



DEPARTMENT ORGANIZATION FOR COMMAND



ISSUE DATE:	10 May 2018	EFFECTIVE DATE:	10 May 2018
RESCINDS:	08 December 2017 Version		
INDEX CATEGORY:	Department Organization		

I. PURPOSE

This directive:

- A. establishes the organization and command structure of the Chicago Police Department.
- B. satisfies CALEA Law Enforcement Standards Chapters 11 and 12.

II. ORGANIZATION

The Department is organized as follows:

- A. Office of the Superintendent
 - 1. Office of the Chief of Staff
 - 2. Office of the Special Advisor for Community Affairs
 - 3. Office of the General Counsel
 - 4. Office of Community Policing
 - 5. Office of Communications
 - 6. Bureau of Internal Affairs
- B. Office of the First Deputy Superintendent
 - 1. Crime Control Strategies Section
 - 2. Street Operations Unit
 - 3. Detached Services Unit
 - 4. Special Events Unit
 - 5. Deployment Operations Section
 - 6. Bureau of Patrol
 - 7. Bureau of Detectives
 - 8. Bureau of Organized Crime
 - 9. Bureau of Organizational Development
 - 10. Bureau of Technical Services

III. COMMAND STRUCTURE

- A. Order of Rank
 - 1. The order of rank for Department personnel is:
 - a. Superintendent of Police
 - b. First Deputy Superintendent
 - c. Chief

- d. Deputy Chief
- e. Commander, Director, Coordinator
- f. Captain
- g. Lieutenant
- h. Sergeant
- i. Police Officer.

NOTE: A police officer assigned to a D2 or D2A paygrade position is equivalent to the rank of police officer.

- 2. The member having the most seniority in grade within the organizational structure of a unit will be in command, unless the Superintendent of Police or the Superintendent's representative designates otherwise.
- 3. Exempt members will assume control outside their own organizational structure only when failure to do so would seriously endanger Department operations, its reputation, or its ability to maintain law and order.
- 4. When personnel from different bureaus respond to an incident, the member in charge will be the highest ranking member of the Bureau of Patrol unless otherwise directed by the Superintendent or designated by Department directive.
- 5. If a lawful order from a supervisor of the same rank conflicts with a previously received order, the subordinate will immediately inform the supervisor of the conflict. It will be the responsibility of the supervisor giving the conflicting order to retract, modify, or reaffirm the new order. If the supervisor modifies or reaffirms the new order, he or she must notify the originating supervisor. When there is a dispute, the member who was overruled may appeal to a higher-ranking member from his or her bureau. Subordinates confronted with conflicting orders will follow the most-recent set of instructions and will not be held accountable for the previously issued order.

B. Order of Succession

In the absence of the Superintendent of Police, the order of succession to the Acting Superintendency of the Department is:

- 1. First Deputy Superintendent
- 2. Chief, Bureau of Patrol
- 3. Chief, Bureau of Detectives
- 4. Chief, Bureau of Organized Crime
- 5. Chief, Bureau of Organizational Development
- 6. Chief, Bureau of Technical Services
- 7. Chief, Bureau of Internal Affairs.

IV. ATTACHMENTS

This directive contains the following attachments entitled:

- A. "Chicago Police Department—Organizational Overview" ([Attachment 1](#))
- B. "Office of the Superintendent" ([Attachment 2](#))
- C. "Office of the First Deputy Superintendent" ([Attachment 3](#))
- D. "Bureau of Patrol" ([Attachment 4](#))
- E. "Bureau of Detectives" ([Attachment 5](#))
- F. "Bureau of Organized Crime" ([Attachment 6](#))

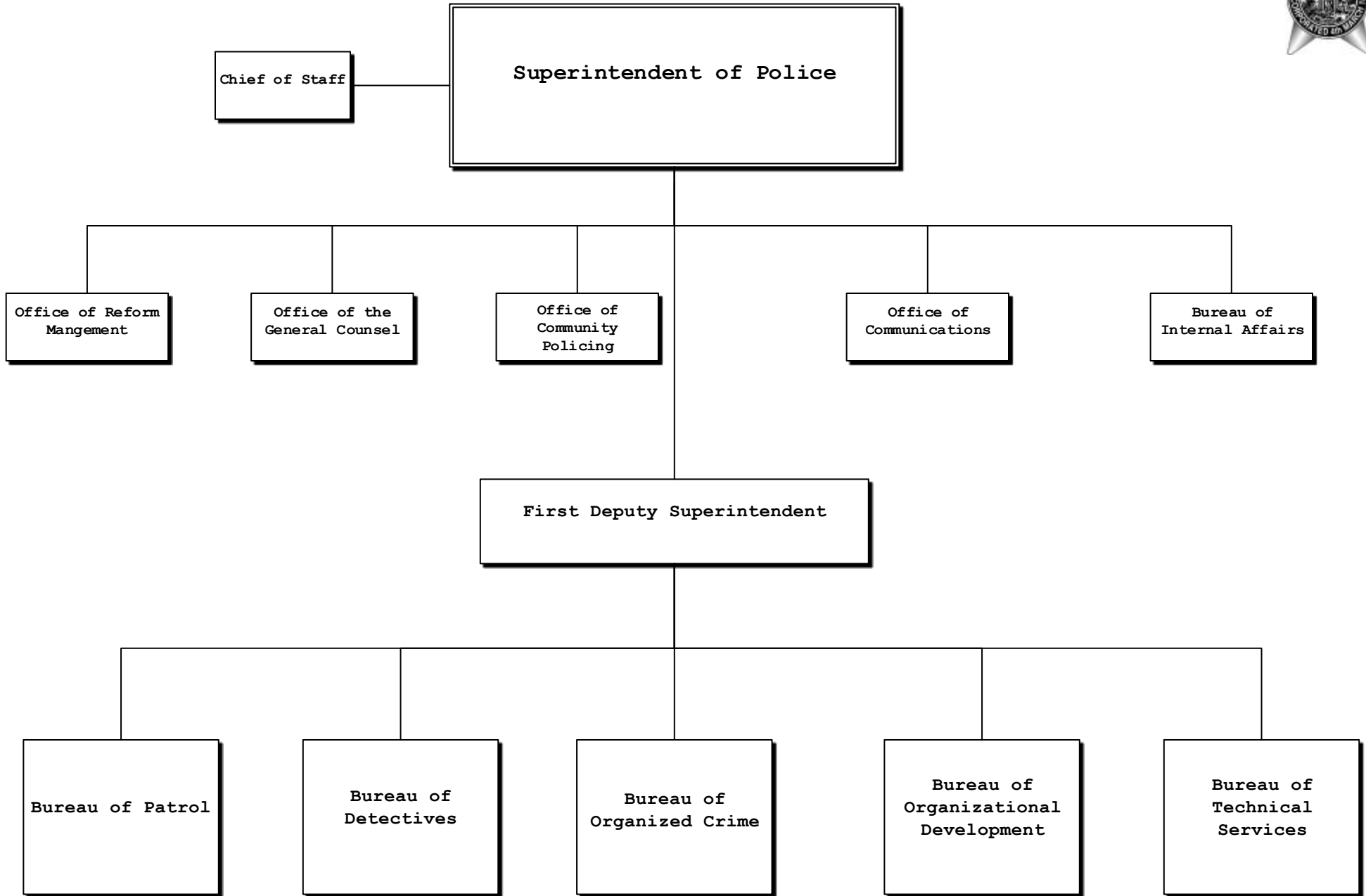
- G. "Bureau of Organizational Development" ([Attachment 7](#))
- H. "Bureau of Technical Services" ([Attachment 8](#))

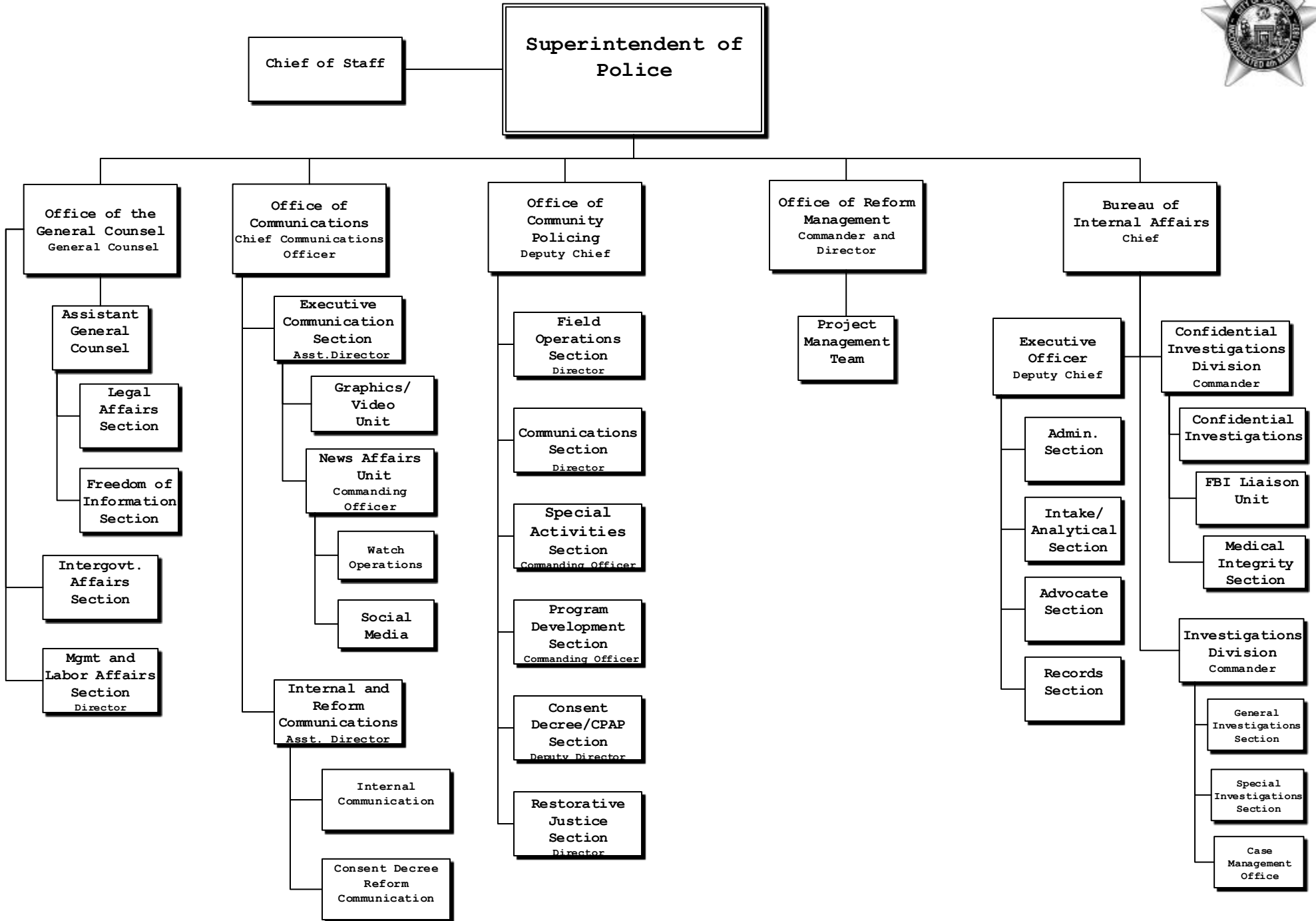
Eddie T. Johnson
Superintendent of Police

