

12 April 1961

DEPARTMENT GENERAL ORDER NO. 61-29

SUBJECT: Activation of the 5th Area

I. PURPOSE

- A. This order provides for the activation of the 5th Area on 17 April 1961.
- B. The 5th Area Detective and Youth Division operations will be located in the present 32nd District station located at 2138 North California Avenue.

II. DISTRICT OPERATIONS

- A. On the effective date of this order, police districts 29, 30, 31, 32, 33 and 34, inclusive, will comprise the 5th Police Area.
- B. Operations of the 29th, 30th, 31st, 32nd, 33rd and 34th districts will continue without change except as provided in the several sections of this order.
- C. District personnel will assume responsibility for conducting preliminary investigations of all crimes and incidents reported to them or coming to their attention.
- D. District personnel will retain responsibility for follow-up only on miscellaneous incident reports and on offense reports returned to the district by Detective Section Commanders as provided in the report "A Plan for Crime Investigation in the Chicago Police Department."
- E. Personnel operating in the 5th Area will complete the appropriate form provided in the Field Reporting Manual immediately after completion of the preliminary investigation of any incident to which they are assigned or which comes to their attention. Any incident involving the loss, theft, or damage to property or any assault, or the report of a missing person will be telephoned to the area Recording Center. Miscellaneous Incident Reports on non-criminal matters will be returned to the district desk at the end of the reporting officer's tour of duty and will not be telephoned to the Area Recording Center.

III. REPORTING PROCEDURES

- A. The Field Reporting Manual is adopted as department procedure for reporting crimes and incidents which come to the attention of the Chicago Police Department. Police districts of the 5th Police Area will adopt these procedures on the effective date of this order.
- B. The Station Complaint Book will no longer be used in the 5th Area. The District Assignment Slip (Form No. 11,139) and the Assignment Log (Form No. 11,138) will be used to record all assignments.
- C. The Stolen Auto Book is discontinued. Reports of auto theft will be taken in the field by patrol officers and reported as provided in the Field Reporting Manual.
- D. The Non-Traffic Accident Report and Non-Traffic Accident Book are discontinued. Incidents formerly recorded on these forms will be reported as indicated in the Field Reporting Manual.
- E. The Traffic Accident Book will be retained and Traffic Accident Reports will continue to be prepared and processed as in the past.
- F. The maintenance of assignment logs and the processing in the district of police reports will follow the procedures outlined in Department Memorandum 61-48, dated 27 February 1961, titled Records Procedures.

IV. RECORDS AND COMMUNICATIONS DIVISION OPERATIONS

- A. The Records and Communications Division will activate and staff a recording center for the 5th Area on the effective date of this order.
- B. The following telephone numbers will connect the reporting officers to the recording center. These numbers may be dialed from any pay telephone and the officer's coin will be returned:

BR 8 - 3304
BR 8 - 3305
BR 8 - 3306

BR 8 - 3307
BR 8 - 3308
BR 8 - 3309

- C. Two additional administrative telephones are located in the recording center with numbers as follows and coins will not be returned when these numbers are called:

HU 9 - 0460

HU 9 - 0461

These telephones are not connected to recorders.

V. DETECTIVE DIVISION OPERATIONS

- A. On the effective date of this order the Detective Division will assume responsibility for follow-up investigation of all crimes and offenses reported within the 5th Area, with the exception of those offenses specifically assigned to other units or agencies for follow-up investigation (offenses involving juveniles, offenses involving vice operations, etc.).
- B. Investigation of crimes will be assigned and reported as described in the report entitled, "A Plan for Crime Investigation in the Chicago Police Department."

VI. MAIL SERVICE

The Mail Center will be retained at the 32nd District. The 32nd District personnel will be responsible for handling mail processed through that location.

VII. AREA TELEPHONE NUMBERS

Telephone numbers of units housed at 5th Area Headquarters are as follows:

<u>UNIT</u>	<u>BELL</u>	<u>PAX</u>
Homicide, Sex and Aggravated Assault	HU 9 - 0950-51	586
Robbery	HU 9 - 1997-98	591
Burglary	HU 9 - 2352-53	587
Auto Theft	HU 9 - 5370-71	590
General Assignment	HU 9 - 4905-06	478
Special Desk Officer	HU 9 - 4905-06	478
Special Desk Officer	HU 9 - 5068	
Youth Division	HU 9 - 5512-13	479
Recording Center	HU 9 - 0460-61	
License Officer	HU 6 - 0563	
Traffic	HU 9 - 6619-20-21	587-88

VIII. EFFECTIVE DATE

This order is effective 17 April 1961.



Superintendent of Police

Distribution: All Personnel

I have read and understand the above order.

Signature

Date