

Exhibit 1

TASK RECORDRESEARCH & DEVELOPMENT DIVISION
CHICAGO POLICE DEPARTMENT

ANALYST ASSIGNED

ROGERS 9082

DATE ASSIGNED

10 Dec 15

TASK NO.

15-208

TITLE

Vehicle Code Violations list T12-121 & People w/Disabilities
ORIGINATED BY (NAME) Kapustianyk
UNIT OF ORIGINATOR Research & Development
BUREAU OF ORIGINATOR Superintendent of Police

DESCRIPTION: (WHY WAS THIS TASK OPENED? WHAT ARE THE ISSUES?)

Adding pictorial resource to other side of officer's
Vehicle Code Violations list field card.Revising People w/Disabilities Special Order to reflect form
changes & referencing officer field card.

INITIAL APPROACH/METHODOLOGY

This started as a task to add the handicap placards to Sheetz traffic
Violation card. Looking at order, I noticed the sign language interpreter
steps were not listed. Added them to order & revised Service dogANALYST'S SIGNATURE **Rogers** STAR/EMPL. NO. DATE 9082-9371 10 Dec 15 APPROVED BY - SUPERVISOR **John J. Dowd** STAR/EMPL. NO. DATE 1215 11 DEC 15

CALEA STANDARDS SECTION

CALEA STANDARD RELATED? YES NO RELATED CALEA STANDARD(S) CALEA TASK NO.

CALEA ANALYST ASSIGNED APPROVED BY- CALEA SUPERVISOR STAR/EMPL. NO. DATE

ANALYST'S PROGRESS NOTES

DATE	ACTION TAKEN/NOTES	DATE	ACTION TAKEN/NOTES
11 Dec 15	Submitted draft of pictorial resource of handicap parking placards City sticker & overnight permits for the violation list to Sgt K.	11 Dec 15 cont'd	regarding if ARS. Keeps a list of Dept authorized Sign Language Interpreters.
11 Dec 15	Emailed CT. Dowd	11 Dec 15	Response from CT Dowd stating that CPIC has the list of ASL interpreters.

CLOSING SUMMARY

The handicap placards were added to the TRAFFIC VIOLATION
CARD. Sign language Interpreter procedures were added to
People with Disabilities directive. Service Dog classification &
procedures added due to staffing comments. Analyst audited the version on the Department Directives System. Analyst verified the accuracy of the Department Directives System Index.

SIGNATURE -ANALYST	STAR/EMPL. NO.		DATE	DATE ASSIGNED	DATE COMPLETED
Rogers		9082-9371	29 JUN 16	10 Dec 15.	24 JUN 16
APPROVED BY - SUPERVISOR	STAR/EMPL. NO.	DATE	APPROVED BY	STAR/EMPL. NO.	DATE
John J. Dowd	1215	30 JUN 16	D. J. Dowd	1854	13 JUL 16

CPD-15.104 (REV. 4/15)

 ANALYST PROGRESS NOTES CONTINUED ON ADDITIONAL PAGES

TASK RECORD (CPD-15.104) (CONTINUED)

ANALYST PROGRESS NOTES (CONTINUED)

TASK NO.

15-208

DATE	ACTION TAKEN/NOTES	DATE	ACTION TAKEN/NOTES
11 Dec 15	Forwarded copy of the handicap placards layout to Sgt K. for the vehicle violation list (CPD 22.910. (T12-121)	01 JUN 16	Rec'd contact number for CACC. from Sandy Brode
8 Feb 16	Caue Draft 2 to Sgt K to review	02 JUN 16	Created Draft #3 (Post staffing) added Service dog definition & procedures
23 Feb 16	Made Sgt K's suggested revisions	03 JUN 16	Emailed Draft #3 to Sgt Kapustiany k the Service dog additions for review
13 Mar 16	Request to Publish Full Staffing Submitted	26 JUN 16	Rec'd Sgt. Kapustiany k's revisions - Cleated draft 4- Emailed to Deup - Request to Publish
3 MAR 16	Staffing end date	27 JUN 16	Published - No AMC.
10 MAR 16	Staffing To - From Submitted to Lt. Deup Waiting on OLA for procedures to take of arrestee. with Service animal has to go to County		
8 Apr 16	Confused w/ Sandra Brode regarding the issue of who takes the Service Animal if the owner has to go to county		

 Chicago Police Department		Special Order S02-01-01	
PEOPLE WITH DISABILITIES			
ISSUE DATE:	24 June 2016	EFFECTIVE DATE:	24 June 2016
RESCINDS:	01 January 2014 version		
INDEX CATEGORY:	Human Rights and Community Partnerships		

I. PURPOSE

This directive:

- A. defines terminology related to persons with disabilities.
- B. describes the Americans with Disabilities Act of 1990.
- C. describes the Mayor's Office for People with Disabilities.
- D. describes the Illinois Disability Rights Bureau.
- E. describes the Easy Access Chicago resource.
- F. specifies the Department procedures for persons with disabilities.
- G. cites the provisions of Chapter 720, Illinois Compiled Statutes (ILCS), relative to people with disabilities as victims of crimes.
- H. identifies parking privileges and exemptions authorized by the Illinois Secretary of State's office, which, as of 01 January 2014, includes one meter exempt placard and three meter paying placards for disability parking:
 - 1. Meter-Exempt Permanent Placards (yellow-and-gray-striped).
 - 2. The following listed placards require meter payment:
 - a. Permanent Placards (blue).
 - b. Temporary Placards (red).
 - c. Organization Placards (green).

II. GENERAL INFORMATION

- A. On 26 January 1992, the Americans with Disabilities Act of 1990 (ADA) required all public services provided by state and local governments to be accessible to persons with disabilities.
- B. The Mayors Office for People with Disabilities (MOPD) promotes total access, full participation, and equal opportunity for people with disabilities of all ages in all aspects of life. The office promotes an understanding of the issues of concern to people with disabilities and assists both individuals and organizations in working to comply with a variety of laws and regulations relating to disability, including the Americans with Disabilities Act of 1990. The MOPD services and programs include:
 - 1. Disability Resources - provides information about and referrals to various services and programs.
 - 2. Employment Services - counseling and training for job seekers, consultation and technical assistance to employers: outreach and education.
 - 3. Training - independent living skills, awareness, etiquette and teletypewriter training.
 - 4. Accessibility Compliance - site surveys, technical assistance, consultation and information about accessibility laws.

5. Public Information and Education - awareness, workshops, seminars, publications and community outreach.
6. Youth Programs - substance abuse/AIDS prevention for the Deaf and Hard of Hearing, mentoring and programs for students with disabilities.

C. The Mayor's Office for People with Disabilities staff are available Monday through Friday from 0830 until 1630 hours at 312-744-7050 or 312-744-4964 (TTY), or evenings and weekends through Non-emergency 311, twenty-four (24) hours, seven (7) days a week.

D. Illinois Disability Rights Bureau enforces state and federal laws that protects the rights of people with disabilities to equal access to buildings, housing and services. They can be reached at 312-814-5684 , TTY 800-964-3013 twenty-four (24) hours, seven (7) days a week.

E. Easy Access Chicago provides a listing of local resources (e.g National Center for Latinos with Disabilities, Family Resource Center on Disabilities,etc.) available for people with disabilities and their families. They can be reached at 773-388-8839.

III. DEPARTMENT PROCEDURES IN ACCOMMODATING PEOPLE WITH DISABILITIES

A. Ambulatory Devices

1. Department members will exercise care when transporting an arrestee who requires the assistance of an ambulatory device (e.g., crutch, cane, walker, wheelchair, etc.). Members will not lift or remove a person from a wheelchair unless that person has requested assistance. Members will not lift a wheelchair off the ground by hand while it is occupied, except in incidents where life threatening circumstances exist.
2. The fact that an arrestee is physically disabled does not in itself preclude the use of a restraining device (e.g., handcuffs, restraining straps, stretcher, etc.). However, handcuffing an arrestee to a wheelchair is prohibited.
3. Department members should follow procedures outlined in the Department directive entitled "Transportation of Arrestees Requiring Wheelchairs."
4. Guidance in transporting a person who uses a wheelchair is available through the Office of Emergency Management and Communications (OEMC) or Crime Prevention and Information Center (CPIC).

B. Deaf and Hard of Hearing

1. The Deaf and Hard of Hearing communicate with hand gestures and by writing. Under controlled conditions and when safe to do so, arrestees that are deaf or hard of hearing should be restrained in a manner that allows for communication without jeopardizing the safety of Department members, the arrestee, or others.
2. Department members will use only Department-authorized sign language interpreters for all incidents involving a person who is deaf, hard of hearing or who has a speech impairment except in the following situations:
 - a. when exigent circumstances exist that are not reasonably foreseeable and immediate interpretation is required to protect the safety of individuals present and prevent the loss of property.
 - a. when a Department service is requested by a person who is deaf, hard of hearing or has a speech impairment which is informational in nature, non-confrontational and does not require an emergency response.

NOTE: Under these circumstances, Department members may use non-authorized members or non-Department members for interpretation. Family members and friends will not be permitted to interpret for deaf, hard of hearing or speech impaired individuals during a criminal investigation, unless the conversation is non-confrontational in nature and only requires obtaining basic information.

3. Department members who require a sign language interpreter to communicate with a person who is deaf, hard of hearing, or has a speech impairment will:
 - a. contact CPIC to request a sign language interpreter.
 - b. delay the interrogation, pending the arrival of an interpreter.
 - c. meet with the interpreter before the interrogation process begins to familiarize him with the questions that may be asked of the accused.
 - d. inform the arrestee that the sign language interpreter is provided without cost to the arrestee.
 - e. speak clearly to the arrestee in a normal tone and avoid rushing the interrogation in a manner which will not identify all of the details of the incident being investigated.
 - f. inform the interpreter to maintain all interpreted and assignment related information confidential, and that they will not be permitted to counsel, advise or include their personal opinion while interpreting for an arrestee.
 - g. document the use of an interpreter in any report completed for the incident and record the interpreter's name and if the interpreter is not Department-authorized, the reason they were used.
4. Sign language interpreters will be positioned within sight of the deaf, hard of hearing, and/or speech impaired person. The interpreter's translation will follow closely after the words of the sworn member conducting the interrogation.
5. Family members and friends will normally not be permitted to interpret on behalf of an accused that is deaf, hard of hearing or has a speech impairment during the interrogation.

NOTE: Department members will not unreasonably endanger themselves or another person to conform to this restriction if circumstances exist that might pose an immediate threat or safety concern. Department members will be required to justify any actions taken when using a family member or friend to interpret.

C. **Service Animals**

1. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. The ADA does not restrict the type of dog breeds that can be service animals.
2. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. The ADA does not require service animals to wear a vest, ID tag, or specific harness.
3. Emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA. These terms are used to describe animals that provide comfort just

by being with a person. They have not been trained to perform a specific job or task, therefore they do not qualify as service animals under the ADA.

NOTE: There are individuals and organizations that sell service animal certification or registration documents online. These documents do not convey any rights under the ADA and the Department of Justice does **not** recognize them as proof that the dog is a service animal.

