



GENERAL ORDER

DATE OF ISSUE

30 June 1964

EFFECTIVE DATE

30 June 1964

GENERAL ORDER NO.

64-30

SUBJECT

ORGANIZATION AND FUNCTION OF THE YOUTH DIVISION

AMENDS

REFERENCE

Department General Order 62-28
Department General Order 62-38

RESCINDS

Department General Order 61-58

I. PURPOSE

This order defines the organization and outlines the functions of the Youth Division.

II. ORGANIZATION AND FUNCTION

The Division is commanded by a Director who reports to the Deputy Superintendent for Field Services. It is organized as follows:

A. Administrative Section

Under the command of the Administrative Aide, conducts the centralized clerical and administrative functions of the Youth Division, including the review and processing of police reports and maintenance of specialized Youth Division file

B. Youth Welfare Liaison Section

Maintains liaison between the Chicago Police Department and the Chicago Commission on Youth Welfare and between the Youth Division and the other units of the Department.

C. Court Liaison Section

Attends the preliminary conferences of the Complaint Division of the Family Court at which the filing of petitions or other actions in respect to juvenile offenders are determined. Presents case histories in Family Court hearings. Provides liaison between the Audy Home, the Family Court, and the Chicago Police Department.

D. Film Review Section

Reviews all motion pictures sought to be exhibited in Chicago. Recommends to the Superintendent of Police the issuance or denial of a permit to exhibit motion pictures. Investigates exhibitions of motion pictures to insure compliance with the permits.

E. Missing Persons Section

Reviews and maintains a file of current Missing Persons reports. Maintains special records of unidentified dead persons and conducts investigations to establish their identity. Maintains a Laundry and Cleaning Mark Identification file and assists other units of the Department in the use of these records. Communicates with out-of-city agencies on matters relating to missing persons.

F. Youth Group Intelligence Section

Collects and analyzes information on juvenile gangs which is then disseminated to all units of the Department on their request. Maintains the Youth Group/Gang and Nickname files. Maintains liaison with other agencies to fulfill its intelligence function.

G. Field Section

It is decentralized to six area headquarters with youth officers, patrolmen, and policewomen assigned by community areas within the districts. It has the following specific responsibilities:

1. Suppression of Juvenile Crime

Directly implements the mission of the Youth Division by acting to prevent and suppress delinquent and criminal behavior by juveniles.

2. Processing of Juvenile Arrests

Assists every unit of the Department by providing specialized handling of juvenile arrestees and their disposition.

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3. Case Preparation

Thoroughly investigates cases assigned and insures that the cases are as complete as possible for court presentation.

4. Community Adjustment

Releases juveniles to their parents or other proper persons when the best interests of the community and the individual are served without resorting to court action. Where feasible, assistance of an appropriate community agency, public or private, will be sought.

5. Surveillance

Diligently maintains surveillance over amusement areas, recreation centers, schools, special events, and similar places where juveniles are likely to assemble and juvenile problems are likely to develop. Liaison will be maintained with the License Section of the Vice Control Division to provide adequate control for licensed premises which contribute to juvenile delinquency and, when necessary, to assist in appropriate court action.

6. Intelligence

Collects information on youthful offenders, with particular emphasis on gang membership and activities. This information will be available to the Department for the conduct of investigations involving juveniles.

7. Crime Investigation

Assists in the interrogation and general processing of cases where juveniles are involved as suspects. A specific follow-up responsibility is assigned to the Youth Division in the following cases:

- a. Family related abduction of child
- b. Offenses against family and child, except sex
- c. Dependency cases
- d. Bicycle theft
- e. Theft of hub caps
- f. Missing persons

8. School Patrol

Provides uniformed coverage of designated schools, either in the form of motorized patrol covering several schools, or as a detail to a specific school to:

- a. maintain the peace in and around schools,
- b. develop sound working relationships with school officials, teachers, and the student body.
- c. collect and report intelligence on known or potential troublemakers in and around schools.

