



UNIT COMMANDING OFFICER TRANSITION CHECKLIST

CHICAGO POLICE DEPARTMENT



The transition orientation topics for incoming unit commanding officers should include, but are not limited to:

- 1. A review of the purpose and mission of the unit.
- 2. A review of expectations placed on the unit by the Department and the public.
- 3. A review of standard operating procedures (SOPs) and the specific directives pertaining to the unit.
- 4. The identification of political and community leaders and all related ongoing community concerns.
- 5. The exchange of essential operational contact information (i.e. cell phone numbers, e-mail addresses).
- 6. The introduction to pivotal staff members and subordinate personnel.
- 7. A review of key unit personnel which may include the use of the performance evaluation system.
- 8. A review of the primary administrative responsibilities of the unit.
- 9. A review of all pending assignments including disciplinary investigations, performance evaluation approvals, and performance recognition awards.
- 10. A walkthrough of the facility and equipment operation.
- 11. An overview of current or pending projects.
- 12. An overview of gang conflicts and gang maps.
- 13. A review of crime statistics and CompStat expectations.
- 14. A review of existing crime patterns and community disorder issues within the unit's operational boundaries.
- 15. An introduction to any unit-specific technology and programs.
- 16. A review of budget related issues.
- 17. A review of unit training requirements and needs.
- 18. A discussion of best practices and useful tools available to a commanding officer.
- 19. A review of CALEA tasks and proofs.

NOTE: The incoming commanding officer accepts the previous commanding officer's directives until they are revised or rescinded.

OUTGOING COMMANDING OFFICER'S SIGNATURE	STAR NO.	DATE
INCOMING COMMANDING OFFICER'S SIGNATURE	STAR NO.	DATE