

# Education & Training Bulletin



Related Documents: The Department Special Order entitled, "Contact Information System"  
Distribution: All Sworn Members  
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## Contact Information System

The Contact Information System is a new investigative tool consisting of two components. The first component replaces the Field Contact Card (CPD-21.101 [Rev. 10/01]) and the Juvenile Field Contact Card (CPD-21.102 [Rev. 10/01]). Instead, the Contact Information Card (CPD-21.101 [Rev. 06/03]) and the Juvenile Contact Information Card (CPD 21-102 [Rev. 06/03]) will be utilized. Contact Information Cards for adults and juveniles are the same, but differ in color. Adult cards are printed on white bond paper and juvenile cards (for persons under 17 years of age) are printed on yellow bond paper.

**Contact Information Cards provide a means for officers to document encounters with citizens that may serve a useful police purpose, but do not otherwise require any written reports.**

The second component of the Contact Information System is an information database that is accessible to all sworn Department members via the CLEAR system. The Contact Information System is maintained and managed by the Information Services Division (ISD). The information from the cards is entered into the data base. The Contact Information Cards are then forwarded to the Records Inquiry and Customer Services Section (Unit 163), Records Services Division.

All cards and data will be kept for six months, after which time the cards will be destroyed and the data will be purged from the system. If the card is part of an ongoing criminal investigation or prosecution, an extended hold must be placed on the card by a member of the Bureau of Investigative Services, with approval of an exempt member. The request for an extended hold will be in the form of a To-From-Subject report forwarded directly to the Records Services Division Manager. The extended hold will terminate six months after its approval unless an additional extended hold request is approved and submitted.

## Field Procedures

### Citizen Encounters

#### DEFINITION

**Citizen Encounter - An encounter with a citizen that does not involve any suspicion of criminal activity. Citizen encounters can be initiated by either the citizen or the officer.**

A citizen encounter does not require the completion of a Contact Information Card. However, field personnel will complete one at their discretion if they believe it will serve a useful police purpose. Preparing officers will submit completed Contact Information Cards to a supervisor for approval before the end of his or her tour of duty.

## Investigatory Street Stops

### DEFINITION

**Investigatory Street Stop** - A contact in which the officer has articulable, reasonable suspicion that the person stopped is committing, is about to commit, or has committed a crime. Consequently, the officer has momentarily restricted the person's freedom of movement. The contact should last only long enough to determine if probable cause exists to affect an arrest. Additionally, if the officer has reasonable articulable suspicion to believe that the person is armed with a weapon or dangerous instrument, the Investigatory Street Stop may include a pat-down of the outer clothing for weapons consistent with the General Order entitled "Interrogations: Field and Custodial."

Field personnel who conduct an Investigatory Street Stop that does not result in an arrest are required to complete the appropriate Contact Information Card. Articulable, reasonable suspicion for the contact must be included in the narrative portion of the card and be consistent with the definition of an Investigatory Street Stop. Completed cards will be submitted to a supervisor for approval before the end of the officer's tour of duty.

**Do not fill out a Contact Information Card if you make an arrest.**

All Contact Information Cards include a preprinted control number in the front, upper, left-hand corner.

If you complete multiple Contact Information Cards for the same incident, cross-reference the preprinted control numbers for all cards pertaining to that incident. You do not need to include preceding zeroes.

