



COMMUNITY COMMISSION FOR PUBLIC SAFETY AND ACCOUNTABILITY (CCPSA): COMMISSION AND DISTRICT COUNCILS



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CALEA:			

I. PURPOSE

This directive:

- A. provides guidance on the Department's responsibilities pursuant to the Municipal Code of Chicago (MCC 2-80) "[Community Commission for Public Safety and Accountability](#)" ordinance and the Department's interaction with the Community Commission for Public Safety and Accountability (Commission) and the District Councils.
- B. establishes processes for the Department and its members to work and collaborate with the Commission and the District Councils.

II. GENERAL INFORMATION

- A. In July 2021, the Chicago City Council passed an ordinance establishing a new model for police oversight, accountability, and public safety. MCC 2-80 "[Community Commission for Public Safety and Accountability](#)" creates:
 - 1. the citywide Community Commission for Public Safety and Accountability (Commission), a public body of seven appointed commissioners with power to advance systemic reforms of the Chicago Police Department, Civilian Office of Police Accountability (COPA), and the Police Board, and
 - 2. the local District Councils, three-member public bodies elected in each of the twenty-two police district that work to improve policing and public safety on a local level in each district.
- B. Department members will refer to the Department directive titled "**Community Commission for Public Safety and Accountability (CCPSA) Ordinance**" for the specific language of the Municipal Code of Chicago (MCC 2-80), including the specific composition, duties, and responsibilities of the Commission and District Councils.

NOTE: A complete list of the powers and duties of the Commission and the District Councils is detailed in MCC 2-80.

III. RESPONSIBILITIES

- A. It is the responsibility of the Department and its members to cooperate and collaborate with the Commission and the District Councils as they carry out their powers and duties under the Municipal Code of Chicago (MCC 2-80-140).
- B. An authorized designee from the Office of the Superintendent will be responsible for:
 - 1. the Department's overall coordination with the Commission and District Councils;
 - 2. supporting district commanders in the district-level coordination with the District Councils; and
 - 3. the goal setting process, coordinating requests, organizing meetings, and other duties as assigned.

NOTE: Department members may contact the Department's support team at ccpsaadmin@chicagopolice.org for assistance with CCPSA-related matters.

- C. Pursuant to MCC 2-80-050, the Commission has the authority to have access to Department information, documents, data, and records in order to carry out the Commission's powers and duties as outlined in [MCC 2-80-120](#).
1. Nothing in section 2-80-120(a) requires any City officer or employee to allow access to or disclose any information, documents, data, or records that would risk revealing or compromising confidential sources, or that would impede, risk impeding, or risk affecting the outcome of a pending criminal investigation or disciplinary proceeding, or that would risk endangering a person.
 2. Consistent with the Department directive titled "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)," Department members are reminded that contents of any record, file, or report will not be exhibited or divulged to any non-Departmental person or entity except in the performance of official duties and in accordance with Department policy and applicable federal, state, and local laws. Nothing in MCC 2-80 overrides Department policy and applicable federal, state, and local laws related to information sharing with non-law-enforcement agencies.
- D. When receiving requests from the Commission or District Councils, Department members may refer to the Department's information sources, including but not limited to Department public reports, publicly available dashboards, and the CCPSA Resource Guide.
1. It is the policy of the Department to provide other governmental entities, the media, and general public with reliable statistical and related information as outlined in the Department directive titled "[Department Reports, Publications, Survey Responses and Official Statistics](#)."
 2. If a Commission or District Council request cannot be satisfied using publicly available information sources, the district commander or other person receiving this request will advise the requester to submit the specific request in writing, which will be forwarded to, and coordinated through, the authorized designee from the Office of the Superintendent.
 3. When receiving a request from the Commission or District Council that is not readily available or satisfied using publicly available information sources, the authorized designee of the Office of the Superintendent will oversee coordination of responding to the Commission or District Council request. The authorized designee will ensure that the:
 - a. requests from the Commission or District Councils are documented, tracked, reviewed, responded to, and transmitted in writing or via electronic messaging (e.g., email).
 - b. Commission or District Council receives a written update on its submitted request within fourteen days after receiving a request and periodically thereafter, if the Department is delayed in fulfilling a request. The update will include an explanation for any delays in fulfilling the request or for any denials of requests.

