

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 1**

**January 26, 2022**

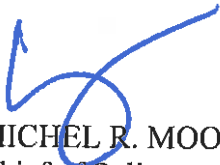
**SUBJECT:       REPORTING USES OF FORCE TO THE DEPARTMENT OF JUSTICE – REVISED**

**PURPOSE:**       The purpose of this Order is to revise Department Manual Section 4/245.30, *Reporting Uses of Force to the Department of Justice*, in order to comply with new reporting requirements for certain uses of force by Department personnel. Previously, the Department was required to report these uses of force annually. The Department will now be required to report these uses of force monthly.

**PROCEDURE:**   Department Manual Section 4/245.30, *Reporting Uses of Force to the California Department of Justice*, has been revised. Attached is the revised Manual Section with the revisions indicated in italics.

**AMENDMENTS:** This Order revises Section 4/245.30 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 IV  
Revised by Administrative Order No. 1, 2022**

**245.30 REPORTING USES OF FORCE TO THE DEPARTMENT OF JUSTICE.** Pursuant to California Government Code Section 12525.2, the Application Development and Support Division (ADSD), in coordination with Force Investigation Division (FID), Critical Incident Review Division (CIRD), and Robbery Homicide Division (RHD), shall furnish to the *California* Department of Justice all instances when a sworn Department employee is involved in any of the following *on a monthly basis*:

- An incident involving the shooting of a civilian by a peace officer;
- An incident involving the shooting of a peace officer by a civilian;
- An incident in which the use of force by a peace officer against a civilian results in serious bodily injury or death; and,
- An incident in which use of force by a civilian against a peace officer results in serious bodily injury or death.

**Note:** For purposes of this section, serious bodily injury means a bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.

For each incident reported to the *California* Department of Justice, the Department shall include, but not be limited to, the following information:

- The gender, race, and age of each individual who was shot, injured, or killed;
- The date, time, and location of the incident;
- Whether the civilian was armed, and, if so, the type of weapon;
- The type of force used against the officer, the civilian, or both, including the types of weapons used;
- The number of officers involved in the incident;
- The number of civilians involved in the incident; and,
- A brief description regarding the circumstances surrounding the incident, which may include the nature of injuries to officers and civilians and perceptions on behavior or mental disorders.

In addition, the ADSD, in coordination with FID, CIRD, and RHD, shall furnish use of force information and data to the *California* Department of Justice.