM OR

State: AL — State License #: LKJLKJL — Other Marks: — Stolen? ☑ — Used in Felony? ☑

LAST KNOWN ADDRESS

Type	Street #	Dir.	Street Name	Apt. #	City	Zip Code	St.	Phone #	Beat
BUSINESS	1200	W	JACKSON BV		CHICAGO	60607	IL		0121
RESIDENT	1200	W	JACKSON BV		CHICAGO	60607	IL		0121



Stop Orders

Stop Orders | Complainant

COMPLAINANT/INSTITUTION

Id #: 126 Stop Order #: 2

Last Name L First Name L MI

	Street #	Dir.	Street Name	Apt #	City	Zip Code	St.	Phone #	Beat
Residence	11	W	LAWRENCE AV		CHICAGO	60601	IL	312-442-6788	

Justification for Request

Stop Order Requesting Officer ☐ Outside Agency | Star # | Emp # | Last Name | First Name

STOP ORDER STATUSES

Status	Star #	Emp #	Last Name	First Name	Status Date
PRELIMINARY	16809	1245	CHRIS	TOM	12:56 30-MAR-1998
SUBMITTED	16809	1245	CHRIS	TOM	12:42 07-APR-1998
SUBMITTED	12700	1000	PATTERSON	JAMES	12:44 07-APR-1998
SUBMITTED		402888	KATZ	ZELDA	12:44 07-APR-1998
SUBMITTED		402888	KATZ	ZELDA	12:45 07-APR-1998

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```
HD20                              CRIMINAL WARRANT                          04 JAN 01
                                  * *  ACTIVE  * *                          1012  INQ
WARRANT  CE011597     DOC  00 0234656     IR NUMBER  02-6670    VAL/UNIT  CWU
NAME: LAST  MAYBAUM            FIRST  LAWRENCE          MI       SUFFIX
DISP       CENTRAL BOOKING                RECALL                RD
ADDR 00449 N ELIZABETH ST                 APT        CITY CHICAGO          ST IL
DESCRIPTION: SEX  M   RACE  W   DOB [redacted]  AGE  54  WGT  160  HGT  511
             HAIR  XXX  EYE  XXX SKN  LGT  SMT
ISSUED 14 JUN 00  BOND    5000 CASH N  JUDGE MCGLYNN          COURT 43 KEY
DIST  013          REPRINT WARRANT?    OFFENSE  1399 ASSAULT
BF? Y  CHARGES  720ILCS5.0/12-3-A     BATTERY
COMPLAINANT NAME  OFF HARAN 10680                    UNIT          PAX
  ADDR                                    APT       CITY  CHICAGO
  STATE  IL         ZIP                   PHONE           EXT
FBI                 SID                   FPC
SOC                 DLS      DLN                  DLY
MISC: BATTERY OTX 312 745 5208 DOC 00 234656 MIS
                                          /
CIL ? N GEO
LEADS Y W00N8724    CAUTION
NCIC  N             TMP BRD
                      VAL BY      ON            LAST UPDATED MAB 0809 19OCT00
F1=HLP F2=NXT F3=PRV F4=ADD F5=UPD F7=LDS F8=REINST F9=VALDTE F11=ALIAS F12=EXIT
                                                                          LDS
```

G.O. 97-12 Chicago Police Department

TITLE: NON-TRAFFIC ARREST WARRANT PROCEDURE

ISSUE DATE: 31 DECEMBER 1997

EFFECTIVE DATE: 1 JANUARY 1998

DISTRIBUTION: B

RESCINDS: GENERAL ORDER 83-14. AMFN#'S: 94-003046; 96-00045; 96-04611.

I. PURPOSE

This order:

A. outlines Department procedures for requesting, processing, and servicing non-traffic arrest warrants.

B. introduces the use of the Intrastate Hold Affidavit.

C. continues the:

1. requirements for bond forfeiture notifications by the court sergeant/officer.

2. direct recall procedures to expedite the removal of criminal warrants from the Department's computer system.

3. procedures for processing persons arrested by outside agencies.

4. **"Warrant Index"** portion of the Warrant Control card (CPD-31.265).

5. Warrant Control Suspense File card (CPD-31.266).

6. computer generated "Weekly Listing of Active Warrants" (PGM-9258).

7. computer generated "Daily Activity Listing" (PGM-9259).

D. discontinues the use of the "**Affidavit**" portion of the Warrant Control card

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(CPD-31.265).

E. eliminates the position of district warrant officer.

II. REQUEST FOR NON-TRAFFIC WARRANTS

A. Persons seeking a summons or an arrest warrant for misdemeanor or ordinance offenses **other than domestic violence related offenses**, will be directed to apply to the police officer/warrant clerk assigned to Court Branches 23, 29, 34, 35, or 43, Monday through Friday (excluding court holidays) between 0830 and 1130 hours. The summons/warrant will be made returnable to the court branch where the case would normally be assigned as outlined in the Department Notice entitled "Court Call Schedule."

B. Persons seeking a summons or an arrest warrant for **misdemeanor domestic violence related offenses** are to be directed to apply to the police officer/warrant clerk assigned to the Domestic Violence Court Warrant Office, at 1340 S. Michigan Avenue, first floor, Monday through Friday (excluding court holidays) between 0830 and 1130 hours.

C. Police officers may request misdemeanor non-traffic arrest warrants from the police officer/warrant clerk assigned to any branch of the First Municipal District, Circuit Court of Cook County (Municipal Court of Chicago). However, the warrant will be made returnable to the court branch where the case would normally be assigned as outlined in the Department Notice entitled "Court Call Schedule."

D. Requests for felony warrants will be processed in accordance with the provisions of the General Order entitled "Felony Review by Assistant State's Attorney."

E. Upon request for an arrest warrant, the police officer/warrant clerk will:

1. ensure that probable cause exists for the complaint to apply for a warrant or summons, and when probable cause exists, prepare a formal complaint, an arrest warrant and a summons.

2. accurately record as much personal information as possible for the person named in the warrant (e.g., name, address, sex, race, height, weight, date of birth, age, complexion, etc.) in the **Information and Description of Defendant** section of the warrant. If available, record the Identification Record (IR) number and/or Central Booking (CB)

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number of the person named in the warrant.

3. have the Assistant State's Attorney assigned to the court branch review the warrant or summons, complaint and any other related documents for approval before they are presented to the court.

4. complete a Warrant Control Suspense File card (CPD-31.266). The card will be retained by the police officer/warrant clerk as a record of registration and processing of the warrant in an alphabetical file in accordance with the Forms Retention Schedule.

5. inform the officer obtaining a warrant that prior to an immediate execution of the warrant, the officer **must first deposit** the warrant with the Central Warrant Unit and **obtain a warrant number before the warrant can be served**. Unserved warrants or copies of unserved warrants will not be retained or circulated in the field.

6. complete the unshaded portion of a Court Complaint Transmittal Listing (CPD-11.551) for each warrant and forward it to the court clerk assigned to the court hearing the complaint.

F. When a police officer/warrant clerk ascertains that the person named in the warrant is a Department member, he will follow the provisions of the General Order entitled "Complaint and Disciplinary Procedures."

III. PROCESSING NON-TRAFFIC ARREST WARRANTS

A. The Data Systems Division will:

1. maintain a computer system to process pertinent information regarding arrest warrants.

2. produce necessary copies of the Warrant Index cards (CPD-31.265) daily, utilizing warrant information entered the previous day.

3. prepare and forward to the Central Warrant Unit, a Daily Activity Listing (PGM-9259), by unit, of all warrants entered, modified, or inactivated in the previous 24-hour period (0001-2400 hours).

4. prepare and forward to the Central Warrant Unit, the Weekly Listing of Active Warrants, by district, that have been entered and have remained active on the list for at least 45 days.

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B. The Central Warrant Unit will:

1. upon receipt of an arrest warrant from the clerk of the Circuit Court, obtain a current Chicago Police Department (CPD) criminal history record of the person named on the warrant. If the IR number is listed on the warrant, verify all information contained in the warrant and enter it into the computer system. Warrants which do **not** contain sufficient information to distinguish the person named in the warrant from others of similar names will be returned to the issuing court.

2. stamp the warrant number assigned by the computer on the face of the warrant document.

3. file the warrant and the complaint until served or returned to the Clerk of the Circuit Court.

4. enter criminal warrant data into the Law Enforcement Agency Data Systems (LEADS) computer **only** when the charge is a felony, and enter criminal warrant data into the National Crime Information Center (NCIC) computer system when the charge is for a Class "X" felony (homicide, armed robbery, aggravated arson, etc.).

   NOTE: In exceptional cases, and upon the approval of the Chief of the Detective Division, a felony warrant may be placed in the LEADS and NCIC computer systems for an offense other than those enumerated above.

5. retain the Warrant Index card in the file with the warrant.

6. forward the Weekly Listing of Active Warrants to the affected district/unit commanding officers.

7. when notified that a person named in a warrant has been taken into custody:

   a. verify the validity of the warrant via the Clerk of the Circuit Court computer.

   b. after verifying the validity of the warrant, initial the back of the Warrant Index card and record the time that verification was attempted and/or completed.

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c. record the name and star/employee number of the Department member making the notification on the back of the Warrant Index card.

d. send a facsimile copy of the warrant to the Identification Section/Instant Update Unit for verification of the fingerprints and IR number to determine if the person in custody is the person named in the warrant.

e. immediately notify the watch commander of the detention facility when it is determined that the warrant is invalid or the person in custody is not the person named in the warrant.

f. if the inquiry reveals that the warrant is valid, make photocopies of the arrest warrant and complaint when available, stamp all copies with a stamp denoting "COPY" and transmit a facsimile copy of the warrant and complaint, if any, to the district of detention.

g. record the unit/district of detention and the CB number on the Warrant Index card.

8. update warrants to "inactive" status in the computer system when a warrant is to be removed from the active file (e.g., served, quashed, deleted etc.).

9. stamp the Warrant Index card "DELETED" and compare this card with the listing of deletions prepared by the Data Systems Division. The Warrant Index card will be retained in an alphabetical file by year, in accordance with the Forms Retention Schedule.

10. upon return of a facsimile copy of a warrant by a unit to which it was sent for reasons as outlined in Item V of this order, ensure that the original is reinstated to the active file.

11. upon notification that the person named in the warrant is already in the custody of an outside agency, take appropriate action to ensure that the warrant is served.

C. The Central Booking Desk will run a computer check on arrestees to ascertain if there are any active warrants. Should an active warrant be located, the

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Central Booking Desk will ensure that a copy of the Arrest Report (CPD-11.420) is hand delivered to the Central Warrant Unit.

D. The Field Inquiry Section will make proper notifications via the telephone of any alias warrant hits discovered by the Identification Section to the affected police district desk sergeant. The member making the notification is to obtain the desk sergeant's name, and star number.

E. When a person in custody is found to be wanted on a warrant issued by an Illinois Court, the LEADS Desk in the Field Inquiry Section will immediately notify the extradition officer. In instances when a warrant is discovered during the identification processing, the notification will be made immediately by the Identification Section/Instant Update Unit.

F. The extradition officer will complete the initial top sections of the Intrastate Hold Affidavit [sections from the top of the document down to, but not including, the section labeled: "IDENTIFICATION/DESCRIPTION OF PERSON IN CUSTODY" (except the line indicating "Cook County No.")] for each warrant issued by an Illinois court after a determination of identity has been made. He will send the partially completed Intrastate Hold Affidavit, for each warrant, to the district of detention desk sergeant via facsimile. If an arrestee is transported to the Central Detention Section, the affidavit will be hand carried to 001 District desk sergeant for attachment to the Court Complaint Transmittal Listing (CPD-11.551).

G. The Identification Section will send two facsimile copies of arrestees' criminal history sheets to the district of detention for inclusion and attachment to the Arrest Report of arrestees going to court. The second set of the criminal history sheets will be stamped with a note reading, "Attach to Transportation/Bailiff Copy (goldenrod) of the Arrest Report and send along with defendant's papers to court."

H. The Records Division, Subpoena Unit, will ensure that the original warrants and complaints, if any, are hand delivered to the office of the Clerk of the Circuit Court of Cook County, Monday through Friday (excluding court holiday) during normal business hours.

IV. PROCESSING PERSONS ARRESTED ON WARRANTS

A. Arresting officer's procedures:

1. In addition to the procedures outlined below, arrestees will be

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processed in accordance with the procedures outlined in the general order entitled "Processing Persons Under Department Control."

2. Local charges, if any, the warrant charge and type of warrant will be indicated in the "References" and "Offenses" boxes of the Arrest Report. In addition, the following information for each warrant is to be listed clearly and legibly in the narrative section of the Arrest Report:

   a. Warrant number

   b. Warrant charge

   c. Court branch

   d. Amount of bond

   e. Judge's name

   f. Identification Record (IR) number listed on the warrant, if any.

3. **Felony warrant cases**, other than narcotics or bond forfeiture warrants, the arresting officer or in his absence, the desk sergeant will notify the **Detective Division unit** listed on the warrant in accordance to the General Order entitled "Processing Persons Under Department Control." In addition, an assistant state's attorney from the Felony Review Unit will be contacted for the final approval of the charge and for the preparation of the felony folder, if required, as outlined in the General Order entitled "Felony Review by Assistant State's Attorney."

4. The procedures for charging a fugitive apprehended on a **warrant issued in another state** will be followed in compliance with the Department Special Order entitled "Extradition Procedures."

5. Persons apprehended on **warrants issued within the State of Illinois**:

   a. Persons arrested on local charges and when a warrant issued within the State of Illinois is discovered, the person **will not be issued an Individual Recognizance Bond (I-Bond) for the local (misdemeanor or traffic Major room) charges or for the warrant.** Such persons will instead be sent to the First Municipal District, Circuit Court of Cook County (Municipal Court

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of Chicago, having proper jurisdiction, for a bond hearing in accordance with the Department Notice entitled, "Court Call Schedule." An arrestee who is able to post a Cash Bond (C-Bond) or a Deposit Bond (D-Bond) on the local charges will be allowed to do so, however, the arrestee will be sent to the Central Detention Section for additional processing of the warrant. (Unless the bond amount is indicated on the warrant, in which case the person will be allowed to post the indicated bond and not transported to the Central Detention Section.)

b. When an arrestee is to be transported to the Central Detention Section a **second Arrest Report will be completed** by the arresting officer, if he is available, or by desk personnel **prior** to transporting the person to the Central Detention Section.

(1) The warrant information and the initial probable cause for arrest (local charges) are to be entered in the narrative section of both Arrest Reports. In addition, the warrant charge and type of warrant will be indicated in the "References" and "Offenses" boxes of both Arrest Reports (i.e., 720 ILCS 5/16-1. WART. THEFT).

(2) The **original Central Booking (CB) number** will be entered in box 6 of the second Arrest Report.

(3) Multiple outside active warrants will be included on one Arrest Report. If additional space is necessary, a third Arrest Report will be completed.

(4) The transporting officers will present the Arrest Report to the Watch Commander of the 001 District who will countersign the "Initial Approval of Probable Cause" box.

(5) Complete the remaining information requested on the semi completed Intrastate Hold Affidavit received by the district desk sergeant. In the event that the arresting officer is unavailable to complete the Intrastate Hold Affidavit, the desk sergeant will complete, sign and clerk the document; and ensure the LEADS hit printout is attached to the affidavit.

(6) Two copies of each LEADS hit printout, discovered for

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each warrant, will be generated and attached a follows:

(a) One copy to the Transportation/Bailiff Copy (goldenrod) of the second Arrest Report.

(b) The second copy to the completed Intrastate Hold Affidavit.

c. Where no local charges are lodged, only **one Arrest Report** will be prepared, and the arrestee will be transported to the Central Detention Section with the single Arrest Report for the warrant.

(1) In instances where the district of detention has not received the Intrastate Hold Affidavit by the time the arrestee is ready to be transported to the Central Detention Section, the desk sergeant will:

(a) notify the extradition officer that the prisoner is going to be transported to the Central Detention Section for further processing and that the Intrastate Hold Affidavit has not been received.

(b) attach the two copies of the LEADS hit printout to the Transportation/Bailiff Copy of the Arrest Report if notified by the extradition officer that the affidavit will be hand delivered to the 001 District.

(2) The extradition officer will either immediately send a facsimile copy of the affidavit to the district of detention for completion by the arresting officer, or in his absence, tor completion by the desk sergeant; or will inform the desk sergeant that the affidavit will be hand delivered to the 001 district where the affidavit will be married up with the LEADS hit printout and the Court Complaint Transmittal Listing.

NOTE: The original signature of the arresting officer must appear on the Intrastate Hold Affidavit whenever possible. However, the processing and/or transporting of arrestees to the Central Detention Section when required, will not be delayed in order to

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obtain the partially completed affidavit from the extradition officer or the original signature of the arresting officer. Instead, the Intrastate Hold Affidavit will be completed by the desk sergeant at the district of detention; or by the 001 District desk sergeant when the Intrastate Hold Affidavit is hand delivered by the extradition officer.

(3) In the event further information is needed to complete the affidavit, the desk sergeant should verify the required information via the extradition officer (e.g., a fingerprint or photograph comparison if significant discrepancies between the physical description of the person in custody and the person named in the warrant are noted).

(4) The transporting officers will present the Arrest Report to the Watch Commander of the 001 District who will countersign the "Initial Approval of Probable Cause" box.

6. Persons apprehended on warrants issued in the State of Illinois (regardless of whether local or outside agency) who will be **sent to court on local charges** will **NOT** be sent to the Central Detention Section.

a. Only **one Arrest Report** will be prepared for the local charge and warrant. All information regarding the warrant and probable cause for the arrest should be indicated in the narrative section of the Arrest Report. In addition, the warrant charge and type of warrant is to be indicated in the "References" and "Offenses" boxes of the Arrest Report.

b. The arresting officer will generate two copies of each LEADS hit printout, discovered for each warrant, and attach them as follows:

(1) One copy to the Transportation/Bailiff Copy (goldenrod) of the second Arrest Report.

(2) The second copy to the completed Intrastate Hold Affidavit.

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c. If space is limited on the original Arrest Report, a second Arrest Report (continuation report) with the probable cause for arrest will be prepared in accordance with the Form Preparation Instructions printed on the inside cover of the Arrest Report formset booklet.

B. The desk sergeant will ensure that:

1. arrestees are processed in accordance with the procedures outlined in this directive and the General Order entitled "Processing Persons Under Department Control."

2. a facsimile copy of an arrestee's Arrest Report is sent to the Central Booking Desk and the Central Warrant Unit.

3. the information and physical description of the subject named in the warrant matches the subject in custody.

NOTE: If significant discrepancies between the physical description of the person in custody and the person named in the warrant are noted, the watch commander of the detention facility will be notified. The watch commander has the final authority to make the determination if the person named in the warrant and the individual in custody are the same. If necessary to establish identity, the arrestee will be fingerprinted in accordance with the procedures outlined in the General Order entitled "Processing Persons Under Department Control."

4. the arrestee's IR number, if available, and the IR number listed on the facsimile copy of the warrant are the same before the arrestee is let to bail or sent to court.

5. for persons arrested on local charges and a warrant issued in the state of Illinois is discovered, the person **will not be issued an Individual Recognizance Bond (I-Bond) for the local (Misdemeanor or traffic Major room) charges or for the warrant.** Such persons will instead be sent to the First Municipal District, Circuit Court of Cook County (Municipal Court of Chicago) having proper jurisdiction, for a bond hearing in accordance with the Department Notice entitled, "Court Call Schedule." An arrestee who is able to post a Cash Bond (C-Bond) or

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a Deposit Bond (D-Bond) on the local charges will be allowed to do so, however, the arrestee will be sent to the Central Detention Section for additional processing of the warrant. (Unless the bond amount is indicated on the warrant, in which case the person will be allowed to post the indicated bond and not transported to the Central Detention Section.)

6. all completed Arrest Reports contain the type of bond issued for the local charges, if any, and the court information in **the narrative section**; and the warrant charge and type of warrant are **entered in the "References" and "Offenses" boxes.**

7. all facsimile copies of local warrant(s), complaint(s) if available, have been received. If a copy of the warrant is not received by the time the booking process is completed, immediately contact the Central Warrant Unit and request that a copy of the warrant be transmitted immediately.

8. the partially completed Intrastate Hold Affidavit(s) when required, is received and presented to the arresting officer when available for completion. In his absence, the desk sergeant will complete the affidavit.

9. the following documents are attached to the remaining court papers as indicated in the General Order entitled "Processing Persons Under Department Control" and/or as indicated in this directive:

   a. Facsimile copies of local warrant(s).

   b. Facsimile copies of complaint(s), if available.

   c. The two copies of the computer generated printout of each LEADS hit printout is generated and attached to the appropriate Transportation/Bailiff Copy (goldenrod) of the Arrest Report and the Intrastate Hold Affidavit.

   d. The **first copy** of the criminal history sheet is attached to the Arrest Report.

   e. The **second copy** of the criminal history sheet stamped "Attach to Transportation/Bailiff copy (goldenrod) of the Arrest Report and send along with defendant's papers to court" is attached as indicated when an arrestee is transported to court.

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f. Facsimile copies of the Intrastate Hold Affidavits are received, completed, signed by the arresting officer or in his absence signed by the desk sergeant, clerked and attached to the Court Complaint Transmittal Listing.

g. For warrants discovered by the Identification Section that are not in the LEADS computer system, a copy of the Circuit Court and States Attorney's "Prosecutor's Management Information System" (PROMIS) computer case printouts that are faxed with the fingerprint clearance, are attached to the Transportation/Bailiff Copy (goldenrod) of the Arrest Report.