4. When an arrestee is accompanied by a service animal, as defined in this directive, the service animal will be allowed to remain with the arrestee throughout the arrest process. The service animal should not be separated from the owner.
5. The service animal will remain with arrestee in a separate cell. The arrestee will be accompanied by a Department member when the arrestee needs to take the service animal outside the facility or relieve itself.
6. If the arrestee is arrested for a Felony or a Misdemeanor for which bond cannot be posted and the arrestee is scheduled to court, the station supervisor will:
 - a. assist the arrestee in contacting a friend or family member to pick up the service animal.
 - b. if the arrestee has no one to pick up the animal or the individual cannot pick up animal before the arrestee is transported to county or court, contact Chicago Animal Care and Control (CACC) at 312-747-1412, 24 hours, and explain that they have a service dog that requires transport to a shelter. CACC will arrange transportation to an approved shelter.
 - c. explain to the arrestee that CACC will transport the animal to an approved shelter. The arrestee will be given the location where the service animal will be staying until the arrestee can make arrangements for the animal to be picked up by the arrestee or a person designated by the arrestee.
 - d. provide the arrestee's information, including the RD#, to the CACC transport officer and obtain the location where the animal will be taken and provide the shelter information to the arrestee.
7. If the animal cannot be controlled by the arrestee, station supervisors can assume that the animal is not a legitimate service animal. The station supervisor will:
 - a. contact CACC to pick up the animal as prisoner property and explain the situation to them, providing arrestee's information including RD#.
 - b. provide the arrestee with the Legal Notice CPD-11.468 (Rev. 11/12)
 - c. inventory animal in accordance with procedures outlined in the Department directive entitled "Incidents Involving Animals."

D. Access to Department Facilities and Services by the General Public

1. Department members will:
 - a. make reasonable modifications in procedures to accommodate people with disabilities when a Department facility is not accessible due to physical barriers (e.g., steps, doorways, etc.)
 - b. utilize an alternative method to provide the requested service (e.g., speaking with/interviewing the person outside the Department facility.)
 - c. permit entrance through an alternate area of the facility and provide the requested service.

2. When there is no designated "Handicapped Parking" provided, a person with disabilities will be permitted to park:
 - a. in close proximity to the Department facility, or
 - b. in parking areas designated "Department Vehicles Only."
3. Sign language interpreters are available for all Department sponsored events which are open to the public (e.g. workshops, seminars, community meetings) and must be provided when such services are required.

E. **Department Publications** (e.g. public notices, pamphlets, and newsletters) will:

1. be available in taped text, Braille, and large-print formats, and
2. contain a statement affirming the Department's policy to observe the laws that guarantee the rights of people with disabilities to equal access.

IV. RELEVANT STATUTES

A. *The corresponding Bureau of Detectives Area based on the district of arrest will retain the responsibility for the followup investigation and charging for anyone arrested for violating the following sections of the Illinois Complied Statutes.* These statutes have provisions applicable to the victim of an offense who is a person with a disability.

1. *Aggravated Assault - [720 ILCS 5/12-2(b)(1)]*
2. Aggravated Battery - (720 ILCS 5/12-3.05)
3. Aggravated Criminal Sexual Assault - (720 ILCS 5/11-1.30)
4. Criminal Sexual Abuse - (720 ILCS 5/11-1.50)
5. Aggravated Criminal Sexual Abuse - (720 ILCS 5/11-1.60)
6. Financial exploitation of an Elderly or Disabled Person (720 ILCS 5/17-56)
7. *Criminal Neglect of an Elderly or Disabled Person - (720 ILCS 5/12-21)*

V. DISABILITY PARKING ENFORCEMENT

A. The Illinois Secretary of State's Office issues disability parking placards to people with disabilities or to not-for-profit organizations' vehicles that transport people with disabilities. As of 01 January 2014, the four types of disability parking placards authorized by Illinois Secretary of State's Office are:

1. Meter-Exempt Permanent Placards (yellow-and-gray-striped):
 - a. are issued to persons with permanent disabilities who have significant impairments that cause difficulty in accessing a parking meter.
 - b. allows the authorized holder to park in spaces reserved for persons with disabilities, such as at a mall, grocery, retail store, etc.
 - c. **EXEMPTS** the authorized holder from the payment of parking meter fees and time limitations, except at meters or signs with time limitations of 30 minutes or less.
 - d. must be displayed in clear view, hanging from a rear-view mirror or on the dashboard.

NOTE: All vehicles, including those with Persons with Disabilities or Disabled Veteran license plates, must display the Meter-Exempt Placard to qualify.

2. Permanent Placards (blue):

- a. are issued to persons with permanent disabilities and allow authorized holders to park in spaces for persons with disabilities, such as a mall, grocery, retail store, etc.
- b. **DO NOT exempt** authorized holders from payment of parking meter fees and time limitations at parking meters.

NOTE: An old blue placard can still be used to park in reserved disabled parking spaces until the expiration date printed on the placard.

3. Temporary Placards (red):

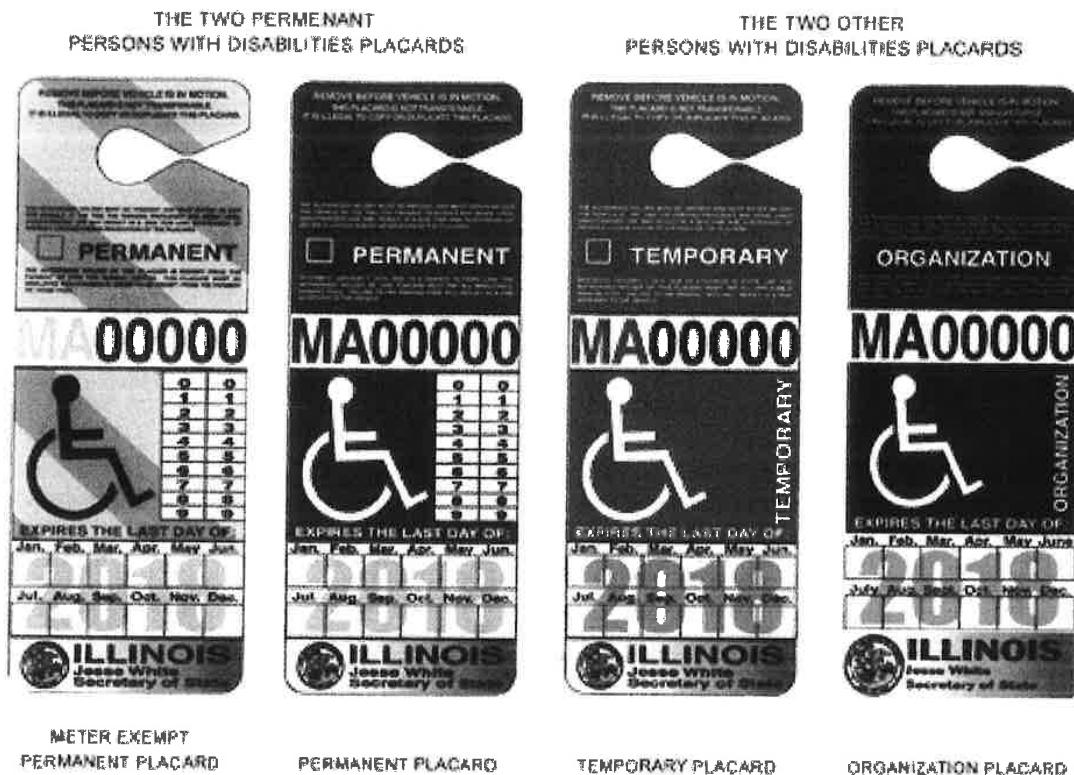
- a. are issued to persons with a temporary disability and are valid for the length of time indicated by the certifying physician, not to exceed six months if issued by the Secretary of State or up to 90 days if issued by a local municipality.
- b. **DO NOT exempt authorized holders** from the payment of parking meter fees and time limitations at parking meters.

4. Organization Placards (green):

- a. are issued to organizations that transport persons with disabilities free of charge and allow the authorized agent to park in spaces reserved for persons with disabilities when transporting such persons. These expire on 30 April 2018.
- b. **DO NOT exempt authorized agents** from the payment of parking meter fees and time limitations at parking meters but do allow the authorized agent for the organization to park in spaces reserved for persons with disabilities when transporting persons with disabilities.

B. The State of Illinois no longer exempts meter payment for disability placards issued by another state. However, disability placards issued by other states will be valid to allow parking in designated disability parking spaces in public or private parking areas.

C. Examples:



METER EXEMPT
PERMANENT PLACARD

PERMANENT PLACARD

TEMPORARY PLACARD

ORGANIZATION PLACARD

D. Key Disability Parking Ordinances

1. MCC Chapter 9-64-050(j). Park in a Disabled Parking Zone on street, public lot or private lot.
2. MCC Chapter 9-64-190(a). Unlawful to park in a metered zone, Non-Central Business District, without paying the designated amount.
3. MCC Chapter 9-64-190(b) Unlawful to park in a metered zone, Central Business District, without paying the designated amount.
4. 625 ILCS 5/11-1301.1 Disabled Parking Privileges/Exemptions

EXCEPTION: Such vehicle shall be subject to the laws which prohibit parking in "no stopping" and "no standing" zones in front of or near fire hydrants, driveways, public building entrances and exits, bus stops and loading areas, and is prohibited from parking where the motor vehicle constitutes a traffic hazard, whereby such motor vehicle shall be moved at the instruction and request of a law enforcement officer to a location designated by the officer.

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

Authenticated by: KC 

Eddie T. Johnson
Superintendent of Police

T15-208 SDR

PHONE BOOK ENTRIES:

1. **Mayor's Office for People with Disabilities**

City Hall, 121 North LaSalle, Room 104
312-744-7050

2. **Crime Prevention Information Center (CPIC)**

5-6300/pax 6191
24 Hours

3. **Animal Care and Control (ACC)**

2741 S. Western Ave Chicago, IL 60608
312-747-1406

Animal Intake for police officers is 24-Hours a day, 365 days a year; Animal intake for the General Public is from 7 a.m. until 11 p.m., 365 days a year

<http://www.cityofchicago.org/city/en/depts/cacc.html>

GLOSSARY TERMS:

1. **Disability**

A physical or mental impairment that substantially limits one or more major life activities. An individual with a disability also includes someone who has a "record of" such an impairment and someone who is "regarded as" having such an impairment.

Major Life Activity means:

- A. The process of caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- B. Activities of central importance to daily life including, but not limited to, caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also includes the operation of major bodily functions, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

OFFICE OF THE SUPERINTENDENT
Research and Development Division

10 March 2016

TO: Edwin J. Kaup Jr.
Lieutenant
Research and Development Division

FROM: Susan Rogers
Police Officer
Research and Development Division

SUBJECT: Summary of Staffing: Special Order S02-01-01
PEOPLE WITH DISABILITIES

Document Number: RD1600010

Task No: 15-208
Status: ACTIVE
Subject: PEOPLE WITH DISABILITIES
Description: THIS DIRECTIVE OFFERS RESOURCES THAT AN OFFICER CAN PROVIDE TO CITIZENS IN NEED, DESCRIBES THE DEPARTMENTS PROCEDURES IN ACCOMIDATING PERSONS WITH DISABILITIES AND EXPLAINS, WITH A PICTORIAL EXAMPLES, THE HANDICAP PLACARDS CURRENTLY IN USE.

