



**Lori E. Lightfoot**  
Mayor

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

**David O. Brown**  
Superintendent of Police

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03/30/2021

Ivan Glynn  
MuckRock News DEPT MR 110255 411A Highland Ave  
Somerville MA 02144

RE: FOIA REQUEST of March 30, 2021, Reference # P648269-033021

Dear Ivan:

The Chicago Police Department is in receipt of your Freedom of Information Act (FOIA) request. On March 30, 2021, the following request was received.

*Pursuant to the Illinois Freedom of Information Act., I hereby request the following records: I hope this request finds you in good spirits, and I thank you for all of the information in advance! Pursuant to 5 ILCS 140, I request the following: Records sufficient to show all "investigative alerts" entered and approved into CHRIS (per Special Order S04-16 Section III) from Jan 1, 2018 to the date CPD conducts this search. I am seeking records sufficient to show both types of investigative alerts as specified in Special Order S04-16 Section II.A. Please include all data listed in Special order S04-16 Section III.F.;*

FOIA requires each public body to promptly respond to a request for public records, either by complying or denying the request, within 5 business days after the public body has received the request. Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to 5 business days.

Due to the COVID-19 pandemic and the Governor's issuance of a disaster proclamation, the Chicago Police Department (CPD) is taking preventive measures in attempt to control the spread of the virus. Therefore, the CPD has chosen to allow Department members assigned to the Freedom of Information Act (FOIA) Unit to work remotely and has partially closed its office due to sworn members assigned to administrative duties being deployed to the field for public safety. In addition, as more and more individuals become ill or come into contact with someone infected with COVID-19 and are isolated or quarantined, members of CPD FOIA Unit may be unable to report to work. In such circumstances, CPD may assert exceptions outlined in 5 ILCS 140/3(e), particularly if responding to the request is unduly burdensome in the circumstances, requires review by an unavailable staff member, or requires resources to obtain records located off-site.

Please keep in mind that FOIA allows CPD and the requester to come to a mutually agreeable response period to comply with a FOIA request. Members of the public and media are asked to keep these considerations in mind and are strongly encouraged to work with public bodies to agree on reasonable and appropriate response times in light of the public health concerns we all face. Given that the length of the pandemic remains unknown and that staffing levels have been reduced, during this statewide emergency declaration, CPD may treat a FOIA request as unduly burdensome, in the event that it is not feasible for CPD to comply with or deny a request for public records within 5 business days after its receipt of the request or the time for response was properly extended under 5 ILCS 140/3(e) because it would unduly burden CPD's operations during the COVID-19 pandemic.

At this time, we are extending the time to respond to your request by an additional 5 business days.

If you have any questions, please contact our office at 312-745-5308 or at the following address:

Chicago Police Department  
Attention: Freedom of Information Officer  
Office of Legal Affairs, Unit 114  
3510 S. Michigan Ave.  
Chicago, IL 60653

Sincerely,

**AUDREY SHULRUFF**  
Freedom of Information Officer  
Chicago Police Department