



POST-INVESTIGATION LOG NUMBER PROCEDURES



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I. PURPOSE

This directive:

- A. describes administrative summary reports.
- B. designates the responsibility for communication with reporting parties.
- C. delineates post-investigation Log Number procedures.
- D. identifies the responsibilities and options of members disciplined for misconduct.
- E. designates the responsibility for notification to the Illinois Law Enforcement Training Standards Board.

II. DEFINITIONS

For the purposes of the Department's complaint and disciplinary system, the following definitions apply:

- A. **Accountability Sergeant:** a sergeant assigned to a district or unit responsible for receiving, processing, and investigating misconduct complaints made against Department members assigned to his or her district or unit, which are referred for investigation by BIA.
- B. **Automated Complaint System (ACS):** the application for processing Log Number investigations initiated prior to 10 February 2019. The ACS is no longer used for initiating Log Numbers and will become inactive when all Log Numbers initiated therein have reached their final disposition.
- C. **BIA Case Management Supervisor:** a sergeant assigned to BIA who assists the BIA Supervising Lieutenant with the review and approval of investigations conducted by accountability sergeants.
- D. **BIA Investigator:** a sworn Department member assigned or detailed to BIA responsible for receiving, processing, and investigating misconduct complaints made against Department members assigned to BIA for investigation. Sergeants, police officers (assigned as detectives), and, in certain limited circumstances, police officers may serve as BIA investigators to conduct Log Number investigations.
- E. **BIA Supervising Lieutenant:** a lieutenant assigned to the BIA who supervises and reviews investigations conducted by accountability sergeants or BIA investigators.
- F. **Case Management System (CMS):** the application for processing Log Number investigations initiated on or after 11 February 2019. The CMS maintains investigation data regarding the number, classification, and status of all Log Number investigations initiated on or after 11 February 2019, from the intake process through the final disposition.
- G. **Civilian Office of Police Accountability (COPA):** an agency within the City of Chicago responsible for administrative investigations of certain complaints against Department members as well other as incidents in where no complaint is made. Chapter 2-78 of the Municipal of Code of Chicago establishes COPA.
- H. **Complaint:** one or more allegations of misconduct reported to the Department, COPA, or the Office of the Inspector General (OIG).

- I. **District Commander:** an exempt commanding officer accountable for the performance of all district personnel and the actions taken to address police service and crime suppression activities within a district.
- J. **Exempt Supervisor:** a command staff member at or above the level of commander or director.
- K. **Final Disciplinary Decision:** the final decision of the Superintendent or his or her designee regarding whether to issue or recommend discipline after review and consideration of the investigative findings and recommendations, including after any additional investigation conducted as a result of such review. For COPA investigations, the final disciplinary decision occurs after the conclusion of the process described in Chicago Municipal Code Section 2-78-130(a).
- L. **Final Disposition:** the status of a Log Number investigation after the final disciplinary decision and any grievance process, arbitration, Police Board proceeding, or appeal relating to the final disciplinary decision.
- M. **Less Serious Transgression:** An act or omission which warrants prompt and appropriate action but does not require a Log Number as outlined in the Department directive titled "[Summary Punishment](#)."
- N. **Log Number:** a unique tracking number assigned to any incident brought to the attention of the Department or COPA by a reporting party involving a Department member that may be investigated and that will be linked with all phases of the investigation and disciplinary process through the final disposition. A Log Number is classified by type to identify the incident notification or investigation's administrative process. The Log Number classification type may change based on the progress of the administrative notification and investigation of the incident; however, the Log Number itself will always remain the same, including during the grievance process, arbitration, any Police Board proceeding, or appeals therefrom thereby permitting reporting parties/subjects (or their representatives) the opportunity to track their complaints. The Department will ensure that information related to any grievance process, arbitration, Police Board proceeding, or appeals therefrom (e.g., grievance numbers and docket numbers) are entered into CMS. The Log Number classification types are:
1. INFORMATION/COMPLAINT—the classification given to a Log Number when it is initiated to document a complaint (allegation of misconduct).
 2. COMPLAINT REGISTER (CR)—the classification given to a Log Number by a BIA investigator or accountability sergeant after he or she completes the preliminary investigation and obtains a sworn affidavit or sworn affidavit override, or determines that a sworn affidavit is not required to conduct a full investigation.
 3. NOTIFICATION—the classification given to a Log Number that is initiated for administrative tracking purposes because the incident requires an immediate notification to COPA, even when there is no accompanying allegation of misconduct. This notification to COPA is required for the following incidents:
 - a. when a sworn Department member discharges a firearm (on or off duty) and another person is injured or killed by one or more bullets fired by that member, or when a sworn Department member has suffered a self-inflicted gunshot wound.
 - b. when a sworn Department member discharges a firearm (on or off duty) at a person and the person is not injured or killed.
 - c. unintentional firearm discharge incidents and firearm discharge incidents solely for the destruction or deterrence of an animal.
 - d. Taser discharges
 - e. Oleoresin Capsicum (OC) and other chemical agent discharges.
 - f. the use of chemical/smoke dispensing or distraction devices.

