

EXHIBIT M

ATTORNEY WORK PRODUCT

Code Book and Instructions for Variables in the Watts Consolidated Cases

Project Description: The purpose of this coding project is to review and code Complaint Register Files that the City of Chicago has produced in *In re Watts Coordinated Pretrial Proceedings*, No. 19-cv-1717, currently pending in federal court in the Northern District of Illinois. Complaint Register files are investigations of police officer misconduct. They are commonly referred to as “CR Files.” An allegation of police officer misconduct may be made by a citizen or by someone who is also an employee of the Chicago Police Department (“CPD”). The allegations of police officer misconduct may have been investigated by the Office of Professional Standards, referred to as “OPS”; the Internal Affairs Department (“IAD”); the Independent Police Review Authority (“IPRA”); or the Civilian Office of Police Accountability (“COPA”).

The CR Files produced in this case are a random sample of allegations of misconduct made against Chicago Police Department officers between 1999 and 2011. The types of allegations of misconduct will range from non-serious allegations of misconduct such as a traffic violation to very serious allegations of misconduct such as excessive force, illegal searches and/or coercing a false confession.

For all the CR Files, the goal of this project is to code the information with the most accurate and objective assessment of the information contained within the file. If there is a judgment call to be made, you should always err on the side of the most conservative coding option. For example, you will be asked to code if the investigator interviewed any witnesses to the alleged misconduct. If there were five eye witnesses and the investigator interviewed only one of the witnesses, you should select the coding option “YES” for that column.

The coding you will be asked to enter will include some basic administrative information, information about the allegations, information about the investigation and information about the external and internal review process after the initial investigation has been completed.

You will be provided some information regarding the steps of internal and external review process.

Coding Instructions:

The coding of this project includes capturing basic information about the CR File such as the allegations and accused officers and the ultimate outcome of the investigation. In CR parlance, after an investigation there can be one of four findings:

Sustained – one or more department rules were violated;

Not Sustained – the accusation could be neither proven nor disproven;

Exonerated – the action did in fact occur, but the accused conduct was proper under the circumstances;

Unfounded – the incident did not occur.

There may be no finding associated with a CR if it is not investigated: for example, if a signed affidavit is required to investigate it and the investigator is not provided with a signed affidavit.

ATTORNEY WORK PRODUCT

The primary coding unit for this project is: CR File/Accused Officer/City's Assigned Allegations. So, for each CR, there will be a row assigned for each accused officer AND for each allegation that the City has identified for each officer. For example, if the CR file has 2 accused officers being investigated and the City has assigned 2 allegations to investigate for each officer, then that particular CR will result in 4 rows to enter data. Much of the information in the columns will be able to be copy and pasted for those 4 rows in terms of how the investigation was conducted, but you will need to make sure that there is a separate row for each allegation against each accused officer. Consult the instructions and variable definitions below.

Instructions

1. The Complaint Register (CR) file is the source document. The variables will be located throughout the source documents in the CR file.
2. The CR document usually contains fields for the following variables
 - a. The accused officer's name
 - b. The accused officer's Star
 - c. The complainant's name
3. All names will appear in a single field as: first name, middle name or middle initial if any, last name (e.g., Jon M. Shane; Jon Shane).
4. All addresses will appear in a single field as: street number, street name, unit/apartment number if any, city, state, zip code (e.g., 123 Main Street, apartment A1, Chicago, IL 60007).
 - a. All street names will include complete spelling. Do not use abbreviations.
 - b. All street designations will include complete spelling (e.g., E=East; W=West). Do not use abbreviations.
 - c. All street suffix abbreviations will include complete spelling (e.g., Street not St.; Avenue not Ave.). All street suffixes shall be validated through the US Postal Service Standard Abbreviation appended to this document.
5. All numeric fields identified as a number will consist of numerals (e.g., 1, 2, 3, 4), not names (e.g., one, two, three, four).
6. If a specific field is not defined on the CR form, then the variables are likely embedded in the narrative, or in other documents attached to the CR file. Some of the variables may be located in documents other than those from the Chicago Police Department (e.g., medical forms). However, the Summary Report Digest document is the first document you should consult when extracting information, and it is the document that controls if there is conflicting information elsewhere in the CR file.
7. All dates are formatted as mm/dd/yyyy.
8. Evidence variables are coded for the presence or absence of the condition:
 - a. Yes=the CR file indicates the action was taken
 - b. No=the CR file indicates the action was not taken
 - c. N/A=the condition was not applicable (e.g., if an officer is accused of not properly wearing the uniform, then a canvass of the scene, or surveillance video, or interview of the complainant is not applicable because the condition would not be expected during that type of investigation)

ATTORNEY WORK PRODUCT

- d. Unclear—the CR file mentions that the condition may have occurred, but there is no evidence in CR file that it actually occurred (e.g., the narrative indicates that a canvass was conducted, but there is no narrative describing the who, what, where, when and how of the canvass). Try to avoid using this field unless necessary.
- 9. One allegation per officer should be recorded per row. Thus, if an officer is accused of two improper actions (excessive force and verbal abuse), two separate rows should be added to the spreadsheet, one for each allegation. An allegation of one offense (excessive force) against multiple officers should take up the same number of rows as the number of accused officers. An allegation against one officer involving multiple victims should take the same number of rows as the number of victims. When one allegation category involves multiple actions (such as excessive force used (1) before arresting the victim and (2) after transporting the victim to the police lockup) each action should still be coded as a separate allegation with a separate line per action (i.e., two separate rows for the preceding example). **If the CR includes numbers for each allegation, each separately numbered allegation should have its own row.**
- 10. Questions regarding coding shall be directed to Spencer Bishins (bishins@loevy.com) who will manage the coding process. Ultimate decisions will be resolved through Dr. Jon M. Shane (973-699-6880).

