Chicago Police Department  General Order  G03-02-02

INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE USE OF FORCE REPORT

ISSUE DATE: 28 February 2020  EFFECTIVE DATE: 29 February 2020
RESCINDS: 16 October 2017 Version  INDEX CATEGORY: Field Operations

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 Tactical Response Use of Force Report (TRR_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, and the reasonableness, 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 Tactical Response Use of Force Report (TRR_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 or the responding exempt-level supervisor will determine the appropriate supervisor to perform the functions and responsibilities of the reviewing or investigating supervisor.

Commented [A1]: Tactical Response Report should be renamed to “Use of Force Report” throughout all CPD orders.

Commented [A2]: There must be policies and procedures that ensure that all related video and audio is tagged and linked to this use of force report, and the report itself clearly identifies the relevant audio and video files, including any tracking numbers that are for the digital files.
III. INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE USE OF FORCE REPORT

A. Tactical Response 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, incidents involving:
   
a. This includes every instance in which a member points a firearm, Taser, or other weapon at a person or person’s pet, subject who is injured or alleges injury resulting from the member’s use of force.
   
b. It also includes non-physical actions that denigrate a person or are designed to intimidate a person, the active resistance of a subject.

   EXCEPTION: A Tactical Response Use of Force Report is NOT required when both of the following are true:

   (1) the subject’s only action of resisting is fleeing.
   
   (2) the member's actions did not extend beyond verbal commands or control holds utilized in conjunction with handcuffing and searching techniques, and

   (3) the person subject is not injured or does not complain of injury resulting from the member’s use of force.

   c. an act of obstructing a police officer when the obstructing is a physical act directed at the Department member and requires a reportable use of force response.
   
   d. a subject whose actions are aggressively offensive, with or without weapons, or who is using or threatening the imminent use of force against the member that will likely cause physical injury, including an assault, aggravated assault, or threat of physical attack.
   
   e. physical attacks against a Department member, including a murder, aggravated battery, battery, regardless of whether or not the subject made actual physical contact with the member or the member has sustained a physical injury.

   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 TRR.

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 to overcome the active resistance of a subject 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 in response to active resistance of a subject:

   (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
G03-02-02  Incidents Requiring the Completion of a Tactical Response Use of Force Report
2020:1723 hrs
© Chicago Police Department, February 2020

Current as of 28 February
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. a Taser;
6. impact munitions;
7. canines as a force option;
8. a Long Range Acoustic Device (LRAD) acoustic transmission to cause discomfort as a compliance technique;
9. pointing a weapon other than a firearm at a person; and
10. 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.

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 intentionally 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 Tactical Response Use of Force Report is NOT required to be completed for the following incidents:

1. The use of escort holds and pressure compliance techniques which are not in response to active resistance of a subject and do not result in an injury or allegation of injury.

2. The use of joint manipulation techniques, wristlocks, armbars, or other firm grips utilized in conjunction with handcuffing and searching techniques which are not in response to active resistance of a subject and do not result in an injury or allegation of injury.

3. The force necessary to overcome passive resistance due to physical disability or intoxication which does not result in injury or allegation of injury.

4. The use of force in an approved training exercise.
Incidents Requiring the Completion of a Tactical Response Use of Force Report
Current as of 28 February 2020

© Chicago Police Department, February 2020
C. If the most serious use of force requires an investigation by a certain level of supervisor, then the investigation of all Tactical Response 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/subject, the uses of force will be reported on one Tactical Response Use of Force Report.

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

   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/subject, bystander, or any member, 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/subject, bystander, or any member, 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 Tactical Response Use of Force Report (TRR_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 TRR_UOFR. Therefore, there may be multiple reports completed for a single incident.
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 passenger's actions and indicate the actual weapon or object on the TRR, 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 TRR:

(1) describing with specificity, the use of force incident, the member’s reasons for using the force that they used, subject's actions or other circumstances necessitating the force 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 the involved member's response, including force mitigation efforts 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 TRR.

EXCEPTION: The involved member WILL NOT be required to complete the "Narrative" section of the TRR for any firearms discharge incidents (with or without injury) and in any use of force incident resulting in death.

