

**Cook County Public Defender
Freedom of Information Act
Section 5 list**

The following documents are maintained by the Cook County Public Defender's Office, although not all are documents which must be disclosed under FOIA as one or more exemptions may apply to them:

- 1) Financial records including but not limited to, budgetary materials, bills and payment records, grant applications and related documents, payroll and reimbursement records; contracts with vendors;
- 2) Personnel records including applications, hiring, promotion, and termination documents, employee evaluations, disciplinary records, time and attendance records;
- 3) Employee training materials;
- 4) Other miscellaneous documents pertaining to the management and administration of the Public Defender's office

In response to FOIA requests, the Public Defender furnishes, or makes available for inspection, documents that are (1) printed out on paper, (2) attached to e-mails sent to the requesters, or (3) replicated in CD's or flash drives that contain the documents or information in a form readily rendered readable by commonly-available computer programs.

Section: Administration		Number: 1.3.5
Title: External Requests for Information / FOIA		Supersedes: N/A
Effective Date: 9/6/2017	Revision Date: ---	Page 1 of 2

1.3.5 External Requests for Information / FOIA

PURPOSE

Providing prompt and accurate responses to Freedom of Information Act (FOIA) requests is one of the important ways in which COPA delivers on its core value of transparency. COPA’s Legal Section handles all FOIA requests, with the assistance of other COPA employees as needed.

EMPLOYEES AFFECTED

This policy affects all COPA employees. To the extent that COPA employees are covered by a collective bargaining agreement, this policy does not override applicable contractual provisions.

RELATED INFORMATION

- Freedom of Information Act
- 5 ILCS 140/1 et seq. “FOIA statute”
- [1.2.5 Data Requests and Data Validation](#)

DEFINITIONS

Term	Meaning
FOIA Officer	Any member of the Legal Section that has undergone the Illinois Attorney General’s FOIA training and is registered as a FOIA officer with the Illinois Public Access Counselor.
FOIA Request	Any request for information in the form of a record. That can include paper and electronic files, but also video, audio tapes and data. A FOIA request does not need to reference FOIA or have any specific legal language. All FOIA requests must be submitted in writing, by mail, email or facsimile. If requested, assistance will be provided to submit a request in writing. A written request can also be submitted in person. If a requestor comes to the front desk to request documents, reception must notify any member of the Legal Section.
Requestor	The individual making a FOIA request. Anyone can make a FOIA request, including individuals employed by other governmental entities or this entity.
Supervising FOIA Officer	The Supervising Paralegal, who is also a FOIA Officer.

POLICIES

1. All COPA employees must work with the COPA Legal Section to comply with the Freedom of Information Act, 5 ILCS 140/1 et seq. “FOIA statute.”
2. COPA Employees
 - a. Any request for documents in written form is treated as a request for public records pursuant to FOIA. All FOIA requests received by COPA are to be **immediately** forwarded to the Supervising Paralegal, who is the Supervising FOIA Officer. If a requester requests assistance in drafting a FOIA request, COPA employees must direct the requester to the Supervising FOIA Officer.
 - b. Due to the statutory deadline, if a COPA employee receives a request for information or documents from a COPA FOIA Officer, the COPA employee must respond to the FOIA officer within two (2) business days.
 - c. COPA employees may not speak to a requestor without a member of the COPA Legal Section present. If a COPA employee is contacted by a requestor for information relating to their FOIA request, the employee must forward the communication and any relevant details, including the date of the communication and contact information of the requestor, to COPA’s General Counsel and the Supervising FOIA Officer. COPA employees who are not a FOIA officer are not to tender materials directly to a requester.
3. COPA FOIA Officers
 - a. Upon receipt of a FOIA request, the Supervising FOIA officer, will assign the FOIA request to one or more COPA paralegal staff members. The Supervising Paralegal will log the request, assign a tracking number, and generate a FOIA file. All documents relating to the response to the FOIA must be maintained in that file.
 - b. The Supervising FOIA Officer, or designee, will, in collaboration with the General Counsel or other members of the COPA Legal Section, review the request and formulate the appropriate response based on the FOIA statute.
 - c. The following is an overview of the COPA FOIA compliance procedures. For detailed instructions, please consult the FOIA statute and FOIA SOP (see Appendix 1.3.5A). However the following basic guidelines must be adhered to, where applicable:
 - i. A search for documents must be reasonable and must include speaking to all relevant parties and searching all relevant technology and databases. For further information, see the COPA Document Search SOP (Appendix 1.3.5B).
 - ii. All inquiries for data must be submitted to the Senior Information Analysts in a timely manner. For further information on data requests, see the COPA Data Requests policy (1.2.5).
 - iii. All inquiries for emails must specify a time-frame and custodian. The COPA FOIA officer making an email request must submit the appropriate request to the Department’s Bureau of Support Services for requests covering [dates] and/or the City of Chicago’s Department of Information Technology for requests covering [dates].
 - d. Any COPA FOIA officer requesting information or documents from COPA employees pursuant to a FOIA request must specify the date on which a response by the COPA employee is needed, and that the information is needed to fulfill a FOIA request so the employee is aware that an expedient response is required.
 - e. Any COPA FOIA officer requesting information or documents related to employee files and agency contracts must inform the COPA Chief of Staff.
 - f. The Supervising FOIA Officer must inform the Chief Administrator and the Public Information Officer of all FOIA requests from media outlets within one day of receipt. All FOIA responses to media outlets must be reviewed by the General Counsel, or designee, prior to release.

- g. Any member of the COPA Legal Section or a FOIA officer seeking to condition a FOIA response based on any FOIA exemption must inform the Supervising FOIA Officer and the General Counsel before issuing such a response. The Supervising FOIA Officer or General Counsel may seek guidance from the Department of Law when needed.
- h. Pursuant to 5 ILCS 140/3(d), COPA must respond to FOIA requests in five (5) business days. On or before the fifth business day, the FOIA officer must take one of the following actions:
 - i. Send a letter requesting additional time in which to respond to the FOIA request (an “extension letter”);
 - ii. Supply the records with an appropriate cover letter;
 - iii. Send a letter stating there are no responsive records;
 - iv. Send a letter asking the requestor to narrow the request due to vagueness or burden; or
 - v. Send a denial letter based on applicable exemptions.
- i. If a requestor seeks judicial review, the assigned FOIA Officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel and Supervising FOIA Officer. The General Counsel must refer the request for judicial review to the Department of Law for defense.
- j. If a requestor seeks review by the Illinois Attorney General’s Public Access Counselor, the assigned FOIA officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel and Supervising FOIA Officer. The assigned FOIA Officer or the Supervising FOIA Officer must draft a response for review by the General Counsel and Supervising FOIA Officer, or, as appropriate, refer the matter to the Department of Law for defense.

EXCEPTIONS

N/A

PERFORMANCE MEASURES

- FOIA Officers must be reviewed on their ability to process FOIA request assignments including, but not limited to, their professionalism and ability to research requests, promptly process documents, and escalate requests for additional assistance when needed.

FORMS

- [Appendix 1.3.5A: FOIA Procedures](#)
- [Appendix 1.3.5B: Document Search Procedures](#)

Appendix 1.3.5A – FOIA Procedures

COPA FOIA PROCEDURES

A. REQUESTS FOR COPA MATERIAL

All requests for inspection or copies of COPA material must be made in writing and directed to COPA. Written requests may be submitted via personal delivery, US mail, fax, or electronic mail. Written requests via electronic mail may be sent to the COPA FOIA Officer e-mail address or any FOIA Officer's e-mail address.

B. RECEIPT OF FOIA REQUESTS

Upon receipt of a FOIA request, the Supervising Paralegal, who is also the Supervising FOIA Officer, shall (1) assign a COPA tracking number [year-department code-sequential number]; (2) note the date COPA received the written request; (3) compute the day the request must be responded to on the written request; (4) maintain an electronic and paper copy of the written request, including all documents submitted with the request; and (5) create a file for retention of the request, response, a record of written communications with the requester, a copy of other communications, and any other documents relating to the request. With respect to the last requirement, all of the listed documents should also be saved electronically on COPA's saved drive. The Supervising FOIA Officer will assign the FOIA request to a designated FOIA Officer.

The Supervising FOIA Officer or his or her designee will review the request and determine whether COPA possesses any responsive documents, whether the responsive documents are exempt, and/or whether appropriate redactions need to be made prior to release pursuant to FOIA.

C. FOIA RESPONSES

The FOIA Officer must respond within 5 business days after receipt of the request. Failure to respond within this time period is considered a denial of the request. "Business day" means a day during the week, Monday through Friday. Saturdays, Sundays, and State holidays are not business days and are not counted in computing the 5 business day time period. Responses may be extended for up to 5 additional business days from the original due date for response. The requester and FOIA Officer may agree to extend the time for compliance for a period to be determined by the parties in writing.

If the FOIA Officer is denying a request, whether in whole or in part, he or she must notify the requester in writing of the decision to deny the request and include (1) the reasons for the denial, including the exemption(s) claimed, legal authority, and a detailed explanation of the factual basis for any exemption claimed; and (2) the names and titles or positions of each person responsible for the denial. Each notice of denial must also: (3) inform the requester of his or her right to seek review by the Public Access Counselor; (4) provide the address and phone number for the Public Access Counselor; and (5) inform the requester of the right to judicial review. As discussed in *Requester Seeks Review*, *infra*.

Should there be any question regarding applying an exemption to a FOIA request, it must be elevated to the Supervising Paralegal, General Counsel, or Guidance from Department of Law's Legal Information, Investigations & Prosecutions Division, or any other division will be sought when needed.

D. MEDIA OUTLETS

All FOIA requests from media outlets must be forwarded to the Chief Administrator and Public Information Officer within one day of receipt. When forwarding the request, the FOIA Officer should make aware whether COPA possesses responsive material, and if any exemption applies. If a reasonable search needs to be conducted to determine whether COPA possesses the requested material, the FOIA Officer should apprise of the search method.

All FOIA responses to media outlets must be reviewed by the General Counsel or his or her designee prior to release. Likewise, the FOIA Officer should inform the Public Information Officer the documents being released in order for him or her to have knowledge of what is being released when engaging with media outlet requesters.

E. REASONABLE SEARCH

In locating records responsive to a FOIA request, FOIA requires COPA to perform a reasonable search tailored to the nature of a particular request. Below lists various searches and internal requests to be made by the FOIA Officer.

1. COPA EMPLOYEES & OTHER CITY DEPARTMENTS

If appropriate, the FOIA Officer shall consult with COPA employees or other City departments, who have the knowledge, to determine whether COPA possesses the requested material or is capable to run a search to determine whether COPA possesses the requested material. If COPA does possess responsive material, the FOIA Officer shall discuss with the employee or Department of Law whether the material is exempt or must be redacted.

When consulting with or requesting material from COPA employees, the FOIA Officer must make it clear to the employee the date a response is needed and that it relates to a FOIA request in order for the employee to be mindful a quick response is required.

2. PENDING INVESTIGATIONS

When a FOIA requester seeks material related to a pending investigation, the FOIA Officer shall discuss, in writing, with the assigned Investigator, Supervising Investigator, Deputy Chief, and Chief Administrator whether release of any material contained in the investigative file would adversely affect, impact, or jeopardize the integrity of the investigation.

Additionally, if applicable, the FOIA Officer shall advise the FOIA requester that the investigation falls within the Transparency Policy scope. The video, audio, and certain documents may become available pursuant to the policy prior to the completion of the

investigation. If released, the material will be available on COPA's website, and for more information about the Transparency Policy, please visit COPA's website.

3. CLEAR DATABASE

If a requester seeks investigative files, investigative files related to Chicago Police Department members, investigative files related to civilians, etc., the FOIA Officer should conduct a search on the CLEAR database to determine whether COPA possesses responsive documents.

4. ELECTRONICALLY STORED INFORMATION

A. E-MAIL SEARCH

If a FOIA requester seeks emails authored by or in possession of COPA employees, the FOIA Officer must complete the appropriate email search request forms and submit the forms to the appropriate department. Presently, there are two forms that need to be completed for a search of CPD's servers: the BOS Service Request form and E-Mail Search Request form. These forms must be submitted to the Information Services Division of the Chicago Police Department. Please note that on [DATE], COPA will transition onto DOIT's server, and the email search procedure will be modified.

In order to conduct an effective e-mail search, the FOIA requester must include (1) the individuals to be searched, along with their e-mail addresses (frequently referred to as "custodians"; (2) a time frame; and (3) search terms.

B. HARD DRIVE SEARCH

In order to conduct a reasonable search, a FOIA Officer shall search COPA employees' hard drives. The FOIA Officer shall send a request to the Director of Information Systems with the following information: (1) name of individual(s); (2) time frame; (3) search terms; and (4) the date a response is needed. The FOIA officer shall also request the individual employee to search their computer for relevant documents as needed. Additional information may be required to run an effective hard drive search.

