

# POLICY CHANGE RECORD

BUREAU OF DETECTIVES  
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?)

## INITIAL APPROACH/METHODOLOGY

ANALYST'S SIGNATURE

STAR/EMPL. NO.

DATE

APPROVED BY - SUPERVISOR

STAR/EMPL. NO.

DATE

## CALEA STANDARDS SECTION

CALEA STANDARD RELATED?

RELATED CALEA STANDARD(S)

CALEA TASK NO.

YES  NO

CALEA ANALYST ASSIGNED

APPROVED BY- CALEA SUPERVISOR

STAR/EMPL. 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**DIRECTIVE (S) RESCINDED and ADDED TO ARCHIVE:**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 NOTIFIED THE COMMANDING OFFICER OF THE POLICY & PROCEDURES SECTION OF TRAINING REQUIREMENTS.**

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

**ANALYST VERIFIED THE ACCURACY OF THE DEPARTMENT DIRECTIVES SYSTEM INDEX.**

OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE - ANALYST

STAR/EMPL. NO.

DATE

DATE ASSIGNED

DATE COMPLETED

APPROVED BY - SUPERVISOR

STAR/EMPL. NO.

DATE

APPROVED BY

STAR/EMPL. NO.

DATE