

REQUEST TO AUTOMATE AN EXISTING CPD FORM

Chicago Police Department
 Research & Development Division
 Policy & Procedures - Forms Section

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|----------------|----------------|
| CPD Form No. | CPD Form Title |
| Date Requested | Date Needed |

Complete this request as completely as possible. An automated form is placed on the CPD intranet at the Department Directives System in a PDF format and has the ability to be filled in and printed. Signatures are required from the requester and from the appropriate Bureau/Division/Unit/Section relative to the subject matter and who is authorized to approve the automation of the form. Forward the completed request to the Research & Development Division, Forms Section, Unit 127.

Explain reason for request of form to be placed online at CPD's Department Directives System.

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|---|-----------------------|---------------|----------------|
| Name of Requester | Rank/Title | Telephone No. | E-Mail Address |
| Unit Name & No. of Requester | Requester's Signature | | Date |
| Name, Rank/Title of Person Approving Automated Form | Approval Signature | | Date |