Document Type: R&D Staffing of Directive
Created By: ROGERS, SUSAN
Created By PC No: PC0V504
Created Date: 23-FEB-2016
Due Date: 08-MAR-2016
Approved By: 30334
Approved Date: 25-FEB-2016

Concurred: 16
Concurred with Comment: 4
Non-Concurred: 0

OFFICE OF THE SUPERINTENDENT
Research and Development Division

10 March 2016

The following comments were submitted and the response is as follows:

PONTECORE JR., RONALD, CAPTAIN, 126 (Concurred with Comment)

Comment: CLARIFICATION NEEDS TO BE MADE ON SECTION III, C. "SERVICE ANIMALS WILL REMAIN WITH AN ARRESTEE THROUGHOUT THE ARREST PROCESS." WHAT ABOUT INCARCERATION OF AN ARRESTEE? WHAT HAPPENS TO THE ANIMAL THEN?

ANDERSON, KEVIN, CAPTAIN, 126 (Concurred with Comment)

Comment: RE: SERVICES ANIMALS. ARE GUIDELINES FORTHCOMING ON: HOW TO DETERMINE WHAT IS A LEGITIMATE SERVICE ANIMAL? HOW THE SERVICE ANIMAL IS ACCOMMODATED DURING THE ARREST/BOOKING PROCESS (ACCOMPANY ARRESTEE TO CELL? EXERCISED/FED ETC. TRANSPORTED TO COURT? WILL COOK COUNTY ACCEPT?)

Reply: I found the following definitions of a service animal which I can add to the directive. 510 ILCS 70/2.01c states "Service animal means any animal trained in obedience and task skills to meet the needs of the person with a disability.

The Illinois Attorney General website states "The Americans with Disabilities Act (ADA) defines a service animal as any dog individually trained to provide assistance to a person with a disability. An animal fitting this description is considered a service animal under the ADA regardless of whether the animal is certified by a particular entity or wearing identifying markers. Some service animals wear special collars, harnesses or capes. Some are licensed or certified by training entities and have identification papers. Special identification and certification, however, are not required by the ADA.

I have emailed Sandy Brode, OLA, regarding our steps regarding an arrestee with service animal who is required to be transported to Cook County. We both feel that the first option would be to have the arrestee turn the service animal to the person on their choice. Sandy Brode is working on a solution with Safe Humane Chicago and Animal Care and Control to establish a protocol in the event that the arrestee has no one to care for the animal.

OFFICE OF THE SUPERINTENDENT
Research and Development Division

10 March 2016

PRICE, RALPH, GENERAL COUNSEL TO THE SUPERINTENDENT, 114 (Concurred with Comment)

Comment: ITEM III-A-3 STATES THAT GUIDANCE FOR TRANSPORTING A PERSON WHO USES A WHEELCHAIR IS AVAILABLE THROUGH THE OEMC OR THE CPIC. HOWEVER, MEMBERS SHOULD BE INSTRUCTED TO BEGIN WITH, OR AT MINIMUM THERE SHOULD BE A REFERENCE TO OBTAINING GUIDANCE THROUGH, CPD SPECIAL ORDER S-06-01-09 ENTITLED "TRANSPORTATION OF ARRESTEES REQUIRING WHEELCHAIRS." ITEM III-B DISCUSSES A DEPARTMENT MEMBER'S NEED FOR A SIGN LANGUAGE INTERPRETER TO COMMUNICATE WITH A PERSON WHO IS DEAF OR HARD OF HEARING OR WHO HAS A SPEECH-IMPAIRMENT. HOWEVER, THE DISCUSSION THEN CONTINUES THAT THE MEMBER MUST DELAY THE INTERROGATION OF AN ARRESTEE PENDING THE ARRIVAL OF AN INTERPRETER. THERE IS NO TRANSITION FROM COMMUNICATION TO INTERROGATION TO DIFFERENTIATE BETWEEN AN ARRESTEE AND A NON-ARRESTEE. ITEM III-C DISCUSSES AN ARRESTEE'S NEED FOR A SERVICE ANIMAL DURING THE ARREST PROCESS. NO GUIDANCE IS PROVIDED FOR INSTANCES WHEN THE ANIMAL IS NOT CONTROLLED EVEN WITH HARNESSSES OR LEASHES OR WHEN THE ARRESTEE IS NOT CAPABLE OF CONTROLLING THE ANIMAL.

Reply: I can add the Special Order S06-01-09 entitled "Transportation of Arrestees Requiring Wheelchairs" as a reference for the Department members.

I do not know if the People with Disabilities directive would be the correct location for language delineating the transition from communication to interrogation so the Department members can differentiate between an arrestee and a non-arrestee.

I have emailed Sandy Brode, OLA, regarding our steps regarding an arrestee with service animal who is required to be transported to Cook County. We both feel that the first option would be to have the arrestee turn the service animal to the person on their choice. Sandy Brode is working on a solution with Safe Humane Chicago and Animal Care and Control to establish a protocol in the event that the arrestee has no one to care for the animal.

VOULGARIS, ELIAS, COMMANDER 017 (Concurred with comment)

Comment: WHAT CONFUSES ME IS: IS A PLACARD ONLY VALID IF THE DRIVER IS HANDICAPPED. IN OTHER WORDS IF THE DRIVER IS NOT HANDICAPPED, BUT HAS A HANDICAPPED PASSENGER CAN THE VEHICLE STILL BE PARKED IN A HANDICAPPED ZONE?

Reply: If you have a qualifying temporary or permanent disability you may be eligible for a disabled parking placard. Disability parking placards are limited to one per person. The type of placard displayed determines if the vehicle is exempt or not exempt from the parking restrictions displayed. The law doesn't state that the recipient of the placard cannot be a

OFFICE OF THE SUPERINTENDENT
Research and Development Division

10 March 2016

passenger. The placard is the determiner, not the person operating the vehicle.

The following members concurred with the draft directive as written:

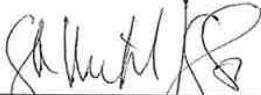
RICCIO, ANTHONY	Y	188	CHIEF
ROUSSELL, JAMES	Y	111	SUPT'S CHIEF OF STAFF
MURPHY, JOSEPH	Y	177	CAPTAIN OF POLICE
KENNEDY, CHRISTOPHER	Y	193	COMMANDER
MARIANOVICH, MARK	Y	142	COMMANDER
RICHARDS, WARREN	Y	009	CAPTAIN OF POLICE
KANE, PAUL	Y	006	CAPTAIN OF POLICE
JOYCE, SEAN	Y	004	CAPTAIN OF POLICE
KARNICK, THOMAS	Y	017	CAPTAIN OF POLICE
KWASINSKI, PHILIP	Y	012	CAPTAIN OF POLICE
DARLIN, RANDALL	Y	007	CAPTAIN OF POLICE
KUSINSKI, PAUL	Y	015	CAPTAIN OF POLICE
PIGOTT, MICHAEL	Y	124	CAPTAIN OF POLICE
SALDANA, FABIAN	Y	014	CAPTAIN OF POLICE
CHAMBERS, KEVIN	Y	010	CAPTAIN OF POLICE
MCDERMOTT, BRIAN	Y	008	CAPTAIN OF POLICE

OFFICE OF THE SUPERINTENDENT
Research and Development Division

10 March 2016

Susan D Rogers
P.O. Susan Rogers #9082
Policy and Procedure Section
Research and Development Division

Approved:

 #1214

Michael Kapustianyk
Sergeant
Policy and Procedure Section
Research and Development Division

15-208/SDR

CLARIFICATION OF SECTION III.C.

Misdemeanors (for which bond may be posted): If the arrested subject has a service dog, it should remain with the arrestee during the arrest processing in the district/area. The dog should not be separated from the arrestee. The dog will go with the arrestee when he/she bonds out.

Felonies (or Misdemeanors for which bond cannot be posted) and the arrestee will be going to County:

- 1) Ask the arrestee if there is a friend or family member who can come to the district/area and take the dog. Assist the arrestee in contacting the friend or family member and tell them where they can pick up the dog;
- 2) If the arrestee has no one, or the individual will be unable to pick up the dog before the arrestee leaves for county or court, the supervisor should call 312-xxx-xxxx and explain to Chicago Animal Care & Control that they have a service dog that requires transport. CACC will arrange a special transport to an approved shelter.
- 3) Explain to the arrestee that CACC is going to transport the dog to a shelter and that the arrestee will be given the location where the dog will be staying until the arrestee can make arrangements for the dog to be picked up either by the arrestee or a person designated by the arrestee.
- 4) Provide the arrestee's information, including the RD#, to the CACC transport officer and obtain the location where the dog will be taken and the shelter's information.

If the dog cannot be controlled by the arrestee, assume that the dog is not a legitimate service dog and call CACC for a pick-up of "prisoner's property" and explain the situation for them. Provide CACC with the RD# and give the arrestee the Legal Notice, CPD-11.468 (Rev.11/12). If this required Legal Notice is not available in the district/area, ask the CACC Officer to provide one.



Chicago Police Department

PEOPLE WITH DISABILITIES

Special Order S02-01-01

Sgt K's
Revisions - 21 JUN 14.

ISSUE DATE:	20 December 2013	EFFECTIVE DATE:	01 January 2014
RESCINDS:	01 January 2014 version		
INDEX CATEGORY:	Human Rights and Community Partnerships		

Draft - 4 created
Sent to Kaup
to publish

I. PURPOSE

This directive:

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- B. describes the Americans with Disabilities Act of 1990.
- C. describes the Mayor's Office for People with Disabilities.
- D. describes the Illinois Disability Rights Bureau.
- E. describes the Easy Access Chicago resource.
- F. specifies the Department procedures for persons with disabilities.
- G. cites the provisions of Chapter 720, Illinois Compiled Statutes (ILCS), relative to people with disabilities as victims of crimes.
- H. identifies parking privileges and exemptions authorized by the Illinois Secretary of State's office, which, as of 01 January 2014, includes one meter exempt placard and three meter paying placards for disability parking:
 1. Meter-Exempt Permanent Placards (yellow-and-gray-striped).
 2. The following listed placards require meter payment:
 - a. Permanent Placards (blue).
 - b. Temporary Placards (red).
 - c. Organization Placards (green).

II. GENERAL INFORMATION

- A. On 26 January 1992, the Americans with Disabilities Act of 1990 (ADA) required all public services provided by state and local governments to be accessible to persons with disabilities.
- B. The Mayors Office for People with Disabilities (MOPD) promotes total access, full participation, and equal opportunity for people with disabilities of all ages in all aspects of life. The office promotes an understanding of the issues of concern to people with disabilities and assists both individuals and organizations in working to comply with a variety of laws and regulations relating to disability, including the Americans with Disabilities Act of 1990. The MOPD services and programs include:
 1. Disability Resources - provides information about and referrals to various services and programs.
 2. Employment Services - counseling and training for job seekers, consultation and technical assistance to employers: outreach and education.
 3. Training - independent living skills, awareness, etiquette and teletypewriter training.
 4. Accessibility Compliance - site surveys, technical assistance, consultation and information about accessibility laws.