h. When notified by the Field Inquiry Section of warrants discovered by the Identification Section of a LEADS hit under a different alias, a name check under the alias hit is run through the LEADS computer system, and two copies of the LEADS alias hit printouts are generated and attached to the proper Transportation/Bailiff Copy (goldenrod) of the Arrest Report and the Intrastate Hold Affidavit, as appropriate.

i. When an arrestee is to be transported to the Central Detention Section and a second Arrest Report is prepared as required in Item IV-A-5-b of this directive, the **original** Arrest Report is to be retained and distributed at the original district of detention as outlined in the General Order entitled "Processing Persons Under Department Control" and the original **Transportation/Bailiff Copy** (goldenrod) is to be attached to the **second** Arrest Report's Transportation/Bailiff Copy.

10. the complainant, and any police officer whose court appearances are required, are notified and given the assigned court branch, the court call (if known), and court date in accordance with the provisions in the General Order entitled "Processing Persons Under Department Control."

11. if at the end of the tour of duty, a facsimile copy of the warrant, complaint, and the Intrastate Hold Affidavit have **not** been received, the oncoming desk sergeant is informed. The oncoming desk sergeant will then be responsible for ensuring that the facsimile copies of the warrant, complaint, Intrastate Hold Affidavit, and copies of the computer generated printouts of the LEADS hit are received and attached to the

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appropriate court papers.

C. The 001 District desk sergeant will ensure that:

1. in cases where the arrestee is not picked up by the demanding agency, the arrestee will be sent to the next regularly scheduled court session as outlined in the directive entitled "Court Call Schedule" for persons detained on Fugitive warrants and warrants issued in other Illinois counties.

2. the Intrastate Hold Affidavit is received, completed, signed, clerked and has a LEADS hit printout attached to the Intrastate Hold Affidavit and that the documents are attached to the Court Complaint Transmittal.

3. in cases where the arrestee is picked up by the demanding agency, the Intrastate Hold Affidavit and the LEADS hit printout are attached to the Permanent Record-Records Division (white) copy of the Arrest Report and are distributed in accordance with the procedures outlined in the General Order entitled, "Processing Persons Under Department Control."

D. The watch commander of the detention facility will ensure that arrestees are processed in accordance with the procedures outlined in this order and the General Order entitled, "Processing Persons Under Department Control."

E. District/unit commanding officers will ensure that:

1. the Weekly listing of Active Warrants for persons residing within their district/area is received.

2. the Weekly Listing of Active Warrants is distributed to appropriate sworn personnel (e.g., watch commanders, tactical teams and gang tactical teams, beat teams, mission teams, etc.).

NOTE: Members attempting to serve a warrant based only on information from the Weekly Listing of Active Warrants will confirm the active status of the warrant **prior to effecting an arrest** by running a name check or contacting the Hot Desk.

3. the procedures outlined in the General Order entitled "Complaint and Disciplinary Procedures" are followed if it is determined that a person

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named in the Weekly Listing of Active Warrants is a member of the Department.

F. The Central Detention Section will fingerprint the right thumb of the arrestee for identification purposes and complete the processing procedure.

G. the LEADS desk will make proper notifications to the affected police agency when an arrestee is being held on an outside warrant.

V. WARRANTS RETURNED BY UNITS

When a facsimile copy of a warrant is **not** served and is returned to the Central Warrant Unit, (i.e., the wanted person is no longer in custody) the watch commander of the unit of detention will **immediately** make a telephonic notification to the Watch Commander of the Field Inquiry Section and in addition, will submit a To-From-Subject report along with the copy of the returned warrant, indicating the reason(s) why the warrant was not served.

VI. BOND FORFEITURE PROCEDURE

A. Whenever a bond forfeiture warrant is issued in any court with a regularly assigned court sergeant/officer, the court sergeant/officer will:

1. ensure that the case number and disposition are recorded on the Court Sergeant Copy of the Arrest Report.

2. make a photocopy of the Arrest Report and maintain it in an alphabetical file for a minimum of one year.

3. forward the original Court Sergeant Copy of the Arrest Report to the Identification Section.

B. When a bond forfeiture order is vacated and a bond is reinstated, the court sergeant/officer will:

1. search the bond forfeiture file for the photocopy of the Arrest Report and obtain the information needed to make the appropriate notifications.

2. notify the arresting officer's unit of assignment of the continued court date in cases where the arresting officer's court appearance is required.

VII. DIRECT RECALL PROCEDURES

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Upon receipt of the Notification-Recall Order (Court Form CCMI-6609) from a judge of the Circuit Court of Cook County, the Central Warrant Unit will:

A. update the warrants in the computer system to "inactive" status.

B. pull the respective warrants from their files.

C. complete the Notification Recall of Criminal Warrants form (931.258).

D. send a completed facsimile copy of the Notification-Recall Order back to the Circuit Court's Office.

E. return the recalled warrants to the Chief Clerk of the Circuit Court's office with the Warrant-Recall Order.

VIII. PERSONS ARRESTED BY OUTSIDE AGENCIES

A. Field Inquiry Section Responsibilities:

Upon receiving notification from an outside agency that a person wanted on a Chicago warrant is in their custody, the Field Inquiry Section will:

1. verify the status of the warrant and the identity of the arrestee.

2. contact the agency to determine whether or not the arrestee will make bond and if he will be detained on other local charges.

3. if the wanted person will not make bond and will not be detained on other local charges, advise the arresting agency of arrangements being made for return of the wanted person to Chicago.

B. The Central Warrant Unit Responsibilities:

1. When the agency holding the arrestee is within Cook County, the Central Warrant Unit will notify the Office of Emergency Communications (OEC) and request assignment of a two-officer car or squadrol from the district nearest to the holding agency be assigned to return the arrestee.

2. When the agency holding the arrestee is outside Cook County, the Central Warrant Unit will notify the Detective Division unit having the responsibility for the follow-up investigation and request that they assign

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detectives to return the arrestee. In no Detective Division unit has follow-up responsibility for the investigation, the Central Warrant Unit will notify the area Detective Division unit nearest the holding agency and request that they assign detectives to return the arrestee.

C. Transporting Officer's Responsibilities:

1. Arrestees apprehended by agencies within Cook County will be returned to the transporting officer's district for processing, or to the nearest female detention facility, as appropriate.

   NOTE: Arrestees transported by officers from the 022 District will be processed in the 005 District.

2. Members assigned to return wanted persons being held by police agencies outside Cook County will obtain a facsimile copy of the warrant from the Field Inquiry Section prior to their departure and follow the procedures established in the General Order entitled, "Department Vehicles."

3. Arrestees apprehended by agencies outside Cook County will be returned to the district within the transporting detective division unit's area headquarters for processing.

4. Transporting officers will complete the unshaded portions of an Arrest Report, ensuring that the narrative portion contains the IR, FBI, and/or State Identification (SID) number and warrant number.

John J. Townsend
Acting Superintendent of Police

95-106 FRC (JDJ)

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G.O. 89-9

Chicago Police Department

TITLE: STOP ORDERS

ISSUE DATE: 5 September 1989

EFFECTIVE DATE: 6 September 1989

DISTRIBUTION: C

RESCINDS: GENERAL ORDER 83-9

I. PURPOSE

This order:

A. defines "stop orders."

B. continues the use of a Stop Order or Cancellation Request form (CPD-31.961) to initiate a Record Stop Order or Computer Stop Order.

C. continues a stop order file in each unit with follow up investigative responsibility.

II. DEFINITIONS AND LIMITATIONS

A. Stop Orders

A stop order is a request that an investigating unit be notified if a specific individual is arrested for an offense or that a computer record be made indicating that an arrest warrant is on file for a specific individual.

B. Record Stop Order

1. A record stop order is a request that the Identification Section post a notice on the Criminal History Sheet (CPD-31.903) of a specific individual indicating that the individual is wanted on a warrant or that a particular unit be notified if the individual is arrested for an offense.

2. Record stop orders will be purged only if the requesting officer or his unit commanding officer requests that the stop order be cancelled.

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The procedure for cancelling a stop order is indicated in Item VII of this directive.

C. Computer Stop Order

A computer stop order is a request that the name and other identifying information of a particular individual be entered in the LEADS or NCIC computer system.

1. Entry into the LEADS computer system -- LAW ENFORCEMENT AUTOMATED DATA SYSTEMS

The computer stop will be placed in the LEADS computer system only if a felony warrant has been issued or is in the process of being obtained.

2. Entry into the NCIC computer system - National Crime Information Center

The computer stop will be placed in the NCIC computer system only if a warrant has been issued for First Degree Murder, Attempt First Degree, a class "X" felony, possession of controlled substance or a warrant is in the process of being obtained for any of these offenses. In exceptional cases, and upon the approval of the Chief of the Detective Division a felony warrant may be placed in the NCIC computer system for an offense other than those enumerated above.

D. Temporary Computer Stop Order

When an arrest warrant is in the process of being obtained and a computer stop order has been approved by the Chief of the Detective Division, a temporary entry may be made in the LEADS or NCIC computer system to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Such temporary entries will be purged automatically 7 days after entry in the Hot Desk computer system and 48 hours after entry into the LEADS or NCIC computer system.

E. Limitations

A record stop order which indicates an individual is wanted for investigation is not, per se, probable cause for an arrest. The existence of a record stop order will NOT be used to delay an arrestee's appearance in court for a probable cause hearing on the charges for which he was originally arrested. In computer stop orders, the probable cause for arrest is the fact that the

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person wanted has committed a crime for which a warrant has been issued. (Item II-E amended, 11 Feb 1991, General Order 89-9A).

III. REQUESTS FOR STOP ORDERS

Any officer of the Department with a responsibility for follow-up investigation may request a record stop or a computer stop after receiving the approval of his unit commanding officer.

A. The officer requesting the stop order will complete the Stop Order or Cancellation Request form in triplicate. A separate form must be completed for each person wanted.

1. If an adult is wanted, the original an duplicate will be forwarded to the Identification Section of the Records Division.

2. If a juvenile is wanted, the original and duplicate will be forwarded to Youth Division Headquarters.

3. The triplicate copy will be retained in the stop order file of the requesting officer's unit together with copies of all reports, documents, etc., supporting the stop order request and a summary of how the wanted person was involved in the crime or incident.

4. The Identification Section or Youth Division Administration Section will receipt and return the duplicate copy of the Stop Order or Cancellation Request form to the requesting officer's unit.

5. The receipted copy will become the requesting unit's permanent stop order file copy, and the non-receipted copy (triplicate) will be destroyed in accordance with existing records retention requirements.

B. Before the officer requests a LEADS or NCIC computer stop order, he will check with the Alpha Unit by PAX or Bell to determine if an I.R. number exists for the wanted person.

1. If an I.R. number exists, the officer will enter it int he appropriate box on the Stop Order or Cancellation Request form.

2. If an I.R. number cannot be found but a C.B. number or fingerprint classification relating to the person is available, the officer will:

a. enter the information in the box marked "Other Numeric

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Identifiers." In addition, he will provide the following information in the "Reason For Request" portion of the Stop Order or Cancellation Request form as to whether the wanted person has:

(1) been previously arrested in this or another jurisdiction.

(2) been convicted or served time in a penal institution in any jurisdiction.

(3) served in the armed forces or was employed where fingerprinting was required.

b. attached a copy of the most recent photograph of a wanted person to the Stop Order or Cancellation Request form.

IV. PROCESSING STOP ORDERS

A. The Identification Section will:

1. post the "wanted notification" on the individual's Criminal History Sheet when a "record stop" is requested and the individual's fingerprints are on file.

2. send copy of the stop order to the Central Warrant Unit when a LEADS or NCIC computer stop is requested.

B. The Central Warrant Unit will:

1. enter any additional information and all alias names not shown on the original warrant into the LEADS, NCIC and Hot Desk systems.

2. place a copy of the stop order in the warrant file after entry of a warrant into the LEADS or NCIC systems.

3. delete the stop order from the computer system when notified of the apprehension of a wanted person.

4. forward a copy of the Stop Order or Cancellation Request form to the unit which initiated the request when a computer stop order has been cancelled.

V. SEMI-ANNUAL REVIEW OF WARRANTS IN THE LEADS OR NCIC SYSTEM AND

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RECORD STOPS

Weekly arrest list that go to all districts and all areas Commander of each area w/ dist once a week last active warrants

A. The Central Warrant Unit will provide the Detective Division with a printout prepared by the ~~Data Systems Division~~ of all warrants in the LEADS or NCIC system listed by the unit requesting the computer stop order and name of the wanted person.

ask who cancelled the warrants do they send a printout of cancelled warrants to DD

B. The Identification Section will provide the Detective Division with a printout of all record stop orders listed by the unit requesting the record stop and name of wanted persons.

C. The Detective Division will:

1. audit both printouts twice annually and delete each stop order no longer desired (i.e., the warrant has been served or the complainant and/or witness is no longer available). A cancellation request will be prepared for each deleted stop order.

2. return both of the above printouts together with cancellation requests to the Identification Section within 30 days of their receipt.

VI. RESPONSIBILITIES

A. The arresting officer who takes the wanted person into custody in computer stop order cases will have the arrestee fingerprinted to verify his identity. When verified, the booking officer will notify the original requesting member's unit that the wanted person is in custody.

B. The unit stop order file must contain sufficient information relating to the wanted person to enable any officer of the unit to handle the investigation if the original requesting officer is not available.

C. Unit supervisory personnel will audit the unit stop order files each police period to ensure that stop orders on file are cancelled when the wanted person is in custody or the stop order is no longer needed.

D. When a juvenile is involved, or is alleged to be involved in an offense, every effort will be made by the investigating officer to apprehend the juvenile before a stop order is placed, including a request through the area youth unit to the Youth Division Headquarters, Records Control Section, that a search be made of their files for information which would assist in the apprehension.

VII. CANCELLATION OF EXISTING STOP ORDERS

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A. When an existing stop order is to be cancelled, the officer who placed the stop order request will submit a new Stop Order or Cancellation Request form in triplicate and check the appropriate box on the form. The cancellation request will be routed the same as the stop order request for the wanted person. When the officer who placed the stop order is not available, the unit commanding officer will assign another officer to make the cancellation.

B. The names and number on the cancellation request will be identical to those submitted on the Stop Order or Cancellation Request form so that the wanted person can be readily identified.

LeRoy Martin
Superintendent of Police

88-042 DF (FRC)

G.O. 89-9A Chicago Police Department

TITLE: STOP ORDERS

ISSUE DATE: 11 February 1991

EFFECTIVE DATE: 12 February 1991

DISTRIBUTION: C

RESCINDS: GENERAL ORDER 89-9

Item II-E of General Order 89-9 is amended and will read as follows:

E. Limitations

A record stop order which indicates an individual is wanted for investigation is not, per se, probable cause for an arrest. The existence of a record stop order will NOT be used to delay an arrestee's appearance in court for a probable cause hearing on the charges for which he was originally arrested. In computer stop orders, the

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probable cause for arrest is the fact that the person wanted has committed a crime for which a warrant has been issued.

LeRoy Martin
Superintendent of Police

90-74 DF (FRC)

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G.O. 99-03

Chicago Police Department

TITLE:	FELONY REVIEW BY COOK COUNTY STATE'S ATTORNEY
ISSUE DATE:	30 March 1999
EFFECTIVE DATE:	31 March 1999
DISTRIBUTION:	C
RESCINDS:	Department General Order 88-19

I. PURPOSE

This order:

A. continues the procedure of consulting with and obtaining approval from specially assigned Cook County State's Attorneys prior to placing felony charges in non-narcotic cases, or when seeking felony arrest or search warrants.

B. establishes the requirement that an Assistant State's Attorney of Cook County be consulted and give approval before a juvenile is charged with homicide or any underlying charges arising from the same occurrence.

II. POLICY

The Department is committed to conducting thorough, comprehensive criminal investigations. One of the components of a comprehensive investigation is the review by the State's Attorney's office prior to formal charging of felony arrests of adults (excluding narcotics and syndicated gambling cases when the arrests are made by members of the Organized Crime Division), and of juvenile arrests for homicide.

III. MANDATORY NOTIFICATIONS

The watch commander is responsible for ensuring that an assistant state's attorney is promptly notified in the following instances:

A. In all cases in which an arrested person is to be charged with a felony,

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except felony narcotic cases and syndicated gambling cases when the arrests are made by members of the Organized Crime Division.

B. In all cases when any person is shot by a member of the Department.

C. In all cases when a person is seriously injured by a member of the Department in the course of duty performance.

NOTE: "Serious injury", for the purpose of this order, is defined as injury which causes the injured party to be admitted to a hospital. This definition does not include emergency room first aid or hospitalization resulting from a motor vehicle crash.

D. In all cases in which a juvenile is in custody for a homicide offense.

E. In all cases involving statutory upgrades of misdemeanor charges based upon an arrestee's prior convictions.

IV. PROCEDURES

A. Assistant state's attorneys are available on a 24 hour a day basis for the purpose of consultation. In addition to the mandatory notifications enumerated in Item III, they will be contacted for assistance in securing search warrants, or arrest warrants or for other matters at the discretion of the watch commander. The Felony Review Unit telephone number is (773) 869-3020; the Felony Review Office is located at 2650 S. California, room 14C10.

B. Felony charges will not be approved without the approval of an assistant state's attorney and the Patrol Division watch commander on duty at the district of detention. In cases in which the assistant state's attorney and the watch commander disagree about the charges to be placed against an arrestee, the Bureau of Operational Services' assistant deputy superintendent on duty will be called for consultation and a determination. In cases of disagreement, a charge will not be filed without the approval of the assistant deputy superintendent. The assistant deputy superintendent will inform the assistant state's attorney should a felony be approved.

NOTE: The States Attorney's Felony Review Unit alone has the authority to approve homicide charges; or, in cases involving juveniles, homicide charges or any lesser charge arising from the same occurrence.

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V. RESPONSIBILITIES

A. It will be the responsibility of:

1. officers conducting the preliminary investigation to notify the appropriate Detective Division unit / other appropriate follow-up unit(s), or by requesting that such notification be made through the Office of Emergency Communications. The unit and member notified and the time of the notification will be recorded on the case report.

2. the detective / investigator / traffic specialist conducting the follow up investigation to notify and confer with the assistant state's attorney assigned to the Felony Review Unit for the approval of the charges.

3. the patrol district of detention watch commander to notify the assistant state's attorney assigned to the Felony Review Unit when no detective is assigned and felony charges are being sought.

B. When the Bureau of Operational Services' assistant deputy superintendent is called in for consultation, the watch commander will no longer be held responsible for the final approval of charges. The watch commander will ensure that the decision and the name of the Assistant Deputy Superintendent making the decision is recorded on the arrest report. The presence of the assistant deputy superintendent to resolve the impasse will not, however, relieve the watch commander of other responsibilities attendant with the processing of persons under Department control.

C. The assistance of an assistant state's attorney in the preparation of the case does not relieve the officer of his responsibility for proper case investigation and preparation nor will it unreasonably delay the booking and charging process of persons in Department custody.

D. In those cases where several assistant state's attorneys are consulted regarding the same investigation, each assistant consulted will be informed of any previous instructions received from any other assistant(s) consulted by the assigned follow-up unit personnel.

VI. WARRANT CASES

A. Requests for all felony arrest warrants, as well as juvenile arrest warrants for homicide and offenses arising from the same occurrence, and all search warrants must be approved by an assistant state's attorney assigned to the Felony Review Unit. In the event of disagreement with the assistant state's

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attorney, the on-duty Bureau of Operational Services assistant deputy superintendent may be consulted. The warrant in question will not be processed without the approval of the assistant deputy superintendent in such cases.

NOTE: The approval of the Felony Review State's Attorney is necessary in all warrants for homicide.

B. When an arrest is made pursuant to a criminal warrant authorized by an assistant state's attorney:

1. An assistant state's attorney from the Felony Review Unit will be contacted for the final approval of the charge and preparation of the requisite documents.

   NOTE: Even though a judge has already issued the warrant, the Felony Review Unit will be contacted so that an assistant state's attorney prepares the necessary documents required to complete the processing.

2. In the event of a dispute as to the charge, the on-duty Bureau of Operational Services assistant deputy superintendent will be contacted for consultation and a determination. If the charges on the warrant are not approved, the warrant must be returned to the court of issue with the arrestee.

3. The arrestee, if eligible for bond, will be processed in accordance with the established bond procedures.

Terry G. Hillard
Superintendent of Police

98-087 JKH (FRC)

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D.S.O. 98-10 Chicago Police Department

TITLE:	CRIMINAL HISTORY RECORDS
ISSUE DATE:	23 October 1998
EFFECTIVE DATE:	24 October 1998
DISTRIBUTION:	C
RESCINDS:	DEPARTMENT SPECIAL ORDER 88-09

I. PURPOSE

This directive:

A. establishes rules and responsibilities relative to the dissemination of criminal history record information.

B. specifies procedures for outside criminal justice agencies and statutorily authorized, non-criminal justice agencies requesting criminal history record information from the Chicago Police Department (CPD).

C. continues procedures which allow individuals to review their personal criminal history records.

II. POLICY

The Chicago Police Department allows for the dissemination of criminal history record information to any authorized Department member or approved entity provided this release of information is consistent with all security, confidentiality and legal requirements.

III. GENERAL INFORMATION

A. Criminal history record information will be released to Department sworn personnel or approved entities as designated by the Director, Records Division.

NOTE: Records Division personnel will ensure that criminal history record information requests made by Department members

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receive priority.

