



ADDENDUM TO:
General Order 98-3

DATE OF ISSUE	EFFECTIVE DATE	NO.
27 March 1998	1 April 1998	1
SUBJECT		RESCINDS
ORGANIZATION AND FUNCTIONS OF THE OFFICE OF THE SUPERINTENDENT		DISTRI-BUTION C

I. PURPOSE

This addendum establishes the organization and functions of the Office of the Superintendent.

II. ORGANIZATION/FUNCTIONAL RESPONSIBILITIES

A. Executive Staff

1. General Counsel to the Superintendent

The General Counsel to the Superintendent advises the Superintendent about legal and legislative matters and various labor agreements as they relate to the administration of the Department. The General Counsel also serves as the liaison between the Department, legislative bodies and other agencies.

Office of Legal Affairs

The Office of Legal Affairs is commanded by a commanding officer who reports directly to the General Counsel to the Superintendent. The office is staffed by members who are attorneys licensed to practice law in the State of Illinois. They respond to summonses, subpoenas, interrogatories and discovery requests served on the Department and its members; provide legal assistance to Department members upon written request concerning internal Department legal matters; conduct legal research and analysis; monitor pending legislation and perform other law related tasks as directed by the Superintendent or the General Counsel. The Office of Legal Affairs provides assistance to the Office of the Corporation Counsel on police related matters concerning civil suits, Equal Employment Opportunity Commission hearings and Police Board separation cases.

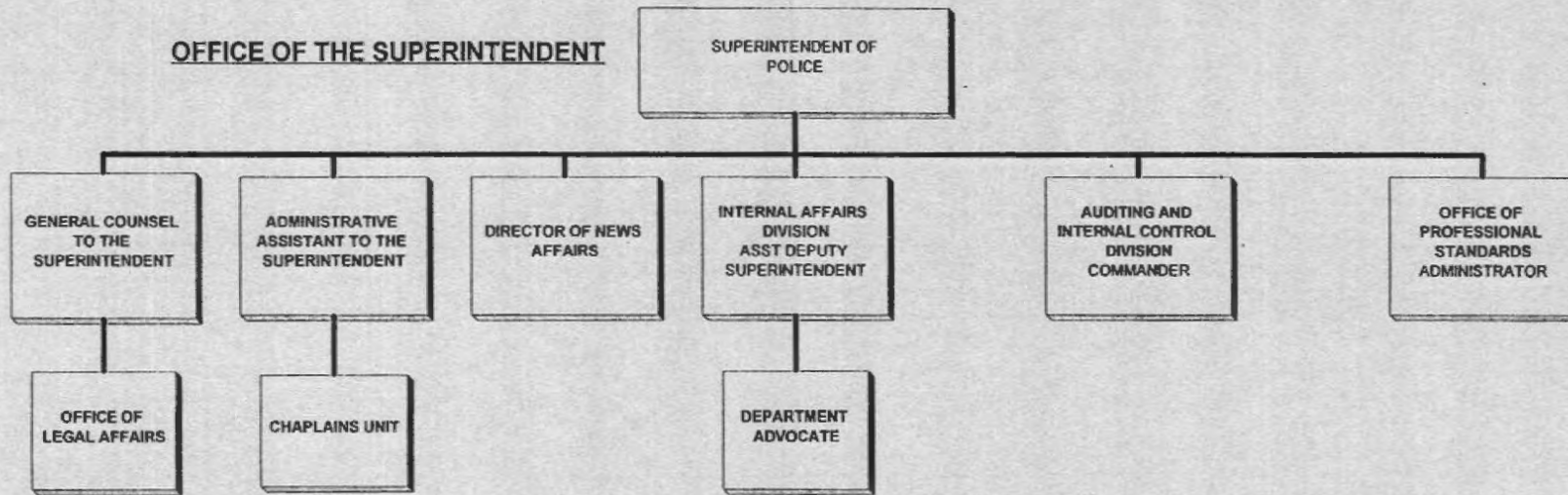
2. Administrative Assistant to the Superintendent

The Administrative Assistant to the Superintendent advises the Superintendent about matters relating to the administration of the Department and serves as liaison between the Department, various City departments and other agencies. The Administrative Assistant supervises the operations of the Office of the Superintendent.

Chaplains Unit

The Chaplains Unit develops programs and offers opportunities for education, growth and improvement in the areas of ethics, morality and personal/family life; conducts personal and family counseling; and offers referral and resources in these matters; represents the Department at certain gatherings and functions; and responds to incidents where an officer is seriously injured or killed in the line of duty.

OFFICE OF THE SUPERINTENDENT



As of 01APR98