C. DATA SEARCH

If a FOIA requester seeks data from the CLEAR database (i.e., a spreadsheet listing all investigations with identified fields), a data search/query must be conducted. The FOIA Officer shall send a request to the data team (currently, the Director of Public Policy & Legislative Affairs) in the following format:

TO: Data Team
FROM: [FOIA Officer's Name]
REQUEST TYPE: [FOIA Tracking Number]
REQUESTOR: [Name of FOIA Requester]

DUE DATE: [Date a FOIA response is due and applicable extension date]
REQUEST: [A description of the request. If the request has multiple parts, please provide information on which parts require action from the data team]

If the FOIA requester does not state specific fields to be included in the data search, the FOIA Officer shall advise and discuss with the requester which field(s) he or she seeks.

F. REVIEW OF MATERIAL TO BE RELEASED

All material to be released should be reviewed, when deemed appropriate, by the General Counsel, Supervising Paralegal, Chief Administrator, or Department of Law's Legal Information, Investigations & Prosecutions Division, or any other division will be sought when needed. For example, with respect to e-mail searches, the responsive documents shall be reviewed by the General Counsel, Supervising Paralegal, and the author or possessor of the email.

G. REQUESTER SEEKS REVIEW

1. ILLINOIS ATTORNEY GENERAL'S PUBLIC ACCESS CONSELOR (PAC)

If a requestor seeks review by the Illinois Attorney General's Public Access Counselor, the assigned FOIA Officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel, and Supervising FOIA Officer. That FOIA Officer or the Supervising FOIA Officer must draft a response for review by the General Counsel, Supervising FOIA Officer and Department of Law, and send a response within 7 days of receipt of the Request for Review to the PAC.

2. JUDICIAL REVIEW

If a requestor seeks judicial review, the assigned FOIA Officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel, and Supervising FOIA Officer. The General Counsel must refer review to Department of Law for defense.

H. COSTS

COPA may charge a copying fee. For black and white, letter or legal sized copies (8 ½ x 11 or 8 ½ x 14), the first 50 pages are free, and any additional pages can cost no more than 15 cents a page. For color copies or abnormal size copies, the public body can charge the actual cost of copying. COPA may also charge the actual cost of the recording medium. For example, if documents or a video recording is produced on a CD or DVD, COPA may only charge the actual cost of purchasing the CDs or DVDs.

Appendix 1.3.5B – Document Search Procedures



DOCUMENT SEARCH PROCEDURES

I. REQUESTS FOR COPA MATERIAL

All requests for COPA materials shall be diligently complied with. Good faith efforts to search all available resources must be made for all requests, especially those relating to pending litigation.

J. RECEIPT OF INFORMATION REQUESTS

Upon receipt of a request for documents or materials one or more members of the legal team will be assigned to gather responsive documents.

K. SEARCHES

1. Investigations

If a request is made for an investigatory file alone, the original file must be inspected to ensure production of all notes, drafts, and other relevant documents, to the extent they exist. Though attachments are available in CLEAR, there may be additional documents and media that were not uploaded to CLEAR. If a request is for the investigatory file and “other related documents” the legal team member assigned must clarify the meaning of “other related documents” with the requestor. This may include drafts that exist only in electronic form, referrals to prosecutorial partners, emails, or any other documents. Once clarification is reached, the COPA legal team shall comply with that request.

2. Emails

If a requester seeks emails authored by or in possession of COPA employees, the legal team member assigned to the request must complete the appropriate email search request forms and submit the forms to the appropriate department. Presently, there are two forms that need to be completed for a search of CPD’s servers: the BOS Service Request form and E-Mail Search Request form. These forms must be submitted to the Information Services Division of the Chicago Police Department. Please note that on [DATE], COPA will transition onto DOIT’s server, and the email search procedure will be modified.

In order to conduct an effective e-mail search, the requester must include (1) the individuals to be searched, along with their e-mail addresses (frequently referred to as “custodians”; (2) a time frame; and (3) search terms. The legal team member working on the request will work with the requestor to develop those terms if assistance is needed.

3. Other Documents

Various miscellaneous documents may be requested in the course of litigation. To effectively search for those documents the legal department member assigned must work with the requestor to identify areas to be searched, such as asking specific employees to search their files or searching the files of former employees. Then the legal team member must conduct a thorough search by discussing the needed materials with heads of departments and any and all employees as needed to ensure a full capture of relevant existing materials occurs.

In order to conduct a reasonable search, a legal team member shall search COPA employees' hard drives. The legal team member shall send a request to the Director of Information Systems with the following information: (1) name of individual(s); (2) time frame; (3) search terms; and (4) the date a response is needed. The legal team member shall also request the individual employee to search their computer for relevant documents as needed. Additional information may be required to run an effective hard drive search.

4. Data Search

If a requester seeks data from the CLEAR database (i.e., a spreadsheet listing all investigations with identified fields), a data search/query must be conducted. The legal team member shall send a request to the data team (currently, the Director of Public Policy & Legislative Affairs) in the following format:

TO: Data Team
FROM: [FOIA Officer's Name]
REQUEST TYPE: [FOIA Tracking Number]
REQUESTOR: [Name of FOIA Requester]
DUE DATE: [Date a FOIA response is due and applicable extension date]
REQUEST: [A description of the request. If the request has multiple parts, please provide information on which parts require action from the data team]

If the requester does not state specific fields to be included in the data search, the legal team member shall advise and discuss with the requester which field(s) he or she seeks.

L. REVIEW OF MATERIAL TO BE RELEASED

All material to be released should be reviewed, when deemed appropriate, by the General Counsel, Supervising Paralegal, Chief Administrator, or Department of Law, or any other division will be sought when needed. For example, with respect to e-mail searches, the responsive documents shall be reviewed by the General Counsel, Supervising Paralegal, and the author or possessor of the email.



FOIA Disclosures (5 ILCS 140)

Background

On October 5, 2016, the Civilian Office of Police Accountability (COPA) was created by ordinance as an independent agency of the City of Chicago, to replace the Independent Police Review Authority (IPRA). COPA’s mission is to conduct fair, thorough, and timely investigations into allegations of excessive force, domestic violence, coercion through a threat of violence, bias-based verbal abuse, improper search or seizure of individuals or property, and unlawful denial of access to counsel made against Chicago Police Department (CPD) members. COPA also investigates instances where a CPD member discharges a firearm in a manner that potentially could strike another individual, a stun gun or Taser in a manner that results in death or serious bodily injury, instances in the Chief Administrator’s discretion of other weapon discharges or other use of CPD equipment as a weapon that results in death or serious bodily injury. COPA also investigates incidents where a person dies or sustains a serious bodily injury while detained or in CPD custody as a result of police actions such as during attempts to apprehend a suspect.

To carry out its mission, COPA has an annual budget of 1% of CPD’s budget and is budgeted for 141 full-time employees.

COPA’s office hours and locations are noted below:

Main Office			
Location	Address	Phone	Hours
Civilian Office of Police Accountability	1615 W. Chicago Ave. 4th Floor Chicago, IL 60622	Main Office Line: (312) 746-3609 Complaint Intake Line: (312) 743-COPA	Monday through Friday 9:00 a.m.- 7:00 p.m.

FOIA Request Process

FOIA requests may be submitted to COPA by personal delivery or sending your written request to COPA FOIA Officer via mail, e-mail, or fax.

- Mailed Requests should be sent to:

Attn: FOIA Department
Civilian Office of Police Accountability
1615 West Chicago Avenue, 5th Floor
Chicago, Illinois 60622

- E-mailed requests should be sent to COPA-FOIA@chicagocopa.org.
- Faxed requests may be sent to 312-746-3591.

Copying fees: To recover its actual costs, COPA may charge a nominal fee for the reproduction of documents. The fee for black and white letter or legal-sized copies is \$0.15 per page, with the first 50 pages free. For color copies and documents furnished in electronic format, the cost is COPA's actual cost for reproduction and purchase of the recording medium.

Records Immediately Available

COPA maintains a website which contains annual and quarterly reports with corresponding data relating to volume of complaints, types of complaints and complaint closure information, abstracts of monthly sustained cases, public reports for police-involved shooting investigations, and statistical reports on police-involved shootings. These documents are immediately available for download and/or review on COPA's website without the submission of a written FOIA request.

List of Types or Categories of Records Under the Civilian Office of Police Accountability's Control¹

- Investigative files for investigations conducted pursuant to the Municipal Code of Chicago 2-57-010 *et seq.*
- COPA Rules and Regulations
- COPA Policies and Procedures
- Personnel files and personal information for COPA employees
- Correspondence
- Budget Information
- Annual Reports published by COPA (*also available at* www.chicagocopa.org)
- Quarterly Reports published by COPA (*also available at* www.chicagocopa.org)
- Policy Reports published by COPA (*also available at* www.chicagocopa.org)

¹ Pending approval of COPA's document retention schedule, all documents under COPA's custody and control are maintained indefinitely.

- Advisory Letters (*also available at www.chicagocopa.org*)
- Summary Reports (*also available at www.chicagocopa.org*)
- COPA will continue to maintain the following types or categories of records pertaining to IPRA:²
 - Investigative files for investigations conducted and closed at IPRA
 - IPRA Standard Operating Procedures
 - Personnel files and personal information for IPRA
 - Annual Reports published by IPRA (2008-2012)
 - Quarterly Reports published by IPRA
 - Statistical Reports published by IPRA
 - Sustained Case Abstracts published by IPRA
 - Summary Reports published by IPRA
 - Other business records maintained by IPRA

² Pending approval of COPA's document retention schedule, all documents under COPA's custody and control are maintained indefinitely.



May 29, 2020

Mr. Tracy Siska
Via Email: tsiska@chicagojustice.org

Re: Freedom of Information Act Request 20-060-144

Mr. Siska,

On behalf of the Civilian Office of Police Accountability (COPA), I am responding to your Freedom of Information Act (FOIA) request, received on May 14, 2020 seeking:

1. A list of all types or categories of records currently under the Civilian Office of Police Accountability's control, as provided in 5 ILCS 140/5; and
2. A description of the manner in which public records stored by means of electronic data processing may be obtained from the Civilian Office of Police Accountability (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

Please find attached documents responsive to your requests. Additionally, you may find answers to some common questions regarding the types of records stored and how to obtain them on our Frequently Asked Questions page (<https://www.chicagocopa.org/faqs/>).

To the extent that you consider this a denial of your FOIA request, you have a right of review by the Illinois Attorney General's Public Access Counselor, who can be contacted at 500 South Second Street, Springfield, Illinois 62706 or by telephone at (217) 558-0486. You may also seek judicial review of denial under 5 ILCS 140/11 of FOIA.

Sincerely,

A handwritten signature in black ink that reads 'Jason Szczepanski'.

Jason Szczepanski
Paralegal II/FOIA Officer



OFFICE OF THE STATE'S ATTORNEY
COOK COUNTY, ILLINOIS

KIMBERLY M. FOXX
STATE'S ATTORNEY

500 Richard J. Daley Center
CHICAGO, ILLINOIS 60602

May 5, 2020

Mr. Tracy Siska
tsiska@chicagojustice.org
Chicago Justice Project

Re: FOIA Request dated 04/18/2020

Dear Mr. Siska:

This letter is in response to your request sent on April 18, 2020 but received on April 20, 2010 for documents under the Illinois Freedom of Information Act ("FOIA") to the Cook County State's Attorney's Office (the "SAO") wherein you sought the following records:

SAO FOIA #1:

All case level felony prosecution data for the years 1990-2000.

- A. This includes any such data in any database including the Crimes Database.
- B. This includes any such data in CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same.
- C. This data should be de-identified so that identities of victims and witnesses are removed.
- D. The identities of all employees of public bodies who are not a victim or a witness should remain within the data, and not be removed.
- E. All address data related to crime location should be reduced to the hundred block.
- F. The data should be exported in machine-ready delimited format and not in a proprietary format.
- G. All fields that are not released due to one or more exemptions should have their contents thoroughly detailed, and the reasons for withholding each individual field cited.

The data dictionary that defines the contents of each table and field in any database that holds this data (including the Crimes Database) should be included.

All materials used to train Your personnel on how to use the database(s) used to hold the data requested in 1 and 2 above, including the Crimes Database.

SAO FOIA #2:

All case level felony prosecution data for the years 2000-2010.