- g. an incident involving a motor vehicle accident with fatalities including any death resulting from a motor vehicle accident involving a Department member engaging in law enforcement activity off duty.
 - h. any other miscellaneous and extraordinary incidents including death in custody, suicide in custody, or an attempted suicide in custody.
- O. **Log Number Investigation:** The process during which evidence is collected, assessed, and analyzed about an incident subsequent to the assignment of a Log Number.
- P. **Reporting Party/Subject:** the complainant that brings an incident involving a Department member that may be investigated to the attention of the Department or COPA. The reporting party/subject can be a member of the public or a sworn or civilian Department member.

III. ADMINISTRATIVE SUMMARY REPORTS

- A. The Administrative Summary Report (ASR) is an electronic record that provides an abstract of the Log Number investigation after a final disciplinary decision is reached. The ASR contains:
- 1. a description of the Department members and individuals involved in the alleged misconduct;
 - 2. the date, time, and location of the alleged misconduct;
 - 3. a description of the allegations and applicable policies;
 - 4. a narrative summary of the alleged misconduct;
 - 5. a narrative summary of the investigation; and
 - 6. the investigating body's findings and conclusions for each allegation of misconduct, including any discipline recommended.
- B. The Bureau of Internal Affairs (BIA) will redact information from ASRs that is legally exempt from disclosure for privacy or other purposes prior to electronic publication.
- C. Within seven days of the final disciplinary decision, BIA will email the ASR to the accused member and the accused member's exempt unit commanding officer. The accused member's exempt unit commanding officer will email the ASR to the accused member's immediate supervisor who will specifically adhere to the responsibilities outlined in Section III of this directive.
- D. Within sixty days of the final disciplinary decision, the completed ASRs will be published on the Department's public website at:
<https://home.chicagopolice.org/administrative-summary-report-index/>

IV. POST-INVESTIGATION PROCEDURES FOR ACCOUNTABILITY SERGEANT INVESTIGATIONS

- A. BIA will provide the accused Department member's exempt unit commanding officer with the investigative findings, recommended discipline, or corrective action (if any) within seven days of an accountability sergeant's investigation reaching final disciplinary decision. Exempt unit commanding officers will promptly disseminate this information to the accused member's immediate supervisor.
- B. Within thirty days of the exempt unit commanding officer disseminating the information, the accountability sergeant will meet with the accused Department member and the accused Department member's immediate supervisor regarding the investigative findings, recommended discipline, or corrective action (if any) mentioned above.

NOTE: Accused Department members may decline the post-investigation meeting with the accountability sergeant.

- 1. The accountability sergeant who participated in this meeting will document the accused member's participation in the Case Management System (CMS) note section. Additionally, the accused member's immediate supervisor who participated in the meeting will document the meeting on their Supervisor's Management Log (CPD-11.455).