00002101		DATE / TIME CONTACTED		SUBMITTING BEAT		RELATED CARD #'s (TO IDENTIFY ASSOCIATES)	
ADDRESS OF CONTACT (NUMBER / DIR / STREET)				-00002102 2103			
TYPE OF CONTACT	<input type="checkbox"/> TRAFFIC RELATED	<input type="checkbox"/> CRIME VICTIM	<input type="checkbox"/> SUSPICIOUS PERSON	<input type="checkbox"/> GANG / GANG INVOLVED	<input checked="" type="checkbox"/> P.C.U.E.B. OFFENDER	<input type="checkbox"/> OTHER	
NAME (LAST - FIRST - M.I.)				NICKNAME			
ADDRESS OF RESIDENCE (Number / Dir / Street Name)			APT/FLOOR	CITY / STATE		D.O.B.	
SEX	RACE	HEIGHT	WEIGHT	BUILD	EYES	HAIR	HAIRSTYLE
SCARS / MARKS / TATTOOS						PHONE #	
CLOTHING TYPE / COLOR:						CELL PHONE #	
DRIVER'S LIC #			SOCIAL SEC #		OTHER I.D. TYPE OR MEANS?		
NAME VERIFIED BY I.D.?	EMPLOYER / SCHOOL			ADDRESS			
CPD-21.101 (Rev 8/03)		CONTACT INFORMATION CARD - CHICAGO POLICE DEPT.					

See Bulletin for Description.

For more detailed information, refer to the Department Notice entitled "Repeat Offenders Geographic Urban Enforcement Strategy (ROGUES) Pilot Program."

**FRONT / SIDE 1**

**Completion of Information Card**

The front side of the Contact Information Card contains general information concerning the contact and the circumstances of the contact.

In the "TYPE OF CONTACT" section, there is a box marked "R.O.G.U.E.S. OFFENDER." A R.O.G.U.E.S. offender is an adult subject listed by the Cook County States Attorney as a repeat offender or habitual arrestee for narcotic-related offenses. These offenders are restricted from being in certain areas as a condition of bond. The pilot program does not pertain to juveniles. It is currently operating in Districts 003, 005, 006, 007, 008, 009, 010, 011, 014, 015, 025.

The reverse side of the card contains a narrative section entitled "DESCRIBE REASON FOR CONTACT." The information entered in this section should be consistent with the definitions for Citizen Encounters or Investigatory Street Stops, whichever is appropriate.

The gang information section is to be completed only if the officer preparing the card determines that the circumstances may involve gang activity.

**Supervisor's Responsibilities**

Reviewing supervisors will review both sides of the card to ensure it is properly completed and conforms to Department policy and procedures. Indicate approval by signing the card in the appropriate field and forward the card to the on-duty desk sergeant.

**Desk Sergeant's Responsibilities**

At the beginning of his or her tour of duty, the desk sergeant will forward all approved Contact Information Cards to the Information Services Division via the Police Document Services Section.

*Include a clothing description in the narrative section if there is not a separate "CLOTHING TYPE/COLOR" section on the front of the card.*

*The narrative must include a reason or basis for contact. For example:*

- P.O. requested information from citizen regarding...
- Citizen requested information from officer.
- Subject's behavior (specify) indicated possible criminal activity because...

R.D. # (IF RELATED)		OCD - I #		HOT SPOT #		EVENT #	
VEH. YR.	MAKE	MODEL	BODY STYLE		COLOR		
LICENSE PLATE # - TYPE / STATE / EXP. (OR TEMP TAG)				V.I.N.#			
DESCRIBE REASON FOR CONTACT:							
<b>Example : P.O. requested information from citizen regarding a recent shooting in the area.</b>							
<b>TO BE COMPLETED ONLY IF INCIDENT / CONTACT HAS GANG INVOLVEMENT</b>							
POSSIBLE INVOLVED GANG(S)				GANGS' KNOWN HANG-OUT			
TYPES OF GANG RELATED CRIMINAL ACTIVITIES: (example)		<input type="checkbox"/> GANG LOOKOUT	<input type="checkbox"/> GANG SECURITY	<input type="checkbox"/> INTIMIDATION	<input type="checkbox"/> SUSPECT NARCOTIC ACTIVITY	<input type="checkbox"/> OTHER Describe Above:	
PREPARING OFFICER - NAME & STAR #				PREPARING OFFICER - NAME & STAR #			
SUPV. APPROVAL		STAR #					

**BACK / SIDE 2**