- A. This includes any such data in any database including the Crimes Database.
- B. This includes any such data in CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same.
- C. This data should be de-identified so that identities of victims and witnesses are removed.
- D. The identities of all employees of public bodies who are not a victim or witness should remain within the data, and not be removed.
- E. All address data related to crime location should be reduced to the hundred block.
- F. The data should be exported in machine-ready delimited format and not in a proprietary format.
- G. All fields that are not released due to one or more exemptions should have their contents thoroughly detailed, and the reasons for withholding each individual field cited.

The data dictionary that defines the contents of each table and field in the database (including the Crimes Database) should be included.

All materials used to train your personnel on how to use the database(s) used to hold the data requested in 1 and 2 above, including the Crimes Database.

SAO FOIA #3

All records related to the purchase, maintenance or upkeep of the database(s) referenced in FOIAs 1-2 above, including but not limited to the Crimes Database software and any updates to the Crimes Database software.

To the extent it is different than FOIA #3(1) above, all records related to the purchase, maintenance or upkeep of CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same.

To the extent it is different from FOIA #3(1) and (2) above, all documents related to “Annual CIBERLaw”.

Without limiting the scope of above requests in any way, in order to give the Agency as much information to perform as complete of a search as possible, the requested records should include at a minimum:

- A. Requests for proposals or invitations for bids;
- B. Specifications;
- C. Proposals;
- D. Board Approvals
 - o Including but not limited to the July 12, 2005 Board Approval of \$2,975,000 to Ciber, Inc. and any and all related paperwork;
- E. Requisitions and/or Purchase Requisitions
 - o Including but not limited to Requisition Number 00099753 OC and all related paperwork, and all similar or related Requisitions for the same or related software;
 - o Including but not limited to Internal Req Number 12500049, and all similar or related Requisitions for the same software;
 - o Including but not limited to annual Requisitions to Ciber (as defined herein) and all related paperwork and/or Ciber customer ID 04107CCSA008 and/or Cook County Government vendor number 735841;

- o Including but not limited to Requisitions related to System #OC 99753, and all similar or related Requisitions for the same software;
- F. Bids
 - o Including but not limited to bids by Ciber (as defined herein);
- G. Sole Source Justifications
- H. Purchase orders
 - o Including but not limited to Purchase Order 179146-0000-OP dated 12/7/2011 for \$128,500, and all related paperwork, and all similar or related or annual Purchase orders and Requisitions for the same software;
- I. Master contracts, Contracts, Sub-contracts, and contract addenda or amendments;
- J. Work Orders, Statements of Work, implementation orders, change orders, and the like (by whatever names they are known by You or your vendor(s));
- K. Progress reports, Statements of Work, and the like (by whatever names they are known by You or your vendor(s));
- L. Licenses or license agreements, or similar authority to use software or related IP;
- M. Invoices
 - o Including but not limited to Ciber Invoice 04-68687870, and all similar or related Requisitions for the same software;
- N. Records of payment of Invoices, including vouchers, voucher forms, and checks
 - o Including but not limited to payments on Invoice 04-68687870 and/or voucher dated 11/22/2011 on invoice 04-68687870 and all similar or related records of payments;
- O. The records of any applicable procurement officer or chief procurement officer; and/or
- P. Any related records of, or communications with Cook County Bureau of Finance, the Cook County Department of Revenue, and the Office of the Chief Procurement Officer.

SAO FOIA #4

All records related to maintenance and/or updates of the database(s) referenced in FOIAs 1-2 above, including but not limited to the Crimes Database software, since the purchase of the database(s). These records should include:

- A. All manuals for these databases including the Crimes Database software.
- B. All policies and procedures for the databases including the Crimes Database software.
- C. All materials used to train personnel on how to use the updated software.

SAO FOIA #5

Non-privileged correspondence (including email) related to the Crimes Database (as defined below).

Correspondence (including email) with Ciber (as defined below) from July 12, 2004 to the present.

Contracts, agreements or licenses between You and Ciber (as defined below).

Ciber manuals, instructions, teaching materials, powerpoints, binders, and like materials related to Ciber's work for You and/or delivered by Ciber to you in the course of Ciber's work for You.

Correspondence to or from Robert Ryan, Jr. and/or Robert E. Ryan, Jr. (Robert.Ryan@cookcountyl.gov) related to Ciber, Annual CIBERlaw, CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same, and/or the Crimes Database (as defined below).

Correspondence to or from Patricia Katsenis related to Ciber, Annual CIBERlaw, CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same, and/or the Crimes Database (as defined below).

Correspondence to or from Lean Mak related to Ciber, Annual CIBERlaw, CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same, and/or the Crimes Database (as defined below).

Correspondence to or from Mike Carroll related to Ciber, Annual CIBERlaw, CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same, and/or the Crimes Database (as defined below).

Correspondence between You and Michael Navarro.

Correspondence related to any of the documents disclosed at <http://opendocs.cookcountyl.gov/procurement/contracts/Q-99753-OR.pdf>

SAO FOIA #6

A list of all types or categories of records currently under Your control, as provided in 5 ILCS 140/5.

A description of the manner in which public records stored by means of electronic data processing may be obtained from You (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

SAO FOIA #7

Records sufficient to show Your efforts to locate and produce the records requested in FOIAs 1-5 above. This should include:

- A. Where you searched for responsive Records and Documents.
- B. Who searched for responsive Records and Documents.
- C. Who was requested to produce responsive Records and Documents.
- D. The identity of any Records and Documents that were located but not produced for any reason.

DEFINITIONS

“Any,” “all,” “any/all,” “any or all,” “any and all,” “and,” “or,” and “and/or” are always to be interpreted inclusively to the greatest extent legally permitted. “Document” and/or “Documents” means any documents or electronically stored information of any kind—including writings, drawings, graphs, charts, photographs, video recordings, sound recordings, images, databases, and other data or data compilations—stored in any medium from which information can be

obtained either directly or, if necessary, after translation by the responding party into a reasonably usable form.

The “Crimes Database” means any database used by You to store or share information related to arrests, crimes, or prosecutions. In particular this includes databases known by or referred to by **any or all** of the following names:

- CIBER Software, CRIMES Elite 8.0 and/or prior, current, or future versions of same;
- CIBERlaw ELitE 8.0 and/or prior, current, or future versions of same;
- CIBERLaw and/or Annual CIBERLaw;
- the CRIMES Elite case management system;
- Criminal Case Mgmt System;
- System 99753;
- the 8.0 Elite Case Management System for the Cook County State’s Attorney’s Office and/or prior, current, or future versions of same;
- the database provided, upgraded and/or serviced by Ciber or Ciber Inc.;
- Any and all prior, current, or anticipated future or replacement versions of these systems, by any name whatsoever.

“Ciber” and/or “Ciber, Inc.” means Ciber, Inc., its departments, agents, affiliates, predecessors, successors, assigns, and any related entities or entities working on Ciber’s behalf or at its direction, which may, for the assistance in locating the relevant records only and without limitation, relate to **any or all** of the following (inclusively):

- Ciber, Inc.
- Ciber, Inc., Law and Justice Solutions Division
- Ciber, Inc., 2150 River Plaza Drive, Suite 320, Sacramento California
- Ciber, Inc., PO Box 844140, Dallas Texas
- Ciber, Inc., Dept. 1301, Denver Colorado
- Ciber, Inc., 6363 S. Fiddler’s Green Circle, Greenwood Village, Colorado
- EIN # 38-2046833
- Cook County Government vendor number 735841
- Ciber Global, LLC
- Ciber Global, 3270 West Big Beaver Road, Troy, Michigan
- Ciber, an HTC Global Company
- HTC Global Services
- www.ciber.com

“You” or “Your” means the Cook County State’s Attorney, the Cook County State’s Attorney’s Office, and **any or all** attorneys, employees, officers, directors, bureaus, offices, agents, divisions or subdivisions of same.

INSTRUCTIONS

If the agency withholds any document or information pertinent to the requests made herein, please identify the document or information in as much detail as is possible, and detail in specific language why each document or piece of information is being withheld.

If any information requested herein is withheld on the basis of a claim of privilege or other protection as material prepared in anticipation of litigation or trial, then that claim shall be made expressly in a writing that describes the nature of the Documents, Communications, or Things not produced or disclosed in a manner that will enable us to assess the applicability of the privilege or protection. With regard to each claim of privilege or protection, the following information should be provided in the response or the objection:

- (a) the type of Document, e.g., letter or memorandum;
- (b) general subject matter of the Document;
- (c) the date of the Document;
- (d) such other information as is sufficient to identify the Document for a subpoena duces tecum, including, where appropriate, the author, addressee, and any other recipient of the Document, and, where not apparent, the relationship of the author, addressee, and any other recipient to each other; and
- (e) the nature of the privilege or protection;
- (f) if applicable, the litigation or trial of which the document was created in anticipation.

If any Document identified herein has been lost, discarded, or destroyed, each such Document should be identified as completely as possible, including as to each such Document, its date, general nature (e.g., letter, memorandum, telegram, telex, photograph, computer printout), subject matter, each author or originator, each person indicated as an addressee or copy recipient, and its former custodian(s). In addition, as to each such Document, the following information shall be supplied:

- (a) date of disposal, loss, or destruction;
- (b) manner of disposal, loss, or destruction;
- (c) reason for disposal or destruction, or any explanation of loss;
- (d) persons authorizing the disposal or destruction;
- (e) persons having knowledge of the disposal, destruction, or loss; and
- (f) persons who destroyed, lost, or disposed of the Document or Thing.

The SOA sent you an extension on April 27, 2020 and on May 4, 2020, you agreed to a one day extension. The SAO is now responding.

As you are surely aware, the country, state, and county are amid a public health crisis due to the novel Coronavirus. Although the SAO is open, in the interests of public health and safety, most SAO employees are working remotely in an attempt to continue core functions while protecting the health of SAO employees and the public. Under Section 3(g) of FOIA (“Section 3(g)”), “[r]equests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information.” With all this in mind, we note that as a general matter, all the subparts of your requests are categorical in nature and without limitation in time or scope insofar as they seek entire categories of records. A category is defined as “a class or division.” Oxford Pocket American Dictionary (2002). Further, your use of the expanding language as included in your instructions which are a rider to your request and quoted above, specifically, “any,” “all,” “any/all,” “any or all,” “any and all,” “and,” “or,” and “and/or” are always to be interpreted inclusively to the greatest extent legally permitted” expands your request to every conceivable related record to the already sweeping categories of records you seek. Finally, your instructions define the term “document” to relate to any conceivable type of record, including those already destroyed.

PARTS ONE AND TWO OF YOUR REQUEST ARE UNDULY BURDENSOME.

Please be advised that as to parts one and two of your request, to the extent that these datasets were already produced to you in 2017 as a result of a prior request you made on behalf of the Chicago Justice Project, producing these records to you anew would be unduly burdensome under FOIA. Under Section 3(g) of FOIA (“Section 3(g)”), “repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under this Act” are unduly burdensome under pursuant to section 3(g) of FOIA. Accordingly, parts one and two

of your request are unduly burdensome.

However, even if this request were not a duplicate request, parts one and two of your request are still unduly burdensome because after discussion and consultation with SAO personnel most knowledgeable about the existence of responsive data, complying with parts one and two of your request would take hundreds of hours to complete. Specifically, in order to comply with this request, an SAO employee would have to devise a process that would allow for data to be extracted from its datasets that do not contain personal or private information which would be exempt under FOIA. By way of background, to the extent that the SAO tracks information regarding every offense prosecuted or handled since 1990 which is responsive to parts one and two of your request, it is in the form of millions of entries in a very large database with over 700 tables and over 7,000 columns. Quite literally, the SAO would have to go through data for millions of people. Because of the way the information is maintained in the database, private and personal information is not readily segregable. Therefore, a SAO employee would need to devise and test ways to run a search so as to pull all responsive, but non-exempt data. Because personal and private information appear throughout the database in ways that are not consistent or predictable and a manual review of each entry is impossible due to the size of the database, the only way pull the responsive data in a way that excludes exempt information would be to devise a process that outlines the different ways personal and private information could appear and create a series of checks that would need to be tested and checked until a process is devised that is successful in filtering out personal and private information. Though an estimate of how long it would take a SAO employee to complete such a process is difficult to estimate, from knowledge and experience, such efforts would likely take one SAO employee hundreds of hours to complete. Again, not only has this data already been produced to you, the vast majority of the information that you seek is readily available online at : [https://datacatalog.cookcountyil.gov/browse?tags=state%27s+attorney+case-level&sortBy=most accessed](https://datacatalog.cookcountyil.gov/browse?tags=state%27s+attorney+case-level&sortBy=most%20accessed) . Thus, the burden to the SAO in producing the data responsive to parts one and two of your request is not outweighed by the public interest in the records, especially when they have already been produced to you, are largely available online, and would require SAO personnel to devote hundreds of hours to complete during a pandemic where most SAO personnel are working from home. Accordingly, parts 1 and 2 of your request is unduly burdensome.

