



DEPARTMENT DIRECTIVES SYSTEM



ISSUE DATE:	21 February 2020	EFFECTIVE DATE:	21 February 2020
RESCINDS:	14 May 2018 Version; G01-07		
INDEX CATEGORY:	Department Organization		

I. PURPOSE

This directive:

- A. outlines the Department policy regarding Department directives, including when there is a change of command for the position of Superintendent of Police.
- B. describes the Department Directives System of the Chicago Police Department, including the classifications, format, review, and publication of Department directives.
- C. describes unit-level directives and identifies the procedures for the creation, review, and publication of these directives.
- D. identifies unit-level and individual Department member responsibilities related to Department directives, including training on and compliance with Department directives.
- E. complies with CALEA Law Enforcement Standard Chapter 12.
- F. complies with CALEA Training Academy Standard in Chapter 3.

II. POLICY

- A. The policy and procedures of the Chicago Police Department will be disseminated through the issuance of directives authenticated by the appropriate authority. Department directives are official documents establishing, defining, and communicating Department-wide policy, procedures, or programs issued in the name of the Superintendent of Police.
- B. These directives are intended to guide the efforts and objectives of the Department and direct the activities of the Department members to ensure their activities are consistent with and support the vision, mission, core values, goals, and overall philosophy of the Department.
- C. All Department directives enacted by a previous Superintendent of Police will remain in effect until such time they are revised or rescinded under the authority of the current Superintendent of Police.
- D. The Department Directives System (DDS) serves as the official repository for the Department directives, provides access to the current, official copies, and is publicly available at <http://directives.chicagopolice.org>.

III. DEPARTMENT DIRECTIVE CLASSIFICATIONS

- A. All **Department directives** will be issued in accordance with the following classifications.
  - 1. **General Orders (GO)** are directives that establish critical policies directly related to the core values and functions of the Department or the broad organizational policies and key practices relating to those core values.
  - 2. **Special Orders (SO)** are directives that establish protocols and procedures concerning specific Department functions, operations, programs, or processes.
  - 3. **Employee Resources (ER)** are directives that pertain to administrative functions, employment requirements, employee rights and resources, and benefit programs.
  - 4. **Uniform and Property (UP)** directives pertain to uniforms and equipment, both Department and personal, and Department facilities, property, and vehicles.

5. **Department Notices (DN)** are directives that are anticipated to be reviewed or revised soon after publication or directives with a limited duration that:
- a. establish procedures and assign duties to Department personnel for a single event or circumstance; or
  - b. introduce pilot programs or involve only a limited geographic scope or selected personnel; or
  - c. provide listings, calendars, or other information of general interest.
- B. The issuing authority for a General Order is the Superintendent of Police and the directive will be signed by the Superintendent of Police.
- C. Reissued General Orders in which the revisions are organizational in nature and do not amend the fundamental policies or procedures will be signed by the Superintendent of Police or authenticated by the Director, Research and Development Division.
- D. The issuing authority for all other Department directives is the Superintendent of Police as signed by the Superintendent or authenticated by the Director, Research and Development Division.
- E. Revisions to Department directives which are structural in nature or update incorrect references (e.g. unit names, contact information, cross-referenced directives) will be made at the discretion of the Director, Research and Development Division within the Department Directives System (DDS).
- F. Addenda and Attachments
1. An addendum is a directive which is issued to separate policy and procedural components of a parent directive into topic-specific sub-divisions.
  2. An attachment provides supplementary information such as maps, charts, or lists.
- G. Reissued and Rescinded Directives
1. A Department directive will be reissued when revisions are required to amend provisions of the directive. Once published, the specific items revised from the previous version of the directive will be identified for easy reference and will take the place of those items in the previous version of the directive.  
  
**NOTE:** Only the current version of a Department directive will be available via the Department Directives System.
  2. Previous versions of a Department directive will be identified by the directive number and the associated effective date. Rescinded Department directives will be maintained and archived by the Research and Development Division.
  3. A Department directive will be rescinded only by another Department directive or an Administrative Message Center (AMC) Message issued in the name of the appropriate authority.
  4. Whenever a directive is rescinded, all addenda, attachments, and related AMC Messages are also rescinded.
- H. Administrative Messages
1. Administrative Messages are communications of an immediate nature transmitted via the Administrative Message Center consistent with the Department directive titled "Administrative Message Center", which may be utilized by command and supervisory personnel to direct those Department activities that are within their scope of authority.
  2. Administrative Messages are issued under the authority of the originating member.

