



DEPARTMENT DIRECTIVES SYSTEM



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I. PURPOSE

This directive:

- A. outlines the Department policy regarding Department directives, including when there is a change of command for the position of Superintendent of Police.
- B. describes the Department Directives System of the Chicago Police Department, including the classifications, format, review, and publication of Department directives.
- C. describes unit-level directives and identifies the procedures for the creation, review, and publication of these directives.
- D. identifies unit-level and individual Department member responsibilities related to Department directives, including training on and compliance with Department directives.
- E. complies with the Department directive review, collaboration, response, and objection processes outlined in MCC 2-80 "Community Commission on Public Safety and Accountability" and State of Illinois versus City of Chicago, Case No. 17-cv-6260 (Consent Decree).

II. POLICY

- A. The policy and procedures of the Chicago Police Department will be disseminated through the issuance of directives authenticated by the appropriate authority, as outlined in this directive. Department directives are official documents establishing, defining, and communicating Department-wide policy, procedures, responsibilities, or programs issued in the name of the Superintendent of Police.
- B. Department directives are intended to guide the efforts, objectives, and responsibilities of the Department and direct the activities of the Department members to ensure their activities:
 - 1. are consistent with and support the vision, mission, core values, goals, and overall philosophy of the Department, and
 - 2. comply with local, state, and federal law.

NOTE: However, Department directives may further restrict or require actions of Department members beyond those established by local, state, and federal law, provided that the additional restrictions or requirements do not violate or are not otherwise in conflict with the respective law.

- C. All Department directives that were in effect or enacted by a previous Superintendent of Police will remain in effect until such time they are revised or rescinded under the authority of the current Superintendent of Police.
- D. The Department Directives System (DDS) serves as the official repository for the Department directives, provides access to the current, official copies of these directives, and is publicly available at <http://directives.chicagopolice.org>.

III. DIRECTIVE DEVELOPMENT

The Chicago Police Department will develop, publish, and implement directives in compliance with the review, response, collaboration, and objection processes outlined in MCC 2-80 "Community Commission on Public Safety and Accountability," MCC 2-80-110 "Department, COPA, and Police Board policymaking," and State of Illinois versus City of Chicago, Case No. 17-cv-6260 (Consent Decree).

A. Community Commission on Public Safety and Accountability (CCPSA)

1. Pursuant to MCC 2-80-050(h) and (i), the Community Commission on Public Safety and Accountability (CCPSA) has the power and duty to (1) collaborate with the Chicago Police Department (CPD) in the development of new or amended Department policy and (2) draft, review, and approve by majority vote any proposed new or amended Department policy.
2. "Department policy" is defined as any Department General Order, to the extent that the General Order is not covered by or in the jurisdiction of the Consent Decree or otherwise identified by the U.S. District Court as falling within the scope of the Independent Monitor's mandate. "Policy" does not include the allocation or deployment of Department personnel or resources to address public safety or other matters affecting the day-to-day operation of the Department.
3. The Office of the Superintendent, in conjunction with the Office of Constitutional Policing and Reform and the Research and Development Division, will ensure the Department engages in the collaborative Department policymaking process as prescribed in MCC 2-80-110 "Department, COPA, and Police Board policymaking."
4. Nothing in MCC 2-80 or this directive prevents the Department from seeking review, comments, or collaboration from the CCPSA on Department directives not included in the above-listed definition of "Department policy." At minimum, the Department will solicit input from the CCPSA during any community engagement or comment process as outlined in the Department directive titled "[Community Engagement in Policy Development](#)."

B. Independent Monitoring Team (IMT) and the Illinois Office of the Attorney General (OAG)

1. The Department will submit all policies and procedures required to be implemented or maintained by the Consent Decree to the IMT and OAG for review, comment, and, subsequently, if necessary, objection.
2. The Office of Constitutional Policing and Reform, in conjunction with the Professional Standards and Compliance Division and the Research and Development Division, will ensure the Department consults with the IMT and OAG when developing and revising policies and procedures related to the Consent Decree, works collaboratively with the IMT and OAG, and make any necessary and appropriate adjustments based on those consultations and collaborations.

C. Community and Department Member Engagement

1. As part of the ongoing mission to grow trust within the communities it serves, the Department recognizes it is critically important to give community members a voice and receive community feedback in the development of Department directives.
2. In developing or revising Department directives, the Department is committed to working with the members of the community and will seek input from Department members, members of the community, and community-based organizations with relevant knowledge and experience through community engagement efforts.
3. Furthermore, the Department will:
 - a. ensure that Department members and members of the public have a meaningful opportunity to review and comment on material changes to Department-level directives.

- b. publish upcoming opportunities for Department member and community input, involvement, or engagement in development of Department-level directives through various methods including but not limited to Department social media, websites, and press releases.
- c. continue to engage the community in the development of Department directives consistent with the Department directive titled "[Community Engagement in Policy Development](#)."

