



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 01

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Aldersperson Dowell requested a breakdown of the budget for CTA Overtime Initiative.

The "CTA Overtime" initiative is funded by the CTA. The funding provides the hiring of police officers on their regular day off to work for the Public Transportation Section patrolling CTA stations, trains and major bus routes e.g. 79th street, State Street etc. The officers that volunteer to work this program are compensated at time and a half overtime rate.

Monday through Friday there are 102 officer slots available a day

Saturday and Sunday there are 88 officer slots available a day (The number of Officers on Saturday and Sunday is slightly reduced due to not having a 5am shift which focuses on workplace commuters.)

Total slots available per week 686.

As always, please let me know if you have any further questions.



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**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 02

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Mitts requested how many officers retired last year.

603 Police Officers retired last year (2023).

As always, please let me know if you have any further questions.



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**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 03

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Mitts requested the number of officers per watch.

Please see the attached document titled "57-03 Officers Per Watch Exhibit" for this information.

As always, please let me know if you have any further questions.



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**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 04

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lopez requested after-action reports for events.

After-action reports consist of vulnerability assessments, security measures, and response plans that are designed to identify, prevent, and respond to incidents that affect the safety of residents and property. Disclosing this information could expose vulnerabilities and compromise the effectiveness of measures and plans, affecting the safety of both Department members and the general public. We recommend reaching out to your district commander with any specific concerns about the Department's response to an incident or event.

As always, please let me know if you have any further questions.



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**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 05

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lopez requested the number of officers in the Bureau of Patrol.

Please see the table below for this information:

BUREAU NAME	TITLE	TOTAL
BUREAU OF PATROL (BOP)	1ST DISTRICT - CENTRAL	299
BUREAU OF PATROL (BOP)	2ND DISTRICT - WENTWORTH	280
BUREAU OF PATROL (BOP)	3RD DISTRICT - GRAND CROSSING	291
BUREAU OF PATROL (BOP)	4TH DISTRICT - SOUTH CHICAGO	280
BUREAU OF PATROL (BOP)	5TH DISTRICT - CALUMET	286
BUREAU OF PATROL (BOP)	6TH DISTRICT - GRESHAM	317
BUREAU OF PATROL (BOP)	7TH DISTRICT - ENGLEWOOD	335
BUREAU OF PATROL (BOP)	8TH DISTRICT - CHICAGO LAWN	293
BUREAU OF PATROL (BOP)	9TH DISTRICT - DEERING	296
BUREAU OF PATROL (BOP)	10TH DISTRICT - OGDEN	317
BUREAU OF PATROL (BOP)	11TH DISTRICT - HARRISON	345
BUREAU OF PATROL (BOP)	12TH DISTRICT - NEAR WEST	286
BUREAU OF PATROL (BOP)	14TH DISTRICT - SHAKESPEARE	254

<b>BUREAU NAME</b>	<b>TITLE</b>	<b>TOTAL</b>
BUREAU OF PATROL (BOP)	15TH DISTRICT - AUSTIN	285
BUREAU OF PATROL (BOP)	16TH DISTRICT - JEFFERSON PARK	258
BUREAU OF PATROL (BOP)	17TH DISTRICT - ALBANY PARK	245
BUREAU OF PATROL (BOP)	18TH DISTRICT - NEAR NORTH	340
BUREAU OF PATROL (BOP)	19TH DISTRICT - TOWN HALL	268
BUREAU OF PATROL (BOP)	20TH DISTRICT - LINCOLN	243
BUREAU OF PATROL (BOP)	22ND DISTRICT - MORGAN PARK	255
BUREAU OF PATROL (BOP)	24TH DISTRICT - ROGERS PARK	251
BUREAU OF PATROL (BOP)	25TH DISTRICT - GRAND CENTRAL	298
BUREAU OF PATROL (BOP)	BUREAU OF PATROL (BOP)	21
BUREAU OF PATROL (BOP)	CENTRAL DETENTION SECTION (CDS)	32
BUREAU OF PATROL (BOP)	CRITICAL INCIDENT RESPONSE TEAM (CIRT)	162
BUREAU OF PATROL (BOP)	DEPUTY CHIEF - AREA 1	74
BUREAU OF PATROL (BOP)	DEPUTY CHIEF - AREA 2	34
BUREAU OF PATROL (BOP)	DEPUTY CHIEF - AREA 3	34
BUREAU OF PATROL (BOP)	DEPUTY CHIEF - AREA 4	62
BUREAU OF PATROL (BOP)	DEPUTY CHIEF - AREA 5	35
BUREAU OF PATROL (BOP)	DEPUTY CHIEF - CENTRAL CONTROL GROUP (CCG)	21

As always, please let me know if you have any further questions.



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**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 06

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lopez requested the number of officers we lost to suburban departments.

It is unknown how many of the 603 Police Officers who retired in 2023 were rehired in suburban departments or other jurisdictions.

As always, please let me know if you have any further questions.



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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
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**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 07

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lopez requested the number of lateral hires returning to the department.

CPD has hired 11 lateral employees and rehired 78 former CPD members since 2022.

As always, please let me know if you have any further questions.





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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 08

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lopez requested the number of sworn retirees re-hired for civilian positions.

Approximately 15 of the civilians hired thus far in 2024 have been retirees.

As always, please let me know if you have any further questions.



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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
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**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57-09

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Taylor requested an overview of the protocol and procedures in regard to the missing person report processing.

Please see the documents attached for this information.

As always, please let me know if you have any further questions.

# MISSING PERSONS CHECKLIST

CHICAGO POLICE DEPARTMENT

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Department members responding to a missing person incident may utilize this field checklist when completing the Missing Persons Report.

## 1) Basic Information About the Missing Person

- Full name.
- Date of birth.
- Birthplace.
- Nicknames.
- Current and previous addresses. Who else lives there?
- Current and former employers.

## 2) Physical Description of the Missing Person

- Height.
- Weight.
- Age.
- Build.
- Hair Color/Length of Hair.
- Eye color.
- Any Markings - such as tattoos, birthmarks, scars, etc.
- Beard/Mustache/Sideburns.
- Style and color of shirt.
- Style and color of pants.
- Style and color of jacket or outerwear.
- If applicable, type of headwear.
- Description of glasses.
- Contact lenses.  Colored contact lenses.
- Description of footwear.
- Dental records on file.
- Dentures.  Braces.  Chipped teeth.  Missing teeth.
- Most recent photo of the missing person.

## 3) Overall Health and Condition of the Missing Person

- Physical condition.
- Any known medical problems?
- Is the person suffering from Alzheimer's disease/dementia/memory loss?
- Any disabilities?
- Any psychological disorders?
- Any medications that the person is taking? If yes, has the person been taking medicine consistently? Any recent changes in the medication?
- Any substance use disorders?
- Provide the name of the missing person's primary physician and medical insurance card, if possible.
- Provide the name of the missing person's primary dentist, if possible.
- Any history of domestic abuse?

## 4) Information About the Last Time the Missing Person Was Seen

- The time and location of where he/she was last seen.
- The name of the person who last saw the missing person.
- The name of the person who last spoke with the missing person.
- The direction the missing person was traveling the last time seen.
- The physical or emotional behavior of when the missing person was last seen.

### **5) Trip Plans of the Missing Person the Day They Went Missing**

- What were the missing person's plans and/or activities on the day they went missing?
- Where was he/she going?
- Why was he/she going there?
- Was the person traveling by car? If so, provide the make and model number, license plate number and registration.
- Does the person have access to any other vehicles or modes of travel?

### **6) Habits and Personality of Missing Person**

- Does the person consume alcohol or recreational drugs?
- What type of recreation or activities does the person engage in including hobbies?
- Are there novel habits that the person has? For instance, does the person have a place where they always go for coffee?
- What type of personality does the person have? Is the person outgoing or quiet? Is the person friendly or depressed?
- Does the person have any emotional problems?
- Has the person attempted suicide or expressed the desire to harm himself or herself?
- Does the person go to any particular areas, bars, taverns, or places of interest?

### **7) Potential People that the Missing Person Would Contact**

- List all of the people who the missing person may try to contact. Try to include addresses and telephone numbers.

### **8) Voluntary Release of Missing Person's Personal Belongings**

- Items such as a hairbrush, a toothbrush, or undergarments. Investigators may need to undertake DNA analysis.
- Any electronic equipment such as a cell phone or computer. What is the make of phone and the cell phone provider?
- Do you know if they were active on social media such as Facebook, etc.?
- If known, user names from their social media accounts.
- Does Missing have a phone tracking application?
- Any personal documents such as banking statements and credit card statements as well as all bank card information.
- Any written material such as a journal.

### **9) Databases**

- Check all available CPD databases for any helpful information that can lead to the missing person.

### **10) Actions Person Reporting Can Undertake**

- Has the family provided consent to upload photo to CPD website?
- Contact the National Center for Missing & Exploited Children (NCMEC), if suspected child abuse.
- Conduct a telephone search. Phone friends and family that may have some idea of where the missing person is. Start with those closest to the missing person and write all of the information down in your journal.
- If you find out any additional information from telephone inquiries, contact the Detective.
- Put up flyers with a photograph of the missing person around your community.
- Tell all necessary people about the disappearance of the missing person. This may include the missing person's employer, their bank, and their doctor. If the missing person is a child you will need to contact the school they are attending.

**Chicago Police Department**  
**Officer's Guide to Missing/Found Persons Incident**

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\*A person does **NOT** have to be missing for **24 hours** for a Missing Persons Report to be made.

**Missing/Found Persons Terminology-**

**Missing Child:** Any person **under** twenty-one years of age whose whereabouts are unknown to his/ her parents or legal guardian.

**At-Risk Missing Person:** A missing person **meeting one or more** of the following criteria:

1. **Missing Tender-Age Child:** A child **under** the age of **ten** whose whereabouts are unknown by a person having the responsibility for his/ her welfare.

2. **Older Adult:** A missing person **sixty** years of age or older whose whereabouts are unknown by a person having the responsibility for his/her welfare.

3. **Disabled Missing:** A missing person who due to a physical or mental disability or senility, is an **immediate danger** to him/herself and/or others, if not located.

4. **Catastrophe Victim:** A person who cannot be located and presumed to be injured, killed, and/or displaced as a result of a catastrophe.

5. **High-Risk Missing:** A person whose whereabouts are unknown and whose circumstances indicate risk of injury or death.

**Found Person:** A person of any age who is found and not cognizant of his/her whereabouts and cannot make contact with a responsible person having a concern for his or her welfare.

**Located Person:** A person previously reported as a missing person whose whereabouts are verified.

**Returned Person:** A person previously reported as a missing person whose whereabouts are verified and voluntarily returned.

**Amber Alert:** May be requested whenever a child under the age of 16 has a proven disability and is missing, or there is confirmation that the child has been abducted or is believed to be in danger and **there is sufficient descriptive information about the child, abductor, or suspect's vehicle to believe an immediate broadcast will help.**

**An Endangered Missing Person Advisory** can be issued for those missing under unexplained or suspicious circumstances, believed to be in danger because of age, health, mental or physical disability, weather conditions; in the company of a potentially dangerous person; or some other factor that does not fit the criteria for an AMBER Alert.

**I-UCR CODES -**

**Non-criminal Missing Person- 6050**

**Non-criminal Found Person- 6055**

When the missing person is found, located, or returned advise the complainant to immediately notify:

**Missing Persons Section, Youth Investigations Division,  
(312) 745-5019 or (312) 745-5020**

**Bureau of Detectives Contact Numbers:**

**AREA 1 Special Victims Unit (312) 747-8380**

**AREA 2 Special Victims Unit (312) 747-8276**

**AREA 3 Special Victims Unit (312) 744-8266**

**AREA 4 Special Victims Unit (312) 746-8255**

**AREA 5 Special Victims Unit (312) 746-6554**

**Reference Documents**

- CPD-11.350 Missing Persons Information Notice
- S04-05 Missing/Found Persons
- CPD-11.351 Missing Persons Checklist





**MISSING/FOUND PERSONS**



<b>ISSUE DATE:</b>	22 October 2024	<b>EFFECTIVE DATE:</b>	22 October 2024
<b>RESCINDS:</b>	26 August 2020 Version		
<b>INDEX CATEGORY:</b>	04 - Preliminary Investigations		
<b>CALEA:</b>	Law Enforcement Standards Chapter 41		

**I. PURPOSE**

This directive:

- A. outlines Department policies and procedures for the investigation of missing, located, found, or returned persons.
- B. introduces:
  - 1. the reporting of Missing or Found Persons in the case incident report.
  - 2. the Missing Persons Information Notice (CPD-11.350) available in English, Spanish, Polish, Simplified Chinese, Arabic, and Tagalog.
  - 3. the Missing Persons Checklist (CPD-11.351).
  - 4. the Officer's Guide to Missing/Found Persons Incident (CPD-11.352).

**II. POLICY**

- A. A prompt field response to a missing persons report is critical to the location of the missing individual and the identification of key evidence and witnesses. There is **NOT an** established period of time for a person of any age to be considered missing prior to the completion of a missing persons report.
- B. The Missing Persons Identification Act (50 ILCS 722/5) states that "all law enforcement agencies shall accept without delay any report of a missing person and may attempt to obtain a DNA sample from the missing person or a DNA reference sample created from family members' DNA samples for submission." **Department members may not refuse to complete a Missing or Found Person Report on any grounds.**

**REMINDER:** A person does **NOT** have to be missing for 24 hours for a Missing Persons Report to be made.

- C. It is Department policy that members complete a case incident report utilizing I-UCR code 6050 (missing person):
  - 1. anytime a Missing Persons Report is filed in person;
  - 2. for any person:
    - a. seeking to report another person as missing, regardless of whether the missing person is a resident or visitor of the City of Chicago;
    - b. seeking to lawfully locate or establish contact with another person who is a resident or visitor of the City of Chicago and has been unsuccessful in establishing contact;
    - c. missing from a jurisdiction other than the City of Chicago;
    - d. regardless of their relationship status.

**NOTE:** Complainants reporting an individual missing from either a jurisdiction other than the City of Chicago or complainants reporting an individual missing who are visitors to the City of Chicago will be instructed to additionally report the missing person to the local law enforcement agency with the jurisdiction nexus that reflects the missing person's permanent residence.

- D. When circumstances indicate a person, regardless of age, disability, or mental health status, whose whereabouts are unknown due to criminal activity occurring within the City of Chicago, Department members will follow reporting and notification procedures outlined in the Department directive titled "[Preliminary Investigations](#)."

**NOTE:** If the case incident reporting application system is not operational, members will use the paper reporting system only after obtaining the approval of their supervisor, consistent with the Department directive titled "[Alternate Paper Reporting Procedures](#)."

