OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3 January 8, 2020

SUBJECT: NON-CATEGORICAL USE OF FORCE ADMINISTRATIVE DISAPPROVAL INTERNAL PROCESS RECEIPT – ACTIVATED

PURPOSE: This Order activates the Non-Categorical Use of Force Administrative Disapproval Internal Process Receipt, in order to formally advise an employee when a non-categorical use of force is adjudicated as "Administrative Disapproval."

PROCEDURE: 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. The 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

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.

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"

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.