

University of Chicago Police Department

PROCEDURAL ORDER

		Effective Date: August 14, 2013	Number: PO 515-01
Subject: Mittimus Procedures			
References:			
Reevaluation Date Annually			No. Pages: 2
Amends:		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 a Mittimus (written command to keep a prisoner until he/she can be transferred to jail) from the court.

II. MITTIMUS PROCEDURES

- A. Complete all of the paperwork relative to the arrest (Case report, Arrest report, complaints, etc.).
- B. Contact Chicago Police Department (CPD) to advise them of the need for a mittimus. Go to CPD District 2 or 3 Headquarters to pick up a Transmittal for Mittimus form and leave all of your paperwork there with the desk.
- C. A University of Chicago Police Department (UCPD) supervisor will assign an Evidence Technician (ET) to come to the hospital to photograph and print the prisoner. Alternatively, a CPD ET can be utilized if necessary.
- D. Take the prints to I-Dent at CPD Headquarters (35th & Michigan). If CPD does the ET job, then they should forward the prints to I-Dent directly.
- E. Once I-Dent has cleared the prints, they will fax all of the offender information to the district. Make arrangements with CPD to be contacted when the results are received.
- F. Upon being contacted by CPD, return to the district and retrieve all of the paperwork with the transmittal.

- G. Take all of the documents to 26th & California, 1st floor court sergeant room #100. A CPD Sergeant will review the paperwork and assign a court room and time. The UCPD officer must be at court prior to 09:30hrs to be scheduled.
- H. At the court appearance, the UCPD officer will testify before a judge for the mittimus. The approving judge sets the bond and the clerk will issue a prisoner transfer form and explain the next steps in the process.
- I. If the prisoner can be moved, get a discharge from the hospital and transport the prisoner with all of the paperwork to Division 6 lock up at 26th & California. The prisoner is then turned over to the Cook County Sheriff's Police.
- J. If the prisoner cannot be moved at the time, a UCPD sworn supervisor will make arrangements with the Cook County Sheriff's Office to assign an officer to come to the hospital and provide security for the prisoner until he/she can be moved. The UCPD officer will provide security for the prisoner at the hospital until Cook County Sheriff's Police arrive.