



Rahm Emanuel
Mayor

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

Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-01

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman O'Shea asked for up-to-date crime statistics for the 22nd district.

Please see the attached document.

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

22nd District Crime Statistics
 2015 vs 2016
 01 Jan - 03 Nov 2016 vs 2017

DISTRICT	2015	2016	Difference	2015-2016% Chge
22	3,278	3,297	19	0.6%

DISTRICT	YTD, 1 Jan- 3 Nov 2016	YTD, 1 Jan- 3 Nov 2017	Difference	YTD 2016-2017 % Chge
22	2,754	2,914	160	5.8%

DISTRICT	Year	Murder	CSA	Rob	Agg Ass	Agg Batt	Burglary	Theft	MVT	Arson	Total
22	2015	22	54	268	188	200	479	1726	333	8	3278
22	2016	26	26	294	194	222	544	1621	355	15	3297

YTD include 1 Jan to 3 Nov 2016 vs 1 Jan to 3 Nov 2017

DISTRICT	Year	Murder	CSA	Rob	Agg Ass	Agg Batt	Burglary	Theft	MVT	Arson	Total
22	YTD 2017	23	32	265	151	202	447	1480	304	10	2914
22	YTD 2016	18	19	251	171	191	441	1352	297	14	2754

Source: ICLEAR; CRIMES_ALLV, IUCR_CODES, HOM.HOMICIDES_DW_REDIST, Query on 6 November 2017.

Shootings

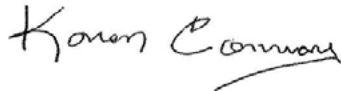
District	2015	2016	Difference	2015-2016 % Change	District	2016 YTD ¹	2017 YTD ¹	Difference	2016-2017 % Change
22	103	121	18	17.5%	22	99	90	(9)	-9.1%

Source: CHRIS_DWH.REPORTS.REPORT_COMPSTAT3_SHOOTINC Query on 06 NOV 17

Note¹: YTD totals are based upon the date range 01 January - 03 November.

Request: Can you please provide up-to-date crime statistics for the 22nd district?

Approved:



Karen Conway, Director
 Research and Development Division



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From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-02

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman O'Shea asked for the number of cameras in the 19th Ward and 22nd district and the status of them.

There are 67 Police / Operation Virtual Shield cameras in the 22nd district. Of these, 44 are in the 19th Ward. All are in a working status as of November 5, 2017.

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



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From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-03

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Dowell asked for the overtime expected in the 2nd district and how overtime was applied.

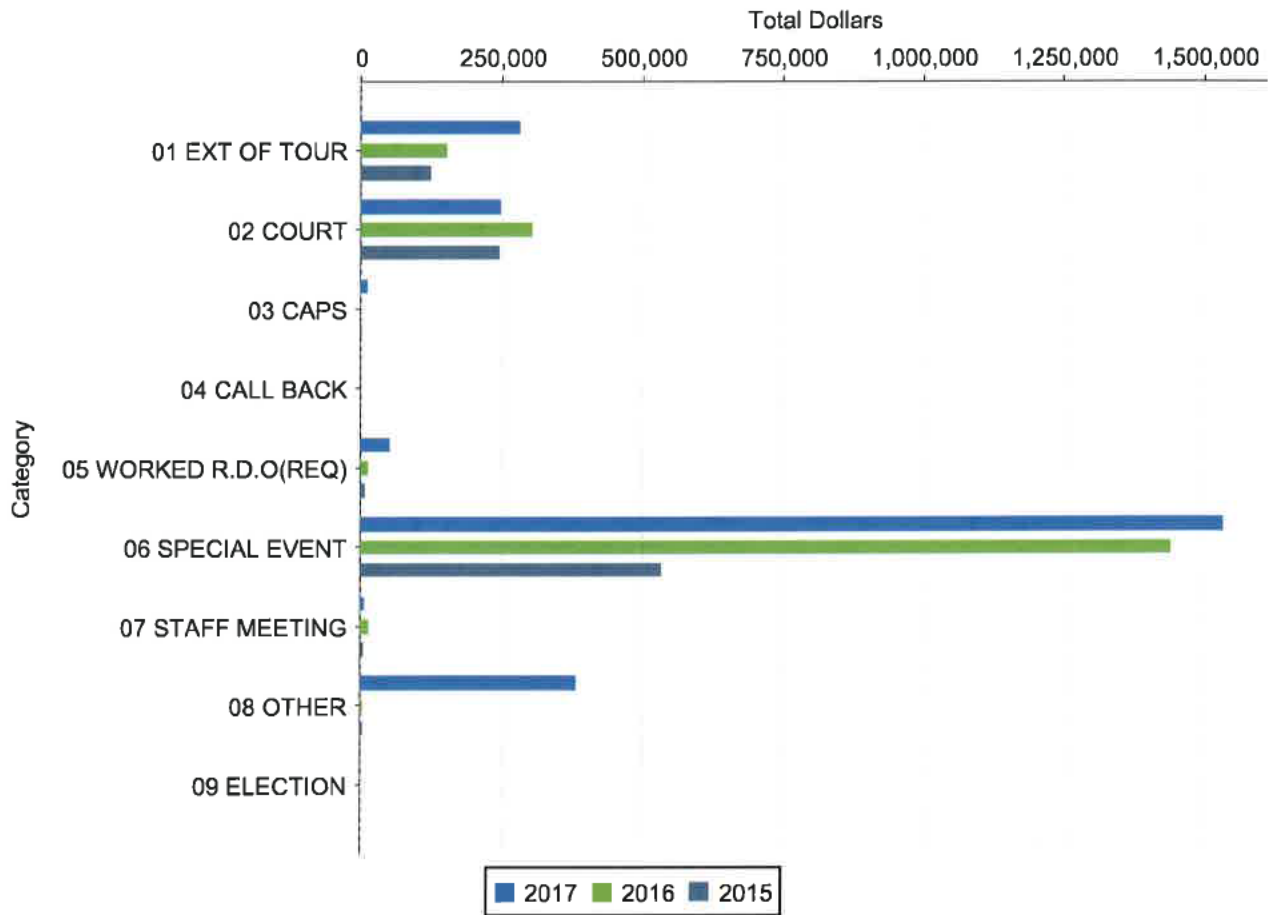
Please see the attached document.

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

Overtime Summary Report for Unit: 002

Date Range: 01-Jan-2017 To 11-Oct-2017

Dollars by Category



Category	2017 Total Dollars	2016 Total Dollars	2015 Total Dollars	Prior Year % Change	Two Year % Change
01 EXT OF TOUR	282,125.37	151,259.10	123,796.59	86.52%	127.89%
02 COURT	247,304.89	302,685.97	245,107.11	-18.30%	.90%
03 CAPS	12,047.12	155.75	1,815.82	7634.91%	563.45%
04 CALL BACK	0.00	26.93	557.74	-100.00%	-100.00%
05 WORKED R.D.O(REQ)	52,042.72	12,741.53	7,750.37	308.45%	571.49%
06 SPECIAL EVENT	1,534,046.85	1,439,705.65	533,237.20	6.55%	187.69%
07 STAFF MEETING	6,868.36	13,767.23	4,752.51	-50.11%	44.52%
08 OTHER	381,150.51	3,745.57	4,074.45	10076.03%	9254.65%
09 ELECTION	0.00	0.00	0.00	0.00%	0.00%
Totals:	2,515,585.82	1,924,087.73	921,091.79	30.74%	173.1%

NOTE: THIS REPORT IS FOR OFFICIAL LAW ENFORCEMENT/AUTHORIZED USE ONLY. THE INFORMATION IS CURRENT AS OF THE DATE AND TIME OF THE REPORT. THIS REPORT IS NOT FOR PUBLIC DISSEMINATION.

FIGURES ARE PRELIMINARY AND SUBJECT TO FURTHER ANALYSIS AND REVISION.



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Superintendent
Department of Police

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Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-05

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Dowell asked for the updated crime statistics for the 3rd district.

Please see the attached document.

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

3rd District Crime Statistics
2015 vs 2016
01 Jan - 03 Nov 2016 vs 2017

DISTRICT	2015	2016	Difference	2015- 2016% Chge
3	4,879	4,895	16	0.3%

DISTRICT	YTD, 1 Jan- 3 Nov 2016	YTD, 1 Jan- 3 Nov 2017	Difference	YTD 2016-2017 % Chge
3	4,141	4,236	95	2.3%

District	Year	Murder	CSA	Robbery	Aggravated Assault	Aggravated Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Total
3	2015	23	75	570	290	539	954	2009	402	17	4879
3	2016	39	74	744	288	555	860	1900	423	12	4895

YTD include 1 Jan to 3 Nov 2016 vs 1 Jan to 3 Nov 2017

District	Year	Murder	CSA	Robbery	Aggravated Assault	Aggravated Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Total
3	2016	33	65	591	253	483	733	1625	347	11	4141
3	2017	46	71	632	284	491	695	1625	379	13	4236

Source: ICLEAR; CRIMES_ALLV, IUCR_CODES, HOM.HOMICIDES_DW_REDIST, Query on 6 November 2017.

Shootings

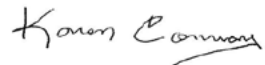
District	2015	2016	Difference	2015-2016 % Change
3	157	213	56	35.7%

District	2016 YTD ¹	2017 YTD ¹	Difference	2016-2017 % Change
3	184	174	(10)	-5.4%

Source: CHRIS_DWH.REPORTS.REPORT_COMPSTAT3_SHOOTINC Query on 06 NOV 17

Request: Provide updated crime statistics for the 3rd district and clearance rate for case by district (citywide)

Approved:



Karen Conway, Director
Research and Development Division



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Superintendent
Department of Police

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Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-06

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Dowell asked for the four (4) districts which had no decrease in crime last year (referencing the Superintendent's statement).

The four districts are Districts 004, 016, 018 and 025.

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



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Superintendent of Police

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Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-07

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Taliaferro asked for the number of murders and sexual assaults from 2015, 2016 and 2017 by Ward.

Please see the attached document.

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

**Number of Murders and Sexual Assaults(CSA)
2015 vs 2016 and 2016 vs 2017 Year to Date by Ward**

2015		
WARD	Murder	CSA
1	6	13
2	14	47
3	17	30
4	9	28
5	9	34
6	18	36
7	16	47
8	22	36
9	16	27
10	6	23
11	4	17
12	9	14
13	1	17
14	7	18
15	13	48
16	18	43
17	25	55
18	15	33
19	0	10
20	20	49
21	16	48
22	8	26
23	5	25
24	32	59
25	6	37
26	3	24
27	14	41
28	35	70
29	14	50
30	6	23
31	2	20
32	4	19
33	4	15
34	27	46
35	2	32
36	1	8
37	30	52
38	2	17
39	4	22
40	1	12
41	1	9
42	0	53
43	0	19
44	1	34
45	3	20
46	8	32
47	1	12
48	4	19
49	6	27
50	4	12
Total	489	1508

2016		
WARD	MURDER	CSA
1	5	21
2	21	88
3	20	44
4	12	31
5	14	39
6	30	43
7	26	48
8	18	44
9	23	54
10	9	17
11	5	6
12	15	24
13	10	14
14	12	28
15	28	33
16	44	39
17	45	48
18	16	30
19	0	6
20	48	56
21	40	47
22	11	27
23	7	20
24	54	70
25	12	19
26	6	21
27	29	41
28	70	86
29	28	36
30	7	25
31	7	23
32	0	16
33	4	18
34	26	41
35	5	25
36	1	12
37	28	38
38	1	20
39	4	12
40	1	25
41	1	10
42	5	106
43	0	26
44	1	24
45	1	10
46	6	23
47	1	16
48	2	35
49	6	29
50	6	15
Total	771	1629

Source: ICLEAR; CRIMES_ALLV, IUCR_CODES, HOM.HOMICIDES_DW_REDIST, Query on 6 November 2017.

**Number of Murders and Sexual Assaults(CSA)
2015 vs 2016 and 2016 vs 2017 Year to Date by Ward**

**2016 YTD 1 January to 03
November 2016**

WARD	MURDER	CSA
1	4	17
2	20	81
3	19	41
4	10	26
5	11	37
6	24	38
7	21	39
8	13	43
9	17	48
10	7	13
11	2	6
12	8	22
13	8	13
14	7	25
15	24	29
16	43	31
17	40	43
18	15	27
19	0	4
20	41	46
21	31	44
22	10	26
23	5	19
24	45	63
25	11	15
26	6	13
27	26	34
28	59	73
29	24	30
30	7	21
31	6	20
32	0	14
33	3	18
34	19	32
35	5	21
36	0	11
37	20	33
38	1	17
39	4	9
40	1	22
41	1	9
42	5	98
43	0	26
44	1	20
45	0	10
46	6	16
47	1	15
48	2	33
49	6	26
50	5	15
TOTAL	644	1432

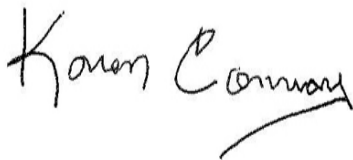
**2016 YTD 1 January to 03
November 2017**

WARD	MURDER	CSA
1	2	25
2	15	67
3	26	33
4	6	22
5	18	44
6	26	47
7	28	43
8	20	38
9	22	39
10	12	22
11	3	12
12	15	19
13	2	12
14	16	17
15	12	35
16	22	37
17	21	42
18	13	19
19	0	5
20	27	41
21	29	42
22	9	17
23	6	17
24	40	59
25	7	29
26	5	31
27	20	49
28	41	60
29	28	33
30	4	29
31	5	13
32	2	16
33	2	7
34	25	39
35	2	17
36	2	9
37	24	44
38	0	18
39	1	12
40	3	17
41	1	15
42	3	76
43	1	18
44	0	27
45	2	11
46	3	38
47	1	22
48	1	21
49	4	29
50	0	13
TOTAL	577	1447

Source: ICLEAR; CRIMES_ALLV, IUCR_CODES, HOM.HOMICIDES_DW_REDIST, Query on 6 November 2017.

Request: Please provide the number of murders and sexual assaults from 2015,2016,2017 by ward

Approved:



Karen Conway, Director
Research and Development Division



Rahm Emanuel
Mayor

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

Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-08

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Reilly asked for the number of arrests and ANOVs for turnstile jumping in 2016 and YTD 2017.

Please see the attached document.

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

**ANOVs and Arrests For Avoiding to pay CTA fare (turnstile jumping)
2016 and 2017 Year to Date
Chicago Police Department**

ANOV

M.C.C. & Description	2016	2017
Trespass on CTA without Paying Fare	149	68
Trespassing: Entering without Paying	28	9
TOTAL	177	77

Query Date: 03 Nov 17

Arrests

Arrest Description	2016	2017
Avoiding Payment of CTA Fare	116	78
TOTAL	116	78

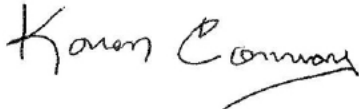
Query date : 03 Nov 17

Avoiding Payment of CTA Fare (Jumping turnstile, entering rear door of bus, etc.)

Request: Provide the number of arrests & ANOVs for turnstile jumping YTD 2016 and 2017

Note: YTD = 01 January to 03 November 2016 vs 01 January to 03 November 2017

Approved:



Karen Conway, Director
Research and Development



Rahm Emanuel
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Eddie T. Johnson
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MEMORANDUM

To: The Honorable Carrie M. Austin
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From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-09

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Reilly asked for the crime statistics for the 1st, 18th and 21st Wards (2016 vs 2017).

Please see the attached document.

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

Crime Statistics for 1st, 18th and 21st Wards
2016 vs 2017

2015

WARD	Murder	Criminal Sexual Assault	Robbery	Aggravated Assault	Aggravated Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Total
1	6	13	151	46	46	289	1841	218	13	2623
18	15	33	170	75	125	301	750	203	6	1678
21	16	48	372	163	263	437	1525	325	12	3161
Total	37	94	693	284	434	1027	4116	746	31	7462

2016

WARD	Murder	Criminal Sexual Assault	Robbery	Aggravated Assault	Aggravated Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Total
1	5	21	226	68	77	347	2157	264	5	3170
18	16	30	225	112	143	492	812	340	14	2184
21	40	47	388	213	287	421	1631	300	9	3336
Total	61	98	839	393	507	1260	4600	904	28	8690

Year to Date 01 January 16 to 03 November 2016

WARD	Murder	Criminal Sexual Assault	Robbery	Aggravated Assault	Aggravated Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Total
1	4	17	184	60	72	278	1776	225	5	2621
18	15	27	165	106	133	399	696	243	11	1795
21	31	44	331	185	249	369	1394	270	7	2880
Total	50	88	680	351	454	1046	3866	738	23	7296

Year to Date 01 January 17 to 03 November 2017

WARD	Murder	Criminal Sexual Assault	Robbery	Aggravated Assault	Aggravated Battery	Burglary	Theft	Motor Vehicle Theft	Arson	Total
1	2	25	205	59	70	321	1876	208	4	2770
18	13	19	154	91	108	292	662	177	3	1519
21	29	42	332	152	239	281	1403	263	13	2754
Total	44	86	691	302	417	894	3941	648	20	7043

Shooting Incidents

2015	
Ward	Total
1	17
18	58
21	104
Total	179

2016	
Ward	Total
1	26
18	51
21	165
Total	242

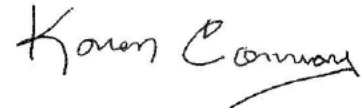
2016 YTD	
Ward	Total
1	25
18	46
21	136
Total	207

2017 YTD	
Ward	Total
1	21
18	39
21	99
Total	159

Request: Please provide crime statistics for the 1st, 18th and 21st Wards (2016 vs. 2017) (downtown)

Note: YTD = 01 January to 03 November 2016 vs 01 January to 03 November 2017

Approved:



Karen Conway, Director
Research and Development



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Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-11

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Quinn asked for the number of police officers who are eligible for retirement.

Between now and by the end of 2018, it is expected that 1,740 police officers will be eligible for retirement. The officer's ages range from age 55 and older.

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



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Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-12

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Waguespack asked for the number of police officers who are on duty disability, working out of assigned positions (weekly/monthly), and how many are on medical.

The Pension Board has approved 268 police officers for duty disability.

Currently, there are 317 police officers working in a limited duty status and 12 on special accommodations (due to pregnancy). These officers are working out of their assignment. The police officers in a limited duty status vary from month to month. It has been as high as 20 in October 2017 and as a low as 6 in January, February and May 2017.