### III. DEFINITIONS

- A. **Missing Child:** any person under twenty-one years of age whose whereabouts are unknown to his or her parents or legal guardian as defined by the Intergovernmental Missing Child Recovery Act of 1984 (325 ILCS 40/1).
- B. The Department defines an "**At-Risk**" missing as a missing person meeting one or more of the following criteria:
1. **Missing Tender-Age Child:** a child under the age of ten whose whereabouts are unknown by a person having the responsibility for his or her welfare.
  2. **Older Adult:** a missing person sixty years of age or older whose whereabouts are unknown by a person having the responsibility for his or her welfare.
  3. **Disabled Missing:** a missing person who, due to a physical or mental health disability or senility, is an immediate danger to himself or herself or others, if not located.
  4. **Catastrophe Victim:** a person who cannot be located and presumed to be injured, killed, or displaced as a result of a catastrophe.
  5. **High-Risk Missing:** a person whose whereabouts are unknown and whose circumstances indicate risk of injury or death.
- C. **Found Person:** a person of any age who is found and not cognizant of his or her whereabouts and cannot make contact with a responsible person having a concern for his or her welfare.
- D. **Located Person:** a person previously reported as a missing person whose whereabouts are verified.
- E. **Returned Person:** a person previously reported as a missing person whose whereabouts are verified and voluntarily returned.

### IV. REPORT-TAKING RESPONSIBILITIES

- A. When the Office of Emergency Management and Communications (OEMC) receives a request for police service regarding a missing person, OEMC personnel will:
1. dispatch a district unit to conduct the preliminary investigation when the caller or complainant is calling from a location within the City of Chicago, and:
    - a. the individual is missing from a known location within the City of Chicago; or
    - b. the individual is missing from a location within the City of Chicago that cannot be determined, or
    - c. the individual is missing from a location outside the City of Chicago.



2. forward the caller or complainant to the Alternate Response Section (ARS) to complete the report when the caller/complainant is calling from a location outside the City of Chicago, and:
  - a. the individual is missing from a known location within the City of Chicago (e.g., parents from Ohio calling to report they have not had contact with their college-aged son who lives at 1210 W. Granville Avenue for three weeks); or
  - b. the individual is missing from a location within the City of Chicago that cannot be determined (e.g., caller in Iowa reports that son who resides in Iowa went to a concert in Chicago two weeks ago and did not return); or
  - c. the individual is missing from a location within the City of Chicago that cannot be determined but provides some information (e.g., dorm name, name of employer, friend's address); or
  - d. the individual is missing from a location outside the City of Chicago (caller in Milwaukee reports daughter is missing from Milwaukee but has online friends in Chicago).
3. instruct the caller or complainant to call the Missing Persons Section, Youth Investigations Division, at (312) 745-5019 or (312) 745-5020 immediately when the caller/complainant is reporting that a missing person has been located or returned.

**NOTE:** When it is established that the located or returned missing person has been a victim or an offender of a criminal incident or met the criteria of an At-Risk missing person and the caller/complainant is calling from within the City of Chicago, a district unit will be dispatched to conduct the preliminary investigation including the documentation and completion of the appropriate report(s) and the appropriate notification(s).

4. ensure the Missing Persons Section, Youth Investigations Division, is notified of any Immediate Emergency Plans that are implemented for locating a missing person.
- B. District desk personnel will:
1. complete a Missing or Found Persons case incident report anytime a report is filed in person.
  2. provide the complainant a completed Missing Persons Information Notice ([CPD-11.350](#)) notating the correct boxes in the form.
  3. create a PCAD event to dispatch a district unit to check any information obtained during the preliminary investigation. Following the completion of the Missing or Found Persons Report, the district unit will report any findings to the reporting member and complete a CASE: PATROL SUPPLEMENTARY REPORT.
- C. When district desk personnel receive a telephonic request for police service regarding a missing person, desk personnel will:
1. create a PCAD event to dispatch a field unit to begin the preliminary investigation when the caller or complainant is calling from a location within the City of Chicago, or
  2. forward the caller or complainant to ARS when the caller or complainant is calling from outside the City of Chicago.
- D. Any Department unit that does not have the appropriate report-taking and documentation capabilities that receives a walk-in request for police service for a missing person will request OEMC to dispatch a district unit to the location to conduct the preliminary investigation.

- E. Any Department unit that does not have the appropriate report-taking and documentation capabilities and receives a telephonic request for police service regarding a missing person will instruct the caller or complainant to call 911 to ensure the proper documentation of a missing person in a case incident report and the appropriate notifications are made. If the complainant is calling from out of state, the Department member will instruct the caller to call 311's non-emergency phone number, 312-746-6000 or 312-744-4000.

## V. ALTERNATE RESPONSE SECTION RESPONSIBILITIES

- A. When the Alternate Response Section (ARS) receives a request for police service regarding a missing person, ARS personnel will:
1. complete a Missing Persons case incident report in instances when the caller/complainant is calling from outside the City of Chicago, and
    - a. an individual is missing from a known location within the City of Chicago;
    - b. an individual is missing from a location within the City of Chicago that cannot be determined; or
    - c. the individual is missing from a location outside the City of Chicago.
  2. advise the caller/complainant to also report such cases to the local law enforcement agency whose jurisdiction covers the missing person's permanent residence.
  3. notify and fax or email a copy of the report and photograph of the missing individual to the outside jurisdiction, when available.
  4. provide the caller/complainant with the contact information for the appropriate resources:
    - a. when the missing person is under 18 years of age, the National Center for Missing and Exploited Children, 1-800-843-5678 (1-800-THE-LOST), [www.missingkids.com](http://www.missingkids.com) and The National Runaway Safeline, 1-800-RUN-AWAY, [www.1800Runaway.org](http://www.1800Runaway.org).
    - b. when the missing is 18 years of age or older, the Illinois State Police Clearinghouse for Missing Persons, 1-800-843-5763 (1-800-U-HELP-ME), <https://isp.illinois.gov/UnsolvedCrime/MissingPersonsAll>, or the National Missing and Unidentified Persons System (NamUs), <https://namus.nij.ojp.gov/>.
- B. When there is sufficient information available to dispatch a district unit to begin the preliminary investigation and complete the necessary report and notifications, an ARS supervisor will approve, when appropriate, forwarding the call back to OEMC for dispatch. The name and star number of the approving ARS supervisor will be included in the comments section under the event number.

## VI. PRELIMINARY INVESTIGATIONS

- A. Department members assigned to conduct a preliminary investigation regarding a missing person will:
1. confirm that the person cannot be located. When possible, the preliminary investigator will conduct interviews of individuals present at the scene from where the person is reported missing and will ask for a current photograph of the missing person or relevant documents.
  2. when circumstances warrant, search the area where the missing person was last seen and the missing person's residence.
- NOTE:** When the location where the missing person was last seen or the missing person's residence is outside the reporting district, the preliminary investigator will contact a supervisor before taking any action beyond the district boundaries.
3. determine if the missing person meets the criteria of **At-Risk**. When a missing person is determined At-Risk, the preliminary investigator will:

- a. immediately broadcast a flash message of the physical and clothing description and circumstances of the **At-Risk** missing person;
- b. broadcast a formal flash message via the Citywide 3 dispatcher, and
- c. notify a field supervisor of the pertinent facts of the **At-Risk** missing person, including but not limited to the location last seen, the missing person's residence address, when known, and a description of the missing individual.

**NOTE:** If the missing person is not recovered during the reporting watch, OEMC will broadcast the formal flash message on subsequent watches.

4. complete a case incident report for **each** missing person and obtain a Records Division (RD) number for **each** report.
  - a. The reporting member will ensure the appropriate fields on the automated report are complete with the information available and may utilize the Missing Persons Checklist (CPD-11.351) as an informational guideline. The reporting member will pay special attention to accurately document:
    - (1) the missing person's demographics (gender, race, hair color, etc.);
    - (2) all places frequented (suburbs, different neighborhoods, schools, parks, bars, etc.) by the missing person;
    - (3) all tattoos, scars, or marks the missing person may have as this is helpful to investigators when identifying unknown subjects in other locations (other jurisdictions, hospitals, morgues, etc.);
    - (4) cross-reference RD numbers of each reported missing person, if applicable.
  - b. In addition to the fields on the report, the following information, when known, will be included in the narrative section of the report:
    - (1) any prosthetic, surgical implant, or cosmetic implant used by the missing person. The artificial features may have unique traceable identification numbers;
    - (2) the missing person's blood type;
    - (3) social security number, if any, or identification information;
    - (4) information on the missing person's electronic communication and mobile devices, such as cellular numbers and e-mail information;
    - (5) information on the missing person's social media accounts (Facebook, Snapchat, Twitter, social media profiles and handles, etc.);
    - (6) the name and location of the missing person's dentist and primary care physician or provider;
    - (7) the reason(s) why the reporting complainant believes the person is missing;
    - (8) any circumstances that may indicate the disappearance was not voluntary;
    - (9) any circumstances that may indicate the missing person may be at risk of injury or death;
    - (10) any identifying information about a known or possible abductor or person last seen with the missing person, including:
      - (a) name;
      - (b) a physical description;

- (c) date of birth;
  - (d) identifying marks, scars, tattoos;
  - (e) the description of possible means of transportation, including make, model, color, and license number of the vehicle;
  - (f) known associates.
- (11) any other information that may aid in the location of the missing person.
5. notify the Missing Persons Section, Youth Investigations Division, for all missing person cases and obtain the corresponding LEADS number for each and every missing person reported. Members will relay as much information as possible when the missing person is considered **At-Risk**.
  6. include or associate a current photograph of the missing person in any appropriate reports and announcements, when available, regardless of whether the missing person is considered At-Risk or not.  
**NOTE:** For example, Department members will attach a photograph to the Administrative Message Center (AMC) Message issued for the Missing Person or inventory a copy of the photograph.
  7. record the corresponding LEADS number in the notification to the Missing Persons Section.  
**NOTE:** When circumstances indicate a person, regardless of age, disability, or mental health status, whose whereabouts are unknown due to criminal activity, Department members will follow reporting and notification procedures outlined in the Department directive titled "[Preliminary Investigations](#)."
  8. provide the complainant a completed Missing Persons Information Notice ([CPD-11.350](#)), checking each box as its content is explained.
  9. advise the complainant:
    - a. it would assist the preliminary investigation if a contact person were available at all times, including having someone remain in the missing person's residence to promptly notify the Missing Persons Section, Youth Investigations Division, (312) 745-5019 or (312) 745-5020 if the missing person returns or is located.
    - b. the general process regarding the missing person case and intended efforts in the case to the extent that disclosure would not adversely affect the ability to locate or protect the missing person or to apprehend or prosecute any person criminally involved in the disappearance.
    - c. to contact the appropriate Bureau of Detectives Area, Special Victims Unit when the missing person remains missing to provide additional information or materials that will aid in the location of the missing person, including but not limited to the missing person's credit cards, debit cards, banking information, cellular telephone record, and digital evidence.
    - d. that any DNA samples provided for the missing person case are provided on a voluntary basis and will be used solely to help locate or identify the missing person and will not be used for any other purpose.
  10. provide the caller/complainant with the contact information for the appropriate resources:
    - a. when the missing person is under 18 years of age, the National Center for Missing and Exploited Children, 1-800-843-5678 (1-800-THE-LOST), [www.missingkids.com](http://www.missingkids.com) and The National Runaway Safeline, 1-800-RUN-AWAY, [www.1800Runaway.org](http://www.1800Runaway.org).

- b. when the missing person is 18 years of age or older, the Illinois State Police Clearinghouse for Missing Persons, 1-800-843-5763 (1-800-U-HELP-ME), <https://isp.illinois.gov/UnsolvedCrime/MissingPersonsAll>, or the National Missing and Unidentified Persons System (NamUs), <https://namus.nij.ojp.gov/>.
11. determine if the missing person has a history as a missing person, ascertain where the missing person was located previously, search that area, and coordinate with the appropriate district to conduct a search when outside the boundary.
12. document all search activity in the case incident report to avoid unnecessary duplicate efforts by follow-up or assisting personnel.
13. issue an Administrative Message Center (AMC) Message to all units for all **At-Risk** cases. A full description, a current photograph, when available, and the location from where the missing person was last seen will be provided in the AMC message.
14. notify the watch operations lieutenant of all affected districts.

**NOTE:** A notification will be made to the Crime Prevention and Information Center (CPIC) for all **At-Risk** missing person incidents and those missing person incidents that are potentially newsworthy or when unusual circumstances exist, in accordance with the Department directive titled "[Crime Prevention and Information Center \(CPIC\)](#)."

- B. When the subject of a missing person complaint returns or is located before the preliminary investigator has obtained an RD number, the member will prepare a Miscellaneous Incident Exception Report ([CPD-11.419](#)) summarizing the circumstances and return to service using the appropriate alpha-numeric code following the procedure outlined in the Department directive titled "[Miscellaneous Incident Reporting Procedures](#)."
- C. When the subject of a missing person complaint returns or is located during the preparation of the case incident report and an RD number has been obtained, the reporting member will explain the circumstances in the narrative portion of the report. Additionally, the reporting officer will contact the Missing Persons Section to make the necessary notifications.

**NOTE:** Under no circumstances will the RD number/ I-UCR code 6050 be canceled once an RD number was generated for a missing person.

## VII. OTHER DEPARTMENT RESPONSIBILITIES

- A. The supervising sergeant will:
  1. respond to all **At-Risk** missing person assignments.
  2. when necessary, coordinate a formal and systematic search for **At-Risk** missing persons including:
    - a. determining whether the premises where the missing person was last seen and when applicable, the missing person's residence has been thoroughly searched;
    - b. designating a particular search area for each unit, beginning where the missing person was last seen, and working outward;
    - c. requesting additional personnel as needed; and
    - d. maintaining a chronological log of all investigative strategies and all units assigned.
  3. notify OEMC that the **At-Risk** missing search will begin.
  4. ensure that all required notifications are made including notifications to the watch operations lieutenant of all affected districts concerning all **At-Risk** and missing persons.

5. ensure the watch operations lieutenant is immediately notified if the missing person is eligible for the initiation of an Amber Alert Notification Plan, consistent with the Department directive titled "[AMBER Alert Notification Plan](#)," or an Endangered Missing Person Advisory.
    - a. An **Amber Alert** may be requested whenever a child under the age of 16 has a proven mental or physical disability and is missing, or there is confirmation that the child has been abducted or is believed to be in danger of serious bodily harm or death, and **there is enough descriptive information about the child, abductor, or suspect's vehicle to believe an immediate broadcast will help**.
    - b. An **Endangered Missing Person Advisory** can be issued for those missing under unexplained or suspicious circumstances, believed to be in danger because of age, health, mental or physical disability, including senility, environment, and weather conditions; in the company of a potentially dangerous person; or some other factor that may expose the person to possible harm or injury and the circumstances do not fit the criteria for an AMBER Alert and public information could assist in the safe recovery of the person.
      - (1) Department members will enter the missing person information into the Law Enforcement Agencies Database System (LEADS) and the National Crime Information Center (NCIC).
      - (2) After verifying the criteria, complete the "Endangered Missing Person Advisory" form available on the Illinois AMBER Alert Task Force website at [www.silversearchillinois.org](http://www.silversearchillinois.org) or in the LEADS forms section of LEADS 2000, and email it to the Illinois State Police (Springfield Communication Center) [isp.scc@illinois.gov](mailto:isp.scc@illinois.gov) with a photograph of the missing person, companion, or vehicle for distribution.
    - c. Both alerts are public and provide regional or statewide assistance, rather than a localized search, to assist in the safe recovery of the missing person.
  6. determine if any unusual circumstances exist or if any additional resources or plans, if applicable, are needed for locating the missing person. The supervising sergeant will direct the preliminary investigator accordingly.
  7. determine if support services may be utilized. When appropriate, request the necessary services including, but not limited to:
    - a. consult with the Strategic Decision Support Center (SDSC) consistent with the Department directive titled "[Strategic Decision Support Center Initiative](#)."
    - b. air support consistent with the Department directive titled "[Helicopter Support For Department Operations](#)."
    - c. the Department's Canine Unit, which is available for searches. The Department directive titled "[Canine Teams](#)" should be consulted.
    - d. additional district personnel such as tactical units. When available, tactical personnel will be used to assist in any organized search for **At-Risk** or newsworthy missing persons cases.
  8. ensure all results are documented accordingly in the narrative portion of the report and notify assisting members to return to their normal duties, when appropriate.
- B. The watch operations lieutenant of the district of occurrence will ensure:
1. that the Missing Persons Section, Youth Investigations Division, is contacted concerning the status of the missing person(s) prior to continuing or expanding investigations into the missing person's whereabouts.



