TASK RECORD
RESEARCH & DEVELOPMENT DIVISION
CHICAGO POLICE DEPARTMENT

ANALYST ASSIGNED	DATE ASSIGNED	TASK NUMBER

TITLE OF TASK

ORIGINATED BY (NAME)	UNIT NAME OF ORIGINATOR	BUREAU OF ORIGINATOR

DESCRIPTION (WHY WAS THIS TASK OPENED? WHAT ARE THE ISSUES?)

☐ REVISION TO: _____   ☐ NEW DIRECTIVE   ☐ OTHER: _____

INITIAL APPROACH/METHODOLOGY

ANALYST'S SIGNATURE	STAR/EMPLOYEE NO.	DATE	APPROVED BY - SUPERVISOR	STAR/EMPLOYEE NO.	DATE

CLOSING SUMMARY

☐ **DIRECTIVE(S) PUBLISHED**
DIRECTIVE NAME: _____
DIRECTIVE NO.: _____ DATE: _____
DIRECTIVE NAME: _____
DIRECTIVE NO.: _____ DATE: _____
DIRECTIVE NAME: _____
DIRECTIVE NO.: _____ DATE: _____

☐ **ANNOUNCED VIA AMC MESSAGE**
MESSAGE NO.: _____
DATE/TIME: _____

☐ **DIRECTIVE(S) RESCINDED and ADDED TO ARCHIVE:**
DIRECTIVE NAME: _____
DIRECTIVE NO.: _____ DATE: _____
DIRECTIVE NAME: _____
DIRECTIVE NO.: _____ DATE: _____
DIRECTIVE NAME: _____
DIRECTIVE NO.: _____ DATE: _____

☐ **ASSOCIATED TASKS**
_____
_____
_____

☐ **ASSOCIATED FORMS**
_____
_____
_____

☐ **ADMINISTRATIVELY CLOSED**
☐ INACTIVITY   ☐ NO LONGER REQUIRED
☐ OTHER TASK   TASK NO.: _____

☐ **ANALYST VERIFIED THE DIRECTIVE IS CORRECTLY UPLOADED INTO THE DEPARTMENT DIRECTIVES SYSTEM.**

☐ **OTHER:** _____
_____
_____
_____

SIGNATURE - ANALYST	STAR/EMPLOYEE NO.	DATE		DATE ASSIGNED	DATE COMPLETED

APPROVED BY - SUPERVISOR	STAR/EMPLOYEE NO.	DATE	APPROVED BY	STAR/EMPLOYEE NO.	DATE

CPD-15.104 (REV. 1/25)