IV. DEPARTMENT-LEVEL DIRECTIVE CLASSIFICATIONS

- A. All Department-level directives will be issued in accordance with the following classifications.
 1. **General Orders (GO)** are directives that establish critical policies directly related to the core values and functions of the Department or the broad organizational policies and key practices relating to those core values.
 2. **Special Orders (SO)** are directives that establish protocols and procedures concerning specific Department functions, operations, programs, or processes.
 3. **Employee Resources (ER)** are directives that pertain to administrative functions, employment requirements, employee rights and resources, and benefit programs.
 4. **Uniform and Property (UP)** directives pertain to uniforms and equipment, both Department and personal, and Department facilities, property, and vehicles.
 5. **Department Notices (DN)** are directives that are anticipated to be reviewed or revised soon after publication or directives with a limited duration that:
 - a. establish procedures and assign duties to Department personnel for a single event or circumstance; or
 - b. introduce pilot programs or involve only a limited geographic scope or selected personnel; or
 - c. provide listings, calendars, or other information of general interest.
- B. The issuing authority for a General Order is the Superintendent of Police and the directive will be approved and signed by the Superintendent of Police.
- C. Reissued General Orders in which the revisions are organizational in nature and do not amend the fundamental policies or procedures will be signed by the Superintendent of Police or authenticated as an approved General Order by the commanding officer, Research and Development Division.
- D. The issuing authority for all other Department-level directives is the Superintendent of Police as approved and signed by the Superintendent or authenticated as an approved Department-level directive by the commanding officer, Research and Development Division.
- E. Revisions to Department directives which are structural in nature or update incorrect references (e.g. unit names, contact information, cross-referenced directives) will be made at the discretion of the commanding officer, Research and Development Division within the Department Directives System (DDS).
- F. Addenda and Attachments
 1. An addendum is a directive which is issued to separate policy and procedural components of a parent directive into topic-specific sub-divisions.
 2. An attachment provides supplementary information such as maps, charts, or lists.
- G. Reissued and Rescinded Directives

1. A Department directive will be reissued when revisions are required to amend provisions of the directive. Once published, the specific items revised from the previous version of the directive will be identified for easy reference and will take the place of those items in the previous version of the directive.

NOTE: Only the current version of a Department directive will be available via the Department Directives System.

2. Previous versions of a Department directive will be identified by the directive number and the associated effective date. Rescinded Department directives will be maintained and archived by the Research and Development Division.

3. A Department directive will be rescinded only by another Department directive or an Administrative Message Center (AMC) Message issued in the name of the appropriate authority.

4. Whenever a directive is rescinded, all addenda, attachments, and related AMC Messages are also rescinded.

H. Administrative Messages

1. Administrative Messages are communications of an immediate nature transmitted via the Administrative Message Center consistent with the Department directive titled "[Administrative Message Center](#)", which may be utilized by command and supervisory personnel to direct those Department activities that are within their scope of authority.

2. Administrative Messages are issued under the authority of the originating member.

3. Department members will refer to the Department directive titled "[Administrative Message Center](#)" for information related to Administrative Message access, retention, and management.

V. DEPARTMENT DIRECTIVE NUMBERING

- A. General Orders, Special Orders, Employee Resources, and Uniform and Property directives will be assigned consistent directive numbers which will remain unchanged upon any reissue of or revision to the directive. The directive number will be based upon the directive's classification (alpha character); index category (two digit numeric indicator); and a two digit sequential number.

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

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

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

- C. Addenda to a Department directive are numbered by using the parent directive number and a sequential numbering of each addendum (e.g., G01-02-01).

- D. Attachments to a Department directive are numbered sequentially for each directive or addendum in which they are referenced (e.g., Attachment 1 or Att. 1).

- E. When appropriate, the commanding officer, Research and Development Division has the authority to assign, change, rescind, or reissue directive numbers when Department-level directives are issued or revised consistent with operational need and the organizational structure of the Department Directives System.

VI. UNIT-LEVEL DIRECTIVES

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

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

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

VII. PRECEDENCE OF DIRECTIVES

- A. Department directives, regardless of classification, supersede all unit-level directives. A unit-level directive **will not**:

1. conflict with a Department directive. Any provision of a unit-level directive which conflicts with a Department directive is invalid.

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

2. direct the activities of units or Department members other than those units or members under the command of the issuing command staff member or unit commanding officer consistent with the organizational structure outlined in the Department directive titled "[Department Organization for Command.](#)"

3. expand the authority, responsibilities, or functions of any Department unit or member when such authority, responsibilities, or functions have been specifically established or limited by a Department directive.

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

- B. Unless a conflict provision is contained within a Department directive, a General Order will supersede any other directive regardless of the publication date of the General Order.

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

VIII. FORMAT OF DIRECTIVES

The commanding officer, Research and Development Division will ensure:

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

IX. DIRECTIVE STAFFING

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

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

X. PUBLICATION

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

EXCEPTION: Upon approval of the Superintendent, Department directives that must remain confidential to protect public safety, such as directives that outline tactical plans or responses, will not be publicly posted to the DDS.

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

XI. RESPONSIBILITIES

A. The commanding officer, Research and Development Division will:

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

NOTE:

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

4. upon request, provide an interpretation of the content, meaning, or intent of any provision of a Department directive and determine if a revision to the directive is required to clarify the provision or mitigate any conflict or varied interpretations.
5. review and respond as appropriate to requests from outside of the Department for copies of specific Department directives.
 - a. The copies of all Department directives sought via subpoena or other inquiry from any attorney or court will be forwarded to the General Counsel to the Superintendent for review and appropriate dissemination.
 - b. The Research and Development Division may refer requestors to the publicly available Department Directives System (DDS) for access to the current, official copies of Department directives, available at <http://directives.chicagopolice.org>.
6. ensure submitted unit-level directives are reviewed to determine if any conflict exists with a published Department-level directive. Whenever a unit-level directive is determined to be in conflict with a Department directive, report to the issuing command staff member or unit commanding officer the following:
 - a. the governing Department directive that relates to the unit-level directive in question; and
 - b. the substance of the conflict created by the unit-level directive needing to be revised or rescinded.

