



USE OF FORCE



ISSUE DATE:	25 October 2010	EFFECTIVE DATE:	25 October 2010
RESCINDS:			
INDEX CATEGORY:	Field Operations		

Rescinded on 30 October 2014 by S03-02; 30 October 2014

I. PURPOSE

The following addenda describe procedures to be followed for all incidents involving the discharge of OC spray or other chemical weapon, a Taser, impact munitions, or a firearm.

ADDENDA:

1. S03-02-01 - Firearm Discharge in Incidents other than the Destruction of Animals
2. S03-02-02 - Other Weapon Discharge Incidents
3. S03-02-03 - Incidents Requiring the Completion of a Tactical Response Report
4. S03-02-04 - CLEAR Automated Tactical Response Report

RESCINDED



USE OF FORCE



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I. PURPOSE

The following addenda describe additional procedures to be followed for Use of Force incidents. Department members will refer to the General Order titled "Use of Force Guidelines" for the policy and guidelines governing Use of Force incidents.

ADDENDA:

1. S03-02-04 - CLEAR Automated Tactical Response Report

RESCINDED

**FIREARM DISCHARGE IN INCIDENTS OTHER THAN THE DESTRUCTION OF ANIMALS**

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I. PURPOSE

This directive:

- A. outlines Department investigative and reporting procedures in firearm discharge incidents other than incidents involving the destruction of an animal.
- B. introduces the concept of the Round Table Panel Session.

II. ROUND TABLE PANEL SESSION

- A. The Round Table Panel Session is a preliminary fact-finding session used to provide a forum for the interview of witnesses and review of available facts relevant to a police-related firearm discharge incident.
- B. The Round Table Panel Session will include the following personnel:
 1. the On-Call Incident Commander;
 2. the area commander of the affected Detective Division area;
 3. the watch commander of the district of occurrence;
 4. the Detective Division police shooting coordinator for the affected area;
 5. other assigned Detective Division personnel;
 6. an Assistant State's Attorney;
 7. Independent Police Review Authority, and;
 8. law enforcement representatives as deemed necessary by the On-Call Incident Commander for the completion of the investigation.
- C. The Round Table Panel Session will convene in instances in which:
 1. a Department member has discharged his or her firearm and an individual has been killed or injured or;
 2. the On-Call Incident Commander, deems that a Round Table Panel Session will aid and facilitate an investigation.
- D. Conduct of the Round Table Panel Session
 1. The area commander of the affected Detective Division area will be the member responsible for convening the Round Table Panel Session with the approval of the On-Call Incident Commander.
 2. The Round Table Panel Session will be convened only after the assigned Detective Division personnel have established factual outlines of events in order to present available evidence and testimony in an understandable sequence.
 3. The commander of the affected Detective Division area will designate one individual as interviewer. All questions directed to individuals appearing before the Round Table Panel Session will be asked by and through this designated individual.

4. The interviewer will introduce the members of the Round Table Panel Session to the Department member being interviewed and identify the person in charge of the investigation.
- E. Member's Right to Counsel and Representation.
1. Union members have the right to be represented by counsel or a representative of their union as authorized by their collective bargaining agreement.
 2. Non-union members have the right to be represented by counsel or a person of their choosing who is not an on-duty member.
 3. The counselor/representative may advise the member but may not interfere with the interview.
- F. Allegations of Misconduct Against a Member

In any instance in which an allegation of misconduct has been made against a member or when an allegation has been made in which criminal prosecution is probable, the member will be:

1. informed in writing of the nature of the allegations before any interview begins.
2. given statutory administrative proceeding rights or, if the allegation indicates that criminal prosecution is probable against the member, constitutional rights concerning self-incrimination prior to the commencement of the interview.
3. interviewed in a manner following the "Conduct of Investigation" procedures outlined in the Department directive entitled "**Complaint and Disciplinary Procedures.**"
4. provided with a copy of any written statement made by the member without any unnecessary delay.
5. allowed reasonable periods of time for personal necessities, meals, telephone calls, and rest.

III. MEMBER'S RESPONSIBILITIES IN FIREARM DISCHARGE INCIDENTS

- A. Members who discharge a firearm in the destruction of an animal will follow the procedures described in the Department directive entitled "**Other Weapon Discharge Incidents.**"
- B. In any other instance where a member has discharged a firearm or has had gunfire directed at his or her person, the member, if physically capable, will:
1. notify the Office of Emergency Management and Communications (OEMC) immediately and provide all relevant information.
 2. attend to all required emergency and security duties arising from the incident.
 3. provide Department members conducting the investigation with information required to effect arrests and fulfill immediate law enforcement necessities.
 4. inform the desk sergeant of the district of occurrence.
 5. remain on the scene, if not injured, and report to the watch commander from the district of occurrence upon his or her arrival.
 6. ensure that his or her firearm remains holstered and secured until it is submitted to Forensic Services Section personnel.