B. Access to criminal history record information will be granted to:

1. **sworn Department personnel** when it is related to a specific Department investigation. Department records will not be used for non-Department purposes.

2. **civilian Department personnel** when it is related to their job function. Department records will not be used for non-Department purposes.

NOTE: Upon completion of an investigation and/or final court disposition of a case, members will be responsible for the destruction of any criminal history records in their possession to prevent further dissemination.

3. **outside criminal justice agencies** who have access to LEADS/NCIC systems (ORI numbered agencies).

4. **statutorily authorized non-criminal justice agencies** who have a current, valid Criminal Justice Information Agreement on file with the Department.

C. Outside criminal justice agencies and statutorily authorized non-criminal justice agencies will be required to comply with the provisions of Item III-B-3 or 4 of this directive before the Department will release any criminal history record information.

D. Statutorily authorized non-criminal justice agencies requiring information concerning the Criminal Justice Information Agreement will be directed to contact the Director, Records Division, Room 206, (Headquarters Annex Building) at CityNet 7-6258 during normal business hours.

IV. APPLICABLE LAWS AND DEFINITIONS

A. Pursuant to the Code of Federal Regulations Title 28 Chapter I (Department of Justice) Part 20 subpart B 20.21(f)(4)(v), "The Criminal Justice Agency will provide that direct access to criminal history record information shall be available only to authorized officers or employees of a criminal justice agency and, as necessary, other authorized personnel essential to the proper operation of the criminal history record information system."

B. Pursuant to the Criminal Identification Act 20 ILCS 2635/3(G) "Criminal history record information," means data identifiable to an individual and

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consisting of descriptions or notations of arrests, detentions, indictments, informations, pretrial proceedings, trials, or other formal events in the criminal justice system or descriptions or notations of criminal charges (including criminal violations of local municipal ordinances) and the nature of any disposition arising therefrom, including sentencing, court or correctional supervision, rehabilitation and release. The term does not apply to statistical records and reports in which individuals are not identified and from which their identities are not ascertainable, or to information that is for criminal investigative or intelligence purposes.

V. DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION TO OUTSIDE CRIMINAL JUSTICE AGENCIES AND STATUTORILY AUTHORIZED NON-CRIMINAL JUSTICE AGENCIES

A. Criminal history record information will be disseminated only to those agencies who are in compliance with the provisions of Item III-B of this directive. An Authorization Log identifying those agencies will be maintained in the office of the Director of the Records Division (Room 206, Headquarters Annex Building) and at the 435 Counter of the Identification Section.

B. Facsimile requests for criminal history record information will not be granted to any agency unless said agency is in compliance with the provisions of Item III-B of this directive. Facsimile requests must be completed on the respective agency's letterhead and must indicate the reason for the request.

C. Prior to releasing information, Identification Section personnel will verify that the agency requesting criminal history record information is in compliance with the provisions of Item III-B of this directive by checking the Authorization Log. Any agency found not to be in compliance will be directed to contact the Director, Records Division.

VI. 435 WINDOW COUNTER

A. The 435 Window Counter is located on the fourth floor of the Headquarters Annex Building. This walk up window processes all requests for criminal history records or arrest reports received via person, phone or fax.

B. Identification Section personnel assigned to the 435 window counter will:

1. follow the procedures of Item V of this directive.

2. stamp each criminal history record accordingly, following the last arrest, indicating that "*This Criminal History Contains C.P.D. Arrest Information as of the Indicated Date.*"

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VII. ACCESS AND REVIEW

Individuals requesting to review their personal criminal history records will be advised that:

A. they must report, in person, to the Identification Section, Room 409, 1121 S. State Street between 0800 to 1530 hours, Monday through Friday, except holidays.

B. they must present a picture identification card (e.g., Drivers License, State Identification Card).

C. they will be fingerprinted to establish positive identification.

D. additional processing information will be provided upon being fingerprinted.

E. a processing fee of $16.00 will be charged.

Authenticated by:

Terry G. Hillard
Superintendent of Police

98-059 MER (FRC)

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G.O. 98-07

Chicago Police Department

TITLE:	COMPUTERIZED INFORMATION SYSTEMS
ISSUE DATE:	10 September 1998
EFFECTIVE DATE:	11 September 1998
DISTRIBUTION:	C
RESCINDS:	GENERAL ORDER 87-1; DEPARTMENT SPECIAL ORDER 84-21; C.O.S. MESSAGE 94-9994

I. PURPOSE

This order:

A. sets forth Department policy regarding computerized information systems.

B. discontinues the Information Systems Policy Committee (ISPC).

C. establishes the Information Systems Development Group (ISDG).

D. describes the process to request and install computer hardware and software; procedures when systems are damaged, lost or stolen; and provides disposal guidelines.

E. establishes training roles, responsibilities and procedures.

F. defines the responsibilities of members accessing, entering and sharing computerized data.

G. identifies standards for security procedures.

II. POLICY

A. The Chicago Police Department is committed to meeting the information needs of all Department members by developing and providing access to computerized information systems. This policy is based upon the recognition that timely and accurate information is essential for setting priorities, managing resources, solving problems effectively, delivering police services, and evaluating the Department's impact on crime and disorder problems in our neighborhoods.

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D.S.O. 87-7 Chicago Police Department

TITLE: VALIDATION PROGRAM, COMPUTER FILES

ISSUE DATE: 30 July 1987

EFFECTIVE DATE: 31 July 1987

DISTRIBUTION: A

RESCINDS: Department Special Order 83-25

I. PURPOSE

This order continues the Department validation program for computer record files and assigns responsibilities for its operation.

II. GOALS AND SCOPE

A. The Department is required to validate its National Crime Information Center (NCIC) Illinois Law Enforcement Agencies Data System (LEADS) and Hot Desk files at scheduled intervals. The validation allows the Department to:

1. maintain the integrity of information contained within these files.

2. provide accurate information to Department members and other law enforcement agencies.

3. prevent the dissemination of outdated or erroneous information.

B. Each month the Department will systematically validate:

1. the following active computerized records in LEADS, NCIC and Hot Desk system:

a. Boat
b. Gun
c. License Plate
d. Missing Persons
e. Vehicle (including vehicle parts)
f. Wanted Persons

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2. such other files as may be required by LEADS or NCIC.

C. All records itemized in Item II-B of this order will be validated between:

1. 60 and 90 days of the original entry.

2. 14 and 15 months of the original entry.

3. 26 and 27 months of the original entry.

4. 38 and 39 months of the original entry.

D. The "Submit Information Report" (SIR) file will be audited once each year.

III. RESPONSIBILITIES

A. The Data Systems Division will provide the Records and Youth Divisions with data to be audited including Stolen Vehicle Validation (CPD-15.501) cards, Stolen Vehicle Inquiry (CPD-15.501-A) postcards and computer listings of the files specified in Item II-B of this order, as appropriate.

B. The Director of the Records Division will designate personnel to:

1. determine priorities and scheduling, coordinate activities of involved units (i.e., Detective Division, etc.) and take necessary action to ensure the success of the program.

2. monitor reports concerning stolen/recovered property and wanted persons.

3. conduct internal audits of property records and purge/update computer files as necessary.

C. The Youth Division will validate files under its control according to the schedule outlined in Item II-C of this order.

Authenticated by:

Fred Rice
Superintendent of Police

85-108 DF (MP)

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G.O. 99-12-05 Chicago Police Department

TITLE: TRAFFIC VIOLATORS, NAME-CHECKS AND BONDING

ISSUE DATE: 02 November 1999

EFFECTIVE DATE: 03 November 1999

DISTRIBUTION: C

RESCINDS:

I. PURPOSE

This addendum:

A. establishes responsibilities and procedures for Traffic Violator Bond (TVB) and name-checks by means of a Portable Data Terminal (PDT) or a Police Computer Aided Dispatch (PCAD).

B. discontinues the use of the Field Inquiry form (CPD-31.230-A).

II. ARRESTING OFFICERS

A. Following the arrest of a traffic violator who must be bonded, the arresting officer will:

1. notify the dispatcher at the Office of Emergency Communications (OEC) of the traffic arrest.

2. proceed directly to the district station, or for officers assigned to specialized units, to the nearest district station.

B. Prior to arrival at the district station, the arresting officer will run a name check of the traffic violator, via a PDT, to ascertain if any warrant, stop order, or notification of revocation, or suspension of the traffic violators drivers license is on file.

NOTE: A radio request for a name-check will not be made unless an immediate response is needed for field investigation.

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C. If the officer's vehicle is not equipped with a PDT, the member will proceed directly to the district station. A name-check will be made at the district station to ascertain if any warrant, stop order, notification of revocation or suspension of the traffic violator's drivers license is on file.

1. If the Secretary of State's Office reveals a driver's license suspension or revocation, complete a Request for Driver's Record (CPD-31.231). Attach the computer printout of the violator's record and forward both documents to Traffic Court, attention: State's Attorney Office, prior to completing the arrest. This completed form with the attached printout will constitute evidence to be presented in the prosecution of related charges.

2. If the PDT or PCAD systems are inoperative, the officer will request a TVB name-check from the Hot Desk (PAX 0267, 0268 or 0269) and record the Hot Desk operator's number on the blue copy of the citation. The arresting officer will inform the Hot Desk operator of his name and star number, the district of detention, and provide the following information regarding the violator's:

   a. last name, first name, and middle initial

   b. address

   c. day, month, and year of birth

   d. sex, race, weight and height

   e. drivers license number.

3. The arresting officer will remain with the traffic violator until:

   a. the result of the TVB name-check is received.

   b. the instructions from the desk sergeant concerning further appropriate processing of the traffic violator are carried out.

III. ARREST AND DETENTION PROCEDURE

A. The Hot Desk clerk will notify the arresting officer or the district desk sergeant of the results of the TVB name-check. The Hot Desk clerk will provide specific information regarding warrants, stop orders and license revocation or suspension, if any.

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B. If the TVB name-check returns "clear," the arresting officer will issue the appropriate citation(s) and the violator will be allowed to post the necessary bond to secure his release.

C. When it is necessary to detain a traffic violator in the lockup (e.g., the violator cannot be let to bail or temporarily detained in the district station while waiting to post bond), the arresting officer will complete an Arrest Report (CPD-11.420), issue the necessary citation(s), and return to fixed duty assignment as promptly as possible.

IV. DISPOSITION OF THE ARRESTEE'S VEHICLE

A. A vehicle under the control of an arrestee is subject to an immediate tow:

1. when the arrestee is found to be in violation of any municipal ordinance or state law requiring the vehicle to be impounded.

2. if the vehicle cannot be legally, safely, and continuously parked at or near the scene of the arrest and:

a. the arrestee does not authorize another person to take control of the vehicle in a legal manner, or

b. the vehicle cannot be legally and safely driven to the place of detention by authorized police personnel.

B. If an immediate tow is required, this information will be entered in the Arrest Report box entitled "Disposition of Vehicle". The desk sergeant will be notified of the tow request.

V. HOT DESK

A. When a request for a TVB name-check is received, Hot Desk personnel will prioritize these requests. Prioritized requests will minimize "down time." The Hot Desk personnel will:

1. record the inquiry on a Field Inquiry card (CPD-31.230).

2. enter the inquiry into the LEADS and the Secretary of State computer via the LEADS TERMINAL and check the back up listings for wanted persons.

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3. if possible, provide the results to the inquiring officer during the initial telephone discussion, or subsequently, to the desk sergeant of the district in which the violator is being held.

B. If the inquiry results in a "hold" because of a suspended or revoked drivers license, Hot Desk personnel will:

1. notify the unit of detention of a verified "hold" upon receipt of positive verification in printout form.

2. complete the Request For Driver's Record (CPD-31.231) with necessary information received from the arresting officer.

3. staple the computer printout of the violator's record to the Request For Driver's Record form and forward both documents by police mail to Traffic Court, Attention: State's Attorney, Room 300, 321 North LaSalle Street, for use as evidence in the prosecution of the case.

VI. DESK SERGEANTS AND WATCH COMMANDERS

A. The district desk sergeant will be responsible for ensuring that:

1. any warrants, stop orders, drivers license suspensions or revocations are recorded and satisfied before the violator is let to bail.

2. when a person is arrested for any offense and it is determined that the arrestee has an outstanding criminal or traffic warrant(s), a separate bond is required for:

a. the most serious offense for which the individual was arrested.

b. each individual warrant.

B. District desk sergeants will be mindful of the provisions of existing Department directives regarding individual bonds. They will bring all such cases to the attention of the watch commander who will ensure that current Department procedures are followed.

VII. COURT APPEARANCE BY POLICE OFFICERS-TRAFFIC WARRANTS

A. The traffic warrant will be scheduled for the original issuing officer's court room, time and next regularly scheduled traffic court key date as indicated on the Court Citing Date Card-Traffic.

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B. The original issuing police officer will be notified to appear in court whenever a person is arrested on a traffic warrant.

Terry G. Hillard
Superintendent of Police

97-005 AJE/FRC (MLS)

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		suspended for non-insurance
4.	625 ILCS 5/3-710	Display of false insurance card (Class A misdemeanor)
5.	625 ILCS 5/6-101	No valid drivers license
6.	625 ILCS 5/6-104	Violation of classification
7.	625 ILCS 5/6-113	Operating violation of restricted license or permit.
8.	625 ILCS 5/6-301	Unlawful use of license or permit
9.	625 ILCS 5/11-409	Making false report
10.	625 ILCS 5/11-504	Drag racing
11.	625 ILCS 5/11-601(b)	Speeding-only when more than 85 MPH or more than 30 MPH over posted limit
12.	625 ILCS 5/11-1414 (a)	Passed school bus loading or unloading
13.	625 ILCS 5/15-102	Vehicle Width
14.	625 ILCS 5/15-103	Vehicle Height
15.	625 ILCS 5/15-107	Vehicle Length
16.	625 ILCS 5/15-112(h)	Refusal to submit to weighing
17.	625 ILCS 5/15-301(j)	Violation of excess size or weight permit
18.	625 ILCS 25/1 et. seq.	Violation of child passenger protection act

19. Any traffic offense which results in an accident causing death or injury to another person
20. Multiple charges against an offender

C. Bail procedures- traffic offenses

1. Bail in minor traffic

a. For the purpose of establishing bail, minor traffic offenses are defined as all traffic offenses not listed in Item III-B and III-C-2 of this directive. Unless released in a written "Promise to Comply," a person arrested for a minor traffic offense shall post bond by executing or depositing one more of the following:

(1) a current valid Illinois drivers license.
(2) an approved bond certificate.
(3) $75 cash bond.
(4) a CTA Memorandum Card.
(5) an Individual Bond.

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b. A minor traffic violator may execute a written "Promise to Comply" with the terms of the citation by signing his name in the appropriate space on the front lower right side of the complaint (white) copy of the personal service citation. These provisions apply only to residents of states other than Illinois which are members if the Non-resident Violator Compact (NRVC). See Addendum 1 of this directive.

2. A person cited for violation of any provision of the ILCS which requires a court appearance, as specified in Item III-B of this directive, and the following section and subsections which require a specific bond, as provided in the Department "Bail Bond Manual, " will not be allowed the option of signing a "Promise to Comply" in lieu of bail:

	SECTION	DESCRIPTION OF VIOLATION
a.	625 ILCS 5/3-101	Certification of title required
b.	625 ILCS 5/3-702	Operating a vehicle when registration suspended or canceled
c.	625 ILCS 5/6-101	Drivers must have license or permit
d.	625 ILCS 5/6-301	Unlawful use of a license or permit
e.	625 ILCS 5/6-303	Driving while license suspended or revoked
f.	625 ILCS 5/8-115	Display certificate of financial responsibility vehicle for hire/medical transport
g.	625 ILCS 5/11-204	Flee or eluding police
h.	625 ILCS 5/11-204.1	Aggravated fleeing or eluding police
I.	625 ILCS 5/11-310	Display unauthorized signs, signals or markings
j.	625 ILCS 5/11-311	Interference with a traffic control device
k.	625 ILCS 5/11-312	Unlawful use or damage to highways, appurtenances and structures
l.	625 ILCS 5/11-401(a)	Motor vehicle accident involving death or injury
m.	625 ILCS 5/11-401 (b)	Motor vehicle accident involving death or injury
n.	625 ILCS 5/11-402	Motor vehicle accident involving property damage to vehicle

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B. Unless otherwise provided for in Supreme Court Rule 527, the bail for conservation offenses shall be $75 cash. Conservation offenses are listed in the Department "Bail Bond Manual.

V. PERSON IN CUSTODY WHO ARE UNABLE TO POST BAIL FOR NON-FELONY OFFENSES

A. Individual Bond

1. Whenever any person charged with a non-felony offense is unable to post bond, the watch commander at the unit of detention will, as soon as reasonably possible, authorize the release of such person by an Individual Bond (I-Bond), except when:

a. the identity of the individual cannot be established.

b. the individual is unable or unwilling to submit to being fingerprinted.

NOTE: The unit of detention watch commander will, as soon as reasonably possible, authorize the release of a person on an I-Bond who has been arrested and charged with a class "C" misdemeanor, petty offense or ordinance violation, for which fingerprinting is not required, after concluding on the basis of available information that the offender has established identity and is not wanted on an outstanding warrant.

c. the individual is in custody for misdemeanor Unlawful Use of Weapons (UUW) violation.

NOTE: Watch commanders will not release any individuals charged with misdemeanor UUW violations on an I-Bond. "D" bonds will be issued for misdemeanor UUW violations.

(Item V-A-1 revised, 26 January 2000, Department Special Order 94-09A).

2. A person arrested on a warrant is ineligible for an Individual Bond. (See procedures provided in the Bail Bond Manual for letting persons arrested on a warrant to bail.)

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B. The desk sergeant of the district of detention will ensure that each arrestee's identity has been established by sufficient personal identification and that he is not wanted for another offense prior to completing the Individual Bond.

C. Whenever any arrestee charged with a non-felony offense is unable to post bond or is ineligible for an Individual Bond, such person will be sent as appropriate, to either:

1. Central Night Bond Court (CBC) in accordance with the provisions of the Department directive entitled "Central Night Bond Court, " or

2. the next regularly scheduled court in accordance with the provisions of the Department directive entitled " Time Scheduled Court Call System."

VI. PERSONS IN CUSTODY FOR FELONY OFFENSES-BONDING PROCEDURES

A. Felony Bail

Bail in felony cases will be set by a judge in:

1. Central Night Bond Court,
2. Preliminary hearing court,
3. Weekend/Holiday Court,
4. a place of detention or other location.

B. Any judge having lawful jurisdiction within the Circuit Court of Cook County may establish bail for any offense at any place.

VII. CENTRAL DETENTION PROCEDURES

A. All Central Detention Section arrestees will be booked and processed through the 001 District.

B. The 001 District will serve as the booking unit for the Central Detention Section. All duties required of watch commanders, desk sergeants and desk officers in Department detention facilities will be performed by 001 District personnel for the Central Detention Section.

C. The Central Detention Section will serve as the lockup for all 001 District arrestees and as an auxiliary lockup for other Department units. All duties required of supervisors and lockup personnel in district detention facilities will be performed by Central Detention Section personnel for the 001 District.

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VIII. CASH BOND PROCEDURES

A. United States currency or traveler's checks issued by major banks or express companies which, alone or in combination with currency, total the exact amount required for bail will be accepted for any offense (s) for which bond has been set by a judge or court rule.

B. Each cash transaction will be listed on the Cash Bail Transmittal formset (CPD-21.920).

C. Cash from each transaction will be placed in a Registered Envelope (CCMC1-5048) with the original bond form.

D. A separate Registered Envelope will be used by each watch.

E. The desk sergeant will:

1. by responsible for the safekeeping of Registered Envelopes ready for pickup by the Police Document Services Section.

2. inspect all Registered Envelopes in the district safe at the beginning of each tour of duty and sign the corresponding (yellow) copy of the Cash Bail Transmittal formset retained in the slotted lock post binder for receipts.

3. prepare a Cash Bail Transmittal formset for use during the tour of duty.

4. receive the exact amount of cash for each bond.

5. enter the appropriate bond information in the spaces provided on the Cash Bail Transmittal formset as cash bail is accepted.

6. ensure that all entries on the Cash Bail Transmittal formset balance with the number, type and cash amount of the bonds received.

7. write "No Bonds Received" across the face of the Cash Bail Transmittal if no bonds were received during the tour of duty.

8. submit the balanced transmittal and cash to the watch commander for his approval and signature on the Cash Bail Transmittal formset.

9. secure the original (white) copy of the Cash Bail Transmittal formset, bond forms and monies in the completed Registered Envelope, and

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seal and lock the envelope in the presence of the watch commander.

10. prepare one copy of the Registered Envelope Receipt (CPD-11.110), and attach it to the Registered Envelope with a paper clip.

11. place the Registered Envelope in the district safe.

12. place the carbon (yellow) copy of the Cash Bail Transmittal formset in the slotted lock section post binder used for transmittal receipts.

F. The desk sergeant on duty at 0600 hours will:

1. ensure that all Registered Envelopes on hand are ready for pickup by the Police Document Services Section by 0600 hours, excluding weekends and holidays.

2. ensure that all Registered Envelopes are receipted for by the dated signature of the Police Document Services Section driver on the Registered Envelope Receipt form.

3. paste the dated and signed Registered Envelope Receipt form onto the appropriate Cash Bail Transmittal formset copy in the slotted lock section post binder.

G. The watch commander will:

1. be held responsible for the final audit.