As of November 6, 2017, there are 573 police officers on the medical roll and the breakdown is as follows:

- 168 - Injured on Duty
- 37 - Recurrence of an Injury on Duty
- 149 - Injured
- 219 - Sickness



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Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-15

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Hairston asked for the number of CIT (Crisis Intervention Training) officers that have retired.

Please see the attached document.

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

**C.I.T.Trained Officers that have Retired
Chicago Police Department**

2016 YTD ¹	2017 YTD ¹	%Change 2016-2017
70	98	40.0%

2015	2016	%Change 2015-2016
64	77	20.3%

(this can be removed)

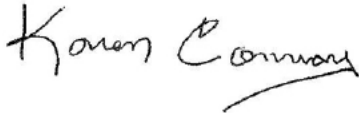
Note¹: YTD totals are based upon the date range 01 January - 03 November and include officers who resigned or retired.

Note²: The PC Numbers for the CIT Trained Officer's were obtained from E-learning and provided by the Chicago Police Academy.

Note³: Fields where resignation/retirement data was not available are not included in these totals.

Request: City Hall Budget CIT-Of those who are CIT Trained, how many have retired?
--

Approved:



Karen Conway, Director
Research and Development Division



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Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-17

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Hairston asked for the number of car impoundments for noise by district.

Please see the attached document.

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

**Total Number of Impoundments for noise by District 2016 and 2017 YTD
Chicago Police Department**

CAR IMPOUNDMENTS FOR NOISE BY DISTRICT

2016	
District	Total
1	3
2	3
3	3
5	2
6	5
8	28
10	10
11	4
12	1
15	11
16	1
18	7
22	1
24	2
25	2
TOTAL	83

2017	
District	Total
1	4
3	1
4	1
6	5
8	8
9	1
10	4
11	4
12	1
14	1
15	4
16	1
19	4
25	1
TOTAL	40

Request: What is the number of cars impoundments for noise by district?

Approved:



Karen Conway, Director
Research and Development



Rahm Emanuel
Mayor

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

Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-18

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Tunney asked for information on how many retired Police Officers have been hired back by CPD.

The CPD is currently auditing 2017 hires to see how many retired police officers were hired back by the department. As of today's date, there is one (1) Criminal Intelligence Analyst and one (1) Background Investigator scheduled to start on December 1, 2017.

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



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Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-20

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Arena asked for a report about how decisions are made regarding officer assignments.

Regular officers' assignments on the watch in District Law Enforcement are determined by the Watch Operations Lieutenant (WOL). These assignments are generally for beat cars, rapid response cars, squadrols, etc. The WOL may make the assignment based on his discretion with some factors being seniority, experience or productivity.

Steady watch assignments are selected annually. Members may submit a request for the assignment through a bid, which is determined by seniority (Steady Watch Selection and Assignment, E-04-02).

Officers may also want to change their district of assignment. This is accomplished by a bid process for vacancies, which is based on seniority. Additionally, two immediate staff positions of each commanding officer of command staff rank, 20 percent of all recognized vacancies, and all recognized vacancies for which bids have not been received within 72 hours of posting will be filled at the discretion of the Department (Personnel Transfers and Assignment Procedures, E04-01-01).

The assignments for the District Tactical, Area Gun, Area Gang and Area Saturation Teams are determined through a Non Bid Duty Assignment process after a vacancy is announced on the Administrative Message Center. The interested officer then submits a To-From-Subject Report requesting to be assigned, at which time the process begins.

There are several more positions that are assigned based on a bid in the Bureau of Patrol. These positions are warrant clerk, watch relief, desk officer, review officer, lock up keeper relief and many assignments for the Special Function Division Unit. These bid positions are based on seniority (Recognized Vacancies and Recognized Unit Duty Assignment Opening, E04-01-02). Finally, assignments for specialized units such as SWAT, Marine and the Mounted Unit are filled after an announcement is made for the vacancies. Candidates then apply on-line and the process begins. These units requires that the candidate complete several phases throughout the process, which includes passing several written tests, firearms proficiency, physical performance, confidence tests and passing a thorough medical examination prior to being assigned.

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



PERSONNEL TRANSFER AND ASSIGNMENT PROCEDURES – (FOP)



ISSUE DATE:	15 December 2011	EFFECTIVE DATE:	15 December 2011
RESCINDS:	Version dated 16 October 1997; G97-09-01		
INDEX CATEGORY:	Employee Rights and Responsibilities		

I. PURPOSE

This directive sets forth transfer and assignment procedures for sworn Department personnel below the rank of sergeant, belonging to the Fraternal Order of Police (FOP).

II. POLICY

- A. The granting of requests for recognized vacancies, transfers, or the reassignment of members by administrative authority will be made consistent with the needs of the Department and the applicable provisions of the existing Collective Bargaining Agreement. Recognized vacancies consist of those positions identified in the directive, entitled "**Recognized Vacancies and Recognized Unit Duty Assignment Openings - (FOP).**"
- B. The granting of requests for recognized unit duty assignment openings or the assignment of members to specific duties within units will be the responsibility of the unit commanding officer of command staff rank, consistent with the needs dictated by unit operations and the applicable provisions of the existing Collective Bargaining Agreement. Recognized unit duty assignments are identified in the directive, entitled "**Recognized Vacancies and Recognized Unit Duty Assignment Openings - (FOP).**"

III. RECOGNIZED VACANCY

- A. The Department may fill any vacancy temporarily in an emergency or as an interim assignment during the bidding process. Additionally, two immediate staff positions of each commanding officer of command staff rank, 20 percent of all recognized vacancies, and all recognized vacancies for which bids have not been received within 72 hours of posting will be filled at the discretion of the Department.
- B. A listing of such vacancies will:
 - 1. be posted on unit bulletin boards on the first Friday of the police period.
 - 2. expire 72 hours after posting on unit bulletin boards.
 - 3. be placed in the unit commanding officer's book and read at all roll calls for three consecutive days.
- C. Probationary members may not submit a bid to fill a recognized vacancy, while on probation. The member must be off probation at the time of the bid. A probationary member whose probationary period will expire during the 72-hour period to submit bids, may submit a bid for a recognized vacancy. A member whose probationary period expires after the 72-hour period, but prior to the beginning of the period when the vacancy will be filled, is **not** eligible to bid.
- D. All sworn full duty, non-probationary members below the career service rank of sergeant will be allowed to bid for **one** vacancy listed in each Recognized Vacancy Listing announced via the Department's Administrative Message Facsimile Network.
- E. Members who are currently on the medical roll, but who are otherwise full duty, will be allowed to bid.
- F. The successful bidder for a recognized vacancy:
 - 1. will be the most senior qualified member submitting a bid (when the qualifications of bidders are equal) who, after orientation and without further training, is able to perform to the

satisfaction of the Department. In determining qualifications, the Department will not be arbitrary or capricious, but will consider training, education, experience, skills, ability, demeanor and performance.

2. may not bid for another recognized vacancy assignment for one year.

EXAMPLE: A member submitting a successful bid for a 12th period 1997 vacancy, will next be eligible to bid for a 12th period 1998 vacancy.

3. may not be reassigned for one year, except:
 - a. for emergencies, and only for the duration of the emergency.
 - b. for just cause.
 - c. when the superintendent determines that the officer's continued assignment would interfere with the officer's effectiveness in that assignment.
 - d. in extraordinary circumstances and by agreement of the Department and the Collective Bargaining Unit.
4. may be placed on a watch, and in a day off group, at the Department's discretion until such time as the member accepts a designated "management" position or is able to bid on a vacancy at the next regularly-scheduled, steady watch, vacancy posting during the third, sixth, or ninth police periods.

G. Sworn non-probationary members below the rank of sergeant will follow the procedure listed below for reassignment to units designated in the directive, entitled "**Recognized Vacancies and Recognized Unit Duty Assignment Openings - (FOP).**"

1. Complete the top portion of a PAR form set. In addition, also complete the boxes entitled "Personnel Transfer & Assignment Section," with the following information:
 - a. "Administrative Message Facsimile Network" number, from the Recognized Vacancy List
 - b. unit of assignment requested.
 - c. home address and telephone number.
 - d. seniority date, title code and grade.
 - e. date assigned to present unit.
 - f. date of birth.
 - g. position requested.
2. After completing and signing the PAR form set, the member will:

- a. present the form set to the commanding officer / watch commander who will verify that the bid was submitted within the prescribed 72 hours by entering the **date, time, his signature and star number**, in the appropriate boxes within the "Personnel Transfer & Assignment Section" of the PAR form set.

NOTE: The bid form **must** contain the signature of the member and the signature of his commanding officer / watch commander, specifying the date and time that the bid was submitted.

- b. be responsible for submitting the bid in accordance with the instructions contained in the Recognized Vacancy Listing.

c. forward the following copies:

- (1) the pink and white copies to the Management and Labor Affairs Section (Unit 129).

NOTE: Management and Labor Affairs will forward the white copy to the unit to which the member is bidding.

- (2) the green copy to F.O.P. (Unit 541).
- (3) retain the gold copy as the member's personal record.

NOTE: Bids must be forwarded to the Management and Labor Affairs Section within 72 hours of the time the announcement was posted. Members may fax a copy to the Management and Labor Affairs Section to ensure timely receipt. However, they must then also submit the original white and pink copies.

H. The first deputy superintendent will:

1. determine when a recognized vacancy exists.
2. ensure transmission of the Recognized Vacancy Listing via the Department's Administrative Message Facsimile Network and forward a copy to F.O.P. (Unit 541).

I. The Human Resources Division will:

1. forward a listing of successful bidders for recognized vacancies to the first deputy superintendent for inclusion in the next Personnel Transfer Order.
2. when directed by the first deputy superintendent, publish and distribute Personnel Transfer Orders to all units at least three days prior to the effective date of the transfer.

IV. RECOGNIZED UNIT DUTY ASSIGNMENT OPENING

- A. During the bidding and selection process, the Department may temporarily fill a recognized duty assignment opening by assigning an officer to said opening until the recognized opening is filled. All recognized unit duty assignment openings for which bids have not been received within 72 hours of posting will be filled at the discretion of the Department.
- B. A listing of recognized unit duty assignment openings will:
 1. be posted on the unit bulletin boards 12 days before the start of the 28-day police period.
 2. expire 72 hours after posting.
 3. be placed in the unit commanding officer's book and read at all roll calls for three consecutive days.
- C. Probationary members may not submit a bid to fill a recognized unit duty assignment, while on probation. The member must be off of probation at the time of the bid. A probationary member whose probationary period will expire during the 72-hour period to submit bids, may submit a bid for a recognized unit duty assignment. A member whose probationary period expires after the 72-hour period, but prior to the beginning of the period when the vacancy will be filled, is **not** eligible to bid.
- D. The successful bidder for a recognized unit duty assignment opening:
 1. will be the most senior qualified member submitting a bid (when the qualifications of bidders are equal) who, after orientation and without further training, is able to perform to the satisfaction of the Department. In determining qualifications, the Department will not be arbitrary or capricious, but will consider training, education, experience, skills, ability, demeanor and performance.

2. may not bid for another recognized unit duty assignment opening assignment for one year.

EXAMPLE: A member submitting a successful bid for a 12th period 1997 vacancy, will next be eligible to bid for a 12th period 1998 vacancy.

3. may not be reassigned for one year, except:
 - a. for emergencies, and only for the duration of the emergency.
 - b. for just cause.
 - c. when the superintendent determines that the officer's continued assignment would interfere with the officer's effectiveness in that assignment.
 - d. to fill temporary unit duty assignments for operational needs, provided that the Department will not fill the vacated unit duty assignment.
 - e. in extraordinary circumstances and by agreement of the Department and the Collective Bargaining Unit.

4. may be placed in a day off group at the Department's discretion.

- E. Recognized unit duty assignment openings for district desk, district watch relief, or lockup, must be filled by a member assigned to the watch in which the opening exists.
- F. Limited duty members **may** be assigned to recognized unit duty assignment openings for warrant clerk, summary investigation detective, review investigation detective, review officers, detective division administrative desk duty assignment, and district desk.
- G. Limited duty members **may not** be assigned to recognized unit duty assignment openings for lockup, district watch relief, or airport law enforcement section explosive detection canine officer.
- H. A member who has successfully bid for a recognized unit duty assignment opening may be required to perform other temporary unit duty assignments for operational needs, provided that the vacated unit duty assignment for which he was the successful bidder is not otherwise filled.
- I. Sworn non-probationary members, below the rank of sergeant will follow the procedure listed below for assignment to an opening within their unit as designated in the directive, entitled "**Recognized Vacancies and Recognized Unit Duty Assignment Openings - (FOP)**."
 1. Complete the PAR form set as outlined in Item II-G-1 of this directive, **with one exception**. Enter the "Unit Notice of Recognized Opening" number in the appropriate box of the "Personnel Transfer & Assignment Section" of the PAR form set.
 2. Present the form set to the commanding officer/watch commander, who will verify that the bid was submitted within the prescribed 72 hours by entering the **date, time, his signature and star number**, in the appropriate boxes within the "Personnel Transfer & Assignment Section" of the PAR form set.
 3. Be responsible for the prompt distribution of the PAR form set, as follows:
 - a. the pink and white copies to the unit commanding officer / watch commander for forwarding to the unit command staff officer .
 - b. the green copy to F.O.P. (Unit 541).
 - c. retain the goldenrod copy as the member's personal record.
- J. Commanding officers of command staff rank will:
 1. review bids for recognized unit duty assignment openings within their command.
 2. ensure preparation and posting of numbered Unit Notices of Recognized Openings, and:
 - a. assign a number to each Unit Notice of Recognized Openings consisting of the number of the reporting district / unit, the last two digits of the current year and a number, beginning with "001" running consecutively in ascending order, which

indicates the number of Unit Notices of Recognized Openings prepared by the unit in that calendar year.

EXAMPLE: "024-97-001" indicates the first notice prepared in District 024 during 1997.

- b. forward a copy of the following documents to F.O.P. (Unit 541):
 - (1) Unit Notice of Recognized Openings.
 - (2) white copy of the PAR form set of successful bidders.
- c. retain the Unit Notice of Recognized Openings for one year.
3. ensure that the pink copy of the successful bid is placed in the member's unit personnel file, where it will be retained until the member leaves the unit.
4. ensure that a copy of the PAR form set from the successful bidder, is forwarded to Management & Labor Affairs Section (MLAS), clearly identifying the member as a successful bidder.

V. REQUEST FOR TRANSFER

- A. A member requesting a transfer will complete a PAR form as designated in II-G-1 of this directive, **with one exception**. There will be no AMFN number to insert into the box within the Personnel Transfer & Assignment Section of the PAR form.
- B. After completing and signing the PAR form set, the member will:
 1. present the form set to his commanding officer / watch commander for entry of the **date**, **time**, his **signature** and **star number** in the appropriate boxes within the "Personnel Transfer & Assignment Section" of the PAR form set.
 2. be responsible for the forwarding and distribution of the form set, as follows:
 - a. the pink copy directly to the Human Resources Division, Employment Section.
 - b. the remaining form set copies to the commanding officer of the unit from which the member is requesting a transfer, for signature and approval or disapproval.
- C. The commanding officer of command staff rank will approve or disapprove the request and forward it through the chain of command for the appropriate signatures and approval / disapproval.

NOTE: Even if a request has been disapproved, it will still be forwarded through the chain of command.
- D. After all required signatures are obtained, the completed form set will be sent to the first deputy superintendent.
- E. Upon receipt of the pink copy of the PAR form set, the Human Resources Division will:
 1. time-stamp the request and verify the information provided.
 2. ensure that a photocopy of the form is forwarded to:
 - a. the member submitting the transfer request, which will serve as the member's received copy.
 - b. the member's bureau deputy superintendent.

- c. the commanding officer of command staff rank of the unit to which the request is directed.

NOTE: If the request for transfer is to a unit not within the bureau to which the member is presently assigned, an additional photocopy will be sent to the deputy superintendent of that bureau.

- 3. after processing, forward the pink copy to the first deputy superintendent.
- F. The first deputy superintendent will present a listing of approved transfer requests to the Human Resources Division for inclusion in the next Personnel Transfer Order.
- G. Requests for transfer will remain in effect for six police periods unless otherwise provided in this directive. A second request submitted within this time span will automatically cancel the first transfer request. A member may request only one transfer on each PAR form set submitted.

VI. DETAILING

The Department may detail members at its discretion without regard to seniority except in the following examples in which the Department has contractually agreed to detail on the basis of seniority.

- A. Officers assigned to units designated to provide personnel to the Summer Mobile Force, Expressway Detail, Auto Snow Tow Detail, and the Winter Holiday Season Traffic Detail will be permitted to bid for these details on the basis of seniority. If and to the extent that there are insufficient qualified bidders from a designated unit to meet that unit's allocation, the Department will select officers, who are deemed qualified by reverse seniority from the designated unit to fill that unit's allocation.
- B. If the Department decides to assign an officer to a detail outside the area, district, or unit, to a sports event, parade, festival, labor dispute, or other event detail which constitutes a tour of duty, the Department will:
 - 1. announce the detail at a roll call preceding the event.
 - 2. ensure that the roll call will be on the same watch and in the same unit, from which officers are to be assigned to the detail.
 - 3. determine the method of notification, if notification at roll call is not feasible.
 - 4. select officers to work the detail on the basis of seniority from among those qualified officers on a said watch who are not in bid jobs and who volunteer for the detail.
 - 5. select officers on the basis of reverse seniority, if and to the extent that there are insufficient qualified volunteers, provided that the Department may assign probationary officers without regard to seniority.
- C. Temporary Manpower Relief Details
 - 1. The Department will select officers for a detail on the basis of seniority from among those who volunteer for a detail, if and to the extent that there are sufficient volunteers, or on the basis of reverse seniority when there are insufficient volunteers in the following situations:
 - 2. when the detail is outside the officer's unit of assignment to a unit listed in **Addendum 2**, Item II of this directive, and the detail is to provide temporary manpower relief for **more than 10 days, due to furlough, medical, or suspension**.
 - 3. when the detail is outside the officer's unit of assignment to a unit listed in **Addendum 2**, Item II, and the detail is to provide temporary manpower relief for **more than 30 days, due to actual strength being more than 10% below authorized strength**.
- D. For bidding purposes, the Department will:
 - 1. have the option to retain a junior officer, if and to the extent necessary, to achieve the balance of experience and qualifications determined to be desirable in the detail and unit involved.

