

**INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE REPORT**

ISSUE DATE:	30 October 2014	EFFECTIVE DATE:	30 October 2014
RESCINDS:	1 October 2002 Version; 1 October 2002 Version of S03-02-03		
INDEX CATEGORY:	Field Operations		

I. PURPOSE

This directive:

- A. identified incidents which will require the completion of a [Tactical Response Report \(CPD-11.377\)](#).
- B. outlines the reporting and reviewing responsibilities of Department members.
- C. discontinues the practice of preparing and distributing the T.R.R. packets.

II. POLICY

- A. The Tactical Response Report will be used to document the following incidents:
 1. all incidents which involve a subject fitting the definition of an assailant whose actions are directed against a Department member or directed against another person and the member intervenes.
 2. all incidents which involve a subject fitting the definition of an active resister except for incidents in which:
 - a. the subject's only action of resisting is fleeing; and
 - b. the member's actions did not extend beyond verbal commands and/or control holds utilized in conjunction with handcuffing and searching techniques which do not result in injury or allegation of injury.
 3. incidents involving a subject fitting the definition of a passive resister or a cooperative subject when the subject is injured or alleges injury resulting from the member's use of a force option.
 4. all incidents involving the discharge of OC spray or other chemical weapon, a Taser, impact munitions, or a firearm.
 5. all incidents where a subject obstructs a police officer when the obstructing is a physical act between the subject and the officer.
 6. all incidents involving the use of a Long Range Acoustic Device (LRAD) acoustic transmission as a pain compliance technique.
- B. Incidents which do not require documentation on a TRR include:
 1. the use of a firm grip hold which does not result in an injury or allegation of injury;
 2. that force necessary to overcome passive resistance due to physical disability or intoxication which does not result in injury or allegation of injury;
 3. control holds utilized in conjunction with handcuffing and searching techniques which do not result in injury or allegation of injury and which by themselves are not described in Item II-A of this directive;
 4. the use of force in an approved training exercise.
- C. If the most serious use of force requires an investigation by an On-Call Incident Commander (OCIC), then the findings of all Tactical Response Reports resulting from the use of force by any member in that instance will be the responsibility of that OCIC.

III. PROCEDURES FOR USE OF THE TACTICAL RESPONSE REPORT

- A. 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 II-A of this directive, will:
1. immediately notify their immediate supervisor that he or she has been involved in a use of force incident.
 2. complete a Tactical Response Report, detailing information as requested on the report.
 - a. Specific instructions for the completion of the form can be found in the Tactical Response Report Form Preparation Instructions or the Automated TRR Application Help Documentation.
 - b. In reportable use of force incidents, each sworn member or detention aide who uses force will complete a TRR; therefore, there may be several such reports completed for a single arrest.
 3. notify the Office of Emergency Management and Communications (OEMC) and the station supervisor in the district of occurrence and record the name of the person receiving the notification in the appropriate case report for all incidents involving the discharge of OC spray, a Taser, impact munitions, or a firearm.
 4. submit his or her completed TRR to their immediate supervisor for review.
 5. submit other required reports as indicated in the Department directive entitled "**Processing Persons Under Department Control**," to the station supervisor in the district of occurrence.
- B. A supervisor who has been notified of an incident as described in Item II-A of this directive will:
1. respond to the scene when the injury to a subject or member is of the severity to require immediate medical attention.
 2. ensure that all witnesses are identified, interviewed, and that information is recorded in the appropriate report.
 3. request the assignment of an evidence technician to take photographs of subjects who have been involved in a use of force incident and are injured, allege injury, or when otherwise deemed appropriate by the supervisor.
 4. ensure that other evidence is handled and processed according to existing Department procedures.
 5. review the member's TRR and if appropriate, approve the report.
 6. complete the TRR for a member who cannot complete the report due to injury.

NOTE: The TRR will not substitute for an Officer's Battery Report. Whenever a member is the victim of a murder or any type of a battery or an assault, whether such charges are placed against an offender or not, the supervisor will ensure an Officer's Battery Report is completed.

7. ensure that a report is completed for the incident, consistent with the guidelines established in the Incident Reporting Guide (IRG) ([CPD-63.451](#)).

NOTE: Tactical Response Reports resulting from incidents which would not normally require case reports (e.g., warrant arrests) will require the completion of a case report. Members will refer to the IRG section entitled "Special Case Reporting Index for Use of Force Incidents" for specific reporting instructions.

- C. The assigned district of occurrence member the rank of lieutenant or above will:
1. review and complete the section of the TRR(s) entitled "Lieutenant or Above/OCIC Review" for all instances which do not require OCIC review as outlined in Item III-D-2.
 2. when reviewing a TRR for a use of force incident:
 - a. record the subject's statement regarding the use of force in the space provided or, when the incident involves only an animal destruction or accidental discharge, check "DNA."
 - NOTE:** When interviewing a juvenile arrestee, the assigned supervisor will follow restrictions outlined in the Department directive entitled "**Processing of Juveniles and Minors Under Department Control.**"
 - b. conduct a supervisory evaluation to determine whether the force used conforms to the policies contained within Department directives and complete the box entitled "Lieutenant or above/OCIC Rationale for Box 77 Finding."
 - c. review the member's TRR, and if appropriate, approve the report.
- D. The On-Call Incident Commander will:
1. be assigned to an incident and conduct the investigation consistent with the Department directive "On-Call Incident Commander."
 2. review and complete the section of the TRR(s) entitled "Lieutenant or Above/OCIC Review" for all instances involving:
 - a. the discharge of impact munitions or a firearm by a Department member.
 - b. a member's use of force, by whatever means, that results in the death of any individual.
 - c. 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 III-D-2-a or III-D-2-b.
 3. when reviewing a TRR for a use of force incident, follow the procedures outlined in Item III-C-2 of this directive.

(Items indicated by italics/double underline were added or revised.)

Garry F. McCarthy
Superintendent of Police

13-056 MWK/CMW