#### IV. DEPARTMENT DIRECTIVE NUMBERING

- A. General Orders, Special Orders, Employee Resources, and Uniform and Property directives will be assigned consistent directive numbers which will remain unchanged upon any reissue of or revision

to the directive. The directive number will be based upon the directive's classification (alpha character); [index category](#) (two digit numeric indicator); and a two digit sequential number.

**EXAMPLE:** G01-02 would indicate "General Order" – "Index Category 01" – "Directive 02 of the category."

- B. Department Notices will be numbered using a two digit year of issuance followed by a two digit sequential number. Upon revision to a Department Notice, the number will remain unchanged.

**EXAMPLE:** D11-01 would indicate "Department Notice" – "Issued in 2011" – "Directive 01 of the year."

- C. Addenda to a Department directive are numbered by using the parent directive number and a sequential numbering of each addendum (e.g., G01-02-01).
- D. Attachments to a Department directive are numbered sequentially for each directive or addendum in which they are referenced (e.g., Attachment 1 or Att. 1).
- E. When appropriate, the Director, Research and Development Division has the authority to change directive numbers when reissued or revised consistent with organizational need.

## V. UNIT-LEVEL DIRECTIVES

- A. Unit-Level directives are official written documents issued in the name of a [command staff member](#) or unit commanding officer establishing or communicating specific processes, functions, or information within the issuing unit and/or in units below the issuing unit as defined in the Department directive titled "**Department Organization for Command.**"

**NOTE:** Unit-level directives can only direct the activities of those units and members under the command of the issuing authority.

- B. Unit-level directives will be issued in accordance with the following classification structure:
1. Unit Special Orders contain instructions for implementing Department directives, processes, or activities which apply to members assigned or detailed to the unit.
  2. Unit Standard Operating Procedures (SOP) contain administrative functions and protocols which apply to the operation of the unit.
- C. The issuing authority for a unit-level directive is the unit's command staff member or commanding officer as defined in the Department directive titled "**Department Organization for Command.**"
- D. Unit-level directives will be numbered as determined by the issuing authority, a unit's command staff member or commanding officer, of the directive.
- E. Unit-level directives enacted by the previous unit's command staff member or commanding officer will remain in effect until such time as they are revised or rescinded under the authority of the current unit's command staff member or commanding officer.
- F. A unit-level directive may be revised or rescinded only by another unit-level directive, AMC Message, or Department directive.
- G. A unit's command staff member or commanding officer will review and revise unit-level directives, as necessary.

## VI. PRECEDENCE OF DIRECTIVES

- A. Department directives, regardless of classification, supersede all unit-level directives. A unit-level directive **will not**:
1. conflict with a Department directive. Any provision of a unit-level directive which conflicts with a Department directive is invalid.

**NOTE:** Department directives may include a provision which allows specific units to issue unit-level directives in direct conflict with the Department directive.

2. direct the activities of units or Department members other than those units or members under the command of the issuing command staff member or unit commanding officer consistent with the organizational structure outlined in the Department directive titled "Department Organization for Command."
3. expand the authority, responsibilities, or functions of any Department unit or member when such authority, responsibilities, or functions have been specifically established or limited by a Department directive.

**NOTE:** A unit-level directive may further restrict the actions of unit members beyond those established in a Department directive, provided that the additional restriction is not otherwise in conflict with the Department directive.

- B. Unless a [conflict provision](#) is contained within a Department directive, a General Order will supersede any other directive regardless of the publication date of the General Order.
- C. If a conflict exists between Special Orders, Employee Resources, Uniform and Property directives, or Department Notices, the most recent directive will supersede the earlier directive, unless the provisions of Item VI-D of this directive apply.
- D. If multiple Department directives address the general circumstances of a particular situation or issue, the directive which is the most specific to the situation or issue in question will take precedence over other directives, including directives which have a later publication date, unless specified otherwise. Where discretionary time permits, the determination of which directive is the most specific to the issue will be made by the Director, Research and Development Division.

## VII. FORMAT OF DIRECTIVES

- A. Directives will be prepared in outline style, with sections and sub-sections clearly indicated for rapid reference. When the length of a directive is brief and simple, paragraph form may be used. This General Order is an example of the appropriate outline format.
- B. When used in directives, pronouns will be interpreted to include both the masculine and feminine gender unless specifically stated otherwise.

## VIII. DIRECTIVE STAFFING

- A. Directive staffing is the process of consulting command staff members and other pertinent Department members and soliciting comments concerning a draft directive that has been developed and reviewed by the Research and Development Division.
- B. Department members who receive a directive staffing will review the draft directive and return a response to the Director, Research and Development Division by the specified return date.

