



**Lori E. Lightfoot**  
Mayor

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

**Eddie T. Johnson**  
Superintendent of Police

October 11, 2019

**Via Email:**

Brandon Smith  
MuckRock  
[80857-53841856@requests.muckrock.com](mailto:80857-53841856@requests.muckrock.com)

Re: **NOTICE OF RESPONSE TO FOIA REQUEST**  
**FOIA FILE NO.: P526989**

Dear Brandon Smith,

The Chicago Police Department (CPD) is in receipt of your Freedom of Information Act (FOIA) request, received September 24, 2019 for the following:

*"Pursuant to the Illinois Freedom of Information Act.,*

*I am making a new request for documents that you might choose to treat as an addendum to a previous similar request I made, because that request is currently being litigated and I intend to fold this request into the litigation.*

*Tracking number of the previous request: P459597-091718*  
*Currently in lawsuit with reference number: 2019CH05399*

*In my previous request I had asked for syllabi from the Police Academy, but if the academy defines "curricula" differently--and indeed possess separate "curricula"--I would like that, too.*

*I had asked for lists of required books, but to this I would like to add copies of handouts that are readily available by asking instructors of the required (that is, non-elective) courses. I don't intend to make instructors compile new records, but if a given instructor possesses folders (digital or otherwise) that contain handouts for a given class, I request that such a folder and its contents be copied and remitted to me.*

**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](mailto:police@cityofchicago.org) • Website: [www.cityofchicago.org/police](http://www.cityofchicago.org/police)**

*Lastly, I had asked for lists of guest speakers from required classes in the year prior to the original request. If recordings--audio, visual, or both--were made of those guest speakers and those still exist, I would like copies of those recordings. I would also like copies of any audio or visual recording of a guest speaker of any Police Academy class that took place between the date of my original class and the date of this request. (September 24, 2019.)"*

As permitted by 5 ILCS 140/3(e), the time was extended in order to conduct a thorough search for these records. Your request was reviewed by the undersigned in collaboration with the Department's Education and Training Division.

Please note that handouts/worksheets are neither saved in a single location nor are the electronic file names titled similarly/uniformly. As a result, CPD has no automated mechanism by which to query or limit a search of files solely for handouts/worksheets. However, the Education and Training Division conducted a diligent and manually intensive search to locate relevant and readily available handout/worksheet files as requested. CPD is providing you with the 16 of the 17 readily available handouts/worksheets. Enclosed, please find the following: United States Constitutional Authority Recruit Handout; Traffic Crash Investigation Recruit Participants' Guide Recruit Handout; Traffic Crash Investigation Recruit Participants' Guide Recruit Handout, City of Chicago Street Layout and Numbering System Patrol Procedures Hour 1; Part 2 Law Curriculum Arrest, Search and Seizure January 2016 Recruit Handout; Physical Skills Unit Rules & Regulations; Basic Recruit Procedural Manual Rules and Regulations; Police Communications Patrol Procedures Hours 5-6 Basic Recruit Training Resource Documents; 2019 Revision Osha Hazardous Materials First Responder Awareness Student Manual; Metra 49 CFR 239 Passenger Train Emergency Preparedness Emergency Responder In-Service Training Manual; Illinois Vehicle Code and Bail Rule Participant Guide; Illinois Vehicle Code and Bail Rule; Part 3 Law Curriculum 2018 Recruit Handout; Field Case Reporting Guides, Instructions, Resource, Documents, Worksheets; Part 1 Law Curriculum Chapter 720 – Criminal Offenses Recruit Handout 2018; Crime Against Property Basic Recruit Training Resource Documents, Worksheets; and Communication in the Police Environment Hours 1-12 Recruit Training Participant's Guide.

Please be advised, it was determined that the handout titled "Use of Force" is exempt from disclosure pursuant to 5 ILCS 140/7(1)(q), which exempts from inspection and copying the following:

"Test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment."

Upon consultation with the Department's Industrial Design and Quality Control Section (IDQC), it was determined that this handout consists solely of test questions in which almost identical test questions are used during the Academy's official examination process. Therefore, it was determined that the "Use of Force" handout is exempt from FOIA and was properly withheld.

Upon consultation with the Department's Education and Training Division, it was determined that CPD does not possess any audio or visual recordings of any "guest speaker of any Police Academy class." Therefore, CPD has no responsive records to item #2 of your FOIA request as it is stated.

If I can be of further assistance, please contact me at the following address:

Chicago Police Department  
Attention: Freedom of Information  
Office of Legal Affairs, Unit 114  
3510 S. Michigan Avenue  
Chicago, IL 60653  
[foia@chicagopolice.org](mailto:foia@chicagopolice.org)

You have a right of review by the Illinois Attorney General's Public Access Counselor, who can be contacted at 500 S. Second St., Springfield, IL 62706 or by telephone at 877-299-3642. You may also seek judicial review under 5 ILCS 140/11.

Sincerely,

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