B. If a unit issues unit-level directives, the unit commanding officer will ensure:

1. the unit-level directives are prepared and issued in accordance with the provisions of this and other relevant directives, including ensuring the directive does not conflict with Department directives and notifying members under their command when a directive is published.
2. unit members are provided and have continuous access to unit-level directives to direct their actions and fulfill their responsibilities.
3. an index to unit-level directives is prepared and maintained.
4. within five working days of issuance, a copy of each published unit-level special order or standard operation procedure, including any addenda, attachments, or revisions, are forwarded to the:
 - a. unit commanding officer's office/bureau chief or the Chief of Staff for units within the Office of the Superintendent,
 - b. General Counsel to the Superintendent,
 - c. commanding officer, Inspections Division, and
 - d. commanding officer, Research and Development Division.
5. when a unit-level directive from their command is in conflict with a Department directive, that unit-level directive is revised or rescinded to eliminate the conflict.

EXCEPTION: If a Department directive includes a provision which allows specific units to issue unit-level directives in direct conflict with the Department directive, this conflict will be resolved between the unit commanding officer and the commanding officer, Research and Development Division. However, all unit-level directives will be drafted, managed, and distributed consistent with the procedures outlined in Item XI-B of this directive.

- C. Department members who become aware of a need for a substantial revision in a Department directive will forward a To-From-Subject Report through the chain of command to the commanding officer, Research and Development Division.

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

XII. DEPARTMENT DIRECTIVES TRAINING

- A. The commanding officer, Training Division, will ensure monthly Department directives eLearning modules identifying new, updated, and revised Department directives issued the previous month are created and maintained.
 1. The new, updated, and revised Department directives will be uploaded into the eLearning training system at the beginning of every month.
 2. Department members will be automatically enrolled in the monthly Department directives eLearning module, notified via email, and will be required to log into the system and review each directive.
- B. All Department members will:
 1. check their Department email at least once per tour of duty, consistent with the Department directive titled "[Use of the Internet](#),"
 2. access and complete the monthly auto-enrolled Department directives eLearning module by reviewing the uploaded Department directives and their responsibilities pursuant to the newly issued or revised directives, and

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

C. Unit commanding officers will:

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

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

- D. The commanding officer, Research and Development Division may request additional eLearning training modules when legally required or for newly issued or revised Department directives of identified subject matters deemed particularly significant.
- E. The Training Division will store training compliance information and data for the monthly auto-enrolled Department directives eLearning modules and any other Department directive training.

XIII. COMPLIANCE WITH DEPARTMENT DIRECTIVES

- A. Individual members of the Department will:
 1. be knowledgeable concerning all Department and unit-level directives which apply to their positions, duties, and responsibilities. As a guideline:
 - a. with respect to General Orders, members need to maintain a level of knowledge that is sufficient for them to **immediately recall and apply** the key policy and procedural elements of these directives.
 - b. with respect to all other Department and unit-level directives, members need to maintain a level of knowledge that is sufficient for them to appropriately perform their assigned duties.
 2. be held accountable for their compliance with their responsibilities as outlined in the Department directives.
 3. when violation of a Department directive is observed or an allegation of a directive violation is received, immediately notify a supervisory member and prepare a written report to their unit commanding officer before reporting off duty on the day the member becomes aware of the directive violation, consistent with the procedures outlined in the Department directive titled "[Complaint and Disciplinary System](#)."

4. direct any questions regarding Department directives to their appropriate unit supervisor or the Research and Development Division for explanation or further clarification.

B. Department supervisors will:

1. respond to inquiries by members under their command concerning any questions or interpretations regarding Department directives.

NOTE: Supervisors may direct questions regarding Department directives to the Research and Development Division for explanation or further clarification.

2. be held accountable for identifying and responding to violations of Department directives by members under their direct command, consistent with established procedures and as outlined in the Department directive titled "[Complaint and Disciplinary System](#)."

C. The Commander, Training Division, will ensure that all training materials disseminated to Department members and displayed at the Training Division reflect the content of current Department directives.

D. Exempt command staff members responsible for the management of a Department facility will ensure that all training materials displayed at the Department facility under their command reflect the content of current Department directives.

NOTE: Exempt command staff members may contact the Training Division or Research and Development Division with questions about the accuracy of training materials displayed at their facility or any related Department directives.

E. The commanding officer, Research and Development Division, will ensure that any materials produced by the Research and Development Division, including official Department forms, reflect the content of current Department directives.

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

Eric M. Carter
Interim Superintendent of Police

23-xxx mwk



CRIMINAL ENTERPRISE INFORMATION SYSTEM CRITERIA



ISSUE DATE:	20 March 2023	EFFECTIVE DATE:	
RESCINDS:			
INDEX CATEGORY:	10 - Gang and Narcotics Abatement		
CALEA:	Law Enforcement Standards Chapter 40		

I. PURPOSE

This directive introduces:

- A. the Criminal Enterprise Information System (CEIS), the purpose of which is to collect and manage information on criminal enterprises and street gangs to prevent, detect, and investigate criminal activity;
- B. revised criminal enterprise and gang membership identification criteria for use in making entries into the CEIS application; and
- C. restrictions on the disclosure of criminal enterprise or gang status to any third party for immigration, employment, education, licensing, or housing purposes.

II. ILLINOIS COMPILED STATUTES (ILCS)

Illinois Compiled Statutes, 740 ILCS 147—Illinois Streetgang Terrorism Omnibus Prevention Act.