2. an Administrative Message Center (AMC) Message is sent to all units for all **At-Risk** missing persons cases reported on that tour of duty.
  3. the watch operations lieutenant for the on-coming watch is:
    - a. notified of any **At-Risk** and missing persons who have not been located and
    - b. furnished with copies of all reports and current photographs, when available, pertinent to the investigation.
  4. that a review is conducted for the possible request of an Amber Alert Notification Plan or Endangered Missing Person Advisory.
- C. The appropriate Bureau of Detectives Area, Special Victims Unit, is responsible for the follow-up investigation of all missing, located, found, and returned persons. When notified of a missing, located, found, or returned person, the Special Victims Unit will:
1. assign an investigator to conduct a complete and thorough follow-up investigation in accordance with Bureau of Detectives protocol.
  2. notify the Missing Persons Section when a missing person is located or returns. The investigator will complete and submit a Supplemental Report.
  3. submit periodic Detective Supplementary Reports for cases in which a missing person has not returned.
  4. notify the complainant of those missing persons who are 18 years or older who have been located or returned, and their safety and welfare confirmed.
- NOTE:** Missing persons over 18 years of age can keep his or her whereabouts undisclosed as outlined in Item IX of this directive.
5. comply with the Missing Person Identification Act (50 ILCS 722/5). When a missing person remains missing for 30 days, but no more than 60 days, the law enforcement agency may generate a report of the missing person within the National Missing and Unidentified Persons System (NamUs), and attempt to obtain:
    - a. fingerprints;
    - b. DNA samples from family members or from the missing person;
    - c. dental information and dental or skeletal x-rays of the missing person; and
    - d. any additional photographs that may aid in the investigation.
- D. Missing Persons Section, Youth Investigations Division, personnel will:
1. receive notification of all reported missing, returned, located, and found persons.
  2. enter the required missing person information into the Law Enforcement Agencies Data System (LEADS) and provide the corresponding LEADS notification number to the reporting member for recording on the case incident report.
  3. pursuant to the Intergovernmental Missing Child Recovery Act of 1984 (325 ILCS 40/1), immediately notify the Illinois State Missing Persons Clearinghouse of any "Missing Child."
  4. notify the appropriate watch operations lieutenant of the return of any **At-Risk** or newsworthy missing person.

## VIII. LOCATED OR RETURNED PERSONS

- A. *A located person is not considered a found person but a person previously reported as a missing person whose whereabouts are verified. A returned person is a person previously reported as a missing person whose whereabouts are verified and voluntarily returned.* A missing person case incident report will not be completed for a located or returned person. Members will complete a CASE: PATROL SUPPLEMENTARY REPORT for all located and returned persons.
- B. **Department members who are notified that a missing person has been located or returned will:**
1. notify their district supervisor who will ensure a visual assessment is done, when practical for the safety and well-being of the person.
  2. notify the complainant that the missing person has been located or returned, when applicable.
  3. take protective custody of the person and request medical attention, when necessary.
  4. determine if the located or returned person was considered an At-Risk missing person, or the victim or perpetrator of a criminal offense, and
    - a. if the located or returned person is considered an At-Risk missing person, the responding district unit will complete the CASE: PATROL SUPPLEMENTARY REPORT and notify a field supervisor, informing the supervisor of the At-Risk missing person and any pertinent circumstances.
    - b. if the located or returned person was a victim or a perpetrator of a criminal offense, the responding district unit will begin the preliminary investigation including the completion of the appropriate reports and notifications as outlined in the Department directive titled "Preliminary Investigations."
    - c. if the person is a juvenile who has been arrested for a criminal offense, process the arrest according to existing procedures outlined in the Department directive titled "Processing Juveniles and Minors Under Department Control."
  5. notify the Missing Persons Section, Youth Investigations Division, for all located and returned persons.
  6. complete a CASE: PATROL SUPPLEMENTARY REPORT for the original case incident report in all cases of located and returned persons, including any additional information regarding pertinent circumstances in the narrative.
  7. notify the Crime Prevention and Information Center (CPIC) of the located or returned persons, if the case was an **At-Risk** missing person.
  8. issue an Administrative Message Center (AMC) message to all units for all **At-Risk** missing persons.
- C. If the located person was reported missing from the City of Chicago, members will attempt to reunite the missing subject with the complainant, when applicable.
- D. If the located person was reported missing from a location outside of the City of Chicago, members will contact the reporting jurisdiction and the complainant to make arrangements to unite the parties.

**NOTE:** If a parent or guardian of a child cannot be located, members will notify the appropriate Bureau of Detectives Area, Special Victims Unit, personnel.



## IX. RIGHTS OF MISSING CHILDREN AGE 18 OR OLDER BUT UNDER AGE 21

The Intergovernmental Missing Child Recovery Act of 1984 (325 ILCS 40/1) defines a "Missing Child" as any person under twenty-one years of age whose whereabouts are unknown to his or her parents or legal guardian. According to the statute, a "missing child" can be 18 years of age or older. However, consistent with this statute, any "missing child" who has reached age 18 has additional rights that modify the associated investigative, notification, and reporting procedures.

- A. All missing persons 18 years of age or older are afforded the right to privacy, freedom of movement, and association and any attempt to locate such person must be made with caution so as not to violate those rights. However, this should not limit any attempt to locate a missing person over 18 years of age.
- B. For those located persons 18 years of age or older who do not wish to return to or contact the caller/complainant, investigating members will:
  1. complete a CASE: PATROL SUPPLEMENTARY REPORT, including in the narrative where the missing person was located and the observed health and safety of the missing person. Investigating members will not disclose the specifics of the missing person's location to the complainant without the permission of the located person.
  2. notify the Missing Persons Section and the appropriate Area for the Bureau of Detectives.
- C. The appropriate Area Bureau of Detectives will notify the caller/complainant of those located missing persons who are 18 years of age or older. The Bureau of Detectives will inform the complainant that the missing has been located and their safety and welfare confirmed, but he or she wishes to keep their whereabouts undisclosed.

## X. FOUND PERSONS

- A. A Found Person is a person of **any** age who is found and not cognizant of his or her whereabouts. A found person additionally cannot make contact with a responsible person having a concern for his or her welfare. A found person also includes persons who, due to a weakened or impaired physical or mental health condition, are unable to communicate and contact a responsible person having a concern for his or her well-being.
- B. When the OEMC receives a call for service for a found person, a district unit will be assigned to conduct the preliminary investigation.
- C. When assigned to investigate a found person, the district unit will:
  1. proceed to the location of the found person to begin the investigation.
  2. take protective custody of the found person and request medical attention, when necessary.
  3. attempt to ascertain the identity of the found person. If identified, provide for the return of the found person to the responsible person having a concern for the found person.
  4. verify the found person is **not** currently reported as a missing person by contacting:
    - a. the Citywide 3 dispatcher;
    - b. the district desk; and
    - c. the Missing Persons Section, Youth Investigations Division, at (312) 745-5019 or (312) 745-5020.
- D. Persons who fit the definition of a found person will be documented in a case incident report utilizing Found Person I-UCR code 6055.
- E. When the found person is currently reported missing, the investigating member will ensure that the found person remains in the protective custody of district personnel, and

1. complete a CASE: PATROL SUPPLEMENTARY REPORT for the original Missing Persons Report, and
  2. notify the Missing Persons Section, Youth Investigations Division, at (312) 745-5019 or (312) 745-5020.
- F. When the found person cannot be identified:
1. notify a supervisor of any found person who cannot be identified.
  2. make a formal notification to a Citywide 3 dispatcher and request that a formal flash message be broadcast.
  3. send an Administrative Message Center (AMC) Message to all units for all found persons with their photographs, if available. A full description and location where the subject was found will be provided in the message.
  4. notify the Missing Persons Section and the appropriate Bureau of Detectives Area. The Bureau of Detectives will determine if an evidence technician will be ordered for fingerprints.
  5. ensure the subject remains in the custody of district personnel until turned over to the Bureau of Detectives Area, Special Victims Unit for a follow-up investigation.
  6. submit a case incident report documenting all actions taken including any all-call Messages, flash messages, and AMC messages.
- G. The station supervisor will ensure an AMC message is sent for distribution to all units. A full description, a photograph, if available, and the location where the person was found will be provided in the AMC message.
- H. Members are reminded that an elderly or disabled person may have an identification bracelet distributed through the Senior Citizens and Disabled Persons Emergency Identification Program or other social service program. If a found person is wearing such a bracelet, the emergency phone number identified on the bracelet will be called and a notification made.

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

Authenticated by MWK

Larry Snelling  
Superintendent of Police

23-038 JCS/ EF

**ADDENDA:**

1. S04-05-01 - AMBER Alert Notification Plan



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 10

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Vasquez requested quantitative stats for Beat Meetings and other CAPS activities.

Please see the attachment for this information.

As always, please let me know if you have any further questions.

**Office of Constitutional Policing & Reform**  
Office of Community Policing

**26 November 2024**

**TO:** Angel L. Novalez  
Chief  
Office of Constitutional Policing & Reform

**FROM:** Glen Brooks  
Director  
Office of Community Policing

**SUBJECT: Aldermanic Request for Community Engagement Numbers**

Director Brooks is completing this to-from subject report on behalf of Unit 135-Office of Community Policing in response to an aldermanic request for community engagement numbers. Particularly, number of engagements and attendance overall, for youth engagement and for older adult engagement, broken down by district, year to date (25 Nov 24);

**OVERALL**

<b>DISTRICT</b>	<b>AREA</b>	<b>TOTAL ENGAGEMENTS</b>	<b>TOTAL ATTENDANCE</b>
001	3	213	2,353
002	1	432	2,537
003	1	398	4,405
004	2	569	3,313
005	2	533	6,110*
006	1	615	5,859
007	1	640	7,666*
008	1	355	2,864
009	1	288	13,200
010	4	405	2,446
011	4	908	9,040
012	3	527	3,031
014	5	274	8,373
015	4	393	4,171
016	5	473	3,400
017	5	523	8,485
018	3	1,095	6,642
019	3	853	13,403
020	3	669	4,381
022	2	278	2,900
024	3	402	8,036
025	5	520	30,851
<b>CITY WIDE</b>		<b>11,363</b>	<b>153,466</b>

\*Adjusted for anonymous attendees

**YOUTH**

<b>DISTRICT</b>	<b>AREA</b>	<b>TOTAL ENGAGEMENTS</b>	<b>TOTAL ATTENDANCE</b>
001	3	40	413
002	1	49	454
003	1	36	856
004	2	117	1,360
005	2	138	1,802*
006	1	120	1,359
007	1	145	1,399*
008	1	57	477
009	1	89	4,315
010	4	78	449
011	4	229	4786
012	3	38	442
014	5	64	3210
015	4	197	2160
016	5	75	569
017	5	114	2,974
018	3	50	210
019	3	23	651
020	3	79	1,027
022	2	86	1,376
024	3	26	627
025	5	36	652*
<b>CITY WIDE</b>		<b>1,886</b>	<b>31,568</b>

\*Adjusted for anonymous attendees

**OLDER ADULTS**

<b>DISTRICT</b>	<b>AREA</b>	<b>TOTAL ENGAGEMENTS</b>	<b>TOTAL ATTENDANCE</b>
001	3	21	204
002	1	65	712
003	1	38	377
004	2	28	171
005	2	41	2,825
006	1	93	1,189
007	1	36	1,938
008	1	38	151
009	1	10	319
010	4	23	126
011	4	57	662
012	3	34	553
014	5	34	1,563
015	4	22	335
016	5	30	236
017	5	41	782
018	3	138	755
019	3	27	596
020	3	107	1,004
022	2	19	445
024	3	29	349
025	5	33	1,950
<b>CITY WIDE</b>		<b>964</b>	<b>17,242</b>

*///SIGNED///*

Glen Brooks  
Director  
Office of Community Policing



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 11

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Vazques requested a list of OT studies by CPD.

CPD has not conducted a formal overtime study as far as I am aware. We currently have an audit that is ongoing, studying our processes and procedures around overtime. The Office of Inspector General (OIG) completed an overtime study in 2015 that can be found here: <https://igchicago.org/publications/cpd-overtime-controls-audit/>

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

---

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 12

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Manaa-Hoppenworth requested a strategic plan for recruitment.

Please see document attached to view the departments Recruitment Strategic Plan for 2023 - 2025.

As always, please let me know if you have any further questions.





# Recruitment Strategic Plan for 2023 - 2025

Chicago Police Department

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## Introduction

The Chicago Police Department Recruitment Strategic Plan for 2023 - 2025 will detail the commitment and efforts made by the Department to recruit and hire the ideal candidate for the position of Chicago Police Officer. This commitment is critical to maintain a professional police force, build community trust and confidence, increase legitimacy, and reduce perceptions of bias. The recruitment strategies included in this plan are designed with the goal of completing the objectives by the end of 2025.

The Chicago Police Department (CPD) has identified a core set of characteristics and capabilities for police officer (included later in this plan) to help the Recruitment Section of the Recruitment and Retention Unit (RRU) seek out the most qualified candidates. Most importantly, the ideal candidate should reflect the very diverse communities of Chicago and the willingness to incorporate the constructs of procedural justice and legitimacy.

The CPD is not alone in the challenges facing many other law enforcement agencies throughout the country. Negative police encounters (especially those with a use of force) can play a part in influencing the view of the public and dissuade community members from pursuing police related careers. In addition to less applicants, the highest priority of the largest group of adults currently entering the work force (“Generation Z” and “Millennials”) is to spend more time off from work with friends and family<sup>1</sup>. The 365 days, 24/7 hours a day requirements of law enforcement agencies can make a regular schedule and time off somewhat challenging (especially for new officers). The Chicago Police Department recognizes these challenges and has developed strategies to recruit the best candidates from all communities for the position of Chicago Police Officer.

## City of Chicago Demographics

The City of Chicago has just over 2.7 million residents according to the 2020 US Census<sup>2</sup>. There are 77 community areas that include 100 neighborhoods throughout the city<sup>3</sup> and an estimated 35% of families speak a non-English language at home<sup>4</sup>. The table below reflects the diversity throughout Chicago and the importance of recruiting in all neighborhoods. According to the Chicago Metropolitan Agency for Planning, the demographics for the diversity of Chicago's population for 2016 - 2020 is as follows:

<b>Race and Ethnicity (City of Chicago)</b>	<b>Percent</b>	<b>Race and Ethnicity (CPD)<sup>5</sup></b>	<b>Percent</b>
White (Non-Hispanic)	33.3	White (Non-Hispanic)	41.5
Hispanic or Latino (of Any Race)	28.6	Hispanic or Latino (of Any Race)	31.62
Black (Non-Hispanic)	28.8	Black (Non-Hispanic)	21.77
Asian (Non-Hispanic)	6.8	Asian (Non-Hispanic)	3.57
Other / Multiple Races (Non-Hispanic)	2.5	Other / Multiple Races (Non-Hispanic)	1.51

<sup>1</sup> Ashley French et al., "Improving Recruitment: Strategies for Law Enforcement Agencies," *Police Chief Online*, May 3, 2023.

