

**University of Chicago Police Department
PROCEDURAL ORDER**

		Effective Date: February 19, 2013	Number: PO 601-01
Subject: Attorney Visitation Procedure			
References:			
Reevaluation Date			No. Pages: 2
Amends:			Rescinds:
Approved By: Marlon C. Lynch, Associate Vice President & Chief of Police		Signature: Signed Original on file in Accreditation Office	

I. PURPOSE

The purpose of this procedural order is to provide guidelines for visitation of attorneys to detainees in custody.

II. PROCEDURE

When an attorney presents themselves at UCPD or CPD District to speak to a UCPD detainee, the following shall be completed:

- A. Immediately notify the UCPD Shift Supervisor.
- B. Inspect and verify the Attorney Registration and Disciplinary Commission (ARDC) license and expiration date.
- C. Photocopy the Attorney's ARDC license and Illinois DL or State ID.
- D. Complete the UCPD Attorney Visitation Form. Separate forms will be completed for each detainee.
- E. Notify the CPD Shift Supervisor or designee, if at CPD District.
- F. Allow a reasonable amount of time for visitation.
- G. Ensure the safety of the visitation area, without violating the privacy of the detainee.
- H. After the visitation (if at UCPD), search the visitation area for weapons and

contraband.

- I. Document the visitation in the incident case report.
- J. The Attorney Visitation Form and photocopy of ID will be turned in with the incident case report and maintained by the Records Section.
- K. Attorney Visitation Forms and ID info will not be disseminated externally without a subpoena or court order.

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