

ANNOUNCEMENTS FOR THE DAILY BULLETIN
CHICAGO POLICE DEPARTMENT

INSTRUCTIONS: Prepare original only.
Forward to the Office of News Affairs,
(ONA) Unit 102.

DATE

This form is to be used for submitting announcements for the Daily Bulletin. The material must be approved by the commanding officer of command staff rank of the originating unit prior to forwarding it, for approval, to the Director, Office of News Affairs. If accepted, the Director, Office of News Affairs, will submit it to the Daily Bulletin Editor; if rejected, the Director will inform the originating unit.

CHECK TYPE OF NOTICE/ANNOUNCEMENT TO BE INSERTED

- | | | |
|---|--|---|
| <input type="checkbox"/> ARE YOU AWARE | <input type="checkbox"/> SPORTS EVENT (DEPT. WIDE) | <input type="checkbox"/> MEETING NOTIFICATION |
| <input type="checkbox"/> FIELD OFFICERS | <input type="checkbox"/> SALUTES (COMPLIMENTS) | <input type="checkbox"/> SPECIAL EVENT |
| <input type="checkbox"/> CHAPLAINS CORNER | <input type="checkbox"/> EMPLOYEE BENEFIT | <input type="checkbox"/> SPECIAL NOTICE |
| <input type="checkbox"/> CHANGE OF PAX/BELL NO. | <input type="checkbox"/> ACKNOWLEDGEMENT | <input type="checkbox"/> TV/RADIO PROGRAM OF SPECIAL INTEREST |
| <input type="checkbox"/> OTHER - Describe: | | |

COPY TO BE INSERTED

MATERIAL SUBMITTED FOR PUBLICATION IN THE DAILY BULLETIN WILL ONLY BE UTILIZED ON A "SPACE AVAILABLE" BASIS.

TO BE INSERTED STARTING (DATE)	SUBMITTER	UNIT NO.
APPROVED FOR SUBMISSION	SIGNATURE - COMMANDING OFFICER, COMMAND STAFF RANK	
APPROVED FOR INSERTION	SIGNATURE -DIRECTOR, OFFICE OF NEWS AFFAIRS	
SUBMITTED TO DAILY BULLETIN EDITOR BY OFFICE OF NEWS AFFAIRS	DATE	