NOTE: If the involved member is injured and needs to be relieved of his or her firearm prior to receiving medical treatment, the securing member will take possession of the firearm and duty belt and will ensure that the firearm remains holstered and secured.

7. if disarmed during the firearm discharge incident, preserve the firearm as evidence, as it will be processed in compliance with the Department directive entitled "**Crime Scene Processing.**"

8. complete a Tactical Response Report (TRR) (CPD-11.377) and other reports at the location designated by the district watch commander responsible for the investigation.

NOTE: When a member who has discharged a firearm is unable to complete the TRR for any reason, it will become the responsibility of a supervisor designated by the watch commander to prepare this report.

9. attend the Round Table Panel Session as directed by supervisory personnel.
10. contact the Professional Counseling Service via telephone within twenty-four hours of the incident to schedule a **mandatory** debriefing.

NOTE: Members who are hospitalized as a result of their involvement in a firearm discharge incident will be contacted by a counselor from the Traumatic Incident Stress Management Program.

- C. In any instance where a member has discharged a firearm outside the City of Chicago, the member will:

1. notify the local police agency and this Department's Operations Command.
2. ensure the submission of all reports connected with the incident, including a TRR and a To-From-Subject report, without unnecessary delay.

- D. Any member, whether on or off duty, having knowledge of circumstances surrounding a firearm discharge incident or who has been fired upon will:

1. remain on the scene until released by those Department members conducting the investigation.
2. provide those Department members conducting the investigation with required information, assistance, and when requested, oral and written statements.
3. report to the watch commander in the district of occurrence.

- E. Member's Statements and Interviews.

1. A member who is involved in a firearm discharge incident will provide an oral report to the person responsible for conducting the investigation without delay and outside the presence of any other individuals.
2. When a member who has discharged a firearm is notified that he or she must give a written statement or an oral statement in the presence of an observer, the interview may be postponed by the officer for a period of time not to exceed two hours.

IV. OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS (OEMC) RESPONSIBILITIES

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the OEMC will:

- A. dispatch sufficient patrol units to the scene.
- B. determine if a medical emergency exists and if appropriate:
 1. notify the Chicago Fire Department to dispatch emergency medical service units to the scene.
 2. inform the emergency room of the receiving hospital.
- C. assign a sergeant and a field lieutenant from the district of occurrence to the scene. In the event that a member has been injured, OEMC will assign a supervisor to respond to the medical facility treating the injured member.

- D. immediately notify the following in the listed order of priority:
1. the watch commander in the district of occurrence;
 2. Operations Command;
 3. the appropriate area Detective Division Violent Crimes Unit;
 4. the Independent Police Review Authority (IPRA);
 5. the involved member's unit of assignment;
 6. any other units or agencies as they are requested.
- E. not broadcast the name of a Department member who has been involved in a firearm discharge incident over the police radio.

V. ASSIGNED SERGEANT'S RESPONSIBILITIES

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the assigned sergeant will:

- A. proceed immediately to the scene.
- B. ensure that medical attention is provided and that adequate manpower and equipment are available.
- C. establish an inner and outer perimeter at the scene of the incident.
1. The inner perimeter(s) is the area or areas at the scene of the incident where physical evidence is likely to be recovered.
 2. The outer perimeter(s) is the area surrounding and encompassing the inner perimeter(s) where assigned personnel can be briefed and deployed.
- D. ensure that:
1. no sworn member of any rank handles, inspects, unloads, or otherwise tampers with the involved member's firearm prior to the arrival of Forensic Services Section personnel.
 2. unless the member was disarmed, the firearm remains holstered and secured pending the arrival Forensic Services Section personnel.
 3. in instances when the Department member was disarmed during the firearm discharge incident, the firearm is preserved as evidence and processed in compliance with the Department directive entitled "Crime Scene Protection and Processing."
 4. all fired projectiles have been accounted for without contaminating or interfering with the collection and maintenance of evidence.
 5. witnesses and other persons (Department member or non-Department member) who may have relevant information are available for on scene interviews.
 6. an officer other than the involved member has been assigned to conduct the preliminary investigation, prepare the original case report, and relay additional information to investigating units.
- E. confirm that the desk sergeant in the district of occurrence and the member's unit of assignment have been notified.
- F. prepare an Officer's Battery Report (CPD-11.451), when necessary, in accordance with the Department directive entitled "Officer's Battery Reporting Procedures."
- G. complete the supervisor's section of the Tactical Response Report.
- NOTE:** If the involved member is of the rank of sergeant or higher, the field lieutenant will complete the supervisor's section of the TRR. In the absence of a field lieutenant, the watch commander will complete this task.
- H. remain on duty until dismissed by the watch commander.

