

24 April 1961

DEPARTMENT GENERAL ORDER NO. 61-37

SUBJECT: Activation of the 1st Area

I. PURPOSE

- A. This order provides for the activation of the 1st Area on 1 May 1961.
- B. The 1st Area Detective and Youth Division operation will be located in the present 2nd District station located at 300 East 29th Street.
- C. The 2nd District will be eliminated on the effective date of this order. The present 2nd District area will be serviced by the 5th District. The 5th District will maintain a desk operation in the 1st Police Area building until further notice.
- D. The 5th District operation maintained at 300 East 29th Street is designated to pump gasoline and maintain the records relative to gasoline, oil, tires, etc., for the 1st Area Headquarters operations.
- E. The 5th District operation at 300 East 29th Street will receive teletype messages and will maintain the teletype books.

II. DISTRICT OPERATIONS

- A. On the effective date of this order, police districts 1, 5, 6 and 7 inclusive, will comprise the 1st Police Area.
- B. Operations of the 1st, 5th, 6th and 7th 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 1st 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 or 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 1st 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 1st 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 procedure outlined in Department Memorandum 61-48, dated 27 February 1961, titled Record Procedures.

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IV. RECORDS AND COMMUNICATIONS DIVISION OPERATIONS

- A. The Records and Communications Division will activate and staff a center for the 1st Area on the effective date of this order.
- B. The following telephone numbers will connect reporting officers to the recording center. These numbers may be dialed from any pay telephone and the officer's coin will be returned:

Ha 7 - 4578	Ha 7 - 4582
Ha 7 - 4579	Ha 7 - 4583
Ha 7 - 4580	Ha 7 - 4584
Ha 7 - 4581	Ha 7 - 4585

- C. Two additional administrative telephones are located in the recording center with numbers as follows:

Vi 2 - 3367	Vi 2 - 3368
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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 1st 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 1st Area mail center will be moved from the 6th District to the former 2nd District Station, 300 East 29th Street. The 5th District operation at 300 East 29th Street will be responsible for handling mail processed through that location.

VII. AREA TELEPHONE NUMBERS

Telephone numbers of units housed at the 1st Area Headquarters are as follows:

UNIT	BELL	PAX
Homicide, Sex and Aggravated Assault	Vi 2 - 3244-45	560
Robbery	Vi 2 - 3246-47	561
Burglary	Vi 2 - 3248-49	557
Auto Theft	Vi 2 - 3253-54	558
General Assignment	Vi 2 - 3250-51-52	559
Special Desk Officer	Vi 2 - 3250-51-52	559
Special Desk Officer	225-1107	
Youth Division	Vi 2 - 4309-10	562
Recording Center	Vi 2 - 3367-68	232
License Officer	Ca 5 - 2511-12	202

VIII. EFFECTIVE DATE

This order is effective 26 April 1961.

O.W. Wilson

Superintendent of Police

DISTRIBUTION: All Personnel

I have read and understand the above order.

D. J. Donnell
Signature

25 Apr 61
Date