<sup>2</sup> US Census Bureau (<https://www.census.gov/quickfacts/fact/table/chicagocityillinois/POP010220#POP010220>)

<sup>3</sup> Cityofchicago.gov

([https://www.chicago.gov/city/en/depts/dgs/supp\\_info/citywide\\_maps.html#:~:text=Chicago%20is%20divided%20into%20seventy,over%20long%20periods%20of%20time](https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html#:~:text=Chicago%20is%20divided%20into%20seventy,over%20long%20periods%20of%20time)).

<sup>4</sup> US Census American Community Survey 2021 estimate

(<https://data.census.gov/table?q=languages+spoken+in+chicago&tid=ACSST1Y2021.S1601>)

<sup>5</sup> Chicago Police Department Demographics Retrieved May 12, 2023 (*Department of Finance - CHIPPS*)

The CPD strives to better reflect the city's diversity within the overall Department and all ranks of officers. The Chicago Police Department engaged Coleman and Associates Consultants (CA) to conduct an analysis of the current recruitment program. The final report includes a strong emphasis on gaining trust within the communities of Chicago (especially those that have had adversarial relationships in the past) by creating mutually respected avenues of communication through true Community Policing efforts. The CA report states: "The goal of the officer is to protect and serve. This requires an appreciation for the service needed, how that service is delivered, and how the relationship between citizens and police influences the quality of life for everyone". Purpose Brand Marketing was contracted to collaborate with the CPD on a new recruitment campaign "Be Better Behind the Badge". At the time of this report and based on the draft report from Purpose Brand, one of the strongest responses from the focus groups conducted was that participants thought real officers should be used in all of the graphic media. This strengthens the need to recruit candidates for the position of Chicago Police Officer across all demographics to ensure the CPD reflects the residents of the City of Chicago.

### CPD Recruitment and Retention Unit (RRU)

As with best practices of law enforcement agencies in other urban departments, the CPD established the Recruitment and Retention Unit (RRU) to be devoted full-time and exclusively to recruitment and retention activities. At the time of this report, the Recruitment and Retention Unit is comprised of 32 sworn Department personnel:

- Chief (an exempt position who reports directly to the Superintendent),
- Commander (an exempt position who provides leadership, direction, training, formulates policies and procedures, and oversees compliance of the applicable Consent Decree paragraphs),
- Supervisors (one Administrative Operations Sgt. who oversees daily attendance and activities, and one Field Sgt. who supervises recruitment officers and assigns personnel to recruitment events),
- Police recruiters (24 police officers who attend all recruitment events, speak with potential candidates, answer questions about the hiring process, and are the first line of representatives of the Chicago Police Department),
- Chicago Police and Fire Training Academy (CPFTA) officer
- Administrative staff of 3 police officers (two officers dedicated solely to social media communication).

The Recruitment Section of the Recruitment and Retention Unit is committed to ensure that all the recruitment processes are consistent with current law; CALEA standards, Consent Decree requirements; the Department's vision, mission, core values, objectives, and practices; nondiscriminatory; and administrated in an impartial and uniform manner. The CPD RRU recognizes the evaluation of current recruitment strategies is vital to continuous improvement and also the importance of seeking out industry best practices. In November of 2022, the RRU unit attended the Police Executive Research Forum (PERF) Best Practices and Innovations in Police Recruitment and Retention conference. In April of 2023, the unit attended the Women in Law Enforcement Summit (sponsored by Foundation Research Associates FRA) in Chicago and plans to attend the FRA Police Recruitment and Retention Summits in February and April 2024. The RRU unit plans to attend a minimum of one recruitment specific conference per year.

In addition to attending conferences, the RRU unit has established relationships with the following police departments: Albuquerque, Austin, New York, and the Ohio State Police for peer-to-peer recommendations on recruitment and retention strategies. The unit is working to set up a quarterly cadence of these informal communications. The successful results of these information sharing sessions will be included in the Annual Recruitment Report each year.

### Recruitment Process and Requirements

The recruitment of qualified and capable candidates for Chicago Police Officer is extremely imperative to replace the attrition numbers, increase the trust between the CPD and all communities, and keep Chicago a safe place to live. In addition to the challenges of declining numbers of applicants for law enforcement careers across the country, the CPD has specific internal factors that contribute to the need for a strong commitment to recruit the right candidates for the position of Chicago Police Officer. The three main factors are: the number of Department member resignations and/or retirements, the requirements (such as physical and educational) to become a police officer, and the ease of the application process. Please see the table below for the current staffing numbers:

Current staffing 2020 – 2022<sup>6</sup>

Year	Budgeted Sworn positions	Sworn positions at Year Beginning	Sworn Attrition Total	Number of New Sworn Hires	Total Sworn Staffing at Year End	Sworn Staffing Deficit at Year End
2020	13,784	13,151	625	155	12,700	-1,084
2021	13,176	12,638	973	333	11,872	-1,304
2022	13,176	11,878	1078	956	11,852	-1,324

2020 - 2022 Total of Applicants that Tested<sup>7</sup>

Year	White	Hispanic	Black	Asian	Other	*Total
2020	24.26 % (253)	46.02% (480)	21.96% (229)	3.07% (32)	4.70% (49)	1,043
2021	16.80% (636)	48.12% (1822)	27.07% (1025)	3.12% (118)	4.89% (185)	3,786
2022	13.42% (583)	41.24% (1791)	37.46% (1629)	2.81% (122)	5.07% (220)	4,343

\*applicants successfully tested

Chicago Police Department Hiring Demographics 2020-2022<sup>8</sup>

Year	White	Hispanic	Black	Asian	Other	Total
2020	30% (46)	45% (69)	22% (34)	3% (4)	1% (1)	155
2021	27% (91)	50% (166)	17% (56)	4% (13)	1% (7)	333
2022	27% (254)	47% (454)	22% (207)	4% (37)	<1% (4)	956

<sup>6</sup> Chicago Police Department Demographics Retrieved March, 2023 (*Office of the Superintendent*)

<sup>7</sup> Chicago Police Department Demographics Retrieved October, 2023 (*City of Chicago Department of Human Resources*)

<sup>8</sup> Chicago Police Department Demographics Retrieved March, 2023 (*Office of the Superintendent*)



Between 2020 and 2022, the CPD has experienced 2,676 retirements and separations, and hired 1,444 new sworn officers, leaving a deficit of 1,324 sworn officer budgeted positions by the end of 2022 (this number reflects the decrease in the budgeted positions from 2020 to 2022).

In 2022, the Illinois Training and Standards Board (ILETSB) adjusted the requirements for the P.O.W.E.R. test (the Peace Officer Wellness Evaluation Report), which is a mandatory physical test for all law enforcement applicants and recruits (<https://www.ptb.illinois.gov/media/1755/new-power-test-chart-2023.pdf>). The test consists of a timed 1.5 mile run, a timed number of sit-ups, 1 bench-press at a percentage of candidate's weight, and a sit and reach static stretch for flexibility. A candidate must pass all portions of the test to move forward. The adjustment of all the test requirements will help more applicants pass the initial tests prior to enrollment into a training program. The CPD will analyze the 2021 through 2023 passing rates of applicants to see if the adjustments raised the number of applicants who passed the initial physical test. In 2023, the ILETSB has convened a special advisory group to further explore issues related to the P.O.W.E.R. tests.

In addition to the adjustment of the ILETSB physical test requirement, in 2022 CPD has modified the educational requirements for applicants. CPD has recognized the importance of diverse candidates including those that may have military experience, and experience in social services. The minimum qualifications for the position of Chicago Police Officers are:

- Education Requirements and Equivalentents:
  - 60 semester hours (90 quarter hours) from an accredited university, OR
  - 2 consecutive years (24 months) active military duty with Honorable Discharge, OR
  - 1 year of active military duty and 30 semester hours (45 quarter hours), OR
  - At least two (2) years full-time employment as a peace officer, OR
  - At least three (3) years full-time employment as a correctional officer within the last 4 years,
  - At least three (3) years full-time employment as a detention officer within the last 4 years, OR
  - At least three (3) years full-time employment as a licensed professional security or private security contractor within the last 4 years, OR
  - At least three (3) years full-time employment in the last four (4) years providing paraprofessional work experience to the public or community in one of the following fields: social services, health care services, and / or education.
- Valid Driver's License
- Valid Firearm Owner's Identification (FOID) card
- Permanent resident of the United States (US Citizenship is NOT required)

The Office of Public Safety Administration has developed a detailed job description for the class title of Police Officer (code: 9161), and in addition to the minimum qualifications, essential duties, physical requirements, skills, and abilities, has identified core characteristics included in the description. The characteristics sought in the ideal candidate are:

- High moral standards and values (Integrity)

- Reliability to complete tasks (Conscientiousness)
- Compliance with and upholding laws and organization rules and policies (Accountability)
- Willingness to adopt a positive, active role working collaboratively towards team objectives (Teamwork)
- Ability to maintain control of one's behavior and exhibit appropriate responses (Impulse Control)
- Ability to maintain emotional stability and composure during stressful situations (Resilience)
- Respectful, and sensitive to individuals of diverse backgrounds, cultures, and perspectives (Cultural Sensitivity)
- Commands the respect of others and stands up for oneself
- Ability to modify behavior to best meet the demands of a give situation (Adaptability)
- Aware of one's present state of emotion (Emotional Self-awareness)
- Ability to show allegiance to the Chicago Police Department's core values and mission (Organizational Commitment)
- Ability to maintain high standards for work and demonstration of dedication (Drive for Excellence)
- Clear understanding of one's own strengths and areas for growth (Self-Insight)
- Be receptive to and seek new experiences (Openness)
- Ability to improvise or produce unique responses (Innovation / Creativity)
- Ability to adopt and maintain a positive outlook toward current and future situations (Optimism)

In 2022, CPD developed three different options for taking the Chicago Police Officer Examination to help allow for more test-taking opportunities. The options were implemented to allow candidates the flexibility of testing, especially for those candidates outside of the Chicagoland area. The options are as follows:

- Option 1: The examination may be taken in person at a local City College of Chicago.
- Option 2: The examination may be taken in a computer-based format via the Pearson Virtual University Enterprises (VUE) network of test centers. The test centers are located in the Chicago metropolitan area which extends twenty-five miles beyond the Chicago city limits.
- Option 3: The examination may be taken at home or office via the Pearson VUE online proctored test known as OnVUE. This option allows a candidate to take the test at any time.

The 2022 in-person examinations were held at all City Colleges of Chicago (Harold Washington, Harry S. Truman, Kennedy-King, Malcom X, Olive-Harvey, Richard J. Daley, Wilbur Wright). In 2023, the Chicago Police Officer Examination will be hosted at four of the City Colleges of Chicago (Malcolm X, Olive-Harvey, Richard J. Daley, and Wilbur Wright). The candidates will continue to be able to choose one of the three options to take the exam. The Recruitment 2023 Annual Report will include an analysis of the test options and the number of applicants each session yields. This will help the CPD determine how often to host exams and the most effective number of exam opportunities.

### [Current Recruitment Strategies](#)

The CPD Recruitment Unit has implemented additional efforts in 2022 which will be expanded upon in 2023 through 2025. The Department is working to finalize a policy that will codify the roles and responsibilities of

the Recruitment section within the Recruitment and Retention Unit. The following existing strategies will be analyzed in the Annual Recruitment Report which will detail yearly progress on the Recruitment Strategic Plan.

In 2022, the CPD Recruitment and Retention Unit began outreach by sending out email messages on the "Join Handshake" recruitment platform. The Department sent Chicago police officer position ads to over 500 Illinois college students, over 200 registered colleges on the platform, and worked hard to establish a footprint within all Chicagoland community colleges and universities. The CPD Recruitment and Retention unit will again send out Chicago police officer position ads to colleges in Illinois and expand the reach to include colleges in the Midwest. The Department recognizes the importance of in-person and on-site recruitment events and will continue to use this strategy. In person events give potential candidates the opportunity to ask questions about the requirements and responsibilities of a Chicago police officer, the candidate exam, the hiring process, and immediately register for a date and location to take an exam.

The CPD Recruitment and Retention Unit partnered with Olive-Harvey College in 2021 to develop a one-year criminal justice cohort called "Path to Policing". The goal of this immersive cohort is to attract students who aspire to serve as Chicago Police Officers at the same time completing an AAS degree in criminal justice. Upon completion of the program, students will be able to waive the written portion of the Chicago Police Officer examination and expedite acceptance into the CPD Training Academy. The program began in the fall semester of 2022 with the first cohort group of 20 students scheduled to graduate in August of 2023. The second cohort group of 20 students began classes in January of 2023 and will be expected to graduate in January of 2024. The CPD Recruitment and Retention Unit and the Office of Public Safety Administration are looking forward to gathering feedback and conducting an analysis from both cohort groups to revise the program if warranted.

The Annual Recruitment Report (published in the first half of each year) will include an analysis of all recruitment efforts (both quantitative and qualitative). The Coleman and Associates report emphasizes the need for "scrutiny of the process and elements that may have limited the opportunity for previously underrepresented group members from becoming police officers in CPD must be reviewed objectively addressed, modified, or deleted to maximize recruiting and staffing success." The Annual Recruitment Report will help the Recruitment Unit to identify the strategies that yield the most qualified candidates. Responses from the survey distributed to all new recruit members will be summarized and included in the report. The report will also include any modifications to the current recruitment process and a timeline for implementation of modifications.

The CPD RRU has worked diligently on the efforts in place but recognize the need for setting additional goals and priorities in order to recruit diverse applicants from all of Chicago. The following two strategic plan goals have been divided by priority and include tactics and metrics to analyze for best results. The overarching metrics to be used to measure successful outcomes will be the number of diverse applicants (Goal #1) and the number of diverse candidates enrolled in the Academy (Goal #2).



**GOAL #1**  
**Increase the number of diverse applicants to build a pool of qualified candidates for the position of Chicago Police Officer**

The goal to increase the number of diverse applicants for the position of Chicago Police Officer is the most important to balance the diversity of the Department and better reflect the City of Chicago. This goal will rely on the relationships between the members of the Chicago Police Department and the neighborhoods they are sworn to protect and serve, in order to promote the position of Chicago police officer.

