



INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE REPORT



| | | | |
|-----------------|--------------------------|-----------------|------------------|
| ISSUE DATE: | 04 December 2020 | EFFECTIVE DATE: | 04 December 2020 |
| RESCINDS: | 29 February 2020 Version | | |
| INDEX CATEGORY: | Field Operations | | |

I. PURPOSE

This directive:

- A. continues the Tactical Response Report (CPD-11.377) and the Tactical Response Report - Investigation form (CPD-11.377-I).
- B. identifies incidents that require the completion of a Tactical Response Report (TRR).
- C. outlines the reporting, reviewing, and investigatory responsibilities of Department members for reportable use of force incidents.
- D. continues new levels of reportable use of force, supervisory response procedures, and investigative authority and responsibilities.

II. POLICY

- A. **Tactical Response Report (TRR).** *Tactical Response Reports (TRR) are used by the Department to:*
 - 1. document, investigate, and evaluate reportable use of force incidents where members respond to the actions of a subject, including any force mitigation efforts, or when members use a reportable use of force. A TRR is also completed when a Department member is assaulted or battered by an individual and no response option was used by the member.
 - 2. regularly review citywide and district-level data regarding reportable uses of force to:
 - a. assess the relative frequency and type of force used by CPD members.
 - b. identify any patterns, trends, or emerging concerns relative to the use of force incidents reviewed by the Force Review Division. The Force Review Division will review reportable uses of force and recommend specific modifications to existing policy, procedures, training, tactics, or equipment, consistent with the Department directive titled "Department Review of Use of Force."
- B. **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.
- C. **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.
- D. Any Department member completing or reviewing a Tactical Response Report (TRR) 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.
- E. 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.

- F. 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.

III. INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE REPORT

- A. A Tactical Response 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 use of force incidents involving:
 - a. a subject who is injured or alleges injury resulting from the member's use of force.
 - b. the active resistance of a subject.

EXCEPTION: A Tactical Response Report is **NOT** required when:

- (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 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, or battery, regardless of whether or not the 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 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 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 subject 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; 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.

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) using an impact weapon to intentionally strike a person's head or neck.
 - (c) 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 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. That 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.
- C. If the most serious use of force requires an investigation by a certain level of supervisor, then the investigation of all Tactical Response 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 subject, the uses of force will be reported on one Tactical Response Report.

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

- 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. 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 subject, bystander, or any member, or any other Level 2 or Level 3 reportable use of force incident.
 - c. 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 Report (TRR)

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:

1. complete a Tactical Response Report using the Automated Tactical Response Report (A-TRR) application, documenting the information as requested on the report, including force mitigation efforts (e.g., verbal direction/control techniques).

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. 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 subject'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 subject's actions or other circumstances necessitating the force used, and the involved member's response, including force mitigation efforts (e.g., verbal direction/control techniques) 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.

2. review the TRR for completeness and accuracy.
3. submit the completed TRR to his or her immediate supervisor before the end of the involved member's tour of duty.
4. notify their immediate supervisor that the TRR 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 directives 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.

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 Report (TRR),

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, 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 subjects 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 subjects 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.

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 before the end of the involved member's tour of duty.
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. **"Firearm 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, and
 - g. 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 "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.

7. complete the "Reviewing Supervisor" section of the TRR. The reviewing supervisor will:

a. document, if any, the type of subject injury and the location of the injury.

NOTE: The reviewing supervisor will clarify in the "Reviewing Supervisor: Comments" section whether the injury was observed or alleged by the 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 fields in narrative form in the "Reviewing Supervisor: Comments" section of the TRR.

c. attest to his or her compliance with the responsibilities outlined in this directive.

d. when misconduct 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 TRR-Is will be:

1. the responsibility of the 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;

(3) when a Department canine is deployed as a reportable use of force and physically apprehends a subject by making physical contact, including grasping the subject or the subject's clothing; and

(4) 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 TRR-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 subject of any reportable use of force, solely about the use of force incident, and record the subject's statement regarding the use of force in the space provided on the TRR-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 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 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 "Subject's Statement" section when the incident involves only an animal destruction/deterrence or unintentional discharge.
 - (6) When an interview of the 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 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 subject, 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 TRR-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-I. The investigating supervisor will:
 - a. review the portion of the TRR completed by the involved member and the reviewing supervisor for sufficiency and completeness. If the TRR is incomplete, insufficient, or contains inconsistencies within the report, the investigating supervisor will return the TRR to the appropriate member.
 - b. 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-I.
 - c. attest to his or her compliance with the responsibilities outlined in this directive.
 - d. 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.
 - e. use the "Attachment" feature of the TRR-I to attach copies of any other approved and available Department report related to the incident involving the completion of the TRR that is not already attached, including any initiation report submitted to COPA regarding allegations of misconduct.
 - f. 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.
 - g. 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.
 - h. if appropriate, sign and approve the TRR-I.

VII. USE OF FORCE INCIDENT REVIEW

Approved Tactical Response Reports (TRR) and Tactical Response Report - Investigation (TRR-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 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-TRR application.
- B. the Department data on reportable use of force incidents contained in the TRR and TRR-I are maintained and retained consistent with existing data retention procedures.

David O. Brown
Superintendent of Police

T20-120 MWK/TSS