



## HEADQUARTERS MEMORANDUM 01-14

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**Subject: Completion of Charging Documents**

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The State's Attorney's Office has requested that when officers fill out charging documents at CPU, they ensure that the entire location is spelled out completely when describing the location of the offense. Occasionally, when the charging documents are printed out, abbreviations for the district locations are printed. Because all locations must be completely spelled out, in situations like these, officers must hand-write the location on the charging document.

The State's Attorney's Office has lost several cases because charging documents did not have the location of the offense completely spelled. Effective immediately, all locations will be spelled out on charging documents.

A handwritten signature in cursive script that reads "Charles A. Moose". The signature is written in black ink and is positioned above a horizontal line.

Charles A. Moose, Ph.D.  
Chief of Police

CAM/afk