VI. FIELD LIEUTENANT'S RESPONSIBILITIES

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the field lieutenant from the district of occurrence will:

- A. proceed immediately to the location of the incident and assume command of the scene until the arrival of the watch commander.
- B. ensure that:
 - 1. the tasks outlined in Items IV-B through IV-D have been or are being performed.
 - 2. a secondary notification regarding the incident is made to Operations Command.
- C. confirm that the desk sergeant in the district of occurrence and the member's unit of assignment have been notified.
- D. verify the submission of written reports from involved members in conformance with the provisions of this directive.
- E. remain on duty until dismissed by the watch commander.

VII. WATCH COMMANDER'S RESPONSIBILITIES

In all cases in which a member has discharged a firearm or has had gunfire directed at his or her person, the watch commander in the district of occurrence will:

- A. proceed to the location of the incident and assume command of the scene.
- B. ensure that the tasks outlined in Items IV-B through IV-D have been or are being performed.
- C. confirm that the following notifications have been made:
 - 1. Operations Command.
 - 2. the appropriate Area Detective Division Violent Crimes Unit.
 - 3. the Independent Police Review Authority (IPRA).
 - 4. the involved member's unit of assignment.
 - 5. any other notifications as appropriate.
- D. inform the following persons when a Department member has been injured or killed by gunfire:
 - 1. the district commander of the district of occurrence;
 - 2. the area deputy chief.
- E. inform the following persons when an individual has been injured or killed by a firearm discharged by a Department member:
 - 1. the district commander of the district of occurrence;
 - 2. the area deputy chief;
 - 3. the State's Attorney's Office, in accordance with the Department directive entitled "**Felony Review by Cook County State's Attorney.**"
- F. obtain a Universal (U) Number from the Independent Police Review Authority in all cases in which:
 - 1. a Department member has injured or killed a person by use of a firearm.
 - 2. a Department member has suffered a self-inflicted gunshot wound.
- G. contact the On-Call Incident Commander, for authorization if circumstances necessitate the relocation of the investigation from the site of the occurrence.
- H. ensure that Forensic Services Section personnel conduct the firearm inspection on-scene in his or her presence. If the watch commander determines that safety concerns or weather conditions preclude the on-scene inspection, the involved member will remain in the continual presence of a

higher-ranking Department member until the inspection is conducted by Forensic Services Section personnel in the affected Area Detective Division.

- I. notify the Professional Counseling Service via telephone, providing them with the name, star number, and unit of assignment of the involved member and the date the member was instructed to contact the Professional Counseling Service for a mandatory appointment.
- J. assign transportation for the involved member.
- K. verify the submission of written reports from involved members in conformance with the provisions of this directive.
- L. review all written reports generated by Bureau of Patrol personnel submitted during the preliminary investigation.
- M. prior to the end of his or her tour of duty, complete the review process for the submitted Tactical Response Reports by doing the following:
 1. For accidental weapon discharge incidents, as defined in the Department directive entitled "Use of Force Guidelines," in which no person was killed or injured, the watch commander will:
 - a. review all TRRs for legibility and completeness and complete the "Watch Commander/ADS Review" section of the TRR.
 - b. obtain a CR number, ensure that CR initiation report is prepared, attach the original of the TRR(s) to the original CR initiation report and forward to IPRA.
 - c. ensure that packets containing all related documents as indicated in the "Attachments" box of the TRR are distributed as listed in the "Distribution" box.
 2. For all other weapon discharge incidents described in this addendum or when the involved member is the same rank or higher than the watch commander, the watch commander will:
 - a. review all TRRs for legibility and completeness but will not complete the "Watch Commander/ADS Review" section of the TRR. All TRRs relating to the incident involving the weapon discharge, including any TRRs documenting a non-shooting member's use of lesser force options, will be submitted to the On-Call Incident Commander for his or her determination of conformity with Department directives.
 - b. complete the shooting packet by compiling photocopies of all reports relevant to the incident. The Police Shooting Checklist will serve as a cover sheet for the photocopies and will be distributed as noted on the Checklist.
 - c. receive the completed TRR(s) back from the On-Call Incident Commander and ensure that the TRR(s) are attached to the original of the case report documenting the firearm discharge and forwarded through normal channels to the Records Division.

VIII. ON-CALL INCIDENT COMMANDER RESPONSIBILITIES

In all cases in which a member has had gunfire directed at his or her person or has discharged a firearm, the on-duty the On-Call Incident Commander, will:

- A. proceed to the scene, assume command of the scene, and ensure that a complete and thorough investigation is conducted of the incident.
- B. ensure that all tasks delineated for lesser-ranking personnel have been or are being performed.
- C. designate the watch commander responsible for directing the preliminary investigation whenever the incident has occurred in more than one district.