**Priority #1: 14,000 applicants by the end of 2023**

<p><b>Objective #1.1</b> Internally develop new recruitment initiatives and ideas to foster community partnerships.</p>	<p><b>Strategy</b> Conduct focus groups with officers and sergeants during district and unit roll calls.</p>
<p><b>Tactics</b> The CPD RRU has conducted roll call focus groups since January of 2023 and visits approximately 2 districts per week on all three watches. The CPD RRU will continue to visit district and unit roll calls to gather feedback on recruitment ideas and will gather feedback each quarter for analysis and if applicable, implementation. Due to furloughs, medical leave, and regular days off the CPD RRU will need to visit districts and units on a rolling schedule.</p>	
<p><b>Metrics</b> The number of ideas from focus groups that have been implemented will be documented and analyzed in the Annual Recruitment Report.</p>	

New recruitment ideas from Department members are valuable assets and are just as important as the evaluation of existing strategies. The Recruitment and Retention Unit will continue to collect suggestions and ideas to improve upon existing recruitment efforts including analyzing the new recruit survey on a quarterly basis. New questions will be added when applicable, based on input from all officers. The new recruit survey can be a valuable tool to complete a feedback loop with new officers.

<p><b>Objective #1.2</b> Increase the number of new relationships with community organizations (faith-based, community driven, and affinity based) by 20% at the end of 2025.</p>	<p><b>Strategy</b> CPD and the RRU will continue to foster new and existing relationships with community organizations through collaboration with the Office of Community Policing.</p>
<p><b>Tactics</b> The recruitment officers will offer face-to-face interaction with all community members to answer questions posed by potential applicants or family members. The RRU will have on-site application system at each event.</p>	
<p><b>Metrics</b> The list will be revisited annually and new relationships will be included and analyzed in the Annual Recruitment Report. The analysis will look at the number of recruitment events held in conjunction with an organization and the number of applicants yielded from event.</p>	

Recruitment strategies that are implemented in communities and neighborhoods with strong community and police relationships, will yield officers who recognize the importance of collaboration between the two. The President's 21st Century Policing Report includes recommendation #4.5 (Pillar #4 - Community Policing and Crime Reduction) that states the importance of "working with neighborhood residents to co-produce public safety."<sup>9</sup>

The Department understands the importance of positive community relationships and continually strives to increase the number of these relationships. In 2022, the Department connected with community organizations and formed partnerships with groups to assist with recruitment efforts. CPD also contacted local businesses, social service agencies, all Aldermanic Ward Offices, and community contacts for assistance with promoting the position of Chicago police officer via websites and listservs of the different community organizations. The Recruitment and Retention Unit plans to continue collaboration with these organizations and develop ideas for recruitment events through 2025.

The CPD Recruitment and Retention Unit created the "100 Churches in a 100 Days" campaign in 2022 to connect with 100 churches throughout all of Chicago's communities. The unit was able to accomplish this effort in 60 days and created new relationships in the faith-based community from the far north side (Edison Park) to the far south (Roseland). Through 2025, the unit plans to re-connect each year with the churches visited previously and expand the effort to all faiths throughout the city by the end of 2025. By creating these relationships, officers from the RRU can speak to congregations and parishioners about the Chicago Police Department recruitment efforts and encourage potential candidates from all neighborhoods to apply.

<p><b>Objective #1.3</b> Promote the position of Chicago Police Officer at every Department sponsored events.</p>	<p><b>Strategy</b> The CPD RRU will attend all possible Department sponsored events such as town halls, meetings, and information sessions.</p>
<p><b>Tactics</b> The recruitment officers will offer face-to-face interaction to answer questions posed by potential applicants or family members. The RRU will have on-site application system at each event.</p>	
<p><b>Metrics</b> The number of events and number of on-site applications at events will be analyzed in the Annual Recruitment Report.</p>	

The Department utilizes internal events and meetings to promote the position of Chicago police and offers in-person registration for the exam. In 2022, the RRU conducted recruiting efforts during community meetings (e.g., Office of Community Policing beat meetings, crime prevention meetings, and department-sponsored informational sessions). The CPD Recruitment and Retention Unit also attended town hall meetings, community resource fairs, and community job fairs sponsored by the Department. CPD hosts a National Night Out event at each of the 22 police district stations on the first Tuesday of August every year. This event is an opportunity to bring communities and the police together in a positive circumstance with the intention of improving the relationship. In 2022, the Recruitment and Retention Unit had recruiters

<sup>9</sup> The President's 21st Century Policing Report, [https://cops.usdoj.gov/pdf/taskforce/taskforce\\_finalreport.pdf](https://cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf)

attend all of the district events with the ability to complete on-the-spot applications for potential candidates and answer questions about the recruitment process. The CPD RRU will attend all possible Department-sponsored meetings and events through 2025 for recruitment opportunities. As noted in the CA report, "To close the compliance gap in this area (internally grown talent), continued efforts in these areas, including events and programs should increase the level of diversity within the new applicant process."

<p><b>Objective #1.4</b> The CPD RRU will re-visit the HBCU colleges and universities from 2022 as well as larger institutions and work to expand by 20% the list of academic institutions to visit by 2025.</p>	<p><b>Strategy</b> Meet with students in Criminal Justice programs as well as the social studies, health care services, or education to inform about the Chicago Police Department and the officer position.</p>
<p><b>Tactics</b> Attend job fairs and recruitment events to offer face-to-face interaction and answers to questions posed by potential applicants.</p>	
<p><b>Metrics</b> The number of universities attended for recruitment events, and the number of on-site applications will be analyzed in the Annual Recruitment Report with a focus on the colleges and universities that yield a higher number of qualified applicants.</p>	

The CPD RRU expanded its outreach efforts to include not only criminal justice students and workers, but also those in the social service disciplines (social workers, psychology students, etc.). These efforts include partnering with police associations, affinity groups, and student organizations. Research indicates that college students already committed to criminal justice studies were still motivated toward a career in policing<sup>10</sup>.

<p><b>Objective #1.5</b> The CPD RRU will work to increase the number of military installation visits by 50% at the end of 2025, and expand outreach to armories in Indiana.</p>	<p><b>Strategy</b> To expand upon the potential pool of applicants with a military background.</p>
<p><b>Tactics</b> The RRU will specifically use, if available, recruitment officers that are current reserve or veteran military CPD officers to attend recruitment events and job fairs at all military bases and reserve armories.</p>	
<p><b>Metrics</b> The RRU will compare the number of military installments visited and the number of on-site applications in the Annual Recruitment Report.</p>	

The Department recognizes that many military veterans seek out employment in the field of law enforcement after completion of active service. According to the Police1 website "It is important to recognize that for individuals contemplating a career in the military or law enforcement, marketing communications and outreach are rarely the factors that solidify a decision. The important role of these activities is to inform quality candidates of the opportunities within the profession so they include it in their

<sup>10</sup> Ashley French et al., "Improving Recruitment: Strategies for Law Enforcement Agencies," *Police Chief Online*, May 3rd, 2023.

consideration of potential occupations, and to prompt them to seek more information".<sup>11</sup> By utilizing veteran officers at recruitment events, questions and concerns from active (or recently active members) can be addressed immediately and on site.

<p><b>Objective #1.6</b> Currently, there are 43 high schools with a Jr. ROTC program in Chicago. The CPD RRU will look to visit each of the 43 schools (at a minimum of once) by the end of 2025.</p>	<p><b>Strategy</b> To initiate the "school to career" pipeline by connecting applicants with a recruitment officer and waiving the Chicago Police Officer Exam requirement.</p>
<p><b>Tactics</b> The CPD RRU will specifically use, if available, recruitment officers that are current reserve or veteran military CPD officers to attend recruitment events and job fairs at all high schools with Jr. ROTC programs.</p>	
<p><b>Metrics</b> Perform an analysis of the candidate pool from these programs for the Annual Recruitment Report (i.e.; the number of viable candidates once age requirements are met).</p>	

The CPD RRU recognizes that candidates from military bases and potential candidates from the Jr. ROTC programs in Chicago high schools may have a better understanding of the day-to-day functioning of the Chicago Police Department. This can make the transition easier into a law enforcement career. The Annual Recruitment Report will also include an analysis on the Chicago Police and Firefighter Training Academy (CPFTA). The CPFTA is a two (2) year program for high school sophomores in both public and non-public high schools, that are interested in public safety careers. This program is an excellent source of candidates (once the age requirement is met), as these candidates are familiar with, and have an understanding of both, the requirements and responsibilities of the police officer position before making the commitment to join the Chicago Police Department.

<p><b>Objective #1.7</b> The CPD RRU to attend the previous expos and job fairs as in 2022 and expand area of reach to attend all applicable expos and fairs in the Midwest, East coast, and southern states. The CPD RRU will work to increase by 50% the events attended each year by 2025.</p>	<p><b>Strategy</b> Attend Law Enforcement Expos for on-site applications of persons interested in law enforcement.</p>
<p><b>Tactics</b> The CPD RRU will have applicable equipment at each event to showcase recorded officer testimonials.  The RRU will specifically use, if available, recruitment officers that are veteran and / or specialized unit CPD officers to attend law enforcement expos to share positive experiences about the CPD.</p>	
<p><b>Metrics</b> The RRU will compare the number of law enforcement expos visited and the number of on-site applications in the Annual Recruitment Report.</p>	

<sup>11</sup> Charles Ramsey et al., "What Law Enforcement Recruiters can learn from the military", *Police1 website*, August 3rd, 2019. <https://www.police1.com/police-recruiting/articles/what-law-enforcement-recruiters-can-learn-from-the-military-5jAmXglrzSjy7xKt/>

Law enforcement expos are similar to recruitment events at military bases and give the opportunity for potential candidates to ask questions face-to-face with active personnel. The biggest benefit for recruiting at law enforcement expos is that many of the attendees are actively seeking employment in a law enforcement agency.

<p><b>Objective #1.8</b> Record testimonials of patrol and specialized unit Department members to highlight the wide range of positions within the Chicago Police Department (i.e.; Patrol, Community Policing, Narcotics, Detectives, Marine Unit, Mounted Unit) and post to the Department's social media channel. The recorded testimonials will include patrol officers from diverse neighborhoods in Chicago.</p>	<p><b>Strategy</b> Personalize recruitment strategy with a CPD officer's own words and track the number of views each testimonial receives.</p>
<p><b>Tactics</b> The CPD RRU will include questions about the testimonials in the survey distributed to new recruits for feedback.</p>	
<p><b>Metrics</b> Using the responses from the new recruit survey questions, analyze the number of views of testimonial recordings and the number of candidates who applied to take the Chicago Police Officer Exam because of a video testimonial and include in the Annual Recruitment Report.</p>	

One of the recommendations derived from the Purpose Brand Marketing focus groups and included in the draft report was a "Day in the Life" campaign. ".....it is important that officers and the CPD are humanized." "...by showing Officers on and off the job, simply going throughout their day, we can also showcase the diversity of the force, in terms of age, ethnicity, religion, and family life."

<p><b>Objective #1.9</b> Attend Chicago festivals (food, music, event) for high visibility of recruitment efforts.</p>	<p><b>Strategy</b> Engage all cross-sections of Chicago's population for on-site application to take the Chicago Police Officer Exam</p>
<p><b>Tactics</b> The City of Chicago is host to hundreds of community events and festivals each summer and allows for face-to-face interaction to answer questions posed by potential candidates.</p>	
<p><b>Metrics</b> The CPD will compare the number of City sponsored events visited and the number of on-site applications in the Annual Recruitment Report. A further analysis will be conducted to determine the events that yield a higher number of applicants.</p>	

The City hosted many parades and festivals over the summer in 2022, and each event was an opportunity for the CPD RRU to engage with residents of Chicago. These large in person events allow the recruitment officers to answer questions, explain the hiring process, and encourage potential candidates to apply for the Chicago Police Officer Exam. The wide range of event venues allowed the CPD RRU recruiters to speak with residents from neighborhoods across Chicago. The analysis included in the Annual Recruitment Report will include the locations (community areas) of the festivals.

<p><b>Objective #1.10</b> Develop recruitment materials in languages other than English.</p>	<p><b>Strategy</b> Reach potential candidates in communities where English may be a second language</p>
<p><b>Tactics</b> In 2022, written recruitment materials were translated into Spanish, Polish, Arabic, and Mandarin.</p> <p>The CPD RRU will analyze semiannually (beginning in 2024), the need for additional language translations of recruitment materials using census data. The RRU will include a survey question in the new recruit survey to ask the preferred language (or primary language spoken) for new recruits.</p>	
<p><b>Metrics</b> An analysis of the amount of translated recruitment materials distributed, and the answer to a survey question regarding translated materials to be included in the yearly Recruitment Campaign Report.</p>	

The materials included above are printed and are distributed at recruitment and community events. The Department will work to include translated materials on the new public recruitment website scheduled to launch in June of 2023.

<p><b>Objective #1.11</b> In addition to the CPD website, continue to use the following marketing efforts for promotion of exam dates and the police officer application process:</p> <ul style="list-style-type: none"> <li>• Social media (Twitter, Facebook, LinkedIn, and Instagram)</li> <li>• TV commercials</li> <li>• Radio advertisements</li> <li>• Digital billboards</li> <li>• Newspapers (Chicago Sun-Times and Chicago Tribune)</li> <li>• Website banners</li> <li>• Mass transit - ads on the EL trains and stations, busses and bus stops</li> </ul>	<p><b>Strategy</b> Monitor for best results the media sources with highest views and/or clicks.</p>
<p><b>Tactics</b> BirkCreative has been hired to expand the efforts of the RRU by analyzing the number of visits to the CPD's website and the number of searches of the Chicago Police Officer Exam.</p>	
<p><b>Metrics</b> The analysis report from BirkCreative to be used for initial baseline measurement and will be included in the Annual Recruitment Report.</p>	

The Chicago Police Department's Recruitment and Retention Unit has made large strides in improving the marketing efforts to recruit a larger and more diverse candidate pool by hosting virtual and in-person events. CPD has recognized that the future workforce, (and especially the Millennial and Gen Z generations), is almost solely reliant on electronic messaging and utilizes social media to share recruitment information. Below are a few examples of social media outlets:

- Twitter: <https://twitter.com/bethechangeupd>
- Facebook: <https://www.facebook.com/bethechangeupd>
- Instagram: <https://www.instagram.com/bethechangeupd>
- LinkedIn: <https://www.linkedin.com/company/chicagopolicedepartment/posts/?feedView-all>

<p><b>Objective #1.12</b> Create a CPD - Community brand platform around four pillars of communication.</p>	<p><b>Strategy</b> Engage with Purpose Brand Marketing for advertising campaign.</p>
<p><b>Tactics</b> Purpose Brand Marketing conducted Focus Groups with community members on campaign ideas and graphics. At the time of this strategic plan, Purpose Brand has created a draft report.</p>	
<p><b>Metrics</b> A summary from the final campaign report will be included in the Annual Recruitment Report.</p>	

## Priority #2: To facilitate the steps in the application process and allow candidates to check status in application process

<p><b>Objective #2.1</b> Design a public-facing website with all CPD Police Officer Recruitment and Hiring information for a "one-stop shop".</p>	<p><b>Strategy</b> Allow for easier access of information on the CPD Police Officer Exam and hiring process.</p>
<p><b>Tactics</b> CPD will be launching the new recruitment website in June of 2023. The website will have resources for recruitment events, exam dates and locations, and the steps of the hiring process.</p>	
<p><b>Metrics</b> CPD will work to enable anonymous tracking of the number of views and/or clicks on the website and if available, include an analysis in the Annual Recruitment Report. The Recruitment and Retention Unit will consider a survey on the website to ask visitors what additional information should be included.</p>	

As mentioned earlier in this plan, Generation Z and Millennials are much more technology savvy than their workplace counterparts. A user-friendly website that allows candidates to find exam dates, times, and locations and track their status within the application and hiring process is an advantage that CPD will have over other agencies.

