



# SQUADROL OPERATING PROCEDURES



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<b>INDEX CATEGORY:</b>	Field Operations		

## I. PURPOSE

this directive:

- A. outlines the functions of the squadrol and provides procedures for sworn Department members assigned to squadrol duty.
- B. satisfies CALEA Law Enforcement Standards chapter 70.

## II. POLICY

The Department is committed to ensuring that arrestees and other persons requiring police intervention in obtaining medical treatment or transportation are conveyed in a safe manner. Arrestees and other persons in need of these types of services will be transported by a squadrol in most circumstances.

## III. RESPONSIBILITIES

- A. The primary responsibility of squadrol officers is mission-oriented patrol. These responsibilities include, but are not limited to, the following:
  - 1. The protection of life and property.
  - 2. The enforcement of statutes and ordinances.
- B. Additional responsibilities of squadrol officers include, but are not limited to, the following:
  - 1. The transportation of:
    - a. arrestees to the unit of processing, investigation, or detention.
    - b. sick or injured arrestees or other persons directly to an approved medical facility consistent with in the Department directive entitled "**Approved Medical Facilities.**"
    - c. arrestees that are affected by a pest-related incident specified in the directive titled "**Pest Control Procedures**" to an approved medical facility, consistent with the Department directive titled "**Approved Medical Facilities.**"
    - d. arrestees or other persons in need of mental treatment to a designated mental health intake facility specified in the Department directive titled "**Approved Medical Facilities.**"
    - e. public inebriates consistent with the Department directive entitled "**Alcohol and Drug Dependent Persons.**"
    - f. deceased persons, when necessary, and consistent with the Department directive titled "**Processing Transportation of Deceased Persons.**"
    - g. evidence and recovered property, when necessary.
    - h. police officers in the performance of their duties.
  - 2. Other police purposes, when authorized by a sworn supervising member.

- C. A squadrol will **not** be used to transport sick or injured persons:
  - 1. from one private hospital to another private hospital.
  - 2. from a hospital after being admitted as a patient, except as described in Item VI-D of this directive.

#### IV. GENERAL DUTIES

- A. Squadrol officers are responsible for the safety, security, and care of persons or property under their control.
- B. Two officers will be assigned to the squadrol for each tour of duty.
- C. Driver responsibilities include, but are not limited to, the following:
  - 1. inspection of the squadrol;
  - 2. inspection and maintenance of the emergency equipment;
  - 3. ensuring that the compartment window is kept clean;
  - 4. safe operation of the squadrol.

**NOTE:** The squadrol is **not** authorized for use in a vehicle pursuit.

- D. Attendant responsibilities include, but are not limited to, the following:
  - 1. Assisting the driver in the safe operation of the squadrol, including directing the driver when reversing.
  - 2. Observing through the compartment window the arrestees and other persons being transported to monitor their safety.
  - 3. Completing proper reports when an assignment is given by the Office of Emergency Management and Communications (OEMC) or when encountering an investigation "on-view," except as described in Item VII-B-2-a of this directive.

**NOTE:** The attendant will not be responsible for the completion of case or arrest reports when the squadrol is assigned to assist in an investigation. The assigned preliminary investigators will complete the proper reports recording the type of service that the squadrol officers provided in the narrative.

- 4. Riding in the rear compartment as required for the safety or security of the arrestees or other persons being transported.
- E. Squadrol officers assigned to a transport out of the squadrols assigned district will return to service immediately after completing the transport by informing the OEMC dispatcher that they are en route to the district of assignment.

#### V. ACCEPTING AND TRANSPORTING ARRESTEES FROM THE FIELD

- A. Squadrol officers will take custody of and transport arrestees from other sworn officers when:
  - 1. an Arrest Report (CPD-11.420) and signed complaint for each arrestee is received from the arresting officer, or
  - 2. the arresting officer accompanies the squadrol to the detention facility or to the district in which the arrest was made to complete the proper reports and complaints.

**NOTE:** These procedures may be modified during mass arrest situations as outlined in the Department directive entitled "**Mass Arrest Procedures**" or when circumstances require the arresting officer to remain at the location of arrest.

- B. Squadrol officers will search all arrestees in their custody before placing them in the squadrol. Searching of arrestees will be conducted by an officer of the same sex. Members will be cognizant of the possibility of searching or transporting a transgender, intersex, and gender nonconforming (TIGN) individual that are under Department control. During these circumstances, Members will follow procedures consistent with the Department directive titled "Interactions With Transgender, Intersex, and Gender Nonconforming (TIGN) Individuals". However, this does not prevent an officer from conducting a "search for safety" of any bags or outer garments of a member of the opposite sex.
- C. Squadrol officers will search the compartment(s) after each transport and will:
  - 1. inventory any evidence or contraband discovered consistent with the Department directive entitled "**Processing Property Under Department Control.**"
  - 2. inform the arresting officers of any inventory completed consistent with Item V-C-1.
- D. Arrestees will be restrained consistent with the Department directive titled "**Restraining Arrestees.**" Handcuffing, flex-cuffing, or ankle-cuffing an arrestee **to any part of the vehicle is prohibited.**
- E. Male arrestees will not be transported with female arrestees in the same compartment.
- F. Juvenile arrestees will not be transported with adult arrestees in the same compartment.
- G. Individuals who are witnesses or parties to the same crime will not be transported in the same compartment.