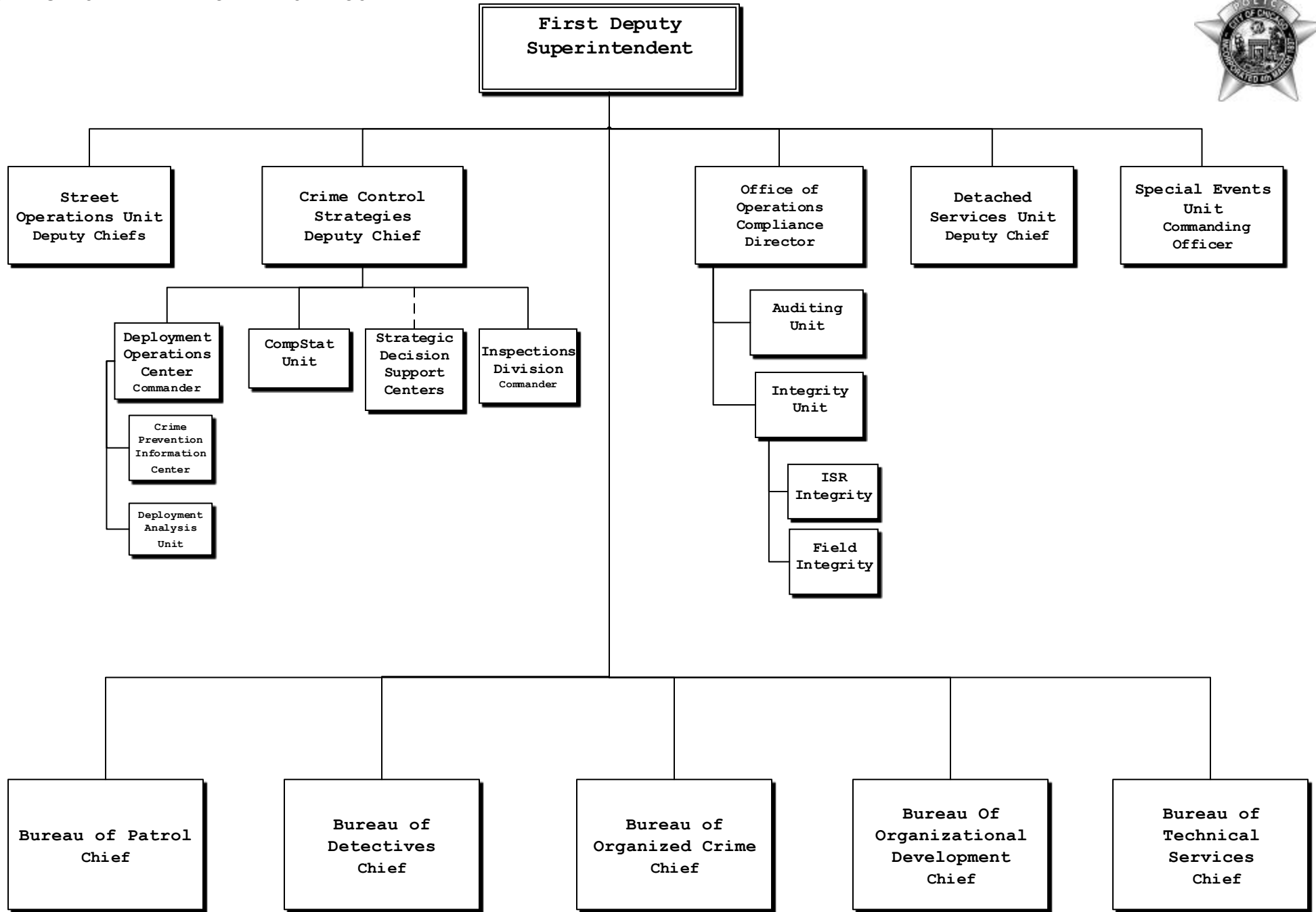
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ADDENDA:

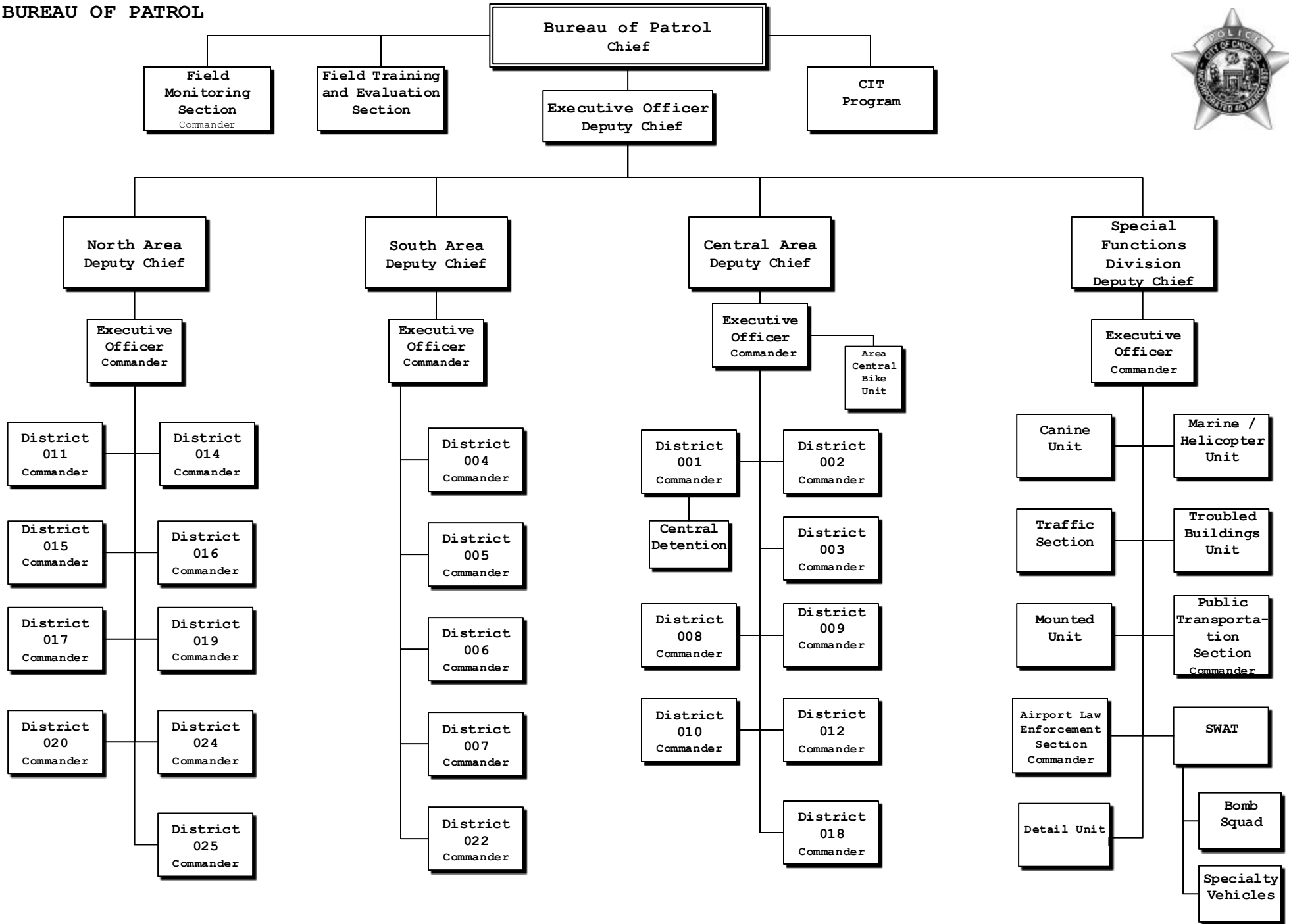
- 1. G01-02-01 - Organization and Functions of the Office of the Superintendent
- 2. G01-02-02 - Organization and Functions of the Office of the First Deputy Superintendent
- 3. G01-02-03 - Organization and Functions of the Bureau of Patrol
- 4. G01-02-04 - Organization and Functions of the Bureau of Detectives
- 5. G01-02-05 - Organization and Functions of the Bureau of Organized Crime
- 6. G01-02-06 - Organization and Functions of the Bureau of Organizational Development
- 7. G01-02-07 - Organization and Functions of the Bureau of Technical Services