<p><b>Objective #2.2</b> Solicit and hire a vendor to develop a system that allows applicants to track their progress throughout the hiring process.</p>	<p><b>Strategy</b> The new system will allow for easier access and tracking of applicant status within the application process.</p>
<p><b>Tactics</b> CPD is in the process of selecting the vendor.</p>	

**Metrics**

CPD will work with the selected vendor to develop performance metrics. CPD will include a question about the ease of the new system on the new recruit survey and include the responses in the Annual Recruitment Report.

### Priority #3: Develop and implement a mentorship and coaching program to assist applicants through the hiring process

**Objective #3.1**

Retain the maximum number of applicants throughout the application and hiring process with a loss of <25% of applicants and <10% of hired candidates each year through 2025.

**Strategy**

Implement an internal mentorship program within CPD for potential candidates to be partnered with a current CPD officer.

**Tactics**

CPD has selected the consultant MentorCliQ to host "train-the-trainer" sessions. 100 CPD members will be identified to become trainers for the new mentorship and coaching program.

**Metrics**

CPD will include a question on the new candidate survey if partnered with a mentor for the application process. CPD will track the number of applicants who utilized a mentor and continued in hiring process versus applicants that did not utilize the mentor system and continued in the hiring process. The survey question responses will be included with analysis in the Annual Recruitment Report.

One of the recommendations included in the CA report, is to "incorporate a mentoring program as a component of a comprehensive training program to equip applicants for success". The Department is looking forward to evaluating the success of this program and currently has in place an email address dedicated solely to answer candidate questions: Chat with a Recruiter: [joinCPD@chicagopolice.org](mailto:joinCPD@chicagopolice.org).

**Objective #3.2**

Increase by 25% the number of applicants who pass the P.O.W.E.R. test on the initial attempt by the end of 2025.

**Strategy**

CPD to offer coaching sessions for the physical fitness test (candidate assistance workshops) to potential applicants and candidates.

**Tactics**

Utilize Chicago Park District facilities, community centers, and the CPD Academy fitness centers to host prep sessions for the physical fitness test. The sessions should include the requirements of the test (based on age and gender) and training programs.

**Metrics**

Conduct an analysis to track the success rate of applicants who participate in prep sessions. Compare success percentage rates of past P.O.W.E.R. tests prior to any coaching sessions. Identify what are the "fail rates" and "drop out points" of the candidates by demographic and include analysis in the Annual Recruitment Report.



**GOAL #2**  
**Increase the diversity in CPD to reflect the demographics of Chicago**

The CPD will build on the priorities, objectives, and strategies from Goal #1 to increase the diversity in CPD for Goal #2. The need for a pool of qualified candidates that represent broad cross-sections of the City is imperative to increase the diversity of the Chicago Police Department starting with the application and hiring process.

**Priority #1: Increase the percentage of women across all ranks in the Chicago Police Department**

<p><b>Objective #1.1</b>          Commit to the 30 x 30 initiative (the pledge to increase the representation of women in all ranks in the Chicago Police Department to 30% by 2030).</p>	<p><b>Strategy</b>          Conduct an analysis of the current number of women in all ranks in the Department, the number of women recruits, and the number of women applicants to determine the difference to reach the 30% goal.</p>
<p><b>Tactics</b>          Collect demographic data at each stage of hiring process for identification of point where women applicants drop off (i.e., physical test, background check).</p> <p>Continue to include representation of women in marketing / recruitment materials equally as men. Attend woman centered job fairs, law enforcement expos, and organizational meetings for opportunity to promote the Chicago Police Department.</p>	
<p><b>Metrics</b>          See table below for baseline comparison, the initial data retrieval shows a deficit (using 30% as goal) in all ranks except Civilian exempt<sup>12</sup>. Track the number of female applicants by event, the number of female recruits, and include the percentages of women by rank in the analysis within the Annual Recruitment Report.</p>	

Title	Percent
Police Officer	26.81
Detective	19.26
Sergeant	19.28
Lieutenant	17.58
Captain	13.33
Civilian Exempt	37.50
Sworn Exempt	27.27

<p><b>Objective #1.2</b>          Conduct focus groups of female officers at each rank to develop women focused recruitment ideas.</p>	<p><b>Strategy</b>          Gather and review feedback from female Department members of all ranks.</p>
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<sup>12</sup> Chicago Police Department Demographics Retrieved May 12, 2023 (Department of Finance - CHIPPS)

**Tactics**

Focus groups should be conducted with members of the same rank (police officers with police officers, sergeants with sergeants, recruits with recruits, et cetera).

CPD officer testimonials of female officers (refer to Goal #1, Priority #1, Objective #1.8)

Data by rank to be reviewed every quarter by the Department and presented to the Superintendent for review prior to exempt promotions.

**Metrics**

The analysis will look at the number of recruitment events and the number of female applicants yielded from each event.

## Priority #2: 1,000 recruits through training or in the Academy by the end of 2023 that represent the diversity of Chicago

In addition to the objectives and strategies listed above, the CPD has initiated two programs to hire previous CPD officers and officers from other law enforcement agencies throughout the country who seek employment with the Chicago Police Department. These are new initiatives that began in March of 2023 and have yielded over 200 applicants combined within the first month.

**Objective #2.1**

Hire a minimum of 25% of qualified officers that have previous law enforcement experience in outside agencies each year through 2025.

**Strategy**

Attend law enforcement expos to recruit for current law enforcement personnel who seek to gain employment with CPD.

**Tactics**

Connect with current law enforcement at expos seeking employment with CPD to answer questions, explain benefits, positions, and promotions.

Include Lateral Hire program requirements on the Department's main and recruitment websites.

**Metrics**

The number of applicants from law enforcement expos and other recruitment efforts specifically designed for current law enforcement. Analyze the efforts to determine the most effective option of recruitment for this group and include in Annual Recruitment Report.

**Objective #2.2**

Hire a minimum of 25% of qualified previous CPD members (in good standing, under the age of 50 at the time of re-hire, and who have left CPD within the last 36 months) each year through 2025.

**Strategy**

Hire previous CPD members interested in returning as police officers.

**Tactic**

Connect with current law enforcement at expos seeking employment with CPD to answer questions, explain benefits, positions, and promotions.

Include Re-Hire program requirements on the Department's main and recruitment websites.

**Metrics**

The number of applicants from law enforcement expos and other recruitment efforts specifically designed for previous CPD officers. Analyze the efforts to determine the most effective option of recruitment for this group and include in Recruitment Report.

The CPD recognizes the value of previous law enforcement experience. Re-hired officers and those with law enforcement experience from other Departments sometimes need less training to acclimate to the policies and procedures of the Chicago Police Department.

**Next Steps**

The next steps for the CPD Recruitment Strategic Plan are to ensure the CPD RRU is collecting the data for the metrics included in the plan. The Annual Recruitment Report is to be completed by the end of Q1 of next year and include the following:

- ❖ Summary of the objectives from the Recruitment Strategic Plan
- ❖ The data from all recruitment efforts (such as number of applicants from events)
- ❖ Demographic data of sworn personnel, recruits, and applicants
- ❖ The methods used to evaluate the success of the strategic objectives
- ❖ Progress toward objectives, using previous benchmark data
- ❖ Identification of deficiencies and accomplishments
- ❖ Outside consultant or vendor analyses
- ❖ Summary of any revisions of the Recruitment Plan objectives based on the results of recruitment efforts

The CPD is committed to the above strategic plan and providing resources to the Recruitment and Retention Unit to assist in its recruitment efforts. The accomplishment of the objectives and strategies listed above will help the Chicago Police Department replace officers due to attrition and create an even more equitable and diverse Department to better serve the communities of Chicago. For more information about becoming a Chicago Police Officer, please visit <https://home.chicagopolice.org/bethechange/>.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 13

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Sigcho-Lopez requested what the department was doing to address bias within the department, specifically on traffic stops.

Please see the documents attached for this information.

As always, please let me know if you have any further questions.

57	20	Bias	Sigcho-Lopez	<b>What is the dept doing to address bias within the dept, specifically during the course of traffic stops</b>
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**CPD issued a revised version of General Order G02-01 "Protection of Human Rights"**

- Issued on 30 June 2022
- Office of Community Policing conducted outreach and significant Community Engagement on the expectations of the policy revisions
- Research and Development Division collaborated with the IMT and OAG through the Consent Decree review and comment process to finalize the policies
- Significant Policy Revisions:
  - Codified commitment to Procedural Justice and Legitimacy and concepts from training into CPD policy (Voice, Neutrality, Respect, Trustworthiness)
  - When community members are given a voice (listen) and are objective and respectful in their decision making, police officers gain the trust of the community.
  - All public interactions will be conducted with the utmost respect, dignity, and courtesy
  - Strive to attain the highest degree of ethical behavior and professional conduct.
  - Act, speak, and conduct themselves in a courteous, respectful, and professional manner and maintain a courteous, professional attitude.
  - not exhibit a condescending attitude or direct any derogatory terms toward any person in any manner
  - Prohibits Department members from engaging in any:
    - illegal discrimination,
    - racial profiling or other bias-based policing,
    - intentional transporting, displaying, or leaving an individual in locations where known rivals or enemies live or congregate, and
    - form of retaliation

**CPD issued a revised version of General Order G02-04 "Prohibitions Regarding Racial Profiling and Other Bias-Based Policing"**

- Issued on 30 June 2022
- Office of Community Policing conducted outreach and significant Community Engagement on the expectations of the policy revisions
- Research and Development Division collaborated with the IMT and OAG through the Consent Decree review and comment process to finalize the policies
- Significant Policy Revisions:
  - Duty to report misconduct, including observed bias-based policing practices
  - Prohibits language or actions intended to taunt or denigrate an individual, including using racist or derogatory language.
  - When making routine or spontaneous law enforcement decisions, Department members will not use a person's demographics or characteristics - or substitutes or stereotypes of these characteristics.

- Documented Administrative Review is conducted by the Department of these practices and other actions associated with the prohibition on bias-based policing

**CPD is committed to including oversight of CPD's Traffic Stops in the Consent Decree (on-going negotiations with the Illinois Office of the Attorney General).**

57	20	Bias	Sigcho-Lopez	What is the dept doing to address bias within the dept, specifically during the course of traffic stops
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***n.b.* All annual in service De-escalation, Response to Resistance, and Use of Force courses since the advent of the consent decree (2019) include the guiding principles of procedural justice, de-escalation, and impartial policing.**

**Currently in development for 2025 In-Service Training Plan**

**Constitutional Policing: Safeguarding Communities Through Lawful Stops, Searches, and Seizures'**

**8-Hour In-Person Course for all sworn members**

This training program is designed to enhance officers' understanding of how to properly perform lawful stops, searches, and seizures to pursue justice and protect communities from harm. This course aims to build trust and legitimacy within communities by focusing on constitutional principles, procedural justice, and ethical policing, with a particular focus on the Fourth Amendment to the U.S. Constitution and other applicable law. Officers will gain critical thinking skills and decision-making frameworks to navigate complex scenarios while upholding individual rights and community safety.

**De-Escalation, Response to Resistance, and Use of Force / Vehicle Stops**

**8-Hour In-Person Course for all sworn members**

This comprehensive course is specifically designed for the Chicago Police Department's law enforcement personnel to provide in-depth understanding and practical application of de-escalation techniques, appropriate response to resistance, justifiable use of force, and reporting procedures related to the use of force. With a commitment to public safety and community trust at the heart of its design, this course aligns with both local and federal laws, as well as national best practices. By the end of this comprehensive training, participants will be adept at employing de-escalation techniques, making informed decisions regarding response to resistance, and choosing appropriate force options in varied situations. Officers will develop a deep understanding of Constitutional Policing, the critical decision-making model (CDM), the Force Options Model, and high-risk vehicle stops (HRVS). They will be proficient in the administrative and procedural aspects surrounding State law, Department policy, and reporting procedures.

The curriculum incorporates a variety of training methodologies, including but not limited to lectures, group discussions, and scenario-based training. Through hands-on experiences, including tabletop exercises, handcuffing drills, and realistic scenarios, officers will integrate their knowledge of the critical decision-making model into their responses, ensuring they act consistently with both the law and Department policies while upholding public safety and trust. The course's design aims to equip officers with the necessary skills and knowledge to effectively engage, assess, and manage situations that could

potentially involve conflict or resistance, with an emphasis on minimizing harm and preserving the dignity and rights of all involved.

## **2024 In-Service Training Plan**

The 2024 in-service training plan was tailored to the unique challenges presented by the Democratic National Convention (e.g, First Amendment, Crowd Control, Coordinated Multiple Arrests). It did include material that addressed bias, but not in the context of traffic stops.

## **2023 In-Service Training Plan**

### **2023 Constitutional Policing**

#### **8-Hour In-Person Course for all sworn members**

The Constitutional Policing training course covered the letter and spirit of the law as it pertains to the Fourth Amendment, First Amendment, the Foot Pursuit Policy, and recent legal updates affecting police officers in the State of Illinois. CPD policy developments related to legal issues such as the Investigatory Stop System were discussed as well. The goal of this course was to increase procedural justice and police legitimacy, thereby promoting community trust by ensuring that all Department members perform their duties in a manner that fully complies with the Constitution and the laws of the United States and the State of Illinois. This course integrated and reflected the concepts, theories, and pillars of Procedural Justice, De-escalation, Impartial Policing, and Community Policing.

### **Fair and Impartial Policing**

#### **4-Hour In-Person Course for all sworn members**

The purpose of this course was to review and build upon the information, including the skills that were covered in the Chicago Police Department's implicit bias course, which was provided to CPD personnel by the Anti-Defamation League.

## **2022 In-Service Training Plan**

### **2022 De-Escalation, Response to Resistance and Use of Force**

#### **8-Hour In-Person Course for all sworn members**

The De-Escalation, Response to Resistance and Use of Force course was designed to reinforce knowledge, skills, and effective techniques for officers to identify, reduce, or eliminate the need to use force. The course emphasizes the core ideal of the sanctity of human life by equipping participants with de-escalation strategies to slow down situations and create additional options to safely achieve resolution.



Participants will demonstrate sound tactics, conflict avoidance, and de-escalation techniques and engage in adaptive decision-making to determine when force is reasonable, necessary, and proportional under the totality of the circumstances. Guiding principles of procedural justice, de-escalation, impartial policing, and community policing are integrated throughout the curriculum, including a framework for problem-solving under the SARA model; critical thinking rooted in ethics, values, and mission at the core of the Critical Decision-Making (CDM) Model; and practical exercises and drills to recognize and mitigate biases, promote police legitimacy, and apply de-escalation tactics.

## **2021 In-Service Training Plan**

### **8-Hour In-Person Course for all sworn members**

#### **Community Policing**

The Community Policing course will train all Department personnel on the philosophy and principles of community policing, methods, and strategies for establishing and strengthening community partnerships enabling officers to work with all members of the community while setting public safety and crime prevention priorities. The course will provide information about adolescent development, along with techniques for positive interaction with youth. In addition, the following community groups will be discussed: people of color, LGBTQ individuals, religious minorities, immigrants, individuals with limited English proficiency, homeless individuals, and individuals with disabilities. The Community Policing course will further provide methods and strategies to create opportunities for positive interactions by using effective communication techniques and interpersonal skills through problem-solving tactics and techniques. The format will be an in-person classroom setting utilizing table-top scenarios, lectures, group exercises, and scenarios involving outside community leaders. This course specifically addresses the procedural justice ramifications of traffic stops.

