I. PURPOSE
This directive:

A. is issued for the purpose of ensuring that all uses of force by Department members are thoroughly documented, investigated, evaluated, and analyzed.


C. identifies incidents that require the completion of a Use of Force Report (UOFR).

D. outlines the reporting, reviewing, and investigatory responsibilities of Department members for reportable use of force incidents.

E. introduces new levels of reportable use of force, supervisory response procedures, and investigative authority and responsibilities.

II. POLICY
A. Accuracy. Department members are responsible, at all times, for truthfully and completely:

1. reporting each reportable use of force incidents outlined in Item III of this directive.

2. describing the facts and circumstances concerning any incident involving the use of force by Department members.

B. Accountability. Department members will be responsible for articulating the specific facts to explain the member’s own decision to employ a particular use of force, the necessity and proportionality of the force used, and the members’ actions and tactics used to de-escalate the situation and prevent the need for any use of force, or to reduce the level of force used as the threat diminished.

C. Any Department member completing or reviewing a Use of Force Report (UOFR) will comply with the procedures outlined in the Department directives titled “Body Worn Cameras” and “In-Car Video Systems” for viewing, flagging, and retaining video and audio recorded with Department-issued recording devices.

D. Consistent with the Department directive titled “Complaint and Disciplinary Procedures,” any Department member who becomes aware of information indicating that a reportable use of force incident was not reported will immediately notify his or her supervisor.

E. A supervisor who used reportable force or ordered a use of reportable force during a use of force incident will not perform the functions and responsibilities of the reviewing supervisor or investigating supervisor for the incident.

NOTE: Under these circumstances, the watch operations lieutenant of the district of occurrence of the responding exempt-level supervisor will determine the appropriate supervisor to perform the functions and responsibilities of the reviewing or investigating supervisor.
III. INCIDENTS REQUIRING THE COMPLETION OF A USE OF FORCE REPORT

A. A Use of Force Report is required to be completed for the following reportable use of force incidents involving a sworn member or detention aide in the performance of his or her duties:

1. All member uses of force, as defined by [---], beyond compliant cuffing and searching.
   a. This includes every instance in which a member points a firearm, Taser, or other weapon at a person or person’s pet.
   b. It also includes non-physical actions that denigrate a person or are designed to intimidate a person.

   EXCEPTION: A Use of Force Report is NOT required when BOTH of the following are true:
   (1) the member’s actions did not extend beyond verbal commands or control holds utilized in conjunction with handcuffing and searching techniques, and
   (2) the person is not injured or does not complain of injury resulting from the member’s use of force.

   NOTE: The Federal Bureau of Investigation and the State of Illinois Uniform Crime Reporting Systems require data from the Department when the offense of murder, aggravated battery, battery, aggravated assault, or assault is committed against a police officer or a detention aide in the performance of their duties. This documentation will be completed using the Officer Battery Report.

2. All incidents involving a Department member’s use of:
   a. Level 1 reportable use of force. Level 1 reportable use of force is the use of any force by a Department member that does not rise to a Level 2 or Level 3 reportable use of force. Level 1 reportable uses of force include force that is reasonably expected to cause pain or injury, but does not result in injury or complaint of injury. Level 1 reportable uses of force include the use of the following:
      (1) pressure point compliance and joint manipulation techniques;
      (2) wristlocks, armbars, and other firm grips; and
      (3) any leg sweep, takedown, stunning technique, or weaponless direct mechanical action or technique (including kicks, knee strikes, elbow strikes, closed hand strikes, or punches) that do not result in an injury or complaint of injury.
   b. Level 2 reportable use of force. Level 2 reportable use of force is the use of any force by a Department member that includes use of a less-lethal weapon or that
causes an injury or results in a complaint of injury, but does not rise to a Level 3 reportable use of force. Level 2 reportable uses of force include the use of:

1. reportable force against a person who is handcuffed or otherwise restrained;
2. impact weapons strikes (baton, asp, or other impact weapon) to the body other than the head or neck;
3. any leg sweep, takedown, stunning technique, or weaponless direct mechanical action or technique (including kicks, knee strikes, elbow strikes, closed hand strikes, or punches) that results in an injury or complaint of injury.
4. OC spray or other chemical weapons;
5. impact munitions;
6. canines as a force option;
7. a Long Range Acoustic Device (LRAD) acoustic transmission to cause discomfort as a compliance technique;
8. pointing a weapon other than a firearm at a person; and
9. an unintentional firearms discharge or a firearm discharge solely to destroy/deter an animal that did not involve a firearm discharged at a person and did not result in injury to any person.