2. When there is no designated "Handicapped Parking" provided, a person with disabilities will be permitted to park:
 - a. in close proximity to the Department facility, or
 - b. in parking areas designated "Department Vehicles Only."
3. Sign language interpreters are available for all Department sponsored events which are open to the public (e.g. workshops, seminars, community meetings) and must be provided when such services are required.

E. **Department Publications** (e.g. public notices, pamphlets, and newsletters) will:

1. be available in taped text, Braille, and large-print formats, and
2. contain a statement affirming the Department's policy to observe the laws that guarantee the rights of people with disabilities to equal access.

IV. RELEVANT STATUTES

A. The corresponding Bureau of Detectives Area based on the district of arrest will retain the responsibility for the followup investigation and charging for anyone arrested for violating the following sections of the Illinois Compiled Statutes. These statutes have provisions applicable to the victim of an offense who is a person with a disability.

1. Aggravated Assault - [720 ILCS 5/12-2(b)(1)]
2. Aggravated Battery - (720 ILCS 5/12-3.05)
3. Aggravated Criminal Sexual Assault - (720 ILCS 5/11-1.30)
4. Criminal Sexual Abuse - (720 ILCS 5/11-1.50)
5. Aggravated Criminal Sexual Abuse - (720 ILCS 5/11-1.60)
6. Financial exploitation of an Elderly or Disabled Person (720 ILCS 5/17-56)
7. Criminal Neglect of an Elderly or Disabled Person - (720 ILCS 5/12-21)

V. DISABILITY PARKING ENFORCEMENT

A. The Illinois Secretary of State's Office issues disability parking placards to people with disabilities or to not-for-profit organizations' vehicles that transport people with disabilities. As of 01 January 2014, the four types of disability parking placards authorized by Illinois Secretary of State's Office are:

1. Meter-Exempt Permanent Placards (yellow-and-gray-striped):
 - a. are issued to persons with permanent disabilities who have significant impairments that cause difficulty in accessing a parking meter.
 - b. allows the authorized holder to park in spaces reserved for persons with disabilities, such as at a mall, grocery, retail store, etc.
 - c. **EXEMPTS** the authorized holder from the payment of parking meter fees and time limitations, except at meters or signs with time limitations of 30 minutes or less.
 - d. must be displayed in clear view, hanging from a rear-view mirror or on the dashboard.

NOTE: All vehicles, including those with Persons with Disabilities or Disabled Veteran license plates, must display the Meter-Exempt Placard to qualify.


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Document Number RD1600010

Task No T15-208

Status ACTIVE

Subject PEOPLE WITH DISABILITIES

THIS DIRECTIVE OFFERS RESOURCES THAT AN OFFICER CAN PROVIDE TO CITIZENS IN NEED, DESCRIBES THE DEPARTMENTS PROCEDURES IN ACCOMODATING PERSON WITH DISABILITIES AND EXPLAINS, WITH A PICTORIAL EXAMPLES, THE HANDICAP PARKING PLACARDS CURRENTLY IN USE.

Document Type R&D Staffing of Directive

Created By PC No PC0V504 Name ROGERS, SUSAN

Created Date 23-FEB-2016

Due Date 08-MAR-2016

Approved By 30334 Approved Date 25-FEB-2016

Reviewer Name	Review Comments	Concur	Review Date	Response	Resp Reviewer Date	Reviewer Unit No	Reviewer Title
[View] RICHARDS, WARREN		✓	01-MAR-2016			009	CAPTAIN OF POLICE
[View] KANE, PAUL		✓	02-MAR-2016			006	CAPTAIN OF POLICE
[View] JOYCE, SEAN		✓	04-MAR-2016			004	CAPTAIN OF POLICE
TRAHANAS, PENELOPE						020	CAPTAIN OF POLICE
[View] KARNICK, THOMAS		✓	26-FEB-2016			017	CAPTAIN OF POLICE
BAHMANDEJI, HOOTAN						016	CAPTAIN OF POLICE
BRESNAHAN, LAUREL						001	CAPTAIN OF POLICE
KING-SMITH, CRYSTAL						002	CAPTAIN OF POLICE
[View] KWASINSKI, PHILIP		✓	25-FEB-2016			012	CAPTAIN OF POLICE
BAUER, PAUL						018	CAPTAIN OF POLICE
DARLIN,			26-				

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[View]	MC DERMOTT, BRIAN	Y	08- MAR- 2016	630	CAPTAIN OF POLICE
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RE: SERVICES

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	ANIMALS. ARE GUIDELINES FORTHCOMING ON: HOW TO DETERMINE WHAT IS A LEGITIMATE SERVICE ANIMAL? HOW THE SERVICE ANIMAL IS ACCOMMODATED DURING THE ARREST/BOOKING PROCESS (ACCOMPANY ARRESTEE TO CELL? EXERCISED/FED ETC. TRANSPORTED TO COURT? WILL COOK COUNTY ACCEPT?)	YC	03- MAR- 2016	126	CAPTAIN OF POLICE
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	ESCALANTE, JOHN			140	FIRST DEPUTY SUPT.
	ITEM III-A-3 STATES THAT GUIDANCE FOR TRANSPORTING A PERSON WHO USES A WHEELCHAIR IS AVAILABLE THROUGH THE OEMC OR THE CPIC. HOWEVER, MEMBERS SHOULD BE INSTRUCTED TO BEGIN WITH, OR AT MINIMUM THERE SHOULD BE A REFERENCE TO OBTAINING GUIDANCE THROUGH, CPD SPECIAL ORDER S-06- 01-09 ENTITLED "TRANSPORTATION OF ARRESTEES REQUIRING WHEELCHAIRS." ITEM III-B DISCUSSES A DEPARTMENT MEMBER'S NEED FOR A SIGN LANGUAGE INTERPRETER TO COMMUNICATE WITH A PERSON WHO IS DEAF OR HARD OF HEARING OR WHO HAS A SPEECH- IMPAIRMENT. HOWEVER, THE DISCUSSION THEN CONTINUES THAT THE MEMBER MUST DELAY THE INTERROGATION OF AN ARRESTEE PENDING THE ARRIVAL OF AN INTERPRETER. THERE	YC	08- MAR- 2016	114	GENERAL COUNSEL TO THE SUPERINTENDENT
[View]	PRICE, RALPH				

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IS NO TRANSITION
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INTERROGATION TO
DIFFERENTIATE
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ARRESTEE AND A
NON-ARRESTEE. ITEM
III-C DISCUSSES AN
ARRESTEE'S NEED
FOR A SERVICE
ANIMAL DURING THE
ARREST PROCESS.
NO GUIDANCE IS
PROVIDED FOR
INSTANCES WHEN
THE ANIMAL IS NOT
CONTROLLED EVEN
WITH HARNESSSES OR
LEASHES OR WHEN
THE ARRESTEE IS
NOT CAPABLE OF
CONTROLLING THE
ANIMAL.

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FLETCHER, CHRISTOPH		212	COMMANDER	
WHAT CONFUSES ME IS: IS A PLACARD ONLY VALID IF THE DRIVER IS HANDICAPPED. IN OTHER WORDS IF THE DRIVER IS NOT HANDICAPPED, BUT HAS A HANDICAPPED PASSENGER CAN THE VEHICLE STILL BE PARKED IN A HANDICAPPED ZONE?				
[View] VOULGARIS, ELIAS	YC	27- FEB- 2016	017	COMMANDER
O DONNELL, JAMES		008	COMMANDER	
WILSON, FRANK		122	DIR POLICE FINANCE	
[View] KENNEDY, CHRISTOPH	Y	29- FEB- 2016	193	COMMANDER

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User: PC0V504
Module: 12820 \$Revision: 1.20 \$

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REVIEW RECOF		PRE-STAFFING	POST-STAFFING	OTHER	TASK	SUGGESTION	NO
RESEARCH AND DEVELOPMENT DIVISION		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	115-208
TITLE		People w/ Disabilities (Vehicle Code Violations list T12-121)					
ANALYST ASSIGNED		DATE ASSIGNED					
ROGER S		10 Dec 15.					
1ST REVIEW				2ND REVIEW (If applicable, after changes from 1st Review are completed.)			
ANALYST'S COMMENTS				ANALYST'S COMMENTS			
<p><u>Please review -</u></p> <p><u>Reworked this directive</u></p> <p><u>Added a few resources &</u></p> <p><u>Reorganized for officer</u></p> <p><u>usefulness.</u></p>							
SIGNATURE		DATE		SIGNATURE		DATE	
Rogers		18 Feb 16					
<input type="checkbox"/> FORMS REVIEW				<input type="checkbox"/> FORMS REVIEW			
SIGNATURE		DATE		SIGNATURE		DATE	
<input checked="" type="checkbox"/> SERGEANT'S (PRIMARY-IMMEDIATE SUPERVISOR) REVIEW				<input type="checkbox"/> SERGEANT'S (PRIMARY-IMMEDIATE SUPERVISOR) REVIEW			
<p><u>Really Like The New Format. Minor Suggestions</u></p>							
SIGNATURE		DATE		SIGNATURE		DATE	
J. Whelan		22 Feb 16					
<input type="checkbox"/> SERGEANT'S (SECONDARY-OTHER) REVIEW				<input type="checkbox"/> SERGEANT'S (SECONDARY-OTHER) REVIEW			
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<input type="checkbox"/> LIEUTENANT'S REVIEW				<input type="checkbox"/> LIEUTENANT'S REVIEW			
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<input type="checkbox"/> ASSISTANT DIRECTOR'S REVIEW				<input type="checkbox"/> ASSISTANT DIRECTOR'S REVIEW			
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<input type="checkbox"/> DIRECTOR'S REVIEW				<input type="checkbox"/> DIRECTOR'S REVIEW			
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CPD-15.112 (REV. 10/12)							

Draft #2
Special Order S02-01-01



Chicago Police Department

PEOPLE WITH DISABILITIES

ISSUE DATE:	20 December 2013	EFFECTIVE DATE:	01 January 2014
RESCINDS:	01 January 2014 version		
INDEX CATEGORY:	Human Rights and Community Partnerships		

I. PURPOSE

This directive:

- A. defines terminology related to persons with disabilities.
- B. describes the Americans with Disabilities Act of 1990.
- C. describes the Mayor's Office for People with Disabilities.
- D. describes the Illinois Disability Rights Bureau.
- E. describes the Easy Access Chicago resource.
- F. specifies the Department procedures for persons with disabilities.
- G. cites the provisions of Chapter 720, Illinois Compiled Statutes (ILCS), relative to people with disabilities as victims of crimes.
- H. identifies parking privileges and exemptions authorized by the Illinois Secretary of State's office, which, as of 01 January 2014, includes one meter exempt placard and three meter paying placards for disability parking:
 - 1. Meter-Exempt Permanent Placards (yellow-and-gray-striped).
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 - c. Organization Placards (green).

II. GENERAL INFORMATION

- A. On 26 January 1992, the Americans with Disabilities Act of 1990 (ADA) required all public services provided by state and local governments to be accessible to persons with disabilities.
- B. The Mayors Office for People with Disabilities (MOPD) promotes total access, full participation, and equal opportunity for people with disabilities of all ages in all aspects of life. The office promotes an understanding of the issues of concern to people with disabilities and assists both individuals and organizations in working to comply with a variety of laws and regulations relating to disability, including the Americans with Disabilities Act of 1990. The MOPD services and programs include:
 - 1. Disability Resources - provides information about and referrals to various services and programs.
 - 2. Employment Services - counseling and training for job seekers, consultation and technical assistance to employers: outreach and education.
 - 3. Training - independent living skills, awareness, etiquette and teletypewriter training.
 - 4. Accessibility Compliance - site surveys, technical assistance, consultation and information about accessibility laws.

