CONSENT DECREE DOCUMENT COVER SHEET
CHICAGO POLICE DEPARTMENT

This form will be completed by the accountable unit and is required for all submissions. This form and all referenced documentation will be submitted to the unit's Project Manager in the Reform Management Group via the Document Submission Tool (DST).

SUBMITTING UNIT:

SUBMISSION DATE:

SUBMITTER'S NAME, EMAIL, AND PHONE NUMBER:

Step 1: Provide background information on your document.

A. Description/background information on the document(s) in your submission. Place the documents in context for an uninformed audience. What are the documents? Why are they being submitted? How were they prepared? What level of compliance are they intended to demonstrate for the relevant paragraphs?
Sec 1 – **(Please delete the guidance before submitting)** D*ocument information on the background of the submission (i.e. Previous Production Date AND the Bates Stamp of production; include any comments/NOL received from IMT and OAG*
Sec 2 – **(Please delete the guidance before submitting)** P*rovide a brief description of the submission and how it provides compliance for the identified paragraphs; identify the submission requirement (i.e. ¶627 Review; ¶641 Review; ¶720 Compliance Submission; etc.)*
Sec 3 – **(Please delete the guidance before submitting)** I*dentify **EACH PARAGRAPH** seeking compliance and what compliance is being sought (i.e ¶ 14, 22, 23 seeking preliminary compliance; ¶ 40, 41, seeking to maintain preliminary compliance; ¶ 42, 44 seeking secondary compliance; etc.)*   ***Please note, if the submission itself will not independently achieve a level of compliance, it should be noted that the submission is to support a level of compliance.***

Step 2: List each of the files included in your submission in column B and provide the requested details about each in columns C and D. Add more rows to the table if needed.

B. Document Name (1 document per row; add additional rows as needed)	C. Version Date	D. Number of Pages in File

Step 3: Provide a detailed roadmap for where in your submitted documents the relevant consent decree requirements are met. Items may be repeated in columns E and F if a single document addresses multiple requirements, or if a single requirement is addressed by multiple documents. Add more rows to the table if needed.

E. Paragraph or IMT/OAG (RFI) Number	F. Document Name (from Column B) in Which Requirement is Met	G. Reference point within document (e.g., pg. #, section, etc.) where requirement is met	H. Level of Compliance Seeking (Preliminary; Secondary; Full; Pre-Maintain; Sec-Maintain; Pre-Support; etc.)

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Step 4: If this is an item that has been produced to the IMT/OAG in the past, provide information about previous productions. Add more rows to the table if needed.

I. Document Name	J. Prior Version Production Date	K. Bates # of Prior Production

Step 5: Provide additional information about your submission.

L. Needs Assessment Conducted?	M. Best Practices and Other Agencies Reviewed?	N. Outside Experts Consulted?	O. Community Engagement in Development?
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

P. Public Comment Period Completed? *(Typically for policies only)*			
☐ Yes ☐ No ☐ N/A			

Q. For items marked "Yes" above, please confirm supporting documentation is included in the package. Also list any other previous productions that are relevant to this submission.

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