- A. 740 ILCS 147/5(a)—The General Assembly finds and declares that it is the right of every person, regardless of race, color, creed, religion, national origin, sex, age, or disability, to be secure and protected from fear, intimidation, and physical harm caused by the activities of violent groups and individuals. It is not the intent of this Act to interfere with the exercise of the constitutionally protected rights of freedom of expression and association. The General Assembly hereby recognizes the constitutional right of every citizen to harbor and express beliefs on any lawful subject whatsoever, to lawfully associate with others who share similar beliefs, to petition lawfully constituted authority for a redress of perceived grievances, and to participate in the electoral process.
- B. 740 ILCS 147/5(b)—The General Assembly finds, however, that urban, suburban, and rural communities, neighborhoods and schools throughout the State are being terrorized and plundered by streetgangs. The General Assembly finds that there are now several hundred streetgangs operating in Illinois and that while their terrorism is most widespread in urban areas, streetgangs are spreading into suburban and rural areas of Illinois.
- C. 740 ILCS 147/5(c)—The General Assembly further finds that streetgangs are often controlled by criminally sophisticated adults who take advantage of our youth by intimidating and coercing them into membership by employing them as drug couriers and runners, and by using them to commit brutal crimes against persons and property to further the financial benefit to and dominance of the streetgang.
- D. 740 ILCS 147/5(d)—These streetgangs' activities present a clear and present danger to public order and safety and are not constitutionally protected. No society is or should be required to endure such activities without redress. Accordingly, it is the intent of the General Assembly in enacting this Act to create a civil remedy against streetgangs and their members that focuses upon patterns of criminal gang activity and upon the organized nature of streetgangs, which together have been the chief source of their success.

III. CRIMINAL ENTERPRISE INFORMATION SYSTEM

The Criminal Enterprise Information System (CEIS) will contain information related to individuals' membership in criminal enterprises and street gangs consistent with this directive and the procedures outlined in Special Order S10-04 "Criminal Enterprise Information System Entry and Removal."

IV. DEFINITIONS

For the purposes of this directive, the following definitions apply:

- A. **Criminal Enterprise**—A group of persons with an identified hierarchy or comparable structure engaged in a course or pattern of criminal activity.
- B. **Street Gang**—"Street gang" or "gang" or "organized gang" or "criminal street gang" means any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining, in law or in fact, of three or more persons with an established hierarchy that, through its membership or through the agency of any member engages in a course or pattern of criminal activity in accordance with the Illinois Streetgang Terrorism Omnibus Prevention Act (740 ILCS 147).
- C. **Criminal Activity**—The commission, attempted commission, or solicitation, in association with or with intent to promote criminal conduct by criminal enterprise or street gang members, of two or more acts of the following offenses, at least one of which occurred within the last five years: murder; drug-induced homicide; kidnapping; forcible detention; aggravated assault—discharging firearm; aggravated battery; heinous battery; aggravated battery with a firearm; aggravated battery of a child; aggravated battery of a senior citizen; intimidation; compelling organization membership of persons; home invasion; aggravated criminal sexual assault; robbery; armed robbery; burglary; residential burglary; criminal fortification of a residence or building; arson; aggravated arson; possession of explosives or incendiary devices; unlawful use of weapons; unlawful use or possession of weapons by felons or persons in the custody of the Department of Corrections; aggravated discharge of a firearm; mob action—violence; bribery; armed violence; manufacture or delivery of cannabis; cannabis trafficking; calculated criminal cannabis conspiracy and related offenses; illegal manufacture or delivery of a controlled substance; controlled-substance trafficking; calculated criminal drug conspiracy, and related offenses.
- D. **Active status**—The identification of a person as a member of a criminal enterprise or street gang in the Criminal Enterprise Information System (CEIS).
- E. **Qualifying Criminal Offense**—Any offense that involves force or the threat of force against another individual or the use or possession of a firearm or other deadly weapon; requires registration as a sex offender (including human trafficking); involves a violation of an order of protection or civil no-contact order or stalking; involves the illegal manufacture, trafficking, delivery, or possession with intent to distribute a controlled substance; or involves gang membership, intimidation, solicitation, association, or recruitment as an element of the offense. Qualifying criminal offenses include the specific offenses listed in the preceding definition of Criminal Activity.

V. CRIMINAL ENTERPRISE AND GANG MEMBERSHIP IDENTIFICATION CRITERIA

- A. Criminal enterprises and street gangs will be identified on the basis of specific, documented, and reliable information, including but not limited to:
 - 1. analysis of crime pattern information;
 - 2. observations by Department members;
 - 3. witness interviews;
 - 4. interviews of admitted criminal enterprise or street gang members; and
 - 5. information received from informants who have proven to be reliable to the Department in the past.
- B. This section concerns the identification of a person in CEIS as a member of a criminal enterprise or street gang ("active status"). **The lack of an active status does not establish and is not evidence that a person is not a member of a criminal enterprise or street gang.** The criteria for making an active status in CEIS have been derived solely for that purpose, and not for any other purpose, and do not limit in any way the facts that are or may be relevant to proving membership in a criminal enterprise or street gang in any other forum or context, including in court. If the Department does create an active status, it must be substantiated by specific, documented, and reliable information received by the Department **within the past five years**, except as delineated below in Item V-B-2-c of this directive, and in accordance with the following:

1. The person's own voluntary admission of membership on lawfully captured electronic or video recorded communications, such as (without limitation) body-worn camera, in-car video system recordings, electronically recorded interview, electronic communications, or a consensual overhear device; or
2. Two or more of the following criteria, provided, however, that an active status may not be based solely upon a combination of criteria **(b)** and **(d)**:
 - a. an unrecorded or non-intercepted statement provided voluntarily by the person or, if a statement is made pursuant to custodial interrogation, a statement provided by the person following a valid waiver of his or her constitutional rights.
 - b. the wearing of distinctive emblems, tattoos, or similar markings indicative of a specific criminal enterprise or street gang, but only when such emblems, tattoos, or similar markings would not reasonably be expected to be displayed by any individual except a member of that criminal enterprise or street gang.