2. have the option, in selecting officers on the basis of reverse seniority, to retain a junior officer if and to the extent necessary to fulfill operational needs.
- E. Seniority based limits for details shall not apply:
1. to tactical teams, district gang tactical teams, mission teams or other specialized units.
 2. in emergency situations when the Department reasonably anticipates civil disorder will occur, or does occur.

VII. RESPONSIBILITIES

- A. The commanding officer or his designee will:
1. enter his signature, and ensure that the date and time posted on the unit bulletin board and the expiration date and time is entered on each Recognized Vacancy Listing and Unit Notice of Recognized Openings.
 2. ensure that all Recognized Vacancy Listings announced via the Department's Administrative Message Facsimile Network and Unit Notice of Recognized Openings are posted on an appropriate unit bulletin board and in the unit commanding officer's book.
 3. ensure that period Personnel Transfer Orders are posted on an appropriate unit bulletin board three days prior to change day.
- B. The watch commander will:
1. announce recognized vacancies and openings at roll calls for three consecutive days.
 2. receive bids for recognized vacancies or recognized unit duty assignment openings on PAR form sets submitted within 72 hours of the time posted on unit bulletin boards.
 3. enter the **date, time, his signature** and **star number** for each Par form set submitted for either a transfer request, recognized vacancy bid or a recognized unit duty assignment opening bid.
 4. when requested, inform the transferred member of the reason for the transfer.
- C. The unit from which the member is transferred will be responsible for forwarding the following records via police mail to the member's new unit:
1. Time and Attendance Record (CPD-11.602).
 2. Personnel Card (CPD-11.600), after ensuring that it has been updated to include all information and personnel transactions that occurred before the date of transfer.
 3. member's active Citation Control Sheets (CPD-11.496), when applicable.
 4. Furlough Selection Request (CPD-11.609), if the member has not exhausted his furlough(s).
 5. all other pertinent information or records.
- D. The unit to which the member is transferred will be responsible for acquiring the member's key letter group assignments, courtroom numbers and call times as provided for in applicable Department directives.

E. The transferred member will be responsible for contacting his new unit for reporting instructions.

(Items indicated by *italics/double underline* were added or revised on 15 December 2011.)

Authenticated by: RJ

Garry F. McCarthy
Superintendent of Police

T11-195 SB



RECOGNIZED VACANCIES AND RECOGNIZED UNIT DUTY ASSIGNMENT OPENINGS – (FOP)



ISSUE DATE:	16 October 1997	EFFECTIVE DATE:	17 October 1997
RESCINDS:	G97-09-02		
INDEX CATEGORY:	Assignments and Details		

I. PURPOSE

This directive:

- A. identifies units that are subject to recognized vacancy bidding.
- B. identifies positions subject to recognized unit duty assignment openings.

II. RECOGNIZED VACANCIES

<u>UNIT NUMBER(S)</u>	<u>UNIT</u>	<u>TITLE CODE</u>	<u>GRADE</u>
001 - 025	District Law Enforcement	9161, 9164, 9206	D1, D2
050 - 051	Airport Law Enforcement North/South	9161	D1
055	Mounted Unit	9161	D1
057	Traffic Section-Detail Unit	9161	D1
059	Marine	9161	D1
071 - 075	Youth Division Area Units	9161, 9167	D1, D2
146	Major Accident Investigation Unit	9161	D1
148	Traffic Court/Records Unit	9161	D1
151	Traffic Enforcement Unit	9161	D1
152	Loop Intersection Control Unit	9161	D1
154	Traffic Safety and Training Unit	9161	D1
159	Gun Registration Section	9161	D1
167	Evidence and Recovered Property Section	9161	D1
169	Police Document Services Section	9161	D1
171	Central Detention Section	9161	D1
184	Youth Division (except Special Investigations Unit and Administration)	9161, 9167	D1, D2
284	School Patrol Unit	9161	D1
602	Auto Theft Section	9165	D2
603	Bomb and Arson Section (except Explosive Technicians)	9165	D2
610 - 650	Detective Division Area Units	9161, 9165	D1, D2
701	Public Transportation Section/Canine Unit	9161	D1
715 - 765	Public Housing Unit North/South	9161	D1

III. RECOGNIZED UNIT DUTY ASSIGNMENT OPENINGS

<u>UNIT NUMBER(S)</u>	<u>UNIT DUTY ASSIGNMENT</u>	<u>TITLE CODE</u>	<u>GRADE</u>
002, 005, 011, 019, 025, 148	Warrant Clerk	9161	D1
001 - 025	District Desk Officer	9161	D1
	District Review Officer	9161	D1
	District Watch Relief	9161	D1
002 - 025 (except 022)	District Lockup Keeper	9161	D1
050 - 051	Airport Law Enforcement Section Explosive Detection Canine Officer	9161	D1
610 - 650	Detective Division Administrative Desk Duty Assignment	9161	D1
602, 603, 610 - 650	Summary Investigation Detective	9165	D2
602, 603, 610 - 650	Review Investigation Detective	9165	D2

Matt L. Rodriguez
Superintendent of Police

94-117 FRC/PS(AJB)



APPLICATION FOR POLICE OFFICER (ASSIGNED AS MARINE OFFICER), TITLE CODE 9168



ISSUE DATE:	14 February 2014	EFFECTIVE DATE:	14 February 2014
RESCINDS:	21 February 2012 Version		
INDEX CATEGORY:	Career Development		

I. PURPOSE

This directive:

- A. informs Department members that internet applications for Police Officer (Assigned as Marine Officer) are being accepted until **07 MARCH 2014 at 1500 hours**.
- B. delineates the duties, eligibility requirements, application procedures, selection process, and training for the position of Police Officer (Assigned as Marine Officer), title code 9168.
- C. introduces the use of the internet application.

II. DUTIES

A Police Officer (Assigned as Marine Officer) will:

- A. be assigned to the Marine and Helicopter Unit-Marine Operations.
- B. patrol Chicago's waterways.
- C. enforce the Municipal Code of Chicago and Illinois State Statutes.
- D. ensure compliance with maritime safety laws.
- E. provide for public safety by:
 - 1. responding to active drowning incidents.
 - 2. responding to boating accidents, boat fires, sinking vessels, and "May Day" incidents.
 - 3. perform search and rescue functions for vessels and citizens in distress.
 - 4. acting as the City's first-response unit during any major maritime disaster.
 - 5. performing rafting and towing of disabled vessels.
 - 6. training for and participating in Self Contained Underwater Breathing Apparatus (SCUBA) operations in black water with zero visibility, polluted water during extreme cold and ice conditions, in severe weather, or at night in any body of water within the jurisdiction of Chicago or a requesting municipality whose request is approved by the Superintendent of Police.
 - 7. performing underwater vessel hull searches for explosive devices.
 - 8. performing Homeland Security functions.
 - 9. being detailed during special events.
 - 10. conducting safety inspections on vessels.
- F. routinely clean Marine Unit vessels, vehicles, equipment and unit facilities and attend to duties relative to boat preparation and maintenance, such as preparing lines, knot tying, line splicing and checking engine fluids.
- G. maintain proficiency and qualify annually with Department approved heavy weapons.
- H. maintain a level of mental and physical fitness necessary to operate as a diver and rescue swimmer.

- I. operate marine vessels in inclement weather and difficult wave conditions.
- J. train in and utilize first aid, Automated External Defibrillator (AED) and cardio-pulmonary resuscitation (CPR) protocols as a licensed (medical) first responder.
- K. respond to crimes and law enforcement issues in and around Chicago's waterways.
- L. document water-related and under water crime scenes in accordance with Water Evidence Team operating procedures.
- M. interact with state and federal law enforcement agencies in the performance of Marine and Helicopter Unit-Marine Operations duties.
- N. function effectively in two (2) to five (5) person crews aboard vessels in close quarters for extended periods of time.
- O. respond to water related crime scenes and water related death investigations.
- P. remove dead and decomposing bodies from Chicago's waterways.
- Q. interact in a professional and courteous manner with the general public.
- R. conduct informal water safety training at meetings convened in the fishing and boating community.
- S. possess general operating familiarity with civilian water craft and sailing vessels.
- T. drive the heavy dive truck with air brakes.
- U. operate basic video surveillance equipment.
- V. utilize equipment including but not limited to:
 - 1. radar.
 - 2. sonar/depth finders.
 - 3. GPS navigational systems.
 - 4. FLIR cameras.
 - 5. night vision systems.
 - 6. sector and side scan sonar.
 - 7. underwater communications systems.
 - 8. remote operated vehicle (ROV).
 - 9. underwater metal detectors.
- W. train for and conduct ice surface rescues.

III. ELIGIBILITY

By the close of the application period, members who are interested in applying must:

- A. be a sworn member below the rank of sergeant.
- B. be willing and able to perform the duties of a Police Officer (Assigned as Marine Officer) as outlined in Item II of this directive.
- C. be willing and able to work any watch assignment and change work hours in accordance with the provisions of the collective bargaining agreement between the City of Chicago and the Fraternal Order of Police.
- D. have a minimum of three years of continuous service as a police officer with the Chicago Police Department.
- E. have an acceptable disciplinary record. The candidate's disciplinary record cannot reflect any sustained Complaint Register (C.R.) investigations for misconduct resulting in suspensions of more

than seven (7) days during the preceding 12 month period; or a record of three (3) or more sustained C.R. investigations resulting in suspensions of any length of time within the past five years.

NOTE: Sustained C.R. investigations with findings of "No Disciplinary Action" will not be considered as sustained violations for purposes of this selection process. Candidates with pending grievances or Police Board cases concerning discipline will be allowed to apply for the position of Police Officer (Assigned as Marine Officer). Such applications will be considered if the candidate's disciplinary record is modified or expunged as a result of the grievance or Police Board hearing so the member's disciplinary record meets the disciplinary standards set forth in this directive.

- F. have an acceptable attendance record. The candidate's attendance record cannot reflect any unauthorized absences within the preceding 12 month period.
- G. meet acceptable medical roll usage guidelines. If the candidate's medical roll usage reflects nine (9) or more medical incidents and/or 45 days or more on the medical roll within the preceding three (3) year period, absent exceptional circumstances, or demonstrates a pattern of medical roll abuse or misuse (i.e., the candidate goes on the medical roll when assigned to an involuntary detail; the medical roll use is linked to furlough, RDOs, or other time due to extend time off; or the candidate is found to have used the medical roll in an unauthorized manner or demonstrates other behaviors demonstrating medical roll misuse), the candidate will be disqualified.

NOTE: Medical time used in relation to approved FMLA leaves, ADA accommodations, or IOD injuries cannot be the basis for disqualification.

- H. have satisfied all indebtedness to the City of Chicago.
- I. be willing to forego:
 - 1. days off on Saturdays, Sundays, and holidays, as required by operational needs.
 - 2. 4th Period annual and/or compensatory furlough segment selections.
- J. be willing to reschedule a furlough period if it conflicts with training.
- K. if applicable, have received performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department directive entitled "**Performance Evaluation System**" for each of the last four evaluations.
- L. if currently appointed to a D-2A grade, be willing to forego D-2A status and pay and accept D-2 status and pay upon assignment to the Marine and Helicopter Unit-Marine Operations as a Police Officer (Assigned as Marine Officer).
- M. purchase and maintain equipment and accessories unique to the assignment of Police Officer (Assigned as Marine Officer) with an anticipated initial expenditure of \$900.
- N. not have been previously removed for cause from assignment as a Police Officer (Assigned as Marine Officer).

IV. APPLICATION PROCEDURES

- A. Candidates will:
 - 1. go online to www.cityofchicago.org/PolicePromotions;
 - 2. click the link, "Police Officer (Assigned as Marine Officer) under "Job Openings;"
 - 3. follow the procedures for submitting an application. A "Candidate Experience Click-by-Click Guide" is available on the Human Resource Division's intranet site to assist in submitting an application. To access the Guide, click on Bureau Sites, then click on Human Resources

Division, then click on Career Development and Performance, and then click on "Candidate Experience Guide."

NOTE: Questions regarding completing a profile or application in Careers should be directed to the City of Chicago, Department of Human Resources, at 312-744-4976.

B. Candidates will:

1. print out the [Medical Statement](#) and [Medical Consent Form](#);
2. ensure the forms are properly completed;
3. return the properly completed original forms to the Human Resources Division (Unit 123), Career Development and Performance Management Section, by the close of the application period. Members will be disqualified from continuing in the selection process if completed original forms are not received by the Human Resources Division, Career Development and Performance Management Section, by the close of the application process.

C. Proxy applications will be allowed under limited circumstances such as military duty. To submit a proxy application, the candidate's proxy will contact the Human Resources Division, Career Development and Performance Management Section, at 312-745-5225 before the close of the application period.

D. Members who have applied for the position of Police Officer (Assigned as Marine Officer) must be willing and able to perform the duties as outlined in Item II of this directive.

E. Members who have applied for the position of Police Officer (Assigned as Marine Officer), and who meet the eligibility criteria as delineated in Item III of this directive, will be scheduled to participate in the Swimming Skills Test. These candidates will be notified of the date, time, and location to report for the Swimming Skills Test at a later date. Members who fail to appear for their assigned Swimming Skills Test date, time, and location will be disqualified and will not be rescheduled.

V. SELECTION PROCESS

A. The selection process consists of a Swimming Skills Test and an oral interview. Candidates must successfully complete each component of the Swimming Skills Test to be scheduled for an oral interview. Any candidate who does not successfully complete any component of the Swimming Skills Test will be disqualified from continuing in the selection process and must immediately leave the test facility without debate.

B. Swimming Skills Test

Candidates will not be permitted the assistance of any buoyancy device, including but not limited to, wet suits and shorties, masks, fins, or snorkels. Candidates may use low volume swim goggles that do not enclose the swimmer's nose while being tested on the first three skills. Candidates may not use any assistive devices while being tested on skills 6 and 7. The Swimming Skills Test consists of the activities outlined below.

1. Perform a 500 meter surface swim within 15 minutes. This component is graded on a pass/fail basis.
2. Retrieve and surface with a ten-pound weight from the bottom of a pool that is 12 feet deep. Each candidate will be given three (3) attempts to successfully complete this skill. After the third attempt, the candidate is disqualified from continuing with the selection process.
3. Retrieve and surface with three (3) plastic rings placed an indiscriminate distance apart from each other at the bottom of a pool that is 12 feet deep. Each candidate will be given three (3) attempts to successfully complete this skill. After the third attempt, the candidate is disqualified from continuing with the selection process.

4. Tread water in place for 20 minutes. Each candidate will be given three (3) attempts to successfully complete this skill. After the third attempt, the candidate is disqualified from continuing with the selection process.
5. Perform a 25 meter surface rescue tow using a person of equal weight within three (3) minutes. Each candidate will be given three (3) attempts to successfully complete this skill. After the third attempt, the candidate is disqualified from continuing with the selection process.
6. Carry two 80 cubic foot SCUBA tanks a distance of 100 feet, in one continuous motion, without dropping the SCUBA tanks and without resting. Each candidate will be given three (3) attempts to successfully complete this skill. After the third attempt, the candidate is disqualified from continuing with the selection process.
7. Remove themselves from water too deep to stand in while wearing a mask, fins, Buoyancy Compensator Device (BCD), and SCUBA tank onto the pool deck. Each candidate will be given three (3) attempts to successfully complete this skill. After the third attempt, the candidate is disqualified from continuing with the selection process.

C. Oral Interview

1. Candidates who pass the Swimming Skills Test will be scheduled for an oral interview.
2. Candidates will be rated in the areas of:
 - a. prior vessel or marine related experience, training, certifications or licenses.
 - b. SCUBA related experience, training, and certifications.
 - c. relevant Department experience and assignments.
 - d. willingness to accept duties and responsibilities as a Police Officer (Assigned as Marine Officer).
 - e. willingness to be trained as a licensed medical first responder.
 - f. appearance and demeanor.
 - g. communication skills.
3. The oral interview will be conducted by a minimum of three individuals who have knowledge of the duties performed by a Police Officer (Assigned as Marine Officer).
4. Each panel member will independently determine whether the candidate demonstrates competency of each dimension of the job addressed in the interview by checking whether the candidate clearly demonstrates competency, demonstrates some aspects of competency, or does not demonstrate competency. Each panel member will independently provide an overall summary of the candidate based on the interview criteria and then will independently indicate whether he or she recommends the candidate for hire. After all candidates have been interviewed, the panel and the hiring manager will meet to conduct a consensus meeting. A representative from the Human Resources Division will attend the consensus meeting. At the consensus meeting, the panel members will discuss each candidate and reach a consensus on whether the candidate will be eligible for hire. Those candidates eligible for hire will be ranked and all selections will be made based on the rankings of those selected for hire. Disputes will be resolved by the hiring manager.
5. Candidates will be notified of the date, time, and place to report for the oral interview. Members who fail to appear for their assigned oral interview date, time, and location will be disqualified and will not be rescheduled.

- D. Candidates will not be compensated for overtime when scheduled to report for any portion of the selection process during off-duty hours. The station supervisor / designated unit supervisors will excuse a member who has been scheduled for testing during duty hours, provided that the station supervisor / designated unit supervisor were notified by the member at least 48 hours prior to the scheduled testing.

VI. ELIGIBILITY LIST

- A. At the conclusion of the consensus meeting, the names of the 50 top rated candidates will be placed in rank order on the eligibility list. Ties will be resolved by seniority.
- B. As vacancies occur, candidates will be selected from the eligibility list to attend a fourteen week Marine and Helicopter Unit-Marine Operations training program.
- C. Candidates selected to participate in the Marine and Helicopter Unit-Marine Operations training program have the option to waive participating in the training program by submitting a To-From-Subject report to the Marine and Helicopter Unit-Marine Operations commanding officer requesting a "Waiver of Eligibility." Candidates will remain eligible for participating in future Marine and Helicopter Unit-Marine Operations training programs only for the duration of this list.
- D. Management reserves the right to fill 20% of recognized vacancies at its discretion without regard to seniority or rank score, provided that the position is filled by a candidate on the eligibility list.
- E. The eligibility list may be stricken at any time at the discretion of the Department. Placement on the eligibility list is not a guarantee of appointment to the position of Police Officer (Assigned as Marine Officer).