IV. DEPARTMENT ROLES IN THE SPECIFIC FUNCTIONS OF THE COMMISSION

A. Meetings

1. The Commission will hold regular public meetings.
2. The Superintendent, or an authorized designee, may attend all Commission meetings and participate in discussions, but is not a part of the Commission nor will have voting authority in Commission business.
3. District commanders should make efforts to attend or designate supervisory members to attend Commission public meetings within their district.

4. Other Department members or unit commanding officers are encouraged to make efforts to attend or designate supervisory members to attend Commission public meetings when the topic of the meeting falls under the responsibility of their unit (e.g., officer wellness).
5. All Commission meetings are governed by the Open Meetings Act (OMA), [5 ILCS 120](#). The Open Meetings Act is an Illinois state law that requires public bodies to hold open meetings, except in limited circumstances.

NOTE: The Chicago Police Department is not governed by the OMA and therefore compliance with OMA standards is the responsibility of Commission members and not of Department members.

B. Goal Setting

1. Every year, the Commission will establish goals and expectations for the Superintendent, which the Commission will make publicly available.
2. By 01 December of each calendar year, the Superintendent will provide the Commission with a written self-evaluation that describes progress towards meeting that year's goals and expectations and proposed goals and expectations for the next year.
3. By 31 December of each calendar year, the Commission will provide the Superintendent with preliminary written evaluations that include the Commission's assessment of the Superintendent's performance in meeting the current year's goals and expectations and sets out goals and expectations for the next calendar year.
4. If the Superintendent believes that changes to the written evaluation or the goals and expectations are warranted, within fifteen days of receiving the evaluation, the Superintendent may request in writing that the Commission make such changes.
5. By 31 January of each calendar year, the Commission will complete a final performance review of the Superintendent covering the previous calendar year and establish goals and expectations for the Superintendent for the current calendar year.

C. Policy Development

1. The Department will develop, publish, and implement directives in compliance with the review, response, collaboration, and objection processes outlined in MCC 2-80, "[Community Commission on Public Safety and Accountability](#)," and MCC 2-80-110, "[Department, COPA, and Police Board policymaking](#)."
2. Pursuant to MCC 2-80-050, the Commission has the power and duty to:
 - a. collaborate with the Chicago Police Department (CPD) in the development of new or amended Department policy, and
 - b. draft, review, and approve by majority vote any proposed new or amended Department policy.

NOTE: "Department policy" is defined as any Department General Order, to the extent that the General Order is not covered by or in the jurisdiction of the consent decree or otherwise identified by the U.S. District Court as falling within the scope of the Independent Monitor's mandate. "Policy" does not include the allocation or deployment of Department personnel or resources to address public safety or other matters affecting the day-to-day operation of the Department.

3. The Office of the Superintendent, in conjunction with the Office of Constitutional Policing and Reform and the Research and Development Division, will ensure the Department engages in the collaborative Department policymaking process as prescribed in MCC 2-80-110, "[Department, COPA, and Police Board policymaking](#)."

4. Nothing in MCC 2-80 or this directive prevents the Department from seeking review, comments, or collaboration from the Commission on Department directives not included in the above-listed definition of "Department policy." At minimum, the Department will solicit input from the Commission during any community engagement or comment process as outlined in the Department directive titled "[Community Engagement in Policy Development - Pilot Program.](#)"