2. personal count the bond monies and indicate approval of the correctness of the number, type, amounts and actual cash received by affixing his signature in the space provided on the Cash Bail Transmittal formset.

3. ensure that the Registered Envelope is sealed and locked in his presence.

H. The Commanding Officer of the Patrol Division, Administration Section, will act as liaison between the bank and the Department and ensure that corrective action is taken to resolve any irregularities relative to bail bonds.

IX. ACCUSED PERSON FROM ANOTHER STATE

Illinois law provides:

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A. for judicial process of persons charged with a crime in another state but present in Illinois (725 ILCS 230/1 et seq.)

B. that no bail bondsman from another state may seize or transport unwillingly any person found in Illinois who is allegedly in violation of a bail bond posted in some other state (725 ILCS 5/103-9).

C. that the return of any person charged with a crime in another state may be accomplished only as provided by Illinois law.

Authenticated by:

Matt L. Rodriguez
Superintendent of Police

93-002 RMB(HEH)

D.S.O. 94-09A Chicago Police Department

TITLE: BOND PROCEDURES

ISSUE DATE: 26 January 2000

EFFECTIVE DATE: 28 January 2000

DISTRIBUTION: B

RESCINDS: AMFN Message #993667

Item V-A-1 is revised and will read as follows:

V. PERSONS IN CUSTODY WHO ARE UNABLE TO POST BOND FOR NON-FELONY OFFENSES

A. Individual Bond

1. Whenever any person charged with a non-felony offense is unable to post bond, the watch commander at the unit of detention will, as soon as reasonably possible, authorize the release of such person by an Individual Bond (I-Bond), except when:

a. the identity of the individual cannot be established.

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b. the individual is unable or unwilling to submit to being fingerprinted.

NOTE: The unit of detention watch commander will, as soon as reasonably possible, authorize the release of a person on an I-Bond who has been arrested and charged with a class "C" misdemeanor, petty offense or ordinance violation, for which fingerprinting is not required, after concluding on the basis of available information that the offender has established identity and is not wanted on an outstanding warrant.

c. the individual is in custody for misdemeanor Unlawful Use of Weapons (UUW) violation.

NOTE: Watch commanders will not release any individuals charged with misdemeanor UUW violations on an I-Bond. "D" bonds will be issued for misdemeanor UUW violations.

Authenticated by:

Terry G. Hillard
Superintendent of Police

00-08 JW (PMD)

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G.O. 99-12-05 Chicago Police Department

TITLE: TRAFFIC VIOLATORS, NAME-CHECKS AND BONDING

ISSUE DATE: 02 November 1999

EFFECTIVE DATE: 03 November 1999

DISTRIBUTION: C

RESCINDS:

I. PURPOSE

This addendum:

A. establishes responsibilities and procedures for Traffic Violator Bond (TVB) and name-checks by means of a Portable Data Terminal (PDT) or a Police Computer Aided Dispatch (PCAD).

B. discontinues the use of the Field Inquiry form (CPD-31.230-A).

II. ARRESTING OFFICERS

A. Following the arrest of a traffic violator who must be bonded, the arresting officer will:

1. notify the dispatcher at the Office of Emergency Communications (OEC) of the traffic arrest.

2. proceed directly to the district station, or for officers assigned to specialized units, to the nearest district station.

B. Prior to arrival at the district station, the arresting officer will run a name check of the traffic violator, via a PDT, to ascertain if any warrant, stop order, or notification of revocation, or suspension of the traffic violators drivers license is on file.

NOTE: A radio request for a name-check will not be made unless an immediate response is needed for field investigation.

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C. If the officer's vehicle is not equipped with a PDT, the member will proceed directly to the district station. A name-check will be made at the district station to ascertain if any warrant, stop order, notification of revocation or suspension of the traffic violator's drivers license is on file.

1. If the Secretary of State's Office reveals a driver's license suspension or revocation, complete a Request for Driver's Record (CPD-31.231). Attach the computer printout of the violator's record and forward both documents to Traffic Court, attention: State's Attorney Office, prior to completing the arrest. This completed form with the attached printout will constitute evidence to be presented in the prosecution of related charges.

2. If the PDT or PCAD systems are inoperative, the officer will request a TVB name-check from the Hot Desk (PAX 0267, 0268 or 0269) and record the Hot Desk operator's number on the blue copy of the citation. The arresting officer will inform the Hot Desk operator of his name and star number, the district of detention, and provide the following information regarding the violator's:

   a. last name, first name, and middle initial

   b. address

   c. day, month, and year of birth

   d. sex, race, weight and height

   e. drivers license number.

3. The arresting officer will remain with the traffic violator until:

   a. the result of the TVB name-check is received.

   b. the instructions from the desk sergeant concerning further appropriate processing of the traffic violator are carried out.

III. ARREST AND DETENTION PROCEDURE

A. The Hot Desk clerk will notify the arresting officer or the district desk sergeant of the results of the TVB name-check. The Hot Desk clerk will provide specific information regarding warrants, stop orders and license revocation or suspension, if any.

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B. If the TVB name-check returns "clear," the arresting officer will issue the appropriate citation(s) and the violator will be allowed to post the necessary bond to secure his release.

C. When it is necessary to detain a traffic violator in the lockup (e.g., the violator cannot be let to bail or temporarily detained in the district station while waiting to post bond), the arresting officer will complete an Arrest Report (CPD-11.420), issue the necessary citation(s), and return to fixed duty assignment as promptly as possible.

IV. DISPOSITION OF THE ARRESTEE'S VEHICLE

A. A vehicle under the control of an arrestee is subject to an immediate tow:

1. when the arrestee is found to be in violation of any municipal ordinance or state law requiring the vehicle to be impounded.

2. if the vehicle cannot be legally, safely, and continuously parked at or near the scene of the arrest and:

a. the arrestee does not authorize another person to take control of the vehicle in a legal manner, or

b. the vehicle cannot be legally and safely driven to the place of detention by authorized police personnel.

B. If an immediate tow is required, this information will be entered in the Arrest Report box entitled "Disposition of Vehicle". The desk sergeant will be notified of the tow request.

V. HOT DESK

A. When a request for a TVB name-check is received, Hot Desk personnel will prioritize these requests. Prioritized requests will minimize "down time." The Hot Desk personnel will:

1. record the inquiry on a Field Inquiry card (CPD-31.230).

2. enter the inquiry into the LEADS and the Secretary of State computer via the LEADS TERMINAL and check the back up listings for wanted persons.

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3. if possible, provide the results to the inquiring officer during the initial telephone discussion, or subsequently, to the desk sergeant of the district in which the violator is being held.

B. If the inquiry results in a "hold" because of a suspended or revoked drivers license, Hot Desk personnel will:

1. notify the unit of detention of a verified "hold" upon receipt of positive verification in printout form.

2. complete the Request For Driver's Record (CPD-31.231) with necessary information received from the arresting officer.

3. staple the computer printout of the violator's record to the Request For Driver's Record form and forward both documents by police mail to Traffic Court, Attention: State's Attorney, Room 300, 321 North LaSalle Street, for use as evidence in the prosecution of the case.

VI. DESK SERGEANTS AND WATCH COMMANDERS

A. The district desk sergeant will be responsible for ensuring that:

1. any warrants, stop orders, drivers license suspensions or revocations are recorded and satisfied before the violator is let to bail.

2. when a person is arrested for any offense and it is determined that the arrestee has an outstanding criminal or traffic warrant(s), a separate bond is required for:

a. the most serious offense for which the individual was arrested.

b. each individual warrant.

B. District desk sergeants will be mindful of the provisions of existing Department directives regarding individual bonds. They will bring all such cases to the attention of the watch commander who will ensure that current Department procedures are followed.

VII. COURT APPEARANCE BY POLICE OFFICERS-TRAFFIC WARRANTS

A. The traffic warrant will be scheduled for the original issuing officer's court room, time and next regularly scheduled traffic court key date as indicated on the Court Citing Date Card-Traffic.

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B. The original issuing police officer will be notified to appear in court whenever a person is arrested on a traffic warrant.

Terry G. Hillard
Superintendent of Police

97-005 AJE/FRC (MLS)

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G.O. 92-05 Chicago Police Department

NOTE: FILE TWO OF FOUR

TITLE:	PROCESSING PERSONS UNDER DEPARTMENT CONTROL
ISSUE DATE:	4 September 1992
EFFECTIVE DATE:	9 September 1992
DISTRIBUTION:	E*
RESCINDS:	General Orders: 78-1 and 78-21. Department Special Order: 92-4. Department Notice: 90-75. Related Facsimile/Teletype Messages: #00415; 04705; 05328; 07701; 006967; 003132; 005201; 01600; 00508; 03131; 03307; 03123 and 10541.

VII. PROCEDURES AT THE DETENTION FACILITY

A. Booking Officer

1. Receiving Arrestees

The booking officer will:

a. under normal circumstances receive the arrestee, Arrest Report formset, including signed initial approval of probable cause and any signed complaints, from the arresting/transporting officers.

b. prior to accepting an arrestee from arresting/transporting officers, confirm the information in the arrestee transportation section of the Arrest Report, and then conduct a thorough search and screening of the arrestee following the procedures described within the General Order entitled "Lockup/Lockup Keepers."

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c. properly complete and sign the "Receiving Screening Record for Arrestee to be Held in Lockup" section of the Arrest Report.

d. if the Arrest Report is incomplete, illegible or incorrectly prepared, return it to the arresting officer, or in his absence, to the desk sergeant who will ensure that proper corrections are made without delay.

e. complete the shaded boxes of the Arrest Report according to the Form Preparation Instructions.

f. telephone the Central Booking Unit and provide them with his name, star number/employee number, unit of assignment and obtain a Central Booking (CB) number for each arrestee. In arrest situations wherein more than one person is arrested, the names and addresses of persons with whom the arrestee was arrested will be identified by entering their Central Booking number in the narrative portion of the Arrest Report. When an arrest has been made on a warrant, the warrant number and the name of the arrestee will be provided to the Central Booking Unit.

g. separate the District Record Copy of the completed Arrest Report formset and deliver it to the desk sergeant. However, when an arrestee is transported to a Central Detention Section lockup the booking officer in the Central Detention Section lockup will retain the Permanent Record-Records Division (white) and the Transportation/Bailiff Copy (goldenrod) of the Arrest Report and forward the remaining copies, including any complaints to the desk sergeant at the 1st District.

2. Fingerprinting Arrestees

a. **Fingerprints will be taken of persons arrested for the following: Illinois Compiled Statutes Chapter 625 ILCS 5/4-102, 103, 103.1, 103.2, 103.3, 104, 105, 105.1 and 625 ILCS 5/11-204.1, 401(b), and 501(a).** Fingerprints **need not** be taken of persons arrested for violations of City ordinances punishable by fine only **or** for some(on view or warrant) traffic offenses. An arresting officer may request that the watch commander in charge of the detention facility authorize fingerprinting of an arrestee by articulating sufficient cause to justify the request. Juveniles will be fingerprinted in

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accordance with the special procedures enumerated in this order except those situations wherein the juvenile is to be processed as an adult. All other persons arrested will be fingerprinted. Watch commanders are responsible to ensure the accuracy and legibility of the Identification Record (IR) number by initialing the arrest report by the IR# prior to signing the approval of charges and when signing the court transmittal.
(Item VII-A-2-a revised, 24 July 1998, General Order 92-5C).

b. If an arrestee has not been fingerprinted prior to the time the investigation discloses that he will not be charged, THE ARRESTEE WILL NOT BE FINGERPRINTED BEFORE BEING RELEASED WITHOUT CHARGING.

c. Juvenile arrestees may be fingerprinted only on the authorization of a watch commander in the Patrol, Special Functions, Detective or Youth Divisions when the age of the arrestee cannot be established or where there are reasonable grounds to believe that the offender has committed a felony or any of the following offenses:

(1) Unlawful Use of Weapon,

(2) Deceptive Practices,

(3) Sex Offenses (other than prostitution).

d. When a juvenile is fingerprinted, the Youth Division (YD) number will be used in place of the CB number and the fingerprints will be recorded on the Department Fingerprint Card (CPD-31.813) if inked fingerprints are taken.

3. Direct Electronic Fingerprinting Network (DEFN)

a. District watch commanders in charge of detention facilities and the on-duty watch commander in the Central Detention Section will ensure that:

(1) a member trained to operate the DEFN equipment is assigned to lockup duties.

(2) equipment is maintained in a clean, serviceable

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condition.

(3) any equipment malfunction is reported to the equipment service technician via 1-800-488-0888.

b. When fingerprinting an arrestee, detention personnel will:

(1) be responsible for entering the information required on the monitor utilizing the keyboard on the DEFN equipment.

(2) ensure that fingerprints are properly recorded and transmitted to the Identification Section.

(3) during periods when the DEFN equipment is not operational, prepare and submit inked fingerprint cards in accordance with existing Department procedures.

4. Recording and Transmitting Fingerprints - Inked Fingerprint Cards

a. If fingerprints are to be taken of an arrestee for whom fingerprinting is not required, the booking officer will record the fingerprints on the Department Fingerprint Card only. In such instances, the booking officer will indicate "Fingerprint Check Only" on the upper left hand corner of the Department Fingerprint Card prior to transmission.

b. When an arrestee is charged with any offense requiring fingerprinting, the booking officer will record the required fingerprints on one copy of each of the following forms. However, persons arrested for violations of State statutes which are classified as petty, business or Class C misdemeanor will be fingerprinted only on the Department Fingerprint Card.

(1) Department Fingerprint Card

(2) Illinois State Police Fingerprint Card (ISP6-137)

(3) FBI Fingerprint Card (Form FD-249).

(a) In cases involving U.S. Government employees, the agency name of the arrestee will be entered

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in the "Employer" box.

(b) In cases involving sex offenses, the exact nature of the offense will be entered in the "Charge" box.

c. Lockup personnel will, when processing an arrest made by the Illinois State Police which requires fingerprinting, complete an additional State of Illinois Arrest Fingerprint Card (ISP 402) and an additional FBI Fingerprint card (Form FD-249) provided by the arresting trooper. When completed, these fingerprint cards will be returned to the trooper.

d. When processing an arrestee requiring fingerprinting and the arrest was effected by any other police agency (e.g., Drug Enforcement Agency, Illinois State Police, Secretary of State Police, Forest Preserve District Police, etc.), lockup personnel will enter "Arrested by Another Police Agency" in the "Contributor ORI" box of the FBI Fingerprint Card and in the "Contributor - NCIC No. - ORI" box of the Illinois State Police Fingerprint Card.

e. When fingerprinting an arrestee, the booking officer will be responsible for:

(1) ensuring that the fingerprints recorded are clear and readable on each form (any forms which do not meet this criterion must be completed again).

(2) transmitting the Department Fingerprint Card.

(3) forwarding fingerprint cards to the Identification Section via Department mail.

(4) entering the arrestee's name, probable charge, and the time of fingerprint transmission on the Roster of Persons in Custody.

(5) completing the information required on each of the fingerprint forms prepared.

(6) taking prints on the Palmprint Card (CPD-31.814) when investigating officers or the Identification Section

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believe(s) that they would be of value for identification purposes and they have requested that they be taken.

(7) forwarding all of the fingerprint forms to the Identification Section via the next Department mail pickup or when necessary, by special messenger.

5. Alternate Procedures for Transmitting Fingerprints

In the event the DEFN/facsimile transmission equipment is inoperable or otherwise unavailable, the fingerprint forms will be sent to the Identification Section by special messenger or by the next Department mail pickup. (After the Identification Section has completed the fingerprint check, the results will be returned to the detention facility by a special messenger or the next Department mail pickup.)

6. Fingerprint Check Results

a. Transmitting Results

When the Identification Section has completed a fingerprint check, the results will be transmitted to the detention facility by facsimile transmission equipment as soon as possible.

(1) If a previous criminal history is found, a copy of the Criminal History sheet (CPD-31.903) will be transmitted to the detention facility.

(2) If no previous criminal history is found, a "No Record Notification" will be transmitted to the detention facility by using the top portion of form CPD-31.807 (Identification Check Procedure Control) which will be properly stamped to indicate that the subject has no record. In instances where an arrestee has been fingerprinted on a Department Fingerprint Card only and no previous criminal history is found, the Identification Section will not issue an Identification Record (IR) number.

(3) Immediately after the results of the fingerprint check are received at the detention facility, the booking officer will record the arrestee's IR number accurately and legibly

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on the Arrest Report formset in the appropriate box. In instances when the Identification Section does not issue an IR number, the letters NI (none issued) will be entered in the IR number box. The booking officer will ensure that the above information is also recorded on the District Record Copy of the Arrest Report which has been given to the desk officer. In cases of arrests processed within the 1st District, the results of the fingerprint check will be received by district desk personnel and subsequently entered on the Arrest Report.

(4) The booking officer will then staple the Criminal History sheet or No Record Notification form to the Court Sergeant Copy (Blue) of the Arrest Report, enter on the Roster of Persons in Custody the time the fingerprint check results were received, and note on the Roster of Persons in Custody form whether or not a Criminal History sheet was received.

(5) If the fingerprint check results are not received at the detention facility or district desk within eight hours after the fingerprints are transmitted, the booking officer (or in 1st District cases desk personnel) will telephone the Fingerprint Processing Unit of the Identification Section, via PAX 0-575 or 0-577 to determine what remedial action, if any, he should take.

b. Parole and Probation Violator Procedure

(1) Whenever a fingerprint check of an arrestee indicates that the person is on felony probation or parole, the Records Division will notify the booking officer via PAX telephone and properly stamp the arrestee's Criminal History sheet before transmission by facsimile equipment. In cases of arrests processed within the 1st District, the notification will be made by the Records Division to district desk personnel.

(2) If the arrest is for a felony the booking officer will immediately contact the detective unit responsible for the new felony charge and notify that unit of the arrestee's probation or parole status. The Detective

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Division unit will forward copies of the Criminal History sheet, Felony Minute sheet, and all other related police reports as soon as available, via Department mail, to the Chief, Probation and Parole Violation Unit, State's Attorney's Office, 2650 South California Avenue.

(3) If the arrest is for a misdemeanor, the booking officer will immediately contact the arresting officer's unit and inform that unit of the arrestee's probation or parole status. The arresting officer will forward a copy of the Criminal History sheet and all other related police reports as soon as available, via Department mail, to the Chief, Probation and Parole Violation Unit, State's Attorney's Office, 2650 South California Avenue. It is not necessary that the State's Attorney's Office receive an oral notification when such persons are arrested.

c. Aliases and Stop Orders

(1) When the fingerprint check reveals that the arrestee has used aliases, Identification Section personnel will check each alias in the computerized Wanted Persons File. If the arrestee is wanted on a warrant under his own name or if the alias check indicates he is wanted under an alias, the technician will notify the Central Warrant Unit by PAX and provide the following information:

(a) The name under which the person was arrested and his CB number.

(b) The location of detention.

(c) Each alias against which a warrant has been issued.

(d) The number of each warrant.

The Field Inquiry Section, Central Warrant Unit, will record and relay all information received from the Identification Section to the desk sergeant at the detention facility as quickly as possible. Upon receipt of such information, the desk sergeant will notify the

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I. PURPOSE

This order:

A. defines certain terms which pertain to processing persons who come under Department control.

B. states Department policy relating to processing arrestees.

C. sets forth procedures and assigns responsibility for the processing of arrested persons.

II. DEFINITIONS

A. **Adult** - A person 17 years of age or older.

B. **Arrestee** - A person taken into custody for the commission of an offense.

C. **Arresting Officer(s)** - A sworn member who actually takes a person into custody.

D. **Booking** - All processes involved in the handling of an arrestee prior to the final charging.

E. **Booking Officer** - A member (e.g., lockup keeper or detention aide) who has been

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designated by the watch commander at a detention facility to complete the booking process.

F. **Charging** - The formal recording on an Arrest Report (CPD-11.420) of the legal citation of offenses alleged in signed complaints.

G. **Initial Approval of Probable Cause** - The entering on an Arrest Report of the watch commander's signature indicating there is probable cause to detain the arrestee and the elements of the offense have been included on the Arrest Report.

H. **Approval of Charges** - The entering on an Arrest Report of the watch commander's signature indicating approval of the formal filing of charges against the arrestee.

I. **Desk Sergeant** - A sergeant assigned the responsibility of supervising the duties performed by desk and lockup personnel at a detention facility. Supervisory responsibilities for Central Detention Section personnel will be assumed by the watch commander assigned to that section.

J. **Investigating Officer** - A sworn member who participates in an investigation and obtains information pertinent to subsequent court proceedings.

K. **Juvenile** - A person under 17 years of age.

L. **Lockup** - That area in a Department facility which is set aside for the custody and processing of arrestees. It is set apart from the rest of the facility by a solid/bar steel door.

M. **Watch Commander** - A sworn member who is in command of a watch during his duty hours and who is responsible for directing all police activities under his jurisdiction.

III. POLICY

A. General

It is the policy of the Department to observe, uphold, and enforce the law without regard to age, sex, race, color, religion, sexual orientation, national ancestry, marital status, parental status, military discharge status, source of income, or physical or mental disability of any person. Arrested persons will be booked, charged and made eligible for bond in that order. These processes will be completed without unnecessary or unreasonable delay. Investigation or interrogation of an arrestee will not delay the booking process. Extreme care must

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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.

B. Specific

1. The Department's justification for the detention of any arrested person will be included in the Arrest Report. An 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 necessary processing so that the arrestee will not be detained longer than necessary.