Variable Definitions

- 1. **Complaint Register Number (CR).** The CR number is located on the CR form. Usually, the number is at the top of the form under the heading Complaint Register No. The CR number is usually a six or seven digit number.
- 2. **Officer Variables**
 - a. **Name.** The accused officer's name taken from the CR. If the accused officer is identified in the summary or elsewhere, enter it. If the officer is never identified, please write "unknown officer."
 - b. **Star Number.** The accused officer's Star Number taken from the CR. This number should only be taken from the CR being reviewed. If it does not appear in the CR being reviewed, it should be left blank. Do not enter a Star Number based on previous knowledge from other CRs.
 - c. **Assignment (AKA "unit of accused officer").** The accused officer's assignment taken from the CR. This will be coded as a numeric variable, i.e., "002." Input the "unit assignment" as presented in the Summary Report Digest or elsewhere within the CR file. This may not be present. If not, leave the field blank.
- 3. **Victim/Complainant Variables**
 - a. **Complainant(s) Name(s).** The complainant's name taken from the CR.
 - b. **Victim's Name.** The victim's name taken from the CR. May be identical to the complainant. If there is no victim, please write "N/A."
 - c. **Victim Arrested (yes/no).** Whether the victim was arrested, taken from the CR. If there are multiple victims, this can be different for each.

ATTORNEY WORK PRODUCT

- d. **Victim Injured (yes/no).** Whether the victim was injured, taken from the CR. If the CR is silent as to injury, and the allegation is not physical, enter “no.” If there are multiple victims, this can be different for each.
- e. **Victim’s Race.** The victim’s race taken from the CR. This may be entered as a numeric code, e.g., “M/1” refers to a Black male and “F/4” refers to a white Hispanic female. The numeric codes are as follows: 1 – Black; 2 – White; 3 - Black-Hispanic; 4 - White-Hispanic; 5 - Native American/Alaska Native; 6 - Asian/Pacific Islander. It may also be entered as an abbreviation. For example, “M/B” means male, Black; “F/WH” means female, white/Hispanic.

4. Complaint Variables

- a. **Bates Start Number.** The Bates number is a unique identifier or sequential number assigned to each page of CR investigation. The number usually appears in the lower right corner of the document. The Bates starting number should appear on the first page of the CR file documents, and may be a combination of names and numbers (e.g., CITY-WATTS-CR-000001). Please enter the Bates numbers exactly as they appear on the page - don’t forget the “CITY-WATTS-CR” part.
- b. **Bates Ending Number.** The Bates ending number should appear on the last page of the CR file documents.
- c. **Complaint source (internal/external).** Whether the complaint was generated from inside the CPD (internal) or outside the CPD (external), taken from the CR. The source is usually derived from the CR narrative.
- d. **Initial Complaint Category.** The initial complaint category is a number and letter combination located on the CR form assigned by the Chicago Police Department that categorizes the type of incident (e.g., 02B, 03Q, etc.) May also be called “Initial Incident Category.”
- e. **Initial Complaint Category Title.** The initial complaint category title is a name located on the CR form assigned by the Chicago Police Department that interprets the initial complaint category (e.g., Unlawful Detention, Intoxicated Off Duty, etc.). The category title follows the initial incident category presented with the CR. **If no category title is written in the CR file, leave this blank.**
- f. **Summary of Allegation in CR.** A summary of the allegation(s) against the accused officers(s). As described below, a CR may contain multiple allegations against multiple officers. Please do not include additional information obtained during the investigation in this section (such as from interviews with complainants, victims, and witnesses).
- g. **Allegation Category.** The allegations against the accused officer, taken from the CR. The allegation is usually found in the narrative and may include multiple allegations for a single officer (e.g., handcuffed too tightly; grabbed by arm; punched in the face). Please review Appendix 1, below, for a list and definition of allegation categories.
 - i. **Each allegation should be assigned its own category based on the nature of the allegation.**
 - ii. **Only one allegation category should be identified for each allegation. Choose the allegation category that best fits the categories in the appendix below.**

ATTORNEY WORK PRODUCT

Example: In CR No. 123456, Complainant John Doe stated that Officer Abe Adams (1) hit him in the face and (2) pushed him to the ground, (3) swore at him, (4) falsely arrested him, and (5) kicked him multiple times after handcuffing him; that Officer Bob Bundt (6) swore at him and (7) falsely arrested him; and that Officer Carly Cline (8) swore at him and his friend Jane Deer (Jane Deer was not arrested).