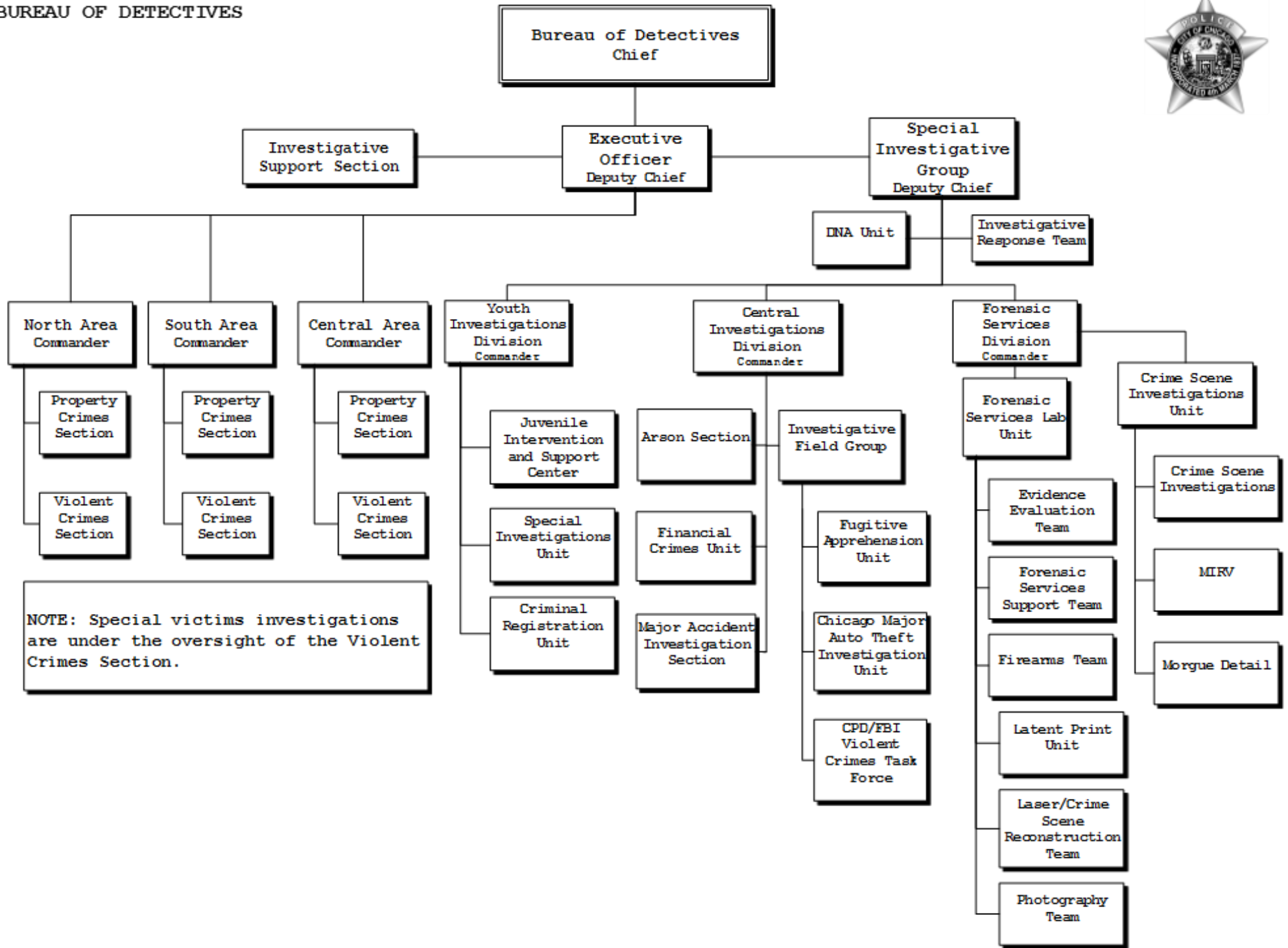


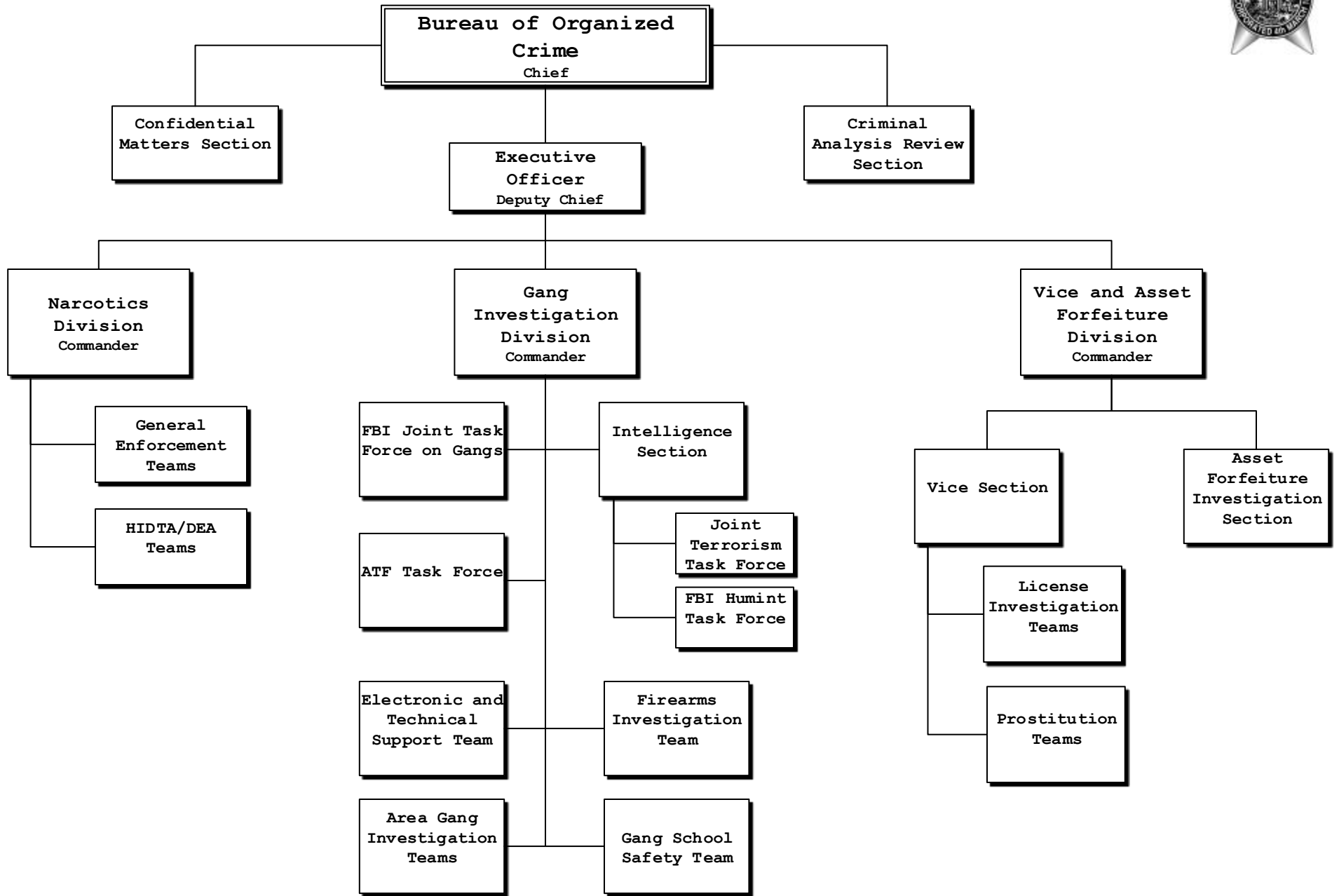




BUREAU OF PATROL

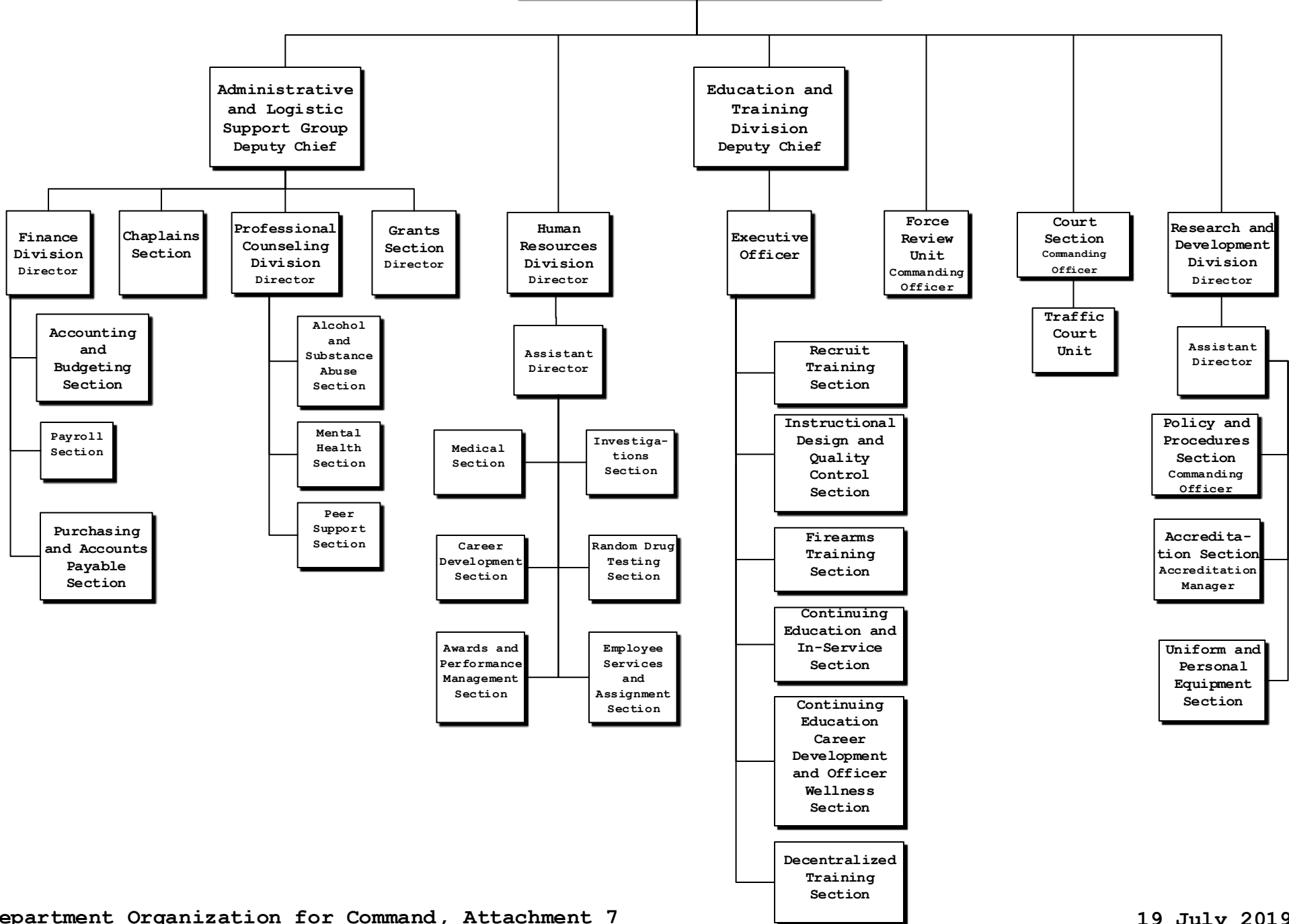


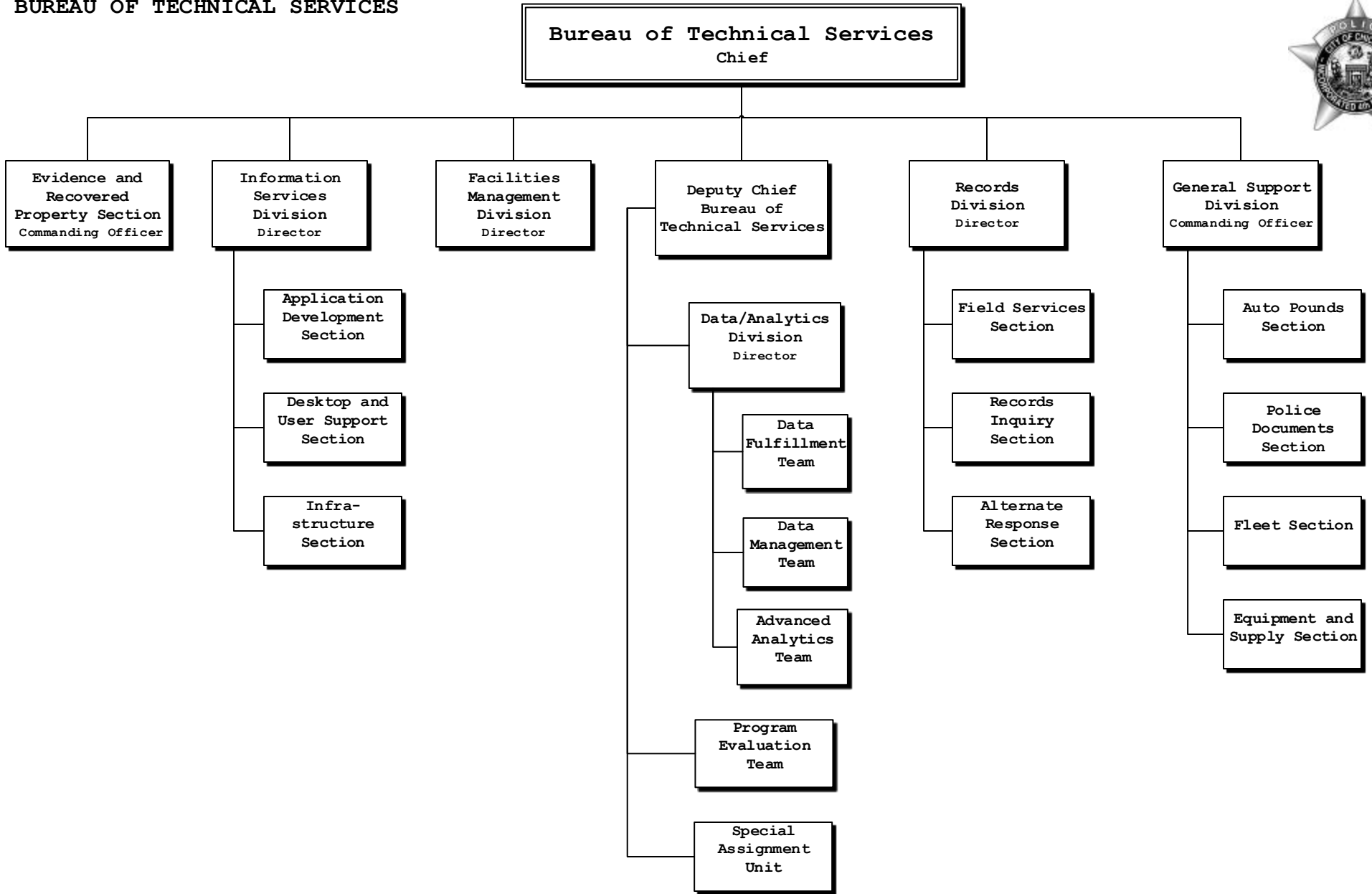






**Bureau of Organizational
Development**
Chief







ORGANIZATION AND FUNCTIONS OF THE OFFICE OF THE SUPERINTENDENT



ISSUE DATE:	10 May 2018	EFFECTIVE DATE:	10 May 2018
RESCINDS:	08 December 2017 Version		
INDEX CATEGORY:	Department Organization		