## VI. SICK OR INJURED ARRESTEES

- A. A squadrol will be used to transport sick or injured arrestees when:
  - 1. a fire department ambulance is not available, and
  - 2. a medical emergency exists.

**NOTE:** A medical emergency exists when in the members professional judgement a person is in need of immediate medical attention for a sickness or injury and delay in receiving that attention may endanger his or her life.
- B. After admission to the lockup, a sick or injured arrestee requiring nonemergency medical care will, unless transportation in another Department vehicle is authorized by the district station supervisor of the district of detention, be transported by squadrol to the nearest approved medical facility consistent with the Department directive titled "**Approved Medical Facilities.**"

**NOTE:** If the arrestee requires a wheelchair, a privately owned Specially Equipped Vehicle will be ordered, consistent with the Department directive titled "**Transportation of Arrestees Requiring Wheelchairs.**"
- C. If the arrestee is to remain in the hospital by a physician's order, the squadrol officers will:
  - 1. notify the district station supervisor from the district of arrest to request a hospital guard detail.

**NOTE:** Before furnishing the hospital guard detail, the district station supervisor in the district of arrest will ensure that CPIC is contacted for approval consistent with the Department directive titled "**Hospitalized Arrestees.**"
  - 2. remain with the arrestee until relieved of duty. The assigned member will complete and submit a Miscellaneous Incident Exception Report ([CPD-11.419](#)) to the district of arrest providing the following information:
    - a. Name, star number, district, beat number of the relief hospital guard detail officer, and

- b. Arrival time of the relief hospital guard detail officer.
- D. When an arrestee is to be transferred from a private hospital to the John H. Stroger, Jr. Hospital of Cook County the arrestee will be transported by squadrol, unless the attending physician determines the arrestees' condition requires a private ambulance.

**NOTE:** When a private ambulance is used for an arrestee transport, the sworn Department member assigned as the arrestees hospital guard detail officer will accompany the arrestee in the private ambulance.

## VII. OTHER SICK OR INJURED PERSONS—NONARRESTEES

- A. Public inebriates who, in the members professional judgement, do not require immediate medical attention will be transported by squadrol consistent with the Department directive titled "**Alcohol and Drug Dependent Persons.**"
- B. Squadrol officers encountering a medical emergency will:
  - 1. notify the OEMC to request an ambulance, if necessary, and
  - 2. if informed by OEMC that no ambulance is available, immediately transport the person to the nearest approved medical facility consistent with the Department directive titled "**Approved Medical Facilities.**"
    - a. If the person transported is the victim of a crime and an on-the-scene investigation is necessary, the OEMC will assign a beat or rapid response car to the incident. The assigned beat or rapid response unit will complete the preliminary investigation and related reports.
    - b. If no on-the-scene investigation is required, squadrol officers will complete the report required consistent with the Incident Reporting Guide ([CPD-63.451](#)).

## VIII. ARRESTEES OR OTHER PERSONS IN NEED OF MENTAL TREATMENT

- A. Arrestees or other persons in need of mental treatment will be transported individually by squadrol to an approved mental health intake facility consistent with the Department directives titled "**Handling Persons in Need of Mental Treatment**" and "**Approved Medical Facilities.**"

**NOTE:** The Circuit Court of Cook County may issue a court order directing the Department to transport a person in need of mental treatment to a particular mental-health facility within Cook County. The squadrol officers will obtain a copy of the order prior to the transport consistent with the Department directive titled "**Handling Persons in Need of Mental Treatment.**"

- B. Restraining devices will be used if necessary or required. Handcuffing, flex-cuffing, or ankle-cuffing a person **to any part of the vehicle is prohibited.**

## IX. ARRESTEES OR OTHER PERSONS INFECTED WITH CONTAGIOUS DISEASES

- A. Department members will follow procedures consistent with the Department directive titled "**Exposure Control Plan**" when encountering the below situations:
  - 1. an arrestee or other person infected with a contagious disease requires transportation by a Department vehicle; or
  - 2. upon becoming exposed to contagious diseases.

## X. EQUIPMENT

- A. When a squadrol becomes inoperative during a tour of duty, squadrol officers will transfer the equipment to a replacement squadrol. If the replacement vehicle already contains equipment or if

there is no replacement vehicle, the equipment will be turned in for storage at a secure location within the unit of assignment designated by the station supervisor.

**NOTE:** Squadrol officers will ensure a full accounting of all required equipment prior to storing the equipment in the location designated by the station supervisor. All discrepancies will be brought to the attention of the station supervisor for investigation consistent with the Department directive titled "**Department Vehicles.**"

- B. Replacement body bags and shrouds may be obtained from the Equipment and Supply Section, using normal material requisitioning procedures.

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

Authenticated by: KC

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