VII. TRAINING PROGRAM

- A. Selection to participate in the Marine and Helicopter Unit-Marine Operations training program will not constitute an appointment to the position of Police Officer (Assigned as Marine Officer). Selection to participate in the training program will constitute a detail to the Marine and Helicopter Unit-Marine Operations for the duration of training only. Upon successful completion of the training program, the member will return to their unit of assignment. The member will be assigned to the Marine and Helicopter Unit-Marine Operations only after receiving approval from the Department of Human Resources (DHR) and the Office of Budget and Management (OBM).
- B. Candidates selected for the training program will:
 - 1. take and pass a drug screening and a thorough medical examination, the scope of which will be determined by the Medical Services Section, immediately prior to the start of training. All medical examinations conducted as part of this selection process will be performed by medical personnel paid for and contracted by the Chicago Police Department.
 - 2. be detailed to the Marine and Helicopter Unit-Marine Operations for the duration of training.
 - 3. have in their possession on the first day of detail, uniform parts and accessories unique to the assignment of Police Officer (Assigned as Marine Officer).
 - 4. adjust their furlough period(s) if a segment conflicts with the training program or operational needs.
 - 5. successfully complete all training components and requirements by the end of the scheduled training period.
 - 6. perform satisfactorily in skills proficiency exams.
 - 7. be willing and able to participate in a significant amount of physical activity including multiple daily dives, distance swimming, and equipment maintenance.
- C. At any time during the training program, if it becomes apparent to the Marine and Helicopter Unit-Marine Operations commanding officer, a unit supervisor, or dive instructor that a member exhibits problematic behavioral traits, and/or is physically or psychologically incapable of performing required duties, or fails training program testing, the supervisor or instructor will request the member be terminated from the training program. The request must document the reason(s) for termination from the training program and will be submitted through their chain of command to the appropriate exempt commanding officer. Reasons for termination include, but are not limited to:
 - 1. failing any required training component, proficiency exam, or certification process.
 - 2. failing to remain in a full duty status.

3. the member demonstrating a lack of physical coordination, stamina, or strength to the degree that the member cannot perform the duties of a Police Officer (Assigned as Marine Officer) as enumerated in this directive.
- D. The exempt commanding officer will review and, if appropriate, approve any requests to remove a candidate from training. When a member is terminated from the training program, they will be returned to their district or unit of assignment.
- E. Only those members who have successfully completed the training and evaluation program will be eligible for assignment as a Police Officer (Assigned as Marine Officer).
- F. Members must be in a full-duty status at all times during training.
- G. Member must remain in a full-duty status at all times while detailed or assigned to the Marine and Helicopter Unit-Marine Operations as a Police Officer (Assigned as Marine Officer) in order to remain eligible for D2 pay.
- H. If the number of boats or personnel assigned to the Marine and Helicopter Unit-Marine Operations are reduced, members in training will have their detail cancelled and will be returned to their unit of assignment.

VIII. ADDITIONAL CONDITIONS

- A. At any time during assignment to the Marine and Helicopter Unit-Marine Operations, if a member demonstrates a lack of knowledge, skills, or abilities necessary for the job, is unable to perform the essential duties of the position, or exhibits problematic behavior that conflicts with the goals or mission of the unit, the member will be subject to removal from assignment as a Police Officer (Assigned as Marine Officer) and will be returned to their career service rank of Police Officer.
- B. All assigned members of the Marine and Helicopter Unit-Marine Operations are required to demonstrate Marine and Helicopter Unit-Marine Operations proficiency on an annual basis. Failure to maintain proficiency will subject the member to removal from assignment to the Marine and Helicopter Unit-Marine Operations as a Police Officer (Assigned as Marine Officer).
- C. Members must remain in a full-duty status to be eligible for continued assignment as a Police Officer (Assigned as Marine Officer).

Authenticated by: JKH

Garry F. McCarthy
Superintendent of Police

13-172 RDR



APPLICATION FOR POLICE OFFICER (ASSIGNED AS A SPECIAL WEAPONS AND TACTICS TEAM MEMBER)



ISSUE DATE:	21 August 2017	EFFECTIVE DATE:	21 August 2017
RESCINDS:	19 October 2016 Version		
INDEX CATEGORY:	Career Development		

I. PURPOSE

This directive:

- A. informs Department members that internet applications for Police Officer (Assigned as a Special Weapons and Tactics Team Member) are being accepted until **Friday, 22 September 2017, at 1500hrs.**
- B. delineates the duties, eligibility requirements, application procedures, and the selection process for the position of a Police Officer (Assigned as a SWAT Team Member).
- C. introduces the use of the internet application.

II. DUTIES

Police Officers (Assigned as a SWAT Team Member) will perform responsibilities as delineated below after successfully completing all required SWAT training, achieving and displaying the requisite competency in all SWAT operator-related tasks, and subject to determination and appointment by the SWAT commanding officer.

A. SWAT Team Incident Duties

Police Officers (Assigned as a SWAT Team Member) will:

- 1. provide a tactical response to high-risk incidents for which the potential for injury or loss of life is present and the circumstances are unusual and beyond the capabilities of a normal police response.

NOTE: SWAT Team members may be asked to respond to SWAT team incidents regardless of duty hours or status. Members may be exposed to inclement weather for long durations of time. During the course of an incident, the member must be prepared to stand, sit, kneel, and lie prone for long periods of time while maintaining and carrying equipment assigned to the specific task. Tasks may include but are not limited to surveillance, perimeter coverage, emergency assault, equipment responsibilities, and overwatch.

- 2. respond to high-risk incidents including, but not limited to:
 - a. hostage situations
 - b. barricaded subjects
 - c. suicidal subjects
 - d. high-risk warrant service
 - e. Weapons of Mass Destruction (WMD)
 - f. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) incidents
 - g. waterborne SWAT incidents

- h. active-shooter incidents
- i. clandestine laboratory responses and
- j. terrorist incidents.

B. Special Operations Response Team (SORT) Duties

SORT duties include but are not limited to:

- 1. conducting regular patrol duties in assigned vehicles and designated areas;
- 2. responding to various incidents involving acts or threats of acts of violence;
- 3. responding to Active Shooter incidents;
- 4. conducting Department of Homeland Security checks;
- 5. escorting dangerous or sensitive materials to specific locations for units within the Department and outside agencies; and
- 6. providing dignitary protection as directed.

C. Training

Police Officers (Assigned as a SWAT Team Member) will:

- 1. comply with training standards as determined by the SWAT commanding officer.
- 2. attend training to obtain and maintain certifications that meet local, state, and national standards.
- 3. travel to locations within and outside the City limits to participate in training programs. Training is conducted under conditions that simulate what may occur on an actual incident. Members participate in training exercises regardless of weather factors, lighting conditions, and time constraints.
- 4. complete training that includes, but is not limited to, the following:
 - a. perform weapon-retention techniques with the M4 rifle as well as empty-handed defense tactics.
 - b. qualify with a handgun in full SWAT gear wearing Level B Personal Protective Equipment (PPE), while wearing Self-Contained Breathing Apparatus (SCBA) or a gas mask, in low-light and other adverse conditions.
 - c. qualify with the M4 rifle in full SWAT gear wearing Level B PPE, while wearing SCBA or a gas mask, in low-light and other adverse conditions.
 - d. be tested yearly in a gas house where the SWAT Team member is in an enclosed structure with a live chemical agent.
 - e. meet and maintain SWAT firearms proficiency standards, as outlined in item VI-A of this directive.
 - f. meet and maintain SWAT physical fitness testing standards, as outlined in Item VI-B and VI-C of this directive.
 - g. meet and maintain all SWAT safety standards.
- 5. be trained in and must maintain operational knowledge of numerous manual and power tools and have the ability to use them in high-stress and dangerous environments. Tools include, but are not limited to:
 - a. K12 (a gas-powered carbide-blade saw)
 - b. oxy-acetylene torch
 - c. oxy-thermal torch
 - d. rotary hammers

- e. lobster tools
 - f. one- and two-man rams
 - g. Hurst rabbit tool, and
 - h. Halligan bar.
6. be trained in and must maintain operational knowledge and proficiency with less-than-lethal weapons including, but not limited to:
- a. Taser devices
 - b. 40 mm sponge rounds and OC rounds
 - c. drag-stabilized shotgun, and
 - d. noise-flash diversionary devices.

III. ELIGIBILITY

By the close of the application period, members who are interested in applying must:

- A. be a sworn member below the rank of sergeant.
- B. be willing and able to perform the duties of a Police Officer (Assigned as a SWAT Team Member) as outlined in Item II of this directive.
- C. be willing and able to work any watch assignment and change work hours in accordance with the provisions of the collective bargaining agreement between the City of Chicago and the Fraternal Order of Police.
- D. have a minimum of three years of continuous service as a police officer with the Chicago Police Department.
- E. have an acceptable disciplinary record. The candidate's disciplinary record cannot reflect any sustained Complaint Register (C.R.) investigations for misconduct resulting in suspensions of more than seven days during the preceding twelve-month period, or a record of three or more sustained C.R. investigations resulting in suspensions of any length of time within the past five years.

NOTE: Sustained C.R. investigations with findings of "No Disciplinary Action" will not be considered as sustained violations for purposes of this selection process. Candidates with pending grievances or Police Board cases concerning discipline will be allowed to apply for the position of a Police Officer (Assigned as a SWAT Team Member). Such applications will be considered if the candidate's disciplinary record is modified or expunged as a result of the grievance or Police Board hearing so the member's disciplinary record meets the disciplinary standards set forth in this directive.

- F. have an acceptable attendance record. The candidate's attendance record cannot reflect any unauthorized absences within the preceding twelve-month period.
- G. meet acceptable medical roll usage guideline. If the candidate's medical roll usage reflects nine (9) or more medical incidents and/or 45 days or more on the medical roll within the preceding three (3) year period, absent exceptional circumstances, or demonstrates a pattern of medical roll abuse or misuse (i.e., the candidate goes on the medical roll when assigned to an involuntary detail; the medical roll use is linked to furlough, RDOs, or other time due to extend time off; or the candidate is found to have used the medical roll in an unauthorized manner or demonstrates other behaviors demonstrating medical roll misuse), the candidate will be disqualified.

NOTE: Medical time used in relation to approved FMLA leaves, ADA accommodations, or IOD injuries cannot be the basis for disqualification.

H. have satisfied all indebtedness to the City of Chicago.

NOTE: The candidate's disciplinary record and indebtedness record to the City of Chicago will be checked at the close of the application period, prior to selection to begin training, and again prior to assignment as a Police Officer (Assigned as a SWAT Team Member).

I. be willing and able to work in small or confined spaces.

J. be willing and able to work at heights.

K. be willing and able to work in and around water.

L. not have a beard or facial hair that would preclude the member from wearing a gas mask.

M. be willing to forego days off and holidays as required by operational needs.

N. if currently appointed to a D-2A grade, be willing to resign D-2A status and pay and accept D-1 status and pay upon assignment to the SWAT Unit as a Police Officer (Assigned as a SWAT Team Member).

O. be willing to reschedule a furlough period if it conflicts with training.

P. at the time training commences, be in full-duty status.

Q. purchase and maintain approximately \$3,000 in uniform parts and accessories unique to the assignment of a Police Officer (Assigned as a SWAT Team Member).

R. not have been previously removed for cause from assignment as a police officer to the SWAT Unit.

S. if applicable, have received performance ratings above the minimum rating score necessary to qualify for a step increase as defined in the Department directive entitled "**Performance Evaluation System**" for each of the last four evaluations.

IV. APPLICATION PROCEDURES

A. The application for a Police Officer (Assigned as a SWAT Team Member) is available on the Department intranet. The application can be obtained from the Department's "Intranet Services" main page by selecting Bureau Sites, then under Bureau of Support Services, select Human Resources Division, then under HR Announcements, the member will:

1. choose "[Police Officer \(Assigned as a Special Weapons and Tactics \(SWAT\) Team Member\)](#)";
2. review and then accept or deny the Terms of Application; and
3. enter his or her PC number and star number in the format requested. A confirmation page will be displayed after the member has successfully applied and should be printed for the member's records.

B. The on-line application for Police Officer (Assigned as a SWAT Team Member) consists of the [on-line application](#) (including the "Terms of Application" page), [Medical Statement](#), and [Medical Consent Form](#).

C. Candidates will:

1. print out the [Medical Statement](#) and [Medical Consent Form](#);
2. ensure the forms are properly completed and signed; and
3. return the ***properly completed and signed original forms*** to the Administration Section, Human Resources Division (Unit 123), by the close of the application period. Members will be disqualified from continuing in the selection process if completed original forms are not received by the Administration Section, Human Resources Division, by the close of the application process.

- D. Proxy applications will be allowed under limited circumstances such as military duty. To submit a proxy application, the candidate's proxy will contact the Administration Section, Human Resources Division, at 312-745-5225 before the close of the application period.
- E. Members who have applied for the position of Police Officer (Assigned as a SWAT Team Member) must be willing and able to perform the duties as outlined in Item II of this directive.

V. SELECTION PROCESS — GENERAL INFORMATION

- A. Members who have applied for the position of Police Officer (Assigned as a SWAT Team Member) and meet the eligibility criteria as delineated in Item II of this directive will be notified by the SWAT Unit via Department email of the date, time and location to:

- 1. pick up a candidate information packet;
- 2. report for Phase One of the selection process.

NOTE: Members who fail to complete the candidate information packet or who fail to report for Phase One of the selection process will be disqualified from the selection process and will not be rescheduled.

- B. The selection process will consist of two phases.

- 1. **Phase One will consist of four stages:**

- a. Stage One, Firearms Proficiency Test
- b. Stage Two, Physical Fitness Test
- c. Stage Three, Physical Performance Test
- d. Stage Four, Confidence Tests – water, height, and confined spaces

- 2. Candidates must successfully pass each stage to proceed to the next stage and continue in the selection process. Upon successful completion of Stage Four, Confidence Tests, the top-scoring candidates will be determined and ranked based upon their scores on the Firearm Proficiency Test described in Section VI-A. Ties will be resolved by seniority and date of birth.
- 3. Police officer candidates who are ranked in the top 65 positions will be scheduled to participate in Phase Two of the selection process.

- 4. **Phase Two will consist of two stages:**

- a. Stage One; Rifle Training and Testing
- b. Stage Two; Tactical Training and Testing

NOTE: Stage One must be successfully passed to proceed to Stage Two and continue in the selection process.

- C. Candidates will not be compensated for overtime when scheduled to report for Phase One of the selection process during off-duty hours. The district station supervisor / designated unit supervisor will excuse a candidate who has been scheduled for testing during duty hours provided that the district station supervisor / designated unit supervisor was notified by the candidate at least forty-eight hours prior to the scheduled testing.
- D. Candidates who move to Phase Two of the selection process will be carried Code 49 during Phase Two of the selection process. Candidates will return to their unit of assignment at the conclusion of Phase Two

VI. SELECTION PROCESS — OVERVIEW

A. Phase One, Stage One: Firearms Proficiency Test

The Firearms Proficiency Test is a timed, 50-round course designed to test marksmanship, ability to follow instructions, and performance under pressure. Candidates who pass the Firearms Proficiency Test will be scheduled for Stage Two.

1. When reporting for the Firearms Proficiency Test, candidates must submit a recent copy of their Firearms Training Certificate to verify current Department Firearms qualifications and to verify the serial number on the registered weapon. The Firearms Training Certificate can be found on the CLEAR system under the Education and Training Division, Firearms Training Certification.
2. Candidates who fail to bring all the required items to the Firearms Proficiency Test will be disqualified and will not be rescheduled.

NOTE: To participate in the Firearms Proficiency Test, candidates will be required to use their personal Department-approved registered duty weapon, field duty belt, and holster and provide their own ammunition, soft body armor, and eye and ear protection.

Firearms Qualification

This is a fifty-round course that requires **three** magazines.

Stage	Distance	Fire	Time	Description
1	25 Yrds.	14	40 Sec.	Fire 7 standing, reload, and fire 7 kneeling
2	15 Yrds.	12	9 Sec.	Fire 6
			9 Sec.	Fire 6
3	10 Yrds.	10	4 Sec.	Fire 3
			11 Sec.	Fire 3, reload, and fire 4
4	7 Yrds.	4	2 Sec.	Fire 1 to the head, repeat three times
5	5 Yrds.	10	12 Sec.	Fire 5 strong hand, reload, and fire 5 from the support hand

NOTE: To qualify, candidates must achieve a score of at least 80% with a minimum of two head shots in Stage Four. **Candidates will only be allowed one attempt to qualify.** In the case of a tie in scores, the number of rounds placed in the designated center area of the target will be calculated to determine the tie breaker. Any further tie will be decided by seniority and date of birth.

B. Phase One, Stage Two: Physical Fitness Test

During the Physical Fitness Test, candidates are required to:

1. Complete 40 pushups in one minute using the properly designated form;
2. Complete 40 sit-ups in one minute using the properly designated form; and
3. Complete a 1.5 mile run in 13 minutes, following the designated course.

C. **Phase One, Stage Three:** Physical Performance Test, consists of two events:

1. Event #1 - Pursuit / Rescue Climb

The candidate must come to a full hang from a standard horizontal pull-up bar, with palms facing away. Utilizing upper-body strength only (no "kipping"), the candidate must pull up to a position where the chin is above the bar. While doing the pull-ups, the candidate must wear a weighted vest totalling 25 pounds. The candidate must perform at least two pull-ups.

2. Event #2 - Tactical Obstacle Course

Wearing personal exercise clothing, the candidate must complete an 880-yard course in 4 minutes and 45 seconds or less. The course will contain a 6-foot wall, a 40-yard running weave between 9 cones, a 40-yard run and weave that includes dropping to a prone position behind each of the nine alternating placed cones, and a 10-yard rescue drag of a supine victim or "dummy."

D. **Phase One, Stage Four:** Confidence Tests

Candidates are required to pass a series of Confidence Tests to include a:

1. Water Confidence Test. This test consists of a 50-meter swim, treading water for 5 minutes, swimming under water for a distance of 10 meters, and removing SWAT gear while in deep water.
2. Height Confidence Test. The candidate starts at the bottom of a 30-foot ladder and climbs, in continuous motion, a simulated commercial building exterior to the third story, climbs over the ledge of the window into the structure, climbs back over the ledge onto the ladder, and proceeds back down the ladder.
3. Confined Spaces Test. The candidate will wear a gas mask and move through a confined location in low-visibility conditions.

E. At the conclusion of Phase One, the names of the top-rated 65 police officer candidates will be placed in rank order on the eligibility list for Phase Two. Ties will be resolved by seniority and date of birth.