5. Public Information and Education - awareness, workshops, seminars, publications and community outreach.
6. Youth Programs - substance abuse/AIDS prevention for the Deaf and Hard of Hearing, mentoring and programs for students with disabilities.

C. The Mayor's Office for People with Disabilities staff are available Monday through Friday from 0830 until 1630 hours at 312-744-7050 or 312-744-4964 (TTY), or evenings and weekends through Non-emergency 311, twenty-four (24) hours, seven (7) days a week.

D. Illinois Disability Rights Bureau enforces state and federal laws that protects the rights of people with disabilities to equal access to buildings, housing and services. They can be reached at 312-814-5684, TTY 800-964-3013 twenty-four (24) hours, seven (7) days a week.

E. Easy Access Chicago provides a listing of local resources (e.g National Center for Latinos with Disabilities, Family Resource Center on Disabilities,etc.) available for people with disabilities and their families.

III. DEPARTMENT PROCEDURES IN ACCOMMODATING PEOPLE WITH DISABILITIES

A. Ambulatory Devices

1. Department members will exercise care when transporting an arrestee who requires the assistance of an ambulatory device (e.g., crutch, cane, walker, wheelchair, etc.). Members will not lift or remove a person from a wheelchair unless that person has requested assistance. Members will not lift a wheelchair off the ground by hand while it is occupied, except in incidents where life threatening circumstances exist.
2. The fact that an arrestee is physically disabled does not in itself preclude the use of a restraining device (e.g., handcuffs, restraining straps, stretcher, etc.). However, handcuffing an arrestee to a wheelchair is prohibited.
3. Guidance in transporting a person who uses a wheelchair is available through the Office of Emergency Management and Communications (OEMC) or Crime Prevention and Information Center (CPIC).

B. Deaf and Hard of Hearing

1. The Deaf and Hard of Hearing communicate with hand gestures and by writing. Under controlled conditions and when safe to do so, arrestees that are deaf or hard of hearing should be restrained in a manner that allows for communication without jeopardizing the safety of Department members, the arrestee, or others.
2. Department members will use only Department-authorized sign language interpreters for all incidents involving a person who is deaf, hard of hearing or who has a speech impairment except in the following situations:
 - a. when exigent circumstances exist that are not reasonably foreseeable and immediate interpretation is required to protect the safety of individuals present and prevent the loss of property.
 - a. when a Department service is requested by a person who is deaf, hard of hearing or has a speech impairment which is informational in nature, non-confrontational and does not require an emergency response.

NOTE:

Under these circumstances, Department members may use non authorized members or non-Department members for interpretation. Family members and friends will not be permitted to interpret for deaf, hard of hearing or speech impaired individuals during a criminal investigation, unless the conversation is non-confrontational in nature and only requires obtaining basic information.

3. Department members who require a sign language interpreter to communicate with a person who is deaf, hard of hearing, or has a speech Impairment will:
 - a. contact CPIC to request a sign language interpreter.
 - b. delay the interrogation, pending the arrival of an interpreter.
 - c. meet with the interpreter before the interrogation process begins to familiarize him with the questions that may be asked of the accused.
 - d. inform the arrestee that the sign language interpreter is provided without cost to the arrestee.
 - e. speak clearly to the arrestee in a normal tone and avoid rushing the interrogation in a manner which will not identify all of the details of the incident being investigated.
 - f. inform the interpreter to maintain all interpreted and assignment related information confidential, and that they will not be permitted to counsel, advise or include their personal opinion while interpreting for an arrestee.
 - g. document the use of an interpreter in any report completed for the incident and record the interpreters name and if the interpreter is not Department-authorized, the reason they were used.
4. Sign language interpreters will be positioned within sight of the deaf, hard of hearing, and/or speech impaired person. The interpreter's translation will follow closely after the words of the sworn member conducting the interrogation.
5. Family members and friends will normally not be permitted to interpret on behalf of an accused that is deaf, hard of hearing or has a speech impairment during the interrogation.

NOTE: Department members will not unreasonably endanger themselves or another person to conform to this restriction if circumstances exist that might pose an immediate threat or safety concern. Department members will be required to justify any actions taken when using a family member or friend to interpret.

C. Service Animals

 When an arrestee is accompanied by a service animal, the service animal **will be allowed** to remain with the arrestee throughout the arrest process.

NOTE: Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

D. Access to Department Facilities and Services by the General Public

1. Department members will:
 - a. make reasonable modifications in procedures to accommodate people with disabilities when a Department facility is not accessible due to physical barriers (e.g., steps, doorways, etc.).
 - b. utilize an alternative method to provide the requested service (e.g., speaking with/interviewing the person outside the Department facility.)
 - c. permit entrance through an alternate area of the facility and provide the requested service.

2. When there is no designated "Handicapped Parking" provided, a person with disabilities will be permitted to park:
 - a. in close proximity to the Department facility, or
 - b. in parking areas designated "Department Vehicles Only."
3. Sign language interpreters are available for all Department sponsored events which are open to the public (e.g. workshops, seminars, community meetings and must be provided when such services are required.

E. **Department Publications** (e.g. public notices, pamphlets, and newsletters) *will*:

1. ~~will~~ be available in taped text, Braille, and large-print formats, and
2. contain a statement affirming the Department's policy to observe the laws that guarantee the rights of people with disabilities to equal access.

IV. RELEVANT STATUTES

A. The corresponding ~~appropriate~~ *Area* Bureau of Detectives based on the district of arrest will retain the responsibility for the followup investigation and charging for anyone arrested for violating the following sections of the Illinois Complied Statutes. These statutes have provisions applicable to the victim of an offense who is a person with a disability.

1. Aggravated Assault - (720 ILCS 5/12-2) *→ all Agg Assault are just w/ victim w/ Disability?*
2. Aggravated Battery - (720 ILCS 5/12-3.05)
3. Aggravated Criminal Sexual Assault - (720 ILCS 5/11-1.30)
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THINK WE NEED to clarify.

V. DISABILITY PARKING PLACARDS

A. The Illinois Secretary of State's Office issues disability parking placards to people with disabilities or to not-for-profit organizations' vehicles that transport people with disabilities. As of 01 January 2014, the four types of disability parking placards authorized by Illinois Secretary of State's Office are:

1. Meter-Exempt Permanent Placards (yellow-and-gray-striped):
 - a. are issued to persons with permanent disabilities who have significant impairments that cause difficulty in accessing a parking meter.
 - b. allows the authorized holder to park in spaces reserved for persons with disabilities, such as at a mall, grocery, retail store, etc.
 - c. **EXEMPTS** the authorized holder from the payment of parking meter fees and time limitations, except at meters or signs with time limitations of 30 minutes or less.
 - d. must be displayed in clear view, hanging from a rear-view mirror or on the dashboard.

NOTE: All vehicles, including those with Persons with Disabilities or Disabled Veteran license plates, must display the Meter-Exempt Placard to qualify.

2. Permanent Placards (blue):

- a. are issued to persons with permanent disabilities and allow authorized holders to park in spaces for persons with disabilities, such as a mall, grocery, retail store, etc.
- b. **DO NOT exempt** authorized holders from payment of parking meter fees and time limitations at parking meters.

NOTE: An old blue placard can still be used to park in reserved disabled parking spaces until the expiration date printed on the placard.

3. Temporary Placards (red):

- a. are issued to persons with a temporary disability and are valid for the length of time indicated by the certifying physician, not to exceed six months if issued by the Secretary of State or up to 90 days if issued by a local municipality.
- b. **DO NOT exempt authorized holders** from the payment of parking meter fees and time limitations at parking meters.

4. Organization Placards (green):

- a. are issued to organizations that transport persons with disabilities free of charge and allow the authorized agent to park in spaces reserved for persons with disabilities when transporting such persons. These expire on 30 April 2018.
- b. **DO NOT exempt authorized agents** from the payment of parking meter fees and time limitations at parking meters but do allow the authorized agent for the organization to park in spaces reserved for persons with disabilities when transporting persons with disabilities.

B. The State of Illinois no longer exempts meter payment for disability placards issued by another state. However, disability placards issued by other states will be valid to allow parking in designated disability parking spaces in public or private parking areas.

C. Examples:



KEY DISABILITY PARKING ORDINANCES

- A** MCC Chapter 9-64-050(j). Park in a Disabled Parking Zone on street, public lot or private lot.
- B** MCC Chapter 9-64-190(a). Unlawful to park in a metered zone, Non-Central Business District, without paying the designated amount.
- C** MCC Chapter 9-64-190(b) Unlawful to park in a metered zone, Central Business District, without paying the designated amount.
- D** 625 ILCS 5/11-1301.1 Disabled Parking Privileges/Exemptions

EXCEPTION: Such vehicle shall be subject to the laws which prohibit parking in "no stopping" and "no standing" zones in front of or near fire hydrants, driveways, public building entrances and exits, bus stops and loading areas, and is prohibited from parking where the motor vehicle constitutes a traffic hazard, whereby such motor vehicle shall be moved at the instruction and request of a law enforcement officer to a location designated by the officer.

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

Authenticated by: KC

John J Escalante
Interim Superintendent of Police

T15-208 SDR

PHONE BOOK ENTRIES:

1. **Mayor's Office for People with Disabilities**
City Hall, 121 North LaSalle, Room 104
312-744-7050
2. **Crime Prevention Information Center (CPIC)**
5-6300/pax 6191
24 Hours

GLOSSARY TERMS:

1. **Disability**

A physical or mental impairment that substantially limits one or more major life activities. An individual with a disability also includes someone who has a "record of" such an impairment and someone who is "regarded as" having such an impairment.

Major Life Activity means:

- A. The process of caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- B. Activities of central importance to daily life including, but not limited to, caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also includes the operation of major bodily functions, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

DRAFT 1

Special Order S02-01-01



Chicago Police Department

PEOPLE WITH DISABILITIES

ISSUE DATE:	20 December 2013	EFFECTIVE DATE:	01 January 2014
RESCINDS:	01 January 2014 version		
INDEX CATEGORY:	Human Rights and Community Partnerships		

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 - 3. Training - independent living skills, awareness, etiquette and teletypewriter training.
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6. Youth Programs - substance abuse/AIDS prevention for the Deaf and Hard of Hearing, mentoring and programs for students with disabilities.
- C. The Mayor's Office for People with Disabilities staff are available Monday through Friday from 0830 until 1630 hours at 312-744-7050 or 312-744-4964 (TTY), or evenings and weekends through Non-emergency 311, twenty-four (24) hours a day, seven (7) days a week.
- D. Illinois Disability Rights Bureau enforces state and federal laws that protects the rights of people with disabilities to equal access to buildings, housing and services. They can also be reached at 312-814-5674, TTY 800-964-3013.