I. PURPOSE

This directive:

- A. establishes the organization and functions of the Office of the Superintendent.
- B. satisfies CALEA Law Enforcement Standards Chapters 11 and 15.

II. ORGANIZATIONAL AND FUNCTIONAL UNITS

A. Office of the Superintendent

The Superintendent will administer the affairs of the of the Department as the Chief Administrative Officer. The Superintendent is responsible for the organization, promotion, and disciplinary action of all Department members. All policies, procedures, and notices issued for the Department will be incumbent upon the Superintendent. Annually, the Superintendent will prepare a Department budget covering the anticipated revenues and expenditures of the Department. In addition to the budget, the Superintendent will annually review and update the goals and objectives for the Department as well as each individual bureau. The established goals and objectives will be made available each year to Department members.

B. Office of the Chief of Staff

The Office of the Chief of Staff is commanded by a chief who reports directly to the Superintendent. The Chief of Staff coordinates the timely implementation of policy that impacts the procedures, tactics, strategies, and doctrine of the Department; communicates with exempt members and others identified by the Superintendent to ensure the policies and directives of the Superintendent are being properly implemented; and performs other tasks as directed by the Superintendent.

C. Office of Reform Management

The Office of Reform Management is commanded by a director who reports directly to the Superintendent. The office will serve as the Department's liaison to the independent monitor, which will be appointed as part of the consent decree between the City and the Illinois Attorney General, and manages changes in the strategic direction of the Department. The office consists of project managers and analysts who manage projects that result from the consent decree, constitutional policing efforts, the Department's strategic initiatives, and organizational development.

D. Office of Strategy

The Office of Strategy is commanded by a director who reports directly to the Superintendent. The office works with other bureaus to develop, analyze, and evaluate projects within the Department's strategic plan including initiatives in crime, reform, and organizational development; measures progress and verifies compliance with reform mandates; and serves as a liaison with a limited number of partners outside the Department to accomplish strategic initiatives. The office consists of a data analytics unit that supports the creation and analysis of Department strategies and an internal audit unit that measures adherence to strategic initiatives and works with commanding officers of various units to improve compliance and performance.

E. Office of the Special Advisor for Community Affairs

The Office of the Special Advisor of Community Affairs is commanded by a director who reports directly to the Superintendent. The special advisor serves as a liaison to the Superintendent to all Chicago communities, and provides strategic counsel on community relations and external affairs. Additionally, the special advisor coordinates and collaborates with the Department's Office of News Affairs on media opportunities to build and foster trust, accountability, and a true collaborative partnership among the community.

F. Office of the General Counsel

The General Counsel to the Superintendent advises the Superintendent about legal and legislative matters and various labor agreements as they relate to the administration of the Department. The General Counsel is assisted by a Deputy Director. The General Counsel also serves as the liaison between the Department, legislative bodies, and other agencies. The office consists of the following sections:

1. Legal Affairs Section

The Legal Affairs Section is commanded by a first assistant general counsel who reports directly to the General Counsel to the Superintendent. The section is staffed by members who are attorneys licensed to practice law in the State of Illinois. They respond to summonses, subpoenas, interrogatories, and discovery requests served on the Department and its members; upon written request, provide legal assistance to Department members concerning internal Departmental legal matters; conduct legal research and analysis; monitor pending legislation; and perform other law-related tasks as directed by the Superintendent or the General Counsel. The Legal Affairs Section provides assistance to the Office of the Corporation Counsel on police-related matters concerning civil suits, Equal Employment Opportunity Commission hearings, and Police Board separation cases.

2. Intergovernmental Affairs Section

The Intergovernmental Affairs Section is commanded by a coordinator who reports directly to the General Counsel to the Superintendent. The section serves as the Department's liaison for legislative issues including processing inquiries to and from the City Council, the Illinois General Assembly, and the United States Congress; supporting legislative initiatives before law- and rule-making bodies through the City of Chicago Department of Law and Intergovernmental Affairs Office; and other related tasks as directed by the Superintendent or the General Counsel.

3. Management and Labor Affairs Section

The Management and Labor Affairs Section is commanded by a director who reports directly to the General Counsel to the Superintendent. This section is responsible for Departmental activities specifically related to the various labor agreements, such as administering the Department's grievance procedures; providing input to command and supervisory personnel to facilitate a uniform implementation of the agreements; coordinating Departmental labor-relations activities with other governmental agencies; serving as liaison between the Department and the bargaining agents; and providing input into the development of Departmental directives and training programs to ensure they are in compliance with labor agreements.

4. Freedom of Information Section

This section reports directly to the General Counsel and is responsible for processing citizen requests to examine or obtain copies of public records maintained by the Department consistent with the Illinois Freedom of Information Act and other applicable Illinois statutes.

G. Office of Communications

The Office of Communications is commanded by a director who functions as Chief Communications Officer and reports directly to the Superintendent. The office serves as liaison between the

Department and the news media relative to the following activities: gathering information on crimes, crime prevention, and police activities; writing press releases; administering the ride-along program for members of the news media; and the dissemination of information to the public through the news media. In addition, the director assists media crews in covering spot news and producing documentaries and ensuring Department members are available for media interviews consistent with Department policy. The Office of Communications consists of the following sections:

1. Executive Communication Section

The Executive Communication Section is commanded by a Deputy Director who reports directly to the Director, Office of Communications. The Executive Communication Section oversees the functions of the News Affairs Unit.

News Affairs Unit

The News Affairs Unit is commanded by a commanding officer who reports directly to the Deputy Director, Executive Communication Section. The unit is responsible for the daily media inquiries that come into the Chicago Police Department specific to daily criminal incidents and coordinates positive media interviews involving sworn members. The unit is also responsible for daily social media posts, staffing all public media events, and serves as the chief FOIA liaison.

2. Internal Communication Section

The Internal Communication Section is commanded by a commanding officer who reports directly to the Deputy Director, Executive Communications Section. This section is responsible for all communications to Chicago Police Department employees, including town hall events with command staff, PAX 501s, AMCs, and maintenance of AskHQ. The Internal Communication Section oversees the functions of the Video and Graphic Arts Unit.

Video and Graphic Arts Unit

The Video and Graphics Art Unit is commanded by a commanding officer who reports directly to the commanding officer, Internal Communication Section. This unit is responsible for taking photographs and video of public events, recording and editing videos for internal dissemination, and other projects as needed.

H. Office of Community Policing

The Office of Community Policing is commanded by a deputy chief who reports directly to the Superintendent. The office communicates with all City departments, ensuring coordination of City services as they apply to the community-relations strategy and organizes community residents in furtherance of community-relations-related initiatives. The Office of Community Policing consists of the following sections:

1. The Public Engagement Section, which is commanded by a director who reports directly to the Deputy Chief, Office of Community Policing. This section consists of the following units:

a. The Field Operations Unit, which coordinates and facilitates district law enforcement community policing efforts as they relate to interactions with community stakeholders, residents, business owners, and other community members consistent with the Department directive titled "**Community Relations Strategy**."

b. The Senior Services and Domestic Violence Unit, which is responsible for facilitating and coordinating law-enforcement services provided to the senior-citizen community and providing immediate, effective assistance and protection for domestic-violence victims and witnesses and, in liaison with the advocate community, coordinating Department-wide domestic violence training;

- c. The Youth Services Unit, which is responsible for the coordination and implementation of the Department's youth-related community policing activities directed towards prevention and intervention; and
 - d. The Preventive Programs and Court Advocacy Unit, which provides programs, lectures, displays, seminars, and crime prevention and safety tips to all citizens and community groups. This unit also promotes long-term impact on neighborhood safety by working with community members to identify and track court cases of interest to the community, providing support for victims and witness who testify in court, and sending a strong message to the defendant, judge, and other interested parties in the criminal justice system that the community is invested in the outcome of these cases.
2. The Community Outreach Section, which is commanded by a deputy director who reports directly to the Deputy Chief, Office of Community Policing. This section consists of the following units:
- a. The Special Activities Unit, which provides assistance to sworn members and their families when members are killed or seriously injured; assists with the filing of appropriate local, state, and federal claims for benefits on behalf of the survivors of eligible deceased members; submits pertinent reports to the City Council Committee on Finance regarding line-of-duty deaths; serves as liaison to the 100 Club of Chicago and the Chicago Police Department Gold Star Families; arranges and conducts tours of Department facilities; responds to inquiries regarding Department operations; administers the ride-along program within police districts for other than news media representatives consistent with the Department directive titled "**Ride-Along Program**"; promotes and conducts Department-sponsored charitable events; coordinates visits of Department guests as directed by the Superintendent; serves as liaison to outside agencies involved in police projects; promotes and conducts various programs of interest to Department members; coordinates the Department's blood-donor programs; serves as the Department's liaison with Lifesource; and serves as the liaison to Department retirees;
 - b. The Civil Rights Unit, which is primarily responsible for the investigation of reported hate crimes working in conjunction with the Bureau of Patrol, Bureau of Detectives, and Youth Investigations Division;
 - c. The Honor Guard Team, which is comprised of Department members who are specifically trained and uniformed for ceremonial services during an honors funeral or other event as determined by the Superintendent and consistent with the Department directive titled "**Honors for Deceased Members**"; and
 - d. The School Visitation Unit, which coordinates school-based programs consistent with the Department directives titled "**Drug Abuse Resistance Education (D.A.R.E.) Program**" "**Gang Resistance Education and Training (G.R.E.A.T) Program,**" and "**Officer Friendly Program.**"

I. Bureau of Internal Affairs

The Bureau of Internal Affairs is commanded by a chief who reports directly to the Superintendent. The chief is assisted by an executive officer the rank of deputy chief who oversees the functions of the Administrative, Intake/Analytical, Advocate, and Records Sections. The bureau coordinates and exercises supervision over disciplinary matters involving alleged or suspected violations of statutes, ordinances, and Department rules and directives; coordinates the assignment of complaint register investigations and serves as a repository for all Department records of complaint register investigations; conducts overt and covert field investigations; and is responsible for detecting corrupt practices involving Department members. This bureau also coordinates with the Civilian Office of Police Accountability (COPA) on disciplinary matters that affect members and ensures the consistent administration of bargaining agreement rights for members represented by existing labor agreements.