NOTE: Membership may not be established solely because an individual is wearing specific items of clothing that are available for sale to the general public.

- c. the identification of the person as a member of a specific criminal enterprise or street gang by a person who has provided reliable information to the Department in the past, provided, however, that such identification occurred **within the past two years**.
- d. the use of distinctive signals or symbols indicative of a specific criminal enterprise or street gang but only when such signals or symbols would not reasonably be expected to be displayed by any individual except a member of that criminal enterprise or street gang.

NOTE: Department members must document the distinctive nature of any signals or symbols used and its association with a specific criminal enterprise or street gang identified.

- e. the identification of the person as a member of a specific criminal enterprise or street gang by another government agency or a federal, state, or local penal institution.
- f. a violation, arrest, charge, petition for delinquency, finding of delinquency, or conviction where gang membership or participation is either an element of the offense or documented in the complaint or court record as part of the criminal design or motive.

NOTE: Determinations regarding a person's membership in a criminal enterprise or street gang will not be based solely on that person's race, gender, religion, ethnicity, culture, socioeconomic status, or other protected classes consistent with the Department directive titled "[Prohibition Regarding Racial Profiling And Other Bias Based Policing.](#)"

- C. Any information used to make an active status that is deemed to risk revealing or compromising confidential sources, impede or risk impeding law enforcement activities, or risk endangerment of a person will be marked as "confidential" in CEIS. Furthermore:
 1. Department members will be cognizant about entering sensitive information into CEIS that may compromise the identification of a confidential source or reveal other active critical investigative information or techniques.
 2. information marked as confidential in CEIS can only be accessed by designated personnel.

VI. CRITERIA FOR REMOVAL FROM THE CRIMINAL ENTERPRISE INFORMATION SYSTEM

- A. A person's active status and other records pertaining to the person will be purged from CEIS when he or she has:
 1. not committed any act in furtherance of criminal enterprise or street-gang-related activity or has

not been arrested, charged, convicted, petitioned for delinquency, or been found delinquent of a qualifying criminal offense within the past five years. If an arrest, charge, petition for delinquency, finding of delinquency, or conviction was part of the determination that led to the person's active status into CEIS, this five-year period begins following the date of favorable release or discharge from custody, probation, supervision, incarceration, or parole for that offense, whichever is later.

2. successfully appealed his or her active status consistent with the procedures outlined in the Special Order S10-04 "[Criminal Enterprise Information System Entry and Removal](#)."

B. The Information and Intervention Support Section of the Bureau of Counterterrorism will be responsible to remove an active status from CEIS consistent with the criteria outlined above.

VII. AUTHORIZED USE

A. CEIS is only available for use by Department members and other law enforcement agencies with authorized access acting in furtherance of a legitimate law enforcement purpose. Information will not be disclosed to any third party for immigration, employment, education, licensing, or housing purposes.

B. Nothing in this directive prevents disclosure of information when required by federal, state, or local law. All access to CEIS by other law enforcement agencies will be consistent with the Department directive titled "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)."

NOTE: This directive or any associated agreements on data usage will not prohibit the Illinois State Police from using information contained in CEIS for investigative purposes associated with a concealed carry license.

C. Department members are reminded that it is the policy of the Chicago Police Department that, pursuant to federal law, the enforcement of immigration law generally rests with the federal government and not with the state or local police. Department members will continue to follow the procedures consistent with the Department directive titled "[Responding to Incidents Involving Citizenship Status](#)" and the City of Chicago's Welcoming City Ordinance.

D. Information contained within the CEIS will only be used by Department members for the purpose of law enforcement investigations. Active status in the CEIS will not alone form the basis for:

1. making routine or spontaneous law enforcement decisions consistent with the Department directive titled "[Prohibitions Regarding Racial Profiling and Other Bias-Based Policing](#)."

NOTE: Routine or spontaneous law enforcement decisions include, but are not limited to, responding to calls for service, interacting with witnesses, conducting investigatory stops, performing searches, initiating traffic stops, issuing citations, making arrests, or performing other law enforcement activities.

2. establishing reasonable articulable suspicion or probable cause for an investigatory stop, traffic stop, or arrest.

VIII. TRAINING

A. The Department, in consultation with the Office of Public Safety Administration, Field Technology and Information Section, will create a user's guide outlining the procedures for utilizing CEIS.

B. The Training Division, in consultation with the Bureau of Counterterrorism and the Bureau of Patrol, as needed, will establish an e-Learning module on the use of CEIS.

