



MENTAL HEALTH TRANSPORT AND RELATED DUTIES MATRIX



ISSUE DATE:	10 July 2020	EFFECTIVE DATE:	10 July 2020
RESCINDS:	07 May 2004 Version		
INDEX CATEGORY:	Preliminary Investigations		

I. PURPOSE

This directive contains the Mental Health Transport and Related Duties Matrix.

II. GENERAL INFORMATION

- A. The Mental Health Transport and Related Duties Matrix provides Department members with a reference guide summarizing the roles and responsibilities for responding to incidents involving persons in crisis and in need of mental health treatment. However, this matrix is a reference document and does not supersede anything in the Department directive titled "**Responding to Incidents Involving Persons in Need of Mental Health Treatment**" or the associated addenda and is meant only as an aid. Department members will refer to Department directive titled "Responding to Incidents Involving Persons in Need of Mental Health Treatment" or the associated addenda for the complete procedures.
- B. Consistent with the Department directive titled "Responding to Incidents Involving Persons in Need of Mental Health Treatment," a Hospitalization Case Report will be completed and submitted whenever a Department members transports any person for mental health treatment, consistent with the Incident Reporting Guide ([CPD-63.451](#)).

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

III. MENTAL HEALTH TRANSPORT AND RELATED DUTIES MATRIX

INDIVIDUALS STATUS	KEY INFORMATION	TRANSPORT TO	ADMISSION PETITION COMPLETED BY	RELATED <u>DIRECTIVE</u>
ADULT ARRESTEE—Eligible for Bond and in Need of Mental Health Evaluation (Not Unauthorized Absence [UA])	May be bonded out at the intake facility	Designated Mental Health Intake Facility	Department Member or Hospital Personnel	<u>S04-20-02</u> <i>and</i> <u>S04-20-05</u>
<u>ADULT ARRESTEE—NOT Eligible for Bond and in Need of Mental Health Evaluation (Not UA)</u>	May not be bonded out at the intake facility	Designated Mental Health Intake Facility	Department Member or Hospital Personnel	<u>S04-20-05</u>
<u>ADULT ARRESTEE—Eligible for Bond And UA</u>	Must be released on bond prior to transport	Nearest IDHS State-Operated Mental Health Center	Not Required: Refer to Addendum	<u>S04-20-03</u> <i>and</i> <u>S04-20-05</u>
<u>ADULT ARRESTEE—NOT Eligible for Bond And UA</u>	Notify appropriate IDHS State-Operated Mental Health Center	Court: Court must be notified of UA status	Not Required: Refer to Addendum	<u>S04-20-03</u> <i>and</i> <u>S04-20-05</u>
ADULT NOT UNDER ARREST—Voluntary Admission	Interested person 18 or older may complete petition upon person's request	Mental Health Intake Facility with Supervisor's Approval	Person Seeking Admission	<u>S04-20-02</u>
ADULT NOT UNDER ARREST—Involuntary Admission per Department Member Furnished with Completed and Signed Petitions Issued by Circuit Court	Transporting Department member must complete Return portion of order	Designated Mental Health Intake Facility	Circuit Court of Cook County	<u>S04-20-02</u>
<u>ADULT NOT UNDER ARREST—Involuntary Admission per Department Member Furnished with Completed and Signed Petitions</u>	Completed petitions submitted to transporting Department Member	Designated Mental Health Intake Facility	Transporting Department member presents petition papers at facility	<u>S04-20-02</u>
<u>ADULT NOT UNDER ARREST—Involuntary Admission per Department Member's Observations</u>	Include detailed description of observed behavior	Designated Mental Health Intake Facility	Department Member	<u>S04-20-02</u>
<u>ADULT NOT UNDER ARREST—Involuntary Admission per Relative / Other 3rd Party's Observations</u>	Department member may consider third party information as personal observation	Designated Mental Health Intake Facility	Department Member	<u>S04-20-02</u>

<u>ADULT NOT UNDER ARREST</u> —Involuntary Admission per Relative / Other 3rd Party's Observations and Willing to Sign	Supervisor's approval and person consents to Department transport	Mental Health Intake Facility	Relative / Other Third Party (Department member providing transport only)	<u>S04-20-02</u>
<u>ADULT NOT UNDER ARREST</u> —Unauthorized Absence (UA)	If no Missing / Found case report, complete Hospitalization case report	Nearest IDHS State-Operated Mental Health Center	Not Required	<u>S04-20-03</u>
JUVENILE ARRESTEE—In Need of Mental <u>Health</u> Treatment	Minor defined as a person under 18 years of age	Designated Minor Mental Health Intake Facility	Department Member or Hospital Personnel	<u>S04-20-05</u>
JUVENILE NOT UNDER ARREST—Voluntary Admission	Minor defined as a person under 18 years of age	With Supervisor's Approval to Minor Mental Health Intake Facility	Minor (16 or 17), parent / guardian, or Department member	<u>S04-20-02</u>
JUVENILE NOT UNDER ARREST—Involuntary Admission per Department Member Furnished with Completed and Signed Petitions Issued by Circuit Court	Transporting Department member must complete Return portion of order	Designated Minor Mental Health Intake Facility	Circuit Court of Cook County	<u>S04-20-02</u>
<u>JUVENILE NOT UNDER ARREST</u> —Involuntary Admission per Department Member Furnished with Completed and Signed Petitions	Completed petitions submitted to transporting Department member	Designated Minor Mental Health Intake Facility	Transporting Department member presents petition papers at facility	<u>S04-20-02</u>
<u>JUVENILE NOT UNDER ARREST</u> —Involuntary Admission per Department Member's Observations	Include detailed description of observed behavior	Designated Minor Mental Health Intake Facility	Department Member	<u>S04-20-02</u>
<u>JUVENILE NOT UNDER ARREST</u> —Involuntary Admission per Relative / Other 3rd Party's Observations	Department member may consider third party information as personal observation	Designated Minor Mental Health Intake Facility	Department Member	<u>S04-20-02</u>
<u>JUVENILE NOT UNDER ARREST</u> —Involuntary Admission per Relative / Other 3rd Party's Observations and Willing to Sign	Supervisors approval and person consents to Department transport	Minor Mental Health Intake Facility	Relative / Other Third Party (Department member providing transport only)	<u>S04-20-02</u>

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

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