



**COMMUNITY ENGAGEMENT IN POLICY DEVELOPMENT - PILOT PROGRAM**



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**I. PURPOSE**

This directive introduces the Community Engagement in Policy Development - Pilot Program to set forth the Department's guidelines, procedures, and responsibilities for engaging members of the community and Department members in the development of Department policies.

**II. BACKGROUND**

- A. As one of the world's largest cities, Chicago encompasses a variety of communities, each with its own distinctive culture, lifestyle, customs, and challenges. The cosmopolitan nature of the City is further manifested by the diverse, ethnic, and sociological background of its people. However, all people in each area of the City share the common need for protection and service through objective and impartial law enforcement.
- B. The Chicago Police Department (CPD) recognizes that cultural and societal norms are constantly evolving and, as such, Department policies may need to be reviewed and adjusted to ensure their consistency with those norms.
- C. The Department values the City's diversity and is committed to fairly and respectfully engaging with all residents regardless of race, color, sex, gender identity, age, religion, disability, ethnicity, national origin, ancestry, sexual orientation, immigration status, homeless status, marital status, parental status, military discharge status, financial status, lawful source of income, credit history, criminal record, or criminal history.
- D. As part of the ongoing mission to grow trust within the communities it serves, the Department recognizes it is critically important to give community members a voice and receive community feedback in the development of Department policy. In developing or revising these policies, the Department is committed to working with the members of the community and will seek input from Department members, members of the community, and community-based organizations with relevant knowledge and experience through community engagement efforts.

**III. SCOPE**

- A. The Community Engagement in Policy Development - Pilot Program will be implemented for select Department-level directives issued by the Research and Development Division, including, but not limited to, those required by the consent decree (pursuant to *State of Illinois v. City of Chicago, Case No. 17-cv-6260*). These directive will cover topics such as:
  - 1. de-escalation and use of force.
  - 2. investigations and responses to incidents at schools, including the roles of School Resource Officers (SROs).
  - 3. recognizing and responding to people in crisis, including the role of Crisis Intervention Team (CIT) members.
  - 4. impartial and bias-free policing.
  - 5. accountability and supervisory oversight.

B. As part of the Community Engagement in Policy Development - Pilot Program:

1. the Department will:
  - a. ensure that Department members and members of the public have a meaningful opportunity to review and comment on material changes to Department-level directives.
  - b. publish upcoming opportunities for Department member and community input, involvement, or engagement in development of Department-level directives through various methods including but not limited to Department social media, websites, and press releases.
  - c. establish and maintain clear channels or electronic mechanisms through which community members may provide input regarding policies or propose revisions or additions to policies on a continuous basis for select topics and Department-level directives, including but not limited to de-escalation and use of force.
2. Department members and members of the public will have the opportunity to provide feedback on **current and draft Department-level** directives using the following methods:
  - a. To view and comment on draft Department-level directives that are currently available online for public comment, visit the Department's "Draft Policy-Review & Comment" website located at [chicagopolice.org/reform/policy-review/](http://chicagopolice.org/reform/policy-review/).
  - b. To request or sign-up for a dialogue with members from the Department to discuss a specific topic or directive, visit the Department's "Get Involved-Engage with CPD on Reform Efforts" website located at [chicagopolice.org/reform/get-involved](http://chicagopolice.org/reform/get-involved) or email CPD at [community@chicagopolice.org](mailto:community@chicagopolice.org)
  - c. To provide feedback on any other directive on the Department's publicly available Department Directives System ([directives.chicagopolice.org](http://directives.chicagopolice.org)) or at anytime (even if a draft directive is not already available online for comment), email the Department's Research and Development Division at [RandD@chicagopolice.org](mailto:RandD@chicagopolice.org).

