



Department of Police • City of Chicago
3510 South Michigan Avenue • Chicago, Illinois 60653

NOTIFICATION TO CONSULAR OFFICERS OF ARREST OR DETENTIONS MANDATORY REPORTING COUNTRY

DATE: _____

TIME: _____

TO: Embassy of _____, Washington, D.C.

or

Consulate of

(Country)

(City)

(State)

FROM:

Name: _____

District/Unit: _____, Chicago Police Department

Address: _____

City, State, Zip: Chicago, IL. _____

Telephone: _____

Fax: _____

SUBJECT: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

We arrested/detained the following foreign national, whom we understand
to be a national of your country on _____

(Date)

Mr./Mrs.: _____

Date of birth: _____

Place of birth: _____

Next of kin: _____

Next of kin phone: _____

Passport number: _____

Arrested for/Charges place: _____

Status at time of notification (in custody or released) _____

To arrange for consular access, please call the above listed telephone number, referring to case
number _____ when you call.

(RD# or CB#)

Comments: _____

NOTIFICATION TO CONSULAR OFFICERS OF ARREST OR DETENTION (NCOAD) INSTRUCTIONS

MANDATORY REPORTING COUNTRY

1. Confirm that the subject is a national from a mandatory reporting country.
2. Complete as much of the mandatory reporting version of the NCOAD as possible.
3. Send a photocopy of the NCOAD via facsimile to the appropriate consulate office. Members should refer to the Consulate List Web Site for information pertaining to consulate offices from the consulate list link located on the Departments' Intranet home page.
4. Any required consulate notification will be considered completed if the sending Department fax machine provides the member sending the fax with:
 - a. a confirmation printout.
 - b. a digital display indicating "Send Complete."
5. If notification is required and a facsimile message cannot be sent, the station supervisor, or an authorized designee, will make the notification by telephone. If notification attempts by facsimile and telephone are unsuccessful, the station supervisor or investigating member will confer with the Special Events Unit (Pax 0303, or Bell 5-5253) and attempt to find an accurate contact number. If notification cannot be made, the NCOAD will be sent via facsimile with a To- From-Subject Report to the Special Events Unit, indicating that a consular notification could not be made.
6. Arrest Report
 - a. If an Arrest Report has been completed, send the completed NCOAD to the Records Division.
 - b. If an Arrest Report has not been completed, forward the NCOAD and any relevant reports to the Special Events Unit.
7. For additional Information, members should refer to the Special Orders entitled "Procedures for the Arrest and Detention of Foreign Nationals" and "Foreign Mission Personnel and Foreign Nationals."

DO NOT FAX OR FORWARD THIS SIDE OF THE NCOAD