b. never use force or coercion in seeking admissions or confessions.

c. recognize and respect the arrestee's rights as defined in the General Order entitled "Interrogations: Field and Custodial."

IV. GENERAL RESPONSIBILITIES

A. Watch Commanders

Watch commanders in charge of a detention facility will:

1. be responsible for ensuring the proper handling and processing of all adult arrestees, juveniles and other persons who come within their jurisdiction.

2. review all Arrest Reports at the onset of the booking process and ensure that the arresting officer has complied with Item IV-D of this order.

3. approve proper charges placed against arrestees when the booking process is complete.

4. ensure that an assistant state's attorney has been notified in cases necessitating felony review.

5. in cases wherein the assistant state's attorney does not approve felony charges against the arrestee, review the facts of the case to determine:

a. whether the responsible exempt member should be called via

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Operations Command for consultation and a determination.

b. if circumstances warrant reduced charges.

c. whether the arrestee should be released without charging.

6. have the final authority to order the release of a person without charging based upon available evidence.

7. ensure that all arrestees are charged (booking process completed) without unnecessary delay.

8. allow a reasonable number of visitations by an attorney, member of the arrestee's family or a friend unless there is imminent danger of escape. Such visits will be permitted in accordance with procedures outlined in Item VIII of this order.

9. personally inspect the lockup at least twice during his tour of duty, note conditions found and sign in the Inspection Log of Persons in Custody (bound ledger book). In District 001 the inspection responsibilities will be assumed by the watch commander assigned to the Central Detention Section.

B. Desk Sergeants

The desk sergeant at a detention facility will be responsible for ensuring:

1. that an arrestee is not charged until a name check has been made.

2. that all court complaints are properly sworn to by the complainant/ arresting officer and a member sworn as a deputy clerk of the circuit court.

3. proper completion of all court complaints and related documents and the assignment of cases to the proper court.

4. that the required **original** signatures (arresting officer and Department member sworn as deputy clerk) have been entered, when necessary, on the affirmation statement of **both** the Permanent Record-Records Division (white) and Court Sergeant (blue) pages of the Arrest Report.
(Item IV-B-4 revised, 24 July 1998, General Order 92-5C).

5. that the Arrest Report is promptly submitted to the watch commander for review.

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6. that the legal citation for offense(s) alleged in signed complaint(s) are properly recorded on all copies of the Arrest Report.

7. Arrest Reports and related documents are properly distributed, as indicated in Item X of this order.

8. the preparation of bail bonds when authorized.

9. that Court Complaint Transmittal Listings (CPD-11.551) are properly prepared.

10. that arresting officers are notified if a change is made in the Arr. Off. Desired Court Date/Branch-Call box on the Arrest Report.

11. the security of female arrestees, juveniles and other persons left in his custody.

12. that lockup personnel are properly making entries in the Inspection Log of Persons in Custody by personally inspecting the lockup and the log at least twice during his tour of duty. He will check all entries since the last supervisory inspection, indicate conditions found, take appropriate action when necessary and sign the log. In District 001 the inspection responsibilities will be assumed by the watch commander assigned to the Central Detention Section.

C. Booking Officers

Booking officers will process arrestees in accordance with Department directives. Their responsibilities include the following:

1. completing appropriate portions of the Arrest Reports and obtaining Central Booking (CB) numbers.

2. recording the names of all arrestees on the Roster of Persons in Custody form (CPD-11.515).

3. permitting arrestees to make a reasonable number of telephone calls to an attorney, member of their family or friend.

4. ensuring that first aid is administered when needed.

5. maintaining security and providing for the well-being of all arrestees while in the detention facility.

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D. Arresting Officers

The arresting officer will:

1. adhere to all Department procedures relative to processing arrestees and will ensure there is a valid basis for charges placed.

2. complete the Arrest Report in accordance with the Form Preparation Instructions printed on the inside cover of the Arrest Report formset booklet. The Form Preparation Instructions will also be followed when completing the Juvenile Arrest Report (CPD-11.421). EVERY ARREST REPORT NARRATIVE MUST ADEQUATELY SUPPORT THE ARREST BY RELATING ALL ESSENTIAL FACTS (Probable Cause to Arrest) AND BY FULLY DESCRIBING THE CIRCUMSTANCES OF THE ARREST.

3. enter the desired court date in accordance with the provisions of Item IX-A of this order.

4. notify witnesses of the date, time and location of court proceedings and will appear promptly at all judicial hearings, as required.

5. for persons arrested without an arrest warrant, sign the affirmation statement on the bottom of the narrative section of **both** the Permanent Record-Records Division (white) and Court Sergeant (blue) pages of the Arrest Report in the presence of a Department member sworn as a deputy clerk of the Circuit Court of Cook County.
(Item IV-D-5 revised, 24 July 1998, General Order 92-5C).

V. FIELD ARREST PROCEDURES

A. Adult Arrestees

1. Officers taking an arrestee into custody or accepting custody from other officers will be responsible for the safety and security of the arrestee and for conducting a thorough search in accordance with established Department procedures.

2. Officers will normally transport an arrestee in a vehicle equipped with a protective divider or request a squadrol as soon as possible for transportation to the district of arrest.

3. The transporting officers will transport the arrestee to the district of arrest where they will:

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a. turn the arrestee over to the booking officer (for female arrestees, see Item V-B).

b. immediately notify the desk sergeant that an arrestee has been brought into the facility and report the name of the arrestee, the circumstances of the arrest and the probable charges.

c. ensure that the booking officer has sufficient information to complete the Roster of Persons in Custody form which is maintained in the detention facility.

NOTE: An exception will be made to procedures outlined in Item V when a multiple arrest incident is declared as outlined within the General Order entitled "Processing Multiple Arrests."

4. The arresting officer may transport the arrestee when such action is warranted (e.g., non-availability of squadrols or vehicles equipped with protective dividers). In such instances, he will promptly turn over the arrestee to the booking officer and provide the desk sergeant with the name of the arrestee, circumstances of the arrest and probable charges.

5. If necessary, complainants will be directed to the district of arrest or will be transported by the arresting officer to the facility for the purpose of signing the complaints.

6. As soon as the situation allows, the arresting officer will proceed to the detention facility to ensure that all required arrest documents are properly completed and the Arrest Report formset is presented to the watch commander in charge of the detention facility.

7. An arresting officer will obtain the prior approval of the watch commander of the unit of detention before delivering an arrestee to the Central Detention Section.

B. Adult Female Arrestees

1. Female arrestees transported to the district of arrest wherein no female detention facilities are available will be processed as follows:

a. A Central Booking (CB) number will be obtained (traffic violators only as required) and the booking process will be completed for those arrestees not requiring fingerprinting.

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(1) Pending completion of the booking process or while waiting to post bond, arrestees will be temporarily detained in the desk or office area.

(2) If, after a reasonable period of time, the arrestee cannot be let to bail or the number of arrestees being detained in the desk area presents an imminent danger or is disruptive to the police personnel assigned to desk duties, the watch commander will arrange for a transfer to the designated female detention facility. The completed Arrest Report and signed complaints will accompany the arrestees.

(3) A CB number will **not** be obtained for a female arrestee requiring fingerprinting. Upon completion of the preliminary investigation, females requiring fingerprinting will be transported immediately to the appropriate female detention facility accompanied by an Arrest Report with the unshaded portion completed and signed complaints. If a Records Division (RD) number is obtained it will be entered in the designated box.

Female detention facilities are designated below:

District of Arrest	Detention Facility
001-009-012-018-021	Women's Central Detention 1121 South State Street
002-007-008	Area Center 1 (002) 5101 South Wentworth Avenue
003-004-005-006-022	Area Center 2 (005) 727 East 111th Street
019-020-023-024	Area Center 3 (019) 2452 West Belmont Avenue
010-011-013	Area Center 4 (011) 3151 West Harrison Street
014-015-016-017-025	Area Center 5 (025) 5555 West Grand Avenue

(Item V-B-1-a-(3) revised 24 July 1998, General Order 92-5C).

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b. An entry on the Roster of Persons in Custody form will be made for female arrestees requiring a transfer to a female detention facility from the district of arrest. Desk personnel will ensure that the location of the detention facility is entered on this roster.

2. Female arrestees transported to a district of arrest having female detention facilities will be processed in accordance with the applicable provisions of this order.

C. Foreign Nationals and Aliens

For an arrestee identified as a Diplomatic Officer, Consular Officer, Honorary Consul, member of the family of a Diplomatic Officer, Consular Officer, Honorary Consul or a foreign national, follow the procedures outlined in the Department Special Order entitled "Foreign Nationals and Aliens."

D. Juvenile Arrestees

1. Police officers who have apprehended a juvenile for other than a curfew or traffic violation will follow the procedures within the Department Special Order entitled "Processing of Juveniles."

2. If a juvenile has been apprehended as a curfew violator, the arresting officer will follow the procedures within the General Order entitled "Processing Curfew Violators."

3. A juvenile arrestee may be processed as an adult in accordance with the provisions enumerated within the Department Special Order entitled "Processing Juveniles as Adults."

E. Traffic Violators

Detention for a traffic violation other than a traffic arrest made on a warrant will not require the completion of an Arrest Report when the violator is promptly let to bail or is temporarily detained at the district waiting to post bond. The arresting officer will follow the procedures within the Department Special Order entitled "Traffic Violators, Name Checks and Bonding."

F. Sick or Injured Arrestees

1. Under normal circumstances, a sick or injured arrestee requiring emergency medical care treatment will be transported to the nearest hospital approved by the Chicago Department of Health for emergency medical care before

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being transported to the appropriate detention facility.

2. A sick or injured arrestee in a detention facility who requires emergency treatment will normally be transported in accordance with the General Order entitled "Squadrol Operating Procedures." If the arrestee is not hospitalized after receiving first aid, he will be returned to the appropriate facility for completion of the booking process.

G. Arrestees Requiring Hospitalization

1. When an arrestee is found to be sick or injured, the lockup keeper will immediately notify the desk sergeant and the watch commander, even if the arrestee's condition appears to have been caused by intoxication. The watch commander will make the decision on whether the arrestee requires medical attention.

2. In the event an arrestee requires hospitalization, transporting officers will follow the procedures outlined in the General Order entitled "Squadrol Operating Procedures," relating to the hospitalization of adult male or female arrestees and notify the watch commander of the district of arrest.

3. The watch commander in the district of arrest will follow the procedures outlined in the General Order entitled "Hospitalized Arrestees."

H. Arrestees in Need of Mental Treatment

If an arrestee is a "Person Subject To Involuntary Admission," as defined in the State of Illinois Mental Health Code, Chapter 91 1/2, the procedures within the General Order entitled "Handling Persons in Need of Mental Treatment," will be followed.

I. Investigation or Detention/Other than District of Arrest

1. Normally, when an arrest is made, the location of detention will be the district of arrest. However, when an arrest is made subsequent to an interview or as a result of an investigation conducted in a police facility **other than a district station**, the location of detention will be the lockup of the area center which encompasses the facility wherein the arrest was effected. Arrests by members of the Organized Crime Division may be processed at the district/area of arrest or at the Central Detention Section. In either instance, the arresting officer will transport/accompany the arrestee to the detention facility. The location of detention for female arrestees will be in accordance with Item V-B of this order. The arresting officer will immediately

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telephone the desk sergeant of the district located in the area center and provide the arrestee's name, address and probable charges.

2. When a person is arrested and is taken to a police facility other than the district of arrest, the arresting officer will immediately telephone the desk sergeant of the district of arrest and report the name and address of the arrestee, probable charges, and the lockup facility in which the arrestee will be detained.

VI. SEARCHING PERSONS UNDER DEPARTMENT CONTROL

A. Arrestees will be thoroughly searched prior to being transported to a detention/police facility. This search will be conducted by a member of the same sex as the arrestee and in accordance with established Department procedures.

B. Lockup personnel will also search each arrestee delivered to their custody and remove and inventory property in accordance with the procedures outlined within the General Order entitled "Lockup/Lockup Keepers." Searches will be conducted by Department members of the same sex as the arrestee. Arrestees will also be scanned with a metal detecting device to prevent concealment of weapons not discovered in the initial search.

C. Arrestees will not be subjected to a strip search for any offense unless specific factors are present which establish reasonable belief that the search will uncover a weapon or controlled substance. Strip searches will ordinarily be conducted in a police lockup and include prior written approval of the watch commander using the Report of Strip Search (CPD-11.521).

D. Discretion and good judgment will be used when conducting a strip search. The arrestee will not be required to remain unclothed any longer than is absolutely necessary. All strip searches will be conducted in a secure area which is isolated from the view of others. No touching of body cavities is permitted by Department members.

E. A search of any body cavity other than the mouth will be permitted only under the authority of a search warrant. The body cavity search will be performed under sanitary conditions either by or under the supervision of a physician licensed to practice medicine in this State.

F. Whenever a request is made to conduct a strip search of an arrestee, the following information will be entered in both the narrative portion of the Arrest Report and the Watch Commander's Log (CPD-21.916):

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1. The name of the arrestee;

2. The name of the officer(s) making the request;

3. A list of specific factors justifying the strip search;

4. Whether the strip search was approved or disapproved;

5. The name of the person approving or disapproving;

6. If approved, the name of the person(s) conducting the search;

7. The time, date and place of the search; and

8. What was discovered as a result of the strip search.

G. If it is necessary for an arrestee to be strip searched outside of the lockup in any police facility, prior written approval must be obtained from the:

1. watch commander, if it is a district station.

2. unit commander or, in his absence, the area coordinator if other than a district station. Unit commanders/area coordinators will notify the district watch commander in the district in which their facility is located so that appropriate entries will be made in the Watch Commander's Log as required in Items VI-F-1 through 8.

H. When it is imperative that a strip search be conducted at other than a police facility, the field sergeant or watch commander of the district of occurrence must be contacted for written approval. The field sergeant approving or disapproving the search will immediately notify his watch commander and provide him with the information required in Items VI-F-1 through 8.

I. A person not under arrest may be subjected to a strip search only when a search warrant is being executed under the provisions of Chapter 38, Section 108-9 (Detention and Search of Persons on Premise) and the procedures established in Item VI of this order are followed. However, a person who is present in a place where a warrant is being executed may not be searched by virtue of his mere presence at the scene. A strip search of such an individual requires that probable cause exists to believe that the person to be searched is either concealing a weapon and/or instruments or articles described in the warrant.

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STOP ORDER MEETING **23 January 2001**

Attendance:

Deputy Chiesa	Office of Management and Accountability
Deputy Chief Hoke	Bureau of Investigative Services
Jim Hickey	Records Division-Administration
Kathy Kolb	Data Systems Division
Joe Veri	Data Systems Division
Sgt. O'Day	Office of the Superintendent
Sgt. Kranz	Research and Development Division
P.O. Mullings	Research and Development Division

Issues Discussed:

- Commander Gandurski's concerns for the use of the term "stop order" when relating to individuals for whom there is no probable cause to arrest was discussed. His thoughts are that we do not have a legal right to stop individuals that are sought by BIS for information only or other police matters and there is no probable cause to arrest them. He believes that the term Stop Order/No Probable Cause to Arrest should be changed.

- Kathy Kolb from Data Systems stated that a whole new program would have to be written in order to accommodate a change of one category of stop orders. The term **Investigative Alerts** was suggested by Mr. Hickey to replace the term stop order. The issue of officer safety would still be paramount using the term investigative alerts. This suggestion was accepted by Deputy Chiesa and agreed upon by Deputy Chief Hoke.

- There would be two categories of investigative alerts, Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest.

- Also discussed was the issue of whether investigative alerts should expire every six months. Deputy Chief Hoke stated that they should expire every six months to ensure that the areas canceled them if they are no longer needed. Most of the commanders of the areas had expressed the concern that because of the volume of existing stop orders, it would be too time consuming to cancel or renew each and every stop order. Deputy Chief Hoke stated that a listing of all the active investigative alerts will be sent via CHRIS to the areas by Data Systems and the areas will only have to check a box to renew or expire the investigative alerts.

BUREAU OF ADMINISTRATIVE SERVICES **29 November 2000**
Research and Development Division

To: Marc S. Buslik
Lieutenant
Research and Development Division

From: Zoila Mullings
Analyst
Research and Development Division

Subject: Stop Orders

I was assigned the task of revising General Order 89-9 entitled Stop Orders to include the new CHRIS Stop Order Application system. While revising this task I encountered policy that is confusing and no longer followed. The problems discussed below centers around terminologies such as computer stop orders, temporary computer stop orders and the responsibilities performed by the Central Warrant Unit.

First, I found the terminology computer stop order and its definition confusing. A Computer Stop Order is defined to be a request that the name and other identifying information of a particular individual be entered in the LEADS or NCIC computer system. It further states that a computer stop will be placed in the LEADS/NCIC computer system only if a felony warrant has been issued or is in the process of being obtained. However, **probable cause to arrest based on a computer stop order is the fact that the person wanted has committed a crime for which a warrant has been issued.**

To verify the above information I called the Central Warrants Unit. I was told that **the Central Warrants Unit does not enter stop orders into the LEADS or NCIC computer system**. Steven Rice, manager of the unit, indicated that once a warrant has been issued the courts notify the unit and they enter the warrant information into the system. If for some reason, the warrant issued is for a homicide and expediency is an issue, the detective involved may hand deliver the warrant to the Central Warrants Unit so that it can be entered into LEADS and NCIC immediately. Mr. Rice also stated that **the Detective Division does not request via computer stop orders that wanted person's information be entered prior to the unit receiving the official warrant from the court.** Therefore, if warrant information is entered into LEADS and NCIC upon notification by the courts, and if there is urgency involved the detective may hand deliver the warrant to the Central Warrants Unit, why would it be necessary for the Detective Division to make requests that computer stop orders to be entered into the LEADS and NCIC system.

I also spoke with Detective Hill detailed to the Research and Development Division in regards to the above question and procedures followed by the detectives when obtaining warrants and issuing stop orders. Detective Hill stated that **the detectives only check the "Record Stop" box and the "Cancel Existing Stop Order" box on the Stop Order or Cancellation**

Request form. Computer stop orders are not requested and to his knowledge none of his colleagues ever requested one. When a detective is seeking a warrant, the detective would be told by the State's Attorney upon request, whether he had enough evidence to get a warrant or whether he has to go out and gather more evidence. If the States Attorney denied the warrant due to insufficient evidence, the detective would then issue a record stop order for the individual or others connected with the investigation so that if the wanted person(s) is stopped or arrested the detective will get a chance to talk to them and thereby gather more information/evidence as required by the States Attorney for a warrant. In other words, there would not be any need to check the computer stop order box because the detective knows upon presenting the case to the States Attorney whether he will be successful in obtaining a warrant that day or whether he has to seek more evidence and will in the mean time be requesting a record stop order.

Another problem I encountered was in relation to the Temporary Computer Stop Orders application. Mr. Rice indicated that the unit enters LEADS Temporary Wanted Person Record with a Locate or "Temporary Want" into the system. Under certain circumstances, a law enforcement agency may enter this kind of temporary record prior to obtaining a warrant and the **LEADS and NCIC computer systems uses the term "wanted Person" and "temporary want" not computer stop order or temporary computer stop order.** If for some reason the person wanted is a flight risk and circumstances exist that would prevent the immediate acquisition of a warrant a temporary want may be entered into the LEADS or NCIC computer system. This concept seems to be equivalent to a temporary computer stop order defined in General Order 89-9. General Order 89-9 states that when an arrest warrant is in the process of being obtained and a computer stop order has been approved by the Chief of the Detectives Division, a temporary entry may be made in the LEADS or NCIC computer system to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. However, as I mentioned before, Central Warrants does not enter stop orders into the LEADS or NCIC system which also means that temporary computer stop orders per say are not being entered. Also, I was told that **if the above situation existed the detective seeking the warrant would come down to the Central Warrants Unit and verbally request the wanted individual's information be entered into the system.** Mr. Rice indicated that to his knowledge only one temporary want was issued within the last three years. Also, **the Chief of Detectives does not sign computer stop orders or any stop order for that matter**. Stop orders are approved by supervisors and unit commanding officers.

With the above said I am proposing that the Research and Development Division redefine or eliminate the term Computer Stop Order, and although the temporary computer stop option is not used often, it is acknowledged that temporary computer stop order is a necessary tool for the Detective Division to have. So I propose we redefine Temporary Computer Stop Order to make the terminology more consistent with those utilized within the LEADS and NCIC system.

Zoila Mullings
Analyst
Research and Development Division

Stop Order Meeting
13 November 2000

Questions:

1. How long an arrestee can be held after his fingerprints clear and a Stop Order appears on his Rap Sheet?
   - Il.Sup.Ct.Rule: I-bond/cash bond discretionary
   - Gerstein Hearing
   - McLaughlin 48 hr Rule

2. What is an individual's legal status when he or she is the subject of a Chicago Police Department Stop Order without probable cause to arrest?
   - Terry Stop
   - Transported to more institutional setting (police station) = arrest
   - Detention for custodial Interrogation, regardless of label = arrest
   - 20 minutes in squad car held to be an arrest

3. In what manner, if any, can that individual be detained or have his freedom restricted prior to the establishment of probable cause?
   - Terry Stop
   - Transported to more institutional setting (police station) = arrest
   - Detention for custodial Interrogation, regardless of label = arrest
   - 20 minutes in squad car held to be an arrest

Law

Constitution of the United States,
Amendment IV Searches and Seizures:

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and persons or things to be seized.

Illinois Constitution

The People shall have the right to be secure in their persons, houses, papers and other possessions against unreasonable searches. Seizures, invasions of privacy or interceptions of communications by eavesdropping devices or other means. No warrant shall issue without probable cause, supported by affidavit particularly describing the place to be searched and the persons or things to be seized.

