

## OFFICE OF THE CHIEF OF STAFF

### NOTICE

November 19, 2018

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**TO:** All Commanding Officers

**FROM:** Chief of Staff

**SUBJECT:** DOCUMENTING DUTY STATUS DETERMINATIONS RENDERED DURING 72-HOUR BRIEFINGS

As part of the system of review that occurs after a Categorical Use of Force (CUOF) involving a shooting resulting in injury or a CUOF resulting in death or the substantial possibility of death, the Chief of Police and the involved command conduct a 72-hour brief to review preliminary information regarding the incident. One of the outcomes of each brief is a determination, rendered by the Chief of Police, regarding each substantially involved employee's ability to return to field duty.

Effective immediately, the Commanding Officer, Critical Incident Review Division (CIRD), or their designee, shall be responsible for documenting and maintaining a record of the field duty status determination for each substantially involved employee identified during the 72-hour briefing. Following the completion of the 72-hour briefing, the commanding officer CIRD shall submit an Intradepartmental Correspondence, Form 15.02.00, to the concerned employee's bureau commanding officer. The Form 15.02.00 shall include:

- The date of the 72-hour briefing;
- The name of the substantially involved employee(s);
- The duty status determination of the Chief of Police;
- Any duty restrictions attached to the determination; and,
- If the employee was not approved to return to field duty by the Chief of Police, the specific recommended actions for the employee to complete prior to their duty status being reevaluated by their chain of command.

**Bureau Commanding Officer's Responsibilities.** The bureau commanding officer shall be responsible for ensuring all recommended actions concerning the restricted employee(s) are completed in a timely manner. Once all recommended actions are completed, the concerned employee's commanding officer and bureau commanding officer shall reevaluate the employee's readiness and suitability for field duty. If the recommendation is to return the employee to field

duty, the bureau commanding officer shall submit their recommendation to Chief of Police via their chain of command.

If the Chief of Police determines the employee is still not approved for field duty, the previously established protocols in Manual Section 3/794.40 shall be adhered to. If the Chief of Police approves the employee's return to field duty, the concerned employee's bureau commanding officer shall submit a Form 15.02.00 to the Commanding Officer, CIRD. The Form 15.02.00 shall include:

- The date(s) the recommended actions were completed;
- The date the employee was approved for return to field duty by the Chief of Police; and,
- The name of the employee who notified the bureau commanding officer of the approval.

Any questions regarding this Notice may be directed to the Office of the Chief of Staff, at (213) 486-8740.

A handwritten signature in blue ink, appearing to read 'Bob Green', with a long horizontal line extending to the right.

BOB GREEN, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "B"