



DEPARTMENT PUBLICATIONS



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I. PURPOSE

This directive:

- A. sets forth procedures and responsibilities for developing internal and external Department publications.
- B. defines material suitable for Department publications.
- C. continues the use of the:
 - 1. Material Submitted for Use in the Daily Bulletin form ([CPD-11.463](#)).
 - 2. Announcements for the Daily Bulletin form ([CPD-11.464](#)).

II. POLICY

Department publications:

- A. may be issued to:
 - 1. disseminate general information about the Department or topics of special interest to the Chicago community;
 - 2. report on or describe Department activities or unit programs, including its community engagement efforts; or
 - 3. explain material contained in the Department's written directives, training, operations, or accountability systems.
- B. **will not** be used to initiate Department-wide policy or procedure and will **not** be considered a Department directive as outlined in the Department directive titled "[Department Directives System](#)".
 - 1. Unless specifically identified in a conflict provision of the Department publication, if any portion of a Daily Bulletin, training bulletin, or other Department publication is inconsistent with a Department directive, such portion will be considered invalid and the applicable directive will take precedence.
 - 2. Whenever a Department publication is determined to be in conflict with a Department directive, the commanding officer of the unit developing and issuing the Department publication will collaborate with the commanding officer, Research and Development Division, to ensure the applicable Department publication or directive is revised or rescinded to eliminate the conflict.
- C. intended for **internal Department-wide** distribution will be approved by the commanding officer of the unit developing and issuing the Department publication.
- D. intended for **distribution outside of the Department** will be approved and cleared for external distribution consistent with the procedures established in this directive.

III. PUBLICATIONS INTENDED FOR INTERNAL DEPARTMENT DISTRIBUTION

A. **The Daily Bulletin**

1. The following materials are approved for publication in the Daily Bulletin:
 - a. Photographs and descriptions of wanted persons or vehicles, missing or found persons, or lost/stolen property submitted through the Bureau of Detectives.
 - (1) Names or photographs of wanted persons will not be used in the Daily Bulletin unless there is an investigative alert or warrant on file in a Department records system or the Records Division, or the photograph is of an evidentiary nature, such as a photograph taken with a security camera at the time of an offense.
 - (2) The apprehension of wanted persons, the return of missing persons, and the recovery of lost or stolen property should be reported as cancellation notices to the Daily Bulletin editor. The cancellation information is vital to field personnel and record keeping of the Communications Division and will be reported in the next available Daily Bulletin publication.
 - b. Selected requests for publication of criminal or informative material from outside law-enforcement or other governmental agencies if approved by a bureau chief.
 - c. General announcements of Department or unit efforts, activities, or opportunities, such as:
 - (1) announcements and information issued through Administrative Message Center messages.
 - (2) opportunities for members to participate in community activities and have positive interactions with the community, including those that extend beyond the context of law enforcement duties.
 - (3) available training, professional development opportunities, and employee assistance resources.
 - d. Death notices of members, members' immediate families, or retired members requested through Administrative Message Center messages.
 - e. Materials not included in the specific criteria identified above. This material will be approved by the exempt-ranked commanding officer of the originating unit and forwarded to the Director, Communications Division, for approval. When material is rejected and alternative action is required, the submitter will be notified.
2. Procedures to Submit Material for Publication in the Daily Bulletin
 - a. Materials as defined in:
 - (1) Item III-A-1-a and b will be submitted to the Director, Communications Division, as a single copy attached to the Material Submitted for Use in the Daily Bulletin form ([CPD-11.463](#)).
 - (2) Item III-A-1-c, d, and e will be submitted to the Director, Communications Division, as a single copy attached to the Announcements for the Daily Bulletin form ([CPD-11.464](#)).
 - b. All reports and material submitted for publication will be in good form and suitable for publication so that editing and rewriting is minimized.
 - c. Photographs to be reproduced should not be marked with pen or pencil. All marking or instructions should be on the reverse side or on a separate sheet of paper.