Coding based on that example:

	Accused Officer Name	Complainant(s) Name(s)	Victim's Name	Victim Arrested (Yes/No)	Summary of Allegation in CR	Allegation Category
123456	Abe Adams	John Doe	John Doe	Yes	(1) It is alleged that the accused hit the complainant/victim in the face.	Excessive Force
123456	Abe Adams	John Doe	John Doe	Yes	(2) It is alleged that the accused pushed the complainant/victim to the ground.	Excessive Force
123456	Abe Adams	John Doe	John Doe	Yes	(3) It is alleged that the accused swore at the complainant/victim.	Demeanor
123456	Abe Adams	John Doe	John Doe	Yes	(4) It is alleged that the accused falsely arrested the complainant/victim.	Unlawful Search, Entry, or Arrest
123456	Abe Adams	John Doe	John Doe	Yes	(5) It is alleged that the accused kicked the complainant/victim multiple times after handcuffing him.	Excessive Force
123456	Bob Bundt	John Doe	John Doe	Yes	(6) It is alleged that the accused swore at the complainant/victim.	Demeanor

ATTORNEY WORK PRODUCT

123456	Bob Bundt	John Doe	John Doe	Yes	(7) It is alleged that the accused falsely arrested the complainant/victim.	Unlawful Search, Entry, or Arrest
123456	Carly Cline	John Doe	John Doe	No	(8) It is alleged that the accused swore at the victim.	Demeanor
123456	Carly Cline	John Doe	Jane Deer	No	(8) It is alleged that the accused swore at the victim.	Demeanor

- h. **Was complaint investigated (yes/no)?** Whether the CR was investigated. If the investigator wrote that the complaint was closed because of lack of cooperation or affidavit - and did not try to gather more evidence or talk to other witnesses - enter “no.” If the investigator gathered evidence and/or attempted to interview witnesses, enter “yes.”
- i. **Affidavit obtained from complainant or victim.** Whether the investigator obtained a sworn affidavit from the complainant or any victim.
- j. **Date of Incident.** The date the incident occurred involving the accused officer, taken from the CR. The date field shall be formatted as mm/dd/yyyy.
- k. **Date CR Initiated.** The date the investigation began against the accused officer, taken from the CR. This may be known as “date initiated” and may appear at the end of the narrative portion of the investigation. The date field shall be formatted as mm/dd/yyyy.
- l. **Date CR Completed (in summary report).** The date the investigation was closed against the accused officer, taken from the CR. This may appear at the end of the narrative portion of the investigation. The date field shall be formatted as mm/dd/yyyy.
- m. **Initial disposition recommended by the investigator.** Initial disposition recommended by the investigator for each allegation against the accused officer taken from the CR. This may appear at the end of the narrative portion of the investigation, or toward the end of the CR file. The disposition may be listed under the subheading “findings.” Dispositions are as follows and are usually located at the end of the narrative portion of the investigation:
 - i. Sustained
 - ii. Not Sustained
 - iii. Exonerated
 - iv. Unfounded
 - v. None (not investigated)
 - vi. Other (if none of the above categories apply, use “other”)
- n. **Investigator-Recommended Disciplinary Action.** The type of discipline recommended by the investigator. This is usually located near the end of narrative in the CR.

ATTORNEY WORK PRODUCT

i. Type of disciplinary action imposed

1. Violation noted
2. Reprimand
3. Suspension
4. Separation
5. N/A (No Discipline Recommended)
6. Other

ii. If suspended, then number of days suspended.

1. Number of days (entered as number)
2. Not Applicable

5. **Evidence variables.** These variables reflect whether certain steps were taken during the investigation. For each variable, you must judge whether the category is applicable. For example, if a complainant alleged that an officer swore at her, but she was not arrested, then the category “arrest report” is not applicable because no arrest was made. Likewise, if a police sergeant alleges that an officer was late to work, then “victim described pain or injuries” is not applicable because there was no victim and no incident involving potential injury. If you have any doubt about whether a category is applicable, err on the side of including more information by coding “yes” or “no.”

NOTE: Every evidence variable should be coded the same for each allegation within the CR. Some categories will ask you to determine whether a variable was met for any victim or any officer, and you will need to review the entire CR for that evidence. These fields should not vary between a CR’s allegations.

a. **Personnel/Employment Records Search Indicated (yes; no; N/A; Not Necessary).**

Whether it is indicated in the CR that any personnel/employment records were consulted in order to determine or confirm the identity of the unknown accused officer(s). This may include Police Attendance Roll Calls, CLEAR A&A Sheets (Attendance & Assignment Sheets), Watch Assignment Sheets, Attendance & Assignment Records, Payroll, or Identification Numbers. If it is indicated in the CR that the investigator consulted personnel or employment records, code this section as “yes.” If personnel/employment records are relevant to the circumstances of the incident and it is not indicated that personnel or employment records were consulted, code this field as “no”. If the personnel/employment records would not be relevant to the circumstances of the incident, code this section as “not applicable.” If the officer was identified in another way, code this field as “not necessary.”

- b. **Incident Reports Search Indicated (yes; no; N/A; Not Necessary).** Whether it is indicated in the CR that any incident reports were consulted in order to determine or confirm the identity of the unknown accused officer(s). This may include Arrest Reports, Vice Reports, General Offense Case Reports, Watch Commander’s Summary Reports, Citations, Tickets, Officer’s Battery Reports, On Duty Report Event Inquiries or Event Queries, Contact Cards, or Event Numbers associated with the address where the incident occurred. If it is indicated in the CR that the investigator consulted Incident Reports, code this section as “yes.” If Incident Reports are relevant to the circumstances

ATTORNEY WORK PRODUCT

of the incident and it is not indicated that personnel or employment records were consulted, code this field as “no”. If the Incident Reports would not be relevant to the circumstances of the incident, code this section as “not applicable.” If the officer was identified in another way, code this field as “not necessary.”