The bureau consists of the following divisions:

1. Investigations Division

The Investigations Division is commanded by a commander who reports directly to the Chief, Bureau of Internal Affairs. The division conducts investigations consistent with the mission of the bureau. The division consists of the General Investigations Section, Special Investigations Section, and Case Management Office.

2. Confidential Investigations Division

The Confidential Investigations Division is commanded by a commander who reports directly to the Chief, Bureau of Internal Affairs. The division conducts investigations which can be long-term, covert in nature, and involve allegations of Department members' involvement in criminal activity. The division consists of the following:

a. Confidential Investigations Section

The Confidential Investigations Section may combine efforts with outside agencies to engage in cooperative investigations. This section also maintains a liaison with the Federal Bureau of Investigation, the United States Attorney's Office, the Cook County State's Attorney Office, and other federal, state, and local law enforcement agencies. Assigned investigations include but are not limited to organized crime, racketeering, narcotics sales and trafficking, residency violations, integrity checks, allegations of coercion, financial crimes, internet and social media investigations, sexual crimes, criminal perjury, and any other investigations as directed by the Chief or a commander of the Bureau of Internal Affairs.

b.

Medical Integrity Section

The Medical Integrity Section is commanded by a sergeant who reports directly to the Commander, Confidential Investigations Division. This section investigates allegations of medical roll fraud, waste, and abuse. It also maintains a liaison with the Department's Medical Section. Assigned investigations include but are not limited to false reported injury, working secondary employment while on the medical roll, not following proper medical roll procedures or policies, compliance with work-restriction irregularities with injury or sickness versus time on medical roll, five or more medical events within a twelve-month period, and any other investigations as directed by the Chief or a commander of the Bureau of Internal Affairs.

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

Eddie T. Johnson
Superintendent of Police

18-018 EW



ORGANIZATION AND FUNCTIONS OF THE OFFICE OF THE FIRST DEPUTY SUPERINTENDENT



ISSUE DATE:	10 May 2018	EFFECTIVE DATE:	10 May 2018
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INDEX CATEGORY:	Department Organization		

I. PURPOSE

This directive:

- A. establishes the organization and functions of the Office of the First Deputy Superintendent.
- B. satisfies CALEA Law Enforcement Standards Chapter 11.

II. ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES

The Office of the First Deputy Superintendent is commanded by the First Deputy Superintendent, who reports directly to the Superintendent of Police.

The office consists of the following sections, units and bureaus:

- A. Crime Control Strategies Section

The Crime Control Strategies Section is commanded by a deputy chief who reports directly to the First Deputy Superintendent. The section is responsible for monitoring, assessing, and executing the Department's various strategic operational plans and coordinating and directing Department activities which specifically relate to data collection, criminal justice research, analysis, and reporting. The section consists of the following unit:

Compstat Unit

The CompStat Unit manages the CompStat meetings. Unit responsibilities include monitoring and assessing the execution of the Department's various strategic operational plans; ensuring Department managers identify emerging crime trends within their areas of responsibility; ensuring Department managers are addressing the identified crime trends; and assessing the efficiency and effectiveness of the Department's administrative processes and the allocation of Departmental resources.

- B. Street Operations Unit

The Street Operations Unit is staffed by deputy chiefs who report directly to the First Deputy Superintendent and perform functions consistent with the Department directive titled "**Deputy Chiefs Assigned To The Street Operations Unit.**"

- C. Detached Services Unit

The Detached Services Unit is commanded by a commanding officer who reports directly to the First Deputy Superintendent. This section maintains administrative liaison between the Department and outside agencies requiring the use of sworn members in an investigative capacity for extended periods of time.

- D. Special Events Unit

The Special Events Unit is commanded by a commanding officer who reports directly to the First Deputy Superintendent. This section is responsible for planning police coverage at public events and

maintaining liaison with other municipal departments as well as federal and state law enforcement agencies.

E. Deployment Operations Section

The Deployment Operations Section is commanded by a deputy chief who reports directly to the First Deputy Superintendent. The deputy chief is assisted by an executive officer the rank of commander who is responsible for the Crime Prevention Information Center (CPIC) and the Deployment Analysis Unit. This section provides timely intelligence that will assist in the reduction of violent crime, assesses the threat of terrorism, and gathers information to assist in the effective recommendation for the deployment of Departmental resources.

F. Bureau of Patrol

The Bureau of Patrol is commanded by a chief who reports directly to the First Deputy Superintendent. The bureau conducts its activities consistent with the Department directive titled "**Organization and Functions of the Bureau of Patrol.**"

G. Bureau of Detectives

The Bureau of Detectives is commanded by a chief who reports directly to the First Deputy Superintendent. The bureau conducts its activities consistent with the Department directive titled "**Organization and Functions of the Bureau of Detectives.**"

H. Bureau of Organized Crime

The Bureau of Organized Crime is commanded by a chief who reports directly to the First Deputy Superintendent. The bureau conducts its activities consistent with the Department directive titled "**Organization and Functions of the Bureau of Organized Crime.**"

I. Bureau of Organizational Development

The Bureau of Organizational Development is commanded by a chief who reports directly to the First Deputy Superintendent. The bureau conducts its activities consistent with Department directive titled "**Organization and Functions of the Bureau of Organizational Development.**"

J. Bureau of Technical Services

The Bureau of Technical Services is commanded by a chief who reports directly to the First Deputy Superintendent. The bureau conducts its activities consistent with Department directive titled "**Organization and Functions of the Bureau of Technical Services.**"

Eddie T. Johnson
Superintendent of Police

18-018 EW



ORGANIZATION AND FUNCTIONS OF THE BUREAU OF PATROL



ISSUE DATE:	31 August 2018	EFFECTIVE DATE:	31 August 2018
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INDEX CATEGORY:	Department Organization		

I. PURPOSE

This directive:

- A. establishes the organization and functions of the Bureau of Patrol.
- B. satisfies CALEA Law Enforcement Standards Chapter 11.

II. ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES

- A. The Bureau of Patrol is commanded by a chief who reports directly to the First Deputy Superintendent. The chief is assisted by an executive officer the rank of deputy chief.

The Bureau of Patrol also consists of the following:

- 1. Crisis Intervention Team (CIT) Program, which is commanded by a coordinator who reports directly to the Chief, Bureau of Patrol, consistent with the Department directive titled "**Crisis Intervention Team (CIT) Program.**"
- 2. Field Training and Evaluation Section, which is commanded by a commanding officer who reports directly to the Chief, Bureau of Patrol, consistent with the Department directive titled "Field Training and Evaluation Program."
- B. The bureau is responsible for general field operations, including the protection of life and property; apprehension of criminals; and enforcement of traffic laws and ordinances.
- C. The bureau consists of the following:

- 1. Bureau of Patrol Areas

The twenty-two police districts are organized into three police areas. Each police area is commanded by an area deputy chief who reports directly to the Executive Officer. Each area deputy chief is assisted by an executive officer the rank of commander. Each police district is commanded by a commander who reports directly to the appropriate area deputy chief. Each district is provided with personnel and support service to staff three watches, tactical teams, and a community relations office. Areas are organized as follows:

- a. BOP Area North: Districts 011, 014, 015, 016, 017, 019, 020, 024, and 025;
- b. BOP Area South: Districts 004, 005, 006, 007, and 022;
- c. BOP Area Central: Districts 001, 002, 003, 008, 009, 010, 012, and 018.

NOTE: District 001 also consists of the Central Detention Section. This section processes and maintains custody of arrestees held in central lockup; transports arrestees to courts and institutions; and provides transportation for persons in multiple arrest situations.

- 2. Special Functions Division

The mission of the Special Functions Division is to support Bureau of Patrol operations. The Special Functions Division is commanded by a deputy chief who reports directly to the

Executive Officer, Bureau of Patrol. The deputy chief is assisted by an executive officer the rank of commander. The division consists of the following units:

a. Airport Law Enforcement Section

The Airport Law Enforcement Section is commanded by a commander who reports directly to the Deputy Chief, Special Functions Division. This section provides specialized patrol coverage to airport terminals and outlying properties; regulates vehicular and pedestrian traffic; and works in conjunction with the Federal Bureau of Investigation, the Federal Aviation Administration, the Federal Transportation Safety Administration Bureau, and the Drug Enforcement Administration in various airport/dignitary functions.

b. Public Transportation Section

The Public Transportation Section is commanded by a commander who reports directly to the Deputy Chief, Special Functions Division. This section provides patrol security for the CTA Rapid Transit System within City limits and other CTA vehicles and facilities as directed by the Deputy Chief, Special Functions Division.

c. Traffic Section

The Traffic Section, commanded by a commanding officer who reports directly to the Deputy Chief, Special Functions Division, is responsible for traffic enforcement and accident investigations on Lake Shore Drive and the Chicago Skyway; providing traffic escort services when required; providing intersection control, regulation of pedestrian and vehicular traffic, and parking enforcement in the Loop area; and traffic and crowd control management at sports, entertainment venues, and special events.

d. Mounted Unit

The Mounted Unit provides specialized mounted patrol in selected areas of the City where such patrol can be used effectively.

e. Special Weapon and Tactics (SWAT) Unit

The SWAT Unit consists of specially trained personnel who respond to incidents consistent with the Department directives titled "**Special Weapon and Tactics (SWAT) Incidents**" and "**Search Warrants**."

The SWAT unit also consists of the:

- (1) Bomb Squad, which responds to all bomb-related incidents and threats consistent with the Department directive titled "**Bomb Incidents**."
- (2) Specialty Vehicle Team.

f. Marine/Helicopter Unit

The Marine/Helicopter Unit is commanded by a commanding officer who reports directly to the Deputy Chief, Special Functions Division, and provides the following services:

- (1) The Marine Operations component of the unit provides specialized marine operations consistent with Department policy, such as water-based law enforcement and Homeland Security patrols and search, rescue, and recovery operations where specialized equipment is required.
- (2) The Helicopter Operations component of the unit is a regional helicopter operations program in conjunction with the Cook County Sheriff's Police providing coverage to all of Cook County. The component provides Department members with air support to enhance crime deterrence and prevention; tracking of targets through focused aerial patrol; enhanced

response time by quickly delivering personnel and equipment to incident scenes; and critical communication across multiple agencies and jurisdictions. Requests for Helicopter Operations from outside of Cook County go through the Illinois Law Enforcement Alarm System call out procedures.

g. Troubled Building Unit

The Troubled Building Unit is commanded by a commanding officer who reports to the Deputy Chief, Special Functions Division. Activities of the unit include training, monitoring, and providing support for area drug- and gang-house officers and district vacant-building officers; administering the vacant building program that ensures proper preparation of cases for administrative hearings; staffing the troubled building investigative team that provides enforcement activity at targeted problem-building locations; and assisting with property inspections and strengthening court cases by maintaining a liaison with other City agencies, including the Office of the Mayor, Department of Law, and the Department of Buildings.

h. Canine Unit

The Canine Unit provides specialized canine services and patrols consistent with the Department directive titled "**Canine Teams**."

