



**FOIA Disclosures (5 ILCS 140)**

**Background**

On October 5, 2016, the Civilian Office of Police Accountability (COPA) was created by ordinance as an independent agency of the City of Chicago, to replace the Independent Police Review Authority (IPRA). COPA’s mission is to conduct fair, thorough, and timely investigations into allegations of excessive force, domestic violence, coercion through a threat of violence, bias-based verbal abuse, improper search or seizure of individuals or property, and unlawful denial of access to counsel made against Chicago Police Department (CPD) members. COPA also investigates instances where a CPD member discharges a firearm in a manner that potentially could strike another individual, a stun gun or Taser in a manner that results in death or serious bodily injury, instances in the Chief Administrator’s discretion of other weapon discharges or other use of CPD equipment as a weapon that results in death or serious bodily injury. COPA also investigates incidents where a person dies or sustains a serious bodily injury while detained or in CPD custody as a result of police actions such as during attempts to apprehend a suspect.

To carry out its mission, COPA has an annual budget of 1% of CPD’s budget and is budgeted for 141 full-time employees.

COPA’s office hours and locations are noted below:

<b>Main Office</b>			
<b>Location</b>	<b>Address</b>	<b>Phone</b>	<b>Hours</b>
<b>Civilian Office of Police Accountability</b>	1615 W. Chicago Ave. 4th Floor Chicago, IL 60622	Main Office Line: (312) 746-3609  Complaint Intake Line: (312) 743-COPA	Monday through Friday 9:00 a.m.- 7:00 p.m.

**FOIA Request Process**

FOIA requests may be submitted to COPA by personal delivery or sending your written request to COPA FOIA Officer via mail, e-mail, or fax.

- Mailed Requests should be sent to:

Attn: FOIA Department  
Civilian Office of Police Accountability  
1615 West Chicago Avenue, 5th Floor  
Chicago, Illinois 60622

- E-mailed requests should be sent to [COPA-FOIA@chicagocopa.org](mailto:COPA-FOIA@chicagocopa.org).
- Faxed requests may be sent to 312-746-3591.

Copying fees: To recover its actual costs, COPA may charge a nominal fee for the reproduction of documents. The fee for black and white letter or legal-sized copies is \$0.15 per page, with the first 50 pages free. For color copies and documents furnished in electronic format, the cost is COPA's actual cost for reproduction and purchase of the recording medium.

#### Records Immediately Available

COPA maintains a website which contains annual and quarterly reports with corresponding data relating to volume of complaints, types of complaints and complaint closure information, abstracts of monthly sustained cases, public reports for police-involved shooting investigations, and statistical reports on police-involved shootings. These documents are immediately available for download and/or review on COPA's website without the submission of a written FOIA request.

#### **List of Types or Categories of Records Under the Civilian Office of Police Accountability's Control<sup>1</sup>**

- Investigative files for investigations conducted pursuant to the Municipal Code of Chicago 2-57-010 *et seq.*
- COPA Rules and Regulations
- COPA Policies and Procedures
- Personnel files and personal information for COPA employees
- Correspondence
- Budget Information
- Annual Reports published by COPA (*also available at* [www.chicagocopa.org](http://www.chicagocopa.org))
- Quarterly Reports published by COPA (*also available at* [www.chicagocopa.org](http://www.chicagocopa.org))
- Policy Reports published by COPA (*also available at* [www.chicagocopa.org](http://www.chicagocopa.org))

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<sup>1</sup> Pending approval of COPA's document retention schedule, all documents under COPA's custody and control are maintained indefinitely.

- Advisory Letters (*also available at [www.chicagocopa.org](http://www.chicagocopa.org)*)
- Summary Reports (*also available at [www.chicagocopa.org](http://www.chicagocopa.org)*)
- COPA will continue to maintain the following types or categories of records pertaining to IPRA:<sup>2</sup>
  - Investigative files for investigations conducted and closed at IPRA
  - IPRA Standard Operating Procedures
  - Personnel files and personal information for IPRA
  - Annual Reports published by IPRA (2008-2012)
  - Quarterly Reports published by IPRA
  - Statistical Reports published by IPRA
  - Sustained Case Abstracts published by IPRA
  - Summary Reports published by IPRA
  - Other business records maintained by IPRA

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