Please note that to the extent that your request asks for a data dictionary, please be advised that the only responsive record that exists, it is in draft form and is currently in the process of being evaluated and finalized. Accordingly, it is withheld as exempt pursuant to section 7(1)(f) of FOIA (5 ILCS 140/7(1)(f) (West 2016)) which exempts from disclosure "[p]reliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body." In this instance, the data dictionary you seek is a preliminary draft. Accordingly, it is exempt pursuant to section 7(1)(f) of FOIA.

PART 3 OF YOUR REQUEST IS UNDULY BURDENSOME.

As to part 3 of your request, which seeks procurement related records regarding the CRIMES database, the database that the SAO uses to track criminal cases created by Ciber, Inc., a vendor no longer in business, please be advised that as a general matter, as to procurement for the CRIMES database (or any other product or service sought by the SAO), while such a request would initiate within the SAO, all efforts made to acquire a product or service would be handled by the Cook County Office of the Chief Procurement Officer and invoices and payment records would be maintained by the Cook County Comptroller's Office, not the SAO. Further, FOIA only requires that a public body search its *own* records in response to a FOIA request and is not obliged to seek records from third parties in response to a FOIA request. *Duncan Publishing, Inc. v. City of Chicago*, 304 Ill. App. 3d 778, 782 (1st Dist. 1999). Therefore, because the SAO is not the public body who would be

principally involved in creating or maintaining those records, by and large, the SAO would not possess these records. However, to the extent that SAO personnel were involved in the initial process to procure the CRIMES database, which began in 2005, the SAO employees that worked on that endeavor are no longer with the SAO. Moreover, to the extent that the SAO would have retained any hard copy files regarding the procurement of the CRIMES system, because the retention period for all such records is seven (7) years, the SAO would possess no responsive hard copy records for the procurement of the system. Therefore, to the extent that the SAO would possess any records responsive to part three of your request, they would be limited to records retained on the SAO email system. Accordingly, a search was conducted on the SAO email system using the term "Ciber," from July 12, 2004 to the date of your request. This search generated 13,745 email records. Accordingly, responding to part 3 of your request is unduly burdensome under FOIA. Again, under section 3(g) of FOIA ("Section 3(g)"), "[r]equests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information." In this instance, reviewing emails, at a conservative rate of review of minute a page, would take an employee almost 230 hours to review. Moreover, this number assumes the emails are one page each, but many emails would surely be longer or have attachments. This means that responding to part three of your request for only a six-year period of your requested time range would likely take much more than 230 hours to complete. Thus, the burden to the SAO in producing the records responsive to part three of your request is not outweighed by the public interest in the records which would require SAO personnel to devote hundreds of hours to complete during a pandemic where most SAO personnel are working from home. Accordingly, part 3 of your request is unduly burdensome.

PART 4 OF YOUR REQUEST.

As to part four of your request for records related to maintenance and/or updates of the database(s) which you indicate includes manuals and training materials, after a reasonable search and a discussion with SAO personnel most knowledgeable about the existence of responsive records, please be advised that any maintenance to the CRIMES database is not done via scheduled maintenance. Rather, it is done via problem solving which is performed by SAO personnel on an as-needed basis. As such, any such records would be limited to internal email records and a search for responsive records spanning the years of your request would require an email search like the one described previously using the same terms and date restrictions. Again, a search was conducted on the SAO email system using the term "Ciber," from July 12, 2004 to the date of your request. This search generated 13,745 email records. Accordingly, responding to part 4 of your request is unduly burdensome under FOIA. In this instance, reviewing emails, at a conservative rate of review of minute a page, would take an employee almost 230 hours to review. Moreover, this number assumes the emails are one page each but many emails would surely be longer or have attachments. This means that responding to part three of your request for only a six-year period of your requested time range would likely take much more than 230 hours to complete. Thus, the burden to the SAO in producing the records responsive to part four of your request is not outweighed by the public interest in the records which would require SAO personnel to devote hundreds of hours to complete during a pandemic where most SAO personnel are working from home. Accordingly, to the extent that part 4 of your request seeks CRIMES database maintenance records, this part of your part 4 of your request is unduly burdensome.

To the extent you seek records regarding manuals or training materials for the CRIMES database, attached please find responsive records.

PART 5 OF YOUR REQUEST IS UNDULY BURDENSOME.

As to part 5 of your request, which seeks email records regarding the CRIMES database, please be advised that again, a search was conducted on the SAO email system using the term "Ciber," from

July 12, 2014 to the date of your request. Please note that this search only encompassed records for one portion of part 5 of your request. This search generated 13,745 email records. Accordingly, responding to part 5 of your request is unduly burdensome under FOIA. Again, under section 3(g) of FOIA (“Section 3(g)”), “[r]equests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information.” In this instance, just to review responsive emails from the first part of part 5 of your request and not even including the emails responsive to the rest of part 5, at a conservative rate of review of minute a page, would take an employee almost 230 hours to review. Moreover, this assumes the emails are one page each and many emails would surely be longer or have attachments. This means that again, responding to just one portion of part 5 of your request for only a six-year period of your requested time range would likely take much more than 230 hours to complete. Thus, the burden to the SAO in producing the records responsive to part five of your request is not outweighed by the public interest in the records which would require SAO personnel to devote hundreds of hours to complete during a pandemic where most SAO personnel are working from home. Accordingly, part 5 of your request is unduly burdensome.

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PART 6 OF YOUR REQUEST

In response to the first of part 6 of your request for a list of documents maintained by the SAO, please be advised that the SAO maintains the following records:

- Administrative files and correspondence
- Employee applications and supporting documentation
- FOIA request and responses
- SAO personnel records
- Statistical Reports and time records
- Budget work sheets and supporting documents
- Check copies and stubs
- Grant records
- Criminal and civil case files
- No probable cause case files

In response to the second part of part 6 of your request for a “[a] description of the manner in which public records stored by means of electronic data processing may be obtained from You,” please be advised that the SAO maintains some electronic case files for its criminal and civil cases.

PART 7 OF YOUR REQUEST ASKS FOR MATERIALS EXEMPT UNDER FOIA.

Finally, in response to part 7 of your request for “[r]ecords sufficient to show Your efforts to locate and produce the records requested, please be advised that insofar as the subparts of part 7 of your request require the SAO to create lists (of where SAO employees looked for responsive records and who performed searches or produced records and what was determined to be lost or destroyed), please be advised that the SAO is not in possession of a record which contains the information you seek. Therefore, the only way to compile the requested information would be to create a document. While the FOIA requires a public body to produce documents (5 ILCS 140/3(a) (“Each public body shall make available to any person for inspection or copying all public records, except as otherwise provided in section 7 of this Act.”)), the FOIA does not require a public body to provide answers to questions or create documents. The plain language of section 1 of the FOIA states that the “Act is not intended to create an obligation on the part of any public body to maintain or prepare any public record which was not maintained or prepared by such public body at the time when this Act becomes effective, except as otherwise required by applicable local, State or federal law.” 5 ILCS 140/1. In *Kenyon v. Garrels*, 184 Ill. App. 3d 28, 32 (4th Dist. 1989), the Illinois Appellate Court noted,

“...the Act is not designed to compel the compilation of data the governmental body does not ordinarily keep.” See also: *Chicago Tribune Company v. The Department of Financial and Professional Regulation*, 2014 IL App (4th) 13042, ¶ 34. Accordingly, to the extent that part 7 of your request seeks existing records which would detail the efforts undertaken by SAO FOIA to respond to your request, please be advised that they would be limited to email records, all of which are properly withheld pursuant to section 7(1)(f) of FOIA (5 ILCS 140/7(1)(f) (West 2016)) which exempts from disclosure “[p]reliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.” In this instance, the responsive records you seek are in the form of email correspondence, all of which contain the SAO’s internal deliberations regarding how to responds to this FOIA request. Accordingly, it is all exempt pursuant to section 7(1)(f) of FOIA.

Please be advised that as has already been expressed to you previously, to the extent that part of this FOIA request are unduly burdensome, the SAO offers you the opportunity to confer with the SAO to narrow the scope of this request or to accommodate your request in some other way.

You have a right to appeal this decision to Sarah Pratt, Public Access Counselor, Office of the Illinois Attorney General, 500 S. 2nd Street, Springfield, Illinois 62706, (phone number 1-877-299-FOIA) or to seek judicial review under Section 11 of FOIA, 5 ILCS 140/11 (2020).

Sincerely,

/s/Martha Jimenez

Martha Jimenez

Interim FOIA Officer

500 Richard J. Daley Center

Chicago, Illinois 60602

(312) 603-5440

Technology

The Office of Emergency Management and Communications (OEMC) has been adapting cutting edge technology to make our city remain as safe and prepared as any big city can be.

- **International Secure Communications Network (ISCN):** Today, ISCN maintains over 350 miles of fiber optic cable, which is the backbone to transport voice, data and radio to Police Districts, Fire Houses, Police Headquarters, Fire Headquarters, City Hall and other key 911 facilities.
- **Private Sector Camera Initiative:** This links Chicago based organizations, companies and sister agencies' cameras systems into the OEMC state-of-the-art unified video surveillance network.
- **Operation Virtual Shield:** The OVS enables the City to expand its use of surveillance cameras, biological, chemical, and radiological sensors. These cameras and sensors simultaneously feed into the City's Operations Center, where day-to-day coordination of city services and emergency response occurs.
- **Data Retention:** The OEMC follows the below retention schedule for it's technical data. The schedule is documented in an Application for Authority to Dispose of Local Records, filed with the Local Records Commission of Cook County (Application No. 02:019C). Records Disposal Certificates are applied for each year prior to record disposal in accordance with Application No. 02:019C.

Item Number	Data
11.5	Data Transmission Backup Tapes (CAD)
11.6	Video Surveillance Recordings
11.7	PDT Tapes Instant Messages
11.8	OVS Surveillance Records
11.9	Legacy Camera Surveillance Records
11.10	GPS Data
11.11	9-1-1 Call Recordings

Technology

The Office of Emergency Management and Communications (OEMC) has been adapting cutting edge technology to make our city remain as safe and prepared as any big city can be.

- **International Secure Communications Network (ISCN):** Today, ISCN maintains over 350 miles of fiber optic cable, which is the backbone to transport voice, data and radio to Police Districts, Fire Houses, Police Headquarters, Fire Headquarters, City Hall and other key 911 facilities.
- **Private Sector Camera Initiative:** This links Chicago based organizations, companies and sister agencies' cameras systems into the OEMC state-of-the-art unified video surveillance network.
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11.11	9-1-1 Call Recordings

From: Tracy Siska tsiska@chicagojustice.org
Subject: Chicago Justice Project FOIA 051420
Date: May 14, 2020 at 4:23 PM
To: OEMCFOIA OEMCfoia@cityofchicago.org



In accordance with the Illinois Freedom of Information Act, 5 ILCS 140, I request that your office provide the following public records:

1. A list of all types or categories of records currently under the Office of Emergency Management & Communications control, as provided in 5 ILCS 140/5.
2. A description of the manner in which public records stored by means of electronic data processing may be obtained from the Office of Emergency Management & Communications (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

INSTRUCTIONS

If the agency believes they are going to withhold any document or information pertinent to the requests made herein, please identify the document or information in as much detail as is possible and detail in specific language why each document or piece of information is being withheld.

If any information requested herein is withheld on the basis of a claim of privilege or subject to protection as material prepared in anticipation of litigation or trial, then that claim shall be made expressly in a writing that describes the nature of the Documents, Communications, or Things not produced or disclosed in a manner that will enable us to assess the applicability of the privilege or protection. With regard to each claim of privilege or protection, the following information should be provided in the response or the objection:

- (a) the type of Document, e.g., letter or memorandum;
- (b) general subject matter of the Document;
- (c) the date of the Document; and
- (d) such other information as is sufficient to identify the Document for a subpoena duces tecum, including, where appropriate, the author, addressee, and any other recipient of the Document, and, where not apparent, the relationship of the author, addressee, and any other recipient to each other.

If any Document or Thing identified herein has been lost, discarded, or destroyed, each such Document or Thing should be identified as completely as possible, including as to each such Document or Thing, its date, general nature (e.g., letter, memorandum, telegram, telex, photograph, computer printout), subject matter, each author or originator, each person indicated as an addressee or copy recipient, and its former custodian(s). In addition, as to each such Document or Thing, the following information shall be supplied:

- (a) date of disposal, loss, or destruction;
- (b) manner of disposal, loss, or destruction;
- (c) reason for disposal or destruction, or any explanation of loss;
- (d) persons authorizing the disposal or destruction;
- (e) persons having knowledge of the disposal, destruction, or loss; and
- (f) persons who destroyed, lost, or disposed of the Document or Thing. I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3).