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

Eddie T. Johnson
Superintendent of Police

18-051 EW



ORGANIZATION AND FUNCTIONS OF THE BUREAU OF DETECTIVES



ISSUE DATE:	08 December 2017	EFFECTIVE DATE:	08 December 2017
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I. PURPOSE

This directive:

- A. establishes the organization and functions of the Bureau of Detectives.
- B. satisfies CALEA Law Enforcement Standards Chapter 11.

II. ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES

The Bureau of Detectives is commanded by a chief who reports directly to the First Deputy Superintendent. The chief is assisted by an executive officer the rank of deputy chief. The bureau is responsible for investigating selected felonies and selected misdemeanors; the processing of juvenile offenders and the care of juveniles who are in need of protective services; missing and found persons; and other incidents that may be assigned to the bureau by policy or through specific instruction of the Chief, Bureau of Detectives.

The Bureau consists of the following:

A. Investigative Support Section

The Investigative Support Section operates as a component of the Executive Office, Bureau of Detectives. The section coordinates the operations of the Bureau of Detectives and performs other functions as designated by the Executive Officer or Chief, Bureau of Detectives.

B. Bureau of Detectives Areas

- 1. The twenty-two police districts are organized into three Bureau of Detectives Areas as follows:
 - a. Area North: Districts 011, 014, 015, 016, 017, 019, 020, 024, and 025;
 - b. Area South: District 004, 005, 006, 007, and 022;
 - c. Area Central: Districts 001, 002, 003, 008, 009, 010, 012, and 018.
- 2. Each Bureau of Detectives Area is commanded by a commander who reports directly to the Executive Officer, Bureau of Detectives. Each area consists of a Property Crimes Section, Violent Crimes Section, and Case Management Office. Special victim investigations are under the oversight of the Violent Crimes Sections.

C. Special Investigative Group

The Special Investigative Group is commanded by a deputy chief who reports directly to the Executive Officer, Bureau of Detectives. It consists of the following divisions:

1. Youth Investigations Division

The Youth Investigations Division is commanded by a commander who reports directly to the Deputy Chief, Special Investigative Group. The division is responsible for managing juvenile records; providing investigative support for missing/found person cases; investigating child abuse cases; coordinating and monitoring social service resources to juveniles and their families; maintaining delinquency prevention programs; and identifying and facilitating the

correction of conditions conducive to delinquency. In support of these functions, the division maintains liaisons with the Juvenile Court, the Illinois Department of Children and Family Services (IDCFS), the Board of Education, and other juvenile justice agencies. The commander coordinates the functions and performance of the following units:

a. Juvenile Intervention and Support Center

The Juvenile Intervention and Support Center (JISC) is commanded by a commanding officer who reports directly to the Commander, Youth Investigations Division. The JISC is a specialized Department facility from which the Department's juvenile delinquency prevention and intervention activities are directed, juvenile arrestees are processed, and the development and identification of appropriate social and diversion services for station-adjusted juvenile offenders are coordinated. In addition, the JISC develops and manages the Department's victim/juvenile offender conferencing program and provides operational space for selected juvenile justice, social service, and community agencies working in partnership with the Department regarding juvenile delinquency prevention and intervention.

b. Special Investigations Unit

The Special Investigations Unit provides expertise in the investigation of cases involving sexual abuse and assault of children 0 through 12 years of age; family-related sexual abuse and assault cases involving children 0 through 17 years of age; sexual abuse and assault cases of children 0 through 17 years of age in an institutional setting where the alleged offender is a person in a position of trust or authority; child exploitation, child pornography, and mass molestation of children; and other specialized cases assigned at the direction of the Commander, Youth Investigations Division.

c. Criminal Registration Unit

The Criminal Registration Unit is responsible for registering previously convicted offenders under the Illinois Sex Offender Registration Act, the Illinois Murderer and Violent Offender Against Youth Registration Act, the Arson Offender Registration Act, as well as the Chicago Gun Offender Registry Ordinance. The unit is also charged with maintaining the Department's registration records for these individuals and coordinating with the detective areas in the investigation and processing of sex offender registration violations. Additionally, the section coordinates quarterly verification checks of registrant addresses and provides regular listings to patrol and detective bureau personnel on registrants then in a violation status. The unit also serves as a liaison with the United States Marshals Service Sex Offender Task Force. Furthermore, the unit monitors and investigates complaints of false claims by registrants of homelessness status intended to obscure their true addresses of residence and circumvent the public notice intent of the various criminal registration statutes and ordinances.

2. Central Investigations Division

The Central Investigations Division is commanded by a commander who reports directly to the Deputy Chief, Special Investigative Group. The function of the unit is to respond to trends in crime by utilizing specialized investigative techniques. The commanding officer oversees the operations of the following:

a. The Fugitive Apprehension Unit is responsible for the investigation and apprehension of individuals wanted on warrants and investigative alerts with probable cause to arrest.

b. The Financial Crimes Unit investigates financial crimes, including identity theft, credit card fraud, forgery, mortgage fraud, embezzlement, and money laundering.

- c. The Arson Section conducts investigations consistent with the Department directive titled "**Fire and Arson Incidents.**"
 - d. The DNA Unit manages appropriate data bases; reviews and disseminates CODIS, IBIS, and BIA associations and conducts regular audits to ensure proper follow-up investigations of those associations; conducts weekly audits of all sexual assault kits to ensure compliance with Illinois State law; and administers the cold case DNA grant and any outsourced DNA testing.
 - e. The Chicago Major Auto Theft Investigations Unit investigates auto-theft-related crime patterns and associated organized criminal groups.
 - f. The CPD/FBI Violent Crimes Task Force investigates kidnappings and related offenses, homicide warrants, other felony fugitive warrants, robberies of financial institutions, and fugitive offenders that have fled the Department's jurisdiction.
 - g. The Major Accident Investigation Section investigates traffic crashes with serious personal injury likely to cause death, fatal traffic crashes, and all hit and run incidents.
3. Forensic Services Division

The Forensic Services Division is commanded by a director who reports directly to the Deputy Chief, Special Investigative Group. The Forensic Services Division provides technical and scientific expertise for the collection and analysis of physical evidence and the reconstruction of crimes. It provides expert testimony on the collection, submission, and examination of evidence to assist in the criminal justice process. The Forensic Services Division is also responsible for submitting evidence to the Illinois State Police Laboratory for examination. The section consists of the following units:

a. Forensic Services Lab Unit

The Forensic Services Lab Unit is commanded by a commanding officer who reports directly to the Director, Forensic Services Division. The unit is responsible for the appropriate transportation, data entry, and analysis of all evidence submitted to the Forensic Services Division; responding to all subpoena requests for Chicago Police Forensic Services Division reports; performing technical photographic procedures used in scientific crime detection; conducting scientific analysis of firearms evidence; administering forensic polygraph examinations; and conducting patent and latent fingerprint examination of physical evidence.

b. Crime Scene Processing Unit

The Crime Scene Processing Unit is commanded by a commanding officer who reports directly to the Director, Forensic Services Division. The unit is responsible for photographing, collecting, preserving, and inventorying evidence at crime scenes and for photographing and sketching major crime scenes.

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

Eddie T. Johnson
Superintendent of Police

17-113 CAW



ORGANIZATION AND FUNCTIONS OF THE BUREAU OF ORGANIZED CRIME



ISSUE DATE:	08 December 2017	EFFECTIVE DATE:	08 December 2017
RESCINDS:	15 August 2017 Version		
INDEX CATEGORY:	Department Organization		

I. PURPOSE

This directive:

- A. establishes the organization and functions of the Bureau of Organized Crime.
- B. satisfies CALEA Law Enforcement Standards Chapter 11.

II. ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES

The Bureau of Organized Crime is commanded by a chief who reports directly to the First Deputy Superintendent. The bureau also consists of an executive officer the rank of deputy chief, who reports directly to the chief. The bureau initiates and conducts investigations of certain types of organized crime. Bureau members provide information and investigative assistance to all units of the Department and to outside agencies, as well as participate in various federal and state task forces. The Bureau of Organized Crime is organized as follows:

A. Confidential Matters Section

The Confidential Matters Section functions as a component of the Office of the Chief, Bureau of Organized Crime. The Confidential Matters Section maintains cooperating individuals' files and electronic surveillance files for the bureau.

B. Criminal Analysis Review Section

The Criminal Analysis Review Section functions as a component of the Office of the Chief, Bureau of Organized Crime. Section functions include data entry of Vice Case Reports into the CHRIS system, performing bureau procedures regarding expungement of criminal records, and responding to requests for Freedom of Information reports.

C. Vice and Asset Forfeiture Division

The Vice and Asset Forfeiture Division is commanded by a commander who reports directly to the Executive Officer, Bureau of Organized Crime. The division processes all cases that are drug-related and involve money, vehicles, real property, or other assets seized for civil and/or criminal forfeiture proceedings. It also conducts in-depth and long-term financial investigations of narcotics traffickers in an effort to seize drug-related assets. The division consists of the following sections:

1. Vice Section

The Vice Section is commanded by a commanding officer who reports directly to the Commander, Vice and Asset Forfeiture Division, and is responsible for ensuring investigations directed toward the detection and suppression of vice activities other than narcotics (gambling, prostitution, and distribution of obscene matter) and coordinating with and assisting district commanders in effecting vice control enforcement action. The section consists of the Chicago Human Trafficking Task Force, which conducts investigations consistent with the Department directive titled "**Human Trafficking**," and the following teams:

a. License Investigation Teams

The License Investigation Teams perform functions relating to city license applications, subterfuge, and organized crime involvement in legitimate business operations. The License Investigation Teams also prepare cases for and serve as the Department's liaison with the Mayor's License Commission.

b. Prostitution Teams

The Prostitution Teams conduct undercover operations relative to prostitution.

2. Asset Forfeiture Investigation Section

The Asset Forfeiture Investigation Section assists Department members with the identification, lawful seizure, and proper processing of drug-related and other criminally derived assets; responds promptly to the scene of any seizure in excess of \$10,000 or, when requested, to large drug seizures, discovery of safe deposit box keys, or financial documents; works with state and federal law enforcement agencies on money laundering, income tax evasion, and other continuing criminal enterprise investigations; and is responsible for the investigation and processing of all vehicles seized by the Department in preparation for forfeiture. The section also consists of the Money Laundering Task Force.

D. Gang Investigation Division

The Gang Investigation Division is commanded by a commander who reports directly to the Executive Officer, Bureau of Organized Crime. The division is responsible for ensuring the proper investigation of any individual, group, or organization reasonably believed to be engaging in criminal activity; initiating investigations for the purpose of identifying gang organizations involved in criminal offenses; and disseminating information about gangs to appropriate Departmental units. The division gathers, evaluates, and disseminates this information in accordance with Department directives, constitutional protections, and statutory requirements. The division consists of Area Gang Investigation Teams, the Gang School Safety Team, and the following:

1. Intelligence Section

The Intelligence Section conducts investigations of an individual, group, or organization reasonably believed to be engaging in criminal or terrorism-related activity. Assistance with investigations and actionable intelligence will be provided to Departmental units to augment their investigations into violent/property crimes, organized crime groups, and terrorist organizations. The Intelligence Section includes the Joint Terrorism Task Force and FBI Humint Task Force.