#### IV. ASSESSMENT OF LEVELS OF COMMUNITY ENGAGEMENT

- A. The Department unit originating a new or revised Department-level directive will, in consultation with the Research and Development Division, Professional Standards and Compliance Division, Office of Constitutional Policing and Reform, and Office of Community Policing, identify directives that require community engagement.
- B. When developing the engagement plan for a specific topic or policy, the Office of Community Policing (OCP) will consider multiple factors that will help determine a recommended level of community engagement. Those factors include:
  1. The policy is new for the Department.
  2. The impact of the policy reaches a significant number of specific populations.
  3. The Department has not had any prior engagement, community input, or transparency on the policy or topic.
  4. The policy has not received any comments from external entities including, but not limited to:
    - a. Office of the Mayor;
    - b. Independent Monitoring Team;
    - c. Office of the Illinois Attorney General;
    - d. Office of the Inspector General;
    - e. Community Commission for Public Safety and Accountability;

- f. Other City departments or sister agencies; or
    - g. any community group, organization, or other stakeholders affected by the policy.
  - 5. There is national attention or expanded interest on this topic.
  - 6. Department command staff requested engagement on the topic.
  - 7. The community is requesting revisions and discussions on the topic.
  - 8. The policy is required to be reviewed per the consent decree.
- C. The assessment criteria are designed to include factors that will facilitate determining the **minimum** engagement level required. However, identifying multiple factors can add to a potentially greater level of community engagement. **Community engagement efforts can and will be encouraged to go beyond the minimum engagement level, when appropriate.**
- D. After assessing the factors listed in Item IV-B of this directive, **the Office of Community Policing will determine the level of community engagement**, in consultation with the Research and Development Division, Professional Standards and Compliance Division, Office of Constitutional Policing and Reform, and the originating unit. The levels of community engagement are:
- 1. **Standard:** Community engagement is required through an electronic public posting of the Department-level directives online and the opportunity for the public to provide comments or offer feedback. Outreach to relevant community groups or organizations will also be considered. This engagement level might include multiple public postings to solicit feedback on the results of previous efforts and engagements.
  - 2. **Enhanced:** Community engagement will include targeted outreach to specific groups or populations with a higher interest in the topic and additional public accessibility to provide input will be included, including methods of engagement outlined in Item V. Additional public awareness efforts will also be considered.
- NOTE:** When community engagement is critical and must include efforts of targeted outreach and public accessibility to be engaged, the enhanced engagement will include a significant amount of public awareness of the topic and ways the public can be involved. Various engagement mechanisms, including methods of engagement outlined in Item V, will be considered, including efforts to engage deeply and meaningfully on the topic.

## V. METHODS OF ENGAGEMENT

The Department will use multiple methods and mechanisms to meaningfully engage with the community and recognizes different topics may require various forms of public engagement. Some engagement methods offer more opportunities for meaningful long-term feedback and follow-up with community groups. Methods may include, but not be limited to:

- A. **Advisory Committees:** This includes participants who will be long-term groups of community members working alongside Department members toward progressing common goals and interests. Advisory Committees will not have conclusion dates and may rotate membership based on a set timeline.
- B. **Anonymous Surveys:** This includes surveys given to either Department members or community members in which they can give opinions anonymously. These surveys may be posted on internal or external Department websites.