- c. **Inventory/Vehicle Report Search Indicated (yes; no; N/A; Not Necessary).** Whether it is indicated in the CR that any inventory/vehicle Reports were consulted in order to determine or confirm the identity of the unknown accused officer(s). This may include Inventory logs of prisoner’s property, information connected to license plates and cars, or computer checks of license plates for off-duty or plainclothes officers. If it is indicated in the CR that the investigator consulted inventory or vehicle reports, code this section as “yes.” If inventory or vehicle reports are relevant to the circumstances of the incident and it is not indicated that personnel or employment records were consulted, code this field as “no”. If inventory or vehicle reports would not be relevant to the circumstances of the incident, code this section as “not applicable.” If the officer was identified in another way, code this field as “not necessary.”
- d. **Beat/Unit/Radio/Dispatch/CAD Search Indicated (yes; no; N/A; Not Necessary).** Whether it is indicated in the CR that the investigator consulted the accused officer’s Beat/Unit/Radio/Dispatch/CAD information to determine or confirm the identity of the unknown accused officer(s). This may include beat and unit numbers, logs of radio check-outs or assignments, PCAD (Police Computer Aided Dispatch) information, IClear Service Calls Searches and CLEAR Data Warehouse Service Calls searches, or any other miscellaneous notations of radio transmission and/or dispatch calls. If it is indicated in the CR that the investigator consulted beat, unit, radio, dispatch, or CAD information, code this section as “yes.” If beat, unit, radio, dispatch, or CAD information are relevant to the circumstances of the incident and it is not indicated that personnel or employment records were consulted, code this field as “no”. If beat, unit, radio, dispatch, or CAD information would not be relevant to the circumstances of the incident, code this section as “not applicable.” If the officer was identified in another way, code this field as “not necessary.”
- e. **Photo Arrays/Video Footage Offered (yes; no; N/A; Not Necessary).** Whether an attempt was made to contact the witness/complainant to view photo arrays or video footage to determine or confirm the identity of the unknown accused officer(s). If it is indicated in the CR that the investigator attempted to contact witness/complainant for a photo array, code this section as “yes.” If it is not indicated in the CR that the investigator attempted to contact witness/complainant for a photo array, code this section as “no”. If photo arrays/video footage is not available or applicable to the circumstances of the incident, code this section as “not applicable.” If the officer was identified in another way, code this field as “not necessary.”
- f. **Complainant contacted (yes; no; N/A; unclear).** Whether any complainant was contacted by the CPD as part of the investigation. If victim and complainant are the same person, complete both fields using the same value. If the investigator attempts to contact a complainant, but is unsuccessful in reaching them, code this section as “no.” If

ATTORNEY WORK PRODUCT

the investigator talks to the complainant's attorney and the complainant's attorney refuses to allow an interview, code "yes" – the complainant was contacted through their agent, the attorney.

- g. **Statement taken from complainant (yes; refused; no; N/A; unclear).** Whether the investigator took a statement from any complainant as part of the investigation. A statement is a formal, transcribed question and answer session between an investigator and the **complainant**. The **complainant** is always given the opportunity to review the statement before it is concluded. An affidavit should not be coded as a "statement." If victim and complainant are the same person, use the same value as "statement taken from victim." If a complainant is not contacted, code this section as N/A.
- h. **In-person interview with complainant (yes; refused; no; N/A; unclear).** Whether the investigator conducted a formal, face-to-face interview with any complainant as part of the investigation. The interview does not need to be transcribed or recorded. If the interview was conducted over the phone, this variable should be coded "no." This should be coded "yes" if an in-person interview is mentioned, whether it is only briefly mentioned or in detail. If victim and complainant are the same person, use the same value as "in-person interview with victim." This variable should be coded consistently across a CR. If a complainant is not contacted, code this section as N/A.
- i. **Any victim contacted (yes; no; N/A; unclear).** Whether any victim was contacted by the CPD as part of the investigation. If victim and complainant are the same person, complete "complainant contacted" using the same value. If the investigator tried to contact victim(s) but failed to make contact, code this as "no." If the investigator talks to a victim's attorney and the victim's attorney refuses to allow an interview, code "yes" – the victim was contacted through their agent, the attorney. If the victim is dead or there is no victim, it should be coded "not applicable."
- j. **Statement taken from any victim (yes; refused; no; N/A; unclear).** Whether the investigator took a statement from any complainant as part of the investigation. A statement is a formal, transcribed question and answer session between an investigator and the **victim**. The **victim** is always given the opportunity to review the statement before it is concluded. An affidavit should not be coded as a "statement." If victim and complainant are the same person, use the same value as "statement taken from victim." If a complainant is not contacted, code this section as N/A.
- k. **In-person interview with any victim (yes; refused; no; N/A; unclear).** Whether the investigator conducted a formal, face-to-face interview with any victim as part of the investigation. The interview does not need to be transcribed or recorded. If the interview was conducted over the phone, this variable should be coded "no." This should be coded "yes" if an in-person interview is mentioned, whether it is only briefly mentioned or in detail. If no victim is contacted, code this section as N/A.
- l. **Any witness contacted (yes; no; N/A; unclear).** Whether any witnesses (other than complainant, victim, or officers) were contacted as part of the investigation. This variable should be coded consistently across a CR and should be coded as "N/A" if witnesses beyond the accused officer would not be relevant (e.g., if officers are accused of failing

ATTORNEY WORK PRODUCT

to pay parking tickets). Please note that other officers who are witnesses should not be considered witnesses for coding purposes (officer witnesses fall under the category of “non-accused officers,” discussed further below). If the investigator attempts to contact a witness, but is unsuccessful in reaching them, code this section as “no.”