C. Level 3 reportable use of force. Level 3 reportable use of force is when a Department member does any of the following:

1. uses any force that constitutes deadly force, including:
   a. discharging a firearm (whether or not a bullet hits anybody)

   EXCEPTION: This does not include an unintentional firearms discharge or a firearm discharge solely to destroy/deter an animal that did not involve a firearm discharged at a person and did not result in injury to any person.

   b. pointing a firearm at a person.
   c. using an impact weapon that strikes a person’s head or neck.
   d. using a Taser against a person.
   e. using a chokehold, carotid artery restraints, or other maneuvers for applying direct pressure on a windpipe or airway.

2. uses any force that causes injury to any person resulting in admission to a hospital.

3. uses any force that causes the death of any person.

B. A Use of Force Report is NOT required to be completed for the following incidents:

1. 
2. The use of force in an approved training exercise.
C. If the most serious use of force requires an investigation by a certain level of supervisor, then the investigation of all Use of Force Reports resulting from the use of force by any member in that incident will be the responsibility of that level of supervisor.

D. **When a reportable use of force incident involves one or more reportable uses of force by a Department member against the same person, the uses of force will be reported on one Use of Force Report.**

**NOTE:** Subsequent reportable uses of force by a Department member involving the same person once the original Use of Force Report has been completed and approved will be reported on a separate UOFR.

E. When a reportable use of force has occurred during an identified mass arrest incident, members will follow the special procedures outlined in the Department directive titled "Mass Arrest Procedures."

IV. **PROCEDURES**

A. **Immediate Notifications**

1. Each sworn member or detention aide in the performance of his or her duties who is involved in a reportable use of force incident, as described in Item III-A of this directive will immediately notify the Office of Emergency Management and Communications (OEMC) that he or she has been involved in a reportable use of force incident.

2. The Office of Emergency Management and Communications (OEMC) will:
   a. Immediately notify the involved member’s immediate supervisor and watch operations lieutenant of the district of occurrence.
   b. Immediately notify COPA to respond to the scene when the involved member has discharged any weapon, an injury has occurred to a person, bystander, or any other Level 2 or Level 3 reportable use of force incident.
   c. Assign a field supervisor from the district of occurrence to respond to the scene when the involved member has discharged any weapon, an injury has occurred to a person, bystander, or any other Level 2 or Level 3 reportable use of force incident.
   d. Notify the Crime Prevention and Information Center (CPIC) for all incidents involving the:
      1. Use of deadly force;
      2. Discharge of a firearm, impact munitions, Taser, OC spray or other chemical weapons;
      3. Use of canines as a force option; and
      4. Use of a Long Range Acoustic Device (LRAD) acoustic transmission to cause discomfort as a compliance technique.

B. **Completing the Use of Force Report (UOFR)**

Each sworn member or detention aide in the performance of his or her duties who is involved in a reportable use of force incident, as described in Item III-A of this directive, will:

   a. If more than one member is involved in a reportable use of force incident, each sworn member or detention aide who uses force will complete a UOFR. Therefore, there may be multiple reports completed for a single incident.

Commented [A5]: We did not review this directive, but the Working Group recommends that members have the same responsibilities in mass arrests for completing use of force reports and investigating use of force incidents as in non-mass arrests.
b. If an object is perceived by the member as a weapon that could cause great bodily harm or death and is not actually a weapon or the object recovered is different than the perceived weapon:

(1) indicate the person's actions and indicate the actual weapon or object on the UOFR, and

(2) if the item was different than perceived, indicate in the "Weapon/Object Perceived As" field what the weapon or object was perceived to be.

**EXAMPLE:** If a member uses force against an assailant holding an object that the involved member perceives to be a handgun, but upon recovery, the object was determined to be a BB gun, the member will indicate "Other - BB gun" as the "Weapon Description" and "Handgun" in the "Weapon/Object Perceived As" field.

c. The involved member will be required to complete the "Narrative" section of the UOFR:

(1) describing with specificity, the use of force incident, the member's reasons for using the force that they used, all actions and tactics taken by the member to eliminate the need for force, mitigate the force used, and de-escalate the situation, and specific types and amount of force used.

(2) indicating whether or not any body-worn camera or in-car video digitally recorded data was viewed in advance of completing the UOFR.