- (1) If one subject is used from a photograph containing more than one person, the subject's position in the photograph should be identified on the reverse side or on a separate sheet of paper. If staples are used, care should be taken not to deface material to be reproduced.
 - (2) Photographs sent to the Reproduction and Graphic Arts Section for publication in the Daily Bulletin will be returned upon request.
 - (3) Photocopies of photographs are typically unsuitable for reproduction and should normally not be submitted. Whenever possible, an actual photographic print should be used.
 - d. If a Record Division (RD) number has been assigned, it will be included.
 - e. Material will be published only once unless a specific request is made at the time of submission and is approved by the Director, Communications Division, or an authorized designee.
3. Communications Division Responsibilities Regarding the Daily Bulletin
 - a. The Director, Communications Division, or an authorized designee will review all requested material in Item III-A-1 of this directive submitted for publication in the Daily Bulletin, and when the material is:
 - (1) rejected and/or is of a nature where alternative action should be taken, the submitter will be notified by the Director, Communications Division, or an authorized designee.
 - (2) approved, forward the materials to the member of the Communications Division designated as the editor of the Daily Bulletin.
 - b. A member of the Communications Division designated as the editor of the Daily Bulletin will ensure that material published is in accordance with this and other appropriate Department's directives.
 - c. The member of the Communications Division designated as the editor of the Daily Bulletin will decide, based on available space, which materials may be postponed or deleted. This decision will be discussed with the submitter, if possible, and a concurrence obtained. If a concurrence is not reached, the Director, Communications Division, will make the final decision.
4. Distribution of the Daily Bulletin
 - a. The Daily Bulletin is available via the Department intranet homepage.
 - b. All requests by outside agencies for copies of the Daily Bulletin will be forwarded to the Director, Communications Division. These requests will be granted on the basis of need and the desirability of supplying the requestor with information contained in the Daily Bulletin.
5. Special and Supplementary Bulletins
 - a. Special Bulletins will be issued to honor and pay tribute to Department members who die or are killed in the line of duty. Special Bulletins will be developed and reviewed under the direction of the Director, Communications Division, and issued in the name of the Superintendent.

- b. The Chief, Bureau of Detectives, may submit photographs and other identifying data for distribution in Supplementary Bulletins (e.g., individuals who have a particular criminal specialty). Persons selected for inclusion in these special information bulletins must have been previously arrested and must possess an Identification Record (IR), Illinois State Bureau of Identification (SID), and/or Federal Bureau of Investigation (FBI) number for the criminal activity identified in the Supplementary Bulletin.

B. Training Bulletins

1. Training Bulletins are issued to explain, clarify, or restate Department policy and procedure; bring items of special interest to the attention of Department members; or aid members in achieving the mission and goals of the Department.
2. Training Bulletins will be developed, reviewed, and issued consistent with the procedures outlined in the Department directive titled "Department Training."

C. Chicago Police Department Newsletter

1. The Chicago Police Department digital newsletter (CPD & Me), issued monthly via email, spotlights Department members' achievements and efforts (both within and outside of the Department), highlights Department initiatives, announces opportunities for members to participate in community activities, and provides information on available training, professional development opportunities, and employee assistance resources.
2. The Chicago Police Department digital newsletter will be developed, reviewed, and issued under the direction of the Chief, Bureau of Patrol.

D. Other Publications Intended for Internal Distribution

1. Department units may create publications for internal distribution, such as newsletters or informational alerts, to announce, inform, or further explain unit activities, resources, or opportunities to other Department members.
2. The commanding officer of the unit developing and issuing any other Department publication will ensure that the publication is consistent with all Department policies and directives before it is approved for distribution.

IV. PUBLICATIONS INTENDED FOR EXTERNAL DISTRIBUTION

A. Chicago Police Department Annual Report

1. The Chicago Police Department's Annual Report provides a comprehensive overview of the Department's operations, achievements, and initiatives over the past year. The purpose of the CPD Annual Report will be to inform the public of the City's law enforcement achievements and challenges, as well as new programs and steps taken to address challenges and build on successes. The CPD Annual Report:
 - a. highlights efforts to enhance public safety, strengthen community partnerships, and advance reform and accountability initiatives in alignment with the consent decree.
 - b. provide information regarding the progress of the City's implementation and status of the consent decree.
 - c. includes key crime statistics, strategic priorities, notable accomplishments, and updates on departmental programs, training, and technology improvements.
 - d. presents budget and staffing data, community engagement outcomes, and future goals aimed at promoting transparency, integrity, and trust between the Department and the communities it serves.

NOTE: The CPD Annual Report will not include any specific information or data that cannot be disclosed by law.

2. Subject to applicable law, the CPD Annual Report will provide data and program updates analyzing:
 - a. community engagement and problem-solving policing efforts, identifying successes, challenges, and recommendations for future improvement;
 - b. stop, search, and arrest data and any analysis of that data that was undertaken;
 - c. use-of-force data and associated analyses;
 - d. CPD responses to requests for service from individuals in crisis;
 - e. initiatives that CPD has implemented for officer assistance and support;
 - f. recruitment efforts, challenges, and successes; and
 - g. in-service and supplemental recruit training.
3. Within 180 days following each calendar year, the Department will develop, produce, and publish to the Department's public-facing website the CPD Annual Report describing Department activity during the previous calendar year and information identified in Items IV-A-1 and 2 of this directive.
4. Under the direction of the Superintendent of Police, the Executive Director, Office of Constitutional Policing and Reform, is the approving authority for the CPD Annual Report. The CPD Annual Report will be developed, reviewed, and issued under the direction of the Executive Director, Office of Constitutional Policing and Reform.
 - a. The Research and Development Division will collaborate with the Office of Research and Projects and the Office of Analysis and Evaluation on development of the CPD Annual Report including information on Department activities, compliance reviews, and related information requiring data and data analysis.
 - b. Unit commanding officers receiving a request for material or content for the CPD Annual Report will produce the information or a negative report to the requester within the given timeframe. If unit commanding officers have additional information on unit activities to be included in the CPD Annual Report, it may be submitted to the Executive Director, Office of Constitutional Policing and Reform, for review.