III. OPERATIONAL POLICY

- A. Youth officers are assigned to community areas within police districts where they will establish an effective relationship with local residents and community agencies,
- B. Policewomen have the basic responsibility for assisting in the handling of female prisoners and the processing of young juveniles of either sex. They are assigned to areas for patrol and will respond to requests requiring their special services. They will be available to all units of the Department to assist in cases where their services are required. On the 1st Watch, the services of a policewoman may be obtained by telephoning the Youth Division Headquarters. On the 2nd or 3rd Watch, the services of a policewoman may be obtained by telephoning one of the Field Section Area Headquarters. Youth Division supervisors will make every effort to provide policewomen to other units on justifiable request.



O. W. Wilson
Superintendent of Police

Distribution: "B"

I have read and understand this order.

Signature

Date

DEPARTMENT GENERAL ORDER NO. 61-19

SUBJECT: Activation of the 2nd Area

I. PURPOSE

- A. This order provides for the activation of the 2nd Police Area on 1 March 1961.
- B. The 2nd Area Detective, Traffic and Youth Divisions operations will be located in the present 11th District station located at 9059 South Cottage Grove Avenue.
- C. The 11th District will be eliminated on the effective date of this order. The present 11th District area will be serviced by the 12th Police District. The 12th District will maintain a desk operation in the 2nd Police Area building until further notice.

II. DISTRICT OPERATIONS

- A. On the effective date of this order police districts 8, 9, 10, 12, 13 and 14 inclusive, will comprise the 2nd Police Area.
- B. Operations of the 8th, 9th, 10th, 12th, 13th and 14th districts will continue without change except as provided in the several sections of this order.
- C. District personnel will assume responsibility for conducting preliminary investigation 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 2nd Area will complete the appropriate form provided in the Field Reporting Manuel 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 Manuel is adopted as department procedure for reporting crimes and incidents which come to the attention of the Chicago Police Department. Police districts of the 2nd 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 2nd 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 Manuel.
- D. The Non-Traffic Accidents Report and Non-Traffic Accident Book are discontinued. Incidents formerly recorded on these forms will be reported as indicated in the Field Reporting Manuel.
- 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 an undated report titled "Record Procedure", which was issued to the 2nd Area districts on Friday, 24 February 1961.

IV. RECORDS AND COMMUNICATIONS DIVISION OPERATIONS

- A. The Records and Communications Division will activate and staff a recording center for the 2nd Area on the effective date of this order.

*Size Area
Activ. Sec. 2/24/61*

- 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:

Hudson 7 - 5512
 5513
 5514
 5515
 5516
 5517

- 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:

Aberdeen 4 - 6414
 6415

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 2nd 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. TRAFFIC DIVISION OPERATIONS

- A. The commanding officer of the Traffic Area located in the 2nd Police Area building will be responsible for the security and general housekeeping of the building and the grounds. He will also assume responsibility for desk operations in that building after these are discontinued by patrol division personnel.
- B. A member of the Traffic Division staff will be designated to pump gas and maintain the records relative to gas, oil, tires, etc., for the 2nd Area headquarters operations.
- C. The Traffic Division staff at the 2nd Area will receive teletype messages and will maintain the teletype books.

VII. MAIL SERVICE

The former 11th District station, located at 9059 South Cottage Grove Avenue, will be used to house the mail center for the 2nd Area. Traffic Division personnel will be responsible for handling mail processed through that location.

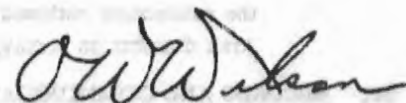
VIII. AREA TELEPHONE NUMBERS

Telephone numbers of units housed at 2nd Police Area headquarters are as follows:

UNIT	BELL	PAX
Homicide, Sex and Aggravated Assault	AB 4-1155-56	567
Robbery	AB 4-1169-70	566
Burglary	AB 4-2163-64	568
Auto Theft	AB 4-4268-69	569
General Assignment	AB 4-3801-02	570
Youth Division	AB 4-4361-62	565
Recording Center	HU 7-5512	
Traffic Division	HU 3-7520-21	370

IX. EFFECTIVE DATE

This order is effective 1 March 1961.



Superintendent of Police

Distribution: All Personnel

I have read and understand the foregoing order.

Signature _____ Date _____