OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9 March 20, 2020

SUBJECT: NON-CATEGORICAL USE OF FORCE ADMINISTRATIVE DISAPPROVAL INTERNAL PROCESS RECEIPT – ACTIVATED; AND, COMMANDING OFFICER'S RESPONSIBILITIES – REVISED

PURPOSE: This Order activates the Non-Categorical Use of Force Administrative Disapproval Internal Process Receipt, to formally advise an employee when a non-categorical use of force is adjudicated as "Administrative Disapproval." This form is to be completed by the commanding officer and provided to the concerned employee once the Non-Categorical Use of Force has been adjudicated.

PROCEDURE:

I. **NON-CATEGORICAL USE OF FORCE ADMINISTRATIVE DISAPPROVAL INTERNAL PROCESS RECEIPT – ACTIVATED.** The Non-Categorical Use of Force Administrative Disapproval Internal Process Receipt, Form 01.67.07, has been activated. This form will be used by commanding officers when serving employees following an Administrative Disapproval for a use of force and/or tactics.

A. **Use of Form.** This form is used when an employee receives an Administrative Disapproval for a use of force and/or tactics.

B. **Completion.** This form is completed by commanding officers and provided to the concerned employee once the Non-Categorical Use of Force has been adjudicated.

C. **Distribution.** The distribution for this form is as follows:

1 – Original, Critical Incident Review Division

1 – Copy, employee

2 – TOTAL

II. **COMMANDING OFFICER'S RESPONSIBILITIES – REVISED.** Department Manual Section 3/793.05, *Commanding Officer's Responsibilities*, has been revised. Attached is the revised Department Manual section with the revisions indicated in italics.

FORM AVAILABILITY: The Non-Categorical Use of Force Administrative Disapproval Internal Process Receipt is available in E-forms on the Department's Local Area Network. A copy is attached for immediate use and duplication.

AMENDMENT: This Order amends Section 3/793.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME III
Revised by Special Order No. 9, 2020

793. ADJUDICATING A NON-CATEGORICAL USE OF FORCE INCIDENT.

793.05 COMMANDING OFFICER'S RESPONSIBILIT*IES.* Upon receipt of a Non-Categorical Use of Force investigation, the commanding officer shall:

- Utilize the Area/division Training Coordinator to evaluate the incident;
- Contact subject matter experts (e.g., Training Division) to obtain additional information, as needed;
- Review all reports and make a recommendation on the disposition;
- Sign the Use of Force Internal Process Report, Form 01.67.04;
- Notify the employee of *Critical Incident* Review Division's final disposition as soon as practicable; *and,*
- *Ensure the officer is served with a copy of the Non-Categorical Use of Force Administrative Disapproval Internal Process Receipt, Form 01.67.07, when the final disposition for tactics and/or the use of force is Administrative Disapproval.*

The Remainder of this Section Remains Unchanged.

NON-CATEGORICAL USE OF FORCE
ADMINISTRATIVE DISAPPROVAL
INTERNAL PROCESS RECEIPT

EMPLOYEE (LAST NAME, FIRST, MIDDLE):	SERIAL NO.:	CURRENT DIVISION:	UOF CASE NO.:
	DIVISION OF OCCURRENCE:		DATE OF OCCURRENCE:

FINAL REVIEW AND ADJUDICATION

☐ SEE ATTACHED RATIONALE (OR PROVIDE BRIEF DESCRIPTION OF RATIONALE BELOW).

TACTICAL ISSUES:

FORCE TYPE/ISSUE(S):

COMMANDING OFFICER

☐ INCIDENT DEBRIEF (If applicable) DATE CONDUCTED:

☐ DISCUSSED FINDINGS WITH EMPLOYEE

(Select one)

☐ COUNSELING DATES SCHEDULED/COMPLETED: /

☐ DIVISIONAL TRAINING DATES SCHEDULED/COMPLETED: /

☐ FORMAL TRAINING DATES SCHEDULED/COMPLETED: /

☐ NOTICE TO CORRECT DATE SERVED:

☐ PERSONNEL COMPLAINT CF No.:

COMMANDING OFFICER (PRINT NAME):	SIGNATURE:	DATE:

EMPLOYEE

EMPLOYEE (PRINT NAME):	SIGNATURE: *	DATE:

CRITICAL INCIDENT REVIEW DIVISION

DATE OF RECEIPT: _____

COMMENTS:

* A request to appeal a NCUOF finding of Administrative Disapproval shall be filed within 20 calendar days after the employee was served by the employee's commanding officer. The request shall be filed on an Administrative Appeal, Form 01.84.00, with the Advocate Section, Internal Affairs Group. The original signed receipt shall be sent to Critical Incident Review Division.