COURT SECTION REPORT TO COMMANDING OFFICER

CHICAGO POLICE DEPARTMENT

INSTRUCTIONS: Prepare in TRIPLICATE. Original to Commanding Officer, Court Section. Duplicate to arresting officer's District/Unit Commanding Officer. Triplicate to be retained by preparing court officer.

DIST./UNIT	DATE (DAY - MONTH - YEAR)	BRANCH

NAME, RANK & STAR NO. OF OFFICER INVOLVED	DATE OF ABSENCE, DEFICIENCY, ETC.

DEFENDANT(S)

C-B. NO-	JUDGE	STATES ATTORNEY	CORPORATION COUNSEL

CHARGE(S)	CONTINUANCE DATE (IF ANY)	TO COURT BRANCH/CALL

	NOTIFICATION RECORD NUMBER	DATE ENTERED

R.D. NO.	SHEET & LINE NO(S).	NAME OF PERSON MAKING NOTIFICATION	DATE/TIME

REASON FOR REPORT

1. ☐ Officer erroneously designated "court section personnel to handle" when his presence was required.
2. ☐ a. Officer failed to sign in on Court Log.
   ☐ b. Officer failed to sign out on Court Log.
   ☐ c. Officer inserted erroneous time on Court Log.
   ☐ d. Officer did not enter disposition on Court Log.
3. ☐ Officer's presence was required, but officer was not in court.
4. ☐ Case dismissed, evidence suppressed, or arrest and/or search warrant quashed because of unlawful arrest, search or seizure, or deficiencies in the presentation of evidence, or variation from anticipated testimony as originally reported in the Case Report or Arrest Report (Specifics given in Remarks).
5. ☐ a. Arrest Record not attached to Arrest Report.
   ☐ b. C.B. No. or I.R. No. not on Arrest Report.
6. ☐ Officer failed to have in his possession necessary evidence or properly prepared reports, such as Case Reports, Supplementary Report, or Arrest Record (Specifics given in Remarks).
7. ☐ Deficiencies - Re: appearance, preparation, demeanor, etc. (Specifics given in Remarks).
8. ☐ Exemplary testimony/conduct.
9. ☐ Other

REMARKS

SIGNATURE & STAR NO. OF COURT SECTION PERSONNEL	DISTRICT/UNIT