3. Department members will receive this training on an annual basis.

4. Department members must complete the eLearning module and remain current with all CEIS training requirements before entering, retrieving, approving, or reviewing information in CEIS

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18-013 RCL/JJR/DK



CRIMINAL ENTERPRISE INFORMATION SYSTEM ENTRIES AND REMOVALS



ISSUE DATE:	20 March 2023	EFFECTIVE DATE:	
RESCINDS:	S10-02-01 Criminal Street Gang Arrest Information; 17 June 2015 Version		
INDEX CATEGORY:	10 - Gang and Narcotics Abatement		
CALEA:			

I. PURPOSE

This directive introduces:

- A. the Criminal Enterprise Information System (CEIS), the purpose of which is to collect and manage information on criminal enterprises and street gangs to prevent, detect, and investigate criminal activity;
- B. procedures for entering, reviewing, auditing, and purging information from CEIS; and
- C. the following forms:
 - 1. Request for Individual Criminal Enterprise Information System Record (CPD-31.615); and
 - 2. Criminal Enterprise Information System Appeal (CPD-31.635).

II. CRIMINAL ENTERPRISE INFORMATION SYSTEM

- A. The Criminal Enterprise Information System (CEIS) will contain information related to individuals' membership in criminal enterprises and street gangs consistent with this directive and the standards, limitations, and restrictions outlined in General Order G10-04 "Criminal Enterprise Information System Criteria."
- B. The Department will:
 - 1. in consultation with the Office of Public Safety Administration, establish an electronic CEIS application for use by authorized Department members; and
 - 2. initially gather existing Department information on criminal enterprises and street gangs in conjunction with the appropriate Department personnel and apply the criteria delineated in the General Order G10-04 "Criminal Enterprise Information System Criteria" to that information before entry into CEIS. It is within the Department's sole discretion to determine which information to gather and use for this purpose.
- C. Only Department members who have completed the required training will have access to the CEIS. Department members will not identify an individual as a member of a criminal enterprise or a street gang in CEIS unless the individual meets the criteria for inclusion set forth in the General Order G10-04 "Criminal Enterprise Information System Criteria."
- D. The Information and Intervention Support Section of the Bureau of Counterterrorism has final authority to manage and purge information within CEIS, except as provided in the appeals process described in Item VI of this directive.

III. PROCEDURES FOR ENTERING INFORMATION INTO THE CRIMINAL ENTERPRISE INFORMATION SYSTEM

- A. No Department member will submit an active status in CEIS absent satisfaction of the criteria delineated in the General Order G10-04 "Criminal Enterprise Information System Criteria."
- B. Submissions of an active status in the CEIS will only be made when a person is arrested by the Department and charged with a criminal offense consistent with the procedures outlined in the Department directive titled "Processing Persons Under Department Control."

- C. When a Department member determines to create an the active status in the CEIS based on the criteria listed above, the member will notify the person arrested and in custody about the request for inclusion in the CEIS and provide the person with a:
1. Request for Individual Criminal Enterprise Information System Record (CPD-31.615); and
 2. Criminal Enterprise Information System Appeal (CPD-31.635).
- D. To submit an active status in CEIS, Department members will:
1. enter all information satisfying the criteria in General Order G10-04 "Criminal Enterprise Information System Criteria" through the electronic CEIS application;
 2. confirm that all electronic media relied upon in making the active status is properly attached or saved, if applicable; and
 3. submit for preliminary approval by a sergeant.
- E. Sergeants will review submissions for completeness regarding the criteria delineated in General Order G10-04 "Criminal Enterprise Information System Criteria." Sergeants will:
1. give preliminarily approval of submissions that meet the required criteria; or
 2. return to the submitting Department member's report management queue or reject any submission that does not meet the required criteria using the narrative field to describe any deficiency.
- F. District intelligence officers will:
1. review submissions that are in a preliminarily approved status;
 2. verify that the criminal enterprise or street gang indicated in the submission is active;
 3. indicate the results of the review and add any additional information to the submission; and
 4. submit for final approval by a lieutenant.
- G. Lieutenants will review CEIS submissions reviewed by the district intelligence officers for completeness regarding the criteria delineated in General Order G10-04 "Criminal Enterprise Information System Criteria" and:
1. give final approval of CEIS submissions; or
 2. return to the submitting Department member's report management queue or reject any submission that does not meet the required criteria using the narrative field to describe any deficiency.
- H. Department members assigned or detailed to Department units with investigative duties only require preliminary approval of CEIS submissions by a sergeant and final approval by a lieutenant. The DIO review is not required due to the investigative training and experience of these Department members concerning the identification of criminal enterprises and street gangs.

NOTE: Supervisors will reject submissions that do not meet the criteria delineated in General Order G10-04 "Criminal Enterprise Information System Criteria" and use the narrative field to describe any deficiency.

IV. ACCESS AND APPEALS FOR THE CRIMINAL ENTERPRISE INFORMATION SYSTEM

- A. Any person may obtain general information about the access and appeals process through the Department's website or by sending a general inquiry by email to CEIS@chicagopolice.org.
- B. Any person or his or her counsel may seek to access his or her own CEIS status. A parent or legal guardian of a minor under the age of eighteen may make a request for access to the CEIS status of a minor person for whom he or she is legally responsible.
- C. To access the referenced CEIS status, a person must:

1. make a request at the Department's Records Inquiry Section, located at Public Safety Headquarters, 3510 South Michigan Avenue, 1st floor, Monday through Friday, 0800–1330 hours, excluding holidays; or at the following Chicago Police Department district stations that are operational twenty-four hours a day, seven days a week, including holidays:
 - a. the 002nd district located at 5101 South Wentworth Avenue;
 - b. the 005th district located at 727 East 111th Street;
 - c. the 020th district located at 5400 North Lincoln Avenue;
 - d. the 011th district located at 3151 West Harrison Street; and
 - e. the 025th district located at 5555 West Grand Avenue.

