



PERSONS SUBJECT TO INVOLUNTARY OR VOLUNTARY ADMISSION NON-ARRESTEES



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RESCINDS:	07 May 2004 version		
INDEX CATEGORY:	Preliminary Investigations		

I. PURPOSE

This directive:

- A. establishes the procedures for the involuntary or voluntary admission of a person not originally in Department custody to a designated mental health intake facility as outlined in the Department directive titled "**Approved Medical Facilities.**"
- B. states the Emergency Admission by Certification provision of the Illinois Compiled Statutes Mental Health and Developmental Disabilities Code ([405 ILCS 5](#)).
- C. satisfies CALEA Law Enforcement Standard Chapter 41.

II. REFERENCES CONCERNING ADULTS SUBJECT TO INVOLUNTARY ADMISSION

- A. Emergency Admission by Certification — [405 ILCS 5/3-600](#)
- B. Persons Subject to Involuntary Admission — [405 ILCS 5/1-119](#)
- C. Involuntary Admission; Petition — [405 ILCS 5/3-601](#)
- D. A peace officer may take a person into custody and transport him or her to a mental health facility when the peace officer has reasonable grounds to believe that the person is subject to involuntary admission on an inpatient basis and in need of immediate hospitalization to protect such person or others from physical harm. Upon arrival at the facility, the peace officer may complete the petition under Section 3-601. If the petition is not completed by the peace officer transporting the person, the transporting officer's name, badge number, and employer shall be included in the petition as a potential witness as provided in Section 3-601 of this chapter.

III. REFERENCES CONCERNING ADMISSION OF MINORS

- A. Admission of Minors — [405 ILCS 5/3-500](#)
- B. Admission of Minor 16 years of age or older — [405 ILCS 5/3-502](#)
- C. Admission on Application of Parent or Guardian — [405 ILCS 5/3-503](#)
- D. Minors; Emergency Admissions — [405 ILCS 5/3-504](#)
- E. A peace officer may take a minor into custody and transport the minor to a mental health facility when the peace officer has reasonable grounds to believe that the minor is eligible for admission under Section 3-503 and is in a condition that immediate hospitalization is necessary in order to protect the minor or others from physical harm. Upon arrival at the facility, the peace officer shall complete an application under Section 3-503 and shall further include a detailed statement of the reason for the assertion that immediate hospitalization is necessary, including a description of any acts or significant threats supporting the assertion, the time and place of the occurrence of those acts or threats, and the names, addresses and telephone numbers of other witnesses of those acts or threats.

IV. REFERENCES CONCERNING PERSONS WITH INTELLECTUAL DISABILITIES

- A. Emergency Admission of Persons with Intellectual Disabilities – [405 ILCS 5/4-400](#)
- B. Emergency Admission; Petition – [405 ILCS 5/4-401](#)

- C. A peace officer may take a person into custody and transport him to a facility when, as a result of his personal observation, the peace officer has reasonable grounds to believe that the person meets the standard for emergency admission. Upon arrival at the facility, the peace officer shall complete a petition for emergency admission.

V. INVOLUNTARY ADMISSION

- A. Department members will take a person into custody and transport that person to a mental health intake facility for involuntary admission when:
1. furnished with a completed and signed "[Petition for Involuntary / Judicial Admission](#)" and "Order for Detention, Examination, Diagnostic Evaluation" issued by the Circuit Court of Cook County; or
 2. furnished with a completed and signed "[Application by an Adult for Admission of a Minor](#)" and "Order for Detention, Examination, Diagnostic Evaluation" issued by the Circuit Court of Cook County; or

NOTE: The Department member providing the transportation to a designated mental health intake facility as outlined in Item V-A-1 and 2, must complete the portion of the "Order for Detention, Examination, Diagnostic Evaluation" form titled "Return" or the order is invalidated. Furthermore, a court order for detention, examination, diagnostic evaluation does not grant legal authority to enter constitutionally protected areas. A court order may add to the overall exigency of an incident but should not be used as the only motivator to force entry into a protected area.

3. furnished with a completed and signed "[Petition for Involuntary / Judicial Admission](#)" and a signed "[Inpatient Certificate](#)"; or
4. as a result of the Department member's personal observation, the member has reasonable grounds to believe that the person is in need of an immediate mental health evaluation to protect such person or others from physical harm. The member will complete and sign:
 - a. "[Petition for Involuntary / Judicial Admission](#)" or "[Application by an Adult for the Admission of a Minor](#)" as applicable, based upon the age of the individual needing mental health treatment; and
 - b. include a detailed description of the reported or observed behaviors or signs and symptoms of mental illness, including prior diagnosis, treatment, and hospitalizations.

