

University of Chicago Police Department

GENERAL ORDER

		Effective Date: July 18, 2019	Number: GO 715
Subject: Warrant Procedures			
References: CALEA: 1.2.5, 74.1.1, 74.1.2, 74.1.3, 74.3.1			
Reevaluation Date: Annually			No. Pages: 6
Amends:		Rescinds:	
Approved By: Kenton W. Rainey, Chief of Police		Signature: Signed Original on file in Accreditation Office	

715.1 PURPOSE

The purpose of this order is to ensure access to criminal warrants, ensure proper recording of all legal process, and maintenance of records of service of legal process.

715.2 LEGAL PROCESS RECORDS

Each item of criminal legal process is recorded as it comes from the court to the Department, to include the following:

- A. Date and time received.
- B. Type of legal process (civil or criminal). Statute prohibits UCPD service of civil process, 110 ILCS 1020/1.
- C. Nature of document.
- D. Source of document.
- E. Name of complainant/plaintiff or name of defendant/respondent.
- F. Officer assigned for service.
- G. Date of assignment.
- H. Court docket number.
- I. Date service due (if any).

715.3 RECORD OF LEGAL PROCESS SERVED/ ATTEMPTED SERVICE

A record on the execution or attempted service of legal process documents is maintained, and includes the following:

- A. Date and time service was executed/attempted.
- B. Name of officer(s) executing/attempting service.
- C. Name of person on whom legal process was served/executed.
- D. Method of service/reason for non-service.
- E. Address of service/attempt.

715.4 WARRANT PROCEDURES

The Emergency Communications Center (ECC) Manager shall be responsible for the accurate and up-to-date maintenance of the Department's warrant file, including entry and cancellation of warrants, maintenance of the warrant files in accordance with LEADS and NCIC rules, and the highest reasonable degree of accuracy to ensure every warrant entry is based on a valid warrant on file in the ECC

- A. The Department participates in the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC), which have computerized Wanted Persons Files. These Wanted Persons Files contain personal descriptors and identifiers for persons who are being sought by law enforcement. Criteria for entry in the LEADS Wanted Persons File include:
 - 1. An individual (including a juvenile) for whom a felony or misdemeanor warrant is outstanding.
- B. Procedures for recording information in Department files:
 - 1. Upon receipt of an arrest warrant, a warrant jacket will be completed. The information on the jacket will include, but not be limited to:
 - a. Date and time received.
 - b. Type of warrant.
 - c. Name of defendant.
 - 2. All attempts at service/notification (e.g., phone call, letter, attempted service) will be documented on the warrant jacket, with the date and time.
- C. The LEADS Reference Manual guidelines will be followed when verifying wanted persons information.
- D. The LEADS Reference Manual guidelines will be followed when canceling wanted person entries.

- E. A Master Name Warrant File is maintained.
- F. The ECC Manager, or their designee, will perform a monthly verification of designated warrants as mandated by the LEADS Rules and Regulations.
- G. A record system shall be maintained for criminal warrants which permits 24-hour access by any officer or dispatcher by in-house computer and/or manual look-up.

715.5 ARREST WARRANTS/CRIMINAL PROCESS

- A. The ECC will maintain an accurate record of persons wanted on warrants and persons who have been arrested on warrants. The following procedures will be followed when handling warrants:
 - 1. All new warrants (and their associated complaints) will be turned in to an ECC dispatcher or supervisor.
 - 2. ECC dispatchers and supervisors will be responsible for receiving the warrant and entering the warrant into LEADS. A warrant jacket will be completed and attached to the warrant.
 - 3. If the warrant concerns an original complaint, a copy of the complaint will be attached to the warrant. If the warrant is for failure to appear, a copy of the original complaint or citation will be attached to the warrant. This is the responsibility of ECC dispatcher or supervisor.
 - 4. After the warrant has been entered into LEADS, the LEADS number will be written on the warrant jacket. The warrant will remain filed in the warrant file in alphabetical order.
 - 5. Within 24 hours of entry, all warrants will be checked for quality assurance by a second party (different ECC employee than the entering employee). The second party quality check will include content of the LEADS entry in comparison to the supporting documentation.
- B. An arrest report will be completed for all persons arrested.
 - 1. The arrest report will be filed under the original report number assigned to the case.
 - 2. If an arrested person is wanted on a UCPD warrant, plus warrants from other jurisdictions, the arrest report will be filed under the original UCPD report number assigned to the case, and an additional UCR classification of 7810, Other Offense- UCPD Warrant Arrest, will be placed on the arrest report in the charge section.