- m. **Statement taken from any witness (yes; refused; no; N/A; unclear).** Whether the investigator took a statement from any complainant as part of the investigation. A statement is a formal, transcribed question and answer session between an investigator and the witness. The witness is always given the opportunity to review the statement before it is concluded. An affidavit should not be coded as a “statement.” If victim and complainant are the same person, use the same value as “statement taken from victim.” If a complainant is not contacted, code this section as N/A.
- n. **In-person interview with any witness (yes; refused; no; N/A; unclear).** Whether the investigator conducted a formal, face-to-face interview with any witnesses (other than complainant, victim, or officers) as part of the investigation. The interview does not need to be transcribed or recorded. If the interview was conducted over the phone, this variable should be coded “no.” This should be coded “yes” if an in-person interview is mentioned, whether it is only briefly mentioned or in detail. This variable should be coded as “N/A” if witnesses beyond the accused officer would not be relevant (e.g., if officers are accused of failing to pay parking tickets). If a witness is not contacted, code this section as N/A.
- o. **Any victim described pain or injuries (yes; no; N/A; unclear).** Whether the CR file includes a report of pain or injuries from any victim. Please ensure that this entry is consistent with the above variable “Victim Injured.” If “Victim Injured” is yes for at least one victim, this variable may be “yes” or “no” based on whether the victim gave a statement about their injuries. If there is no victim or the allegation involves no possibility of injury (like an internal operations violation), code “N/A.”
- p. **Did any victim request medical attention (yes; no; N/A; unclear).** Whether any victim requested medical attention, such as requesting a doctor, to visit the hospital, or to have injuries examined or treated. If no victims were injured, it should be coded “N/A.”
- q. **Medical treatment received by any victim (yes; no; N/A; unclear).** Whether the CR file includes any documentation of medical treatment, including from Cook County Jail intakes, hospitals, etc. This should be coded “N/A” if no victim required medical attention. This can be coded “yes” if there is any indication the victim received medical treatment, including in statements of victim/complainant/witness/officer; medical records are not required.
- r. **Photos of any victim taken by CPD (yes; no; N/A; unclear).** Whether photos of any victim were taken by CPD as part of the incident. Note that the “victim” here is the person injured or abused, etc. by the officer. The photos can either be mentioned or included in the CR file to code this field as “yes.”
- s. **Any accused officer identified by any victim (yes; no; N/A; unclear).** Whether any accused officer was positively identified by any victim during the investigation. This

ATTORNEY WORK PRODUCT

requires a positive and confirmed identification, such as a photo identification or an identification by name or badge number.

- t. **Any accused officer identified by any witness (yes; no; N/A; unclear).** Whether any accused officer was positively identified by any witness (i.e., someone other than the complainant, victim, or other officers) during the investigation. This requires a positive and confirmed identification, such as a photo identification or an identification by name or badge number.
- u. **Any accused officer statement taken (yes; no; N/A; unclear).** Whether the investigator took a statement from any accused officer as part of the investigation. Does not include “to/from” memos, which are coded as “Officers submit administrative report.” A statement is a formal, transcribed question and answer session between an investigator and the accused officer. The officer is always given the opportunity to review the statement before it is concluded.
- v. **Any non-accused officer statement taken (yes; no; N/A; unclear).** Whether the investigator took a statement from any non-accused officers (any officer other than the accused officers) as part of the investigation. A statement is a formal, transcribed question and answer session between an investigator and the accused officer. The officer is always given the opportunity to review the statement before it is concluded. Does not include “to/from” memos, which are coded as “Officers submit administrative report.” This variable should be coded as “N/A” if no other officers are discussed.
- w. **Any officer submit administrative report (yes; no; N/A; unclear).** Whether any officer (accused or non-accused) submitted an administrative report as part of the investigation. A “to/from” memo should be coded here. This variable should be coded as “yes” in each row even if only one officer submitted a report.
- x. **Arrest report for any victim/complainant (yes; no; N/A; unclear).** Whether an arrest report involving any victim or complainant is attached to the CR file. This should be “N/A” if no arrest is documented.
- y. **Arrest photos of any victim/complainant (yes; no; N/A; unclear).** Whether arrest photos of any victim or complainant were taken as part of the incident. This should be coded as “yes” if the arrest photos appear in the CR or are discussed in the CR. This should be “N/A” if no arrest is documented.
- z. **Scene canvass (yes; no; N/A; unclear).** Whether the investigator(s) conducted a scene canvass during the investigation.
- aa. **Cameras located at scene (yes; no; N/A; unclear).** Whether the investigator located surveillance video cameras during the investigation. Surveillance cameras might be found on the street or in a store, for example.
- bb. **Photos of scene obtained (yes; no; N/A; unclear).** Whether the investigator obtained photos of the scene of the event giving rise to the CR complaint. These photos may or may not appear in the file. Code this variable as “yes” if the file discusses photos obtained but does not include those photos.
- cc. **Radio communication tapes preserved (yes; no; N/A; unclear).** Whether the investigator preserved the radio communications tapes during the investigation. These

ATTORNEY WORK PRODUCT

communications may have occurred between officers or among members of the police department generally.

- dd. **District phone tapes preserved (yes; no; N/A; unclear).** Whether the investigator preserved the district phone tapes during the investigation. This variable should be coded “yes” if the file mentions preserving, accessing, or reviewing a 911 call.
- ee. **Referred to Cook County Prosecutor’s Office (yes; no; N/A; unclear).** In the case of an alleged crime (e.g., assault, rape, theft), whether the case was referred to the Cook County Prosecutors for criminal prosecution. Note that this variable refers to whether any OFFICER was referred for prosecution, not whether the complainant or victim was prosecuted.