Please direct all questions or responses to this FOIA request to this email address by responding to this email.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Please direct all questions or responses to this FOIA request to tsiska@chicagojustice.org by responding to this email

Tracy Siska | Executive Director
Chicago Justice Project | 105 W. Madison St., Suite 1500 | Chicago, IL 60604 | Ph. (312) 971-6745 |

tsiska@chicagojustice.org | www.chicagojustice.org |
Twitter: CJPJustProj

Stay at Home Order

In response to the evolving COVID-19 pandemic, the City of Chicago has joined the State of Illinois in issuing a Stay at Home order effective Saturday, March 21st at 5pm CT. In addition, City of Chicago facilities are closed to the public. Staff are prioritizing essential services to protect the health and safety of our residents and employees. As such, we may be delayed in responding to non-essential inquiries and service requests. To stay up to date on the City of Chicago's COVID-19 response, please **visit the City Coronavirus Response Center site.** (<https://www.chicago.gov/city/en/sites/covid-19/home.html>)



FOIA DOCUMENTS MAINTAINED BY DEPARTMENTS

[Home \(/content/city/en.html\)](#) / [FOIA Documents Maintained by Departments](#)

FOIA Documents Maintained by Departments

Below is a list of the documents typically maintained by each Department for FOIA, and most popular requested.

311 (/content/city/en/depts/311/supp_info/311_foia.html)

- Number of calls/complaints about a particular location or address
- Number of calls/complaints about an establishment or business
- Number of calls/complaints requesting a particular service
- Request for copies of Service Requests (SR)
- Status of Service Request

Administrative Hearings (/content/city/en/depts/ah/supp_info/ah_foia.html)

- Administrative Notices of Violation
- Orders entered by Administrative Law Judges
- Vehicle impoundment case documents
- All other documents contained in Administrative Hearing case files

Animal Care & Control (/content/city/en/depts/cacc/supp_info/cacc_foia.html)

- 311 reports
- Bite reports

Assets, Information and Services (/content/city/en/depts/dgs/supp_info/dgs_foia.html)

- Brownfields Sites
- City facility locations
- Departmental personnel and payroll records
- Electric bills
- Environmental, Health & Safety Management
- Equipment maintenance records
- Fuel usage records
- Leases for City facilities
- Maintenance costs for City facilities
- Natural gas bills
- Sustainability Initiatives
- Vehicle title records
- Vehicle usage records
- Vehicle inventory records
- Work orders for City facilities

- Budget requests and City Council budget hearing documentation
- City technology standard policies and procedures
- Department personnel files, reports and payroll records
- Equipment files and maintenance files
- Software licenses
- Task order requests, proposals and acceptance and rejection letters

Aviation (/content/city/en/depts/doa/supp_info/doa_foia.html)

- A list of all Concessions operated by Host.
- All contracts with the Chicago Department of Aviation.
- Copies of the Chicago Department of Aviation Quarterly DBE/MBE/WBE Utilization Reports.
- Information on the Sound Insulation Program.
- Monthly Concession Reports for O'Hare and Midway Airports filed by Clear Channel.

Board of Ethics (/content/city/en/depts/ethics/supp_info/ethics_foia.html)

- Others' (and their own) previously submitted (to the Board of Ethics) requests for records ("FOI requests")

Budget & Management (/content/city/en/depts/obm/supp_info/obm_foia.html)

- Aldermanic Menu Account spending

Buildings (/content/city/en/depts/bldgs/supp_info/bldgs_foia.html)

- Handwritten application
- Permits
- Plans
- Press Inquiry

- Verify Number of Dwelling Units
- Violations

Business Affairs & Consumer Protection (/content/city/en/depts/bacp/supp_info/bacp_foia.htr)

- Business License Applications and Supplemental Documents
- Business Owner Information (on Data Portal)
- Business License Data (on Data Portal)
- Business License Disciplinary History
- Citizen Complaints
- Consumer/Business Education and Workshops
- Consumer Product Recall Lists
- DOAH Prosecution Files
- Enforcement Documents (Citations/Notices of Violations)
- License Discipline Files
- Public Chauffeur Applications and Supplemental Documents
- Public Vehicle License Applications and Supplemental Documents
- Public Way Use Permit Applications and Supplemental Documents
- Taxi Medallion Applications and Ownership Documents
- Taxi Medallion Transfer List

Cultural Affairs and Special Events (/content/city/en/depts/dca/supp_info/dca_foia.html)

- Archival records of past programs and exhibitions
- Film projects in the City of Chicago (excluding locations of film projects prior to completion of filming – protected information for closed sets.)
- Grant applications and fact sheets on available DCASE grants
- Information related to DCASE produced Festivals and Events (Performer contracts and Sponsorship contracts are proprietary information.)
- Information related to Neighborhood festivals (however DCASE does not produce these events does not enter into any contracts related to them.)
- Information related to Walks and Runs (however DCASE does not produce these events with the exception of Race to Taste and does not enter into any contracts related to them.)
- Information related to Parades (however DCASE does not produce these events with the exception of the Memorial Day Parade and does not enter into any contracts related to them.)
- Outside contracts for festivals and events (Cleaning, security, event partners, Port-a-lets)
- Personnel and payroll records
- Press releases, brochures, calendars and other marketing materials about current programs and exhibitions presented by DCASE
- Taste of Chicago Restaurant vendor process

Emergency Management & Communication (/content/city/en/depts/oem/supp_info/oem_foia.html)

- 911 audio
- 911 event queries
- 911 standard location reports
- Video requests

Family & Support Services (/content/city/en/depts/fss/supp_info/fss_foia.html)

- Delegate Agency Agreements
- Listing of Delegate Agencies and Program Descriptions
- Shelter System Budget and Program Descriptions

Finance (/content/city/en/depts/fin/supp_info/fin_foia.html)

- Annuitant benefit records
- Canceled checks
- Expenditure reports
- Employee benefit records
- Payrolls
- Revenue reports

Fire (/content/city/en/depts/cfd/supp_info/cfd_foia.html)

- Address specific reports on hazardous material responses and mitigation including site history any
- Certain structure Fire Reports on closed and or inactive cases (active and open cases require a valid court order or subpoena)
- Fire deaths by year and cause
- Inspection reports and location details on Underground Fuel Storage Tanks within the City of Chicago, such as those used in gasoline filling stations and commercial heating and motor fuel storage
- Inspection and Fire Prevention Bureau violation reports on institutional and commercial locatic including Fire Pump tests and Sprinkler reports after 2005
- Number of Fire and EMS responses by category and geographic Fire District (Including number standard (still) Alarms and Extra Alarm events)
- Overall Fire Department employee breakdown by various criteria including race, gender, rank a age

Health (/content/city/en/depts/cdph/supp_info/cdph_foia.html)

- Above Ground Storage Tank
- Communicable disease reports for a large food borne disease outbreaks (Taste of Chicago outbreak)
- Demolition Permit
- Environmental Complaint Record
- Environmental Inspection Record Environmental Enforcement Action
- EPCRA Record (Emergency Planning and Community Right-to-Know Act)
- Health data reports
- Installation Permit
- Lead home inspection reports/files
- Underground Storage Tank

Human Relations (/content/city/en/depts/cchr/supp_info/cchr_foia.html)

- Annual Hate Crime Reports for Chicago
- Adjudication Division Annual Activity Reports.

- Board Rulings Digest listing the decisions of the Board of Commissioners on liability and attorney fees, made after administrative hearings on discrimination complaints filed under the Human Rights and Fair Housing Ordinances
- Commission on Human Relations Annual Reports
- Copies of rulings of the Board of Commissioners and other precedential decisions issued in discrimination cases filed under the Human Rights and Fair Housing Ordinances. Each decision must be requested by citation (case number, decision date), which can be found by research in Board Rulings Digest or the Subject Matter Index
- Copies of discrimination complaints filed under the Human Rights and Fair Housing Ordinances: Available for inspection in binders by calendar year and general area (employment, housing, public accommodations), or individual complaints may be requested by case number or the name of at least one party sufficient to identify the case through CHR's computer database.
- Investigation files for closed discrimination cases filed under the Human Rights and Fair Housing Ordinances. An investigation file typically contains the complaint, responses to the complaint, motions, Commission notices and orders, and evidence obtained during the investigation of the complaint. Each file must be requested by case number or by names of the parties sufficient to identify the case through CHR's computer database. Additional time may be required to remove exempt material or to obtain older closed files from offsite storage.
- Official hearing records for pending and closed discrimination cases filed under the Human Rights and Fair Housing Ordinances, if the case advanced to the administrative hearing process. A hearing record typically contains the complaint, responses to the complaint, and all Commission notices, filings of the parties, and Commission orders issued after a finding of substantial evidence or order of default. Each hearing record must be requested by case number or by names of the parties sufficient to identify the case through CHR's computer database or hearing list.
- Ordinance Booklet containing the Commission on Human Relations Enabling Ordinance, Chicago Human Rights Ordinance, and Chicago Fair Housing Ordinance
- Regulations Booklet containing the procedural rules and interpretive standards for enforcing the Human Rights and Fair Housing Ordinances.
- Subject Matter Index, a legal research tool listing by topic the precedential decisions of the Commission, including rulings after administrative hearings, issued in cases filed under the Human Rights and Fair Housing Ordinances (currently 575 pages at cost of \$70, or \$35 for Volume 2 on

Human Resources (/content/city/en/depts/dhr/supp_info/dhr_foia.html)

- Employee Database
- Employee Work History

Inspector General's Office (/content/city/en/depts/igo/supp_info/file_an_inspectorgeneralsofficefoiarequest.html)

- Disclosures

Law (/content/city/en/depts/dol/supp_info/dol_foia.html)

- Payments of settlements and judgments
- Outside counsel payments
- Records related to specific cases

License Appeal Commission (/content/city/en/depts/lac/supp_info/lac_foia.html)

- N/A

Mayor's Office (/content/city/en/depts/mayor/supp_info/mayor_foia.html)

- Initiative summaries
- Policy proposals
- Policy research and analysis
- Press Releases
- Mayor's Public Calendar
- State and federal legislative records and ordinances

Mayor's Office for People with Disabilities (/content/city/en/depts/mopd/supp_info/mopd_foia.htm)

- AccessChicago Exhibitors
- Accessibility Compliance Accessibility Survey Forms
- Accessibility Compliance Plan Review Documents
- Accessibility Compliance Pre-Permit Plan Review Documents
- HomeMod Program Statistics
- MOPD Delegate Agencies that provide direct services to people with disabilities
- MOPD Vendors and Consultants
- Sidewalk Cafe Accessibility Requirements
- Technical Assistance Materials

Planning & Development (/content/city/en/depts/dcd/supp_info/freedom_of_informationrequests.h)

The documents below are available without submitting a request.

- Affordable Housing Plan Quarterly Reports (/content/city/en/depts/doh/supp_info/quarterly_housingreports.html)
- Chicago Community Land Trust (/content/city/en/depts/doh/supp_info/chicago_communitylandtrust0.html)
- Chicago Development Fund (/content/city/en/depts/dcd/supp_info/chicago_developmentfund.html)
- Chicago Low-Income Housing Trust Fund (/content/city/en/depts/doh/supp_info/chicago_low-incomehousingtrustfund0.html)
- Chicago Plan Commission agendas and minutes (/content/city/en/depts/dcd/supp_info/chicago_plan_commission.html)
- City-owned real estate inventory (/content/city/en/depts/dcd/supp_info/city-owned_land_inventory.html)
- Commission on Chicago Landmarks agendas and minutes (/content/city/en/depts/dcd/supp_info/landmarks_commission.html)
- Community Development Commission (CDC) agendas and minutes (/content/city/en/depts/dcd/supp_info/community_developmentcommission.html)
- Neighborhood Stabilization Program information (/content/city/en/depts/doh/supp_info/neighborhood_stabilizationprogram.html)
- Planned Development legislation (<https://gisapps.cityofchicago.org/zoning/>)
- Proposed Tax Increment Financing (TIF) agreements (/content/city/en/depts/dcd/supp_info/proposedtif.html)
- Tax Increment Financing (TIF) information (</content/city/en/depts/dcd/provdrs/tif.html>)

Police (/content/city/en/depts/cpd/supp_info/cpd_foia.html)

- Arrest Reports
- Case Reports
- Crime Data
- Department Directives
- Supplementary Case Reports

Police Board (/content/city/en/depts/cpb/supp_info/freedom_of_informationact.html)

- Monthly reports of the Superintendent of Police to the Police Board, which include crime statistic complaint statistics, and General Orders issued
- The record of proceedings of Police Board disciplinary cases, including the board's findings and decisions
- Transcripts of the Police Board's public meetings

Procurement Services (/content/city/en/depts/dps/supp_info/dps_foia.html)

- Applications for Certification
- Bid Packages
- Bid Tabulations
- Contracts
- M/WBE Utilization ReportsM/WBE Compliance Schedules
- Payments to Subcontractors
- Performance & Payment Bonds
- Proposals
- Solicitations (Specifications, RFPs, RFIs, RFQs, etc.)
- Supplier Diversity Information

Streets & Sanitation (/content/city/en/depts/streets/supp_info/streets_foia.html)

- Budget Info
- Forestry: tree trimming & removal
- Garbage Pick-up
- Street Sweeping
- Tow Information

Transportation (/content/city/en/depts/cdot/supp_info/cdot_foia.html)

- Driveway permits
- Installation date of street sign
- Public way construction permits
- Street configuration (width, pavement markings, etc.)