III. DEPARTMENT PROCEDURES IN ACCOMMODATING PEOPLE WITH DISABILITIES

A. Arrestees with Disabilities.

1. Department members will exercise care when transporting an arrestee who requires the assistance of an ambulatory device (e.g., crutch, cane, walker, wheelchair, etc.). Members will not lift or remove a person from a wheelchair unless that person has requested assistance. Members will not lift a wheelchair off the ground by hand while it is occupied, except in incidents where life threatening circumstances exist.
2. The fact that an arrestee is physically disabled does not in itself preclude the use of a restraining device (e.g., handcuffs, restraining straps, stretcher, etc.). However, handcuffing an arrestee to a wheelchair is prohibited.
3. Guidance in transporting a person who uses a wheelchair is available through the Office of Emergency Management and Communications (OEMC) or Crime Prevention and Information Center (CPIC).
4. The Deaf and Hard of Hearing communicate with hand gestures and by writing. Under controlled conditions and when safe to do so, arrestees that are deaf or hard of hearing should be restrained in a manner that allows for communication without jeopardizing the safety of Department members, the arrestee, or others.
 - a. Department members who require a sign interpreter to communicate with a person with a hearing impairment will:
 - (1) notify their supervisor who will determine if a unit member has the ability to serve as an interpreter.
 - (2) if an interpreter is unavailable at the unit level, contact the OEMC zone dispatcher to request an interpreter from a neighboring district or zone of occurrence.
 - (3) if an interpreter is unavailable from a neighboring district or zone, contact CPIC to request an interpreter.
 - (4) delay the interrogation, pending the arrival of an interpreter.
 - (5) meet with the interpreter before the interrogation process begins to familiarize him with the questions that may be asked of the accused.
 - (6) inform the arrestee that the sign language interpreter is provided without cost to the arrestee.
 - (7) inform the interpreter to maintain all interpreted and assignment related information confidential, and that they will not be permitted to counsel, advise or include their personal opinion while interpreting for an arrestee.
 5. Sign language and oral interpreters will be positioned within sight of the deaf, hard of hearing, and/or speech impaired person. The interpreter's translation will follow closely after the words of the sworn member conducting the interrogation.

6. Family members and friends will normally not be permitted to interpret on behalf of an accused that is deaf, hard of hearing or has speech impairments during the interrogation.

NOTE: Department members will not unreasonably endanger themselves or another person to conform to this restriction if circumstances exist that might pose an immediate threat or safety concern. Department members will be required to justify any actions taken when using a family member or friend to interpret.

7. When an arrestee is accompanied by a service animal, the service animal **will be allowed** to remain with the arrestee throughout the arrest process.

NOTE: Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

B. Access to Department Facilities and Services by the General Public

1. Department members will make reasonable modifications in procedures to accommodate people with disabilities when a Department facility is not accessible due to physical barriers (e.g., steps, doorways, etc.).
2. utilize an alternative method to provide the requested service (e.g., speaking with/interviewing the person outside the Department facility.)
3. permit entrance through an alternate area of the facility and provide the requested service.
4. When there is no designated "Handicapped Parking" provided, a person with disabilities will be permitted to park:
 - a. in close proximity to the Department facility, or
 - b. in parking areas designated "Department Vehicles Only."

C. Department Publications (e.g. public notices, pamphlets, and newsletters) will

1. be available in taped text, Braille, and large-print formats, and
2. contain a statement affirming the Department's policy to observe the laws that guarantee the rights of people with disabilities to equal access.

D. Teletypewriters (TTYs) are telecommunication devices which enable people who are deaf, hard of hearing or have speech impairments to communicate with others. Persons who have TTYS may obtain emergency services from OEMC on a seven (7) day, twenty-four (24) hour basis by calling 911 for voice or TTY. (The OEMC call-taker has the ability to switch from voice to TTY communications at each console.

IV. RELEVANT STATUTES

The corresponding appropriate Area Bureau of Detectives based on the district of arrest will retain the responsibility for the followup investigation and charging for anyone arrested for violating the following sections of the Illinois Complied Statutes. These statutes have provisions applicable to the victim of an offense who is a person with a disability.

- A. Aggravated Assault - (720 ILCS 5/12-2)
- B. Aggravated Battery - (720 ILCS 5/12-3.05)
- C. Aggravated Criminal Sexual Assault - (720 ILCS 5/11-1.30)

- D. Criminal Sexual Abuse - (720 ILCS 5/11-1.50)
- E. Aggravated Criminal Sexual Abuse - (720 ILCS 5/11-1.60)
- F. Financial exploitation of an Elderly or Disabled Person (720 ILCS 5/17-56)
- G. Aggravated Home Repair Fraud - (815 ILCS 515)
- H. Criminal Neglect of an Elderly or Disabled Person - (720 ILCS 5/12-21)

V. DISABILITY PARKING PLACARDS

- A. The Illinois Secretary of State's Office issues disability parking placards to people with disabilities or to not-for-profit organizations' vehicles that transport people with disabilities. As of 01 January 2014, the four types of disability parking placards authorized by Illinois Secretary of State are:

1. Meter-Exempt Permanent Placards (yellow-and-gray-striped):
 - a. are issued to persons with permanent disabilities who have significant impairments that cause difficulty in accessing a parking meter.
 - b. allows the authorized holder to park in spaces reserved for persons with disabilities, such as at a mall, grocery, retail store, etc.
 - c. **EXEMPTS** the authorized holder from the payment of parking meter fees and time limitations, except at meters or signs with time limitations of 30 minutes or less.
 - d. must be displayed in clear view, hanging from a rear-view mirror or on the dashboard.

NOTE: All vehicles, including those with Persons with Disabilities or Disabled Veteran license plates, must display the Meter-Exempt Placard to qualify.

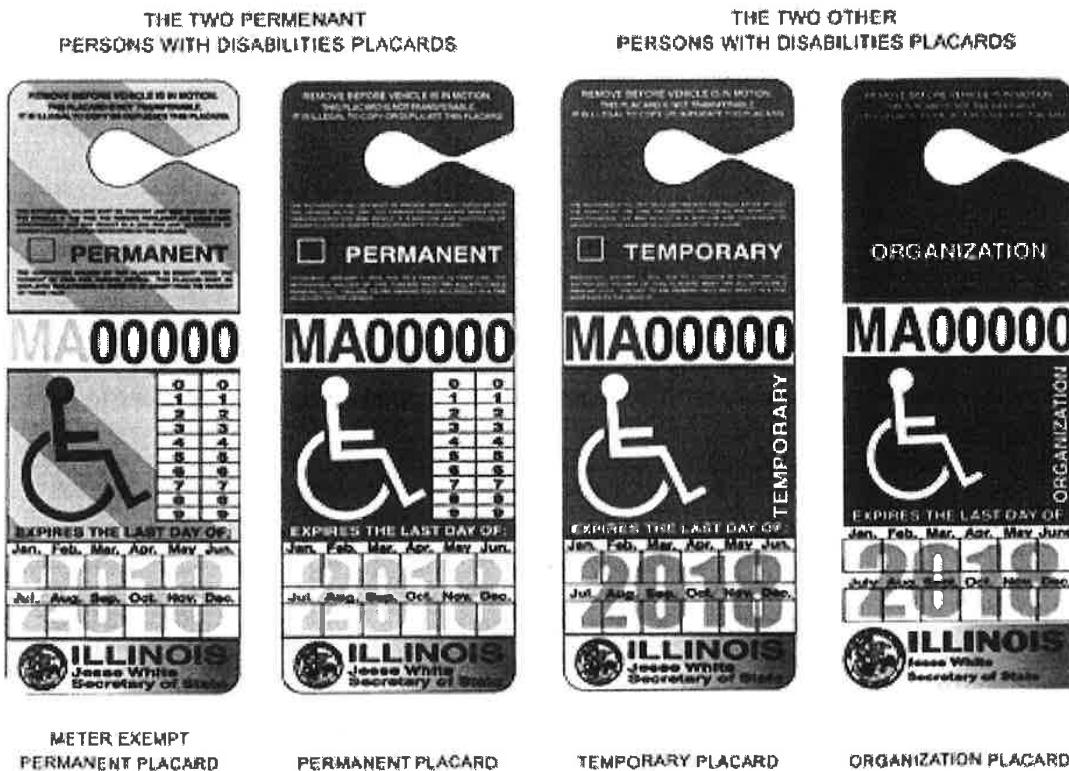
2. Permanent Placards (blue):
 - a. are issued to persons with permanent disabilities and allow authorized holders to park in spaces for persons with disabilities, such as a mall, grocery, retail store, etc.
 - b. **DO NOT** exempt authorized holders from payment of parking meter fees and time limitations at parking meters.

NOTE: An old blue placard can still be used to park in reserved disabled parking spaces until the expiration date printed on the placard.

3. Temporary Placards (red):
 - a. are issued to persons with a temporary disability and are valid for the length of time indicated by the certifying physician, not to exceed six months if issued by the Secretary of State or up to 90 days if issued by a local municipality.
 - b. **DO NOT** exempt authorized holders from the payment of parking meter fees and time limitations at parking meters.

4. Organization Placards (green):
 - a. are issued to organizations that transport persons with disabilities free of charge and allow the authorized agent to park in spaces reserved for persons with disabilities when transporting such persons. These expire on 30 April 2018.
 - b. **DO NOT** exempt the authorized agent from the payment of parking meter fees and time limitations at parking meters.

5. The State of Illinois no longer exempts meter payment for disability placards issued by another state. However, disability placards issued by other states will be valid to allow parking in designated disability parking spaces in public or private parking areas.
6. Examples:



VI. KEY DISABILITY PARKING ORDINANCES

- A. MCC Chapter 9-64-050(j). Park in a Disabled Parking Zone on street, public lot or private lot.
- B. MCC Chapter 9-64-190(a). Unlawful to park in a metered zone, Non-Central Business District, without paying the designated amount.
- C. MCC Chapter 9-65-190(b) Unlawful to park in a metered zone, Central Business District, without paying the designated amount.
- D. 625 ILCS 5/11-1301.1 Disabled Parking Privileges/Exemptions

EXCEPTION: Such vehicle shall be subject to the laws which prohibit parking in "no stopping" and "no standing" zones in front of or near fire hydrants, driveways, public building entrances and exits, bus stops and loading areas, and is prohibited from parking where the motor vehicle constitutes a traffic hazard, whereby such motor vehicle shall be moved at the instruction and request of a law enforcement officer to a location designated by the officer.

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

Authenticated by: KC

John J Escalante
Interim Superintendent of Police

T15-208 SDR

PHONE BOOK ENTRIES:

1. Mayor's Office for People with Disabilities

City Hall, 121 North LaSalle, Room 104
312-744-7050

Original

Chicago Police Department		Special Order S02-01-01	
PEOPLE WITH DISABILITIES			
ISSUE DATE:	20 December 2013	EFFECTIVE DATE:	01 January 2014
RESCINDS:	21 April 2011 Version		
INDEX CATEGORY:	Human Rights and Community Partnerships		

I. PURPOSE

This directive:

- A. defines terminology related to persons with disabilities. ✓
- B. describes the Americans with Disabilities Act of 1990. ✓
- C. describes the Mayor's Office for People with Disabilities. ✓
- D. describes specific Department procedures for persons with disabilities. ✓
- E. cites the provisions of Chapter 720, Illinois Compiled Statutes (ILCS), relative to people with disabilities as victims of crimes.
- F. identifies and describes parking privileges and exemptions authorized by the Illinois Secretary of State's office, which, as of 01 January 2014, includes one meter exempt placard and three meter paying placards for disability parking: ✓
 - 1. Meter-Exempt Permanent Placards (yellow-and-gray-striped).
 - 2. The following listed placards require meter payment:
 - a. Permanent Placards (blue).
 - b. Temporary Placards (red).
 - c. Organization Placards (green).

II. AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

On 26 January 1992, the ADA required all public services provided by state and local governments to be accessible to persons with disabilities. The purpose of the ADA is to:

- A. eliminate discrimination against individuals with disabilities.
- B. provide clear, strong, consistent and enforceable standards.
- C. ensure that the Federal Government will enforce the standards established.
- D. invoke congressional authority, enforce the fourteenth amendment and regulate commerce.

III. MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES (MOPD)

- A. The MOPD promotes total access, full participation, and equal opportunity for people with disabilities of all ages in all aspects of life. The office promotes an understanding of the issues of concern to people with disabilities and assists both individuals and organizations in working to comply with a variety of laws and regulations relating to disability, including the Americans with Disabilities Act of 1990.

The MOPD serves people with disabilities, city/government agencies, disability-related agencies/organizations, and the private sector. Services and programs include:

- 1. Disability Resources - provides information about and referrals to various services and programs.

2. Employment Services – counseling and training for job seekers; consultation and technical assistance to employers; outreach and education.
3. Training – independent living skills, awareness, etiquette, and teletypewriter training.
4. Accessibility Compliance – site surveys, technical assistance, consultation and information about accessibility laws.
5. Public Information and Education – awareness, workshops, seminars, publications, and community outreach.
6. Youth Programs – substance abuse/AIDS prevention for the Deaf and Hard of Hearing, mentoring, and programs for students with disabilities.

B. The Mayor's Office for People with Disabilities staff are available Monday through Friday from 0830 until 1630 hours, or evenings and weekends through the Non-Emergency City Service Request Telephone Number, twenty-four (24) hours a day, seven (7) days a week. ~~312-957-4867~~

IV. SPECIFIC DEPARTMENT PROCEDURES IN ACCOMMODATING PEOPLE WITH DISABILITIES

A. Access to Department Facilities and Services by the General Public

312-744-7050
TTY 312-744-4864.

1. Department members will:
 - a. make reasonable modifications in procedures to accommodate people with disabilities when a Department facility is not accessible due to physical barriers (e.g., steps, doorways, etc.).
 - b. utilize an alternative method to provide the requested service (e.g., speaking with/interviewing the person outside of the Department facility).
 - c. permit entrance through an alternate area of the facility and provide the requested service.
2. When there is no designated "Handicapped Parking" provided, a person with disabilities will be permitted to park:
 - a. in close proximity to the Department facility, or
 - b. in parking areas designated "Department Vehicles Only."

B. Arrestees with Disabilities

1. Department members will exercise care when transporting an arrestee who requires the assistance of an ambulatory device (e.g., crutch, cane, walker, wheelchair, etc.). Members will not lift or remove a person from a wheelchair unless that person has requested assistance. Members will not lift a wheelchair off the ground by hand while it is occupied, except in incidents where life threatening circumstances exist.
2. The fact that an arrestee is physically disabled does not in itself preclude the use of a restraining device (e.g., handcuffs, restraining straps, stretcher, etc.). However, handcuffing an arrestee to a wheelchair is prohibited.
3. Guidance in transporting a person who uses a wheelchair is available through the Office of Emergency Management and Communications (OEMC) or Crime Prevention and Information Center (CPIC).
4. The Deaf and Hard of Hearing communicate with hand gestures and by writing. Under controlled conditions and when safe to do so, arrestees that are deaf or hard of hearing should be restrained in a manner that allows for communication without jeopardizing the safety of Department members, the arrestee, or others.

5. When an arrestee is accompanied by a service animal, the service animal will be allowed to remain with the arrestee throughout the arrest process.

NOTE: Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

(C)

C. Teletypewriters (TTYs) are telecommunication devices which enable people who are deaf, hard of hearing, or have speech impairments to communicate with others. Persons who have TTYS may obtain: emergency services from OEMC on a seven (7) day, twenty-four (24) hour a day basis by calling 9-1-1 for voice or TTY. (The OEMC dispatcher has the capability to switch from voice to TTY communications at each console.)

D. Department Publications

Public notices, pamphlets and newsletters prepared by the Department will:

1. be available in taped text, Braille, and large-print formats, and
2. contain a statement affirming the Department's policy to observe the laws that guarantee the rights of people with disabilities to equal access.

E. Sign Language / Limited English Proficiency Interpreters

1. Sign language interpreters are trained to communicate with people who are deaf, hard of hearing, or have speech impairments
2. Sign language interpreter services:
 - a. are available to Department members in order to communicate with people who are deaf, hard of hearing, or have speech impairments by contacting the Crime Prevention and Information Center (CPIC).
 - b. are available for all Department-sponsored events which are open to the public (e.g., workshops, seminars, community meetings) and must be provided when such services are required.
3. Department members who require an oral interpreter to communicate with a person with limited English proficiency will follow the guidelines outlined in the Department directive entitled Limited English Proficiency.

(D)

F. Interrogation of a Person Who is Deaf, Hard of Hearing, or has a Speech Impairment

1. When a person who is deaf, hard of hearing, or has speech impairments is arrested, a sworn member will:
 - a. contact CPIC and request the services of a sign language or oral interpreter.
 - b. delay the interrogation, pending the arrival of an interpreter.
2. A sworn member will:
 - a. meet with the interpreter before the interrogation process begins to familiarize him with questions that may be asked of the accused.
 - b. present a copy of Required Warnings To Be Given Prior To Interrogation (CPD-11.480) to the arrestee. ACM/mtmud
 - c. inform the arrestee that the requested interpreter is provided without cost to the arrestee.
 - d. speak clearly to the arrestee in a normal tone and avoid rushing the interrogation in a manner which will not identify all of the details of the incident being investigated.

- e. inform the interpreter to maintain all interpreted and assignment related information confidential, and that they will not be permitted to counsel, advise or include their personal opinion while interpreting for an arrestee.
3. Sign language and oral interpreters will be positioned within sight of the deaf, hard of hearing and/or speech impaired person. The interpreter's translation will follow closely after the words of the sworn member conducting the interrogation.
4. Family members and friends will normally not be permitted to interpret on behalf of an accused that is deaf, hard of hearing, or has speech impairments during the interrogation.

NOTE: Department members will not unreasonably endanger themselves or another person to conform to this restriction if circumstances exist that might pose an immediate threat or safety concern. Department members will be required to justify any actions taken when using a family member or friend to interpret.

V. RELEVANT STATUTES

The following sections of the Illinois Compiled Statutes have specific provisions applicable to the victim of an offense who is a person with a disability:

- A. Aggravated assault - (Chapter 720 ILCS 5/12-2)
- B. Aggravated battery - (Chapter 720 ILCS 5/12-3.05)
- C. Aggravated criminal sexual assault - (Chapter 720 ILCS 5/11-1.30)
- D. Criminal sexual abuse - (Chapter 720 ILCS 5/11-1.50)
- E. Aggravated criminal sexual abuse - (Chapter 720 ILCS 5/11-1.60)
- F. Financial exploitation of an elderly person or a person with a disability (Chapter 720 ILCS 5/17-56)

VI. DISABILITY PARKING PLACARDS

A. General Information

The Illinois Secretary of State's Office issues disability parking placards to people with disabilities or to not-for-profit organizations' vehicles that transport people with disabilities. The four types of disability parking placards are:

1. Meter-Exempt Permanent Placards (yellow-and-gray-striped):
 - a. are issued to persons with permanent disabilities who have significant impairments that cause difficulty in accessing a parking meter.
 - b. allows the authorized holder to park in spaces reserved for persons with disabilities, such as at a mall, grocery, retail store, etc.
 - c. EXEMPTS the authorized holder from the payment of parking meter fees and time limitations, except at meters or signs with time limitations of 30 minutes or less.
 - d. must be displayed in clear view, hanging from a rear-view mirror or on the dashboard.

NOTE: All vehicles, including those with Persons with Disabilities or Disabled Veteran license plates, must display the Meter-Exempt Placard to qualify.

2. Permanent Placards (blue):

- a. are issued to persons with permanent disabilities and allow authorized holders to park in spaces for persons with disabilities, such as a mall, grocery, retail store, etc.

b. DO NOT exempt authorized holders from payment of parking meter fees and time limitations at parking meters.

NOTE: An old blue placard can still be used to park in reserved disabled parking spaces until the expiration date printed on the placard.

3. Temporary Placards (red):

a. are issued to persons with a temporary disability and are valid for the length of time indicated by the certifying physician, not to exceed six months if issued by the Secretary of State or up to 90 days if issued by a local municipality.
b. DO NOT exempt the holder from the payment of parking meter fees and time limitations at parking meters.

4. Organization Placards (green):

a. are issued to organizations that transport persons with disabilities free of charge and expires on 30 April 2018.
b. allow the authorized agent for the organization to park in spaces reserved for persons with disabilities when transporting persons with disabilities, and DO NOT exempt the agent from the payment of parking meter fees and time limitations at parking meters.

5. Examples:

THE TWO PERMANENT
PERSONS WITH DISABILITIES PLACARDS



METER EXEMPT
PERMANENT PLACARD



PERMANENT PLACARD

THE TWO OTHER
PERSONS WITH DISABILITIES PLACARDS



TEMPORARY PLACARD



ORGANIZATION PLACARD

B. The State of Illinois no longer exempts meter payment for disability placards issued by another state. However, disability placards issued by other states will be valid to allow parking in designated disability parking spaces in public or private parking areas.

VII. DISABILITY PARKING STATUTES AND ORDINANCES

- A. Parking Privileges/Exemptions (625 ILCS 5/11-1301.1)
- B. Parking Regulations (Municipal Code of Chicago, Section 9-64-010 (c))
- C. Parking restrictions - Parking for persons with disabilities (Municipal Code of Chicago, Section 9-64-050).
 - 1. A person with a disability parking decal issued by the Department of Revenue for on-street parking in a restricted space is the exclusive user of said specific disability parking space, pursuant to section 9-64-050(h) of the MCC. Any person parked in a restricted space without the proper permit number is in violation of Section 9-64-050(j) and can be cited.
 - 2. Relevant sections of the ordinance: Subsection (h), Subsection (j), and Subsection (k).

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

Authenticated by: JKH

Garry F. McCarthy
Superintendent of Police

13-135 PMD

PHONE BOOK ENTRIES:

- 1. **Mayor's Office for People with Disabilities**
City Hall, 121 North LaSalle, Room 104
312-744-7050
- 2. **Non-Emergency City Service Request**
311

GLOSSARY TERMS:

1. Disability

A physical or mental impairment that substantially limits one or more major life activities. An individual with a disability also includes someone who has a "record of" such an impairment and someone who is "regarded as" having such an impairment.