6. Investigator’s Name

- a. **Investigator’s Name.** The name of the investigator who conducted the investigation against the accused officer. This variable should be coded consistently across a CR.

7. Environmental Variables

- a. **Street Address Where Incident Occurred.** The street address where the incident occurred taken from the CR. This variable should be coded consistently across a CR.

- 8. **Discipline Review and Ultimate Disposition.** Further disciplinary recommendations and the discipline actually imposed by the CPD. This is usually located near the end of narrative in the CR, or appears on a separate form. The categories under Superintendent Discipline Imposed will only be used when the initial investigator recommends discipline.

- a. **Discipline Imposed by Superintendent or Highest-Level Supervisor (if applicable - use only when allegation is recommended sustained by investigator. These variables should be coded separately for each allegation.)**

- i. **Disposition Recommended**

- 1. Not Applicable
- 2. Sustained
- 3. Not Sustained
- 4. Exonerated
- 5. Unfounded
- 6. Other (if none of the above categories apply, use “other”)

- ii. **Type of disciplinary action imposed**

- 1. Not Applicable
- 2. Violation noted
- 3. Reprimand
- 4. Suspension
- 5. Separation
- 6. Other

- iii. **If suspended, then number of days suspended.**

- 1. Not Applicable
- 2. Number of days

- b. **Discipline Imposed by Arbitrator (if applicable. These variables should be coded separately for each allegation.)**

ATTORNEY WORK PRODUCT

- i. Disposition Recommended**
 - 1. Not Applicable
 - 2. Sustained
 - 3. Not Sustained
 - 4. Exonerated
 - 5. Unfounded
 - 6. Other (if none of the above categories apply, use “other”)
 - ii. Type of disciplinary action imposed**
 - 1. Not Applicable
 - 2. Violation noted
 - 3. Reprimand
 - 4. Suspension
 - 5. Separation
 - 6. Other
 - iii. If suspended, then number of days suspended.**
 - 1. Not Applicable
 - 2. Number of days
 - c. Discipline Imposed by Police Board (if applicable. These variables should be coded separately for each allegation.)**
 - i. Disposition Recommended**
 - 1. Not Applicable
 - 2. Sustained
 - 3. Not Sustained
 - 4. Exonerated
 - 5. Unfounded
 - 6. Other (if none of the above categories apply, use “other”)
 - ii. Type of disciplinary action imposed**
 - 1. Not Applicable
 - 2. Violation noted
 - 3. Reprimand
 - 4. Suspension
 - 5. Separation
 - 6. Other
 - iii. If suspended, then number of days suspended.**
 - 1. Not Applicable
 - 2. Number of days

ATTORNEY WORK PRODUCT

Appendix I: Allegation Category Types

Category	Definition
Coercive Interrogation / Coerced Confession	Using force, threats, or other inappropriate conduct to pressure a suspect or witness to confess to a crime or to provide a statement.
Demeanor	Committing verbal abuse; making inappropriate threats, including threats to use a weapon; using racial or ethnic slurs; committing rudeness or incivility; harassment; and other complaints of inappropriate behavior by the accused officer. - Does not include allegations that officer improperly pointed a firearm or taser. Those are classified as “excessive force.” - Does not include allegations classifiable as coercive interrogation or coerced confession.
Domestic Violence	Using force or threats against a romantic or domestic partner; violating a domestic protective order.
Excessive Force	Committing assault; handcuffing too tightly; pushing or striking; any physical force in the absence of resistance or perceived as unjustified by the complainant. - Includes allegations that officer improperly used a weapon or pointed a firearm or taser. - Does not include allegations classifiable as domestic violence.
Fabricated Evidence and Integrity Violations (Inculpatory)	Planting evidence on a suspect; falsely reporting that a witness or suspect made a statement when in fact they did not; falsely reporting that evidence existed when in fact it did not; committing perjury or making a false written or oral report to inculcate a suspect; lying about who possesses contraband/weapons/illegal substances; relying on statements the officer knows to be false or encouraging a witness or informant to make a false statement; otherwise falsifying statements or evidence. - Includes allegations of improperly suggestive lineups. - Does not include allegations classifiable as coercive interrogation / coerced confession.

ATTORNEY WORK PRODUCT

Integrity Violations – Non-Inculpatory	Committing perjury; making a false report, written or oral; lying or misleading investigators during internal investigations; and other complaints involving issues of integrity or honesty. Alleged integrity violations involving intent to inculcate a suspect should be classified as “Fabricated Evidence and Integrity Violations (Inculpatory)”
Juvenile Policy Violations	Failing to involve a youth officer in interrogations or arrests of minors; failing to allow parents access to their underage children following arrest or detention of a child; any other allegations that a juvenile suspect or witness had their <u>juvenile</u> rights violated. Do not use just because the alleged victim is a juvenile or because the circumstances of the complaint include a juvenile status offense (truancy, curfew, etc.).
Operation or Personnel Violations	Committing inattention to duty, tardiness, insubordination, or other violations of Departmental rules not classifiable by other allegation categories.
Other	Any allegation not classifiable by the other allegation categories.
Property Damage	Improperly damaging property belonging to a complainant or other person.
Theft/Improper Inventory Procedure	Taking personal property for purposes other than collecting and inventorying evidence; confiscating property and failing to provide a receipt or inventory the property; improperly failing to return property belonging to complainant or other person; stealing from a crime scene or search warrant execution.
Unlawful Search, Entry, or Arrest	Searching a person or vehicle without a warrant or justification; entering a residence or other location without a warrant or justification; arresting a person without a warrant or justification.