F. **Phase Two**

Scores from Phase One will not be factored into scores in Phase Two scores. Phase Two scoring will begin with all candidates starting at zero.

1. At the time training commences, candidates must be in a full-duty status.
2. Candidates who are ranked within the top-rated 65 police officer candidates will be scheduled to participate in Phase Two of the selection process. During Phase Two candidates will:
 - a. be required to take and pass a thorough medical examination the scope of which will be determined by the Medical Services Section. Candidates may also be required to take and pass a drug test and a psychological examination. All medical examinations conducted as part of this selection process are performed by medical personnel contracted and paid by the Chicago Police Department.
 - b. be carried Code 49 by their respective unit of assignment. At the conclusion of the Phase Two selection process, candidates will return to their unit of assignment.
 - c. adjust their furlough selection if a segment conflicts with the training program.
 - d. be required to successfully complete all aspects of the rifle school including, but not limited to, nomenclature, care and cleaning, safety, clearing of malfunctions, reloads, support-side shooting, and passing the below listed SWAT rifle qualification.

e. Rifle Qualification

This is a 50-round course that requires 2 magazines

Stage	Distance	Fire	Time	Description
1	50 Yards	15	50 Sec	Fire 5 prone, 5 kneeling, and 5 standing
2	25 Yards	15	45 Sec	Fire 5 kneeling, 5 standing, reload 5 kneeling support side
3	15 Yards	10	12 Sec	Fire 5 standing, 5 kneeling
4	7 Yards	4 strings of 2	2 Sec	Fire 2 to the body, repeat three times
5	7 Yards	2 strings of 1	1.5 Sec	Fire 1 to the head, repeat one time

NOTE: To qualify, candidates must achieve a score of at least 90%. Candidates will be allowed two attempts to qualify.

- f. be required to successfully complete all aspects of Phase Two including, but not limited to, passing the SWAT Firearms (handgun) test with at least a 90%, passing the SWAT physical Fitness Test, and demonstrating the knowledge, skills, and abilities related to basic SWAT tactics.
- g. If at any time during Phase Two it becomes apparent to the SWAT commanding officer, a SWAT supervisor, or training staff that a member exhibits problematic behavioral traits, is physically or psychologically incapable of performing required duties, or fails Phase Two testing, the supervisor or training staff will request the member be terminated from the Phase Two. The request must document the reason(s) for termination from training and will be submitted through the chain of command to the appropriate exempt commanding officer. Reasons for termination include, but are not limited to, the candidate demonstrating a lack of physical coordination, tactical competence, stamina, or strength to the degree that the member cannot perform the duties as enumerated in Item II of this directive.
- h. The exempt commanding officer will review and, if appropriate, approve any requests to remove a candidate from training. Members who are terminated from the training program will be returned to their district or unit of assignment.

VII. ELIGIBILITY LIST

- A. The top scoring candidates from Phase Two of the selection process will be placed on an eligibility list in rank order based on their final scores from Phase Two of the SWAT team selection process.
- B. Selection from the eligibility list will be subject to current operational needs of the SWAT team.
- C. Placement on the eligibility list is not a guarantee of assignment to the SWAT team.
- D. The eligibility list may be stricken at any time at the discretion of the Department.
- E. Management reserves the right to fill 20 % of the recognized vacancies at its discretion without regard to seniority or rank score provided that the position is filled by a candidate on the eligibility list as described in Item VII-A of this directive.

VIII. ADDITIONAL CONDITIONS

- A. If at any time during assignment to the SWAT Unit, a member demonstrates a lack of knowledge, skills, or abilities necessary for the assignment, is unable to perform the essential duties of the

position, or exhibits any behavior that conflicts with the goals or mission of the Unit, the member will be subject to removal from assignment to the SWAT Unit.

- B. All assigned members of the SWAT Unit are required to demonstrate SWAT proficiency on a semi-annual basis. Failure to maintain proficiency will subject the member to removal from assignment to the SWAT Unit.
- C. Members must remain in a full-duty status to be eligible for continued assignment to the SWAT Unit.

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

Authenticated by: KC

Eddie T. Johnson
Superintendent of Police

SB 17-088



Rahm Emanuel
Mayor

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

Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-21

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Smith asked for a copy of the updated overtime policy.

Please see the attached document.

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



PAYROLL AND TIMEKEEPING- OVERTIME/COMPENSATORY TIME/WORKING OUT OF GRADE



ISSUE DATE:	17 October 2017	EFFECTIVE DATE:	17 October 2017
RESCINDS:	27 September 1994 version; E-02-02-05; and E02-02-10		
INDEX CATEGORY:	Payroll and Timekeeping		

I. PURPOSE

This directive:

A. continues:

1. the procedures for overtime authorization.
2. the use of the automated overtime system.
3. the procedures for working out of grade.

B. describes:

1. Department member responsibilities for court-related overtime procedures.
2. overtime procedures for sworn and civilian Department members.
3. compensatory time use procedures for sworn and civilian Department members.
4. the Overtime/Compensatory Time Report (CPD-11.608).

II. OVERTIME AUTHORIZATION

- A. No member is authorized to work overtime without the prior approval of the member's appropriate higher-ranking supervisor. Prior approval may be verbal. Final approval will require the **signature along with the rank, star number, and PC Login ID number** of the authorizing supervisor on the Overtime/Compensatory Time Report (CPD-11.608) in the "Overtime Authorized By" section of the report.

NOTE: When a Department member is assigned as a Field Training Officer and eligible for the one-half hour of overtime compensation, the appropriate supervisor will indicate both authorization and approval of the earned overtime by recording their signature, PC Login ID number, star number, date, and time in the "Approved" section of the report.

- B. No supervisor may authorize their own overtime. Supervisors must obtain authorization from the appropriate higher-ranking supervisor. In those instances when the higher-ranking officer in the chain of command is not available to authorize the member working overtime, the supervisor will notify the next appropriate command staff member. Such authorization will not be required when a Department directive prohibits the member from relinquishing his responsibility for the conduct of investigations requiring his or her personal direction.

- C. No member is authorized to earn overtime compensation while appearing in court during off-duty hours without a notification through the Automated Court Notification Program or prior approval from the member's watch operations lieutenant/unit commanding officer.
1. If a member is requested to appear in court during off-duty hours:
 - a. through the Automated Court Notification Program with a court notification record number, the member will enter the court notification record number on the Overtime/Compensatory Time Report in the space provided. No additional signatures are required for authorization.
 - b. through another means of notification without a court notification record number from the Automated Court Notification Program, the member will obtain the rank, signature, star number, and PC Login ID number of his or her appropriate supervisor on the the Overtime/ Compensatory Time Report in the "Overtime Authorized By" section.
- D. If the member's unit of assignment is not operational during the time an arrestee is being processed, the member will present an Overtime/Compensatory Time Report to the watch operations lieutenant/ unit commanding officer the first day the member returns to duty at his or her unit of assignment. The Overtime/Compensatory Time Report must be approved by the watch operations lieutenant on duty in the district/unit at the time the arrestee was processed.
- E. Prior to authorizing a member to work overtime, the member's appropriate supervisor will:
1. evaluate the necessity for the member working overtime.
 2. when practical obtain relief or replacement for the member seeking authorization to work overtime, provided that such relief will not adversely affect the police function being performed.
 3. provide the rank, signature, star number, and PC Login ID number on the Overtime/Compensatory Time Report in the "Overtime Authorized By" space provided. If prior verbal approval was given, sign the report prior to submitting it to the watch operations lieutenant or the appropriate supervisor.
- F. When overtime is worked:
1. within the member's unit of assignment, the supervisor authorizing the overtime will be responsible for notifying the on-duty watch operations lieutenant prior to the conclusion of the supervisor's tour of duty.
 2. outside of the member's unit of assignment, the watch operations lieutenant or equivalent where the overtime is worked is responsible for signing the "Approved" box on the Overtime/Compensatory Time Report. The watch operations lieutenant will ensure that the Overtime/Compensatory Time Report is forwarded to the member's unit of assignment as outlined in Department directives.
- G. Whenever the watch operations lieutenant/unit commanding officer leaves the unit facility for any reason, another supervisor will be designated to authorize overtime for off-duty arrests or court appearances during his or her absence.
- H. Unit timekeepers are responsible for:
1. reviewing the member's Overtime / Compensatory Time Report (CPD-11.608) to ensure that the information required is complete and accurate.
 2. returning inaccurate or incomplete Overtime / Compensatory Time Reports to the district commander/unit commanding officer.

3. bringing to the attention of the unit commanding officer any discrepancies relating to overtime earned.

NOTE: Any Overtime / Compensatory Time Reports that are inaccurate or incomplete will not be processed.

III. AUTOMATED OVERTIME SYSTEM

- A. All authorized overtime and out-of-grade work performed by Department members will be reviewed by unit timekeepers for accuracy and completeness prior to entry into the CLEAR Applications overtime system. Inaccurate and incomplete Overtime/Compensatory Time Reports and Out of Grade Work Authorization forms will be returned to the district/unit commanding officer. District/unit commanding officers will ensure all completed Overtime/Compensatory Time Reports and Out of Grade Work Authorization Reports are entered into the CLEAR Applications Overtime System within seven days after the end of the pay cycle.

NOTE: **If the individual responsible for entering such information at the district/unit level is absent, the district/unit commanding officer will find a substitute to enter the above information into the system within seven days after the end of the pay cycle.**

1. When authorizing or approving an Overtime/Compensatory Time Report, the Department member will record the requested information in the appropriate section of the report according to Item II of this directive.
2. The authorized and approved Overtime/Compensatory Time Report will be forwarded from the on-duty watch operations lieutenant to the unit commanding officer for entry into the Clear Applications Overtime System.
3. With the exception of overtime earned in court and court-related appearances as described in Item III-B-5-b of this directive, all other overtime data will be entered into the Clear Applications Overtime System by members assigned to a unit's administrative staff designated by the unit commanding officer.
4. To designate an event as a special event with an associated special event number, the Department member seeking the special event number designation will contact the Finance Division.
 - a. The Finance Division will be responsible for:
 - (1) the generation and dissemination of special event numbers.
 - (2) the maintenance of the "Special Events" listing contained within the Clear Applications Overtime System.
 - (3) the dissemination of a specific color Overtime/Compensatory Time Reports to be used with certain special events or training purposes when applicable.

B. Recording of Overtime

1. Members designated by unit commanding officers in Item III-D of this directive will access the Clear Applications Overtime System to record all instances of earned overtime.
2. The member entering the overtime will accurately record the overtime with the appropriate category and reason.
 - a. The **categories** of overtime mirror the nine categories listed on the Overtime/Compensatory Time report. The categories are listed in the drop-down box in the system.

- b. The **reasons** for overtime are generated based on the type of work generally done by members in that bureau. The available reasons are listed in the drop-down box system.
3. For each entry except court-related overtime, the member entering the overtime data into the system will provide a brief explanation (five or six words) of the overtime earned in the "Comments" section of the system.
4. Recording Overtime for the Field Training Officer (FTO) Administrative Time (one-half hour).
 - a. An FTO **may** earn a maximum of one-half hour overtime for the completion of any required report related to his or her probationary police officer (i.e., daily observation reports or final evaluation). The half hour may be worked either at the beginning or end of the tour of duty.
 - b. The FTO will record the name and star number of the assigned PPO on the overtime slip and attach a copy of the relevant report(s) to the overtime slip for submission to the watch operations lieutenant. **This procedure will be used to document each instance of overtime earned.** Overtime slips will be submitted on the day the overtime was earned.
 - c. The watch operations lieutenant will:
 - (1) ensure that each overtime slip submitted is accompanied by the requisite documentation and that the overtime was worked in conjunction with the evaluation of an assigned PPO.
 - (2) record the extension of tour on the Watch Incident Log.
 - d. The overtime will be entered into the Clear Applications Overtime System indicating category Special Event #122-975 and the reason of "FTO's Evaluating PPOs."
5. Recording Court Overtime
 - a. **Members will indicate on the Overtime/Compensatory Time Report whether they testified (give evidence under oath) at a court appearance by checking the appropriate response in the "Testified" box.**
 - b. Personnel assigned or detailed to the Court Liaison Section will enter overtime data for all court and court-related appearances at the Department of Administrative Hearings, all branch courts within the city, and all courts at the Leighton Criminal Court Building, Domestic Violence Courts, Juvenile Court, and Traffic Court.
 - c. District and unit personnel will enter overtime data for:
 - (1) all other court and court-related appearances not included in Item III-B-5-b of this directive (i.e., courts having no assigned court liaison section personnel such as suburban courts, federal court, depositions, liquor license hearings, etc).
 - (2) all court and court-related appearances for which the related Overtime/Compensatory Time Reports have been returned by Court Liaison Section personnel due to errors or omission, and that were subsequently completed or corrected.
 - d. Members will enter the court branch or location, (including the room number, if applicable) as the reason for the overtime.
 - e. Unless needed for clarification, comments are not needed.
 - f. The Commanding Officer, Court Liaison Section, will:
 - (1) ensure overtime earned for court and court-related appearances at the facilities listed in Item III-B-5-b of this directive are entered on a daily basis.

- (2) once the information is entered into the Clear Applications Overtime System, ensure the Overtime/Compensatory Time Reports are marked to indicate the overtime has been entered into the system and then forwarded to the appropriate unit.
 6. To ensure the accurate tracking of unit overtime, personnel assignment updates will be made by the Human Resource Division to the Clear Applications Personnel Suite when a member is detailed to another unit.
- C. Recording Out-of-Grade Payment
- Members designated by unit commanding officers in Item III-D of this directive will access the Clear Applications Overtime System, Out-of-Grade Work Authorization, to record all instances of authorized out of grade work performed by a member.
- D. System Access
1. Based on assignment, members will be able to add, update, query, or delete information in the Clear Applications Overtime System. Security access levels will be administered by the Information Services Division (ISD).
 - a. Bureau of Patrol
 - (1) Unit commanding officers and designated unit administrative staff in non-district units will be granted the capability to add, update, query, and delete records.
 - (2) A unit commanding officer administrative staff to the deputy chiefs, Bureau of Patrol, will be granted the capability to add, update, and query records.
 - (3) Watch operations lieutenants, field and tactical lieutenants, and sergeants in non-district units will be granted the capability to query records.
 - b. All other units

Unit commanding officers in units outside the Bureau of Patrol will designate personnel and access capability (i.e., ability to add, update, query, or delete information) as required by operational needs of their units. All such members will require prior registration as indicated in Item III-D-2 of this directive in order to access the system.
 2. To activate access to the Clear Applications Overtime System:
 - a. Bureau of Patrol unit commanding officers will provide ISD, via a B.T.S. Action Request form (CPD 60.107), their names and PC Login IDs of the following members:
 - (1) watch operations lieutenants;
 - (2) field and tactical lieutenants;
 - (3) designated administrative staff in non-district units;
 - (4) up to a total of six other administrative personnel designated by the unit commanding officer to perform data entry of overtime data.
 - b. unit commanding officers of units outside the Bureau of Patrol will provide ISD, via a B.T.S. Action Request form, the names, PC Login IDs, and level of access desired for all unit personnel to be granted access to the Clear Applications Overtime System.
 3. Only the members identified above will be authorized to access the Clear Application Overtime System.
 4. Unit commanding officers will ensure when new members are assigned to any of the positions identified above, a B.T.S. Action Request form is submitted to ISD requesting the

new member be assigned the respective authority and the name of his or her immediate predecessor to be removed from the access list.

5. Unit commanding officers will ensure specific administrative personnel are designated as contact persons for all overtime-related matters. At least one contact person will be available every day of the business week.
 - a. In the Bureau of Patrol, designated unit administrative staff and designated administrative staff to deputy chiefs, Bureau of Patrol, will assume this role.
 - b. In units outside the Bureau of Patrol, the unit commanding officer will designate administrative personnel to assume this function.
 - c. Designated members must be available to quickly resolve discrepancies that are found during the weekly review of overtime data conducted prior to report submission to Department command members.

E. Reports

1. Jaspersoft Dashboard

- a. A series of overtime reports are used to report and analyze the Chicago Police Department's overtime data. All these resources are based on the Jaspersoft Dashboard's platform in the "Budget Folder."
- b. Any requests for modifications or additional reports will be directed to the Information Services Division (ISD).
- c. ISD will update and maintain the user instructions for use of the overtime dashboard.

NOTE: Department members must be designated by their unit commanding officer to receive access to the "Budget Folder." Unit commanding officers will provide ISD, via a B.T.S. Action Request form, the names, PC Login IDs, and level of access desired for all unit personnel to be granted access to the Budget Folder.

2. On a monthly basis, unit commanding officers will utilize the Jaspersoft Dashboard to analyze and justify overtime use for their respective units. Unit commanding officers will forward these reports in a To-From-Subject format through the chain of command to the Director, Finance Division.
3. On a monthly basis, the Director, Finance Division, will utilize the unit-level reports to prepare a Department-wide overtime analysis report and forward it through the chain of command to the Superintendent.
4. Special Reports

At the conclusion of major events (Taste of Chicago, New Years Eve, etc.), all units will prepare a report of overtime worked relative to the type of event for each day of the event. These reports will:

- a. depict all overtime earned by members working such an event, including overtime credited and total hours. Totals must be sorted by rank.
- b. include the special event number, the overtime category, and the overtime reason.
- c. be submitted as directed in the special event order for that event.

IV. WORKING OUT OF GRADE

A. Sworn Policy

1. Working out of grade

- a. A member is considered to have worked out of grade when the member has:
- (1) been authorized by the appropriate authorizing officer to perform the duties of a higher grade than the actual grade of the member.
 - (2) performed substantially all the duties and assumed substantially all the responsibilities of the higher grade for a minimum of two hours.
 - (3) been assigned the out-of-grade D3 duties of a "Deceased Person Removal" by:
 - (a) the assignment from an appropriate supervisor as identified under Item IV-A-2-d of this directive; and
 - (b) actually performing the duties of physically handling and transporting the body of a deceased person consistent with the directive entitled "**Processing and Transportation of Deceased Persons**;" and
 - (c) submitting an Out of Grade Work Authorization form (CPD-11.639) consistent with the guidelines and required approvals under this directive. Additionally, the approving supervisor will ensure that the corresponding Records Division (RD) number for the incident is recorded on the Out of Grade Work Authorization form.
- b. No member will be authorized to work out of grade unless circumstances require that the position be filled. For a member to be authorized to work out of grade, the appropriate budgeted line item within the authorized strength of the unit must be reflected in the unit budget. The authorizing officer must determine if not filling a vacancy would have an adverse effect on unit operations.