2. FBI Joint Task Force on Gangs

A combined initiative between the Chicago Police Department and the Federal Bureau of Investigation, the section is responsible for identifying, disrupting, and dismantling violent drug-trafficking street gangs and their criminal enterprises operating within the City.

3. Firearms Investigation Team

The Firearms Investigation Team traces the ownership of firearms used in criminal incidents or processed by the Department and conduct and assist in investigations that target gun violence. The Firearms Investigation Team works in cooperation with other law enforcement agencies including those federal agencies charged with the enforcement of federal firearms laws.

4. ATF Task Force

A combined initiative between the Chicago Police Department and the Bureau of Alcohol, Tobacco, Firearms, and Explosives, this section is responsible for identifying, investigating, and developing evidence for the successful prosecution of individuals involved in the intra-state trafficking of firearms into the City.

5. Electronic and Technical Support Section

This section provides electronic and technical support for investigations, including audio/video surveillance and video retrieval.

E. Narcotics Division

The Narcotics Division is commanded by a commander who reports directly to the Executive Officer, Bureau of Organized Crime. The division is responsible for investigation of and enforcement against large-scale, illegal narcotics activities and narcotics activities that transcend district boundaries. The division includes general enforcement teams and High Intensity Drug Trafficking Area/Drug Enforcement Administration (HIDTA/DEA) Teams.

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

Eddie T. Johnson
Superintendent of Police

17-113 CAW



ORGANIZATION AND FUNCTIONS OF THE BUREAU OF ORGANIZATIONAL DEVELOPMENT



ISSUE DATE:	31 August 2018	EFFECTIVE DATE:	31 August 2018
RESCINDS:	7 May 2018 Version		
INDEX CATEGORY:	Preliminary Investigations		

I. PURPOSE

This directive:

- A. establishes the organization and functions of the Bureau of Organizational Development.
- B. satisfies CALEA Law Enforcement Standards Chapter 11.

II. ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES

The Bureau of Organizational Development is commanded by a chief who reports directly to the First Deputy Superintendent. The Bureau is responsible for implementing recommendations from the Mayor's Police Accountability Task Force and the Department of Justice pattern or practice investigation of the Chicago Police Department. The bureau coordinates and directs activities which specifically relate to data collection; criminal justice research and analysis and reporting; evaluates compliance with federal, state, and local laws in Department directives; researches, prepares, updates, and issues Department directives; identifies and provides for the training needs of the Department; provides field operations with support that is consistent with beat, district, and strategic operational planning activities. Additionally, the bureau is responsible for coordinating and directing Department activities which specifically relate to budget and fiscal control and personnel administration. The bureau consists of the following groups, sections and divisions:

- A. The Administrative and Logistic Support Group is commanded by a deputy chief who reports directly to the Chief, Bureau of Organizational Development. The group consists of the following:

- 1. Finance Division

The Finance Division is commanded by a director who reports directly to the Deputy Chief, Administrative and Logistic Support Group. The division consists of the following sections:

- a. Accounting and Budgeting Section

The primary function of the Accounting and Budgeting Section is the preparation and monitoring of the Department's annual budget. The section is also responsible for the accounting, reporting, and monitoring of all spending, as well as record keeping for certain revenue collection. Further responsibilities include managing all travel requests and arrangements, accounting and fiscal reporting for all grants, and special accounting functions for several internal checking accounts. The section performs cost-benefit analyses and acts as the Department's primary liaison with the Office of Budget and Management and the Office of the Comptroller.

- b. Payroll Section

The Payroll Section is responsible for building, transmitting, and distributing the Department's various payrolls, including the twice-monthly payrolls and supplemental contractual payrolls. Additionally, the section processes injured-on-duty letters, W-2 statements, subpoenas, child support, lost time, employment, suspensions, rate increases, new hires, promotions, transfers, salary verifications, and public aid forms. The section is responsible for testifying in court proceedings regarding payroll and

timekeeping practices, as well as providing historical payroll information. The section also interprets and facilitates updates to the Department's timekeeping directives.

c. Purchasing and Accounts Payable Section

The Purchasing and Accounts Payable Section is responsible for assisting and guiding the Department in the acquisition of all products and services to be in compliance with all state- and city-purchasing policies. The section develops specifications that will become contract or term purchasing agreements, reviews them for accuracy, and pays all invoices. The section also assures compliance with all city minority business enterprise and women's business enterprise guidelines, as well as target-market programs as required by ordinance and program goals. This section acts as a liaison with the Department of Procurement Services.

2. Chaplains Section

The Chaplains Section provides chaplaincy services consistent with the Department directives titled "**Police Department Chaplains Unit**" and "**Uniform for Police Department Chaplains Unit.**"

3. Professional Counseling Division

The Professional Counseling Division is commanded by a director who reports directly to Deputy Chief, Administrative and Logistic Support Group. The division responds to calls for assistance twenty-four hours a day, seven days a week. Services are available to all Department members and their families, including retired and disabled officers. Services include, but are not limited to, individual, marital, couples, families, alcohol and substance abuse, gambling, and peer support. The service provides solutions and resources for problem areas that may affect employee job performance and personal lives. Training includes stress management, suicide prevention education, alcohol and substance abuse, anger management, gambling, and the effects of cynicism on law enforcement personnel. The division consists of the following sections:

a. Alcohol and Substance Abuse Section

The Alcohol and Substance Abuse section consists of sworn police officers who provide Department members and their families with assessment, support, and referral sources for treatment programs and/or meetings. The drug and alcohol counselors work with individuals through every aspect of recovery and offer regularly scheduled meetings specifically tailored to meet the needs of police personnel and their family members. These officers are state-certified addictions counselors.

b. Mental Health Section

The Mental Health Section is staffed by licensed clinical therapists who provide counseling, assessment, and referral services to Department members and their families. This consists of individual, marital, couples, and family sessions. These services are free of charge. The section also includes the Traumatic Incident Stress Management Program, which provides crisis and stress management during times of professional and personal tragedies and losses. All services are confidential and no records of such services are maintained. Additional information on these confidential services is provided in Department directive titled "**Professional Counseling Service/Employee Assistance Program.**"

c. Peer Support Section

The Peer Support Section consists of a Peer Support Program Manager and over 300 active sworn, retired sworn and disabled members of all ranks. The Program Manager reports directly to the Director, Professional Counseling Division, and oversees the hierarchical structure of trained volunteer peer support members and the implementation of the day-to-day operations of the program. The primary

objective of the Peer Support Section is to give immediate assistance to Department members and their families by providing interventions, support, and referrals during and after times of crises or trauma. The Peer Support Section is available to personnel and their families after the death of a family member, friend, or peer, and for marital, child, or job-related difficulties. Section members receive on-going training and utilize mental health professionals and other resources in providing assistance.

4. Grants Section

The Grants Section prepares, reviews, and edits grant proposals and budgets on behalf of the Department; provides administrative oversight for all the Department's grant-funded programs, including researching funding opportunities; coordinates and expedites the grant application and award processes with city, state, and federal agencies; facilitates and coordinates grant program implementation and monitoring by other Departmental units; collects, analyzes, and maintains data pertaining to grant programs; reviews requests for letters of support from outside agencies submitting grant applications; and drafts and routes letters of support (for those applications consistent with Department objectives) for approval by the Deputy Chief, Administrative and Logistic Support Group, or the Superintendent of Police, as appropriate.

5. Human Resources Division

The Human Resources Division is commanded by a director who reports directly to the Chief, Bureau of Organizational Development. The division consists of the following:

a. Investigations Section

The Investigations Section ensures that all aspects related to the pre-employment-hiring process for sworn members are completed, including the written examination and POWER, drug, medical, and psychological testing. The section also performs comprehensive background investigations, ensures that applicants meet all hiring standards, and opens and maintains preemployment personnel files.

b. Medical Section

The Medical Section maintains medical records on all sworn employees, monitors progress of sworn members who utilize the medical roll, and processes medical reports submitted by a physician for applicants to the position of police officer.

c. Random Drug testing Section

This section performs its duties consistent with Department directive titled "**Random Drug and Alcohol Testing Program.**"

d. Ambassadors Section

The Ambassadors Section manages the Department's recruiting efforts in cooperation with the City of Chicago, Department of Human Resources. To maintain a diverse pool of qualified applicants for upcoming police officer exams, section personnel recruit applicants at various venues, including job fairs conducted at colleges, universities, and military bases; posts recruiting information on appropriate web sites; and supervises officers assigned to the Law and Public Safety Academy, where officers incorporate a team-teaching approach by including law-enforcement-related training into high school curriculums.

e. Career Development Section

The Career Development Section manages the Tuition Reimbursement Program, pre-retirement planning seminars, job description records, performance evaluations, Employee Indebtedness Program, Position Classification Program, and other projects related to career development. In addition, the section manages the Department's response to requests for reasonable accommodations under the Americans with

Disabilities Act, develops sworn selection processes, manages the educational verification process for new hires and promotions, and coordinates the administrative employment aspects for members called to active military duty.

f. Awards Section

The Awards Section assists the Department in recognizing and honoring sworn members killed in the line of duty; sworn members for outstanding acts of bravery and heroism, outstanding accomplishments, and exceptional performance above and beyond that required by the members' assignment; citizens, security officers, and criminal justice agencies in recognition of cooperating with the Department in identifying and resolving problems within the community; sworn and civilian members who serve or have served honorably in the United States Armed Services; and sworn and civilian members who have retired. Additionally, the section manages the Monthly Department Commendation Ceremony, Honored Star Case Ceremony, and the Annual Recognition Ceremony.

g. Employee Services and Assignment Section

The Employee Services and Assignment Section maintains personnel and insurance records for all employees; monitors and updates all changes of employment, insurance, and personal information; provides employment information to outside sources upon request; and processes reemployed personnel.

B. Education and Training Division

The Education and Training Division is commanded by a deputy chief who reports directly to the Chief, Bureau of Organizational Development. The deputy chief is assisted by an executive officer the rank of commander. The deputy chief directs the resources of the division; identifies the training needs of the Department; and ensures that the education and training of recruit and incumbent personnel adhere to Department policy, the guidelines established by the Illinois Law Enforcement Training and Standards Board, and all directives from the Chief, Bureau of Organizational Development. The division consists of the following sections:

1. Field Training and Continuing Education Section

The Field Training and Continuing Education Section which functions consistent with the Department directive titled "**Field Training and Evaluation Program.**"

2. In-Service and Continuing Education Section

The In-Service and Continuing Education Section develops and presents continuing education training programs for incumbent Department members. Training includes specialized seminars for both sworn and civilian members using internal and external instructors; ongoing officer safety and firearms training and qualification programs; preservice promotional training; computer-related training; the production of training videos; roll-call lesson plan development; interactive computer-based training; video-based forensic analysis; and the development and delivery of community education programs for members of the public.

