

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 RESPONSIBILITIES. 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.