2. Authorization to work out of grade

- a. An Out of Grade Work Authorization form must be completed by the appropriate authorizing officer before a member will be allowed to work out-of-grade or compensated with out of grade pay.
- (1) When a watch operations lieutenant / unit commanding officer intends to authorize a member to work out of grade for a future date, the Out of Grade Work Authorization will be submitted to the unit command staff officer for his or her approval before the member is allowed to work out of grade.
 - (2) When circumstances require that a watch operations lieutenant / unit commanding officer authorize a member to work out of grade because the position must be filled immediately, the Out of Grade Work Authorization will be submitted to the member's unit exempt member for his or her review and signature.
 - (3) The signature of the unit exempt member is required on all Out of Grade Work Authorization forms.
 - (4) The unit exempt member will forward the Out of Grade Work Authorization to the unit timekeeper.
- b. When a member is authorized to work out of grade for a number of consecutive days within a police period, only one Out of Grade Work Authorization need be completed.

- c. The authorization officer for the various out of grade positions is as follows:

WORKING OUT OF GRADE POSITION AUTHORIZING OFFICER:

AS:

Police Laboratory Technician II	Supervising Sergeant
*Sergeant	<u>Watch Operations Lieutenant</u> / Unit CO
Field Training Officer (FTO)	District Commander (in his or her absence, <u>Watch Operations Lieutenant</u>)
Lieutenant	<u>Watch Operations Lieutenant</u> / Unit CO
Captain	<u>Exempt member in unit chain of command</u>
<u>Exempt</u> Rank	Next higher-ranking <u>exempt member</u> in chain of command

*Bargaining unit members in units 121, 124 and 127 will not be authorized to work out of grade.

NOTE: Members will refer to the directive entitled "Processing and Transportation of Deceased Persons" for authorization of the out-of-grade D3 duties of physically handling and transporting the body of a deceased person.

- d. Any sworn supervisor may authorize no more than two non-probationary D1, D2, or D2A sworn members to perform the out-of-grade D3 duties of a "Deceased Person Removal" consistent with Item IV-A-1-a-(3) of this directive. A sworn supervisor of the rank of lieutenant or higher may authorize the out-of-grade assignment of more than two non-probationary D1, D2, and/or D2A sworn members when such additional personnel are necessary to physically handle and transport a deceased person due to the size, weight, location, or other conditions of the deceased person's body, or the unusual nature of the incident.

NOTE: When additional deceased-person removals are necessary within a district during the same regular tour of duty of a watch when two members have already been approved to work the out-of-grade D3 duties of a "Deceased Person Removal," supervisors will normally direct such additional removals to the members previously assigned to work out-of-grade, unless such assignment is inconsistent with the most efficient use of Department resources.

3. Authorized Out of Grade Positions

- a. Police officers, excluding probationary police officers, will be compensated for his or her designated tour of duty consistent with the member's tenure at the rate of pay for the position being filled when authorized to perform field training officer duties for a minimum of two or more hours within a single tour of duty.

NOTE: A police officer required to work overtime while working out of grade as a field training officer (FTO) will be compensated with the pay differential between his or her actual grade and the higher grade at the rate of time and one-half for the overtime worked. In addition, the officer will be compensated for the overtime worked at the rate of time and one-half in either compensatory time or payment at his regular rate of pay in completed fifteen-minute segments.

- b. Non-exempt supervisory members will be compensated for his or her designated tour of duty, consistent with the member's tenure at the rate of pay for the position being filled, when authorized to perform the following duties for a minimum of two or more hours within a single tour of duty.
- (1) A sergeant may be authorized to perform the duties of a district field lieutenant or a non-exempt staff unit commanding officer.
 - (2) A lieutenant may be authorized to perform the duties of a non-exempt commanding officer of the rank of captain or an exempt rank.
 - (3) A captain may be authorized to perform the duties of an exempt rank.
 - (4) Sergeants will receive forty-five minutes of rank credit and lieutenants and captains will receive forty-five minutes of rank credit while working out of grade.

NOTE: A supervisory member required to work overtime while working out of grade as a lieutenant, captain, or command staff member will refer to their respective collective bargaining agreement for appropriate compensation.

- c. Non-probationary D1, D2, and D2A sworn members assigned, consistent with the provisions of this directive, to the out-of-grade duties of "Deceased Person Removal" will be compensated at the D3 rate of pay consistent with the member's tenure for an eight-hour tour of duty without regard to the length of time necessary for the member to perform these duties. However, any overtime required to be worked by the member, whether related to the deceased person removal or other duties, will be compensated for the overtime worked in completed fifteen-minute segments at the member's normal rate of pay consistent with the relevant provisions of the applicable collective bargaining agreement.

4. Restrictions

- a. A member authorized to work out of grade will not be allowed to use compensatory time during the tour of duty except in an emergency.
- b. A member will not include the time allotted for an unpaid lunch period when completing the "Total Hours Worked" section of the Out Of Grade Work Authorization form.

EXAMPLE: A member works out of grade for two hours during his or her tour of duty. The member's tour of duty for that day is from 0800 to 1630 hours for a total of 8.0 hours. During the tour, the member had lunch from 1200 hours to 1230 hours. When completing the Out Of Grade Work Authorization form, the member will report a total of 8.0 hours worked in the "Total Hours Worked" section of the form. The member will not include the thirty minutes that was designated for his or her lunch period.

A member works out of grade for two hours during his or her tour of duty. The member's tour of duty for that day is from 0800 to 1630 hours for a total of 8.0 hours. During the tour, the member was denied a lunch period. When completing the Out Of Grade Work Authorization form, the member will report a total of 8.0 hours worked for the "Total Hours Worked" section of the form. In addition, the member will complete an Overtime/Compensatory Time Report for .50 hours. for the time that was allotted for the missed lunch period.

- c. A command staff rank will not be filled unless the absence of the command staff member is to be for an extended period of time and the vacancy would impact on the operations of the unit.
5. Unit timekeeper responsibilities

When a member has worked out of grade, the unit timekeeper will:

- a. indicate the out-of-grade position worked in the "Temporary Change of Watch / Assignment or Additional Assignment Explanation" column of the Automated Daily Attendance and Assignment (A&A) Record.
- b. not record the number of hours worked in an out-of-grade position on the Time and Attendance Record unless an Out of Grade Work Authorization has been received.
- c. retain the Out of Grade Work Authorization for two and one-half years.

B. Civilian Policy

1. General Information

- a. Civilian members may be authorized to work out of grade when:
 - (1) circumstances require that a vacant budgeted position be filled or,
 - (2) a member in a budgeted position will be absent for an extended period of time.
- b. Civilian members will not be authorized to work out of grade in a job title:
 - (1) excluded from union representation.
 - (2) covered by a different bargaining unit agreement.
 - (3) not authorized in the unit's budget.
 - (4) in which an employee is on layoff status.
- c. Pending the approval of the unit commanding officer of command staff rank, a non-exempt-ranked commanding officer/watch operations lieutenant or civilian equivalent can only authorize a civilian member to work out of grade for a maximum of five days.
- d. Chicago Accounting and Purchasing System code number necessary for completing the "Acting In a Higher Rated Position-Civilian" form (CPD-11.646) can be found the Item IV-C of this directive.

2. AFSCME Members

The AFSCME bargaining agreement requires that when a civilian member is directed to perform and is held accountable for substantially all of the duties and responsibilities of a higher-rated job title for more than ten days, the member will be paid at the higher rate for all such time, retroactive to the first day of the assignment.

- a. The time limit for working out of grade is ninety days, except where the civilian member whose position is being filled is on a leave of absence, in which case it will be six months. The time limit may be extended by mutual agreement of the Department and the union.
- b. Unit commanding officers will equitably rotate out of grade assignments on the basis of seniority among the members who have the ability to perform the job without further training. However, unit commanding officers will not rotate members in order to circumvent the out-of-grade payment.
- c. If the member is required to work out of grade in a vacant budgeted position beyond ninety days or six months, whichever is applicable, the Department will post and fill the position as a permanent vacancy as specified in Section 12.7 of the AFSCME bargaining agreement.

3. UNIT II Members

The UNIT II bargaining agreement requires that a civilian member who is directed to perform and who is held accountable for substantially all of the duties and responsibilities of a higher-rated job title for more than five days and sets the appropriate rate of pay as that of the higher rated position, retroactive to the first day of the assignment.

- a. The Unit II agreement restricts the length of the out-of-grade assignment to ninety days, unless the regular incumbent is on a leave of absence in which case the assignment can last for six months.
- b. Unit commanding officers will not arbitrarily remove members from the higher classification solely to circumvent the out-of-grade payment.

4. Procedures

- a. The unit commanding officer of command staff rank will submit a completed "Acting in a Higher Rated Position-Civilian" form to his or her bureau chief for approval no later than seven days after the out of grade assignment began when it is determined that a civilian member is likely to be absent for more than ten days, or the duration of the absence is uncertain and the member's job title must be filled by another member in a lower-rated job title. For an out-of-grade assignment that is certain to be ten days or less (e.g., days off, vacation, medical absence, etc.) an "Acting in a Higher Rated Position-Civilian" form need not be completed.

- b. The "Acting in a Higher Rated Position—Civilian" form will be completed as follows:

Employee Data:	Self explanatory
Current Title Data:	Self explanatory
Fund:	Preprinted number. No entry required
Actv:	Insert unit budget number, i.e., 4126, 4173, etc
Sect. No.:	Applies only to <u>Information Services Division</u> , i.e., 01, 02, 03, 04
Barg. Unit:	<u>indicate the proper union</u> , as appropriate
Title Code:	Same as indicated on the Automated Daily Attendance and Assignment (A&A) Record
Description/Position Title:	Same as indicated on the Automated Daily Attendance and Assignment (A&A) Record
Grade:	Self explanatory
Payroll Number:	Enter 1180 in the box
Current Pay Rate:	Enter the monthly rate in the Amount box and the annual rate in the "Annual Amount" box. Box "FR" is to be left blank
Justification:	Provide sufficient information as to why the member must work out of grade by indicating the impact on unit and/or Department operations if the position is not filled
Signatures:	Self explanatory

- c. The bureau chief will review the form and:

- (1) If approved, forward;
 - (a) a copy to the unit commanding officer of command staff rank.
 - (b) the original to the Deputy Chief, Administrative Logistic Support Group, Bureau of Organizational Development.
- (2) if denied, return the form to the unit commanding officer of command staff rank indicating the reason for that denial.

- d. The Chief, Bureau of Organizational Development, will review the form for completeness and accuracy and, if approved, sign the form and forward it to the Office of Budget and Management, City Hall, Room 604.
- e. The unit commanding officer of exempt rank will ensure that the:
 - (1) copy of the approved form is filed in the unit. The form will be retained as directed by the Forms Retention Schedule (CPD-11.717).
 - (2) unit commanding officer, if different from the command staff member, is notified of the approval or disapproval of the out-of-grade authorization.
- f. Unit commanding officers will ensure that when a member is authorized to work out of grade, the out-of-grade title is recorded in the "Temporary Change of Watch Assignment Or Additional Assignment Explanation Column" on the Automated Daily Attendance and Assignment (A&A) Record and that the out of grade hours are recorded on the member's Time and Attendance Record (CPD-11.602) in accordance with the provisions of the Department directive entitled "**Civilian Time and Attendance Record.**"
- g. When a unit receives a copy of the Acting in a Higher Rated Position Form (OBM-103) containing all required approvals for a member to work out of grade and the member has worked out of grade for more than ten days, the out of grade hours from the first day worked will be reported to the Finance Division on the Overtime / Out of Grade Pay Listing (DPOL 8968 A) in accordance with the provisions of the Department directive entitled "**Payroll and Timekeeping – Holidays / Personal Days.**"

C. Civilian Out of Grade Authorization

Below are the Chicago Accounting and Purchasing System code numbers, by unit, for completing the "Div. No.," "Sect. No.," and "Subsect. No.," boxes of the "Acting in a Higher Rated Position" (CPD-11.646) form ONLY.

UNIT NUMBER	UNIT NAME	DIVISION NUMBER	SECTION NUMBER	SUB-SECTION NUMBER
050	Airport Law Enforcement Section - North (O'Hare)	2020	3280	4201
051	Airport Law Enforcement Section - South (Midway)	2020	3280	4301
059	Marine / <u>Helicopter</u> Helicopter Unit	2020	3280	4125
111	Office of the Superintendent	2005	3005	-
113	<u>Civilian Office of Police Accountability (COPA)</u>	2005	3010	-
120	<u>Bureau of Organizational Development</u>	2010	3015	-
121	<u>Bureau of Internal Affairs</u>	2005	3020	-
122-01	Finance Division - Finance Services	2010	3026	4315
122-02	Finance Division - Payroll Section	2010	3026	4316
123-01	Human Resources Division - Administration	2010	3031	-
123-02	Human Resources Division Investigation	2010	3035	4802
123-03	Human Resources Division - Employee Development	2010	3035	4803
123-04	Human Resources Division - Employee Records	2010	3035	4804
123-05	Human Resources Division - Random Drug	2010	3035	4805
123-07	Human Resources Division - Personnel Concerns	2010	3035	4807
124	Education and Training Division	2015	3320	-
125-01	<u>Information Services Division</u>	2010	3040	4005
125-02	<u>Information Services Division</u>	2010	3040	4010
125-03	<u>Information Services Division</u>	2010	3040	4015
126	Inspections Division	2005	3022	-
127	Research and Development Division	2010	3021	-
128	Professional Counseling <u>Division</u>	2015	3330	-
129	Management and Labor Affairs Section	2015	3325	-
<u>130</u>	<u>Bureau of Technical Services</u>	-	-	-
141	Special Functions <u>Division</u>	2020	3280	4106
142	Bureau of Patrol - Administration	2020	3260	4095
145	Traffic Section - Administration	2020	3280	4401
148	Traffic Court Unit	2020	3280	4403
160	Facilities Management Unit	2025	3150	-
162	Records Division	2010	3051	4202
163	Records Inquiry Section	2010	3051	4203
166	Field Services Section	2010	3051	4205
167	Evidence and Recovered Property Section	2025	3270	4140

169	Police Document Section	2025	3270	4150
171	Central Detention Unit	2025	3270	4155
172	Equipment and Supply Section	2025	3270	4160
177	Forensic Services <u>Division</u>	2025	3225	-
178	<u>Facilities Management Division</u>	2025	3270	4135
179	Reproduction and Graphic Arts Section	2025	3270	4165
180	Bureau of Detectives - Administration	2030	3240	-
184	Youth Investigation Division	2030	3245	4074
188	<u>Bureau of Organized Crime - Administration</u>	2030	3255	4075
189	Narcotics Division	2030	3255	4080
192	Vice & <u>Asset Forfeiture Division</u>	2030	3255	4085
193	Gang Investigation Division	2030	3255	4090
<u>231</u>	Human Resources Division - Medical Services	2010	3035	4806
<u>261</u>	<u>Court Section</u>	-	-	-
608	Major Accident Investigation Unit	2020	3280	4402
701	Public Transportation Section	2020	3280	4121

V. COMPENSATORY TIME EARNED

- A. A member who has worked overtime will, upon completion of the overtime, personally present an Overtime/Compensatory Time Report to the:
1. watch operations lieutenant/unit commanding officer when overtime is worked within the member's unit of assignment.
 2. any supervisory member or designated Court Liaison Section personnel present at the completion of the overtime who can attest to the accuracy of the information submitted by the member when the members has worked overtime outside his or her unit of assignment.

NOTE: Supervisory members or designated Court Liaison Section personnel are responsible for reviewing Overtime/Compensatory Time Reports for accuracy and completeness prior to signing the report indicating their approval.

- B. A member submitting an Overtime/Compensatory Time Report will ensure that sufficient information is documented within the "Required Explanations" section of the report to justify working the overtime (RD Number, court branch, etc.)

VI. RESPONSIBILITIES OF MEMBERS ATTENDING COURT

- A. Members **will not**:
1. appear in court during non-duty hours unless they have:
 - a. been notified to appear in court through the Automated Court Notification Program with a court notification record number, or
 - b. been notified to appear in court and received authorization to appear by the appropriate supervisory member.

2. schedule court appearances on their regular day off (Exception: scheduled court key date and a felony court date provided by felony review) or on a day for which a member requested the use of elective time that was approved.
 3. normally attend court for a duty-related incident while on suspension without prior approval.
 4. request authorization for overtime to attend court if an arrest was the result of a member's participation in secondary employment. This restriction does not apply to "voluntary special work opportunity".
- B. When a member must appear in court, the member will sign-in with court personnel who will complete the Automated Court Notification Log. When applicable, members will complete the Court Log [CPD-21.600 (c)].
- C. When the member must appear in court where no Court Liaison Section personnel are assigned or there is no court assembly room, the member will:
1. notify the Court Liaison Section if the court appearance is prior to 1600 hours.
 2. notify the Crime Prevention and Information Center (CPIC) if the court appearance is after 1600 hours.
 3. notify either the Court Section or CPIC (as appropriate) when the member first arrives for the court appearance and when the court appearance is completed.
 4. if applicable, request the assistant state's attorney or assistant corporation counsel sign the Overtime/Compensatory Time Report to the right of the listed disposition, indicating release time. An assistant state's attorney or assistant corporation counsel cannot approve overtime.

NOTE: Unit supervisors may verify a member's court appearance prior to approving overtime requests for such appearances by contacting either the Court Liaison Section prior to 1600 hours or CPIC after 1600 hours. The officer will enter the attorney's name and telephone number on the overtime report for verification purposes by supervisors.

VII. SUPERVISORY RESPONSIBILITIES

- A. Watch operations lieutenant/unit commanding officers:
1. will ensure that all Arrest Reports contain the name of the officer to appear in court, his or her star number, and day off group and will ensure that the officer does not schedule court appearances for his or her assigned day off (Exception: scheduled court key dates and a felony court date provided by felony review).
 2. will, when practicable, ensure that if more than one officer is appearing in court, the presence of the additional officer is necessary.
 3. will not grant elective time off to members during the period of time they are required to appear in court. A voluntary change in the scheduled day off of an officer will not be allowed if it results in an officer being required to appear in court on his or her regular day off.
 4. may change watch assignments of officers for court appearances in excess of two consecutive days.
 5. may adjust starting times of officers plus or minus two hours from the designated starting time to preclude or minimize overtime earned for court appearances.
- B. Only unit commanding officers may authorize a member to voluntarily work his or her regular day off.

