

Fellow Lieutenants~

As you are aware, the Shooting Summary Report is required to be completed by the on-duty WOL within two hours of a shooting or a homicide. As time is of the essence with these reports, below is a Quick Reference Guide for using Caboodle to obtain gang territory information:

## **Caboodle Instructions to Obtain Gang Territories**

- 1) From the CLEAR homepage, log on to **Caboodle** (NOT Interactive Mapping!)
- 2) At the bottom of the screen, "5000 W. Madison" will be prepopulated. Change that to whatever address you are interested in and select "GO!"
- 3) Navigate to the **top right** of the screen and **select MORE**.
- 4) Click the box "**GANG FACTIONS**", then click **APPLY**.
- 5) **RIGHT CLICK** over the name of any gang faction, then select "**ID GANG FACTION**".
- 6) Relevant information will be displayed, including Rivals and Alliances.
- 7) To locate Rival territory, select "GO!" next to the rival name, and a new map will populate with relevant information.

In addition, the following hyperlink will direct you to the City of Chicago Aldermanic Ward Map so that you may quickly identify the ward in which the shooting or homicide occurred.

[http://www.cityofchicago.org/content/dam/city/depts/doit/general/GIS/Chicago\\_Maps/Citywide\\_Maps/Wards.pdf](http://www.cityofchicago.org/content/dam/city/depts/doit/general/GIS/Chicago_Maps/Citywide_Maps/Wards.pdf)

Fraternally,

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