ATTORNEY WORK PRODUCT

Appendix 2: Street Suffix Abbreviations

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	ALY
	ALLEY	
	ALLY	
	ALY	
ANEX	ANEX	ANX
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	ARC
	ARCADE	
AVENUE	AV	AVE
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNUE	
BAYOU	BAYOO	BYU
	BAYOU	
BEACH	BCH	BCH
	BEACH	
BEND	BEND	BND
	BND	
BLUFF	BLF	BLF
	BLUF	
	BLUFF	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BLUFFS	BLUFFS	BLFS
BOTTOM	BOT	BTM
	BTM	
	BOTTM	
	BOTTOM	
BOULEVARD	BLVD	BLVD
	BOUL	
	BOULEVARD	
	BOULV	
BRANCH	BR	BR
	BRNCH	
	BRANCH	
BRIDGE	BRDGE	BRG
	BRG	
	BRIDGE	
BROOK	BRK	BRK
	BROOK	
BROOKS	BROOKS	BRKS
BURG	BURG	BG
BURGS	BURGS	BGS
BYPASS	BYP	BYP
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	CP
	CP	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	CMP	
CANYON	CANYN	CYN
	CANYON	
	CNYN	
CAPE	CAPE	CPE
	CPE	
CAUSEWAY	CAUSEWAY	CSWY
	CAUSWA	
	CSWY	
CENTER	CEN	CTR
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	CTRS
CIRCLE	CIR	CIR
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	CIRS
CLIFF	CLF	CLF
	CLIFF	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
CLIFFS	CLFS	CLFS
	CLIFFS	
CLUB	CLB	CLB
	CLUB	
COMMON	COMMON	CMN
COMMONS	COMMONS	CMNS
CORNER	COR	COR
	CORNER	
CORNERS	CORNERS	CORS
	CORS	
COURSE	COURSE	CRSE
	CRSE	
COURT	COURT	CT
	CT	
COURTS	COURTS	CTS
	CTS	
COVE	COVE	CV
	CV	
COVES	COVES	CVS
CREEK	CREEK	CRK
	CRK	
CRESCENT	CRESCENT	CRES
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	CRST
CROSSING	CROSSING	XING

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	XRD
CROSSROADS	CROSSROADS	XRDS
CURVE	CURVE	CURV
DALE	DALE	DL
	DL	
DAM	DAM	DM
	DM	
DIVIDE	DIV	DV
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	DR
	DRIV	
	DRIVE	
	DRV	
DRIVES	DRIVES	DRS
ESTATE	EST	EST
	ESTATE	
ESTATES	ESTATES	ESTS
	ESTS	
EXPRESSWAY	EXP	EXPY
	EXPR	
	EXPRESS	
	EXPRESSWAY	
	EXPW	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	EXPY	
EXTENSION	EXT	EXT
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	EXTS
FALL	FALL	FALL
FALLS	FALLS	FLS
	FLS	
FERRY	FERRY	FRY
	FRRY	
	FRY	
FIELD	FIELD	FLD
	FLD	
FIELDS	FIELDS	FLDS
	FLDS	
FLAT	FLAT	FLT
	FLT	
FLATS	FLATS	FLTS
	FLTS	
FORD	FORD	FRD
	FRD	
FORDS	FORDS	FRDS
FOREST	FOREST	FRST
	FORESTS	
	FRST	
FORGE	FORG	FRG

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	FORGE	
	FRG	
FORGES	FORGES	FRGS
FORK	FORK	FRK
	FRK	
FORKS	FORKS	FRKS
	FRKS	
FORT	FORT	FT
	FRT	
	FT	
FREEWAY	FREEWAY	FWY
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	GDN
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	GDNS
	GDNS	
	GRDNS	
GATEWAY	GATEWAY	GTWY
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
GLEN	GLEN	GLN
	GLN	
GLENS	GLENS	GLNS
GREEN	GREEN	GRN
	GRN	
GREENS	GREENS	GRNS
GROVE	GROV	GRV
	GROVE	
	GRV	
GROVES	GROVES	GRVS
HARBOR	HARB	HBR
	HARBOR	
	HARBR	
	HBR	
	HRBOR	
HARBORS	HARBORS	HBRs
HAVEN	HAVEN	HVN
	HVN	
HEIGHTS	HT	HTS
	HTS	
HIGHWAY	HIGHWAY	HWY
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	HL

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	HL	
HILLS	HILLS	HLS
	HLS	
HOLLOW	HLLW	HOLW
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	INLT
ISLAND	IS	IS
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	ISS
	ISLNDS	
	ISS	
ISLE	ISLE	ISLE
	ISLES	
JUNCTION	JCT	JCT
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	JCTS
	JCTS	
	JUNCTIONS	
KEY	KEY	KY