## **In-Service Training Courses with Multiple Years for Completion**

### **Procedural Justice Three: Managing Implicit Bias for Law Enforcement (2021/2022) (ADL)**

#### **8-Hour In-Person Course for all sworn members**

The class demonstrates the relationship between the four principles of procedural Justice and implicit bias. The class will explain the science behind implicit bias and the effects it has on an officer's decisions and behavior. It will also show how officer safety can be compromised by implicit bias.

### **Procedural Justice Two: A Tactical Midset (<2019-2021)**

#### **8-Hour In-Person Course for all sworn members**

This class is a follow up to Procedural Justice and Police Legitimacy. This course involves video and scenario-based training. It is open to Members of all ranks. It reviews definitions of Police Legitimacy and techniques to increase Police Legitimacy. It reviews the relationship between the police and the

community. The importance of nonverbal communication components will be stressed, and the course includes role-play scenarios where Members employ the Principles of Procedural Justice.

**Procedural Justice (<2019-2021, continuously and current in Recruit Training)**

**8-Hour In-Person Course for all sworn members**

A lecture based training for members of all ranks where class participants will discuss an Evidence Based approach towards policing. Members will: define Police Legitimacy and state how to increase Police Legitimacy, define Procedural Justice and discuss the benefits, review the relationship between the police and the community, understand nonverbal communication components, and understand the role history has played in hindering legitimacy in some communities.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 14

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Lee requested the number of vacancies by division.

All vacancies within CPD that were in the proposed 2025 Budget can be found in the Aldermanic budget book titled "2025 Department Budget Hearing Documents" provided electronically and physically to all Alders. It can also be found attached.

As always, please let me know if you have any further questions.

**Recommended Vacancies for BFY2025**  
**057 - Chicago Police Department**  
*As of October 23, 2024*

DEPT	FUND	DIVISION	SECTION	SUBSECTION	SCHEDULE	GRADE	UNION (Y/N)	TITLE CODE	TITLE DESCRIPTION	PAY TYPE	BUDGETED PAY RATE					
057	925F	280E	380E	0000	B	14	Y	1912	PROJECT COORD	Annual	\$73,140.00	1				
					BX	17	N	9119	SR INTEL ANALYST	Annual	\$80,628.00	1				
					GY	8	N	1141	PRINCIPAL OPERATIONS ANALYST	Annual	\$80,472.00	1				
					D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	5				
					D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	51				
	925L	2983	3983	0000	D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	4				
	0100	2005	3004	0000	BX	18	N	0311	PROJECTS ADMINISTRATOR	Annual	\$86,520.00	5				
					GY	11	N	1127	CHIEF PERFORMANCE ANALYST	Annual	\$103,176.00	1				
					3021	4020	BX	16	N	3585	COORD OF RESEARCH AND EVALUATION	Annual	\$74,244.00	2		
							X	43	N	03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	1		
					4021		B	13	Y	1617	PARALEGAL II	Annual	\$66,612.00	1		
								14	Y	0714	INFO/MEDIA RETRVL SPEC	Annual	\$73,140.00	6		
							E	4	Y	9016	POLICE LEGAL OFFICER II	Annual	\$144,264.00	1		
							GY	12	N	1633	ATTORNEY-EXCLUDED	Annual	\$112,608.00	1		
							X	33	N	9758	ASST GENERAL COUNSEL	Annual	\$148,920.00	1		
					4022			BX	17	N	0790	PUBLIC RELATIONS COORD	Annual	\$80,628.00	1	
									18	N	0722	DIGITAL MEDIA SPEC-CPD	Annual	\$86,520.00	3	
									PX	2	N	9716	ASST DIR OF NEWS AFFAIRS	Annual	\$135,132.00	1
					4023	E	3	Y	9171	SERGEANT	Annual	\$127,974.00	2			
					3427	4040		BX	14	N	1255	INVESTIGATOR	Annual	\$61,656.00	16	
									17	N	1256	SUPERVISING INVESTIGATOR	Annual	\$80,628.00	3	
									D	2	Y	9174	POLICE AGENT	Annual	\$88,170.00	1
									2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	1	
									E	3	Y	9171	SERGEANT	Annual	\$127,974.00	5
									4	Y	9173	LIEUTENANT	Annual	\$144,264.00	1	
									GY	8	N	1141	PRINCIPAL OPERATIONS ANALYST	Annual	\$80,472.00	1
	3429	0000	B	12					Y	9101	COMMUNITY ORGANIZER-CAPS	Annual	\$60,720.00	3		
2007	3430	0000	1	0	N		9781	FIRST DEPUTY SUPERINTENDENT	Annual	\$220,260.00	1					
							9796	DEPUTY CHIEF	Annual	\$195,192.00	1					
							B	13	Y	0308	STAFF ASST	Annual	\$66,612.00	1		
							GY	8	N	1141	PRINCIPAL OPERATIONS ANALYST	Annual	\$80,472.00	1		
							X	42	N	9675	DEPUTY DIRECTOR-42	Annual	\$148,548.00	1		
3434	0000	E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1							
3441	0000	D	3	Y	9160	POLICE OFFICER (ASSIGNED AS SECURIT..	Annual	\$134,292.00	11							
2012	3283	0000		B	16	Y	9117	CRIMINAL INTELLIGENCE ANALYST	Annual	\$88,092.00	7					
				D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	1					
				3321	0000	1	0	N	9796	DEPUTY CHIEF	Annual	\$195,192.00	1			
						3	0	N	9752	COMMANDER	Annual	\$186,636.00	1			
		B	10	Y	9116	POLICE ADMINISTRATIVE CLERK	Annual	\$50,424.00	1							

**Recommended Vacancies for BFY2025**  
**057 - Chicago Police Department**  
*As of October 23, 2024*

DEPT	FUND	DIVISION	SECTION	SUBSECTION	SCHEDULE	GRADE	UNION (Y/N)	TITLE CODE	TITLE DESCRIPTION	PAY TYPE	BUDGETED PAY RATE				
057	0100	2012	3321	0000	D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	139			
						2A	Y	9164	POLICE OFFICER / FLD TRNG OFFICER	Annual	\$91,206.00	73			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	115			
						4	Y	9173	LIEUTENANT	Annual	\$144,264.00	13			
					I	12	Y	9122	DETENTION AIDE	Annual	\$48,588.00	10			
						3322	0000	B	9	Y	0460	SENIOR OFFICE ASSISTANT	Annual	\$45,984.00	1
					16	Y			9117	CRIMINAL INTELLIGENCE ANALYST	Annual	\$88,092.00	6		
					D	2B		Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	137		
						E		3	Y	9171	SERGEANT	Annual	\$127,974.00	7	
					4			Y	9173	LIEUTENANT	Annual	\$144,264.00	1		
			G	10	Y	0629		PRINCIPAL PROGRAMMER/ANALYST	Annual	\$115,776.00	1				
				X	43	N		03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	1			
			2016	3274	0000	1		0	N	9796	DEPUTY CHIEF	Annual	\$154,074.00	1	
								D	2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	1
						3282		4280	BX	18	N	3092	PROGRAM DIR	Annual	\$86,520.00
							D			2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00
						4285	D	2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	3	
								E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1
							4		Y	9173	LIEUTENANT	Annual	\$144,264.00	1	
							4286	D	2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	2
						3287	4278	D	2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	2
									E	3	Y	9171	SERGEANT	Annual	\$127,974.00
			4279	B	8		Y	0459		OFFICE ASSISTANT	Annual	\$41,904.00	2		
					16		Y	9117	CRIMINAL INTELLIGENCE ANALYST	Annual	\$88,092.00	2			
				D	2A		Y	9151	POLICE OFFICER (ASSIGNED AS TRAFFIC ..	Annual	\$91,206.00	4			
					E		3	Y	9171	SERGEANT	Annual	\$127,974.00	1		
			4287	D			2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	4		
			4295	D	2B		Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	11			
					E		3	Y	9171	SERGEANT	Annual	\$127,974.00	1		
			3291	4306			D	2	Y	9163	POLICE OFFICER(ASGND AS LATENT PRI..	Annual	\$88,170.00	1	
					2A	Y		9206	POLICE OFFICER (ASSIGNED AS EVIDENC..	Annual	\$91,206.00	21			
					3	Y		9166	POLICE OFFICER(ASGND AS SUPVG LATE..	Annual	\$134,292.00	2			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1			
G	5	Y				2921	SENIOR RESEARCH ANALYST	Annual	\$72,000.00	1					
	6	Y			1142	SENIOR OPERATIONS ANALYST	Annual	\$79,260.00	1						
	7	Y			9246	CRIMINALIST III	Annual	\$87,516.00	1						
GY	13	N			9234	FORENSIC FIREARM/EVIDENCE IDENT TE..	Annual	\$117,792.00	2						
	X	42			N	9675	DEPUTY DIRECTOR-42	Annual	\$148,548.00	2					
3294	D	2B			Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	6					
2028	3334	0000	3	0	N	9752	COMMANDER	Annual	\$186,636.00	1					

**Recommended Vacancies for BFY2025**  
**057 - Chicago Police Department**  
*As of October 23, 2024*

DEPT	FUND	DIVISION	SECTION	SUBSECTION	SCHEDULE	GRADE	UNION (Y/N)	TITLE CODE	TITLE DESCRIPTION	PAY TYPE	BUDGETED PAY RATE				
057	0100	2028	3334	0000	D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	58			
						2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	2			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	3			
						4	Y	9173	LIEUTENANT	Annual	\$144,264.00	1			
					X	43	N	03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	1			
					3338	4220	D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	2	
							E	4	Y	9173	LIEUTENANT	Annual	\$144,264.00	1	
						4221	D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	2	
							2A	Y	9149	PO ASSIGNED AS SWAT	Annual	\$91,206.00	1		
						4222	D	2	Y	9154	POLICE OFFICER (ASSGN AS HELICOPT..	Annual	\$88,170.00	2	
			9168	POLICE OFFICER (ASGND AS MARINE OFF..			Annual	\$88,170.00	2						
			4223	D		2	Y	9169	POLICE OFFICER (ASGND AS MOUNTED P..	Annual	\$88,170.00	1			
				E		4	Y	9173	LIEUTENANT	Annual	\$144,264.00	1			
			4224	D		2	Y	9152	POLICE OFFICER (ASSIGNED AS CANINE ..	Annual	\$88,170.00	5			
				9153		POLICE OFFICER/EXPLSV DETECT K9 HN..	Annual	\$88,170.00	1						
			4225	D	3	Y	9158	EXPLOSIVES TECHNICIAN I	Annual	\$134,292.00	2				
			4227	D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	6				
				E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1				
			3339	4218	D	2B	Y	9165	POLICE OFFICER (ASSIGNED AS DETECTI..	Annual	\$96,528.00	4			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1			
			3423	4290	D	2	Y	9126	POLICE TECHNICIAN	Annual	\$88,170.00	2			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	10			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1			
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1			
			2037	3063	4132	B	9	Y	0460	SENIOR OFFICE ASSISTANT	Annual	\$45,984.00	1		
							10	Y	03A7	ADMINI ASSISTANT	Annual	\$50,424.00	6		
							0431	CLERK IV	Annual	\$50,424.00	1				
							13	Y	9197	WARRANT AND EXTRADITION AIDE	Annual	\$66,612.00	6		
							BX	14	N	9194	DIGITAL RETRIEVAL SPEC	Annual	\$61,656.00	3	
							E	3	Y	9171	SERGEANT	Annual	\$127,974.00	2	
						4133	B	9	Y	0415	INQUIRY AIDE III	Annual	\$45,984.00	3	
								10	Y	0431	CLERK IV	Annual	\$50,424.00	1	
								13	Y	9197	WARRANT AND EXTRADITION AIDE	Annual	\$66,612.00	4	
								14	Y	9003	CRIMINAL HISTORY ANALYST	Annual	\$73,140.00	1	
						BX	14	N	9194	DIGITAL RETRIEVAL SPEC	Annual	\$61,656.00	8		
						3066	4136	E	3	Y	9171	SERGEANT	Annual	\$127,974.00	1
						3069	4139	3	0	N	1140	CHIEF OPERATIONS ANALYST	Annual	\$106,620.00	1
			B	16	Y			9117	CRIMINAL INTELLIGENCE ANALYST	Annual	\$88,092.00	2			
			E	4	Y			9173	LIEUTENANT	Annual	\$144,264.00	1			

**Recommended Vacancies for BFY2025**  
**057 - Chicago Police Department**  
*As of October 23, 2024*

DEPT	FUND	DIVISION	SECTION	SUBSECTION	SCHEDULE	GRADE	UNION (Y/N)	TITLE CODE	TITLE DESCRIPTION	PAY TYPE	BUDGETED PAY RATE							
057	0100	2037	3069	4139	G	10	Y	06A6	DATA SCIENTIST	Annual	\$115,776.00	1						
					GY	8	N	1141	PRINCIPAL OPERATIONS ANALYST	Annual	\$80,472.00	5						
					X	43	N	03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	2						
							4143	E	3	Y	9171	SERGEANT	Annual	\$127,974.00	2			
				2040	3350	0000		1	0	N	9782	DEPUTY SUPERINTENDENT	Annual	\$213,876.00	1			
								B	13	Y	0308	STAFF ASST	Annual	\$66,612.00	1			
								E	5	Y	9175	CAPTAIN	Annual	\$158,634.00	4			
									GY	9	N	2903	RESEARCH AND POLICY ANALYST - CPD	Annual	\$86,520.00	1		
					3358	4361			B	14	Y	1359	TRAINING OFFICER	Annual	\$73,140.00	24		
									D	2	Y	9170	POLICE OFFICER AS ARMORER	Annual	\$88,170.00	1		
			2A						Y	9164	POLICE OFFICER / FLD TRNG OFFICER	Annual	\$91,206.00	2				
		E	3						Y	9171	SERGEANT	Annual	\$127,974.00	3				
			4						Y	9173	LIEUTENANT	Annual	\$144,264.00	1				
		3361	0000								B	13	Y	3529	VICTIM ADVOCATE	Annual	\$66,612.00	49
											BX	16	N	3099	HATE CRIME VICTIM ADVOCATE	Annual	\$74,244.00	1
						18	N	3092			PROGRAM DIR	Annual	\$86,520.00	4				
					X	43	N	03A4			ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	2				
		3362	0000				B	14	Y	3897	COMMUNITY OUTREACH COORD	Annual	\$73,140.00	3				
							G	7	Y	3052	DIR PROGRAM OPERATIONS	Annual	\$87,516.00	2				
							GY	11	N	3051	SENIOR EQUITY OFFICER	Annual	\$103,176.00	1				
							X	43	N	03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	1				
		3624	4153			X	43	N	03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	1					
			4154			G	7	Y	0193	AUDITOR III	Annual	\$87,516.00	1					
		3627	4158			D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	3					
		3629	4159			GY	9	N	2903	RESEARCH AND POLICY ANALYST - CPD	Annual	\$86,520.00	1					
						X	43	N	03A4	ASSISTANT DIRECTOR - 43	Annual	\$129,936.00	1					
		0610	2028	3336	0000		D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	9				
0740	2028	3335	0000		D	1	Y	9161	POLICE OFFICER	Annual	\$61,782.00	31						
						2	Y	9153	POLICE OFFICER/EXPLSV DETECT K9 HN..	Annual	\$88,170.00	2						
					E	3	Y	9171	SERGEANT	Annual	\$127,974.00	3						
						4	Y	9173	LIEUTENANT	Annual	\$144,264.00	1						
<b>Total Vacancies</b>												<b>1,049</b>						

Data Source: CBS: BFY2025\_REC\_ANALYST as of October 23, 2024



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 15

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lee requested the number of language lines accessed by officers by officer, ward and language.