3. Instructional Design and Quality Control Section

The Instructional Design and Quality Control Section consists of the following units: Instructional Design, Quality Control, and Publications/Exams and Reproductions. The section identifies training and performance needs, develops and modifies the recruit curriculum, and prepares other training programs as established by the division. The Quality Control Unit monitors, evaluates, and recommends updates to the curriculum and lesson plans and evaluates instructors on their performance. The Publications/Exams and Reproductions Unit develops and publishes training bulletins and other periodicals, maintains and administers examinations to validate pre-service and in-service training programs, and reproduces instructional material.

4. Recruit Training Section

The Recruit Training Section consists of the following units: Recruit Operations, Law, Physical Skills, Firearm Training, and Driving Skills. The section manages and conducts the basic recruit training for the Department's probationary police officers and for other metropolitan jurisdictions. The Law Unit provides training related to legal issues; the Physical Skills Unit conducts all control-tactics training, administers the annual physical fitness exam, manages the Officer Wellness Program, and coordinates the Department's athletic leagues; the Firearms Training Unit conducts all Departmental marksmanship and tactical shooting training and evaluation; and the Driving Skills Unit conducts all Departmental emergency driving and special vehicle training.

C. Force Review Unit

The Force Review Unit is commanded by a commanding officer who reports directly to the Chief, Bureau of Organizational Development, and performs functions consistent with the Department directive titled "**Force Review Unit.**"

D. Inspections Division

The Inspections Division is commanded by a commander who reports directly to the Chief, Bureau of Organizational Development. This division, staffed primarily with supervisory sworn members designated as "inspectors," conducts requested and unannounced surveys, audits, and inspections, to determine conformance with Department policy, methods, and procedures and the efficient use of monetary assets, property, and resources. This division also provides data as a source of management information for exempt personnel. The Inspections Division oversees the Integrity Section and the Court Section.

1. Integrity Section

This section is dedicated to evaluating compliance with the United States Constitution, the State of Illinois Constitution, the law and related Department directives as they pertain to investigatory stops, protective pat-downs, or other searches. The section directly collaborates with other Department units concerning the sampling, monitoring, auditing, and reviewing of completed investigatory stop reports, investigatory stop receipts, and supervisory deficiency reports. This collaboration results in ensuring compliance and proficiency throughout all Department units. In addition, the section recommends remedial actions such as mentoring and re-training, in order to improve performance and compliance with the applicable legal and Departmental requirements.

2. Court Section

The Court Section provides personnel to staff criminal branch courts in the First Municipal District and the Criminal Court Police Assembly Room; monitors court overtime, attendance, appearance, preparation, and court presentation of Department members appearing in court; maintains liaison with the courts, the Office of the Cook County Sheriff, Office of the Cook County State's Attorney, City Department of Law, and the Clerk of the Circuit Court; and submits a comprehensive period report of section activities. The section also consists of the Traffic Court Unit, which is responsible for providing liaison between the Department, the Clerk of the Traffic Court, and the judiciary assigned to Traffic Court. The unit staffs the Police Assembly Room at Traffic Court, prepares Traffic Court notifications, processes various records, and prepares statistical reports relating to traffic accidents and enforcement activities.

E. Research and Development Division

The Research and Development Division is commanded by a director who reports directly to the Chief, Bureau of Organizational Development. The division consists of the following sections:

1. Policy and Procedures Section

The Policy and Procedures Section is commanded by a commanding officer and prepares, updates, and issues Department-level directives concerning Department policy and procedures; provides testimony concerning Department policy in court-ordered depositions and trials; researches recommendations regarding Department policy and procedures; maintains and updates the Department Directives System; and maintains and updates official Departmental forms, the Forms Retention Schedule, and the Department Operations Calendar.

2. Accreditation Section

The Accreditation Section is responsible for the attainment of law enforcement accreditation for the Chicago Police Department, as well as the continued compliance of standards. This section is managed by an Accreditation Manager. The section reviews recognized law enforcement standards, ensures the Department's directives are in compliance with these standards, recommends policy modification to directives when needed, ensures required documentation for accreditation is acquired, and maintains a liaison with all units within the Department, applicable city departments, outside law enforcement agencies, and known accreditation bodies.

3. Research and Analysis Section

The Research and Analysis Section collects, analyzes, and maintains key statistical data concerning arrests, incidents, batteries, and assaults against Department members as well as other criminal justice issues necessary to meet state and federal reporting requirements and to publish the Department's annual reports; reviews and responds to statistical informational requests from city, state, and federal agencies, academic researchers, and members of the general public; collects statistical data on racial, religious, nationalistic, and sexual-orientation-related incidents; conducts research and statistical analysis directed at improving Department effectiveness; prepares comprehensive management reports, crime bulletins, tables, crosstabulations, charts, graphs, and other related media that summarize research findings; maintains and updates the Incident Reporting Guide, the Charge Code, the IUCR Code, and other tables within the CHRIS/CLEAR computer systems; and prepares and coordinates Department informational publications for both internal and external audiences (including researching, writing, designing, and editing). Key publications include annual, quarterly, and condensed quarterly reports; the Monthly Officer Battery Summary; and special Departmental reports, brochures, fact sheets, pamphlets, and other materials as necessary.

4. Uniform and Personal Equipment Section

The Uniform and Personal Equipment Section researches and evaluates new and existing uniform and personal equipment items; organizes the Uniform and Personal Equipment Policy Committee meetings; conducts uniform and equipment evaluations and pilot programs; liaisons with uniform and equipment manufacturers and vendors; maintains and updates approved Manufacturer Recognition Agreements; and maintains and updates the Department Uniform and Equipment Specification Manual.

Eddie T. Johnson
Superintendent of Police

18-018 EW



ORGANIZATION AND FUNCTIONS OF THE BUREAU OF TECHNICAL SERVICES



ISSUE DATE:	08 December 2017	EFFECTIVE DATE:	08 December 2017
RESCINDS:	15 August 2017 Version		
INDEX CATEGORY:	Preliminary Investigations		

I. PURPOSE

This directive:

- A. establishes the organization and functions of the Bureau of Technical Services.
- B. satisfies CALEA Law Enforcement Standards Chapter 11.

II. ORGANIZATIONAL AND FUNCTIONAL RESPONSIBILITIES

The Bureau of Technical Services is commanded by a chief who reports directly to the First Deputy Superintendent. The Bureau is responsible for coordinating services and activities related to information systems, technology, and program development; receiving, storing, and disposing of inventoried property; and the management of Department records and police reports. Additionally, the bureau is responsible for coordinating and directing Department activities which specifically relate to facilities management; and various general support functions. The bureau consists of the following groups, sections, and divisions:

A. Information Services Division

The Information Services Division is commanded by a director who reports directly to the Chief, Bureau of Technical Services, and is responsible for the design, implementation, integration, maintenance, and control of information systems for the Department. The division consists of three sections: the Application Development Section, the Desktop and User Support Section, and the Infrastructure Section.

B. Evidence and Recovered Property Section

The Evidence and Recovered Property Section is commanded by a commanding officer who reports to the Chief, Bureau of Technical Services. The section receives, stores, and disposes of all inventoried property (except animals, automobiles, perishable items, and flammable chemicals, liquids, or gases) that come into the Department's possession.

C. Records Division

The Records Division is commanded by a director who reports directly to the Chief, Bureau of Technical Services. The division is responsible for the management of all criminal records and police reports. The Records Division is comprised of the following sections:

1. Field Services Section

The Field Services Section is divided into ten sections and facilitates the Department's arrestee processing efforts by the establishment of positive fingerprint identification; processes all latent fingerprint evidence and provides expert fingerprint and criminal history testimony for courts; processes LEADS/NCIC messages and all warrants; reviews and updates criminal history records; serves as the repository for all criminal history records and arrest reports and is responsible for the dissemination of them to authorized agencies and personnel; liaisons between CPD and ISP for all LEADS issues; processes requests for access and review; processes all court-ordered expungement and seals; completes fingerprint background checks for city license holders and City of Chicago employee applicants; maintains the Department's Automated Fingerprint Identification System (AFIS)

and the archived fingerprint and palm database; ensures the operation and maintenance of all Livescan systems and mobile ID units; completes data entry for stolen/recovered vehicles and tows; provides field personnel with information on motor vehicles, firearms, serialized property, and wanted persons; processes all phases of the extradition process to and from the State of Illinois involving the Chicago Police Department; and processes all video requests for video integration, in-car camera, and crime scenes.

2. Records Inquiry Section

This section functions as the Department's records processor and repository for all field-generated reports; completes data entry for pawn shop articles, bicycle registrations, and traffic crash reports into the CHRIS system; disseminates police records in accordance with prescribed Department directives and statutory requirements to law-enforcement personnel, the general public, and private agencies; processes subpoena mandates for criminal history record information and other police records; processes criminal background checks and provides visa clearance letters; processes requests for information under the Freedom of Information Act and the Crime Victim's Compensation Act; receives and processes all new applications and renewals for firearm ownership within the City of Chicago as prescribed by the Municipal Code of Chicago; enters stolen, seized, and recovered weapons into LEADS; and stores and maintains the Department's records storage and warehouse.

3. Alternate Response Section

The Alternate Response Section prepares case reports by telephone for local and out-of-town callers; processes case reports submitted via the on-line case reporting application; assists callers with information regarding police or criminal matters; provides animal bite control numbers for animal bite reports taken by Department personnel; acts as the backup call facility to OEMC for both call-taking and dispatching of emergency personnel; is the central liaison to local telephone companies for obtaining unlisted telephone numbers in emergencies; and serves as the direct liaison with 311 City Services. The functions this unit performs eliminates the need for field units to respond to certain nonemergency calls for service, thus freeing field personnel for emergency calls and enabling them to devote their time to enforcement activities, combating crime, and problem solving. It also frees OEMC resources so they can respond more quickly and efficiently to emergency calls for service.

D. Facilities Management Division

The Facilities Management Division is commanded by a director who reports directly to the Chief, Bureau of Technical Services. The division develops and manages the Department's long-range capital improvements building program and serves as a liaison with other City departments for program implementation of all construction and remodeling projects, furniture acquisition, and facility repairs.

E. General Support Division

The General Support Division is commanded by a commanding officer who reports directly to the Chief, Bureau of Technical Services, and consists of the following sections:

1. Auto Pounds Section

The Auto Pounds Section has the legal responsibility for the administrative control and legal disposition of vehicles impounded in compliance with Illinois state statutes, City of Chicago municipal ordinances, or court mandates. Unit personnel perform confidential verifications on impounded vehicles at all City of Chicago auto pounds.

2. Police Documents Section

The Police Documents Section processes and distributes all inter- and intra-Departmental mail and documents and all incoming and outgoing packages received or sent via the United States Postal Service or private carrier; collects and deposits all bail bond monies collected

by Departmental units; and collects and delivers inventoried firearms, ammunition, narcotics, and other property coming under Department control.

3. Fleet Section

The Fleet Section coordinates the Department's vehicle and radio needs with the City of Chicago, Department of Fleet and Facility Management. Duties include coordinating the acquisition, assignment, and use of Department vehicles and radio communications devices; serving as the Department's representative on the Chicago Procurement and Accountability Control Committee (CPAC); and arranging testing whenever a member alleges mechanical failure caused a traffic crash.

4. Equipment and Supply Section

The Equipment and Supply Section determines acquisition needs; monitors quality of purchases; maintains cost records; and requisitions, stores, and issues supplies used by the Department.

Eddie T. Johnson
Superintendent of Police

17-113 CAW