B. Annual Use of Force Report

1. The Chicago Police Department's Annual Use of Force Report provides a detailed analysis of all reportable use of force incidents that occurred during the previous calendar year. Through this report, the Department reaffirms its commitment to constitutional policing, de-escalation, and the preservation of life in every encounter. The CPD Annual Use of Force Report:
 - a. analyzes the information the Department collects regarding reportable uses of force to identify significant trends.
 - b. examines trends, patterns, and outcomes related to force encounters to promote transparency, accountability, and continuous improvement in policing practices and outlines Department initiatives to be responsive to the identified trends, patterns, and outcomes.
 - c. includes statistical data on Department-member response to resistance, types of force used, subject and officer demographics, incident circumstances, and geographic distribution.
 - d. outlines training initiatives, policy updates, and compliance efforts undertaken in accordance with the consent decree and Department directives and operational initiatives.

2. Within 180 days following each calendar year, the Department will develop, produce, and publish to the Department's public-facing website the CPD Annual Use of Force Report describing the information identified in Item IV-B-1 of this directive.
3. The Executive Director, Office of Constitutional Policing and Reform, is the approving authority for the CPD Annual Use of Force Report. The CPD Annual Use of Force Report will be developed, reviewed, and issued under the direction of the Executive Director, Office of Constitutional Policing and Reform.
 - a. The Research and Development Division will collaborate with the Office of Research and Projects and the Office of Analysis and Evaluation on development of the CPD Annual Use of Force Report including information on Department members' response to resistance and use of force and related information requiring data and data analysis.
 - b. Unit commanding officers receiving a request for material or content for the CPD Annual Use of Force Report will produce the information or a negative report to the requester within the given timeframe. If unit commanding officers have additional information on unit activities to be included in the CPD Annual Use of Force Report, it may be submitted to the Executive Director, Office of Constitutional Policing and Reform, for review.

C. Hate Crimes Annual Report

1. The Chicago Police Department's (CPD) Annual Hate Crimes Report provides an in-depth review of hate crime incidents reported throughout the city during the calendar year. Developed in alignment with the Department's commitment to transparency, accountability, and the protection of civil rights, the report underscores CPD's ongoing efforts to build trust and foster safety and inclusion for all residents across Chicago. The CPD Annual Hate Crimes Report:
 - a. analyzes data related to the frequency, nature, and location of these crimes, as well as demographic information about victims and offenders when available.
 - b. highlights investigative outcomes, community outreach efforts, and partnerships established to prevent and respond to hate-motivated offenses
2. The CPD Annual Hate Crimes Report will be developed, reviewed, and issued consistent with the procedures outlined in the Department directive titled "[Hate Crimes, Hate Incidents, and Related Incidents Motivated by Bias or Hate](#)."

D. Tactical Review and Evaluation Division (TRED) Reports

1. The Tactical Review and Evaluation Division (TRED) Mid-Year and Year-End Report provides an overview of findings and recommendations related to Department-level reviews of incidents involving use of force, firearm pointing, foot pursuits, and investigatory stops.
 - a. TRED's review process involves examining Department reports and any associated video, including body-worn camera and in-car camera video. The reviews compare the facts of each incident with protocols which have been established by Department policy and training standards to identify opportunities for improvement. These reviews are designed to be nondisciplinary in nature. TRED utilizes these reviews to make both individual and Department-wide recommendations related to training, policy, and equipment.
 - b. The Tactical Review and Evaluation Division (TRED) Mid-Year and Year-End Reports identify citywide and district-level data regarding reportable uses of force to review and address any trends that warrant recommendations to change Department policy, training, tactics, equipment, or practices.

2. The Tactical Review and Evaluation Division (TRED) will develop, produce, and publish to the Department's public-facing website the TRED Mid-Year and Year-End reports describing the information identified in Item IV-D-1 of this directive. The TRED Mid-Year Report will be issued by the end of the calendar year and the TRED Year-End will be issued within 180 days following each calendar year.
3. The Executive Director, Office of Constitutional Policing and Reform, is the approving authority for the TRED Mid-Year and Year-End Reports.
 - a. The reports will be developed, reviewed, and issued under the direction of the Executive Director, Office of Constitutional Policing and Reform.
 - b. The Tactical Review and Evaluation Division will collaborate with the Research and Development Division, the Training Division, the Office of Research and Projects, and the Office of Analysis and Evaluation on development of the TRED Mid-Year and Year-End Reports, including information on Department policy and training related to members' response to resistance and use of force and related information requiring data and data analysis.

