



Lori E. Lightfoot
Mayor

Department of Police · City of Chicago
3510 S. Michigan Avenue · Chicago, Illinois 60653

David O. Brown
Superintendent of Police

January 27, 2022

Via email:

Matt Chapman
matt.chapman@southsideweekly.com

Re: NOTICE OF RESPONSE TO FOIA REQUEST
FILE NUMBER: P708980

Dear Matt Chapman:

This notice is in response to your request received by the Chicago Police Department (CPD) on December 2, 2021 for the following records under the Freedom of Information Act (FOIA), 5 ILCS 140 et seq:

“Pursuant to IL FOIA, please provide me with all FOIA processing notes for the following requests, preferably in an excel spreadsheet: (these are the request IDs from the past two 7(1)(d) denial letters requests)...(Please see attached)”*

Your request was reviewed by CPD and a thorough, diligent search of records was conducted utilizing the provided search parameters. Please note, as permitted by 5 ILCS 140/3(e), the time may have been extended in order to conduct a thorough search for these records. Your request was interpreted as seeking responsive records regarding: the processing notes for approximately three hundred (300) FOIA requests you provided in an Excel spreadsheet in your search parameters, which were not in numerical order. After careful review, responsive records have been located. However, please be advised that after careful review and consideration with CPD Sergeants, CPD is denying your request.

Be advised that your request was denied pursuant to Pursuant to 5 ILCS 140/7(1)(f) which states that:

- (f) Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph (f) extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents.

I am excited to share with you that you can now submit FOIA requests through a newly implemented online request system. While you will still be allowed to email your FOIA requests, instead you can create an account and submit your request online. This will allow you to check the online portal for the status of requests. You will also receive an email when the records are ready to be downloaded.

[Click here to access the Chicago Public Records portal](#)

Please see below for some helpful tips.

To submit a FOIA request, first select the division to which you would like to submit the request. Please note you will need separate login credentials for the two divisions:

- Chicago Police Department and Office of Emergency Management and Communications
- All Other Departments

Then, select the Department to which you would like to submit a request and fill out the corresponding request form. To track your previous FOIA requests, you may either create an account upon submission of a request, or login to an existing account. You may also search directly by the unique Reference Number assigned to each FOIA request. The Chicago Public Records portal also has links to other frequently requested records that is publicly available on the Chicago Data Portal or on the City's website as well as Frequently Asked Questions and Trending Topics.

To the extent that you consider this a denial of your FOIA request, you have a right of review by the Illinois Attorney General's Public Access Counselor. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of a denial letter 5 ILCS 140-9.5(a).

When filing a Request for Review, you must include a copy of the original FOIA request and a denial letter. You may also seek judicial review of a denial under 5 ILCS 140/11 by filing a lawsuit in the State Circuit Court. You can file a request for review by writing to the following:

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706
Phone: 312-814-5526 or 1-877-299-FOIA (1-877-299-3642) Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

If I can be of further assistance, you may contact me at (312) 745-5308, or by mail at the following address:

Chicago Police Department
Attn: Freedom of Information Officer
Office of Legal Affairs, Unit 114
3510 S. Michigan Ave.
Chicago, IL 60653

Sincerely,

R. Carrillo
Freedom of Information Act Officer
Chicago Police Department
Office of Legal Affairs, Unit 114
3510 S. Michigan Ave.
Chicago, IL 60653