NOTE: "Petition for Involuntary / Judicial Admission" and "Application by an Adult for the Admission of a Minor" are furnished by the Illinois Department of Human Services. These forms are also available at the designated mental health intake facilities outlined in the Department directive titled "**Approved Medical Facilities.**" The forms also may be obtained on the official website of the Chicago Police Department under "Online Services – CPD Employee Section" and on the The Wire homepage.

5. as a result from a third party that a person has exhibited signs and symptoms of mental illness, the Department member has reasonable grounds to believe that the person is in need of an immediate mental health evaluation to protect such person or others from physical harm. If the third party is unwilling or unable to sign the petition for involuntary admission, the Department member will complete and sign:
 - a. "[Petition for Involuntary/Judicial Admission](#)" or "[Application by an Adult for the Admission of a Minor](#)"; as applicable, based upon the age of the individual needing mental health treatment; and

- b. transport the person to the designated mental health intake facility for involuntary admission or take other police action based on the facts of the preliminary investigation.

NOTE: If the Department member takes the person into custody to transport to a designated mental health intake facility he or she will complete and sign the petition for involuntary admission including a detailed description of the signs and symptoms of mental illness reported to the member by the third party, including prior diagnosis, treatment, and hospitalizations. In addition the member will also include in the narrative portion of the petition for involuntary admission the relationship of the third party to the person who exhibited the signs and symptoms of mental illness as well as the name, address, and phone number of the person reporting the asserted information.

- B. Department members may provide a transport to a person in need of mental health treatment with a supervisor's approval when a relative or a third party is willing to sign the petition and the person consents to being transported.

NOTE: The mental health intake facility may require the Department member to complete the petition.

VI. PROCEDURES FOR INVOLUNTARY ADMISSION

- A. Department members will follow the procedures delineated in the Department directive titled "**Responding To Incidents Involving Persons in Need of Mental Health Treatment.**"
- B. Department members will follow the procedures delineated in the Department directive titled "People with Disabilities" when interacting and accommodating persons with disabilities.
- C. Persons requiring mental health treatment and transportation by the Department will be transported in a squadrol, when available, consistent with the Department directive titled "**Squadrol Operating Procedures,**" to the designated mental health intake facility for evaluation in accordance with the Department directive titled "**Approved Medical Facilities.**"

NOTE: If the mental health intake facility determines that a person who is not in Department custody is in need of state-operated hospitalization, that mental health intake facility will be responsible for transporting the patient to the IDHS state-operated mental health center.

- D. A person subject to involuntary admission consistent with V-A is in protective custody and not under custodial arrest. When necessary to prevent a person subject to involuntary admission from escape, harming themselves or others, or to facilitate the safe transportation of the person, members will adhere to the use of restraining devices consistent with the Department directive titled "**Restraining Arrestees.**" Whenever feasible, Department members will explain to the person who is subject to involuntary admission what the restraining device is and why it is being used.
- E. Department members will remove property that is dangerous to life or will facilitate the escape of a person subject to involuntary admission prior to transport.
- F. Department members transporting a person subject to involuntary admission to a designated mental health intake facility will:
 - 1. obtain any related petitions or paperwork and submit them with the patient;
 - 2. retain control of the person until custody and safekeeping is transferred to the intake security staff and the receiving staff has accepted the patient;

3. complete and submit a Hospitalization Report using IUCR code of 5079 (Non-Criminal, Mental Health Transport);

NOTE: A Hospitalization Case Report (IUCR 5079) will be completed in addition to any other case report required to document the incident.

4. complete and submit Hospital Run Sheet (CPD-62.420);
5. provide the person being transported a Mental Health Incident Notice (CPD-15.521); and
6. complete and submit a Crisis Intervention (CIT) Report available on CLEARNET.

VII. VOLUNTARY ADMISSION

- A. Supervisors may authorize Department transportation to a mental health intake facility for persons seeking voluntary admission when, in their judgment, a police purpose is served.
- B. Any person may be admitted to a mental health intake facility, in accordance with the Department directive titled "**Approved Medical Facilities**," as a voluntary patient for evaluation of a mental illness upon the filing of an application with the facility.
- C. The application for voluntary admission of a person 18 years or older may be executed by:
 1. the person seeking admission; or
 2. any interested person, 18 years or older, at the request of the person seeking admission.
- D. The application for voluntary admission of a minor may be executed by:
 1. the minor seeking admission (the minor must be 16 or 17 years of age to sign his or her own application for admission); or
 2. a parent, guardian, or person in loco parentis, or
 3. an interested person 18 years of age or older when, after diligent effort, the minor's parent, guardian or person in loco parentis cannot be located.

(Items indicated by italics/double underline have been added or revised)

Authenticated by: KC

David O. Brown
Superintendent of Police

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