2. complete the Request For Individual Criminal Enterprise Information System Record form (CPD-31.615) provided by the Department; and

3. submit valid government identification (which may include the City of Chicago Municipal Identification Card, also known as the "CityKey") sufficient to ensure that the individual is seeking the information only as to his or her own CEIS status. The Department will accept, at its discretion, alternative forms of identification for those who do not have a government ID, such as two of the following: credit cards, court documents, school ID, a notarized statement of identification, or mail addressed to the individual from a government entity.

NOTE:

A minor's parent or legal guardian making a request on behalf of a minor must provide sufficient legal documentation to verify that he or she is the parent or legal guardian. These documents include birth certificates and guardianship papers. An attorney making a request on behalf of a person must present proof of licensure as an attorney and an affidavit executed by the person on whose behalf the request is made stating that the person has authorized legal counsel to make the request.

4. Upon receipt of an appropriately completed Request For Individual Criminal Enterprise Information System Record form:
 - a. Department members will verify the requestor's identification in accordance with Item IV-C-3 of this directive and make photocopies of the submitted identification document(s);
 - b. Department members will forward the request and any related supporting documentation to the Information and Intervention Support Section; and
 - c. Information and Intervention Support Section personnel will query the CEIS to determine the CEIS status of the person.

5. Within 90 days of receipt of a completed Request for Individual Criminal Enterprise Information System Record form, the Information and Intervention Support Section will communicate in writing to the requester the results of the CEIS status request indicating that at the time of request and review, the person:

- a. does not currently have an active status in CEIS based upon the criteria delineated in General Order G10-04 "Criminal Enterprise Information System Criteria." In such a case, the communication will also state: "Notwithstanding any other Departmental records that may or may not exist, gang membership or affiliation information in Departmental records is not necessarily independently verified. The Chicago Police Department makes no representations regarding the current accuracy of this information;" or

- b. currently has an active status in CEIS. If the person has an active status, the letter will also include:

- (1) the criteria delineated in General Order G10-04 "Criminal Enterprise Information System Criteria" that was used for the person's active status into CEIS;

- (2) the date and time of entry of the person's active status;

- (3) the process to request copies of the records, photographs, and recordings upon which the active status was made, provided, however, that the Department may choose not to release such records, photographs, and recordings to the person if it would risk revealing or compromising confidential sources, impede or risk impeding law enforcement activities, risk endangerment of a person, or as otherwise restricted by law. If information is so withheld and the person pursues an appeal of his or her active status, the Department will, upon request of the appellant, provide the withheld information to the Police Board for its confidential consideration;
- (4) a Criminal Enterprise Information System Appeal form; and instructions to appeal the person's active status.

D. Any person or his or her legal counsel may seek to appeal his or her active status. A parent or legal guardian of a minor under the age of eighteen may file such an active status appeal on behalf of a minor person for whom he or she is legally responsible.

1. Such an appeal may be based only on the following grounds:

a. the person shows that he or she has satisfied the provisions delineated in Item VII of this directive. If the person has an arrest, charge, conviction, petition for delinquency, or finding of delinquency for a qualifying criminal offense within the past five years that would otherwise prevent the person from satisfying the provisions delineated in General Order G10-04 "Criminal Enterprise Information System Criteria," those provisions will nonetheless be deemed satisfied if:

- (1) the person demonstrates that the arrest, charge, conviction, petition for delinquency, or finding of delinquency has been expunged or a certificate of innocence has been issued; or
- (2) where the qualifying criminal offense is solely for the use of force or the threat of force against another, the person demonstrates that the offense took place during school hours on the grounds of a primary or secondary school where the person was enrolled as a student and that the offense did not involve the use of a weapon or serious physical injury.

b. the person shows that information supporting his or her active status does not satisfy the criteria delineated in General Order G10-04 "Criminal Enterprise Information System Criteria."

NOTE: Provided, however, that if a person's active status in CEIS is substantiated in accordance with General Order G10-04 "Criminal Enterprise Information System Criteria" by information additional to that contained in said information system, the appeal will be denied, and said information system will be updated accordingly.

2. To appeal one's active status, a person must complete and return the Criminal Enterprise Information System Appeal form provided by the Department.

NOTE: A minor's parent or legal guardian making a request on behalf of a minor must provide legal documentation to verify that he or she is the parent or legal guardian.

- a. Department members will verify the requestor's identification consistent with Item IV-C-3 of this directive and make photocopies of the submitted identification document(s);
- b. Department members will forward the appeal and any related supporting documentation to the Information and Intervention Support Section; and
- c. Information and Intervention Support Section personnel will query the CEIS to determine the CEIS status of the person.

3. Within 90 days of receipt of a completed Criminal Enterprise Information System Appeal form, the Information and Intervention Support Section will review the appeal and consult with the

following units to determine if the criteria for removal from CEIS are met:

- a. the Crime Prevention Information Center (CPIC);
- b. Gang Investigation Team personnel of the affected area;
- c. a district intelligence officer of the affected district; and
- d. the Audit Section.

NOTE: The Information and Intervention Support Section has the final authority to determine if the criteria for removal have been met. No individuals involved in the approval of the initial active status determination will be involved in considering the appeal.

