



# DEPARTMENT NOTICE

DATE OF ISSUE

13 March 2000

EXPIRATION DATE

31 December 2000

NO.

00-14

SUBJECT

NEW HEADQUARTERS MOVE

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BUTION  
C

RESCINDS

RELATED DIRECTIVES **General Orders:** Acquisition and Maintenance of Computer Information Systems or Hardware, Department Property Control; **Special Orders:** Special Equipment, Records Management; **Notices:** City of Chicago Department of General Services, Semi Annual Inventory.

## I. PURPOSE

This notice:

- A. informs Department members that most of the units currently housed in the James J. Riordan Building at 1121 S. State Street will be relocated to the new Headquarters Building (HQ) at 3510 S. Michigan Avenue in phases over a period of 10-12 weeks.
- B. identifies a tentative schedule for the relocation of HQ units in Addendum 1 of this notice.
- C. establishes responsibilities and procedures for turning in Department property which will not be taken to the new HQ.

*Rescinded by  
D.N. 01-07  
on 16 Jan. 2001*

## II. POLICY

The continuation of services to the public and the support of the field units' public service mission remain the top priority of the HQ units during the transition to the new HQ.

## III. GENERAL INFORMATION

- A. Between late March and June units presently housed at 1121 S. State will be moving to the new headquarters in phases with a limited number of units being moved on any given weekend.

**NOTE:** No specific date is set for any unit. The actual dates for the affected units will be announced to the affected units by the Department.

- B. Prior to the actual move, each affected HQ unit will be provided cardboard boxes to ensure packing is completed beforehand.

**NOTE:** All units affected should discard records in accordance with the Local Records Act and the Department Special Order entitled "Records Management".

- C. The Police Document Services Section will continue to deliver mail and intra departmental correspondence to the affected HQ units throughout all phases of the relocation.

**NOTE:** Department members sending intra-department mail to the relocated units will continue to use the existing unit designators.

- D. The new HQ is furnished with state-of-the-art office furniture and computer work stations. It is the intent of the Department not to relocate existing office furniture to the new HQ.

- E. The new HQ's heating and cooling systems are controlled to ensure comfortable working conditions. Therefore, there is no need to relocate any fan or heating device (whether it is personal property or Department owned) to the new HQ.

#### IV. RESPONSIBILITIES

- A. Unit commanding officers of units being relocated to the new headquarters will:
1. use the unit copy of the most recently completed semi-annual Inventory Control Record to make decisions about which property is to be moved to the new HQ and to account for property which will be removed from the unit's listing. The guidelines to relocate equipment and furniture are as follows:
    - a. **small office equipment** - Such items include, but are not limited to the following: clocks, calculators, typewriters, time-stamp machines, desk top lighting lamps, paper cutters, staplers, electric staplers, etc. If needed, such items may be moved to the new HQ.
    - b. **institutional items** - Such items include but are not limited to: Year 2000 Operations Calendars (but not the frames), framed Department photographs, unit guidons, Departmental memorabilia. Such items will be moved to the new HQ.
    - c. **furniture** - It is the intent not to relocate any of the 1121 S. State Street furniture to the new HQ. Operational necessity may, however, dictate that some items be relocated. This will be done only on an exception basis.
    - d. Items which **are prohibited** from being moved to the new HQ include the following:
      1. cooking devices. (Microwaves and refrigerators will be made available in each break room).
      2. temperature control devices (electric or battery powered fans, air conditioners).
      3. water coolers.
      4. desktop "in/out" baskets.
      5. waste baskets.
      6. televisions (unless required by command member's duties).
      7. stereo/music equipment to be used in any cubicle or open office workstation.
  2. schedule an appointment with the Equipment and Supply (E&S) Section commanding officer within 2 or 3 weeks of the actual move date for E&S personnel to conduct an on-site unit property inventory review and equipment turn-in.

**NOTE:** Unit commanding officers will provide assistance to the E&S personnel conducting the inventory review and, at the conclusion of the inventory review, will provide the E&S member with an annotated photocopy of the Inventory Control Record to identify which property items will be relocated to the new HQ.
  3. consult with the Department of General Services (DGS) employees, who will report on site in each unit prior to the move and ensure each furniture item described on the unit's Inventory Control Record is physically tagged with a specific color coded marker indicative of the disposition given to each item.

- a. **Red:** item to be destroyed.
- b. **Yellow:** item to be placed in the Department of General Services warehouse for use by any City department.
- c. **Green:** item to be re-directed for police department use - other than new HQ.
- d. **Blue:** item to be re-located to the new HQ.

**NOTE:** Units will be required to box items to be moved to the new HQ and affix a label provided by the private sector moving company to the side of the boxed item (not the top of the box). These labels will also be annotated with the specific new HQ room and workstation location address particular to the individual boxes being relocated. Unit commanding officers will be provided a listing of all workstation/office addresses for personnel in their command prior to the move.

- 4. inform all personnel that as a preventive measure, **all** boxes will be fumigated prior to being moved to the new HQ. It is therefore, imperative that unit personnel be instructed not to box any food/package consumables along with the items to be relocated.
- 5. designate a Department member to assist the DGS member in the walk-through.

**NOTE:** At the conclusion of the walk-through the unit commanding officer will ensure that the final furniture and equipment disposition is annotated on the Inventory Control Record (in accordance with Item IV-A-3 of this notice). A photocopy of this annotated report will be forwarded to the Equipment and Supply Section.

- 6. ensure the unit doors are locked and the property is secured in the Riordan building until it is picked up by the Department of General Services, after the move takes place.
- 7. direct members of their unit not to:

- a. affix/hang anything to any wall which may be of a personal or business-related nature for at least 60 days after the unit's relocation is completed.

**NOTE:** This moratorium is made in recognition of the fact that the office/workstations for employees are subject to change and are likely to change in the early part of the transition to the new HQ. The exception to this policy are those items which are hanged/affixed by authorized members of the Department of General Services.

- b. authorize personnel who have either telephone or computer equipment at their work station to physically change their duty work stations without completing the appropriate work station change documents.

**NOTE:** The office and cubicle work stations have been individualized for specific employees. Telephones and computer equipment cannot be arbitrarily re-located from one office / workstation to another without technical support. Such changes in the duty work stations require the technical assistance of both the Department telephone unit and the Data Systems Division. This work station

change request form will be made available at the new HQ to each unit.

- B. The Equipment and Supply Section will:
  - 1. conduct on-site inventory review and equipment turn in procedures for each unit being relocated.
  - 2. receive an updated Inventory Control Record from each HQ unit being relocated at the conclusion of this on-site inventory review.
- C. The Data Systems Division will assist each unit being moved and guide them on the proper manner to shut down and transport computers and computer-related equipment.
- D. District 001 will be in charge of security for the vacated units and Department property at the Riordan building.
- E. The Special Activities Section of the Neighborhood Relations/Preventive Programs Division will be responsible for inventorying and securing police memorabilia in public areas of the Riordan building.

Authenticated by:

BBM/JKH

Terry G. Hillard  
Superintendent of Police

00-02 DGM/JKH