V. DEPARTMENT ROLES IN SPECIFIC FUNCTIONS OF THE DISTRICT COUNCILS

A. Meetings

1. It is the responsibility of all Department members, regardless of rank, position, or unit of assignment, to positively engage members of the community with the goal of fostering productive relationships and a collaborative effort to promote safe communities.
2. The District Councils will hold regular public meetings to discuss policing issues.
3. District commanders and captains should make efforts to attend District Council public meetings within their district.
 - a. If unavailable to attend, the district commander will designate a supervisor of the rank of lieutenant or above of the district's leadership team to attend the monthly public meeting.
 - b. If the District Council submits a written request identifying specific reasons for a Department member not to attend a particular District Council public meeting, the district commander may determine a CPD representative is not required to attend the public meeting.
 - (1) The district commander will work collaboratively with the District Council to consider any potential alternative solutions (e.g., other non-sworn Department representatives) or impact of Department member's attendance and participation (e.g., Department members not attending in uniform or with exposed firearms).
 - (2) According to state and federal law, the District Council cannot exclude Department member participation or attendance at public meetings.
4. All District Council meetings are governed by the Open Meetings Act (OMA), [5 ILCS 120](#). The Open Meetings Act is an Illinois state law that requires public bodies to hold open meetings, except in limited circumstances.

NOTE: The Chicago Police Department is not governed by the OMA and therefore compliance with OMA standards is the responsibility of District Council members and not of Department members.

5. Department members designated by the district commander to attend the monthly public meeting of the District Council will make efforts to actively participate in the public meetings when requested by the District Council.

NOTE: The District Council will provide reasonable advance notice of the topics or information requested, in writing, to the district commander to ensure the designated members attending are prepared to actively participate in the public meeting.

B. District commanders will:

1. offer to conduct check-in meetings between the district leadership team and the District Council in a manner that complies with the Open Meetings Act (OMA), [5 ILCS 120](#).
 - a. District commanders should make efforts to attend the District Council check-in meetings within their district.

- b. If unavailable to attend, the district commander will designate a supervisor from the district's leadership team to attend the check-in meeting.
 - c. The district commander and the District Council members will collaborate in scheduling these meetings to occur between the District Council public meetings. This should be used as an opportunity to provide updates from the previous meeting and prepare for the upcoming meeting.
2. designate the appropriate Department member to serve as a resource or point of contact between the district and the District Council member depending on the nature of the need.

NOTE: While a district supervisor would be preferred as a designated district point of contact, the district commander may designate an appropriate district member who has the knowledge, ability, or responsibility to respond to a specific request.
 3. review written requests from the District Council for records, data, or information. If a response is not readily available via a publicly accessible forum, district commanders will forward the request to the authorized designee of the Office of the Superintendent, as outlined in Item III-D of this directive.

NOTE: Consistent with the Department directive titled "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)," Department members are reminded that contents of any record, file, or report will not be exhibited or divulged to any non-Departmental person or entity except in the performance of official duties and in accordance with Department policy and applicable federal, state and local laws. Nothing in MCC 2-80 overrides Department policy and applicable federal, state, and local laws related to information sharing with non-law-enforcement agencies.
 4. if requested to speak on a topic or comment on a public safety issue beyond the normal scope of the district commander's operations, forward the request to the authorized designee from the Office of the Superintendent at ccpsaadmin@chicagopolice.org to provide the correct spokesperson, response, or public comment.
 5. consider Department engagement strategies with District Council members that are designed to encourage positive community interactions and relationships as outlined in the Department directive titled "[Community Policing Mission and Vision](#)."

VI. TRAINING

- A. All Department members will undergo training related to this directive and MCC 2-80 in accordance with how Department members are trained on all new or amended policies, including during recruit and pre-service supervisor's training.
- B. The Department will work collaboratively with the CCPSA on identifying training opportunities for Commissioners, CCPSA staff, and District Council members.

VII. RELATED POLICIES

- A. Department members will refer to the following directives when receiving requests from or working, communicating, or collaborating with the Commission or District Councils:
 1. G02-03, "[Community Policing Mission and Vision](#)"
 2. G09-01-01, "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)"
 3. S09-05, "[Department Reports, Publications, Survey Responses and Official Statistics](#)"
 4. S02-03-04, "[Ride-Along Program](#)."

- B. As part of the Department's overall community engagement plan, Department members will refer to the Department directive titled "[Community Engagement in Policy Development - Pilot Program](#)" for efforts to engage the community, including the Commission and District Council members, in the development of Department policies and training.

Larry Snelling
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