



PERSONS ON UNAUTHORIZED ABSENCE (UA) FROM A STATE-OPERATED MENTAL HEALTH CENTER



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I. PURPOSE

This directive establishes procedures for the return of an adult who has been designated by an Illinois Department of Human Services (IDHS) state-operated mental health center as being an inpatient on unauthorized absence from the facility. An individual who is an inpatient on unauthorized absence from a state-operated mental health center will be returned to the nearest IDHS state-operated mental health center identified in the Department directive titled "**Approved Medical Facilities**."

II. PERTINENT STATUTE

Unauthorized Absence (UA) - [405 ILCS 5/5-101](#)

III. RECORD SERVICES DIVISION, FIELD SERVICES SECTION, RESPONSIBILITIES

A. When an individual who is an inpatient on unauthorized absence from a state-operated mental health center may be found in the City of Chicago, an IDHS state-operated mental health center may notify the Record Services Division, Field Services Section, at 312-745-6921. The Field Services Section, upon receipt of the notification, will:

1. input the information into the Hot Desk System.
2. delete the information from the Hot Desk System after six months if no additional information is received.

B. When an individual who is identified as an inpatient on unauthorized absence from a state-operated mental health center has been returned to the facility or is no longer wanted for return to the facility, the Record Services Division, Field Services Section, will upon receipt of notification from the state-operated mental health center, delete the information from the Hot Desk System.

IV. ADULT ARRESTEES IDENTIFIED AS AN INPATIENT ON UNAUTHORIZED ABSENCE FROM A STATE-OPERATED MENTAL HEALTH CENTER

A. When an adult arrestee is identified as an inpatient on unauthorized absence from a state-operated mental health center and is in Department custody for a criminal offense he or she will be processed in accordance with the Department directive titled "**Processing Persons Under Department Control**."

B. The station supervisor at the district of detention will, upon notification that an individual is an inpatient on unauthorized absence from a state-operated mental health center, ensure that:

1. the appropriate IDHS state-operated mental health center is notified of the status of the individual identified as an inpatient on unauthorized absence.
2. the narrative portion of the Arrest Report (CPD 11.420) has documented "Do Not Release - Arrestee on Unauthorized Absence from an IDHS State-Operated Mental Health Center," along with the name of the center from which the arrestee is absent.
3. if the individual identified as an inpatient on unauthorized absence from a state-operated mental health center is released on bond, such individual is immediately transported via squadrol to the nearest IDHS state-operated mental health center and the facility director, or

an approved designee, is provided with the applicable court information and conditions of bond.

4. if the individual identified as an inpatient on unauthorized absence is to appear before a judge for a bond hearing, the appropriate court sergeant / court officer is informed of the arrestees UA status.

C. Court Section personnel will:

1. inform the City of Chicago Corporation Counsel or the Cook County Assistant States Attorney handling the case of the status of the individual identified as an inpatient on unauthorized absence.
2. arrange for the return of the individual identified as an inpatient on an unauthorized absence to the nearest IDHS state-operated mental health center if such individual is released by the court.

NOTE: Court Section personnel will contact the Office of Emergency Management and Communications (OEMC) and request that a squadrol from the district where the court is located be assigned to transport the individual identified as an inpatient on unauthorized absence to the nearest IDHS state-operated mental health center identified in the Department directive titled "**Approved Medical Facilities**". If a squadrol is unavailable, a request for a Certified CIT Officer will be made.

3. notify the appropriate IDHS state-operated mental health center identified in the Department directive titled Approved Medical Facilities, of the status of the case if the individual identified as an inpatient on unauthorized absence is not released by the court.

V. **ADULTS NOT UNDER ARREST AND IDENTIFIED AS AN INPATIENT ON UNAUTHORIZED ABSENCE FROM A STATE-OPERATED MENTAL HEALTH CENTER.**

- A. When a preliminary investigation conducted by a Department member reveals that a person not in Department custody for a criminal offense may be an inpatient on unauthorized absence from a state-operated mental health center, the Department member will verify via the Hot Desk, Law Enforcement Agency Data Systems (LEADS), National Crime Information Center (NCIC), or the Portable Data Terminal (PDT) for the status of the individual and which IDHS state-operated mental health center hospital reported the absence.
- B. If the name check reveals an individual is an inpatient on unauthorized absence from a state-operated mental health center, the Department member will request a squadrol to transport the adult UA to the **nearest** IDHS state-operated mental health hospital listed in the Department directive titled "**Approved Medical Facilities.**" If the name check reveals a Missing / Found Person Case Report (CPD-11.407):
 1. follow the procedures outlined in the Department directive titled "**Missing / Found Persons.**"
 2. complete a Hospitalization Case Report (CPD-11.406), entering in the narrative the name of the IDHS state-operated mental health center to where the individual was transported.

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

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