

INTRA - DEPARTMENTAL SUPPORT SERVICE REQUEST
CHICAGO POLICE DEPARTMENT

PROBLEM REFERENCE NO. _____

VIOLENCE
REDUCTION

NON-VIOLENCE
REDUCTION
(IF APPLICABLE)

Distribution: *Original: forward to Deputy Chief for approval. Upon approval, forward to the requested support service unit.*
One Photo Copy: keep within unit pending return of original by requested support service unit documenting results.

SECTION 1 SUPPORT SERVICE REQUESTED

DEPARTMENT SUPPORT SERVICES: (Check the appropriate box and indicate the bureau/office/division/unit /section needed.)

BUREAU/OFFICE
NAME OF BUREAU/OFFICE: _____

DIVISION/UNIT/SECTION
NAME OF DIVISION/UNIT/SECTION: _____

PROBLEM INFORMATION

BEAT: _____ LOCATION: _____ TIME OF DAY PROBLEMS OCCUR: _____

BRIEF DESCRIPTION OF PROBLEM :

LIST RD NO. AND RELATED REPORT(S) (If Applicable) _____

SOURCE OF INFORMATION ABOUT THE PROBLEM:

<input type="checkbox"/> OFFICER OBSERVATION	<input type="checkbox"/> CRIME ANALYSIS (CLEAR, DATA WAREHOUSE, CABOODLE)
<input type="checkbox"/> SUPERVISORS	<input type="checkbox"/> BEAT COMMUNITY MEETING
<input type="checkbox"/> OTHER UNITS	<input type="checkbox"/> OTHER COMMUNITY CONTACT
<input type="checkbox"/> COMMUNITY CONCERN	<input type="checkbox"/> ELECTED OFFICIAL _____
<input type="checkbox"/> OTHER CITY AGENCY _____	<input type="checkbox"/> OTHER _____

SERVICE INFORMATION

TYPE OF SERVICE: ENFORCEMENT TRAINING SPEAKER OTHER: _____

EXACT LOCATION WHERE SERVICE IS NEEDED OR MEETING TO BE HELD: _____

DATE & TIME _____

BRIEF DESCRIPTION OF SERVICE REQUESTED:

MISSION RESULTS OR ATTACHMENTS:

PREPARED BY: _____ STAR NO. _____ DATE _____ BELL _____ PAX _____ FAX _____

SECTION 2 APPROVALS

COMMANDER: _____ DATE: _____

DEPUTY CHIEF: _____ DATE: _____

SECTION 3 SUPPORT UNIT'S RESPONSE TO REQUESTER WITHIN TEN (10) DAYS OF RECEIPT

DATE RECEIVED: _____ REVIEWED BY SUPERVISOR OR UNIT C.O. _____

DATE RECEIVED: _____ UNIT/TEAM ASSIGNED _____

REQUEST DENIED REASON _____

CONTACT PERSON _____ PAX/BELL _____ DATE & TIME OF CONTACT OF REQUESTER _____

FORWARDED TO BUREAU BY EMAIL BY FAX BY MAIL