2. The accountability sergeant will additionally notify the BIA Accountability Lieutenant by email whether or not the accused member agreed to the meeting and the successful meeting date, if any.

V. REPORTING PARTY COMMUNICATION

BIA will:

- A. provide the reporting party/subject a copy of the ASR within sixty days of the final disciplinary decision.
- B. notify the reporting party/subject in writing if an accused member elects to file a labor grievance relating to any discipline imposed due to a sustained log number investigation within ten days of receiving notice of the grievance.
- C. notify the reporting party/subject in writing within ten days of receiving notice of the final disposition.

VI. SUSPENSION/OPTIONS

- A. When a Department member is suspended, the Finance Division will electronically forward the Suspension Notification form ([CPD-44.102](#)) to the member's exempt unit commanding officer.
- B. If a Department member facing suspension is on extended medical roll or is injured on duty for an extended period of time, the exempt unit commanding officer will ensure the Suspension Notification is served by a supervisory member to the affected member in one of three manners:
 1. the supervisory member will first attempt service of the Suspension Notification directly to the affected member by:
 - a. giving the affected member one copy of the notification; and
 - b. having the supervisory member sign and indicate the date and time of service on the original and electronically attaching it to CMS or ACS within twenty-four hours of service.
 2. the supervisory member will next attempt service of the Suspension Notification to an adult member of the affected member's household when direct notification to the member is not made. The original will be:
 - a. signed by the supervisory member attempting to serve the notification;
 - b. electronically attached to CMS or ACS within twenty-four hours of service to the adult household member.
 3. the supervisory member will leave the Suspension Notification at the residential address registered with the Department by the affected member only after two in-person attempts to serve the affected member resulted in no contact and attempts to serve an adult living at the residence also resulted in no contact. The original will be:
 - a. signed by the supervisory member attempting to serve the notification;
 - b. electronically attached to CMS or Automated Complaint System (ACS) within twenty-four hours of the second attempted service.
 4. notify the Civilian Office of Police Accountability (COPA) or BIA, as appropriate, after the Suspension Notification has been served or left at the member's residence.
- C. Options to suspension may be granted by the Superintendent to a member who has been ordered suspended for a specified number of days.
- D. The Superintendent, or the Superintendent's designee, may permit the member to satisfy all or part of the suspension by:
 1. forfeiting of:

- a. compensatory time earned;
 - b. days of accumulated vacation/furlough time up to one-half of the member's authorized vacation/furlough;
 - c. one or more of the member's personal days or authorized baby furlough days; or
 - d. any combination of the above and accumulated vacation/furlough days not to exceed one-half of the member's authorized vacation/furlough.
2. working regular scheduled days off without compensation if the affected member is exempt from the overtime compensation provisions of the Federal Fair Labor Standards Act (i.e., not subject to mandatory time and one-half pay rate compensation for overtime hours worked according to provision of the Act). These members will not be allowed to satisfy a suspension by working regular scheduled days off without compensation on paid holidays established by City Ordinance and may not exceed the limit of working one regular scheduled day off without compensation per calendar week unless a three day weekend is involved, in which case the member may work two regular scheduled days off.
- E. When the Superintendent has signed a suspension order and has granted options to suspension, the order will be electronically forwarded to the Finance Division.
- F. The Finance Division will prepare an Election/Rejection of Options to Suspension ([CPD-61.416](#)) for the member facing suspension and will send the original and one copy to the member's unit of assignment/ detail, to the unit's CLEAR message in-box and to the exempt unit commanding officer's Department e-mail.
- G. Upon receipt of the forms at the member's unit of assignment/detail, the station supervisor or unit commanding officer will:
1. inform the member that options to suspension have been granted by the Superintendent;
 2. record the date and time the member was notified on each copy of the form, and affix their signature; and
 3. advise the member that they must complete and return the original copy of the form within seventy-two hours after the date and time of the notification recorded on the form if the member elects to exercise options to suspension.
- H. When the member returns a completed Election/Rejection of Options to Suspension within the seventy-two hour time period and the form indicates the member elects to exercise options, the unit timekeeper will complete the certification of compensatory time earned, vacation/furlough time, personal days, and authorized baby furlough days accredited to the member, sign the form, and forward it to the Finance Division without unnecessary delay.
- I. When the member fails to return a completed Election/Rejection of Options to Suspension within the seventy-two hour time period, it will be a rejection of the options. In such cases, after the seventy-two hour period of time has elapsed without a response from the member, the unit commanding officer will indicate "Options Rejected," and forward the form to the Finance Division.
- J. If a member of the Department is ordered suspended for more than thirty days, the City of Chicago will **not** make the premium payment for the member's hospitalization insurance. In such instances, the Human Resources Division will notify the suspended member, by certified mail, of the action the member must take to ensure the continuation of any insurance coverage during the period of suspension.
- K. A sworn member of the Department remains bound by the Rules, Regulations, directives, and orders of the Chicago Police Department while on suspension. A sworn member of the Department while on suspension **will not** :
1. exercise the police powers of a Chicago Police Officer;