4. If the Information and Intervention Support Section determines that the criteria for removal have been met, it will purge the person's active status and other records pertaining to the person from CEIS. The Department will further provide the individual with a written document including the disclaimer described in Item IV-C-5-a of this directive.
5. If the Information and Intervention Support Section determines that the criteria for removal have not been met, the Department will notify the person in writing of the denial along with the reasons for the determination. The person may then file an appeal with the Chicago Police Board, utilizing the procedures promulgated by the Police Board. The Legal Affairs Division will be responsible for presenting the Department's position and all relevant supporting information to the Police Board, utilizing the procedures promulgated by the Board.
6. If the appeal is granted by the Police Board, the Information and Intervention Support Section will purge the person's active status and other records pertaining to the person from CEIS. The Department will further provide the individual with the written document including the disclaimer described in Item IV-C-5-a of this directive.

NOTE: Persons who meet the criteria for removal of their active status will have the active status and supporting records pertaining to the person purged only from CEIS. Historical records will be maintained in source data systems, as appropriate, and subject to federal, state, and local laws.

V. RESPONSIBILITIES

- A. District commanders and other unit commanding officers will:
 1. require that district intelligence officers:
 - a. review and confirm the information initially approved for active status and that it is consistent with General Order G10-04 "Criminal Enterprise Information System Criteria";
 - b. follow all additional provisions delineated in Item III-D this directive; and
 - c. review requests to appeal the status in CEIS consistent with Item IV-D of this directive.
 2. ensure that supervisors follow the provisions delineated in Item III of this directive including reviewing submissions;
 3. annually, in coordination with the Information and Intervention Support Section and other designated Departmental personnel, perform a gang audit in accordance with the Department directive titled "Gang Audits," and update information as needed in CEIS;
 4. inform the Commander, Gangs Division, and the area Gang Investigation Teams supervisory personnel, if appropriate, before requesting to purge an active status and other records pertaining to the person from CEIS;
 5. inform the commanding officer, Information and Intervention Support Section, to review requests to purge an active status and other records pertaining to the person from CEIS; and
 6. make general information about the access and removal process associated with the CEIS available to the general public at district stations.

- B. The appropriate area Gang Investigation Teams personnel will:
1. when possible, assist Department members with CEIS submissions;
 2. review requests to appeal active statuses consistent with Item IV-D of this directive;
 3. coordinate with district intelligence officers in the performance of audits in accordance with Item V-A-3 of this directive; and
 4. when appropriate, provide information to purge active statuses and other records pertaining to a person from CEIS.

C. The Information and Intervention Support Section will:

1. manage the CEIS;
2. ensure compliance of submissions, the Department directive titled "[Access to Computerized Data, Dissemination and Retention of Computer Data](#)," 28 CFR Part 23, and established agreements, as applicable, by reviewing:
 - a. all approved CEIS submissions; and
 - b. any authorized use of the system by other law enforcement agencies.
3. ensure that active statuses subject to removal from CEIS in accordance with General Order G10-04 "[Criminal Enterprise Information System Criteria](#)" are timely purged at the conclusion of the five-year period;
4. finalize and update CEIS:
 - a. with respect to all criminal enterprises and street gangs identified during the district gang audit;
 - b. upon the results of any review when the removal of an active status is appropriate;
 - c. upon successful appeal of an active status; or
 - d. upon request of an area deputy chief, district commander, or the Deputy Chief, Criminal Network Group.
5. publish in the Daily Bulletin any newly identified criminal enterprises or street gangs or when a criminal enterprise or street gang has been eliminated from "active" status;
6. inform appropriate Department units when:
 - a. removing active statuses and other records pertaining to a person from CEIS; and
 - b. when a criminal enterprise or street gang has been eliminated from "active" status.
7. be responsible for the CEIS access and appeals process as described in Item IV of this directive;
8. be the Department's liaison with the Police Board regarding CEIS appeals; and
9. be responsible for any other CEIS-related duty as determined by the Chief, Bureau of Counterterrorism.

D. The Audit Section will perform an annual review of CEIS.

NOTE: The Assistant Director, Audit Section, will establish written protocols for conducting an efficient review of the procedures and processes of the CEIS.

E. The Office of Public Safety Administration, Information Technology, will:

1. maintain, update, and provide technological support and security for CEIS; and
2. in consultation with the Department, create and maintain a website that provides information to the public about:

- a. the Department's Criminal Enterprise Information System policy including General Order G10-04 "Criminal Enterprise Information System Criteria";
- b. the process to access and appeal a person's active status; and
- c. a CEIS aggregate data dashboard.

VI. RECORD RETENTION

Any record maintained in CEIS must comply with applicable local, state, and federal law. The Commander, Youth Investigations Division, will ensure juvenile records that are part of CEIS are retained and expunged in accordance with the Juvenile Court Act and any applicable local, state, or federal law.

VII. NO CLAIMS CREATED HEREUNDER

- A. CEIS is solely a law enforcement tool. The procedures set forth in this directive are the internal procedures of the Department, voluntarily undertaken by the Department, regarding the gathering of certain information relevant to law enforcement. The Department has legitimate discretion concerning the gathering of law enforcement information; such information, for example, need not meet standards of evidence for admissibility in court, comply with evidentiary rules, or be sufficient for a conviction of a crime or a finding of liability. While these procedures provide certain persons with input into their status in CEIS as set forth in this directive (including the right to review of such statuses by the Police Board), the procedures do not create any right to review of Police Board decisions and do not create any other rights or claims by such persons, or anyone else, including legal or equitable claims for relief of any kind whatsoever (including claims for damages or attorney's fees).
- B. The Department reserves the right to modify or eliminate any of the foregoing procedures.

Authenticated by

Eric M. Carter
Interim Superintendent of Police

18-013 RCL/JJR/DK