**NOTE:** To ensure the timely and efficient development of Department directives, Department members will be responsible to comply with staffing instructions. If a Department member is unable to return a response by the due date, they will notify the Director, Research and Development Division of the date the response will be returned.

## IX. PUBLICATION

- A. The Department Directives System (DDS) serves as the official repository for the Department directives and provides access to the current, official copies.
- B. When a Department directive is newly published or revised, the Director, Research and Development Division, will ensure the Department directive is posted on the publicly available Department Directives System (DDS) within 60 days of publication, to the extent permissible by law.

**EXCEPTION:** Upon approval of the Superintendent, Department directives that must remain confidential to protect public safety will not be publicly posted to the DDS.

- C. Print copies of Department directives will only be distributed to members when legally required or if the subject matter is of special interest.
- D. The Research and Development Division will notify Department members that a Department directive is newly published, reissued, or rescinded through issuing an AMC Message.
- E. Unit commanding officers will ensure that members under their command are notified when a directive is published.

## X. RESPONSIBILITIES

- A. The Director, Research and Development Division will:
  - 1. be responsible for the drafting, review, and publication of Department-level directives, including the consultation with concerned units, the editing and numbering of Department directives, the arrangement for their publication, and other actions to ensure the integrity and soundness of the Department Directives System.
  - 2. maintain a master archive file of:
    - a. authenticated, signed copies of all published, official Department directives.
    - b. expired and rescinded Department directives.
  - 3. ensure that:
    - a. all current Department directives are available via the Department Directives System.
    - b. Department members are notified when a Department directive is newly published, reissued, or rescinded.
    - c. a file of unit-level special orders and SOPs issued by the various units of the Department and received by the Research and Development Division, is maintained.
    - d. current Department directives are periodically reviewed to evaluate whether the directive provides effective guidance and direction to Department members and are consistent with the current law and Department mission, objectives, and practices.

**NOTE:** Department directives required to be revised or developed pursuant to the agreement between the State of Illinois and the City of Chicago (Consent Decree) will be reviewed no later than two years after the directive's publication and subsequently reviewed every two years thereafter.

- 4. upon request, provide an interpretation of the content, meaning, or intent of any provision of a Department directive.

5. review and respond as appropriate to requests from outside of the Department for copies of specific Department directives.
    - a. The copies of all Department directives sought via subpoena or other inquiry from any attorney or court will be forwarded to the General Counsel to the Superintendent for review and appropriate dissemination.
    - b. The Research and Development Division may refer requestors to the publicly available Department Directives System (DDS) for access to the current, official copies of Department directives, available at <http://directives.chicagopolice.org>.
  6. whenever a unit-level directive is determined to be in conflict with a Department directive, report to the issuing command staff member or unit commanding officer the following:
    - a. the governing Department directive that relates to the unit-level directive in question; and
    - b. the substance of the conflict created by the unit-level directive needing to be revised or rescinded.
- B. If a unit issues unit-level directives, the unit commanding officer will ensure:
1. the unit-level directives are prepared and issued in accordance with the provisions of this and other relevant directives, including ensuring the directive does not conflict with Department directives and notifying members under their command when a directive is published.
  2. an index to unit-level directives is prepared and maintained.
  3. within five working days of issuance, a copy of each published unit-level special order or standard operation procedure, including any addenda, attachments, or revisions, are forwarded to the:
    - a. unit commanding officer's bureau chief or the Chief of Staff for units within the Office of the Superintendent,
    - b. General Counsel to the Superintendent,
    - c. Commander, Inspections Division, and
    - d. Director, Research and Development Division.
  4. when a unit-level directive from their command is in conflict with a Department directive, that unit-level directive is revised or rescinded to eliminate the conflict.
- C. Department members who become aware of a need for a substantial revision in a Department directive will forward a To-From-Subject Report through the chain of command to the Director, Research and Development Division.

**NOTE:** General questions or suggestions about Department directives and the Department Directive System can be directed to the Research and Development Division's email address at [RandD@chicagopolice.org](mailto:RandD@chicagopolice.org).

## XI. DEPARTMENT DIRECTIVES TRAINING

- A. The commanding officer, Training Division, will ensure monthly Department directives eLearning modules identifying new, updated, and revised Department directives issued the previous month are created and maintained.
1. The new, updated, and revised Department directives will be uploaded into the eLearning training system at the beginning of every month.
  2. Department members will be automatically enrolled in the monthly Department directives eLearning module, notified via email, and will be required to log into the system and review each directive.



