

INTRADEPARTMENTAL MEMO
CHICAGO POLICE DEPARTMENT
OFFICE OF THE SUPERINTENDENT/GENERAL COUNSEL

DATE

TO:

FROM:

NOTE: Items referred for action must be disposed of within 48 hours of referral.

THE FOLLOWING ACTION IS TO BE TAKEN WITH REFERENCE TO THE ATTACHED MATERIALS:

- A. ☐ **IMMEDIATE ACTION.** Take the necessary action to satisfy the attached complaint or inquiry. Contact the individual from whom the attached materials originate, if the identity is stated.
- B. ☐ **IMMEDIATE ACTION AND REPLY.** Prepare a reply in the name of your unit and send directly to the inquiring party. Acknowledge the fact that this matter was referred to you by the Superintendent.
- C. ☐ **FOR YOUR ATTENTION AND INFORMATION.**
- D. ☐ **FOR IMMEDIATE COMPLIANCE WITH SPECIAL ORDER S08-04.**

In connection with summons in Civil Suit No.

Please ensure that all reports are submitted to the Office of the Superintendent no later than seven (7) days after being personally served.

If this matter has been the subject of a C.R. investigation, so indicate and include the C.R. number in the officer's TO-FROM-SUBJECT report.

DATE AND TIME OF SERVICE: _____

BY WHOM: _____

- ☐ RETAIN THE ATTACHED MATERIALS IN YOUR FILES
- ☐ RETURN THE ATTACHED MATERIALS TO THE SUPERINTENDENT'S OFFICE

FOR THE SUPERINTENDENT