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Gerstein Hearing Rule

Fourth Amendment requires a judicial determination of probable cause as a prerequisite to extended restraint on liberty after arrest.

McLaughlin 48-hour rule

A jurisdiction that chooses to combine probable cause determination with other pretrial proceedings must do so as soon as reasonably feasible, but in no event later than 48 hours after arrest.

Illinois Supreme Court Rules

Eligible for posting bond: "Are authorized to let to bail..."

Individual Bond: "May be released..."

DRAFT

Case Law:

Terry v. Ohio, U.S. Supreme Court, 1968
- Terry Stop if can articulate reasonable suspicion that individual has, is, or is about to commit a crime
- If reasonable suspicion that suspect may be armed, can perform a protective pat down

People v. Ross, Ill. App. Ct., 2000
- An unreasonable seizure may be found where the person is transported to a more institutional setting, such as a police station or interrogation room

Dunaway v. New York, U.S. Supreme Court, 1979
- detention for custodial interrogation–regardless of its label– intrudes so severely on interests protected by the Fourth Amendment as necessarily to trigger the traditional safeguards against illegal arrests

- transporting a suspect to the police station transformed a Terry-stop into an arrest

U.S. v. Vanichromanee, 1984
- The ultimate question is not why the detainee was moved, but whether the move made the stop more intrusive

Florida v. Royer, 1983
- reasonable suspicion of a crime is insufficient to justify custodial interrogation even though the interrogation is investigative

U.S v. Ogden, 1983
- 30 minute detention was lawful

U.S. v. Richards, 1974
- hour detention upheld

U.S. v. Barron, 1989
- 35 minutes, unlawful because moved from public area to private room with officers

U.S. v. Chamberlain, 1980
- 20 minutes in the back of a patrol car was held to constitute a defacto arrest

** County of Riverside v. McLaughlin, U.S. Supreme Court, 1991
- A jurisdiction that chooses to combine probable cause determination with other pretrial proceedings must do so as soon as reasonably feasible, but in no event later than 48 hours after arrest.

Powell v. Nevada, U.S. Supreme Court 1994
- McLaughlin rule that judicial probable cause determination had to be made within 48 hours of warrantless arrest, applied retroactively.

**Gerstein v. Pugh, U.S. Supreme Court, 1975
- Fourth Amendment requires a judicial determination of probable cause as a prerequisite to extended restraint on liberty after arrest.
- If Gerstein is violated, but defendant is convicted, the Gerstein violation will not overturn the conviction.

DRAFT

STOP ORDER APPLICATION MEETING **2 Noveber 2000**

Attendance:

Director Piper	Records Division-Administration
Jim Hickey	Records division-Administration
Commander Bartik	Youth Investigations Group/BIS
Kathy Colb	Data Systems
Juanita Harley	Identification Section
Steve Cummings	Office of Legal Affairs
Robert Flores	Office of Legal Affairs
Dan Kranz	Research and Development Division
Zoila Mullings	Research and Development Division

Issues Discussed:

- Legal Affairs attended this meeting and the issues of the correspondence seeking legal advice was discussed to ensure the investigators understood the issues of the committee's requests.

- The issues are:

  a. Whether the Department should provide street officers with non-warrant stop order information.
  b. How long can an arrestee be held after the arrestee's fingerprints clear. Also how to handle the person on the street if a name check pops a stop order (this person is not yet an arrestee).
  c. Can the Department change its policy and hold all prisoners until their rap sheet clears - seeing that rap sheets are now clearing within 2 hours.
  d. Electronic monitoring handled by the Cook County Sheriff occupies 40% of our stop orders, should the Department be placing their stop orders in our system.
  e. Should the Department include **NO PROBABLE CAUSE TO ARREST** caveat on all stop orders.

- Legal Affairs is supposed to have answers to the above issues by the next meeting which is to be held **13 November 2000.**

STOP ORDER APPLICATION MEETING 23 October 2000

Attendance:

Director Piper	Records Division-Administration
Jim Hickey	Records Division-Administration
Kathy Colb	Data Systems Division
Pat Chambers	Field Inquiry Section
Steven Rice	Field Inquiry Section
Roberta Bartik	Youth Investigations Group/BIS
Juanita Harley	Identification Section
Dan Kranz	Research and Development Division
Zoila Mullings	Research and Development Division

Issues Discussed:

- The new CHRIS stop order roll out as a decentralized process in which BIS personnel can access the stop order form and create a stop order online. The supervisor will also review and approve the stop order online.

- the minimal data required to get a stop order are:

  Name
  Last known address
  IR number
  offense code
  reason
  requesting officer
  Rd number/if CPD
  complainant information

- procedure

  Detectives/Investigators will:

  a. pull up new CHRIS stop order form
  b. fill in required information
  c. submit stop order to supervisor's inbox
  d. supervisor approve or reject request online
  e. stop order is immediately active

- Indication that Deputy Chiesa wants the stop order system to become an investigatory tool and load the stop order information into the Hot Desk so that the information is available to street officers.

- R and should get an opinion from legal regarding the following unresolved questions:

  a. Does the Department want stop order information on the Hot Desk system
  b. How long can an arrestee be held after his fingerprints clear and a stop order appears on his rap sheet
  c. Should the caveat **no probable cause to arrest** be included on all stop orders
  d. Should the Department be placing other institution's requests for stop orders into our system, institutions such as the Cook County Sheriff's Police and Electronic Monitoring System.

The next meeting will be held on 2 November 2000 at 1330 hours.

BUREAU OF ADMINISTRATIVE SERVICES
Data Systems Division

15 September 2000

TO: Lt. Mark Busclik
Acting Director
Research and Development Division

FROM: Gregory T. Kowalec
Director
Data Systems Division

29 SEP 00 07
CHICAGO POLICE DEPT.

SUBJECT: Implementation of CHRIS Stop Order Application

The CHRIS group has completed development of a new stop order system. Prior to implementation of this system department-wide, general orders will need to be revised because of the decentralization of entry into the application. A brief description of the current and new stop order functions are as follows:

Current stop order system

- B.I.S. detective fills out paper stop order request form with supervisor's approval
- Stop order form is mailed to the Identification Section
- Identification section verifies Ir# and types the stop order entry onto the paper rap sheet.
- Officer requests copy of rap sheet from Identification Section
- Rap Sheet Stop order entry informs requestor that a stop is active
- Identification manually reviews and sends requests to detectives to retain or expire active stop orders.

New CHRIS stop order system

- Detective enters stop order into CHRIS (CHRIS automatically validates IR#)
- Detective Supervisor Approves Stop order online (Effective immediately upon approval)
- Officers run CHRIS name check or Rap sheet . Stop order is displayed.
- Stop orders are automatically expired and renewed by the Detective online.

BENEFITS

- No delays in activating stop orders or expiring stop orders
- Stop order queries will be available to all Department members via CHRIS Name Check
- No intervention by the Identification Section (Detective Divison creates and expires real-time)

SUBJECT: Implementation of CHRIS Stop Order Application

It is requested that Research and Development review the current general orders on Stop Orders and participate in a meeting which will be held with the Bureau of Investigative Services regarding the implementation of this system. The assigned staff member can contact Cathy Kolb, Project Manager, at bell 745-5549.

Gregory T. Kowalec
Director
Data Systems Division

APPROVED:

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

Bureau of Administrative Services
Records Division

19 October 2000

To: Terry G. Hillard
Superintendent of Police

From: James K. Hickey
Assistant Director
Records Division

Subject: **Stop Orders**

Historical Perspective - Policy Review

Supt. Wilson, in G.O.66-12,

Section III, A. 3: **"A record stop will not be in the computer at the Hot Desk, and information on this type of stop order request will not be available to officers making street stops"**

Section III, B. 1and 2: "In instances where the requesting member believes that the circumstances of the case merit a street stop arrest of the wanted person... the Identification Section will have the stop order inserted in the computer at the Hot Desk.

Supt.Conlisk, G.O. 71-2, Virtually the same language as 66-12 for sections A & B.

Supt. O'Grady, G.O. 78-9,

Section II. Definitions:

B. "Record Stop Order is a request attached to an individual's criminal history record which asks that a particular investigator or investigative unit be notified if the person is arrested and fingerprinted by anyone within the Department".

C. 1. "Computer Stop is a request placed in the computer file for a "wanted person" but is not supported by a warrant at the time of its entry. It directs that if any officer gets a positive response on a computer inquiry on a wanted person, the officer will bring the persons to a police facility and immediately notify the investigative unit which initiated the stop order".

2. Stop orders will **not be placed in the computerized "wanted file" unless the investigation involves a felony and a request for an arrest warrant is in the process and there is probable cause for its obtainment.**

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E. Limitations

1. *A stop order, per se, is not probable cause for an arrest.* In computer stop orders, the probable cause is the fact that the person wanted has committed a crime for which he is wanted.

Section V, Item A. 3: (Identification Section) will ...make a **temporary computer entry** of the stop order data when a "computer stop" is requested, there is no previous warrants in the computer, and the stop order request indicates that an arrest warrant has not been issued but action was initiated to obtain it.

Acting Supt. O'Grady, in G.O. 83-9

Section II B: Same verbiage as 83-9. Record Stop Orders are for arrest situations.

Section II D Temporary Computer Stop Order defined for the first time.

"When an arrest warrant is in the process of being obtained and a computer stop order has been approved by the Chief of the Detective Division... a temporary entry may be made in the LEADS or NCIC *to prevent a wanted person from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant...* they will be purged 7 days after entry.

Supt. Martin, in G.O. 89-9

SectionII B - E Same verbiage as G.O. 83-9...

Amended by G.O.89-9A Clarification of the "limitations" of a stop order... emphasis once again on the fact that it is not probable cause to arrest and that a stop order should not be used to delay an arrestee's appearance in court.

Questions: *When did we stop allowing officers from making investigatory name check stop orders from the field? In other words, when did stop orders only take effect if the wanted person happened to have been arrested for something else?*

- In the **1960s** there was a stop order system in place but it clearly suggested that the stop order information would not be available to officers making street stops but it did allow non-warrant stop orders to be "inserted" into the Hot Desk.
- In the **mid 1970s** Hot Desk computer program was re-written for the first time. The entry of non-warrant stop orders into the Hot Desk computer *was removed from the Field Inquiry Section* (and, thus, the Hot Desk) at that time. (Source: Supervisor Steve Rice of the Field Inquiry Section - Rice began working in Field Inquiry in 1973).

Note: The Department, however, maintained the capability to run a stop order name check via the mainframe computer's IR screen - but one needed the wanted person's IR#.

- By the **late 1970s** there were qualifications placed on non - warrant stop orders (crime had to be a felony and obtaining a warrant had to be in the "process"). Yet, at the same time, the Department introduced the term "temporary" for entry of stop orders into the computers.

- In the **early 1980s** the term "temporary" entry was further defined and, as a result, it became more difficult to enter such stop orders into the computer.

- In the **early 1990s**, the Hot Desk was again re-written. For certain, the functionality to run field name checks for non-warrant stop orders had been eliminated.

Office of Legal Affairs

A search of the Legal Opinion file of the Office of Legal Affairs proved negative. It was hoped that there might have been an opinion written on this subject which may have provided some historical insight.

Pre-CHRIS and the CHRIS era

Prior to the automation of criminal history records in September of 1998 there was a STOP ORDER stamp placed with the manual rap sheet of the wanted person. *That practice continues today for all persons whose rap sheets have not been automated.* This system has worked - and continues to work fairly well because well over half of the stop orders are in effect for persons who have a manual rap sheet.

Due to a decision made by previous managers of the Identification Section the CHRIS Stop Order program was not activated when CHRIS went live. The personnel in the Identification Section subsequently made a good faith decision to "gerry-rig" the automated criminal history records by manually editing the record of a wanted person and literally typing in the words "Stop Order". The problem is that the words are buried in the text of the automated rap sheet, are not readily visible to the reader. *The worst aspect of the present situation is that there is no computer name check function in the Department to simply run a name check to determine who is wanted.*

Today, it is estimated by the Identification Section personnel that there are probably in excess of 1,500 stop orders which have been requested since the deactivation of the IR mainframe screen in early 2000 which are not in any computerized system.

Cook County State's Attorney's Office

Some Department members have made the observation that it has, over the years, become increasingly difficult to obtain a warrant on a suspect in a criminal investigation. Clearly, such a

practice makes it difficult to apprehend a suspect since the stop order machinery is today arrest and fingerprint - based. A more lenient warrant application process would strengthen the Department's ability to locate and apprehend suspects.

The Remedy * (As proposed by the Data Systems Division; it is dependent upon Department approval.)

The current resolution for stop orders will be as follows.

The Detective will enter the stop order into CHRIS via the **new Stop Order application**. The Detective will submit the stop order to their supervisor for approval. The supervisor will approve online the stop order or reject it. (The Identification Section will no longer be in the business of entering stop orders). The stop order will be active upon approval. The CHRIS name check will display the stop order within the result and all other critical stop order data.

The CHRIS stop order data will be extracted and written to the LOCAL Hot Desk file, NOT LEADS. The Hot DESK Name check will display the Stop Order within its result when a Name Check is run against the Hot Desk Local file.

Maintenance to stop order records(Add, Update, Expirations) will only be allowed on the CHRIS Stop Order Application. The stop order data will always be extracted and written to the Hot Desk Mainframe System.

The Data Systems Division will attempt to delete the stop order data from CHRIS (via the Miscellaneous Postings function) and programmatically add it to the New CHRIS stop order system. Obviously, from this point forward the Identification Section will not have the ability to add any new stop orders into the CHRIS arrest application.

It will take approximately 4 weeks at least to complete all these modifications.

Department Decision Needed

The unresolved question is one on which the Department has been concerned since the first Stop Order general order was written in 1966. Does the Department want to provide street officers with non-warrant stop order information? In 1966 it did not want to but over the years created a mechanism to do so. And subsequent to this, the Department moved to having a stop order system based on arrest only. Clearly, for over 25 years the matter of probable cause has been a constant theme when discussing this matter.

Information copy
James K. Hickey
Assistant Director
Records Division

Approved:

James G. Piper
Director
Records Division

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

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BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

30 October 2000

To: Terry G. Hillard
Superintendent of Police

Karen A. Rowan
Assistant Deputy Superintendent
General Counsel to the Superintendent

Attn.: Ronald P. Sodini
Commanding Officer
Office of Legal Affairs

From: Marc S. Buslik
Lieutenant
Research and Development Division

Subject: Implementation of the CHRIS Stop Order Application

The Research and Development Division has the task of revising General Order 89-9 to implement the recently developed "CHRIS" Stop Order Application system. The CHRIS stop order will replace the current stop order system and decentralize the entry process.

Under the new CHRIS stop order system, BIS personnel will automatically enter stop orders into CHRIS and the supervisors will approve or reject them online. Upon approval, stop orders will be active. It was also proposed by the Data Systems Division that CHRIS stop orders be available via the Hot Desk. CHRIS and Hot Desk name checks will display stop orders and all other critical stop order data. CHRIS stop orders will be expired and renewed by BIS personnel online.

The benefits of the CHRIS stop order system application are:

a. no delays in activating or expiring stop orders
b. stop order queries will be available to all Department members via CHRIS and the Hot Desk
c. no intervention by the Identification Section except to enter outside agencies stop orders (many Cook County agencies have CHRIS accessibility).

There are four unresolved questions to which the Research and Development Division is seeking the advice of Legal Affairs. The first question (a concern of the Department since the first Stop Order general order was written in 1966) is whether the Department wants to provide street officers with non-warrant stop order information. The second question is how long can an arrestee be held after the arrestee's fingerprints clear and a stop order appears on the rap sheet. The third

question is, if the Department moves toward using stop orders as an investigatory tool should the caveat **NO PROBABLE CAUSE TO ARREST** be included on all stop orders so as to dissuade street officers from making arrests based on stop order information only. The fourth unresolved question is whether the Department should be placing other institutions request for stop orders into our system, such as the Cook County Sheriff's Police and Electronic Monitoring System.

Upon your response Data Systems and the Research and Development Division will proceed with the implementation of the CHRIS Stop Order application. Also, the Research and Development Division is requesting a representative from your office at the next CHRIS stop order meeting in the event that there are other legal questions. The next meeting will be held on 2 November 2000 at 1330 hours in the 3rd floor BAS conference room.

Marc S. Buslik
Lieutenant
Research and Development Division

Approved:

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

MSB/zmm

BUREAU OF ADMINISTRATIVE SERVICES

13 November 2000

To: John R. Thomas
First Deputy Superintendent
Bureau of Operational Services

Attn: John W. Richardson
Chief
Patrol Division

From: Barbara B. McDonald
Assistant Deputy Superintendent
Bureau of Administrative Services

Subject: Stop Orders

On 2 November 2000, members of the Research and Development Division met with representatives of the Bureau of Investigative Services, the Data Systems Division, the Records Division, and the Office of Legal Affairs to discuss new procedures for entering stop orders into the CHRIS system. At this meeting, certain issues were discussed and will be researched further by the Office of Legal Affairs. These issues include:

- Should stop order information be entered into the Hot Desk system, providing immediate access of this information to officers making a street stop?
- What is considered a *reasonable time* to hold an arrestee who is the subject of a stop order?
- Should the caveat *No Probable Cause to Arrest* be included with stop order information?
- Should the Department continue to honor stop orders received from other jurisdictions, and if so, what procedures are to be followed?

Because these issues directly affect sworn members assigned to district law enforcement, it is requested that a representative of the Patrol Division attend the next meeting, which is scheduled for **13 November 2000 at 1330 hours in the BAS conference room.**

Please direct any questions or concerns to Sergeant Daniel Kranz of the Research and Development Division at 5-6071 or voice box 84267.

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

BBM/dk

Bureau of Administrative Services
Records Division

22 November 2000

To:

John R. Thomas
First Deputy Superintendent
Bureau of Operational Services

Attention: John Richardson
Chief
Patrol Division

Lt. Thomas Byrne
Patrol Administration

Harvey Radney
Deputy Superintendent
Bureau of Investigative Services

Attention: Anthony Ivanjack
Chief
Detective Division

Michael Hoke
Deputy Chief
Detective Division

Karen Rowan
General Counsel to the Superintendent

Attention: Steve Cummins, Police Officer
Robert Flores, Police Officer
Office of Legal Affairs

Ron Huberman
Acting Director
Data Systems Division

Attention: Joseph Vari, Assistant Director
Catherine Kolb, CHRIS Project Manager

Commanding Officer
Policy and Procedures Section
Research and Development Division

Attention: Daniel Kranz, Sergeant
Zoila Mullings, Police Officer

From:

James G. Piper
Director
Records Division

Subject:

Stop Orders - Meeting with Cook County Electronic Monitoring Program Director, Joseph Logue

Bureau of Administrative Services
Records Division

22 November 2000

There has been a series of meetings on the subject of stop orders over the past 6 weeks. An additional meeting is now scheduled for **1 December 2000 at1000 hours** in the Bureau of Administrative Services' Conference Room with representatives of the Cook County Electronic Monitoring Program.

James G. Piper
Director
Records Division

Approved: Robert H Mallory for

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

NTIF -MO-

Bureau of Administrative Services
Identification Section

27 December 2000

TO: Zoila Mullings
Police Officer (Analyst)
Research & Development Division

FROM: Andrew Velasquez III
Manager
Identification Section

SUBJECT: Discontinuance of the Stop Order or Cancellation Request Form

Due to the new CHRIS Stop Order Application, the Stop Order or Cancellation Request form is to be discontinued. The Bureau of Investigative Services personnel will be assuming the responsibility of entering and canceling Stop Orders when the CHRIS Stop Order Application is implemented, thus eliminating the need for the Stop Order or Cancellation Request form. If further information is needed, please contact the undersigned at 5-5620.

Andrew Velasquez III

Andrew Velasquez III
Manager
Identification Section

Approved:

James G. Piper

James G. Piper
Director
Records Division

28 DEC 00 10 17

CHICAGO POLICE DEPT.

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

25 Jan 01

To: Jeanne Clark
Deputy Superintendent
Bureau of Staff Services

Attn: Gary Schenkel
Assistant Deputy Superintendent
Education and Training Division

From: Sgt. Linda Turek
Policy and Procedures Section
Research and Development Division

Subject: Proposed Training Bulletin

Research and Development is nearing completion on a Department directive which will rescind General Order 89-9, entitled "Stop Orders," and issuing a replacement entitled "Investigative Alerts." The new directive will significantly impact daily police work, as it will discontinue the use of the term "stop order" and replace it with the term "investigative alert." The new term will be used in all computer databases (CHRIS, LEADS, and NCIC). Some procedures regarding stop orders, such as inserting and maintaining alerts in the database, and notification and reporting procedures, will also be changed. For these reasons, it is imperative that a training bulletin be developed to address the name change and the changes in procedures.

With the recent promotion of Lt. Matula to Captain, I am concerned that it may not be possible to get a bulletin out in short notice. I am enclosing a hard copy of the draft directive, along with a computer disk containing the document, and am requesting that, if at all possible, you expedite the development of the training bulletin so that it may be issued either simultaneously or shortly after the publication of the new directive.