B. All Department members will:

1. check their Department email at least once per tour of duty, consistent with the Department directive titled "Use of the Internet,"
2. access and complete the monthly auto-enrolled Department directives eLearning module by reviewing the uploaded Department directives and their responsibilities pursuant to the newly issued or revised directives, and
3. acknowledge completion of the monthly Department directives eLearning module.
  - a. By acknowledging the completion of the monthly Department directives eLearning training, Department members affirm that they have reviewed the uploaded Department directives and their responsibilities pursuant to the newly issued or revised directives.
  - b. The monthly Department directives eLearning module will be completed within twenty-eight days of dissemination.
  - c. Department members on furlough, medical roll, or any other Department approved status will complete the auto-enrolled eLearning Department directive module within thirty days of returning to full-duty status.
4. access, participate in, and complete any other pertinent Department directive training, as assigned or required.

C. Unit commanding officers will:

1. monitor the completion of the Department directives eLearning modules by members under their command by using the supervisor compliance reports contained within the eLearning system.
2. ensure the monthly Department directives eLearning modules and any other Department directive training is completed in the allotted time, and
3. take the appropriate action as necessary for non-compliance.

**NOTE:** Unit commanding officers may manage the Department directives training assignments by utilizing executive officers or other supervisory members to assist in compliance reviews.

D. The Director, Research and Development Division may request additional eLearning training modules when legally required or for policies or directives of subject matters deemed particularly significant.

E. The Training Division will store training compliance information and data for the monthly auto-enrolled Department directives eLearning modules and any other Department directive training.

## XII. COMPLIANCE WITH DEPARTMENT DIRECTIVES

A. Individual members of the Department will:

1. be knowledgeable concerning all Department and unit-level directives which apply to their positions, duties, and responsibilities. As a guideline:
  - a. with respect to General Orders, members need to maintain a level of knowledge that is sufficient for them to **immediately recall and apply** the key policy and procedural elements of these directives.
  - b. with respect to all other Department and unit-level directives, members need to maintain a level of knowledge that is sufficient for them to appropriately perform their assigned duties.
2. be held accountable for their compliance with their responsibilities as outlined in the Department directives.

3. when violation of a Department directive is observed or an allegation of a directive violation is received, immediately notify a supervisory member and prepare a written report to their unit commanding officer before reporting off duty on the day the member becomes aware of the directive violation, consistent with the procedures outlined in the Department directive entitled "Complaint and Disciplinary Procedures."
  4. direct any questions regarding Department directives to their appropriate unit supervisor or the Research and Development Division for explanation or further clarification.
- B. Department supervisors will:
1. respond to inquiries by members under their command concerning any questions or interpretations regarding Department directives.
- NOTE:** Supervisors may direct questions regarding Department directives to the Research and Development Division for explanation or further clarification.
2. be held accountable for identifying and responding to violations of Department directives by members under their direct command, consistent with established procedures and as outlined in the Department directive titled "Complaint and Disciplinary Procedures."
- C. The commanding officer, Training Division, will ensure that all training materials disseminated to Department members and displayed at the Training Division reflect the content of current Department directives.
- D. Exempt command staff members responsible for the management of a Department facility will ensure that all training materials displayed at the Department facility under their command reflect the content of current Department directives.
- NOTE:** Exempt command staff members may contact the Training Division or Research and Development Division with questions about the accuracy of training materials displayed at their facility or any related Department directives.
- E. The Director, Research and Development Division, will ensure that any materials produced by the Research and Development Division, including official Department forms, reflect the content of current Department directives.

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

Charlie Beck  
Interim Superintendent of Police

19-082 PMD/MWK

#### GLOSSARY TERMS:

1. **Unit**

Any bureau, division, group, section, unit, or other subset of the Department that is officially established in the Department directive entitled "**Department Organization for Command**" and commanded by a supervisory Department member.



2. **Published**

A Department directive will be considered “published” at the time when, after signing or authentication, Department members are notified it has been issued and subsequently uploaded to the Department Directives System.

3. **Index Category**

Identified categories that form logical groupings of directives which pertain to similar subject matters to facilitate and ease the search for specific policies or procedures.

4. **Command Staff Member**

An exempt supervisor at or above the rank of commander or director.

5. **Conflict Provision**

A statement, usually in a directive introducing a pilot program or other new process being implemented in a phased-in basis, which designates the Department directive to be followed in the event of an inconsistency between the newly-established policies or procedures and those established in existing directives.