Water Management (/content/city/en/depts/water/supp_info/water_foia.html)

- Consumer Confidence Report
- Department personnel and payroll records
- Plumbing inspection reports (please provide the year the inspection occurred)
- Sewer inspection reports
- Service requests for water and sewer work

- Water and sewer main inspection reports
- Water and sewer project and construction reports

Supporting Information Facts

People We Serve:

[Businesses & Professionals \(/content/city/en/ofinterest/bus.html\)](/content/city/en/ofinterest/bus.html)

[Caregivers \(/content/city/en/ofinterest/bus/crgvr.html\)](/content/city/en/ofinterest/bus/crgvr.html)

I Want To

Apply For

Check Status Of

Find/Get

Pay For/Buy

Register

Report/File

Request

Sign up for/Volunteer

Additional Information

View Illinois Legislation (<http://www.ilga.gov/legislation/publicacts/96/096-0542.htm>)

View an overview of FOIA by the Illinois Attorney General
(<http://www.illinoisattorneygeneral.gov/government/index.html>)

View Illinois Attorney General FOIA Public Training (<http://foia.ilattorneygeneral.net/Training.aspx>)

City of Chicago Transparency

View additional information on transparency in Chicago (</content/city/en/progs/transparency.html>)

[Home \(/city/en.html\)](/city/en.html)

[Disclaimer \(/city/en/general/disclaimer.html\)](/city/en/general/disclaimer.html)

[Privacy Policy \(/city/en/general/privacy.html\)](/city/en/general/privacy.html)

[Web Standards \(/city/en/general/standards.html\)](/city/en/general/standards.html)

[Site Credits \(/city/en/general/credits.htr\)](/city/en/general/credits.html)

[Site Map \(/city/en/general/sitemap.html\)](/city/en/general/sitemap.html)

[Contact Us \(/city/en/general/contact.html\)](/city/en/general/contact.html)

[Press Room \(/content/city/en/depts/mayor/press_room.html\)](/content/city/en/depts/mayor/press_room.html)

[Website Feedback \(https://www.surveymonkey.com/r/cocwebsitesurvey\)](https://www.surveymonkey.com/r/cocwebsitesurvey)

[Facebook](https://www.facebook.com/ChicagoMayor)
[YouTube](https://www.youtube.com/ChicagoMayor)
[Instagram](https://www.instagram.com/ChicagoMayor)



Beckman, Dawn M.

From: Tracy Siska <tsiska@chicagojustice.org>
Sent: Tuesday, May 5, 2020 9:02 AM
To: ISP.FOIA.Officer
Subject: [External] Chicago Justice Project FOIA 5/5/20

To: Illinois State Police

Subject: Types of records FOIA

In accordance with the Illinois Freedom of Information Act, 5 ILCS 140, I request that your office provide the following public records:

1. A list of all types or categories of records currently under the Cook County Sheriff's Office control, as provided in 5 ILCS 140/5.
2. A description of the manner in which public records stored by means of electronic data processing may be obtained from the Cook County Sheriff's Office (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

INSTRUCTIONS

If the agency believes they are going to withhold any document or information pertinent to the requests made herein, please identify the document or information in as much detail as is possible and detail in specific language why each document or piece of information is being withheld.

If any information requested herein is withheld on the basis of a claim of privilege or subject to protection as material prepared in anticipation of litigation or trial, then that claim shall be made expressly in a writing that describes the nature of the Documents, Communications, or Things not produced or disclosed in a manner that will enable us to assess the applicability of the privilege or protection. With regard to each claim of privilege or protection, the following information should be provided in the response or the objection:

- (a) the type of Document, e.g., letter or memorandum;
- (b) general subject matter of the Document;
- (c) the date of the Document; and
- (d) such other information as is sufficient to identify the Document for a subpoena duces tecum, including, where appropriate, the author, addressee, and any other recipient of the Document, and, where not apparent, the relationship of the author, addressee, and any other recipient to each other.

If any Document or Thing identified herein has been lost, discarded, or destroyed, each such Document or Thing should be identified as completely as possible, including as to each such Document or Thing, its date, general nature (e.g., letter, memorandum, telegram, telex, photograph, computer printout), subject matter, each

author or originator, each person indicated as an addressee or copy recipient, and its former custodian(s). In addition, as to each such Document or Thing, the following information shall be supplied:

- (a) date of disposal, loss, or destruction;
- (b) manner of disposal, loss, or destruction;
- (c) reason for disposal or destruction, or any explanation of loss;
- (d) persons authorizing the disposal or destruction;
- (e) persons having knowledge of the disposal, destruction, or loss; and
- (f) persons who destroyed, lost, or disposed of the Document or Thing. I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3).

Please direct all questions or responses to this FOIA request to this email address by responding to this email.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Please direct all questions or responses to this FOIA request to tsiska@chicagojustice.org by responding to this email

Tracy Siska | Executive Director
Chicago Justice Project | 105 W. Madison St., Suite 1500 | Chicago, IL 60604 | Ph. (312) 971-6745 |

tsiska@chicagojustice.org | www.chicagojustice.org |
Twitter: CJPJustProj



ILLINOIS STATE POLICE
Office of the Director

JB Pritzker
Governor

Brendan F. Kelly
Director

May 8, 2020

Chicago Justice
Tracy Siska
tsiska@chicagojustice.org

Re: FOIR #20-1179 Response

Dear Tracy Siska:

Thank you for writing the Illinois State Police (“ISP”) with your request for information pursuant to the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/1 *et seq.* The ISP acknowledges receipt of your FOIA request dated May 5, 2020. (*See* attached request).

It looks like you may be emailing the wrong place. The Freedom of Information Act is designed to allow you to inspect or receive copies of records in the possession of the agency you requested. The ISP does not maintain the records of the Cook County Sheriff’s Office. A reasonable search for the requested records was conducted; however, the ISP found no responsive records with the provided search terms. You may wish to submit your FOIA request to the Cook County Sheriff’s Office.

Sincerely,

BRUCE A. KUGLER
FREEDOM OF INFORMATION OFFICER

By: *David Catlin*

David Catlin
FOIA Administrator
Illinois State Police
801 S. Seventh St., Suite 1000-S
Springfield, Illinois 62703



ILLINOIS STATE POLICE

**INTEGRITY
SERVICE
PRIDE**



Director
Brendan Governor
F. Kelly
JB
Pritzker



Agency Links

- About ISP
- Academy
- Forensics
- Crime
- Missing Persons
- Criminal History
- Firearms
- Traffic
- Safety
- News, Media, & Forms
- Employment
- Office of the Statewide 911 Administrator
- Asset Seizure/Forfeiture Report
- Law Enforcement Torch Run
- Links
- Contact Us
- Freedom of Information
- Public Notices
- Home

Search this site

Search Illinois



Freedom of Information Act

Access to Illinois State Police Information

The following records, completed by Illinois State Police officers/employees, are maintained by the Illinois State Police and may or may not be releasable pursuant to the Freedom of Information Act.

- | | |
|---|-------------------------------|
| Annual Expenses | Inventory |
| Annual Reports | Investigative Files |
| Audits | Invoice Vouchers |
| Budget/Cost Center Information | Payroll Records |
| Crash/Reconstruction Reports | Policy Manuals |
| Crime Scene Photographs | Press Releases |
| Criminal History Record Information | Purchase Orders and Contracts |
| Facility Leases | Training Records |
| Field Reports | Uniform Crime Reports |
| Forensic Services Laboratory Records and Case Reports | Vehicle Maintenance Records |

Prior to submitting a FOIA request, you should search the ISP website. Some information may be free and immediately available, or available at a minimal fee, without the need to file a FOIA request. Examples include the following:

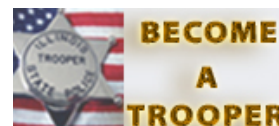
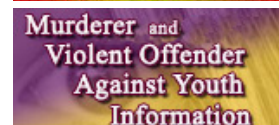
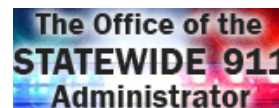
- [Annual Reports](#) – See "Annual Report" underneath the "Media Center" on ISP home page.
- [Crash / Reconstruction Reports](#) - If you would like to obtain a copy of an accident crash report or a reconstruction report, see "Crash Reports" underneath "Traffic" on the ISP home page. There is a \$5.00 fee for crash reports, and a \$20.00 fee for reconstruction reports.
- [Criminal History Record Information](#) – See "Criminal History" on ISP home page.
- [Fatality Report](#) – See "Traffic" on ISP home page.
- Various forms, applications, brochures, press releases, and other ISP publications – See "Media Center" on ISP home page.

If you would like to obtain a Motor Carrier Safety (MCS) report, please fax or mail your request on company letterhead to:

**Illinois State Police
Commercial Vehicle Section
801 South Seventh Street
Suite 600-S
Springfield, IL 62703
Fax: (217) 524-2391**

Interstate motor carriers may also submit a request through the Federal Motor Carrier Safety Administration's DataQs system at <http://dataqs.fmcsa.dot.gov>.

Agency Features





Traffic Stop Statistical Study - The annual report of the analysis of this data can be located at the Illinois Department of Transportation website (<http://idot.illinois.gov/transportation-system/local-transportation-partners/law-enforcement/illinois-traffic-stop-study>).



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JB Pritzker
Governor



Rob Jeffreys
Acting Director

The Illinois Department of Corrections

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

May 7, 2020

Tracy Siska
tsiska@chicagojustice.org

Re: Freedom of Information Request #200505025

This letter is in response to your request to the Illinois Department of Corrections ("IDOC") pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq.

You have submitted the following request:

In accordance with the Illinois Freedom of Information Act, 5 ILCS 140, I request that your office provide the following public records:

1. A list of all types or categories of records currently under the Cook County Sheriff's Office control, as provided in 5 ILCS 140/5.
2. A description of the manner in which public records stored by means of electronic data processing may be obtained from the Illinois Department of Corrections (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

Response: Responsive records are enclosed.

Sincerely,
Lisa Weitekamp
Freedom of Information Officer

Enclosures

Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

www.illinois.gov/idoc

IDOC Categories of Records

1. Inmate Files

A. Master File records- See AD 01.07.110

B. Medical records

2. Facility Records

A. Business Office- Trust fund, IBF, Expenditures

B. B of I- Identification records, fingerprints, photos etc.

C. Investigations and Intelligence

D. Incident Reports

3. Main Office

A. Contracts/Procurement

B. Personnel Files

C. Inmate Benefit Fund

D. Policies and Directives

E. Investigations and Intelligence

F. Miscellaneous

(5 ILCS 140/5) (from Ch. 116, par. 205)

Sec. 5. As to public records prepared or received after the effective date of this Act, each public body shall maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. The list shall be reasonably detailed in order to aid persons in obtaining access to public records pursuant to this Act. Each public body shall furnish upon request a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

IDOC formats:

PDF

Excel Spreadsheet

Outlook (email)

JB Pritzker
Governor



Rob Jeffreys
Acting Director

The Illinois Department of Corrections

1301 Concordia Court, P.O. Box 19277 • Springfield, IL 62794-9277 • (217) 558-2200 TDD: (800) 526-0844

May 7, 2020

Tracy Siska
tsiska@chicagojustice.org

Re: Freedom of Information Request #200505025

This letter is in response to your request to the Illinois Department of Corrections ("IDOC") pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq.

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Response: Responsive records are enclosed.