NOTE: Unit commanding officers will not indiscriminately grant voluntary tours of duty. The granting of voluntary tours of duty may impact the Fair Labor Standards Act restriction of 171 hours worked in a 28 day police period.

VIII. OVERTIME COMPENSATION

A. Overtime for a court appearance which does not exceed eight hours will not be credited to a member if he or she is on the medical roll or absent due to sickness in family, death in family, military leave, marriage leave or suspension status. When the court appearance exceeds eight hours:

1. sworn bargaining unit members will be credited in accordance with the provisions of Item VIII-B-11 of this directive.
2. probationary police officers will be credited in accordance with the provisions of Item VIII-G of this directive.
3. civilian members will be credited in accordance with the provision of Item VIII-D, E, or F of this directive, whichever applies to the member.

NOTE: Any member on suspension or leave of absence **who is required by the Department** to appear in court for less than eight hours will be compensated for the hours in court at the straight-time rate. The member will appear in conservative business attire.

B. Overtime hours will be credited for sworn bargaining unit members as follows:

1. All time in excess of the hours worked in the normal work day and the normal work week, whether of an emergency nature or non-emergency nature, will be compensated at the rate of time and one-half on the basis of completed fifteen-minute segments in either compensatory time or payment. The normal work cycle is twenty-eight days always commencing on a Sunday. Overtime will not be provided when:
 - a. the member has attended court during the use of elective time and the member knew of the court date before the elective time was approved.
 - b. the member has been compensated for the time by a secondary employer.
 - c. the member is a witness, or victim in a non-duty-related incident when the member was not compensated by the Department at the time of the incident.
2. For actual hours worked in excess of the normal work day or the normal work week, but less than 171 for a twenty-eight-day work cycle, the overtime rate will be calculated on the member's base salary only. For actual hours worked in excess of 171 in a twenty-eight day period, the overtime rate will be calculated in accordance with the Fair Labor Standards Act (FLSA). Overtime will accrue in fifteen-minute increments once members work at least eight minutes in a fifteen-minute segment. A bargaining unit member who earns overtime pursuant to FLSA will be paid overtime compensation. A bargaining unit member who earns non-FLSA overtime will have the option of electing pay or compensatory time consistent with the provisions of the bargaining agreement.
3. When working overtime in an authorized out-of-grade position, the member will be compensated in accordance with Item IV-A-2 of this directive.
4. Voluntary tours of duty will be credited at the rate of time and one-half for the member's regularly scheduled working hours in either compensatory time or payment. Time worked in excess of the regularly scheduled working hours of a voluntary tour will be credited at the rate of time and one-half in either compensatory time or payment. Such time will be computed on the basis of completed fifteen-minute segments.

EXCEPTION: Hours worked during any Voluntary Special Work Opportunity will be compensated at the designated rate stipulated by each program in accordance to the Department directive entitled "Voluntary Special Work Opportunities." All compensation processing will be determined by each Voluntary Special Work Opportunity program.

5. Bargaining unit members will not be allowed to voluntarily work on their regular days off on a designated holiday except for authorized designated Department overtime initiatives. In this instance, bargaining unit members will refer to Item VIII-B-4 of this directive and be credited with compensatory time for their regularly scheduled working hours. If a member is required to work on the holiday, the member will be compensated in accordance with the provisions of the Agreement and the Department directive entitled "**Payroll and Timekeeping- Holiday / Personal Days.**"
6. Call-back assignments for members who are directed to report to any of the Department's premises or other specified location, authorized to attend a beat meeting at a specified time on a regular scheduled work day, required to report to the Medical Services Section (except for being released from the medical roll), or are authorized to attend a beat meeting at a specified time on a member's regular day off will be compensated at the appropriate overtime rate for a minimum of two hours or be compensated for the actual time worked, whichever is greater, at the overtime rate. Members will be compensated on the basis of fifteen-minute segments at the appropriate overtime rate.
7. Members required to "stand by" (available for work where the members are not able to come and go as they please) will have such time compensated as time worked.
8. A member who has worked a sixth or seventh consecutive day within the calendar week (Sunday through Saturday) will be compensated at the rate of time and one-half for work performed on the sixth or seventh day. A member who performs work on a regular day off that has been cancelled will receive a minimum of eight hours compensation or compensation at the rate of time and one-half the actual hours worked, whichever is greater. Voluntary schedule changes will be exempt from this provision.

NOTE: This provision excludes both lieutenants and captains

9. Any changes in schedule inconsistent with the provisions outlined in the bargaining agreements made after the start of the twenty-eight-day police period will result in the compensation of time and one-half in compensatory time or payment in fifteen-minute segments for the hours worked outside of the member's tour of duty scheduled at the beginning of the members twenty-eight-day police period for that period. Shift changes during the police period made voluntarily at the request of a member and upon approval of the Department will be exempt from this provision.
10. A member will normally not be required to work more than four hours on the first watch on change day if they have worked a full tour of duty on the third watch on the preceding day. If a member is required to work more than four hours on change day on the first watch, he or she will be compensated at the rate of time and one-half for the hours worked on the first watch on change day.
11. Court appearances during off-duty hours, **including instances where the officer's tour of duty ends at exactly the same time the officer is required to attend court**, will be credited at the rate of time and one-half, with a minimum of two hours when the actual time spent in court is two hours or less, except for those court appearances indicated in subsections a, b, and c of this Item. When the actual time spent in court exceeds two hours, overtime will be computed on the basis of completed fifteen-minute segments.

EXAMPLE: An officer whose tour of duty ends at 0900 hours and who is required to attend court at 0900 hours will receive a minimum of 2 hours credit at the overtime rate (3 hours).

- a. Officers required to attend authorized court or pre-trial conferences within one hour immediately preceding their normal tour of duty will be compensated at the overtime rate for one hour.
- b. Officers required to attend authorized court or pre-trial conferences commencing during their tours of duty and extending beyond the normal tour of duty will be

compensated at the overtime rate on the basis of completed fifteen-minute segments for the overtime worked. The overtime will be computed from the end of the normal tour of duty to the sign-out time at court or at the conclusion of the pre-trial conference.

- c. Officers who have completed their attendance at court or pre-trial conferences and are required to work beyond the authorized court time, (i.e., transport witnesses home, return evidence, or return Department vehicle or radio) will notify the on-duty watch operations lieutenant/unit commanding officer of their unit of assignment or CPIC prior to leaving the court facility. The officer will explain the circumstances to the watch operations lieutenant/unit commanding officer or CPIC and obtain authorization for overtime. A separate overtime/compensatory time report will be prepared and submitted to the watch operations lieutenant or unit commanding officer. The narrative portion of the overtime/compensatory time slip will indicate that the overtime is a continuation of the original court overtime and the reason the overtime was worked will be explained. Only if the court appearance and the continuation are more than two hours will additional overtime be earned.

NOTE: Members **do not have the option** of calling either their unit or CPIC. They are to call CPIC only when their unit is not operational.

12. A member will not be compensated for court appearances when:

- a. the court time is during the member's compensatory time and the member knew of the court date before his or her request for compensatory time was approved.
- b. the member is on paid medical leave (including injury on duty) and the appearance does not exceed eight hours.
- c. the member is compensated for such time by a secondary employer.
- d. the member is a witness, or victim in a non-duty related incident when the member was not compensated by the Department at the time of the incident.

NOTE: Court overtime is not to be used to deliver evidence or reports to the assistant state's attorney, assistant corporation counsel, or to other court personnel. These activities must be authorized by the appropriate unit supervisor.

13. Appearances at more than one court on the same day will be compensated at the rate of time and one-half in the following manner:

- a. When the time between court appearances exceeds two hours (sign-out time from the first court to sign-in time at the next court), a minimum of two hours will be credited for each court appearance.
- b. When the time between court appearances is two hours or less, overtime will be computed on the basis of completed fifteen-minute segments for the total time between sign-in time at the first court to sign out-time at the last court. A minimum of two hours will be credited when the total time is two hours or less.

NOTE: A separate Overtime/Compensatory Time report for each court appearance is required. The submitting member will insert, in the explanation section, the words "Multiple Court Appearances" and indicate the court branch in which the member appeared.

C. Overtime hours for sergeants, lieutenants, and captains will be credited according to Item VIII-B of this directive. Additional compensation will be credited as follows:

1. Each sergeant, lieutenant, and captain will be credited for rank with forty-five minutes per day of compensatory time. The forty-five minutes per day will be credited for each day on which the member of the listed rank works, provided that the time worked is at least four hours that day. An Overtime/Compensatory time report will not have to be completed for rank credit. Supervisory members attending training outside the Department (Northwestern University Traffic institute, FBI Academy), special employment, callback, voluntary work RDO, union business, etc., will not be credited for rank with forty-five minutes per day of administrative compensatory time during the training period.
2. When a sergeant assigned to district law enforcement is detailed out of their district of assignment, sergeants will refer to their collective bargaining agreement for compensation rates and detail procedures.
3. When a management lieutenant assigned to district law enforcement is detailed to a district other than one of the four districts listed next to the lieutenant's district of assignment according to Section 20.12 of their bargaining agreement, the lieutenant will be compensated at the rate of time and one-half in fifteen-minute segments for the duration of the detail.
 - a. When such a premium pay opportunity arises in the district from which the detail is drawn, the most senior lieutenant in that district will be given the first option to accept the detail and he or she will be compensated at the rate of time and one-half at fifteen-minute segments for the duration of the detail. If the Department determines a management lieutenant is to be detailed to the Joint Operations Center, the lieutenant may be chosen from Area Central without payment of premium pay at the rate of time and one-half.
 - b. A lieutenant detailed in any manner contrary to the provisions of this section will be compensated at the rate of time and one-half in fifteen-minute segments for the duration of the detail. This will not apply to details required by major unforeseen events for which the Department has less than three days of notice, provided that this exception will not apply for more than five calendar days.

NOTE: The provisions of this section do not apply to lieutenants assigned to the Community Policing Office, tactical lieutenants, or lieutenants assigned as foot lieutenants in the 001st and 018th districts.

D. Overtime for civilian members covered by an AFSCME bargaining unit agreement will be credited in the following manner:

1. Members not exempt from the Fair Labor Standards Act (FLSA)
 - a. All work performed in excess of forty hours per calendar week, or in excess of eight hours worked per day where the employee has forty hours of work or excused absences, will be credited at the rate of time and one-half, in payment or compensatory time, on the basis of completed fifteen-minute segments. **Hours worked beyond thirty-five hours but not in excess of forty hours will be credited in compensatory time at the straight time rate on the basis of completed fifteen-minute segments.** Subject to the requirements of the applicable

law, any such earned compensatory time may not be accumulated in excess of 240 hours.

REMINDER: Timekeepers are reminded AFSCME-represented civilian members work a thirty-five hour work week. If an AFSCME civilian member works any overtime during their scheduled forty hour work week, **the first five hours of work outside the thirty-five hour time frame is entered as straight hour-for-hour compensatory time only.** These first five hours worked in excess of thirty-five hours is not calculated at the time and one-half premium rate and is not eligible for payment.

- b. All work performed on Saturday when Saturday is not part of the employee's work week or on the sixth consecutive day worked will be credited at the rate of time and one-half the regular hourly rate of pay, in either compensatory time or payment.
 - c. All work performed on Sunday, when Sunday is not part of the employee's regular work week; or the seventh consecutive day worked will be credited at the rate of two times the regular hourly rate of pay, in either compensatory time or payment.
 - d. Employees who work a 6-2 or similar schedule will not be entitled to overtime or premium pay for work during their regularly scheduled work hours on their regularly scheduled work day. Such employees who are required to work on their regularly scheduled day(s) off will be entitled to premium pay, either at time and one-half or two times the regular hourly rate of pay, or at the employee's option the employee will be credited with compensatory time at the rate of time and one-half or two times the regularly hourly rate of pay, as appropriate.
 - e. Overtime will be offered first to the employee performing the job and thereafter by seniority to the most senior employee in the classification at the work location being given the opportunity to work, provided the employee has presented the ability to perform the required work without further training. A reasonable amount of overtime will be a condition of continued employment, provided, however, that if such offers of overtime are not accepted by such employees, the Department may mandatorily assign such overtime by reverse seniority.
 - (1) Employees in the job classification at the work location who have been given the option to work the overtime, whether the option was accepted or rejected, will not be afforded the option to work subsequent overtime until all employees in the classification at the work location have been reasonably afforded the opportunity to work said overtime.
 - (2) Department records on overtime rotation will be made available to the AFSCME member upon request.
 - f. Employees called for work outside their regular working hours will receive not less than four hours of pay at their regular straight time or overtime hourly rate, whichever is applicable under their bargaining agreement, except for reasons beyond the Department's control.
 - g. When the Department requires an employee to remain on standby (available for work and the employee is not able to come and go as he or she pleases) such time will be paid as time worked. Employees on non-compensable standby will not be disciplined or otherwise have their work record adversely affected if they are not available for work upon being called.
2. Members exempt from FLSA and the Illinois Minimum Wage Law will not be eligible for overtime compensation. However, such employees will be given compensatory time on an hour-by-hour basis for overtime worked. There will be no pyramiding of overtime or premium pay. Daily or weekly overtime and/or premium pay will not be compensated at the same hours worked.

E. Overtime for civilian members covered by the Unit II bargaining agreement will be credited in the following manner:

1. All work performed in excess of forty hours worked per week in the Department's work week, or in excess of eight hours worked per day where the employee has over forty hours of work or excused absences in the Department's work week, or on the sixth consecutive day worked in the Department's work week, will be paid for time and one-half the regular straight time hourly rate of pay.
2. When employees are required to work on their days off, work on their first regularly scheduled day off will be paid for at time and one-half the regular straight time hourly rate of pay, and work on the second regularly scheduled day off will be paid at two times the regular hourly rate of pay, provided that in either case, the employee worked his or her full regularly scheduled work week, or any absences in the employee's regular work week were excused absences; and provided further that, to be eligible for double-time pay (instead of time and one-half) for work on his or her second regularly scheduled work off, the employee also must have actually worked his or her first day off.
 - a. All overtime will computed on the basis of completed fifteen-minute segments.
 - b. There will be no pyramiding of overtime or premium pay. Daily or weekly overtime or premium pay will not be paid for the same hours worked. Employees exempt from the the overtime provisions of the Fair Labor Standards Act or the Illinois Minimum Wage Law will not be eligible for overtime under Item VIII-E of this directive.
 - c. When overtime is scheduled beyond the regular work week (e.g., Saturday or the 6th day where applicable; Sunday or 7th day where applicable) the Department will give employees scheduled at least twenty-three hours advance notice. The advance notice requirements apply if such lead time is available to the Department.
3. All overtime earned under Item VIII-E-1 and VIII-E-2 will be compensated in the form of payment unless the employee elects to be compensated in the form of compensatory time at the time the overtime is earned. Notice of the overtime compensation election must be provided by the employee to his or her unit timekeeper by no later than the first regular workday following the date the overtime was earned.
 - a. Employees whose normal work week consists of thirty-five hours, and who have between thirty-five and forty hours worked or excused absences in the Department's work week, **will have the option** of requesting, in lieu of straight time pay, one hour of compensatory time for each hour worked between thirty-five and forty hours in that work week. Such request will not be unreasonably denied.

REMINDER: Timekeepers are reminded Unit II-represented civilian members work a thirty-five hour work week. If a Unit II civilian member works any overtime during his or her scheduled forty-hour work week, **the first five hours of work outside thirty-five hour time frame is entered as straight hour-for-hour time.** These first five hours worked in excess of thirty-five hours is not calculated at the time and one-half premium rate and the member has the option of being compensated in compensatory time or payment.
 - b. All accumulated compensatory time which has not been used by 16 October in any calendar year will be paid to employees in the form of cash; provided, however, any employee who so elects may retain up to eighty hours of accumulated compensatory time. In any case no employee will be permitted to accumulate compensatory time in excess of what is allowed under the Fair Labor Standard Act (FLSA).
4. Each Employee scheduled for and reporting to any uniform inspection during hours outside the employee's scheduled shift for that day will receive a minimum of two hours reporting pay.

5. Any time an employee participates in a parade or other civic function at the direction of the Department outside of his or her scheduled hours of work, the employee will receive a minimum of four hours pay at the employee's regular rate of pay.
6. Any time an employee spends in any meeting at the direction of the Department will be considered as hours worked according to his or her bargaining agreement.
7. Overtime or premium time referred to in the Unit II bargaining agreement will be first offered to the employee doing the job. Thereafter, overtime or premium time at the location will be offered by seniority in the employee's job classification, provided that the most senior employee has the then-present ability to perform the duties to the Department's satisfaction without further training. If such offers are not accepted, the Department will mandatorily assign such overtime or premium time by reverse seniority. If the Department has advance knowledge of the need for overtime, employees will be notified. If there are more offers to work the overtime than are needed, the selection will be offered to the most senior employee who has the then-present ability to perform the duties to the Department's satisfaction.

NOTE: Those employees in any classification who have been given the option to work the overtime or premium time, whether the option was accepted or rejected, will not be afforded the option to work subsequent overtime or premium time until all employees in the classification have been afforded the opportunity. Mandatory overtime or premium time will be rotated among employees in the affected classification and work unit, so that an employee who has been mandatorily assigned to work overtime or premium time will be the last employee in the affected classification and work unit required to work the next mandatory overtime assignment. The Department will post relevant seniority/overtime lists in appropriate locations accessible to employees.

8. Although regular days off of employees covered by the Unit II bargaining agreement may be changed to meet the needs of the Department, (special events, parades, etc.), said days off will not be changed solely for the purpose of avoiding the payment of overtime or premium pay. The Department will offer employees the option to change regular days off before mandatorily requiring such changes. Employee seniority will be considered in making said changes to regular days off.
 9. Employees called for work outside their regular working hours will receive not less than four hours of pay at their regular straight time or overtime hourly rate, whichever is applicable under the Unit II bargaining agreement, except for reasons beyond the Department's control.
 10. When the Department requires an employee to remain on stand-by (available for work and the employee is not able to come and go as he or she pleases), such time will be paid as time worked.
 11. Unit II employees required to attend court or pre-trial conferences outside their regularly scheduled work hours will be compensated at the overtime rate except:
 - a. if the court time is during the employee's compensatory time and the employee knew of the court date before his or her request for compensatory time was approved.
 - b. while the employee is on paid medical leave.
- F. Overtime for civilian members not covered by a bargaining unit agreement will be credited as follows:
1. Members not exempt from FLSA.

