

CPD CERTIFICATION OF RECORD SEARCH
CHICAGO POLICE DEPARTMENT

Date of Request _____

Requested Date & Time of Visit _____

REQUEST SECTION

I, _____, am an employee of City of Chicago ("City"), Department of Law, (Attorney: Print Name) Federal Civil Rights Litigation Division, and I am representing the City in the below-specified case. Pursuant to Chicago Police Department General Order 09-03, entitled "City of Chicago Law Department Access to Department Facilities to Inspect and Copy Records," I am requesting access to review and copy the records listed below.

The request is related to the matter of Case Name/Number _____, RD# _____, CB# _____, Other _____ (See attached Department of Law Memorandum).

NO.	RECORD	UNIT/BUREAU NAME	UNIT NO.	WARE HOUSED
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Name of Law Department Personnel who will review and copy the requested record(s): _____

CERTIFICATION SECTION

I, _____, state that I am an employee of the Chicago Police Department with the title/rank/position of _____ and that I am assigned to or work in the Bureau _____ Unit Name _____ and Unit No. _____.

I conducted a thorough good-faith search for the records that are responsive to the above request(s) on _____ The results of the search are as follows: _____ (Date & Time of Search)

A. I located the following records and made them available to the City of Chicago Department of Law Employee: _____ for inspection/copying:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

AND/OR

B. Based on the information provided, I was unable to locate the following records:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

YES NO Records were destroyed pursuant to an approved Records Retention Schedule and Disposal Certificate (See attached Certificate of Disposal).

I certify to the best of my knowledge that the information contained in the forgoing is true and correct.

Witness: _____
(Signature) (Department of Law Personnel)

Signature: _____
(Chicago Police Department Member)

Witness: _____
(Print) (Department of Law Personnel)

Print: _____
(Chicago Police Department Member)

Date Executed: _____