Sgt. Linda Turek
Policy and Procedures Section
Research and Development Division

Approved:
Lt. Thomas Lemmer
Research and Development

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

BUREAU OF ADMINISTRATIVE SERVICES **25 January 2001**
Research and Development Division

TO: Terry G. Hillard
Superintendent of Police

FROM: Thomas Lemmer
Commanding Officer
Research and Development Division

SUBJECT: Investigative Alerts

Attached for your review and signature, if approved, is the General Order entitled "Investigative Alerts."

It is recommended that the directive entitled "Stop Orders" be rescinded and replaced with the General Order entitled "Investigative Alerts." This directive has been revised to implement a name change and introduce the **CHRIS Investigative Alert Application System** which will enable sworn BIS personnel to enter and approve investigative alerts online.

This system will enable officers to conduct a name check through the CHRIS and Hot Desk systems and determine if an individual is the subject of an investigative alert. Additionally, the officer will be informed that either probable cause to arrest exists or the subject is only being sought for investigative purposes and cannot be detained on the strength of the investigative alert alone.

This system is an improvement over the current system in which arresting officers learn that a subject is wanted for investigative purposes by BIS personnel only after the subject is arrested and fingerprinted, sometimes hours after the initial arrest has been made. It is important that this information be made more timely in light of the fact that, over the last several years, it has become increasingly difficult for detectives to obtain warrants on a suspect in a criminal investigation when they believe probable cause to arrest the suspect exists and, therefore, must make use of the investigative alert system to apprehend suspects.

Due to the above reasons and the additional concern of officer safety, the undersigned is recommending that the CHRIS Investigative Alert System be implemented and a training bulletin by prepared by the Education and Training Division.

Upon your approval, the Research and Development Division will proceed with the publication of this directive.

Thomas Lemmer
Commanding Officer
Research and Development Division

SIGNATURE PAGE ONLY

Approved:

Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

Terry G. Hillard
Superintendent of Police

TL/zmm

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BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

22 FEBRUARY 2001

TO: Terry G. Hillard
Superintendent of Police

FROM: Lieutenant Thomas J. Lemmer
Research and Development Division

SUBJECT: Investigative Alerts Directive

Attached for your review, and if approved your signature, is the General Order entitled, "Investigative Alerts." The issuance of this directive would replace and rescind the current directive entitled, "Stop Orders." The proposed directive revises and improves the original program, and introduces the CHRIS Investigative Alert Application.

This new Investigative Alerts system will enable sworn BIS personnel to enter and approve investigative alerts online. This will in turn greatly facilitate the process of making these investigative alerts available to field personnel by allowing officers to receive them whenever they conduct a name check through CHRIS or the Hot Desk System. Through this new process officers will be specifically advised as to whether there is or is not probable cause to make an arrest based upon the investigative alert.

Additionally, since the original "stop order" program was initially introduced, there has been a significant increase in the number of cases where there exists probable cause for the arrest of a wanted subject, but the Cook County State's Attorney's Office is reluctant to seek the issuance of an arrest warrant. As such the need for the continuation and improvement of the original program is of increased importance in two key areas. First, with respect to facilitating the apprehension of these wanted offenders, and secondly with respect to ensuring the safety of any officer who might otherwise come into contact with one of these wanted offenders, unaware that the person is a wanted individual.

Accordingly, it is the recommendation of the undersigned that the proposed directive be approved, the CHRIS Investigative Alert Application proceed to implementation, and that the Education and Training Division prepare and issue a training bulletin on the improved and renamed program.

Upon your approval, the Research and Development Division will proceed with the publication of this directive.

Lieutenant Thomas J. Lemmer
Research and Development Division

Approved:

Barbara B. McDonald, Deputy Superintendent
Bureau of Administrative Services

Terry G. Hillard
Superintendent of Police

SIGN IN SHEET
"CHRIS" STOP ORDER MEETING

NAME	DEPT/UNIT	TELEPHONE #.
T. Mullings	127	745-6071
D. Kranz	127	5-6071
Jim Hickey	162	5-5603
Pat Chambers	165	55207
Steven Rice	165	55208
Roberta Bartik	youth	5-6004
Shanita Harley	Idmt	745-5620
Director Piper	162	5603.
Kathy Colp		745-5549

Miscellaneous Posting feature
- a Chicago arrest that will add info to a Chicago ~~arrest~~ rap sheet.
Local warrants.

Misc posting feature was orginally to incorporate outside arrests eg. Wisconsin

CHRIS stop orders will remove the Ident section from the stop order business $2150

Include field inquiry personnel
Identification
BIS
Youth:

- Steve Rice 0422
- ~~Wanita~~ Andrew Valesquez

G2-5 p. 12.
Chris and stop orders

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STOP Order Process.

New Chris Stop order roll out.
to decentralize the process.

The det. can access the form and create his own stop or lim.
will submit the stop to the Sup. inbox who must approve

Extract the Stop order data out of Chris and load it into the Hot desk ~~data~~ maintain file
(temporary measure until the ~~main~~ Hot desk maintain is updated).

to be handled by the BIS - the detectives in the field and their Sup.

Step 5.

I - pull up New Chris Stop order Forms
(forms will remain only local (Hot desk + Ident

- Det / Inv. fill out form and submit to Inbox of Sup. (IR is required)
- Sup. approves stop order.

Stop order will appear first on the ~~Chris~~ ~~Outlay~~ ~~FR~~ Rap Sheet.

get an opinion from Legal Affairs on how long a person not subject to arrest be held for questioning.

RD # and IR # has to be valid to create a stop order. mandatory

Complainant info on second page.

Stop order is not active until the supervisor approves it. (Rank of Sgt and above)

minimal data required to get a Stop order

Name.
~~Demographics~~ Last Known address
IR #
Offense Code
Reason
Complaint
Requesting Officer
RD # if CPD

Make the system an investigatory tool also

Add Responsibility to someone to look at the stop order sheet (eg. Desk sgt)

Plan Issues:

1) Do we want Christ Stop on the hot desk system.
Dep. Cheasa would like to see the Dept. move to an Investigatory Stop Order.

Stop order
no warrant on file
no probable Cause to arrest
(Hang bulletin
Stop order is not an arrest)

in Chris
Stop order will be the first entry and bolded.

2). Go forward as SO stop ord- is going to be used as an invest. tool.
Clarify
- Identify outside agencies and if it is a legal issue if we allow access to CHRIS.
- legal opinion on how long a person can be held.
- ask legal whether the caveat No PROB. CAUSE to ARREST should be included on all stop orders.

the unit (responsibility) that enters cook county outside agency into Chris eg. Ident section.

how ~~legal~~.
why are we maintaing the monitoring of parolee. from cook county.
why we are doing outside agency stops.
* Can we hold them until fingerprint clear.

The order will also.
Addres the manual vs the automated rap sheets

Next meeting. 2 NN 1330 hours

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Joseph Gandurski, Commander
Office of the Superintendent

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: In summarizing your expressed concerns, you indicated that orders should be clear and unambiguous and should clearly indicate what actions the officer is permitted to take under the law. Of major concern was the use of the term "stop order" which you stated has become a generic phase for several types of police action inquiry. Some "stop orders" are actually what the words imply, an order to stop and then arrest a person for whom there is a warrant or stop and arrest a person for whom the Bureau of investigative Services has indicated there is *probable cause to arrest*. The remaining types of police inquiries have come to be called "stop orders" but they are **not orders to stop individuals and are not orders to arrest.**

The use of the generic term "stop order" for actions where no legal authority exists to "stop" a person must be discontinued. This issue is critical because all "stop orders" will be in the CHRIS system and readily accessible to beat officers, detectives, etc. In order to protect our officers from making mistakes, our Department should ensure that the terms used in this order reflect the *action* that the officer should take. Using two different terms to describe two completely different actions and inquiries will educate and remind our officers on the scope of their authority with a particular individual.

The time has come for us to change the generic term "stop order." To protect our Department from legal actions, our officers making mistakes and our citizens we must be very precise. The phrase "stop order" and the word "wanted" should only be used when referring to individuals for whom there is a warrant or probable cause to arrest. All other inquiries should be identified as "investigative requests."

Response: A meeting was held on 23 January 2001 to discuss your concerns. In attendance at the meeting was Deputy Chiesa, Office of Management and Accountability; Deputy Chief Hoke, Bureau of Investigative Services; Jim Hickey, Assistant Director Records Division; Joe Veri and Kathy Kolb, Data Systems Division and Sergeant O'Day from the Office of the Superintendent. Kathy Kolb stated that a totally new program would have to be written in order to accommodate a change of one category of stop orders. This would take months to do. Also,

because the current system is not working and there is concern for officer safety, it was decided that the term "stop orders" is to be replaced by the term **"investigative alerts."** As with stop orders, there are two categories of investigative alerts, Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest.

An Investigative Alert/Probable cause to Arrest identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest. On the other hand, an Investigative Alert/No Probable Cause to Arrest identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. The use of the term "investigative alert" would both remind the officer that officer safety is important and prompt them to further determine why the individual is being sought by the Bureau of Investigation Services before taking action. Consequently, taking the wrong police action would be minimized and ultimately, the Department would be protected from legal actions.

Also, specific responsibilities are delineated in this directive informing officers of the different procedures to be followed whenever name checks are run on individuals who have Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest on file.

Other minor changes you indicated were made. Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm
00-113

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

28 April 2001

TO: Lieutenant Dalia Padgurskis
Youth Investigations, Area 1

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: I feel that the definition provided for **Criminal Warrants** needs improvement. The warrant is not a "formal criminal charge issued by a judge." A criminal warrant is a writ issued by a judge which authorizes the arrest of an identified individual for a specific crime which probable cause to arrest has been established. "Probable cause for arrest is the fact that the person committed a crime for which a criminal warrant was issued" is an incorrect statement. Only the trial determines that the person *has* committed the crime. Probable cause is based on a likelihood that the offender has committed the crime but this fact must still be proven in court.

Response: The definition was changed and now reads:

An arrest/criminal warrant is a court order commanding a peace officer or some other specifically named person to arrest a person. Warrant information . . . Probable cause for arrest is the knowledge of the warrant. Members will follow . . .

Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm
00-113

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Irene E. Jones, Commander
Detective Division, Area 3

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: Stop Orders should NOT expire six months from date of entry. Even with notification, issuing detective could be on furlough, medical etc. Arson has no statue of limitations. An audit listing should be sent to the issuing unit every six months and a supervisor who audits the files would determine whether deletion is necessary and return the form with that direction.

Response: This Item was revised and published as a revision to General Order 01-02 on 19 April 2001. This revision discontinues the automatic expiration of investigative alerts and reemphasizes the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E now reads:

The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Comment: Rd number should not be optional. If detective is not available, assigned detective may have difficulty locating case file.

Response: Item IV-A indicates that a unit investigative alert file is to be maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available.

Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm
00-113

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Richard Kobel, Commander
Detective Division, Area 4

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: II. A. NOTE: Homicide is not a crime. Murder is not a Class X crime. Murder is a class unto itself. Should read . . . when the charge is murder or a Class X felony . . . (reference 730ILCS5/5-5-1).

Response: The NOTE was change and now reads:

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases . . .

Comment: III. E. Stop orders automatically expire six months from the date of entry. Stop orders should never expire. They should be canceled by the person or unit that requested the stop. Only the person assigned to the case can determine if extended limitations exist in a case. According to 720 ILCS5/3-7 there are periods of time that are excluded from limitations (the defendant is not usually and publicly resident within this state). Detective Division sergeants already spend the better part of their tour in the CHRIS system. If they had to review hundreds of stop orders every six months they will never be able to assist in investigations.

Response: This Item was revised and published as a revision to General Order 01-02 on 19 April 2001. This revision discontinues the automatic expiration of investigative alerts and reemphasizes the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E now reads:

The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm
00-113

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Harvey Radney, Deputy Superintendent
Investigative Services Administration

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: RE: V-A-2 When an officer runs a name check and discovers that a subject has a "Stop Order/No probable cause to arrest" he should be directed to request the subject accompany him into the station and the requesting member's unit should be notified. This is not a detention as the subject is voluntarily accompanying the officer. To notify the requesting member's unit that the subject "was" located, past tense, would not appear to be of much help. Persons who are wanted by the police for questioning are often eager to learn the reason they are wanted and wish to resolve the matter. It should not be assumed that such persons are avoiding the police, they may not know they are wanted.

Response: Items V-A-2-a and V-A-2-b were added and now reads:

Officers who run name checks on individuals who have an Investigative Alert/No Probable Cause to Arrest will:

a. inform the individual that a BIS investigating member seeks to interview the individual about a specific police matter and request that the subject voluntarily accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

b. if the individual consents, the officer will assist the individual to the district station, and: ...

Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm
00-113

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BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Gary W. Schenkel, Assistant Deputy Superintendent
Education and Training Division

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: Duties and responsibilities of the desk sergeant should be delineated.

Response: The watch commander's responsibilities includes ensuring that the subject of an investigative alert arrest is not let to bail prior to the investigation of the investigative alert, the pertinent units are notified, and the requesting BIS unit responds to the notification in a timely manner. The desk sergeant's responsibility is basically to ensure that the watch commander is aware of the investigative alert arrest. For the above reasons we did not see the necessity to include a section delineating desk sergeants responsibilities.

Comment: Is an Information Report to be completed in addition to any other case reports required when subject is arrested and name check reveals "Stop Order/No Probable Cause to Arrest?"

Response: Item V-A-2-d was added and reads:

if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest, the officer(s) will:

(1) notify the requesting BIS member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

REVISION TO: General Order 01-02	DATE OF ISSUE	EFFECTIVE DATE	NO.
	19 April 2001	20 April 2001	01-02A

TITLE	DISTRIBUTION	RESCINDS
INVESTIGATIVE ALERTS	C	

I. PURPOSE

This directive has been revised to include changes relating to the cancellation of investigative alerts.

II. REVISION

Item III-E has been revised to read:

E. The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Superintendent of Police

New or revised material is indicated by *italics*.

00-113 ZMM

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

06 APRIL 2001

To: Terry G. Hillard
Superintendent of Police

From: Lieutenant Thomas J. Lemmer
Research and Development Division

Subject: Proposed Revision of General Order 01-02, entitled "Investigative Alerts"

Attached for your review and signature, if approved, is a proposed revision to General Order 01-02 entitled "Investigative Alerts."

This directive was revised upon the request of Deputy Superintendent Harvey Radney. This revision discontinues the automatic expiration of investigative alerts and reemphasizes the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E of the current directive states that "investigative alerts will automatically expire six months from the date of entry and to remain active, Bis personnel must renew each investigative alert every six months." Deputy Superintendent Radney requested that the directive be amended for the following reasons:

1. The increased possibility of an officer being injured when an administrative error occurs and an investigative alert is not renewed promptly.

2. The automatic deletion of investigative alerts creates a large administrative burden on the supervisors responsible for ensuring that the investigative alerts are renewed. This enhances the possibility of administrative errors occurring.

3. Item IV-A-6 of the directive establishes an audit procedure which is much more thorough and efficient, thereby making the automatic deletion process unnecessary.

Upon your approval, the Research and Development Division will proceed with the publication of this directive.

Lieutenant Thomas J. Lemmer
Research and Development Division

Approved:

Barbara B. McDonald, Deputy Superintendent
Bureau of Administrative Services

Terry G. Hillard
Superintendent of Police

TJL/zmm

BUREAU OF INVESTIGATIVE SERVICES

23 MARCH 2001

TO: Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

ATTN: Tom Lemmer
Lieutenant
Research and Development Division

FROM: Harvey Radney
Deputy Superintendent
Bureau of Investigative Services

SUBJECT: Investigative Alerts

REFERENCE: General Order 01-02

This report is being submitted for your consideration to amend the above referenced General Order. Specifically, it is being requested that Section III, Subsection E, be removed from the General Order for several reasons.

The possibility of a police officer being injured is significantly increased when an administrative error occurs and an investigative alert is not renewed promptly. This could lead to an officer conducting a name-check of an individual in the field who is aware he is wanted for a crime, but due to the automatic deletion of the investigative alert, the officer is not aware of the individual's status. Additionally, this could create a potential liability issue for the department.

The automatic deletion of investigative alerts creates a large administrative burden on the supervisors responsible for ensuring that the investigative alerts are renewed. This enhances the possibility of administrative errors occurring.

Furthermore, Section IV, Subsection A, Item 6, establishes an audit procedure which is much more thorough and efficient, thereby making the automatic deletion process unnecessary.

Harvey Radney
Deputy Superintendent
Bureau of Investigative Services

HR/wmo

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

To: Barbara B. McDonald
Deputy Superintendent
Bureau of Administration Services

From: Zoila Mullings
Analyst
Research and Development Division

Subject: SUMMARY OF RESPONSES

Reference: TASK 00-113, INVESTIGATIVE ALERTS

Attachments: Draft of proposed directives reviewed by Department Command Personnel.

The attached proposed directive was command staffed, on 22 December 2000, to command staff personnel. The return date was 12 January 2001. Thirty-nine were received.

25 -concurred
11 - concurred with comments
2 - non-concurred
38 -Total

CONCURRENCES WITH COMMENT:

Richard Kobel, Commander, Area 4

Comment: II. A. NOTE: Homicide is not a crime. Murder is not a Class X crime. Murder is a class unto itself. Should read . . . when the charge is murder or a Class X felony . . . (reference 730ILCS5/5-5-1).

Response: The NOTE was change and now reads:

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases . . .

Comment: III. E. Stop orders automatically expire six months from the date of entry. Stop orders should never expire. They should be canceled by the person or unit that requested the stop. Only the person assigned to the case can determine if extended limitations exist in a case. According to 720 ILCS5/3-7 there are periods of time that are excluded from limitations (the defendant is not usually and publicly resident within this state). Detective Division sergeants already spend the better part of their tour in the CHRIS system. If they had to review hundreds of stop orders every six months they will never be able to assist in investigations.

Response: This Item was revised and published as a revision to General Order 01-02 on 19 April 2001. This revision discontinues the automatic expiration of investigative alerts and reemphasizes the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E now reads:

The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Walter A. Green, Commander, Area 2

Comment: The system will expedite the placing of stop orders, however, in Section III F. the order states that all stop orders will expire after six (6) months from the date of entry. The six month expiration date is not practical. Presently, Area Two has approximately 400 stop orders in place. The re-entry of that number of stop orders would be difficult to process on a time span that short. Perhaps the stop orders could be flagged using the statute of limitations (misdemeanor-18 months, felonies-36 months). Homicide stop orders should remain in effect until canceled by a Detective. A list could be compiled by the Identification Section when the time limitations reach those standards and the individual units could be notified to complete the update or cancellation.

Response: This Item was revised and published as a revision to General Order 01-02 on 19 April 2001. This revision discontinues the automatic expiration of investigative alerts and reemphasizes the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E now reads:

The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Gary W. Schenkel, Assistant Deputy Superintendent, Education and Training Division

Comment: Duties and responsibilities of the desk sergeant should be delineated.

Response: The watch commander's responsibilities includes ensuring that the subject of an investigative alert arrest is not let to bail prior to the investigation of the investigative alert, the pertinent units are notified, and the requesting BIS unit responds to the notification in a timely manner. The desk sergeant's responsibility is basically to ensure that the watch commander is aware of the investigative alert arrest. For the above reasons we did not see the necessity to include a section delineating desk sergeants responsibilities.

Comment: Is an Information Report to be completed in addition to any other case reports required when subject is arrested and name check reveals "Stop Order/No Probable Cause to Arrest?"

Response: Item V-A-2-d was added and reads:

if the subject is in custody for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest,

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the officer(s) will:

(1) notify the requesting BIS member's unit that the subject is in custody.

NOTE: It is not necessary to complete an Information Report if the subject has been arrested for some other offense and a name check reveals Investigative Alert/No Probable Cause to Arrest.

(2) document the Investigative Alert/No Probable Cause to Arrest and the name and star number of the investigating member notified on the Arrest Report.

Harvey Radney, Deputy Superintendent, Investigative Services Administration

Comment: RE: V-A-2 When an officer runs a name check and discovers that a subject has a "Stop Order/No probable cause to arrest" he should be directed to request the subject accompany him into the station and the requesting member's unit should be notified. This is not a detention as the subject is voluntarily accompanying the officer. To notify the requesting member's unit that the subject "was" located, past tense, would not appear to be of much help. Persons who are wanted by the police for questioning are often eager to learn the reason they are wanted and wish to resolve the matter. It should not be assumed that such persons are avoiding the police, they may not know they are wanted.

Response: Items V-A-2-a and V-A-2-b were added and now reads:

Officers who run name checks on individuals who have an Investigative Alert/No Probable Cause to Arrest will:

(1) inform the individual that a BIS investigating member seeks to interview the individual about a specific police matter and request that the subject voluntarily accompany the officer(s) to the district station to speak with the investigating officer so that the matter may be resolved.

(2) if the individual consents, the officer will assist the individual to the district station, and: ...

Irene E. Jones, Commander, Area 3

Comment: Stop Orders should NOT expire six months from date of entry. Even with notification, issuing detective could be on furlough, medical etc. Arson has no statue of limitations. An audit listing should be sent to the issuing unit every six months and a supervisor who audits the files would determine whether deletion is necessary and return the form with that direction.

Response: This Item was revised and published as a revision to General Order 01-02 on 19 April 2001. This revision discontinues the automatic expiration of investigative alerts and reemphasizes

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the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E now reads:

The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Comment: Rd number should not be optional. If detective is not available, assigned detective may have difficulty locating case file.

Response: Item IV-A indicates that a unit investigative alert file is to be maintained. The investigative alert file will contain sufficient information relating to the subject of the alert to allow any member of the investigating unit to handle the investigation if the requesting member is not available.