3. If a person is arrested on UCPD warrants from two or more separate incidents, the arrest report will be filed under the most recent report number and in the charge section of the arrest report an additional classification of 7810, Other Offense- UCPD Warrant Arrest, plus the other incident report number(s) should be listed. Supplemental reports should be filed under each additional incident report number with a classification of 7810, Other Offense- UCPD Warrant Arrest, with pertinent information listed giving reference to the Incident report number under which the arrest report is filed.
- C. When serving warrants, the following guidelines shall be used:
1. A UCPD warrant arrest within Cook County (on a UCPD warrant):
 - a. The subject shall be placed under arrest and transported to the appropriate Chicago PD District headquarters for full processing, or the police department having jurisdiction over the location of arrest if outside the City of Chicago. An arrest report shall be completed.
 - b. The original copy of the UCPD warrant and the complaint, if applicable, shall be delivered with the arrestee.
 - c. If the arrestee cannot post bond, a transport to Cook County Bond Court may be required.
 2. A UCPD warrant arrest within Illinois, but outside of Cook County (UCPD warrant).
 - a. The subject shall be placed under arrest (if within geographical limits of the warrant) and transported to the police department having jurisdiction over the location of arrest.
 - b. At that police department:
 - 1) The subject will be booked.
 - 2) The arresting officer will complete UCPD arrest reports.
 - 3) The warrant will be canceled from LEADS, by an ECC dispatcher or supervisor.
 - 4) If the subject can post bond, a court date will be set. The subject will be served appropriate paperwork and released.
 - 5) If the subject cannot post bond, transportation will be arranged for appropriate disposition (Bond Court).

- c. The bonding/extradition procedures for a person, arrested in a county other than the county in which the arrest warrant was issued, shall be governed by the provisions of Illinois Statute 725 ILCS 5/109-2.
- 3. Warrant arrest **by another agency within Cook County** (UCPD warrant):
 - a. The subject shall be given the opportunity to post bond at the arresting agency. If the subject can post bond, the arresting agency shall accept the bond. A court date shall be given to the arresting agency, along with the court location. The bail bond number and arresting officer's name shall be obtained. A supplemental report shall then be completed and the warrant removed from LEADS.
 - b. If the subject is unable to post bond, UCPD officers shall respond to the arresting agency and take custody of the subject.
 - 1) If the warrant involves an original complaint and warrant the subject will be transported to the UCPD Temporary Detention Area and initially processed (see GO 515). The subject shall then be transported to the Chicago PD 2nd or 3rd District headquarters for full processing.
 - 2) If the warrant is for failure to appear, the subject can be transported directly to Bond Court. An arrest report shall be completed.
 - c. The warrant will then be canceled from LEADS. The time, date and warrant clerk initials of the person canceling the LEADS number shall be noted in the proper space on the warrant jacket.
- 4. Warrant arrest outside Cook County, **by another agency** (UCPD warrant):
 - a. If there are "court issued" geographical limits and the arrest takes place within those limits, the arrestee shall be handled as in #3.a above. **Arrests made outside the limitations set by the court are not valid and will not be accepted by this Department.**
 - b. If there are no "court issued" geographical limits on the warrant, the warrant is serviceable anywhere in the State, and the arrestee shall be handled as in #3.a above.
 - c. If the arrestee is unable to post bond:
 - 1) The procedures for a person, arrested in a county other than the county in which the arrest warrant was issued, shall be

governed by the provisions of Illinois Statute 725 ILCS 5/109-2. If the arrestee cannot post bond, the arrestee will be asked if they waive the right to be taken before a judge in the county in which they were arrested. If this right is waived, UCPD will respond to transport the arrestee as in #3.b above. If this right is not waived, the arresting agency should transport to the local county judge.

- 2) In certain situations, a supervisor may exercise discretion when it appears necessary to send Department personnel a great distance for a relatively minor offense. Time and personnel constraints must be considered. However, if the arrestee cannot post the required bond amount, and they waive seeing a local judge, UCPD is obligated to respond and take custody of the individual(s) unless other suitable arrangements can be made.

D. UCPD arrests on warrants from other agencies (non-UCPD warrants).
When arresting subjects on warrants from other agencies, the following guidelines shall be followed:

1. When a UCPD officer learns there is an active warrant from another agency, the originating agency shall be contacted prior to making an arrest to confirm the warrant is still active and the subject is within the geographical limits of the warrant. Upon confirmation, the subject shall be placed under arrest and transported for processing, and bonding.
2. The subject can be transported directly to the Chicago PD 2nd or 3rd District headquarters for full processing. An arrest report reflecting the warrant service shall be completed, utilizing a classification of 2892, Other Offense- Outside Warrant Arrest.

715.6 RESPONSIBILITY FOR CARE OF MINOR CHILDREN

Pursuant to Illinois Statute 725 ILCS 5/109-1.1:

- A. Whenever an officer arrests a person, the officer shall question the arrestee as to whether they have any children under the age of 18 living with them, who may be neglected as a result of the arrest or otherwise.
- B. The officer shall assist the arrestee in the placement of the child with a relative or other responsible person designated by the arrestee.
- C. If the officer has reasonable cause to believe that the child may be a neglected child, as defined in the Neglected Children Offense Act, 720 ILCS 130/1, it shall be reported immediately to the Department of Children and Family Services.