**NOTE:** Specific instructions for the completion of the form can be found in the Automated UOFR Application Help Documentation. Department members will refer to the Department directive titled "Alternate Paper Reporting Procedures" if the Automated UOFR system is unavailable.

2. review the UOFR for completeness and accuracy.

3. submit the completed UOFR to his or her immediate supervisor before the end of the involved member's tour of duty.

4. notify their immediate supervisor that the UOFR has been submitted and is available for review.

5. document the reason for the initial stop, arrest, or other enforcement action by submitting the other required reports as indicated in the:

   a. Department directive titled "Preliminary Investigations," "Citing Traffic Violations and Attending Traffic Court," and "Investigatory Stop System" to his or her immediate supervisor for review and approval before the end of the involved member's tour of duty.

   b. Department directive titled "Processing Persons Under Department Control" to the station supervisor in the district of occurrence.

Commented [A6]: Officers who used or witnessed other officers used force must be prohibited from viewing any related video of the incident before completing the use of force report.
V. REVIEWING SUPERVISOR RESPONSIBILITIES

A. A supervisor who has been notified of a reportable use of force incident as described in Item III-A of this directive will:
   1. ensure immediate notifications in Item IV-A are completed.
   2. respond to the scene when the involved member has been involved in a Level 2 or Level 3 reportable use of force incident. The notified supervisor will determine if:
      a. an on-scene response is necessary when notified of a Level 1 reportable use of force incident.
      b. circumstances exist that would necessitate:
         (1) the involved member(s) to immediately relocate from the incident scene, or
         (2) the assignment of additional personnel to protect and manage the incident scene.

B. When responding to the scene of a reportable use of force incident, the reviewing supervisor will:
   1. ensure that known available witnesses are identified and interviewed, and that the required information, including the witness personal information and statement, is recorded on the Use of Force Report (UOFR).

   EXCEPTION: The reviewing supervisor will not interview the identified witnesses or obtain written statements for deadly force incidents, officer-involved death incidents, or any other circumstance where the Civilian Office of Police Accountability (COPA) receives an administrative notification and responds to the scene. For these incidents, the reviewing supervisor will:
      a. document only the witness personal information on the UOFR.
      b. identify the witnesses for the assigned investigative personnel who will be responsible for conducting the interviews or obtaining statements. The reviewing supervisor will, to the extent lawfully permitted make best efforts to secure the witnesses for the assigned investigative personnel interview.
      c. coordinate, as appropriate, with responding COPA personnel.
   2. request the assignment of an evidence technician to take photographs of persons and Department members who have been involved in a use of force incident and are injured, allege injury, or when otherwise deemed appropriate by the supervisor.
   3. ensure that other evidence is gathered, preserved, handled, and processed according to existing Department procedures.
   4. ensure that the involved members and victims of police uses of force receive the appropriate medical attention.
   5. for Level 2 and Level 3 reportable use of force incidents involving injury or complaint of injury for which a COPA notification is not required, undertake reasonable efforts to identify and interview additional witnesses beyond those that are known and available.

   NOTE: The result of the above requirement to canvass for witnesses, including negative results, will be documented in the "Reviewing Supervisor" section of the UOFR.

C. When conducting a supervisory review of a reportable use of force incident, the reviewing supervisor will:
   1. ensure the involved member completes and submits a UOFR before the end of the involved member's tour of duty.

Commented [A7]: COPA should have primary responsibility for investigating Level 2 and 3 uses of force.

Commented [A8]: Again, COPA should have primary responsibility for investigating Level 2 and 3 uses of force.
2. Ensure the appropriate case report is completed for the incident, consistent with the guidelines established in the Incident Reporting Guide (IRG) (CPD-63.451).

NOTE: A case report is required even if the UOFR resulted from an incident that would not otherwise require a report (e.g., warrant arrests). Members will refer to the IRG section titled “Special Case Reporting Index for Use of Force Incidents” for specific reporting instructions.

3. Ensure additional notifications are made consistent with the Department directives titled:
   a. “Firearms Discharge Incidents Involving Sworn Members;”
   b. “Taser Use Incidents;”
   c. “Oleoresin Capsicum (OC) or Other Chemical Agent Use Incidents;”
   d. “Canine Use Incidents;” and
   e. “Baton Use Incidents.”

4. Complete the UOFR for a member who is unable to complete the report due to injury or other extraordinary circumstance.