Major Life Activity means:

- A. The process of caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- B. Activities of central importance to daily life including, but not limited to, caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also includes the operation of major bodily functions, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

2. **Physical or Mental Impairments**

Diseases and conditions such as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (symptomatic and asymptomatic), tuberculosis, drug addiction and alcoholism.

3. **Interpreter**

A person who is fluent in English and a second language (including American Sign Language) and has the ability to use the two languages proficiently, accurately, and impartially for the purposes of interpretation and/or translation.

FW: Some tasks updates

Page 1 of 1

FW: Some tasks updates

Kapustianyk, Michael W.

Sent: Thursday, June 23, 2016 4:22 PM

To: Wojtkiewicz, Corey A.; Bylina, John A.; Flores, Cynthia M.; Rogers, Susan D.

Cc: Dumas, Pamela M.; Kranz, Daniel R.

Your stuff listed below is approved to go tomorrow.

Please work with Pam to get them published.

Thanks,

mike

<<<<<<<<<<>>>>>>>>>>>>>>>

Sergeant Michael Kapustianyk
Research and Development Division, Unit 127
Chicago Police Department
312-745-6071 / x-8-4-285
michael.kapustianyk@chicagopolice.org
RandD@chicagopolice.org

From: Kapustianyk, Michael W.

Sent: Thursday, June 23, 2016 2:23 PM

To: Kaup Jr, Edwin J.

Subject: Some tasks updates

Lt.,

Since it is getting late today and I am trying to get the meals policy done, can we plan to issue the following tomorrow:

1. D16-03 Institute for Non-Violence Chicago
2. S08-01-01 Conduct of Complaint Investigations (With associated Affidavit Form)
3. S02-01-01 People with Disabilities

Thanks,

mike

<<<<<<<<<<>>>>>>>>>>>>>

Sergeant Michael Kapustianyk
Research and Development Division, Unit 127
Chicago Police Department
312-745-6071 / x-8-4-285
michael.kapustianyk@chicagopolice.org
RandD@chicagopolice.org

people with disabilities

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people with disabilities

Rogers, Susan D.

Sent: Tuesday, June 21, 2016 9:30 AM

To: Kaup Jr, Edwin J.

Cc: Kapustianyk, Michael W.

Attachments: servicedog4DRAFT.pdf (404 KB)

This was staffed 23 Mar (RD-1600010)

The delay to this was waiting for OLA to clarify the steps the Dept. will take if an arrestee is accompanied by a service animal.

request to publish.

Susan

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84279
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

Untitled Message

Page 1 of 1

Rogers, Susan D.

Sent: Friday, June 03, 2016 8:19 AM
To: Kapustianyk, Michael W.
Attachments: servicedog3DRAFT.pdf (404 KB)

check out the new service dog language.
I had some trouble with the taking the dog out to piddle wording. lol
This has been staffed, as the service dog issues is what was holding it up.
Susan

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84279
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

RE: service dogs

Page 1 of 1

RE: service dogs

Rogers, Susan D.

Sent: Wednesday, June 01, 2016 1:39 PM

To: Brode, Sandra L.

great!! I will add it to the directive..

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84279
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

From: Brode, Sandra L.

Sent: Wednesday, June 01, 2016 12:59 PM

To: Rogers, Susan D.

Subject: service dogs

Susan - Per Ivan Capifali, Deputy Director at CACC, the best # for the supervisor to call is 312-747-1412. it is their main # and is always answered. The suprv. should indicate when they call that they have a service dog that requires transport to a shelter or a pick up for a dog that is prisoner's property (if it has been determined that this dog's behavior does not indicate that it is a legitimate service dog). Sandy

This communication is covered by the Electronic Communications Privacy Act, 18 USC 2510, et seq. and is intended to remain confidential and is subject to applicable attorney/client and/or work product privileges. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and all attachments. Do not deliver, distribute, or copy this message and/or any attachments and if you are not the intended recipient, do not disclose the contents or take any action in reliance upon the information contained in this communication or any attachments.

RE: service dog

Page 1 of 1

RE: service dog

Brode, Sandra L.

Sent: Thursday, April 28, 2016 8:57 AM

To: Rogers, Susan D.

I just need to put everything together - I have all of the information and we have, I think, a plan in place. Let me type up the rough draft and get it to you later today. I need to check with Animal Care & Control to see if they have a special telephone # they would like us to use when calling for transport of a service dog to a shelter - not CACC.

This communication is covered by the Electronic Communications Privacy Act, 18 USC 2510, et seq. and is intended to remain confidential and is subject to applicable attorney/client and/or work product privileges. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and all attachments. Do not deliver, distribute, or copy this message and/or any attachments and if you are not the intended recipient, do not disclose the contents or take any action in reliance upon the information contained in this communication or any attachments.

From: Rogers, Susan D.
Sent: Thursday, April 28, 2016 8:55 AM
To: Brode, Sandra L.
Subject: service dog

Good (chilly) morning!
What is happening with the service dog issue??
I do believe that is the only thing holding up this order. I haven't looked at it in awhile. :/
Susan

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84275
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

service dog

Page 1 of 1

service dog

Rogers, Susan D.

Sent: Thursday, April 28, 2016 8:55 AM

To: Brode, Sandra L.

Good (chilly) morning!

What is happening with the service dog issue??

I do believe that is the only thing holding up this order. I haven't looked at it in awhile. :/

Susan

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84275
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

RE: staffing concerns for Disabilities Order S02-01

Page 1 of 1

RE: staffing concerns for Disabilities Order S02-01

Rogers, Susan D.

Sent: Friday, March 11, 2016 9:25 AM

To: Brode, Sandra L.

I think Safe Humane Chicago sounds like a great possibility if it pans out. Thanks for doing this!
Yes, I agree, we do need a plan in place just in case.
Susan

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84275
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

From: Brode, Sandra L.
Sent: Friday, March 11, 2016 9:22 AM
To: Rogers, Susan D.
Cc: Flores, Robert A.; Kapustianyk, Michael W.; Kaup Jr, Edwin J.
Subject: staffing concerns for Disabilities Order S02-01

I am working on a solution to the issue of a person who is taken into custody who has a Service Animal. I will be meeting with Animal Care & Control as well as Safe Humane Chicago (who has programs, including one for vets) to establish a protocol in the event that a person with a service animal is going to go to County and the offender has no one to take care of the animal. Obviously, it should not stay at animal care & control but they need a plan as well. I will let you know what they suggest.

I know that is only one of the concerns that was generated and has not, to date, been an issue - but it would be advisable to have a plan in our orders just in case the issue comes up.

Sandy

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staffing concerns for Disabilities Order S02-01

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staffing concerns for Disabilities Order S02-01

Brode, Sandra L.

Sent: Friday, March 11, 2016 9:22 AM

To: Rogers, Susan D.

Cc: Flores, Robert A.; Kapustianyk, Michael W.; Kaup Jr, Edwin J.

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service animal concerns from a staffing

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service animal concerns from a staffing

Rogers, Susan D.

Sent: Wednesday, March 09, 2016 10:47 AM

To: Brode, Sandra L.

I recently updated the People with Disabilities Special Order S02-01-01(attached). I staffed it and got a comments concerning the Service Animal.

Being a legal expert and a dog person, I am thinking you may have the answers.

Here are the comments:

(1) CLARIFICATION NEEDS TO BE MADE ON SECTION III, C. "SERVICE ANIMALS WILL REMAIN WITH AN ARRESTEE THROUGHOUT THE ARREST PROCESS." WHAT ABOUT INCARCERATION OF AN ARRESTEE? WHAT HAPPENS TO THE ANIMAL THEN?

(2) RE: SERVICES ANIMALS. ARE GUIDELINES FORTHCOMING ON: HOW TO DETERMINE WHAT IS A LEGITIMATE SERVICE ANIMAL? HOW THE SERVICE ANIMAL IS ACCOMMODATED DURING THE ARREST/BOOKING PROCESS (ACCOMPANY ARRESTEE TO CELL? EXERCISED/FED ETC. TRANSPORTED TO COURT? WILL COOK COUNTY ACCEPT?)

(3) ITEM III-C DISCUSSES AN ARRESTEE'S NEED FOR A SERVICE ANIMAL DURING THE ARREST PROCESS. NO GUIDANCE IS PROVIDED FOR INSTANCES WHEN THE ANIMAL IS NOT CONTROLLED EVEN WITH HARNESSSES OR LEASHES OR WHEN THE ARRESTEE IS NOT CAPABLE OF CONTROLLING THE ANIMAL.

Susan

P.O Susan Rogers
Chicago Police Department
Research & Development Division
Unit 127
312-745-6071 ext. 84275
pax 0641
fax 312-745-6932
susan.rogers@chicagopolice.org

Re: People with Disabilities

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Re: People with Disabilities

Kaup Jr, Edwin J.

Sent: Tuesday, February 23, 2016 9:50 AM

To: Rogers, Susan D.

Cc: Hickey, James K.; Kapustianyk, Michael W.

It looks fine. Go ahead and staff it, I will approve.

On Feb 23, 2016, at 9:40 AM, Rogers, Susan D. <Susan.Rogers@chicagopolice.org> wrote:

I always thought the Handicap Placards were hiding in this order. Also many of the procedures of obtaining a sign language interpreter were on the Limited English Proficiency directive not on this one.

I wanted to add what the officer needs to do and then organizing these categories so the officer can find it quickly.

So--

I added a few extra sources the officer could provide to citizens, such as Illinois Disability Rights Bureau and Easy Access Chicago.

I added procedures for officers who require the services of a sign language interpreter. They are now on both directives.

Lastly, I reorganized the "Department Procedures in Accommodating People with Disabilities" so officers could access that section immediately.

A pictorial example of the Handicap Parking Placards and their explanations will also be included on the Vehicle Code Violations list (T12-121) that Kevin Sheetz is currently working on.

request to publish

Susan

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<disabilities3draft.pdf>

People with Disabilities

Rogers, Susan D.

Sent: Tuesday, February 23, 2016 9:39 AM
To: Hickey, James K.; Kaup Jr, Edwin J.; Kapustianyk, Michael W.
Attachments: disabilities3draft.pdf (394 KB)

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RE: any Dept sign language interpreters?

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RE: any Dept sign language interpreters?

Rogers, Susan D.

Sent: Friday, December 11, 2015 1:37 PM

To: Dowd, Donna M.

Okay,,thanks,,, You respond so much quicker than anyone I email... Thank you!

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From: Dowd, Donna M.

Sent: Friday, December 11, 2015 1:36 PM

To: Rogers, Susan D.

Subject: RE: any Dept sign language interpreters?

I have no idea about sign language interpreters. We don't handle that. The only thing we have is the phone number for the Language Line Solutions. CPIC maintains all those lists.

Donna

Lt. Donna Dowd
Alternate Response Section
Chicago Police Department
312.746.9700
pax 4030

From: Rogers, Susan D.

Sent: Friday, December 11, 2015 1:31 PM

To: Dowd, Donna M.

Subject: any Dept sign language interpreters?

hello! do we have Department-authorized Sign Language interpreters?

I would like to have the Limited English Proficiency order steps match the steps in the People with Disabilities order. The People with Disabilities order has members calling CPIC when dealing with a person who is deaf, hard of hearing or has a speech impairment...

I think contacting the zone first for help would be quicker than contacting CPIC.

thoughts??

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