- C. **Community Commission for Public Safety and Accountability:** As set forth in the Municipal Code of Chicago (MCC 2-80-020), the Community Commission for Public Safety and Accountability has the authority to respond to public safety-related community needs and concerns by: engaging in community outreach to obtain the perspectives of community members and Department employees on police-community relations, Department policies and practices, and the police accountability system; and collaborating with the Department, in the development of new or amended Policy, as defined in MCC 2-80-010.
- D. **Community Conversations:** This includes public meetings structured similar to the 21<sup>st</sup> Century Town Hall model where participants are divided into smaller groups and guided by a facilitator through several questions and prompts focused on a specific topic.
- E. **Community Policing Advisory Panel (CPAP):** This includes a collaborative meeting between the Department and an advisory panel that was commissioned to develop recommendations for the Department's renewed community engagement and collaboration efforts to enhance public safety and restore trust. This panel includes Department members and community stakeholders.
- F. **Deliberative Dialogues:** This includes collaborative meetings between community members and Department members around a specific topic, with the intent of listening to each other and discussing input and considerations on the topic. Deliberative dialogues may also be conducted with groups of Department members or groups representing Department members.
- G. **District Advisory Committees (DACs):** This includes collaborative meetings between the Department and district committees of community members that serve to provide advice and community-based strategies that address underlying conditions contributing to crime and disorder in the district. District Advisory Committees represent the broad spectrum of stakeholders in the community including residents, businesses, houses of worship, libraries, parks, schools, and community-based organizations.
- H. **Focus Groups:** This includes collaborative meetings between the Department and the community that includes a group interview involving a small number of demographically similar people or participants who have other common traits/experiences. Focus groups may also be conducted with groups of Department members or groups representing Department members.
- I. **Internal Focus Groups:** This includes collaborative meetings between Department members that includes group interviews and surveys. The Department may divide the focus groups by rank if deemed appropriate.
- J. **Public Posting for Comment:** This includes posting the Department-level directive online, via the Department's public website (chicagopolice.org) and internal intranet site (The Wire), for a minimum 15 days. The Department may post the directive for longer than the minimum of 15 days or may conduct multiple postings on the same directive.
- K. **Working Group:** This includes a set number of participants committed to working alongside Department members towards a common goal. Working groups will have an agreed-upon timeline or conclusion date.

## VI. ENGAGEMENT FOLLOW-UP

- A. The Department recognizes the importance of having a meaningful process for following up with community members after an engagement occurs to ensure the community members feel heard, including that the Department values the input and wants to maintain the partnership moving forward.
- B. The Department will use multiple methods for meaningful follow-up with the community and recognizes that various forms of follow-up may be required. Methods may include, but not be limited to:

1. **Follow-up Meetings:** The Department may offer the opportunity to have subsequent meetings with a community organization to follow-up after their feedback has been considered. These meetings would be focused around the Department sharing what was heard from the group during a prior meeting and providing updates on where the Department believes revisions to the policy can be made or where further discussions are suggested.
2. **Ongoing Communication:** Continuing to engage with an organization or point of contact is important to maintain the partnership moving forward. A member of OCP will remain in contact with the organization to share any important updates and other opportunities to stay engaged.
3. **Reporting of Information:** Following the engagement effort and completion of a revised policy, the Department will analyze the information from the engagements, meetings, and surveys to identify themes relevant to the directive. The Department will release information publicly that summarizes the community engagement efforts conducted, the feedback heard from the community, revisions made to the directive, and other responses to the community's feedback.
4. **Post-Engagement Surveys:** Digital surveys will be used in conjunction with other follow-up efforts and be focused specifically on providing an opportunity for the community members to provide anonymous feedback on previous engagements.

## VII. COMMUNITY ENGAGEMENT RESPONSIBILITIES

- A. The Department will continue to engage with the community beyond the community engagement in policy development consistent with the Department directive titled "[Community Policing Mission and Vision](#)."
- B. The Office of Community Policing will:
  1. conduct evaluations of the community engagement efforts that have been completed and review the community-engagement process for any modifications or revisions.
  2. consult with Department units in identifying community groups, organizations, and stakeholders to participate in community engagements on policies.
  3. conduct the community engagements listed in Item V and follow-up actions listed in Item VI of this directive in collaboration with the appropriate Department units.
  4. collect and retain the community feedback submitted during the community-engagement process.
  5. review the feedback given on during the community-engagement process and submit the feedback and a summary to the Research and Development Division and the originating Department unit.
  6. maintain lines of communication with the identified community group, organization, or stakeholders for any feedback on the community engagement process.
- C. The originating Department unit will:
  1. continue to consult with the Research and Development Division, the Office of Community Policing, Professional Standards and Compliance Division, and the Office of Constitutional Policing and Reform, to facilitate and coordinate the Department's community engagement efforts for the identified Department-level directive.
  2. participate in community engagement efforts identified by the Office of Community Policing by providing and presenting relevant information for their identified Department-level directive, in consultation with the Research and Development Division.
  3. submit any feedback given during the community engagement process to the Office of Community Policing.