Dalia A. Padgurskis, Lieutenant, Area 1 Youth Investigations Group

Comment: I feel that the definition provided for **Criminal Warrants** needs improvement. The warrant is not a "formal criminal charge issued by a judge." A criminal warrant is a writ issued by a judge which authorizes the arrest of an identified individual for a specific crime which probable cause to arrest has been established. "Probable cause for arrest is the fact that the person committed a crime for which a criminal warrant was issued" is an incorrect statement. Only the trial determines that the person *has* committed the crime. Probable cause is based on a likelihood that the offender has committed the crime but this fact must still be proven in court.

Response: The definition was changed and now reads:

An arrest/criminal warrant is a court order commanding a peace officer or some other specifically named person to arrest a person. Warrant information . . . Probable cause for arrest is the knowledge of the warrant. Members will follow . . .

NON-CONCURRENCES WITH COMMENT:

Jeanne Clark, Deputy Superintendent, Staff Services Administration

Comment: A warrant is not a criminal charge and Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued is not a true statement. Also, the department enters misdemeanor arrest warrants into LEADS if the wanted person is identified by IR number.

Response: This section was revised and now reads:

(3) Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named

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to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

Comment: Can we enter stop order info into the HOT Desk system? Is the system capable of accepting stop order info.

Response: Data Systems has written a computer program where investigative alerts when entered into CHRIS will simultaneously be written into the Hot Desk system. This information is immediately available to officers who run name checks on individuals who have investigative alerts on file.

Comment: Item II-C needs to be rewritten.

Response: This item was rewritten and now reads:

Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer system prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer.

Comment: Is this a Department Form? If not how is a Temporary Want request accomplished?

Response: This is not a Department form. This is an entry that can only be made into the LEADS and NCIC computer systems by the Central Warrant Unit. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered.

Comment: Doesn't IDOC handle their own matters?

Response: The only way for IDOC to become aware of the arrest of a known violator of the electronic home monitoring detention program is by utilizing CPD investigative alert system. CPD is

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required to notify IDOC of the arrest of a participant of the program. Upon notification, the IDOC Fugitive unit takes custody of the violator and appear before a judge prior to the release of the individual.

Joseph Gandurski, Commander, Office of the Superintendent

Comment: In summarizing your expressed concerns, you indicated that orders should be clear and unambiguous and should clearly indicate what actions the officer is permitted to take under the law. Of major concern was the use of the term "stop order" which you stated has become a generic phase for several types of police action inquiry. Some "stop orders" are actually what the words imply, an order to stop and then arrest a person for whom there is a warrant or stop and arrest a person for whom the Bureau of investigative Services has indicated there is *probable cause to arrest*. The remaining types of police inquiries have come to be called "stop orders" but they are **not orders to stop individuals and are not orders to arrest.**

The use of the generic term "stop order" for actions where no legal authority exists to "stop" a person must be discontinued. This issue is critical because all "stop orders" will be in the CHRIS system and readily accessible to beat officers, detectives, etc. In order to protect our officers from making mistakes, our Department should ensure that the terms used in this order reflect the *action* that the officer should take. Using two different terms to describe two completely different actions and inquiries will educate and remind our officers on the scope of their authority with a particular individual.

The time has come for us to change the generic term "stop order." To protect our Department from legal actions, our officers making mistakes and our citizens we must be very precise. The phrase "stop order" and the word "wanted" should only be used when referring to individuals for whom there is a warrant or probable cause to arrest. All other inquiries should be identified as "investigative requests."

Response: A meeting was held on 23 January 2001 to discuss your concerns. In attendance at the meeting was Deputy Chiesa, Office of Management and Accountability; Deputy Chief Hoke, Bureau of Investigative Services; Jim Hickey, Assistant Director Records Division; Joe Veri and Kathy Kolb, Data Systems Division and Sergeant O'Day from the Office of the Superintendent. Kathy Kolb stated that a totally new program would have to be written in order to accommodate a change of one category of stop orders. This would take months to do. Also, because the current system is not working and there is concern for officer safety, it was decided that the term "stop orders" is to be replaced by the term **"investigative alerts."** As with stop orders, there are two categories of investigative alerts, Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest.

An Investigative Alert/Probable cause to Arrest identifies an individual that is wanted by BIS investigative personnel concerning a specific crime, and while an arrest warrant has not been issued, there is probable cause for an arrest. On the other hand, an

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Investigative Alert/No Probable Cause to Arrest identifies an individual that BIS investigative personnel seek to interview concerning a specific police matter. The use of the term "investigative alert" would both remind the officer that officer safety is important and prompt them to further determine why the individual is being sought by the Bureau of Investigation Services before taking action. Consequently, taking the wrong police action would be minimized and ultimately, the Department would be protected from legal actions.

Also, specific responsibilities are delineated in this directive informing officers of the different procedures to be followed whenever name checks are run on individuals who have Investigative Alert/Probable Cause to Arrest and Investigative Alert/No Probable Cause to Arrest on file.

RECOMMENDATION:

The attached directive had been amended to incorporate the resolutions to the above comments and it is recommended that this directive be published subsequent to your approval.

Zoila M. Mullings
Police Officer
Research and Development Division

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BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Jeanne Clark, Deputy Superintendent
Staff Services Administration

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replaced the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: A warrant is not a criminal charge and Probable cause for arrest is the fact that the wanted person committed a crime for which a criminal warrant was issued is not a true statement. Also, the department enters misdemeanor arrest warrants into LEADS if the wanted person is identified by IR number.

Response: This section was revised and now reads:

A. Arrest/Criminal Warrant

An arrest/criminal warrant is a court order commanding a peace officer or some other person specifically named to arrest a person. Warrant information is retrievable via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), and the National Crime Information Center (NCIC) computer systems. Probable cause for arrest is the knowledge of the warrant. Members will follow procedures outlined in the General Order entitled "Non-Traffic Arrest Warrant Procedure" when processing persons arrested on warrants.

NOTE: Criminal warrant data for all charges is entered into LEADS. Criminal warrant data is entered into the NCIC computer system only when the charge is murder or a Class "X" felony. In exceptional cases and upon the approval of the Chief of the Detective Division, a felony warrant may be entered into the NCIC computer system for an offense other than murder or a Class "X" felony.

Comment: Can we enter stop order info into the HOT Desk system? Is the system capable of accepting stop order info.

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checks on individuals who have investigative alerts on file.

Comment: Item II-C needs to be rewritten.

Response: This item was rewritten and now reads:

Temporary Want

Under certain circumstances, a law enforcement agency may enter a Temporary Wanted Person Record or "Temporary Want" in the LEADS and/or NCIC computer system prior to obtaining a warrant. This kind of entry may be made to prevent a wanted person for whom there is probable cause to arrest from seeking refuge across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant. Temporary Want records are purged automatically forty-eight hours after entry into the LEADS or NCIC computer.

Comment: Is this a Department Form? If not how is a Temporary Want request accomplished?

Response: This is not a Department form. This is an entry that can only be made into the LEADS and NCIC computer systems by the Central Warrant Unit. Temporary Want entry requests are telephoned or faxed to the Field Inquiry Section - Central Warrant Unit to be entered.

Comment: Doesn't IDOC handle their own matters?

Response: The only way for IDOC to become aware of the arrest of a known violator of the electronic home monitoring detention program is by utilizing CPD investigative alert system. CPD is required to notify IDOC of the arrest of a participant of the program. Upon notification, the IDOC Fugitive unit takes custody of the violator and appear before a judge prior to the release of the individual.

Other changes you indicated were made. Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm

00-113

REVIEW RECORD
RESEARCH & DEVELOPMENT DIVISION

☒ PRE-STAFFING ☐ POST-STAFFING ☐ OTHER | ☐ TASK ☐ CORRESPONDENCE ☐ SUGGESTION ☐ OTHER | NO. 00-113

TITLE
INVESTIGATIVE ALERTS

ANALYST ASSIGNED
P.O. Mullings

DATE ASSIGNED
30 March 2001

ANALYST'S COMMENTS
Revise directive to include changes relating to the cancellation of investigative alerts.

SIGNATURE [signature] DATE 3 Apr 01

☒ DIRECTIVES REVIEW

SIGNATURE [signature] DATE 3 April 01

☒ FORMS REVIEW

SIGNATURE [signature] DATE 3 April 01

☐ STAFF ASSISTANT'S REVIEW
Supt's name is not required on C-O's
Graphic Arts will splice in signature

SIGNATURE [signature] DATE 4 Apr 01

☐ SERGEANT'S (PRIMARY - IMMEDIATE SUPERVISOR) REVIEW
see draft

SIGNATURE [signature] DATE 4/05/01

☐ SERGEANT'S (SECONDARY - OTHER) REVIEW
See draft

SIGNATURE [signature] DATE 4 Apr 01

☐ LIEUTENANT/DEPUTY DIRECTOR'S REVIEW
SEE DRAFT

SIGNATURE [signature] DATE 5 Apr 01

CPD-15.112 (REV. 7/97)

SHEET ____ OF ____

ANALYST'S COMMENTS

SIGNATURE DATE

☐ DIRECTIVES REVIEW

SIGNATURE DATE

☐ FORMS REVIEW

SIGNATURE DATE

☐ STAFF ASSISTANT'S REVIEW

SIGNATURE DATE

☐ SERGEANT'S (PRIMARY - IMMEDIATE SUPERVISOR) REVIEW

SIGNATURE DATE

☐ SERGEANT'S (SECONDARY - OTHER) REVIEW

SIGNATURE DATE

☐ LIEUTENANT/DEPUTY DIRECTOR'S REVIEW

SIGNATURE DATE

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REVISION TO: General Order 01-02	DATE OF ISSUE	EFFECTIVE DATE	NO. 01-02A
TITLE: INVESTIGATIVE ALERTS	DISTRIBUTION: C	RESCINDS	

I. PURPOSE

This ~~order~~ directive has been revised to include changes relating to the cancellation of investigative alerts.

II. REVISION

Item III-E has been revised to read:

E. The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the ~~system~~ Invest. Alert Appl. system.

Gets inserted again - see sample revision.

Authenticated by:

~~Terry~~ G. Hillard

Superintendent of Police

New or revised material is indicated by *italics*.

00-113 ZMM

BUREAU OF INVESTIGATIVE SERVICES 23 MARCH 2001

TO: Barbara B. McDonald
Deputy Superintendent
Bureau of Administrative Services

ATTN: Tom Lemmer
Lieutenant
Research and Development Division

FROM: Harvey Radney
Deputy Superintendent
Bureau of Investigative Services

SUBJECT: Investigative Alerts

REFERENCE: General Order 01-02

This report is being submitted for your consideration to amend the above referenced General Order. Specifically, it is being requested that Section III, Subsection E, be removed from the General Order for several reasons.

The possibility of a police officer being injured is significantly increased when an administrative error occurs and an investigative alert is not renewed promptly. This could lead to an officer conducting a name-check of an individual in the field who is aware he is wanted for a crime, but due to the automatic deletion of the investigative alert, the officer is not aware of the individual's status. Additionally, this could create a potential liability issue for the department.

The automatic deletion of investigative alerts creates a large administrative burden on the supervisors responsible for ensuring that the investigative alerts are renewed. This enhances the possibility of administrative errors occurring.

Furthermore, Section IV, Subsection A, Item 6, establishes an audit procedure which is much more thorough and efficient, thereby making the automatic deletion process unnecessary.

Harvey Radney
Deputy Superintendent
Bureau of Investigative Services

HR/wmo

REVISION TO: General Order 01-02	DATE OF ISSUE	EFFECTIVE DATE	NO. 01-02A
TITLE: INVESTIGATIVE ALERTS	DISTRIBUTION: C	RESCINDS	

I. PURPOSE

This order has been revised to include changes relating to the cancellation of investigative alerts.

II. REVISION

Item III-E has been revised to read:

E. The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged.

Authenticated by:

Terry G. Hillard
Superintendent of Police

New or revised material is indicated by *italics*.

00-113 ZMM

Item III-E is revised and now reads:

Investigative Alerts will be audited in accordance with Item IV-A-6 of this directive to ensure that Investigative Alerts no longer needed are purged.

23 Jan 01

Stop ORDER Meeting

Required Notification

Investigative Alert / TO go into effect, Feb 01.

Stop orders. (Response to Com. Jones)

Are supposed to be filed

Alphabetically not by RD

number:

Recommendation to Sup that

a Roving Bulletin be immediately

prepared.

Also in Daily Bulletin.

* Expiration will remain 6 mts to ensure that Investigative Alert that are no longer necessary are cancelled. A listing will be sent to the Area by Data [illegible] and [illegible] renewal will be the check [illegible] a box.

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1 Dec 00

CHRIS Stop Order Meeting

- Cook county respond to Stop Order notification 24 - 7
- They have a dispatch desk that notifies be notified.

Linear case law. - unreasonable detention is an arrest and we have to substantiate probable cause.

Problems - with electronic monitors off.
1 - misdemeanor warrants are given I-Bonds
2- Cancellations not coming in in a timely fashion.

Fugitive Unit have access to CHRIS (County)

Administrative Mandatory Furlough (AMF)
They are technically under house arrest (arrest) and they violate the order if they take off there home monitors and is stopped

- On misdemeanor they are I Bonded to

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Cook County agents.
Violation of House ARREST

Federal Court Case (Defendant)
Court gave the ability to the Sheriff to keep these people under electronic monitoring to free up space in the jail. They are still technically under some form of arrest by being on the home monitoring. (Programs Alternative to Jail)
Plus: Day Reporting Center. Female Furlough Prog.
730 ILCS 5/ 8A 4.1

Every Cook County violation for AMF is probable cause for an arrest.

All county Stop orders are related to AMF

Jim Hickey	745-5603	Records - CPD
Mike Hohe	745-5731	Det Div
Steve Cummings	745-6115	OLA
Tom Byrne	745-6222	Patrol Admin.
Brian Murphy	(773) 869-7970	Fugitive Unit
Mike Ernst	773 869-7970	Fugitive Unit
Dean Andrews	745-6016	Detective Division
Joseph Ranzino	773 869-7934	Monitoring operations
Andrew Velasquez	745-5620	Identification Section
Juanita Harley	745-5689	Identification Section
Joe Consolo	869-6985	DCSI - Legal
David Dioguardi	869-7780	DCSI Fugitive
Joe Logue	(773) 869-7968	Director - E.M.U.
Randy Pietrowski	773 869-7962	Sgt. QR. E.M.U.
Zola Mullins	745-6071	Research and Development
Dan Kranz	743-6071	Research + Dev.
Norbert Zavadil	869 7401	DCSI Records
Drona Galasso	869-7175	EMU systems analyst
Cathy Kolb	745-5549	DATA systems

B NOV 00

CHRIS Stop Order Application

Can we disseminate this info to the field officers.
- No legal impediment or violation to let them have the info.
- once the patrol man has the info what can be done with it at this point.

poo plems

* Case law restricts us with what we can do.

Case law also said. 20 mins in a squad car is an arrest. and you need probable cause.

* what do you do when he is eligible for an E bond and you hold him.

Can deny E-bonds and cash bonds but can hold him up to 48 hours. Ill. supreme ct says holding him is discretionary.

No reason why you can't hold him
- how long can you hold him
- needs to be before a judicial hearing within a reasonable period of time.

ICTP
MBS

13 NOV 00

CHRIS STOP ORDER Application

NAME	UNIT	Phone #
Dan Kranz	R+D	5-6071
Jim Hickey	162	5-5603
Tom Byrne	142	5-6222
Michael W. Hare	Dot Div	5-5631
Joe Vari	125	5-5532
Jim Piper	162	5-5603
Cathy Kolb	125	5-5549
Steve Cummings	111	5-6115
Bob Flores	111	5-6115
T. Mullings	127	5-6071
J. Brown	164	5-5695
Joe Perfetti	166	5-5620

2 NOV 00

Chris STOP ORDER Meeting

Can there be situations where we could lock someone up

concern for officer safety

Electronic Monitoring occupy 90% of our stop orders. Cook County Sheriff

Reasonable period of time (what is) how long can we hold them.

How you handle someone that is not an arrestee yet.

There may be a difference in how you handle the person on the street and the one in the lockup (if there is a stop order)

Can we change our policy to hold all prisoners until we get a rap sheet.

Next meeting:
13 NOV. 00 1330

SIGN IN SHEET 2 NOV 00
STOP ORDER MEETING

NAME	UNIT	PHONE NUMBER
Juanita Harley	106	312 745-5689
Zoila Mullings	127	5-6071
Dan Kranz	127	5-6071
James Hickey	162	5-5603
Steve Cummings	111	5-6115
Robert Flores	111	5-6115
Cathy Kolb	125	5-5549
James Piper	162	5-5603
Roberta Bartik	184	5-6004

Miscellaneous Posting feature
- a chicago arrest that will add info to a Chicago ~~arrest~~ rap sheet.
Local warrants.

misc posting feature was orginally to incorporate outside arrests eg. wisconsin.

Chris stop orders will remove the Identification section from the stop order business

Include field Inquiry personnel
Identification
ISIS
Youth:

- Steve Rice 0422
- ~~Wanita~~ Andrew Valesquez

82150

G2-5 p. 12
Orders and stop orders

STOP Order Process.

New Chris Stop order Roll out.
to decentralize the process.

The det. can access the form and create his own stop or link.
will submit the stop to the Sup. inbox who must approve

Extract the Stop order data out of Chris and load it into the Hot desk ~~data~~ mainframe file
(temporary measure until the Hot desk mainframe is updated).

to be handled by the BIS - the detectives in the field and their Sup.

Step 5.

I - pull up New Chris Stop order Forms.
(forms will remain only local (hot desk + Idow

- Det / Inv. fill out form and submit to Inbox of Sup. (IR is required)
- Sup. approve stop order

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Stop order will appear first on the ~~Chris~~ Chris ~~Cuttop~~ ~~RAP~~ ~~FK~~ Sheet.

get an opinion from Legal Affairs on how long a person not subject to arrest be held for questioning.

RD # and IR # has to be valid to create a stop order.
mandatory

Complainant info on second page.

Stop order is not active until the supervisor approves it. (Rank of Sgt and above)

minimal data required to get a stop order

Name.
~~Demographics~~ Last Known address
IR #
Offense code
Reason
Complaint
Requesting officer
RD # in CPD

Make the system an investigatory tool also.

Add Responsibility to someone to look at the stop order sheet (eg. Desk Sgt)

Plan Issues:

1) Do we want Christ Stop on the hot desk system.
Dep. Cheasa would like to see the Dept. move to an Investigatory Stop Order.

Stop order
no warrant on file
no probable Cause to arrest
(traing bulletin
Stop order is not a warrant)

in CHRIS
Stop orders will be the first entry and bolded.

2). Go forward as SO stop ord- is going to be used as an invest. tool.
Clarify if we allow access to CHRIS
- Identify outside agencies and if it is a legal issue
- legal opinion on how long a peson Can be held.
- ask legal whether the caveat No PROB. CAUSE to ARREST should be included on all stop orders.

the unit (responsibility) that enters outside agency cook county into Chris eg. Identi

how legal.
why are we maintaing the monitoring of parolee. from cook county.
why we are doing outside agency stops.
* Can we hold them until fingerprint clear.

The order will also.
Addres the manual VS the automated rap sheets

Next meeting. 2 NOV 1330 hours

SIGN IN SHEET
"CHRIS" STOP ORDER MEETING

NAME	DEPT/UNIT	TELEPHONE #.
T. Mullings	127	745-6071
D. Kranz	127	5-6071
Jim Hickey	162	5-5603
Pat Chambers	165	55207
Steven Rice	165	55208
Roberta Bartik	youth	5-6004
Shaunta Harley	Idnt	745-5620
Director Piper	162	5603.
Cathy Colp		745-5549

BUREAU OF ADMINISTRATIVE SERVICES
Research and Development Division

27 April 2001

TO: Walter A. Green, Commander
Detective Division, Area 2

FROM: Lieutenant Thomas Lemmer
Research and Development Division

SUBJECT: Response to Research and Development Staffing

REFERENCES: Research and Development Division Task #00-113 entitled "Investigative Alerts." The term investigative alerts replace the term stop orders.

Thank you for responding to the Research and Development Division staffing referenced above. The following is this Division's response to the matters you addressed:

Comment: The system will expedite the placing of stop orders, however, in Section III F. the order states that all stop orders will expire after six (6) months from the date of entry. The six month expiration date is not practical. Presently, Area Two has approximately 400 stop orders in place. The re-entry of that number of stop orders would be difficult to process on a time span that short. Perhaps the stop orders could be flagged using the statute of limitations (misdemeanor-18 months, felonies-36 months). Homicide stop orders should remain in effect until canceled by a Detective. A list could be compiled by the Identification Section when the time limitations reach those standards and the individual units could be notified to complete the update or cancellation.

Response: This Item was revised and published as a revision to General Order 01-02 on 19 April 2001. This revision discontinues the automatic expiration of investigative alerts and reemphasizes the current auditing procedure which ensures that the BIS unit investigative alert file is audited each police period. Item III-E now reads:

The unit investigative alert file will be audited in accordance with Item IV-A-6 of this directive to ensure that investigative alerts no longer needed are purged from the Investigative Alerts Application System.

Please continue to participate in the staffing process. I value your input in formulating Department policy and procedures.

Lieutenant Thomas Lemmer
Research and Development Division

TJL/zmm
00-113