Overtime will be credited at the rate of time and one-half, in compensatory time, on the basis of completed fifteen-minute segments for time worked in excess of forty hours in a calendar week. Hours worked beyond thirty-five hours but not in excess of forty hours will be credited in compensatory time at the straight time rate on the basis of completed fifteen-minute segments.

2. Members exempt from FLSA.

Civilian members defined as exempt from the Fair Labor Standards Act and the Illinois Minimum Wage Law will not be eligible for overtime compensation for hours worked in excess of forty hours per work week.

- G. Overtime for probationary police officers (PPOs) will be credited in the following manner:
 1. Overtime earned will accrue in 15-minute increments once the PPO works at least eight minutes in a fifteen-minute period.
 2. Overtime will be compensated at straight time for overtime hours of 171 or less worked during an FLSA pay cycle and credited in compensatory time only.
 3. Overtime hours worked in excess of 171 during a 28-day FLSA pay cycle will be calculated by the timekeeper in accordance with FLSA provisions and compensated in **pay at the rate of time and one-half.**
 4. Court appearances and CAPS meetings during off-duty hours will be credited at the rate of hour for hour, with a minimum of three hours. Appearances at more than one court on the same day will be credited at the rate of hour for hour, with a minimum of three hours when the total actual time spent in all the courts attended is three hours or less. When the total actual time spent in all the courts attended exceeds three hours, overtime will be accrued in fifteen-minute increments once the PPO works at least eight minutes in a fifteen-minute period.
- H. Command staff members (sworn and civilian) are not compensated for overtime worked. Such members are eligible for administrative leave upon approval of the Mayoral Chief of Staff.

IX. COMPENSATORY TIME USE FOR SWORN MEMBERS

- A. Compensatory time off will be requested in one-hour segments only.

EXCEPTION: When using compensatory time on a nine hour regular work day, Department members will indicate eight and one-half hours in the Total Hours Requested Off box. Department members will also indicate the use of one-half hour in the Total Hours Requested Off box when electing to use a baby furlough day as indicated in Item XII-A-4-b-2 of this directive.

- B. The request for compensatory time off will be submitted on an Overtime/Compensatory Time Report (CPD-11.608).
 1. Requests to use compensatory time will be submitted to the member's watch operations lieutenant/unit commanding officer at least twenty-four hours in advance. Watch operations lieutenants/unit commanding officers may make exceptions in emergency cases.
 2. Supervisors/non-command staff unit commanding officers may not approve their own Overtime/Compensatory Time Report requests to use compensatory time. Such requests must be submitted to the member's immediate commanding officer for approval. Approval of the appropriate higher-ranking command staff member will be required when the member's unit commanding officer or other command staff member in the chain of command is not available to approve the request.
- C. A member will not request elective time off for the time and date on which the member is required to appear in court in a Department-related matter.
- D. A member appearing in court as a defendant in a non-duty related incident will be required to request the use of elective time if the court appearance is during his or her regular tour of duty. The member will **not** appear in uniform in these instances.

- E. Members will not request nor will district/unit commanding officers authorize the granting of elective time when the requesting member would incur a negative elective time balance.

NOTE: When a member incurs a negative elective-time balance for an elective-time request that was authorized in error, either a Par Form (CPD-11.612) will be completed to indicate the time off granted to be without pay or other forms of time will be used by the timekeeper (i.e. personal day, baby furlough day, or a vacation day) for the elective time requested.

- F. At the discretion of the unit commanding officer, a member may be permitted to use elective time to extend a furlough beyond the authorized extension, a full furlough (twenty-eight days), a furlough segment (fourteen days), or the compensatory time furlough.
- G. Requests for the use of elective time that do not exceed fourteen consecutive days may be granted at the discretion of the watch operations lieutenant/unit commanding officer as long as the number of days off is consistent with unit needs, the provisions of this directive, and do not adversely affect Department operations. Requests for use of elective time that exceed fourteen consecutive days off (including regular scheduled days-off) will be submitted through the chain of command to the respective bureau chief's office for approval. This section does not apply to members applying for Disability Pension.

X. COMPENSATORY TIME USE BY CIVILIAN MEMBERS

A. AFSCME Members

- Employees will use their compensatory time within ninety days after it is earned. If an employee's request to use the compensatory time is denied by the Department, the employee may continue to carry such time for up to one year. After one year the employee may ask for compensation in payment for unused compensatory time or, after approval by the Department, to carry over such compensatory time to the next year.
- An employee may request a flexible hour or compressed work week schedule, which may be granted at the discretion of the unit commanding officer. If operational needs permit the granting of some, but not all such requests, priority will be given to the employee who AFSCME finds has the greatest personal need. Supervisors will not act arbitrarily when exercising their discretion to grant or deny such requests.

B. Unit II Members

- Use of compensatory time will be subject to the operational and scheduling needs of the Department.
- All accumulated compensatory time not used by 16 October in any calendar year will be compensated to the employee in the form of payment. Any employee who so elects may retain up to eighty hours of accumulated compensatory time.
- The term "excused absences" will include paid holidays, paid personal days, scheduled vacations days, scheduled compensatory time, scheduled unpaid furlough days, paid sick leave, and paid union business under Article 16 of the bargaining agreement, but will not include any other time off work.

XI. HOLIDAY COMPENSATION

Sworn and civilian members will be compensated for holidays in accordance with the policy and procedure outlines in the Department directive entitled "**Payroll and Timekeeping—Holidays / Personal Days.**"

XII. OVERTIME/COMPENSATORY TIME REPORT

All overtime worked and any request to use elective time will be reported on the Overtime/Compensatory Time Report (CPD-11.608).

A. The Overtime/Compensatory Time Report consists of multiple sections containing various information fields.

1. The member information section is self-explanatory.
2. Overtime Earned Section
 - a. Date Overtime Worked: enter the actual date the overtime was worked. If the overtime worked overlaps two dates, enter both dates (e.g., 5-6 June 2016).
 - b. Day of Week: enter the day of the week the overtime was worked. If the overtime worked overlaps two days, enter both days (e.g. Mon-Tue).
 - c. Regular Duty Hours: enter the regular duty hours prior to the start of the extension of tour or enter the regular duty hours for the date overtime was earned, whichever is applicable.
 - d. From/To: enter the time the overtime began and the time the overtime ended.
 - e. Actual Hours Total: enter the total amount of actual overtime worked expressed in decimals (15 minutes, .25; 45 minutes, .75; 1 hour and 30 minutes, 1.50, etc.).
 - f. Credited Hours Total: the member submitting the Overtime/Compensatory Time Report will leave this space blank. The credited Hours Total box will be completed by the watch operations lieutenant (or equivalent) who is present when the overtime is completed except when the member has earned overtime outside his or her unit of assignment (court, parade detail, off-duty arrest, etc.). In those instances, the Credited Hours Total box will be completed by the member's watch operations lieutenant (or equivalent).

NOTE: A time and one-half conversion table has been provided on the reverse side of the Overtime/Compensatory Time Report to assist in determining the correct number of hours in the Credited Hours Total Box.

3. Reason for Working Overtime Section: the form lists nine categories of overtime. One of the boxes must be selected with an "X". If the overtime encompasses more than one category, only the category showing the primary reason the overtime was worked will be selected.

The categories are explained as follows:

- a. Extension of Tour: any overtime worked immediately preceding or immediately following a tour of duty.
- b. Court: any overtime worked for required off-duty attendance in circuit court, federal court, grand jury, or at an administrative hearing. The attendance must be required because of a duty-related incident.
- c. CAPS: any overtime worked for a required beat community meeting with the prior approval of the watch operations lieutenant.
- d. Call Back: any overtime worked as a result of an official assignment which does not immediately precede or follow an officer's regularly scheduled work hours, excluding court appearances and required attendance at Medical Services Section.
- e. Worked Regular Day Off (Required): any overtime worked as a result of an officer working his or her regular day off at the direction of a watch operations lieutenant or unit commanding officer.
- f. Special Event: any overtime worked resulting from assignment to parades, details, etc.

NOTE: This category will take precedence during instances where multiple reasons for working overtime exists.

- g. Staff Meeting: any overtime worked as a result of a supervisory unit meeting at the direction of the unit commanding officer.
 - h. Other: any overtime worked which does not fall into any of the listed categories. Member must describe the overtime by completing the "Explain Assignment" box.
 - i. Election: any overtime worked resulting from an election detail.
4. Request to use Compensatory Time/Personal Day/ Baby Furlough Day/Vacation Day Section is self-explanatory. Department members will:
- a. when requesting multiple days off, submit a separate report for each date requested off, unless the dates are consecutive and within the same category.
 - b. request all time off in one-hour segments except:
 - (1) electing to use a full day of compensatory time on a nine hour regular work day schedule. The member will indicated the use of 8.5 total hours in the "total hours requested off" box of the section.
 - (2) electing to use a baby furlough day (B.F.D.). For sworn members below the rank of sergeant, the use of a baby furlough day is equivalent to an eight hour regularly scheduled work day. The member will insert an "X" in the day box on the line indicating the use of a baby furlough day. The member will also insert an "X" in the day box on the line indicating the use of compensatory time. The total compensatory time used for the time difference in a B.F.D. will be indicated in the Total Hours Requested Off box.

NOTE: Department members will indicate "compensatory time used to complete the baby furlough day" in the Explain Assignment Section.

- c. Day (s) of Week: insert an "X" in the day box on the line indicating the type of elective time requested. Any additional vacation days/hours not needed to complete the annual furlough or split furlough must be completed either individually or consecutively.
5. Required Explanations Section: is self-explanatory except:
- a. Explain Assignment Section: information entered in this section should support the overtime earned. All overtime earned requires an explanation.
 - b. Disposition Section: information entered in this section will indicate a disposition or continuance date of a court appearance if the information is immediately available. Department members will not remain in court pending the final disposition of the case. The final disposition of the case is not required for the completion of the Overtime/Compensatory Time Report or the Court Log.
6. Request for Compensatory Time/Payment Section: One of these boxes MUST be checked when the overtime earned report is submitted by a member.

EXCEPTION: Certain Voluntary Special Work Opportunities may allow for the selection of the payment box only.

7. Signatures Section
- a. Submitting Member is self-explanatory.

- b. Approved:
 - (1) The approving supervisor will be the supervisory member who can attest to the accuracy of the information submitted by the member. The information fields are self-explanatory.
 - NOTE:** Designated Court Section personnel will attest to the accuracy of the information submitted by the member.
 - (2) Information required in the approved section will be obtained immediately upon the completion of the overtime.
 - (3) Requesting to use compensatory time: an approving supervisor's signature is required as dictated by unit structure/policy.
- c. Watch operations lieutenant/Unit C.O.:

Reporting Overtime Earned: the watch operations lieutenant, unit commanding officer, or equivalent has the ultimate responsibility for reviewing and approving a report of overtime earned or request to use compensatory time. The approving supervisor will complete the Auth. Approver/Unit C.O. section indicating approval.
- d. Timekeeper: the timekeeper will enter his or her initials and the date when the requested action is posted on the Time and Attendance Record. No reports are to be accepted without the proper signatures and explanations.
- 8. Time Stamp Verification Section (found on the back of the Overtime/Compensatory Time Report): members appearing in court branches during off-duty hours that are equipped with the stamp verification machines (e.g., Traffic Court, Leighton Criminal Court Building) must have their Overtime/Compensatory Time Report stamped by the court liaison section personnel.
 - a. IN: members will provide their Overtime/Compensatory Time Report to Court Section personnel for time-stamp verification prior to reporting to the appropriate court room.
 - b. OUT: members will be provide their Overtime/Compensatory Time Report to Court Section personnel for time-stamp verification immediately upon completion of the court appearance.
- 9. Time and One-Half Conversion Table: found on the back of the Overtime/Compensatory Time Report.

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

Authenticated by: KC

Eddie T. Johnson
Superintendent of Police

15-163 RCL/EW/DK



Rahm Emanuel
Mayor

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

Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-22

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman King asked for the crime trend in the 1st and 2nd districts for the last few years.

Please see the attached document.

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

**Crime Trends in the 1st 2nd Districts
2015 vs 2016 and 2016 vs 2017 Year to Date**

2015										
DISTRICT	MURDER	CRIMINAL SEXUAL ASSAULT	ROBBERY	AGGRAVATED ASSAULT	AGGRAVATED BATTERY	Burglary	Theft	MOTOR VEHICLE THEFT	Arson	TOTAL
1	4	30	319	78	130	176	5651	196	7	6591
2	24	58	519	161	317	475	2439	483	11	4487
Total	28	88	838	239	447	651	8090	679	18	11078

2016										
DISTRICT	MURDER	CRIMINAL SEXUAL ASSAULT	ROBBERY	AGGRAVATED ASSAULT	AGGRAVATED BATTERY	Burglary	Theft	MOTOR VEHICLE THEFT	Arson	TOTAL
1	9	68	458	117	149	215	6554	229	4	7803
2	26	76	659	238	325	585	2746	471	6	5132
Total	35	144	1117	355	474	800	9300	700	10	12935

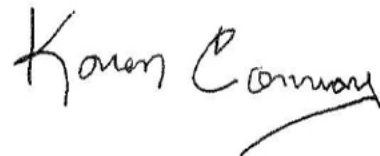
01 January to 03 November 2016										
DISTRICT	MURDER	CRIMINAL SEXUAL ASSAULT	ROBBERY	AGGRAVATED ASSAULT	AGGRAVATED BATTERY	Burglary	Theft	MOTOR VEHICLE THEFT	Arson	TOTAL
1	9	66	386	98	132	173	5543	198	3	6599
2	23	67	555	195	279	473	2299	408	5	4281
Total	32	133	941	293	411	646	7842	606	8	10880

01 January to 03 November 2017										
DISTRICT	MURDER	CRIMINAL SEXUAL ASSAULT	ROBBERY	AGGRAVATED ASSAULT	AGGRAVATED BATTERY	Burglary	Theft	MOTOR VEHICLE THEFT	Arson	TOTAL
1	4	54	480	104	145	191	6364	235	4	7581
2	26	63	507	213	294	419	2287	415	11	4235
Total	30	117	987	317	439	610	8651	650	15	11816

Source: ICLEAR; CHRIS_DWH.CRIMES_ALLV Query on 07 November 2017

Request: What are the trends in the 1st and 2nd Districts for the last few years?

Approved:



Karen Conway, Director

Research and Development Division



Rahm Emanuel
Mayor

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

Eddie T. Johnson
Superintendent of Police

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Eddie T. Johnson
Superintendent
Department of Police

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 7, 2017

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 57-27

The attached information is in response to questions posed at our department's hearing on November 2, 2017 to discuss the proposed 2018 budget.

Alderman Reilly asked for quality of life numbers for the 1st, 12th and 18th districts requested in his October 24, 2017 letter.

The response to the letter can be found in the attachment. The Chicago Police Department Analysis Section was unable to retrieve numbers on "Homeless Camp Missions" as this information is not tracked.

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



BRENDAN REILLY
VICE MAYOR

ALDERMAN - 42ND WARD

42ND WARD OFFICE

325 WEST HURON STREET
SUITE 510
CHICAGO, ILLINOIS 60654
TELEPHONE: (312) 642-4242

CITY HALL OFFICE

CITY HALL-ROOM 300
121 NORTH LASALLE STREET
CHICAGO, ILLINOIS 60602
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COMMITTEE MEMBERSHIPS

BUDGET & GOVERNMENT OPERATIONS
COMMITTEES, RULES AND ETHICS
FINANCE
TRANSPORTATION AND PUBLIC WAY
WORKFORCE DEVELOPMENT AND AUDIT
COMMITTEE ON ZONING

October 24, 2017

Eddie Johnson
Superintendent
Chicago Police Department
3510 S. Michigan Avenue, 5th Floor
Chicago, IL 60653

Dear Superintendent Johnson:

I am writing in regards to the number of arrests made within the 42nd Ward this past year. My office receives quality of life concerns daily that require the attention and enforcement of the Chicago Police Department.

I respectfully request your department produce the number of citations issued from November 1, 2016 to date, in the 1st, 12th and 18th Districts (broken out by district) for the following infractions:

- Street Performer / Noise Violations
- Altered Motorcycle Mufflers (Straight Pipe Violations)
- Drag Racing / Cruising
- Aggressive Panhandling
- Narcotics Arrests
- ~~Homeless Camp Missions~~

I respectfully request these statistics by Monday, October 30, 2017.

Thank you in advance for your attention to this request. Please feel free to contact my office if you require further information regarding this matter.

Sincerely,


Brendan Reilly
Alderman, 42nd Ward

**42nd Ward Quality of Life Concerns
01 November 2016-31 Oct 2017
Chicago Police Department**

**Citations for Street Performer / Noise violations
4-244-164**

District	ANOV
1	2
12	0
18	0
Total	2

Source:chris_dwh.tsss ts,CHRIS_DWH.CPD_ANOV2
Query date: 06 Nov 17

Citations for altered Muffler 9-76-140 (A)

District	ANOV	Traffic Citation
1	2	4
12	0	2
18	0	3
Total	2	9

Source:chris_dwh.tsss ts,CHRIS_DWH.CPD_ANOV2
Query date: 06 Nov 17

Citations for Drag Racing/Cruising

District	Drag Racing 9-12-090		Crusing 9-80-210	
	Traffic Citation	ANOV	Traffic Citation	ANOV
1	0	0	0	0
12	0	0	0	0
18	0	0	0	0

Source:chris_dwh.tsss ts,CHRIS_DWH.CPD_ANOV2
Query date: 06 Nov 17

Aggressive Panandling

District	ANOV
1	79
12	13
18	53
TOTAL	145

Source:CHRIS_DWH.CPD_ANOV2
Query date: 06 Nov 17

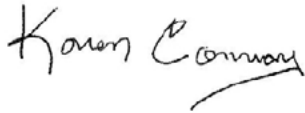
Narcotic Arrests

District	Total
1	121
12	259
18	152

Query date: 06 Nov 17

Source: chris_dwh.charge_codes, CHRIS_DWH.ARREST_ALL, mv_owner.arrest_charges,

Approved:



Karen Conway, Director
Research and Development Division