5. Use the “Attachment” feature of the UOFR to attach copies of the appropriate approved district-level generated reports that are related to the incident involving the completion of the UOFR, including:
   a. the incident case report,
   b. Arrest Reports,
   c. Supplementary Reports,
   d. Inventory Reports,
   e. Injury on Duty Reports,
   f. Taser Deployment Data Download,
   g. all video and audio that relate to the force incident,
   h. any other pertinent Department report.

6. Review the portion of the UOFR completed by the involved member, including:
   a. Confirming or rejecting any addresses that result in a beat of “0” and may be inaccurate.
   b. Reviewing each instance where “Other” has been selected as the “Person's Actions.”
   c. If the UOFR is incomplete, return the UOFR to the member and discuss reasons with the involved member.
   d. If the UOFR contains inconsistencies or the supervisor’s review of the report or incident raises any question of possible misconduct or misuse of force, immediately make a report to COPA to initiate a disciplinary investigation and obtain a complaint log number.

7. Complete the “Reviewing Supervisor” section of the UOFR. The reviewing supervisor will:
   a. Document, if any, the type and location of any injury to the person.

   NOTE: The reviewing supervisor will clarify in the “Reviewing Supervisor: Comments” section whether the injury was observed or alleged by the person, to what body part did the injury occur, and if the documented injury occurred prior to the reportable use of force, when appropriate.

   b. Document any other incident information, observations, or other actions taken that are not already captured in the UOFR fields in narrative form in the “Reviewing Supervisor: Comments” section of the UOFR.

   c. Attest to his or her compliance with the responsibilities outlined in this directive.
VI. USE OF FORCE INCIDENT INVESTIGATION

A. Investigatory Responsibility. For reportable use of force incidents, the investigation of the incident and completion and approval of all UOFRs will be:

1. the responsibility of the following ranked supervisor:
   a. The exempt-level incident commander will review and investigate the following types of incidents:
      (1) the discharge of a firearm by a Department member, excluding discharges solely to destroy/deter an animal with no human injury;
      (2) a member’s use of force, by whatever means, that results in potential life-threatening injury or death of any individual; and
      (3) any lesser use of force by a Department member when that use of force stems from the same incident in which another member used force described in Items VI-A-1-a-(1) or (2) of this directive.
   b. A member the rank of captain or above assigned to the district of occurrence will review and investigate incidents involving the discharge of a firearm solely for the destruction/deterrence of an animal with no human injury.
   c. The watch operations lieutenant (WOL) or a designated member the rank of lieutenant or above assigned to the district of occurrence will investigate all other incidents.

   NOTE: If the watch operations lieutenant or designated district supervisor the rank of lieutenant or above is unavailable, the district station supervisor will follow the appropriate procedures established by the Office of Operations to ensure the UOFR-I is completed and approved.

2. completed by a supervisor at least one rank higher than the highest ranking member using reportable force during the incident or the appropriate exempt-level supervisor.
3. completed within 48 hours of the use of force incident, unless an extension is approved in writing by the appropriate exempt-level supervisor.

B. Investigating Supervisor. The assigned supervisor described in Item VI-A will:

1. conduct an investigation into the use of force incident by:
   a. attempting to interview the person who had any reportable use of force used against them, solely about the use of force incident, and record the person’s statement regarding the use of force in the space provided on the UOFR-I.
      (1) Prior to any interview, the investigating supervisor will follow the procedures outlined in the Department directive titled “Custodial Interrogations,” including expressly warning the individual of their constitutional rights.
      (2) When the incident involves potential felony charges, the investigating supervisor will confer with the arresting officers and the assigned

Commented [A9]: Again, COPA should have primary responsibility for the investigation of all Level 2 and 3 uses of force.
investigative personnel prior to the interview to determine the appropriate
time and scope of the interview.

(3) When interviewing a juvenile, the investigating supervisor will follow guidelines
and restrictions outlined in the Department directive titled "Processing of
Juveniles and Minors Under Department Control."

(4) When interviewing a person that is suspected of an offense which
electronically recorded custodial interrogations are mandated, the
investigating supervisor will follow procedures outlined in the Department
directive titled "Digital Recording of Interrogations."

(5) The investigating supervisor will check "DNA" in the "Person's Statement"
section when the incident involves only an animal destruction/deterrent or
unintentional discharge.

(6) When an interview of the person is not conducted, the investigating supervisor
will indicate so on the report and provide a specific reason why the interview
was not conducted.

b. performing a visual inspection of the person and document any observations and specific injuries in the "Lieutenant or Above/Incident Commander: Comments" section.

