



Brandon Johnson
Mayor

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

Larry Snelling
Superintendent of Police

27 June 2024

SENT VIA ELECTRONIC MAIL

Mr. Benjamin Silver
Supervising Attorney
Public Access Bureau
Office of the Attorney General
100 West Randolph Street
Chicago, Illinois 60601
Benjamin.Silver@ilag.gov

RE: Response to Request for Clarification – 2024 PAC 81608; FOIA File No. P945374

Dear Assistant Attorney General Silver:

This letter serves as the Chicago Police Department's ("CPD") notification to the PAC concerning CPD's supplemental response to Miriam Bhimani. CPD provided Ms. Bhimani with a supplemental response letter and responsive records on June 12, 2024. Your office contacted us via email on June 20, 2024, regarding the adequacy of our search for, "*All school absentee reports (CPD-24.116 forms) filed from January 1, 2024 to current.*"

When presented with a FOIA request, a public body is required to conduct a "reasonable search tailored to the nature of [that] particular request." *Campbell v. U.S. Department of Justice*, 164 F.3d 20, 28 (D.C. Cir. 1998). To demonstrate the adequacy of a search, the public body must provide a "reasonably detailed" explanation that "denotes which files were searched and reflects a systematic approach to document location in order to enable the [requester] to challenge the procedures utilized." *Oglesby v. U.S. Dept. of the Army*, 920 F.2d 57, 68 (D.C. Cir. 1990); *see also Weisberg v. U.S. Dept. of Justice*, 745 F.3d 1476, 1485 (D.C. Cir. 1984) ("the issue to be resolved is not whether there might exist any other documents possibly responsive to the request, but rather whether the search for those documents was *adequate*."). (emphasis added).

Here, CPD Officers in each of the Districts are responsible to fill out school absentee reports, which are hand written on a carbon duplicate forms. Each form has a white and pink copy. Each report is a hard, paper copy and is not electronic. Each completed report is then sent to the Youth Investigations Division under the CPD Bureau of Detectives (BOD) through interoffice mail. Youth Investigation retains the "pink copy" of the duplicate form and mails the "white copy" to the Chicago Board of Education at 42 W. Madison Street. Youth Investigations then keeps a running tally of received reports and then files the hard copy away in a file cabinet, which is organized by date. In order to accommodate Ms. Bhimani's request a representative from Youth Investigations searched their file cabinet, obtained the pink copies within its possession, scanned them and forwarded them to the FOIA Officer responsible for her request.

As such, CPD's search for the responsive records related to Ms. Eun's request was both reasonable and

adequate. If any additional information or assistance is needed regarding this matter, please feel free to contact the CPD Legal Affairs Division.

Sincerely,

Legal Affairs Division – Unit 114
Chicago Police Department