Sincerely,
Lisa Weitekamp
Freedom of Information Officer

Enclosures

Mission: To serve justice in Illinois and increase public safety by promoting positive change in offender behavior, operating successful reentry programs, and reducing victimization.

www.illinois.gov/idoc

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D. Incident Reports

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C. Inmate Benefit Fund

D. Policies and Directives

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F. Miscellaneous

(5 ILCS 140/5) (from Ch. 116, par. 205)

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IDOC formats:

PDF

Excel Spreadsheet

Outlook (email)



Lori E. Lightfoot
Mayor

Department of Police • City of Chicago
3510 S. Michigan Avenue • Chicago, Illinois 60653

David O. Brown
Superintendent of Police

July 27, 2020

Tracy Siska
tsiska@chicagojustice.org

Re: NOTICE OF RESPONSE TO FOIA REQUEST
FOIA FILE NO.: P590724

Dear Tracy Siska:

The Chicago Police Department (CPD) is in receipt of your Freedom of Information Act (FOIA) request. In it, you request:

In accordance with the Illinois Freedom of Information Act, 5 ILCS 140, I request that your office provide the following public records:

1. A list of all types or categories of records currently under the Chicago Police Department's Control, as provided in 5 ILCS 140/5. 2. A description of the manner in which public records stored by means of electronic data processing may be obtained from the Chicago Police Department (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

Your request was viewed by the undersigned. Section 3(g) of FOIA provides that "requests for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information." 5 ILCS 140/3(g). Without direction from you as to which specific records you seek, such an endeavor would pose an undue burden on the operations of this department. As the Illinois Attorney General's Public Access Counselor has noted (see 2017 PAC 47756, issued June 20, 2017), Illinois courts have held, "[a] request to inspect or copy must reasonably identify a public record[.]" *Chicago Tribune Co. v. Dept. of Financial and Professional Regulation*, 2014 IL App (4th) 130427, par. 33. A FOIA request "reasonably describes records if 'the agency is able to determine precisely what records are being requested.'" *Kowalczyk v. Dept. of Justice*, 73 F.3d 386, 388 (D.C. Cir. 1996) (quoting *Yeager v. Drug Enforcement Admin.*, 678 F.2d 315, 326 (D.C. Cir. 1982)).

Please note that the Chicago Police Department's (CPD) Department Directives System (DDS) is the official repository for current CPD directives. This system is maintained by the Research and Development Division of the Chicago Police Department.

Emergency and TTY: 9-1-1 • **Non Emergency and TTY:** (within city limits) 3-1-1 • **Non Emergency and TTY:** (outside city limits) (312) 746-6000

E-mail: police@cityofchicago.org • **Website:** www.cityofchicago.org/police

<http://directives.chicagopolice.org/directives/>.

You have the right to have a denial reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General, 500 S. 2nd Street, Springfield, Illinois 62706, (877) 299-3642. You also have the right to seek judicial review by filing a lawsuit in Cook County Circuit Court.

Sincerely,

R Earnshaw
Freedom of Information Officer
Chicago Police Department
Attention Freedom of Information
Legal Affairs Unit
3510 S. Michigan Ave
Chicago, IL 60653



POLICE BOARD
CITY OF CHICAGO

LIST OF CATEGORIES OF RECORDS UNDER THE POLICE BOARD'S CONTROL*

Police disciplinary case files; the record of proceedings of a case for which an evidentiary hearing is held typically includes the following:

- The Board's Findings and Decision;
- The Charges and Specifications filed with the Board by the Superintendent of Police;
- Filings by the parties;
- Orders and memoranda entered by the hearing officer and the Board;
- Transcripts of status hearings and pre-hearing conferences;
- Transcript of the evidentiary hearing;
- Exhibits made part of the record;
- The hearing officer's report to the Board and the parties' responses to the report.

Board meeting records, including minutes, agendas, and transcripts of public meetings

Board member records

Applications for employment, including for the position of Superintendent of Police

Administrative files and miscellaneous correspondence

Budget and expenditure records

Contracts and agreements

Freedom of Information Act requests and denials

Legal files

Personnel files and time records

Policies and procedures/rules and regulations

Reports—monthly, quarterly, annually

Time records

Note: Records stored by means of electronic data processing may be obtained in portable document format (pdf) or printout format.

* Prepared pursuant to Section 5 of the Illinois Freedom of Information Act (5 ILCS 140/5).

Section: Administration		Number: 1.3.5
Title: External Requests for Information / FOIA		Supersedes: N/A
Effective Date: 9/6/2017	Revision Date: ---	Page 1 of 2

1.3.5 External Requests for Information / FOIA

PURPOSE

Providing prompt and accurate responses to Freedom of Information Act (FOIA) requests is one of the important ways in which COPA delivers on its core value of transparency. COPA’s Legal Section handles all FOIA requests, with the assistance of other COPA employees as needed.

EMPLOYEES AFFECTED

This policy affects all COPA employees. To the extent that COPA employees are covered by a collective bargaining agreement, this policy does not override applicable contractual provisions.

RELATED INFORMATION

- Freedom of Information Act
- 5 ILCS 140/1 et seq. “FOIA statute”
- [1.2.5 Data Requests and Data Validation](#)

DEFINITIONS

Term	Meaning
FOIA Officer	Any member of the Legal Section that has undergone the Illinois Attorney General’s FOIA training and is registered as a FOIA officer with the Illinois Public Access Counselor.
FOIA Request	Any request for information in the form of a record. That can include paper and electronic files, but also video, audio tapes and data. A FOIA request does not need to reference FOIA or have any specific legal language. All FOIA requests must be submitted in writing, by mail, email or facsimile. If requested, assistance will be provided to submit a request in writing. A written request can also be submitted in person. If a requestor comes to the front desk to request documents, reception must notify any member of the Legal Section.
Requestor	The individual making a FOIA request. Anyone can make a FOIA request, including individuals employed by other governmental entities or this entity.
Supervising FOIA Officer	The Supervising Paralegal, who is also a FOIA Officer.

POLICIES

1. All COPA employees must work with the COPA Legal Section to comply with the Freedom of Information Act, 5 ILCS 140/1 et seq. “FOIA statute.”
2. COPA Employees
 - a. Any request for documents in written form is treated as a request for public records pursuant to FOIA. All FOIA requests received by COPA are to be **immediately** forwarded to the Supervising Paralegal, who is the Supervising FOIA Officer. If a requester requests assistance in drafting a FOIA request, COPA employees must direct the requester to the Supervising FOIA Officer.
 - b. Due to the statutory deadline, if a COPA employee receives a request for information or documents from a COPA FOIA Officer, the COPA employee must respond to the FOIA officer within two (2) business days.
 - c. COPA employees may not speak to a requestor without a member of the COPA Legal Section present. If a COPA employee is contacted by a requestor for information relating to their FOIA request, the employee must forward the communication and any relevant details, including the date of the communication and contact information of the requestor, to COPA’s General Counsel and the Supervising FOIA Officer. COPA employees who are not a FOIA officer are not to tender materials directly to a requester.
3. COPA FOIA Officers
 - a. Upon receipt of a FOIA request, the Supervising FOIA officer, will assign the FOIA request to one or more COPA paralegal staff members. The Supervising Paralegal will log the request, assign a tracking number, and generate a FOIA file. All documents relating to the response to the FOIA must be maintained in that file.
 - b. The Supervising FOIA Officer, or designee, will, in collaboration with the General Counsel or other members of the COPA Legal Section, review the request and formulate the appropriate response based on the FOIA statute.
 - c. The following is an overview of the COPA FOIA compliance procedures. For detailed instructions, please consult the FOIA statute and FOIA SOP (see Appendix 1.3.5A). However the following basic guidelines must be adhered to, where applicable:
 - i. A search for documents must be reasonable and must include speaking to all relevant parties and searching all relevant technology and databases. For further information, see the COPA Document Search SOP (Appendix 1.3.5B).
 - ii. All inquiries for data must be submitted to the Senior Information Analysts in a timely manner. For further information on data requests, see the COPA Data Requests policy (1.2.5).
 - iii. All inquiries for emails must specify a time-frame and custodian. The COPA FOIA officer making an email request must submit the appropriate request to the Department’s Bureau of Support Services for requests covering [dates] and/or the City of Chicago’s Department of Information Technology for requests covering [dates].
 - d. Any COPA FOIA officer requesting information or documents from COPA employees pursuant to a FOIA request must specify the date on which a response by the COPA employee is needed, and that the information is needed to fulfill a FOIA request so the employee is aware that an expedient response is required.
 - e. Any COPA FOIA officer requesting information or documents related to employee files and agency contracts must inform the COPA Chief of Staff.
 - f. The Supervising FOIA Officer must inform the Chief Administrator and the Public Information Officer of all FOIA requests from media outlets within one day of receipt. All FOIA responses to media outlets must be reviewed by the General Counsel, or designee, prior to release.

- g. Any member of the COPA Legal Section or a FOIA officer seeking to condition a FOIA response based on any FOIA exemption must inform the Supervising FOIA Officer and the General Counsel before issuing such a response. The Supervising FOIA Officer or General Counsel may seek guidance from the Department of Law when needed.
- h. Pursuant to 5 ILCS 140/3(d), COPA must respond to FOIA requests in five (5) business days. On or before the fifth business day, the FOIA officer must take one of the following actions:
 - i. Send a letter requesting additional time in which to respond to the FOIA request (an “extension letter”);
 - ii. Supply the records with an appropriate cover letter;
 - iii. Send a letter stating there are no responsive records;
 - iv. Send a letter asking the requestor to narrow the request due to vagueness or burden; or
 - v. Send a denial letter based on applicable exemptions.
- i. If a requestor seeks judicial review, the assigned FOIA Officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel and Supervising FOIA Officer. The General Counsel must refer the request for judicial review to the Department of Law for defense.
- j. If a requestor seeks review by the Illinois Attorney General’s Public Access Counselor, the assigned FOIA officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel and Supervising FOIA Officer. The assigned FOIA Officer or the Supervising FOIA Officer must draft a response for review by the General Counsel and Supervising FOIA Officer, or, as appropriate, refer the matter to the Department of Law for defense.

EXCEPTIONS

N/A

PERFORMANCE MEASURES

- FOIA Officers must be reviewed on their ability to process FOIA request assignments including, but not limited to, their professionalism and ability to research requests, promptly process documents, and escalate requests for additional assistance when needed.

FORMS

- [Appendix 1.3.5A: FOIA Procedures](#)
- [Appendix 1.3.5B: Document Search Procedures](#)

Appendix 1.3.5A – FOIA Procedures

COPA FOIA PROCEDURES

A. REQUESTS FOR COPA MATERIAL

All requests for inspection or copies of COPA material must be made in writing and directed to COPA. Written requests may be submitted via personal delivery, US mail, fax, or electronic mail. Written requests via electronic mail may be sent to the COPA FOIA Officer e-mail address or any FOIA Officer's e-mail address.

B. RECEIPT OF FOIA REQUESTS

Upon receipt of a FOIA request, the Supervising Paralegal, who is also the Supervising FOIA Officer, shall (1) assign a COPA tracking number [year-department code-sequential number]; (2) note the date COPA received the written request; (3) compute the day the request must be responded to on the written request; (4) maintain an electronic and paper copy of the written request, including all documents submitted with the request; and (5) create a file for retention of the request, response, a record of written communications with the requester, a copy of other communications, and any other documents relating to the request. With respect to the last requirement, all of the listed documents should also be saved electronically on COPA's saved drive. The Supervising FOIA Officer will assign the FOIA request to a designated FOIA Officer.

The Supervising FOIA Officer or his or her designee will review the request and determine whether COPA possesses any responsive documents, whether the responsive documents are exempt, and/or whether appropriate redactions need to be made prior to release pursuant to FOIA.

C. FOIA RESPONSES

The FOIA Officer must respond within 5 business days after receipt of the request. Failure to respond within this time period is considered a denial of the request. "Business day" means a day during the week, Monday through Friday. Saturdays, Sundays, and State holidays are not business days and are not counted in computing the 5 business day time period. Responses may be extended for up to 5 additional business days from the original due date for response. The requester and FOIA Officer may agree to extend the time for compliance for a period to be determined by the parties in writing.

If the FOIA Officer is denying a request, whether in whole or in part, he or she must notify the requester in writing of the decision to deny the request and include (1) the reasons for the denial, including the exemption(s) claimed, legal authority, and a detailed explanation of the factual basis for any exemption claimed; and (2) the names and titles or positions of each person responsible for the denial. Each notice of denial must also: (3) inform the requester of his or her right to seek review by the Public Access Counselor; (4) provide the address and phone number for the Public Access Counselor; and (5) inform the requester of the right to judicial review. As discussed in *Requester Seeks Review*, *infra*.

Should there be any question regarding applying an exemption to a FOIA request, it must be elevated to the Supervising Paralegal, General Counsel, or Guidance from Department of Law's Legal Information, Investigations & Prosecutions Division, or any other division will be sought when needed.

D. MEDIA OUTLETS

All FOIA requests from media outlets must be forwarded to the Chief Administrator and Public Information Officer within one day of receipt. When forwarding the request, the FOIA Officer should make aware whether COPA possesses responsive material, and if any exemption applies. If a reasonable search needs to be conducted to determine whether COPA possesses the requested material, the FOIA Officer should apprise of the search method.