4. participate in the review of the feedback provided during the community engagement process, including the review of any revisions or modifications to the Department-level directives identified from the engagement efforts.
- D. The Research and Development Division will:
1. support the community engagement efforts coordinated by the Office of Community Policing by participating and presenting relevant information on the identified Department-level directives, as necessary.
  2. review the feedback provided during the community engagement process, including the review of any revisions or modifications to the Department-level directives identified from the engagement efforts.
  3. consistent with the Department directive titled "[Department Directives System](#)," continue to:
    - a. ensure all current Department-level directives are available via the Department Directives System (publicly available at <http://directives.chicagopolice.org>).
    - b. draft, review, and publish new or revised Department-level directives.

### **VIII. PUBLIC POSTING OF DEPARTMENT-LEVEL DIRECTIVES**

- A. The final authorization to post an identified Department-level directive will be made by the Executive Director, Office of Constitutional Policing and Reform, or designee.
1. At the direction of the Executive Director, Office of Constitutional Policing and Reform, or designee, the Department will make select Department-level directives continuously available for public comment.
  2. The Research and Development Division will:
    - a. in consultation with the Office of Constitutional Policing and Reform, Office of Community Policing, and Office of Public Safety Administration - Information Technology, manage the input mechanisms, and
    - b. regularly review and consider submitted feedback and comments during the directive review and development process, consistent with the Department directive titled "[Department Directives System](#)."
- B. Upon the authorization to post a Department-level directive for public comment, the commanding officer, Research and Development Division, in consultation with the Office of Constitutional Policing and Reform, will:
1. notify the Communications Division, Office of Community Policing, Professional Standards and Compliance Division, and the Constitutional Policing and Reform of the directive requiring public posting.
  2. post the identified Department-level directive on "The Wire" (Department's internal intranet site) and on "chicagopolice.org" (public facing website) for comments. This posting will include:
    - a. an introductory narrative describing the posting.
    - b. the draft directive to be reviewed.
    - c. the title, number, and link to the existing current directive, if any.
    - d. the beginning and ending dates of the open comment period.
  3. review the posting for completeness, including the functionality of the links, the posting dates, and comment fields.

4. coordinate with the Office of Community Policing and the Communications Division on a suggested list of target audiences for outreach.

C. Upon the posting of a Department-level directive:

1. the Research and Development Division will announce the posting and solicitation of comments internally via an Administrative Message Center (AMC) message, consistent with the information outlined in Item VIII-B-2 of this directive.
2. the Communications Division will announce the posting and solicitation of comments externally via the Department's Social Media accounts.
3. the Office of Community Policing will:
  - a. provide the posting information to specific community members and organizations previously engaged in the development of the draft policy or specific target audiences identified for posting outreach (e.g., community members, advocacy groups, collective bargaining units).
  - b. communicate with other City departments or sister agencies on the posting.
  - c. for critical policies or other policies of special interest, create an enhanced communications and outreach strategy, including media communications and other advertisement.

**NOTE:** The above-listed units will repeat the communications as necessary throughout the posting timeframe.

D. Upon the conclusion of the posting, the Research and Development Division will:

1. close the posting to additional comments.
2. notify all involved Department units that the period is closed and provide an estimated completion date for the compilation of the raw comments, both internal and external.
3. email updates, including the compilation of the submitted raw comments, to the involved Department units.

**NOTE:** Based on timing and priorities, more frequent communications may be necessary.

4. review the comments and summaries received, including reaching out to involved Department units and subject matter experts.
5. develop an overview of the feedback received, both internally and externally, in consultation with the Office of Community Policing, including any recommendations accepted or revisions made to the draft directive.
6. draft, review, and revise, if appropriate, the Department-level policies considering the public comments and feedback received through the engagement, consistent with Department directive titled "[Department Directives System](#)."

## IX. PROGRAM EVALUATION

The Executive Director, Office of Constitutional Policing and Reform, will ensure a quarterly review is conducted to evaluate the effectiveness of the Community Engagement in Policy Development - Pilot Program and determine if the program should be expanded, modified, or discontinued.

Authenticated by MWK

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