E. Bureau of Internal Affairs Reports

1. The Bureau of Internal Affairs reports will summarize the bureau's processes in conducting Log Number investigations into misconduct complaints and aggregate data on log number investigations to identify any patterns, trends, or emerging concerns relative to the Department's accountability system, including recommending specific modifications to existing policy, procedures, or training.
2. The Bureau of Internal Affairs reports will be:
 - a. electronically published to the Department's public-facing website on a quarterly and annual basis.
 - b. The Bureau of Internal Affairs reports will be developed, reviewed, and issued consistent with the procedures outlined in the Department directive titled "[Complaint and Disciplinary System](#)."

F. Department Directives and the Department Directives System (DDS)

1. Department directives are intended to guide the efforts and objectives of the Department and direct the activities of the Department members to ensure their activities are consistent with and support the vision, mission, core values, goals, and overall philosophy of the Department.
2. When a Department directive is newly published or revised, the Commanding Officer, Research and Development Division, will ensure the Department directive is posted on the publicly available Department Directives System (DDS) within 60 days of publication, to the extent permissible by law.
3. Department directives will be developed, reviewed, and issued consistent with the procedures outlined in the Department directive titled "[Department Directives System](#)."

EXCEPTION: Upon approval of the Superintendent, Department directives that must remain confidential to protect public safety will not be publicly posted to the DDS.

G. News Media Releases

Department members will refer to the Department directive titled "[News Media Guidelines](#)" for the policy and procedure concerning the release of information to the news media.

H. Other Publications Intended for External Distribution

1. Any unit commanding officer of exempt rank may recommend the publication of reports or informational pamphlets on Department services to the public, statistical and analytical summaries, and other papers or reports that will promote the interests of the Department or one or more of its units.
2. Recommendations and/or requests to clear publications will be forwarded to:
 - a. the Executive Director, Office of Constitutional Policing and Reform, when the publication is intended for distribution outside of the Department and contains information related to the Department's reforms efforts, consent decree compliance, strategic plan activities, or similar information.
 - b. the Chief, Office of Community Policing, when the publication is intended for distribution outside of the Department and its primary purpose is related to the Department's community policing activities.
 - c. the Deputy Director, Office of Analysis and Evaluation, when the publication is intended for distribution outside of the Department and contains statistical or analytical information related to Department activities, criminal incidents, arrests, or similar information.
 - d. the Director, Communications Division, when the publication is intended for distribution outside of the Department and its primary purpose is related to crime prevention efforts or any other subject not specifically listed above.

NOTE: The Director, Communications Division, will review and approve all publications when the news media or members of the news media are the intended audience of the publication.

3. All recommendations or requests for publications listed in Item IV-H-2 of this directive will include the following:
 - a. A statement of the purpose the publication is expected to serve.
 - b. Recommended layout and content.
 - c. Recommended distribution, including the number of copies to be printed.
4. The responsible unit commanding officer of exempt rank identified in Item IV-H-2 of this directive will review the appropriate recommended publication submissions, indicate approval or disapproval, and advise the originator. A denial for publication will require a written response to the originator.

V. PRINTING PUBLICATIONS

- A. Documents that have received an approval for publication will normally be forwarded to and processed by the Reproduction and Graphics Arts Section.
- B. The City of Chicago Graphics and Reproduction Center has the capability of printing types of documents that cannot be reproduced by the Department's Reproduction and Graphics Arts Section. Approved requests for these types of documents will be forwarded to the Director, Finance Division, Office of Public Safety Administration (OPSA). The requesting unit may be asked to identify funding for the request.
- C. For documents that must be reproduced by private vendors, approved requests for these types of documents will be forwarded to the Director, Finance Division, Office of Public Safety Administration (OPSA). The requesting unit will identify a funding source for the request.
- D. The Field Technology and Innovation Section, Office of Public Safety Administration (OPSA), will facilitate the posting of Department publications to the appropriate Department intranet page when approved for internal distribution and on the Department's public-facing internet website when approved for external dissemination to the general public.

VI. VALIDATION REVIEW

Any Department publication intended for external publication that contains:

- A. official statistics from Department applications will be forwarded to the Office of Analysis and Evaluation for review and validation of the data reported.
- B. references to Department policy or directives will be forwarded to the Commanding Officer, Research and Development Division, for review to identify any possible conflicts with Department policy or directives.

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Larry Snelling
Superintendent of Police

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