

## OFFICE OF OPERATIONS

### NOTICE

1.11

January 9, 2020

**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** NON-CATEGORICAL USE OF FORCE BACKLOG REDUCTION;  
INVESTIGATION TIMELINES FOR OPERATIONS—ESTABLISHED

The purpose of this Notice is to streamline the review of Non-Categorical Use of Force investigations and establish timelines to better understand Use of Force trends and concerns on a more timely basis.

Effective immediately, Areas shall complete all Non-Categorical Use of Force (NCUOF) investigations—and submit the completed investigation for geographic bureau review—within 45 days of the incident. In turn, bureaus shall conduct their review and submit the investigation to Critical Incident Review Division (CIRD) **within 90 days from the date of the incident.**

To ensure Areas prioritize these investigations, Area commanding officers shall prepare an Intradepartmental Correspondence, Form 15.02, to their bureau commanding officer by the end of the first week of every month listing all pending NCUOF investigations at their Area. For each entry, commanding officers should report the date of incident, the current status of the investigation, and the projected completion date for the investigation. If a NCUOF investigation exceeded the 45 day target for submission to bureau, the Area commanding officer shall include a narrative explanation with sufficient detail to describe the cause of the delay and what circumstances made it infeasible to complete in the targeted timeframe.

Bureaus shall aggregate the responses for any overdue NCUOF investigation and submit an Area-delineated summary on a desk note to the Assistant to the Director, Office of Operations. As part of this correspondence, bureaus shall include any investigations that did not meet the 90-day deadline for submission to CIRD by the bureau, along with a sufficiently detailed explanation for the deviation.

Additionally, Area commanding officers shall place an emphasis on resolving any existing backlog of NCUOF investigations. The Office of Operations is working with CIRD to identify the most common types of errors in initial submissions and will develop refresher training for all training coordinators to assist in streamlining the investigation and review process going forward.

If you have questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



ROBERT N. ARCOS, Assistant Chief  
Director, Office of Operations

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