



DEPARTMENT NOTICE

DATE OF ISSUE

30 October 1963

EFFECTIVE DATE

30 October 1963

NOTICE NO.

63-6

SUBJECT

"Want Ads" for the STAR

AMENDS

REFERENCE

RESCINDS

RESCINDED

by S.O. 68-23

1. Beginning on 1 January, 1964, the department publication, the Chicago Police Star, will come out as a monthly magazine. Included in its expanded pages will be a page of "want ads."

2. The "want ad" page will be free, for the use of department members only. This is a service offered to promote an active interchange among our personnel for the mutual benefit of all. The ads are designed for those who wish to buy or sell personal property; they may not be used to further business enterprises of any kind.

3. Space limitations make it imperative that all ads be limited to not more than 30 words, including the phone number and/or name and address of contributor. All transactions will take place between buyer and seller. The contributor accepts full responsibility for all statements in the ad.

4. All ads are to be submitted, in writing, through department mail only, to: Want Ads, Chicago Police Star, Public Information Division, Room 403, Headquarters. The editor reserves the right to abbreviate or make whatever changes are necessary in order that the ad fit the space allotted.

5. The deadline for the January issue is 29 November 1963. For each subsequent issue, the deadline will be the 5th of the preceding month (for example: 5 January for the February issue).

6. Below is a typical ad form. All advertising notices must follow this format and contain the required information:

TYPE OF AD: Real Estate For Sale

(One of these 13 categories: Lost and Found, Services Needed, Services Available, Real Estate for Sale, Real Estate for Rent, Real Estate Wanted, Equipment for Sale, Kiddie Corner, Sporting Goods, Pet, Home Furnishings, Miscellaneous Wanted, or Miscellaneous for Sale.)

NAME OF CONTRIBUTOR John Smith RANK Ptlm. STAR NO. 000 UNIT Dist. 0

HOME ADDRESS 1010 E. Lake Street PHONE NO. 333-4567

EXACT WORDING REQUESTED (30 words or less, including name and/or address or phone):

3-bedroom ranch house, 1 1/2 baths; carpeting, washer and dryer, extras. NW Chicago. \$25,000. Call 333-4567

Authenticated:

[Signature]

O. W. WILSON Superintendent of Police

Distribution: "A"

To be read at Roll Call one day.

To be posted on Bulletin Board for one month.