NOTE: Specific instructions for the completion of the form can be found in the Automated TRR Application Help Documentation. Department members will refer to the Department directive titled "Alternate Paper Reporting Procedures" if the Automated TRR system is unavailable.
Incidents Requiring the Completion of a Tactical Response Use of Force Report

Current as of 28 February 2020

© Chicago Police Department, February 2020
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, to the extent reasonably possible, and that the required information, including the witness personal information and statement, is recorded on the Tactical Response Use of Force Report (TRR 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 TRR.
   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 reasonably possible and 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 TRR 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 TRR UOFR before the end of the involved member’s tour of duty.
Incidents Requiring the Completion of a Tactical Response Use of Force Report Current as of 28 February 2020

© Chicago Police Department, February 2020
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 TRR 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 TRR for a member who is unable to complete the report due to injury or other extraordinary circumstance.

5. use the “Attachment” feature of the TRR to attach copies of the appropriate approved district level generated reports that are related to the incident involving the completion of the TRR, 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, and
   h. any other pertinent Department report.

6. review the portion of the TRR 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/Subject’s Actions.”
   c. if the TRR is incomplete, insufficient, or contains inconsistencies within the report, return the TRR to the member and discuss reasons with the involved member.
   d. if the TRR 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 TRR. The reviewing supervisor will:
   a. document, if any, the type and location of any/subject injury to the person and the location of the incident.

   NOTE: The reviewing supervisor will clarify in the “Reviewing Supervisor: Comments” section whether the injury was observed or alleged by the person/subject, 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 TRR/UF fields in narrative form in the "Reviewing Supervisor: Comments" section of the TRR/UF.

c. attest to his or her compliance with the responsibilities outlined in this directive.
d. when the supervisor has any reason to suspect misconduct or misuse of force is observed or an allegation of misconduct is received by the reviewing supervisor, make the appropriate notifications to the Civilian Office of Police Accountability (COPA) to obtain a complaint log (CL) number.

e. if appropriate, attest to the completeness and legibility of the report and inform the Investigating Supervisor that it has been reviewed and is ready for supervisory review and investigation of the incident.

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 TRUOFR-Is 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 TRUOFR-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 persons involved any reportable use of force used against them, solely about the use of force incident, and record the persons involved’s statement regarding the use of force in the space provided on the TRUOFR-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 *subject*, 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 *subject* 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 *"PersonSubject's*
Statement* section when the incident involves only an animal
*destruction/deterrence* or unintentional discharge.

6. When an interview of the person *subject* 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 *subject* 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 *subject*, to what body part did the
injury occur, and if the documented injury occurred prior to the
reportable use of force, if 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 *TRR-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. If available, 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 *TRR-UOFR-
I*. The *investigating* supervisor will:

a. Review the portion of the *TRR-UOFR* completed by the involved member and the
reviewing supervisor for sufficiency and completeness. If the *TRR-UOFR* is incomplete,
insufficient, or contains inconsistencies within the report, the *investigating* supervisor
will return the *TRR-UOFR* to the appropriate member.

b. If the *TRR-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.

a. 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 *TRR-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.

Commented [A10]: For all level 3 uses of force and incidents where a member uses a Taser against a person,
the supervisor should have responsibility to ensure that involved officers and witness officers are separated from
one another and monitored; that the involved and witness officers keep their body and car cameras activated until
they are interviewed by COPA (barring an emergency that prevents this); and that the involved officers submit to
initial interviews with COPA promptly. Should follow similar procedures as recommended by the Working Group for
Firearm Discharge and death incidents in GD 03-06.
The unit chief shall _____ attest to his or her compliance with the responsibilities outlined in this directive.
c. 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.

d. use the “Attachment” feature of the [TRRUFR] to attach copies of any other approved and available Department report related to the incident involving the completion of the [TRRUFR] that is not already attached, including any initiation report submitted to COPA regarding allegations of misconduct.

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

NOTE: The investigating supervisor will not make a determination for deadly force or officer-involved death incidents.

f. 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.

g. if appropriate, sign and approve the [TRRUFR].

VII. USE OF FORCE INCIDENT REVIEW

Approved [Tactical Response Use of Force] Reports ([TRRUFR]) and [Tactical Response Use of Force] Report - Investigation ([TRRUFR-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 [Tactical Response 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 [TRRUFR] 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.
The Department data on reportable use of force incidents contained in the TRUOFR and TRUOFR-I are maintained and retained consistent with existing data retention procedures.

Charlie Beck
Interim Superintendent of Police

T18-102 RCL/MWK