CPD does not break down usage by Ward or by Officer. From January 1 - October 31, officers have used Language Line 4,079 times.

Language	Number of Calls
SPANISH	2581
MANDARIN	293
RUSSIAN	236
ARABIC	168
AMERICAN SIGN LANGUAGE	112
UKRAINIAN	103
POLISH	102
CANTONESE	84
FRENCH	66
VIETNAMESE	33
TURKISH	32
ROHINGYA	23



<b>Language</b>	<b>Number of Calls</b>
PORTUGUESE	20
HAITIAN CREOLE	18
BURMESE	18
ROMANIAN	17
DARI	17
KOREAN	17
HINDI	16
SWAHILI	11
UZBEK	11
WOLOF	9
PASHTO	9
GUJARATI	7
FARSI	6
AMHARIC	6
PORTUGUESE BRAZILIAN	5
BULGARIAN	5
URDU	4
ITALIAN	4
MONGOLIAN	4
BOSNIAN	3
SERBIAN	3
BENGALI	3
THAI	2
KAREN	2
HEBREW	2
ALBANIAN	2
TAGALOG	2
Q'EQCHI'	2
TIGRIGNA	2
CZECH	2
ASSYRIAN	2
LITHUANIAN	2
SOMALI	2
GREEK	1
GEORGIAN	1
HMONG	1
RUNDI	1
GERMAN	1
LINGALA	1

<b>Language</b>	<b>Number of Calls</b>
CHIN HAKHA	1
JAPANESE	1
TOISHANESE	1
KICHE	1
PUNJABI	1
<b>Total</b>	<b>4079</b>

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 16

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Lee requested the number of detectives are dedicated to domestic violence cases (Special Victim Unit).

Please find the number of detectives that are dedicated to domestic violence cases below:

<b>Detectives Assigned to SVU</b>	
<b>Area 1</b>	<b>30</b>
<b>Area 2</b>	<b>27</b>
<b>Area 3</b>	<b>16</b>
<b>Area 4</b>	<b>14</b>
<b>Area 5</b>	<b>16</b>
<b>Total</b>	<b>103</b>

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57-17

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lee requested the number of civilian advocates hired in the last 6 months.

Seven (7) civilian advocates have been hired in the last 6 months.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57-18

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson La Spata requested a description of the role of "Police Officers" under the communications division, of which there are 9 (line 9161, page 308) and if they are sworn officers?

The Office of Communications is a 24/7, 365 unit, which requires sworn personnel across three watches. These sworn members can access law enforcement sensitive systems that civilian personnel would otherwise not have access to. This access is crucial to information gathering when responding to media requests. Additionally, during active and critical incidents, these officers respond to scenes to streamline information flow to communicate this information with the public.

These officers also work during shifts that union civilian personnel do not cover, including holidays and weekends, during which the unit continues to function. These officers are essential in providing accurate and transparent information in a timely manner.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 19

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson La Spata requested the primary responsibilities of officers in the "Traffic Section" (line 4227, page 323).

The Traffic Unit, Unit 145, deploys uniformed officers in marked vehicles to Du Sable Lake Shore Drive and the Chicago Skyway on a daily basis 24/7/365. These officers respond to accidents and conduct traffic enforcement on these roadways. Additionally, the Traffic Unit conducts scheduled DUI missions and participates in dignitary motorcades when required. The Traffic Unit is also responsible for reviewing traffic pursuits (that meet the criteria for our review), traffic crashes (significant property damage) and all eluding incidents. We then present the cases to the Traffic Review Board, who will decide on whether the incident was in compliance or not.

We will conduct traffic missions if a request is made by the district. Otherwise, we conduct our traffic/speed missions on LSD.

The DUI missions are conducted evenly across all districts with at least one DUI mission per district per calendar year. If a district makes a request, we will conduct the mission upon their request otherwise the minimum yearly mission is scheduled by the Traffic Unit. Districts can request additional missions which are scheduled as time and personnel permits.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 20

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson La Spata requested when and how CPD's horses are deployed.

The mounted unit is generally deployed daily to the Central Business District. Also, the Unit deploys the horses along side streets in a variety of districts as a training practice to keep the horses used to the sounds and occurrences of city traffic and terrain. The Unit deploys the horses to dignitary events, make a wish type events, block parties, picnics, police and fire funerals, and other public relation and good will events.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
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**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

---

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 21

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson La Spata requested the intended use of the \$325,000 line item for food (line 0330, page 306).

\$250,000 will be used to purchase hay for the horses and \$75,000 for canine food.

As always, please let me know if you have any further questions.





**Brandon Johnson**  
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**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

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Superintendent of Police

---

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 22

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson La Spata requested the reason for the increase in the Technical Meeting Costs under contractual services has increased from \$700,000 in 2023 to \$2.7M in 2024 to \$3.6 million for 2025 (line 0169, page 305) and how these funds are being used.

The increase is due to the accreditation work that is ongoing for the forensics division. The increase will cover additional training for our members and coaching through the accreditation process with the goal of this cost beginning to drop off in 2026 as the lab becomes free standing.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

---

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 23

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson La Spata asked to describe the reason for the FY25 budget requests increasing nearly 5x the amount of money (\$31,962) for "Books and Related Materials" than what was spent in 2023 (\$6,585) (line 0348, page 306) and how the funds will be used.

A goal of the Consent Decree is to become a self-learning organization. Part of that involves consuming written material as appropriate. Please see the following allocation for books and written materials: Office of the Superintendent (\$1,140 for police periodicals), Bureau of Internal Affairs (\$2,000 for Publications related to police discipline), Legal Affairs (\$7,000 for legal journals), Bureau of Patrol (\$640), Helicopter Unit (\$425), Traffic Section (\$1,089), Vice Section (\$600), Field Services Section (\$700), Training Division (\$3,057), Professional Counseling (\$7,000), Tactical Review and Evaluation Division (\$500), Audit Division (\$4,017), Research and Development (\$2,940).

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

---

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 24

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson La Spata requested when officers are making traffic stops? How much time is estimated to be spent on traffic stops and traffic patrols? In addition, please provide a breakdown of the number of traffic stops conducted via traffic missions, DUI missions, and otherwise for FY23 and YTD FY24? What data is the department using to determine when and where to deploy Traffic Missions and DUI Missions?

**2023**

- 51 DUI Missions
- 56 Speed Missions
  - 50-Day Missions (start time 0600)

6-Night Missions (start time 1800)

- 7 Distract Driver Missions (Use of Cellphone)
- 6 Seat belt Missions

## 2024 (01 Jan - Current)

- 72 DUI Missions
- 144 Speed Missions
  - 112-Day Missions (start time 0600)

### 32-Night Missions (start time 1800)

- 2 Distracted Driver Missions (Use of Cellphone)
- 2 Seat belt Missions

\*Please note in April 2024 Traffic Unit 145 gained more officers, reflecting the increase in missions. Also, Speed Missions obtain the most interest, as hands-free devices and seat belt use are rising.

As reflected in response ID# 57-25, the duration of traffic missions and the number of officers assigned can vary depending on several factors, including:

1. **Available Resources:** The personnel and equipment accessible at the time of the mission.
2. **Enforcement Actions:** The nature and volume of enforcement actions required during the mission.
3. **Concurrent Service Calls:** Other service demands that may arise during the mission.
4. **Environmental Conditions:** Weather and other environmental factors that might affect operations.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 25

---

The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson La Spata requested the number of traffic missions in FY23 and year to date for 2024.

The duration of traffic missions and the number of officers assigned can vary depending on several factors, including:

1. **Available Resources:** The personnel and equipment accessible at the time of the mission.
2. **Enforcement Actions:** The nature and volume of enforcement actions required during the mission.
3. **Concurrent Service Calls:** Other service demands that may arise during the mission.
4. **Environmental Conditions:** Weather and other environmental factors that might affect operations.

Mission Type	2023	2024 - Ending 17 Nov 2024	Grand Total
TRAFFIC MISSIONS	47,556	17,752	65,308

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

---

**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 26

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson La Spata requested the clearance rates for hit and run investigations.

Please see the attachment for this information.

As always, please let me know if you have any further questions.

## 2020 - 2024 Traffic Crash Statistics

	<u>**2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Reckless Homicides:	1	2	7	7	9
Total Fatal:	107	137	151	191	149
Total SPIs:	1183	1115	1609	1302	1140
Hit & Run Fatal:	27	39	36	43	35
Hit & Run SPIs:	304	280	346	351	318
Charged w/ RECKLESS Homicide	1	2	6	7	9
Total Fatal Closed:	24	88	112	142	118
Total SPIs Closed:	814	799	1197	896	778
Hit & Run Fatal Closed:	3	7	11	8	11
Hit & Run SPI Closed:	30	38	32	39	49

## 2020 - 2024 Traffic Crash Close Out Percentages

Unfounded:	0	0	1	0	0
All Fatal:	22.4%	64.2%	74.2%	74.3%	79.2%
All SPIs:	68.8%	71.7%	74.4%	68.8%	68.2%
Hit & Run Fatal:	11.1%	17.9%	30.6%	18.6%	31.4%
Hit & Run SPI:	9.9%	13.6%	9.2%	11.1%	15.4%

\*\*Stats as of: 18 November 2024

The Chicago Police Department Major Accident Investigation Unit responded and followed-up on the above listed Fatal and Serious Personal Injury Accidents from 01 January 2020 to Present. Please note, the statistical data is being pulled directly from the CLEAR Data Warehouse database and frequently changes due to the fact investigations are constantly being reviewed and updated.



**Brandon Johnson**  
Mayor

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3510 S. Michigan Avenue • Chicago, Illinois 60653

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Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 27

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Lee requested the number of people hired compared to the previous year.

We have hired 981 individuals from January to October of FY24.

As always, please let me know if you have any further questions.





**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 28

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Lee requested how we track time spent on report writing.

Report writing time varies based on each incident. Certain incidents require multiple reports to be completed based on the incident including, but not limited to: Case report, inventories, tactical response reports, investigative stop reports, arrest reports, foot pursuit reports, traffic stop statistical study cards, etc. In addition, there are notifications and requirements to send certain reports to different units within the Department based on the incident. Having an integrated record management system (RMS), which the Department is moving towards, will help assist in reducing the amount of time spent writing reports.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

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**Larry Snelling**  
Superintendent of Police

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### MEMORANDUM

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 29

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Ramirez-Rosa asked why CPD needs additional funding for helicopters.

The additional funding for the helicopter units is based on two factors.

First, the department acquired a new Bell 427 helicopter and will be taking delivery of two Bell 407 helicopters by mid-December. Part of the requested funding is for regular maintenance of the three helicopters instead of the two current ones. The two current ones will be phased out and retired in the first quarter of 2025.

Second, the new helicopters require extensive training for the five existing pilots to become licensed and proficient to operate the new model helicopters. This training is provided by the manufacturer and requires travel to Texas, which is industry standard. Additionally, due to CPD having three new helicopters with much higher availability times compared to the two older ones and in an effort to provide more air coverage we are seeking to increase our total number of pilots from five to seven. Please note that two pilots are required to fly each helicopter. By having seven pilots we will be able to fly more hours a day/week/year.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
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Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 30

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Ramirez-Rosa asked why additional funds were needed for the Bomb Squad.

The additional funding for the Bomb Squad is in response to CPD receiving two more budgeted spots for Bomb Technicians from the Transportation Security Administration. The funding will be used to equip and train these new personnel in calendar year 2025. Also, in 2024 there was a high number of retirements within the Bomb Squad leading to the hiring of seven new technicians to replace the retirees which will increase training requirements for 2025. It should be noted that training for this position is quite costly; approximately \$100,000 per officer. The equipment is also quite expensive for example a bomb suit which is custom fit to each officer is \$75,000 each.

As always, please let me know if you have any further questions.



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Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57-31

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Ramirez-Rosa asked why there is a need for eight officers to work in the Communications Division.

Please see response ID #57-18 for the justification of needing eight officers in the Communications Division.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
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**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57-32

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Ramirez-Rosa requested the reason a graphic artist is needed in the Communications Division.

The graphic artists create public facing flyers, signage, social media visuals, and other visual communications that relay important information to the public. Examples include signage for police facilities and visuals to promote the Department's initiatives geared toward strengthening public safety, like the camera registration program and community outreach and engagement flyers.

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

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**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 33

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 15, 2024.

Alderperson Ramirez-Rosa requested how can residents and elected officials measure the efficient use of funds on CPD patrols.

CPD entered into an agreement with the Matrix Consulting Group on October 24, 2024, to conduct a staffing level and workforce allocation analysis. Details of the agreement are available at:  
<https://www.chicagopolice.org/public-records-release/workforce-analysis/>

As always, please let me know if you have any further questions.



**Brandon Johnson**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Larry Snelling**  
Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 34

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Ramirez Rosa requested the current number of CPD vacancies in the 2025 proposed budget.

Please see response ID# 57-14 for this information.

As always, please let me know if you have any further questions.



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Mayor

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Superintendent of Police

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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 11, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 35

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Ramirez-Rosa asked if we could explain the potential discrepancies in reported traffic stops to the state traffic and pedestrian stops study of up to 200,000 in 2023.

This is an issue in pending litigation and CPD cannot comment on this matter.

As always, please let me know if you have any further questions.





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**MEMORANDUM**

**To:** Alderperson Jason Ervin  
Chairman of Committee on the Budget & Government Operations

**From:** Larry Snelling  
Superintendent of Police

**Date:** December 12, 2024

**Re:** Request for Information from Annual Appropriation Committee Hearing

**ID#** 57 - 36

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The following information is provided in response to questions posed to the CPD during the FY2025 CPD Budget Hearing of the City Council on November 13, 2024.

Alderperson Reilly requested CPD's policy for officers working in late night liquor establishments.

The Rules and Regulations of the Chicago Police Department, Article V. Rules of Conduct provide, in relevant part:

Prohibited acts include:

Rule 16: Entering any tavern or bar while on duty or in uniform, except in the performance of a police duty.

Rule 18: A. Engaging directly or indirectly in the ownership, maintenance, or operation of a tavern or retail liquor establishment.

In addition, Employee Resource E01-11, Section IV. Restrictions, provides, in relevant part:

Secondary employment is prohibited under the following restrictions; any violation of this policy will result in discipline, up to and including separation, consistent with the Department directive titled "Complaint and Disciplinary System."

H. When the secondary employment is in an establishment where the primary business is the sale of intoxicating liquor. Department members are prohibited from engaging directly or indirectly in the ownership, maintenance, or operation of a tavern or retail liquor establishment. In no instance will a Department member be permitted to serve as a bartender to dispense intoxicating liquor or to serve as a cocktail waiter/waitress.

As always, please let me know if you have any further questions.