All FOIA responses to media outlets must be reviewed by the General Counsel or his or her designee prior to release. Likewise, the FOIA Officer should inform the Public Information Officer the documents being released in order for him or her to have knowledge of what is being released when engaging with media outlet requesters.

E. REASONABLE SEARCH

In locating records responsive to a FOIA request, FOIA requires COPA to perform a reasonable search tailored to the nature of a particular request. Below lists various searches and internal requests to be made by the FOIA Officer.

1. COPA EMPLOYEES & OTHER CITY DEPARTMENTS

If appropriate, the FOIA Officer shall consult with COPA employees or other City departments, who have the knowledge, to determine whether COPA possesses the requested material or is capable to run a search to determine whether COPA possesses the requested material. If COPA does possess responsive material, the FOIA Officer shall discuss with the employee or Department of Law whether the material is exempt or must be redacted.

When consulting with or requesting material from COPA employees, the FOIA Officer must make it clear to the employee the date a response is needed and that it relates to a FOIA request in order for the employee to be mindful a quick response is required.

2. PENDING INVESTIGATIONS

When a FOIA requester seeks material related to a pending investigation, the FOIA Officer shall discuss, in writing, with the assigned Investigator, Supervising Investigator, Deputy Chief, and Chief Administrator whether release of any material contained in the investigative file would adversely affect, impact, or jeopardize the integrity of the investigation.

Additionally, if applicable, the FOIA Officer shall advise the FOIA requester that the investigation falls within the Transparency Policy scope. The video, audio, and certain documents may become available pursuant to the policy prior to the completion of the

investigation. If released, the material will be available on COPA's website, and for more information about the Transparency Policy, please visit COPA's website.

3. CLEAR DATABASE

If a requester seeks investigative files, investigative files related to Chicago Police Department members, investigative files related to civilians, etc., the FOIA Officer should conduct a search on the CLEAR database to determine whether COPA possesses responsive documents.

4. ELECTRONICALLY STORED INFORMATION

A. E-MAIL SEARCH

If a FOIA requester seeks emails authored by or in possession of COPA employees, the FOIA Officer must complete the appropriate email search request forms and submit the forms to the appropriate department. Presently, there are two forms that need to be completed for a search of CPD's servers: the BOS Service Request form and E-Mail Search Request form. These forms must be submitted to the Information Services Division of the Chicago Police Department. Please note that on [DATE], COPA will transition onto DOIT's server, and the email search procedure will be modified.

In order to conduct an effective e-mail search, the FOIA requester must include (1) the individuals to be searched, along with their e-mail addresses (frequently referred to as "custodians"; (2) a time frame; and (3) search terms.

B. HARD DRIVE SEARCH

In order to conduct a reasonable search, a FOIA Officer shall search COPA employees' hard drives. The FOIA Officer shall send a request to the Director of Information Systems with the following information: (1) name of individual(s); (2) time frame; (3) search terms; and (4) the date a response is needed. The FOIA officer shall also request the individual employee to search their computer for relevant documents as needed. Additional information may be required to run an effective hard drive search.

C. DATA SEARCH

If a FOIA requester seeks data from the CLEAR database (i.e., a spreadsheet listing all investigations with identified fields), a data search/query must be conducted. The FOIA Officer shall send a request to the data team (currently, the Director of Public Policy & Legislative Affairs) in the following format:

TO: Data Team
FROM: [FOIA Officer's Name]
REQUEST TYPE: [FOIA Tracking Number]
REQUESTOR: [Name of FOIA Requester]

DUE DATE: [Date a FOIA response is due and applicable extension date]
REQUEST: [A description of the request. If the request has multiple parts, please provide information on which parts require action from the data team]

If the FOIA requester does not state specific fields to be included in the data search, the FOIA Officer shall advise and discuss with the requester which field(s) he or she seeks.

F. REVIEW OF MATERIAL TO BE RELEASED

All material to be released should be reviewed, when deemed appropriate, by the General Counsel, Supervising Paralegal, Chief Administrator, or Department of Law's Legal Information, Investigations & Prosecutions Division, or any other division will be sought when needed. For example, with respect to e-mail searches, the responsive documents shall be reviewed by the General Counsel, Supervising Paralegal, and the author or possessor of the email.

G. REQUESTER SEEKS REVIEW

1. ILLINOIS ATTORNEY GENERAL'S PUBLIC ACCESS CONSELOR (PAC)

If a requestor seeks review by the Illinois Attorney General's Public Access Counselor, the assigned FOIA Officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel, and Supervising FOIA Officer. That FOIA Officer or the Supervising FOIA Officer must draft a response for review by the General Counsel, Supervising FOIA Officer and Department of Law, and send a response within 7 days of receipt of the Request for Review to the PAC.

2. JUDICIAL REVIEW

If a requestor seeks judicial review, the assigned FOIA Officer must immediately notify the Chief Administrator, Chief of Staff, Public Information Officer, General Counsel, and Supervising FOIA Officer. The General Counsel must refer review to Department of Law for defense.

H. COSTS

COPA may charge a copying fee. For black and white, letter or legal sized copies (8 ½ x 11 or 8 ½ x 14), the first 50 pages are free, and any additional pages can cost no more than 15 cents a page. For color copies or abnormal size copies, the public body can charge the actual cost of copying. COPA may also charge the actual cost of the recording medium. For example, if documents or a video recording is produced on a CD or DVD, COPA may only charge the actual cost of purchasing the CDs or DVDs.

Appendix 1.3.5B – Document Search Procedures



DOCUMENT SEARCH PROCEDURES

I. REQUESTS FOR COPA MATERIAL

All requests for COPA materials shall be diligently complied with. Good faith efforts to search all available resources must be made for all requests, especially those relating to pending litigation.

J. RECEIPT OF INFORMATION REQUESTS

Upon receipt of a request for documents or materials one or more members of the legal team will be assigned to gather responsive documents.

K. SEARCHES

1. Investigations

If a request is made for an investigatory file alone, the original file must be inspected to ensure production of all notes, drafts, and other relevant documents, to the extent they exist. Though attachments are available in CLEAR, there may be additional documents and media that were not uploaded to CLEAR. If a request is for the investigatory file and “other related documents” the legal team member assigned must clarify the meaning of “other related documents” with the requestor. This may include drafts that exist only in electronic form, referrals to prosecutorial partners, emails, or any other documents. Once clarification is reached, the COPA legal team shall comply with that request.

2. Emails

If a requester seeks emails authored by or in possession of COPA employees, the legal team member assigned to the request must complete the appropriate email search request forms and submit the forms to the appropriate department. Presently, there are two forms that need to be completed for a search of CPD’s servers: the BOS Service Request form and E-Mail Search Request form. These forms must be submitted to the Information Services Division of the Chicago Police Department. Please note that on [DATE], COPA will transition onto DOIT’s server, and the email search procedure will be modified.

In order to conduct an effective e-mail search, the requester must include (1) the individuals to be searched, along with their e-mail addresses (frequently referred to as “custodians”); (2) a time frame; and (3) search terms. The legal team member working on the request will work with the requestor to develop those terms if assistance is needed.

3. Other Documents

Various miscellaneous documents may be requested in the course of litigation. To effectively search for those documents the legal department member assigned must work with the requestor to identify areas to be searched, such as asking specific employees to search their files or searching the files of former employees. Then the legal team member must conduct a thorough search by discussing the needed materials with heads of departments and any and all employees as needed to ensure a full capture of relevant existing materials occurs.

In order to conduct a reasonable search, a legal team member shall search COPA employees' hard drives. The legal team member shall send a request to the Director of Information Systems with the following information: (1) name of individual(s); (2) time frame; (3) search terms; and (4) the date a response is needed. The legal team member shall also request the individual employee to search their computer for relevant documents as needed. Additional information may be required to run an effective hard drive search.

4. Data Search

If a requester seeks data from the CLEAR database (i.e., a spreadsheet listing all investigations with identified fields), a data search/query must be conducted. The legal team member shall send a request to the data team (currently, the Director of Public Policy & Legislative Affairs) in the following format:

TO: Data Team
FROM: [FOIA Officer's Name]
REQUEST TYPE: [FOIA Tracking Number]
REQUESTOR: [Name of FOIA Requester]
DUE DATE: [Date a FOIA response is due and applicable extension date]
REQUEST: [A description of the request. If the request has multiple parts, please provide information on which parts require action from the data team]

If the requester does not state specific fields to be included in the data search, the legal team member shall advise and discuss with the requester which field(s) he or she seeks.

L. REVIEW OF MATERIAL TO BE RELEASED

All material to be released should be reviewed, when deemed appropriate, by the General Counsel, Supervising Paralegal, Chief Administrator, or Department of Law, or any other division will be sought when needed. For example, with respect to e-mail searches, the responsive documents shall be reviewed by the General Counsel, Supervising Paralegal, and the author or possessor of the email.



FOIA Disclosures (5 ILCS 140)

Background

On October 5, 2016, the Civilian Office of Police Accountability (COPA) was created by ordinance as an independent agency of the City of Chicago, to replace the Independent Police Review Authority (IPRA). COPA’s mission is to conduct fair, thorough, and timely investigations into allegations of excessive force, domestic violence, coercion through a threat of violence, bias-based verbal abuse, improper search or seizure of individuals or property, and unlawful denial of access to counsel made against Chicago Police Department (CPD) members. COPA also investigates instances where a CPD member discharges a firearm in a manner that potentially could strike another individual, a stun gun or Taser in a manner that results in death or serious bodily injury, instances in the Chief Administrator’s discretion of other weapon discharges or other use of CPD equipment as a weapon that results in death or serious bodily injury. COPA also investigates incidents where a person dies or sustains a serious bodily injury while detained or in CPD custody as a result of police actions such as during attempts to apprehend a suspect.

To carry out its mission, COPA has an annual budget of 1% of CPD’s budget and is budgeted for 141 full-time employees.

COPA’s office hours and locations are noted below:

Main Office			
Location	Address	Phone	Hours
Civilian Office of Police Accountability	1615 W. Chicago Ave. 4th Floor Chicago, IL 60622	Main Office Line: (312) 746-3609 Complaint Intake Line: (312) 743-COPA	Monday through Friday 9:00 a.m.- 7:00 p.m.

FOIA Request Process

FOIA requests may be submitted to COPA by personal delivery or sending your written request to COPA FOIA Officer via mail, e-mail, or fax.

- Mailed Requests should be sent to:

Attn: FOIA Department
Civilian Office of Police Accountability
1615 West Chicago Avenue, 5th Floor
Chicago, Illinois 60622

- E-mailed requests should be sent to COPA-FOIA@chicagocopa.org.
- Faxed requests may be sent to 312-746-3591.

Copying fees: To recover its actual costs, COPA may charge a nominal fee for the reproduction of documents. The fee for black and white letter or legal-sized copies is \$0.15 per page, with the first 50 pages free. For color copies and documents furnished in electronic format, the cost is COPA's actual cost for reproduction and purchase of the recording medium.

Records Immediately Available

COPA maintains a website which contains annual and quarterly reports with corresponding data relating to volume of complaints, types of complaints and complaint closure information, abstracts of monthly sustained cases, public reports for police-involved shooting investigations, and statistical reports on police-involved shootings. These documents are immediately available for download and/or review on COPA's website without the submission of a written FOIA request.

List of Types or Categories of Records Under the Civilian Office of Police Accountability's Control¹

- Investigative files for investigations conducted pursuant to the Municipal Code of Chicago 2-57-010 *et seq.*
- COPA Rules and Regulations
- COPA Policies and Procedures
- Personnel files and personal information for COPA employees
- Correspondence
- Budget Information
- Annual Reports published by COPA (*also available at www.chicagocopa.org*)
- Quarterly Reports published by COPA (*also available at www.chicagocopa.org*)
- Policy Reports published by COPA (*also available at www.chicagocopa.org*)

¹ Pending approval of COPA's document retention schedule, all documents under COPA's custody and control are maintained indefinitely.

- Advisory Letters (*also available at www.chicagocopa.org*)
- Summary Reports (*also available at www.chicagocopa.org*)
- COPA will continue to maintain the following types or categories of records pertaining to IPRA:²
 - Investigative files for investigations conducted and closed at IPRA
 - IPRA Standard Operating Procedures
 - Personnel files and personal information for IPRA
 - Annual Reports published by IPRA (2008-2012)
 - Quarterly Reports published by IPRA
 - Statistical Reports published by IPRA
 - Sustained Case Abstracts published by IPRA
 - Summary Reports published by IPRA
 - Other business records maintained by IPRA

² Pending approval of COPA's document retention schedule, all documents under COPA's custody and control are maintained indefinitely.