

University of Chicago Police Department

PROCEDURAL ORDER

		Effective Date: November 5, 2013	Number: PO 601-02
Subject: Procedures for Obtaining Warrants			
References:			
Reevaluation Date Annually			No. Pages: 3
Amends: 19 AUG 2013 Version (O.D.P.)		Rescinds:	
Approved By: Marlon C. Lynch, Associate Vice President & Chief of Police		Signature: Official Signed document on file in Accreditation Office	

I. PURPOSE

The purpose of this order is to provide procedures for obtaining arrest warrants.

II. ARREST WARRANT PROCEDURES

- A. Arrest warrants can be pursued by a detective once he or she has named a suspect from the investigation and/or positive identification by the victim(s)/witness(es).
- B. All methods used to identify the suspect(s) (i.e. photo-line-up) must be documented in detail in the detective's supplemental reports.
- C. A key factor in obtaining an arrest warrant is determining the suspect's whereabouts. All known addresses, worksites, phone numbers, associates, and hangouts should be checked. This may include contacting the Social Security Administration, Public Aid Department, Illinois Department of Corrections, Cook County Sherriff's Office, and the Medical Examiner's Office. All efforts to locate the suspect(s) must be documented in the supplemental report prior to seeking an arrest warrant.
- D. **Obtaining the Arrest Warrant:**
 1. Consult the Cook County State's Attorney's Office for advice and clarification of the charge classification for the arrest warrant.
 2. Determine the type of arrest warrant being sought: Misdemeanor or Felony.

3. Prepare an arrest warrant packet containing copies of all general offense reports, supplemental reports, evidence inventory reports, signed criminal complaints, offender photograph(s), and any other reports, documentation, and evidence that supports an arrest warrant.
4. The availability of victim(s) and witness(es) is a critical factor. Assistant State's Attorneys (ASAs) require you to have current (and confirmed) contact information for all persons relevant to the crime. Reports must include all victim(s)/witness(es) names, sex, race, DOB, SSN, home/work addresses/phone numbers, and driver license numbers.
5. Review of the case by the ASA can be completed by phone/fax, however with Felony arrest warrants the detective may be required to appear in person and present the case to an ASA for Felony Review.
6. Upon review of the case in its entirety, the ASA will issue an Approval or a Rejection. If a felony arrest warrant is rejected, consider downgrading the charges to a misdemeanor and pursuing a misdemeanor arrest warrant (i.e. Robbery/Felony becomes Theft/Battery/Misdemeanor, or a Class 4 Felony is charged as Attempted making it a Misdemeanor).
7. Upon approval of an arrest warrant, note the time, date, and approving ASA in the supplemental report.
8. Obtain a blank Arrest Warrant Complaint (CCCR-0656) from the ASA and complete as follows:
 - a. Check the box "Violation".
 - b. Check the box "Arrest".
 - c. "We command you to arrest" (fill in First, MI, Last Name of offender).
 - d. "For the offense of" (fill in Charge and ILCS Statute).
 - e. "Stated in a charge(s) now pending before this court and that you bring him/her instantler before The Circuit Court of Cook County at" (fill in Court Branch and Address).
 - f. Take the completed arrest warrant to the Court Branch for a judge's signature:
 - 1) Take the arrest warrant to the Court Sergeants Office and obtain a Court Complaint Transmittal Listing (CCTL) (CPD-11.551).

- 2) The clerk will give you a carbon copy CCTL form to take to the Warrant Officer.
- 3) The Warrant Officer will need a copy of the arrest warrant and the misdemeanor/felony complaints. The Warrant Officer will assist you with completion of the (CCTL).
- 4) The Warrant Officer may assist in obtaining the judge's signature, however it is the responsibility of the detective to do so.
- 5) If the detective must obtain the judge's signature, wait until there is a recess and locate the misdemeanor/felony judge depending on the classification of the crime. The arrest warrant needs to be signed by the judge who will also issue the bond.
- 6) Take the completed arrest warrant and CCTL back to the Warrant Officer to be entered into LEADS. He will keep the original arrest warrant and complaint.
- 7) The Detective will document the following in their case notes:
 - a) Name of Judge
 - b) Docket Number
 - c) Court Branch
 - d) Type of Warrant
 - e) Amount of Bail
 - f) Giving Records the CCTL