NOTE: The investigating supervisor will clarify in the "Lieutenant or Above/Incident Commander: Comments" section whether the injury was observed or alleged by the person, to what body part did the injury occur, and if the documented injury occurred prior to the reportable use of force, when appropriate.

c. reviewing all the information reasonably available regarding the use of force incident
and documenting the investigatory information in the "Lieutenant or Above/Incident Commander: Comments" section of the UOFR-I, including but not limited to:

1. a review of all available reports.

2. a review of all Department-recorded video (e.g., In Car Video System, lockup facility cameras, body worn cameras), if available.

3. documentation of any allegations of excessive force.

4. witness statements, photographs, and other evidence or information collected by the reviewing supervisor.

5. any other investigatory information or observations.

2. complete the "Lieutenant or Above/Incident Commander Review" section of the UOFR-I.
The investigating supervisor will:

a. review the portion of the UOFR completed by the involved member and the reviewing supervisor for sufficiency and completeness. If the UOFR is incomplete, the investigating supervisor will return the UOFR to the appropriate member.

b. if the UOFR contains inconsistencies or the supervisor's review of the report or incident raises any question of possible misconduct or misuse of force, immediately make a report to COPA to initiate a disciplinary investigation and obtain a complaint log number.

c. determine the Department members who were identified in the incident reports as being on the scene of the use of force incident and who are reasonably believed to have relevant knowledge or information regarding the reportable use of force incident. The investigating supervisor will indicate these members in the "Lieutenant or Above/Incident Commander Review" section of the UOFR-I. For all Level 3 uses of force and Taser discharges, ensure that those Department members are separated from one another and monitored, that they keep their dash cameras and body cameras activated (unless emergency circumstances prevent this) until they are interviewed by COPA, and that they submit to interviews with COPA promptly after the use of force.

d. attest to his or her compliance with the responsibilities outlined in this directive.
determine if the member’s use of force requires a notification to the Civilian Office of Police Accountability (COPA) to obtain a complaint log (CL) number. A notification to COPA is required for all incidents involving:

1. the use of deadly force,
2. the discharge of a firearm,
3. the discharge of a Taser,
4. the discharge of Oleoresin Capsicum (OC) devices,
5. the use of excessive force or an allegation of excessive force,
6. the death or potential life-threatening injury to a member of the public that resulted directly from an action or intentional omission of a Department member, and
7. uses of force that may violate the law or Department policy.

f. use the "Attachment" feature of the UOFR-I to attach copies of any other approved and available Department report related to the incident involving the completion of the UOFR that is not already attached, including any initiation report submitted to COPA regarding allegations of misconduct.

g. conduct a supervisory evaluation to determine whether the member’s use of force response was in compliance with Department policy and directives.

h. if appropriate:

1. provide timely, constructive feedback to the member engaged in the reportable use of force and the reviewing supervisor.
2. make recommendations for action by the involved member or the reviewing supervisor (e.g., individualized training, performance coaching, review of Department directives).
3. document in the "Lieutenant or Above/Incident Commander: Comments" section what actions are recommended, including identifying specific training, when appropriate.

i. if appropriate, sign and approve the UOFR-I.

VII. USE OF FORCE INCIDENT REVIEW

Approved Use of Force Reports (UOFR) and Use of Force Report - Investigation (UOFR-I) forms will be subject to an after-action review consistent with the guidelines and procedures outlined in the Department directive titled "Department Review of Use of Force."

A. A representative sample of Level 1 reportable uses of force and all Level 2 reportable uses of force as outlined in Item III of this directive will be reviewed by the Force Review Division.

B. All Level 3 reportable uses of force as outlined in Item III of this directive will be reviewed by the Force Review Board (FRB).

VIII. DATA MAINTENANCE AND RETENTION

The Deputy Chief, Strategic Initiatives Division, will ensure:

A. the Automated Use of Force Report application is managed and maintained to reliably record and track all Department data reported and derived from reportable use of force incidents documented in the A-UOFR application.

Commented [A11]: CPD must implement specific and detailed procedures to ensure that all video and audio evidence related to a use of force incident is documented, tagged, preserved, and easily retrievable in relation to the use of force report. CPD must provide clear directives to officers about these procedures, which must include detailed steps to track, tag, and save video and audio evidence and tie it to the particular TRR/use of force report.
B. The Department data on reportable use of force incidents contained in the UOFR and UOFR-I are maintained and retained consistent with existing data retention procedures.

Charlie Beck
Interim Superintendent of Police