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	KY	
KEYS	KEYS	KYS
	KYS	
KNOLL	KNL	KNL
	KNOL	
	KNOLL	
KNOLLS	KNLS	KNLS
	KNOLLS	
LAKE	LK	LK
	LAKE	
LAKES	LKS	LKS
	LAKES	
LAND	LAND	LAND
LANDING	LANDING	LNDG
	LNDG	
	LNDNG	
LANE	LANE	LN
	LN	
LIGHT	LGT	LGT
	LIGHT	
LIGHTS	LIGHTS	LGTS
LOAF	LF	LF
	LOAF	
LOCK	LCK	LCK
	LOCK	
LOCKS	LCKS	LCKS
	LOCKS	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
LODGE	LDG	LDG
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	LOOP
	LOOPS	
MALL	MALL	MALL
MANOR	MNR	MNR
	MANOR	
MANORS	MANORS	MNRS
	MNRS	
MEADOW	MEADOW	MDW
MEADOWS	MDW	MDWS
	MDWS	
	MEADOWS	
	MEDOWS	
MEWS	MEWS	MEWS
MILL	MILL	ML
MILLS	MILLS	MLS
MISSION	MISSN	MSN
	MSSN	
MOTORWAY	MOTORWAY	MTWY
MOUNT	MNT	MT
	MT	
	MOUNT	
MOUNTAIN	MNTAIN	MTN
	MNTN	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	MOUNTAIN	
	MOUNTIN	
	MTIN	
	MTN	
MOUNTAINS	MNTNS	MTNS
	MOUNTAINS	
NECK	NCK	NCK
	NECK	
ORCHARD	ORCH	ORCH
	ORCHARD	
	ORCHRD	
OVAL	OVAL	OVAL
	OVL	
OVERPASS	OVERPASS	OPAS
PARK	PARK	PARK
	PRK	
PARKS	PARKS	PARK
PARKWAY	PARKWAY	PKWY
	PARKWY	
	PKWAY	
	PKWY	
	PKY	
PARKWAYS	PARKWAYS	PKWY
	PKWYS	
PASS	PASS	PASS
PASSAGE	PASSAGE	PSGE
PATH	PATH	PATH

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	PATHS	
PIKE	PIKE	PIKE
	PIKES	
PINE	PINE	PNE
PINES	PINES	PNES
	PNES	
PLACE	PL	PL
PLAIN	PLAIN	PLN
	PLN	
PLAINS	PLAINS	PLNS
	PLNS	
PLAZA	PLAZA	PLZ
	PLZ	
	PLZA	
POINT	POINT	PT
	PT	
POINTS	POINTS	PTS
	PTS	
PORT	PORT	PRT
	PRT	
PORTS	PORTS	PRTS
	PRTS	
PRAIRIE	PR	PR
	PRAIRIE	
	PRR	
RADIAL	RAD	RADL
	RADIAL	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	RADIEL	
	RADL	
RAMP	RAMP	RAMP
RANCH	RANCH	RNCH
	RANCHES	
	RNCH	
	RNCHS	
RAPID	RAPID	RPD
	RPD	
RAPIDS	RAPIDS	RPDS
	RPDS	
REST	REST	RST
	RST	
RIDGE	RDG	RDG
	RDGE	
	RIDGE	
RIDGES	RDGS	RDGS
	RIDGES	
RIVER	RIV	RIV
	RIVER	
	RVR	
	RIVR	
ROAD	RD	RD
	ROAD	
ROADS	ROADS	RDS
	RDS	
ROUTE	ROUTE	RTE

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ROW	ROW	ROW
RUE	RUE	RUE
RUN	RUN	RUN
SHOAL	SHL	SHL
	SHOAL	
SHOALS	SHLS	SHLS
	SHOALS	
SHORE	SHOAR	SHR
	SHORE	
	SHR	
SHORES	SHOARS	SHRS
	SHORES	
	SHRS	
SKYWAY	SKYWAY	SKWY
SPRING	SPG	SPG
	SPNG	
	SPRING	
	SPRNG	
SPRINGS	SPGS	SPGS
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	SPUR
SPURS	SPURS	SPUR
SQUARE	SQ	SQ
	SQR	
	SQRE	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	SQU	
	SQUARE	
SQUARES	SQRS	SQS
	SQUARES	
STATION	STA	STA
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	STRA
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
	STRVNUE	
STREAM	STREAM	STRM
	STREME	
	STRM	
STREET	STREET	ST
	STRT	
	ST	
	STR	
STREETS	STREETS	STS
SUMMIT	SMT	SMT
	SUMIT	
	SUMITT	
	SUMMIT	

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
TERRACE	TER	TER
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	TRWY
TRACE	TRACE	TRCE
	TRACES	
	TRCE	
TRACK	TRACK	TRAK
	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	TRFY
TRAIL	TRAIL	TRL
	TRAILS	
	TRL	
	TRLS	
TRAILER	TRAILER	TRLR
	TRLR	
	TRLRS	
TUNNEL	TUNEL	TUNL
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	
TURNPIKE	TRNPK	TPKE

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	UPAS
UNION	UN	UN
	UNION	
UNIONS	UNIONS	UNS
VALLEY	VALLEY	VLY
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	VLYS
	VLYS	
VIADUCT	VDCT	VIA
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	VW
	VW	
VIEWS	VIEWS	VWS
	VWS	
VILLAGE	VILL	VLG
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
	VLG	
VILLAGES	VILLAGES	VLGS

ATTORNEY WORK PRODUCT

US Postal Service Standard Street Suffix Abbreviations		
Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
	VLGS	
VILLE	VILLE	VL
	VL	
VISTA	VIS	VIS
	VIST	
	VISTA	
	VST	
	VSTA	
WALK	WALK	WALK
WALKS	WALKS	WALK
WALL	WALL	WALL
WAY	WY	WAY
	WAY	
WAYS	WAYS	WAYS
WELL	WELL	WL
WELLS	WELLS	WLS
	WLS	