2. carry a firearm; or
 3. be required to appear at court hearings in cases in which they were the arresting officer when such hearings are scheduled during the period of time the member will be on suspension, unless subpoenaed.
- L. A sworn member who is suspended will turn in their star, shield, and identification card to their unit commanding officer. A civilian member suspended will turn in their identification card to their unit commanding officer. The commanding officer will ensure that the Equipment Transaction Receipt (CPD-62.141) is completed. The surrendered items will be returned to the member upon their return to duty. Failure to surrender the required items will result in further disciplinary action against the member.
- M. In the event:
1. a sworn member is scheduled to appear at a court hearing while on suspension, unless subpoenaed, they will notify a supervisor in their unit of assignment immediately upon learning they will be unable to appear at the scheduled court call, but no later than one hour before the scheduled court call; or
 2. a unit receives notification of court cases requiring the appearance of a member during such member's period of absence, and there is no other arresting officer available, the unit of assignment/detail of the member will request continuances of the cases to a date subsequent to the member's scheduled return to duty.

VII. NOTIFICATION TO THE ILLINOIS LAW ENFORCEMENT TRAINING STANDARDS BOARD

- A. The Training and Support Group is the Department's liaison with the Illinois Law Enforcement Training Standards Board.
- B. The Chief, BIA, will ensure that the Deputy Chief, Training and Support Group, is notified when a Department member:
1. is separated as a result of a sustained Log Number investigation; or
 2. resigns during a Log Number investigation and after the member has been served notice that he or she is under investigation based on the commission of any felony or sex offense.
- C. The Deputy Chief, Training and Support Group, will ensure that consistent with the Illinois Police Training Act (50 ILCS 705), all required notifications are made to the Illinois Law Enforcement Training Standards Board (e.g. when an officer resigns while a log number investigation or disciplinary charges are pending).

VIII. COMPLAINT INTAKE AND INVESTIGATION PROCESS SURVEYS

- A. The Office of Community Policing, in conjunction with the Bureau of Internal Affairs, will ensure satisfaction surveys are conducted regularly, at minimum annually, relating to the complaint intake and investigation process.
- B. The Chief, BIA, will evaluate trends and training opportunities identified as a result of information received from these surveys.

IX. RECORDS RETENTION

- A. All disciplinary decisions and discipline imposed will be documented in the administrative investigative file and the accused member's disciplinary history within CMS.
- B. All administrative investigative files and disciplinary histories will be electronically preserved within CMS.

NOTE: Notwithstanding any other provision of law to the contrary, all public records and nonpublic records related to complaints, investigations, and adjudications of police misconduct shall be permanently retained and may not be destroyed.

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