- D. personally conduct an investigation into the circumstances surrounding the incident and make a preliminary determination as to whether the conduct of the member conformed to Department guidelines.

NOTE: The occurrence of less serious transgressions may be addressed by the procedures described in the Department directive entitled "**Summary Punishment**."

- E. inform the involved member that he or she is required to:
 - 1. call the Professional Counseling Service within twenty-four hours of the incident.
 - 2. participate in the Traumatic Incident Stress Management Program.
- F. prepare the "Watch Commander/ADS Review" section of the TRR as follows:
 - 1. For accidental weapon discharge incidents, as defined in the Department directive entitled "**Use of Force Guidelines**," in which no person was killed or injured, the On-Call Incident Commander will not be responsible for the completion of the "Watch Commander/ADS Review" section of the TRR but may advise the watch commander on the conduct of the investigation.
 - 2. For all other weapon discharge incidents described in this addendum or when the involved member is the same rank or higher than the watch commander, the On-Call Incident Commander will review all TRR(s) for legibility and completeness and complete the "Watch Commander/ADS Review" section of the TRR. The On-Call Incident Commander will receive the original of the TRR(s) from the watch commander conducting the preliminary investigation.
- G. return the completed TRR(s) to the watch commander conducting the preliminary investigation.
- H. prior to the termination of the tour of duty, submit a report to the Assistant Superintendent , Operations outlining the pertinent facts of the investigation and forward a copy of that report to the Independent Police review Authority.

IX. DETECTIVE DIVISION COMMAND RESPONSIBILITIES

- A. In all cases in which a member has been injured or killed by gunfire or has injured or killed a person by use of a firearm, the Detective Division area commander will designate a Detective Division supervisor to serve as the police shooting coordinator for that incident.
- B. The police shooting coordinator will:
 - 1. personally respond to the scene of the investigation.
 - 2. ensure the preservation of evidence and identification of witnesses.
 - 3. assume responsibility for the follow-up investigation under the direction of the Detective Division area commander.

X. INDEPENDENT POLICE REVIEW AUTHORITY RESPONSIBILITIES

- A. In all cases where a Department member has injured or killed a person by use of a firearm, IPRA will conduct a fair and impartial investigation into the circumstances surrounding the incident and make a determination as to whether the conduct of the member conformed to Department guidelines.
- B. IPRA will investigate instances in which a Department member has been involved in a firearm discharge incident outside the Chicago Police Department's jurisdiction and the incident involves allegations of misconduct against the member.
- C. In conducting these investigations, IPRA personnel will follow the procedures outlined in this directive.

XI. POST-FIREARM DISCHARGE PROCEDURES

A. Firearm Processing

1. No member of any rank will handle, inspect, unload, or otherwise tamper with the involved member's firearm prior to the arrival of Forensic Services Section personnel. Unless the member was disarmed, the firearm will remain holstered and secured pending the arrival of the watch commander and Forensic Services Section personnel.
2. Forensic Services Section personnel will:
 - a. conduct the firearm inspection on scene in the presence of the watch commander.
 - b. identify the firearm discharged by the Department member by its make, model, serial number, and other identifiers.
 - c. examine the firearm discharged by the Department member to determine the type of cartridges used.
 - d. examine the surrounding area to identify the number and location of cartridge casings.
 - e. inventory all firearms discharged by the Department member in accordance with established inventory procedures in cases in which:
 - (1) an individual has been injured or killed.
 - (2) identifiable property damage occurs.
 - (3) potential property damage may have occurred. In potential property damage cases, the On-Call Incident Commander, or the Assistant Superintendent, Operations may authorize the responsible member to retain his or her firearm for subsequent personal transport to the Forensic Services Section within ninety-six hours of the incident. The authorization will be noted in the "Comments" field of the eTrack inventory application or in the "Description of Property" section of the Property Inventory formset, as appropriate.
3. If the Department member was disarmed during the firearm discharge incident, the firearm will be preserved as evidence and processed in compliance with the Department directive entitled "**Crime Scene Protection and Processing.**"

B. Firearms Training Overview

1. All Department members who have discharged a firearm as described in this addendum will attend a firearms training overview scheduled by the Education and Training Division. Held monthly, the eight-hour training overview will be tailored to the situation and may include, but is not limited to, the topics of the use of deadly force, alternative force response options, tactics for aggressive patrol, and ethics.
2. Attendance at this training overview is mandatory and is not dependent upon the determination by any investigative body responsible for a review of the firearm discharge incident. No connotation as to the appropriateness of the member's actions will attach to a member attending the training overview.
3. The training overview will be considered a tour of duty. Participants will wear the field uniform of the day.
4. Notification Procedure
 - a. The Assistant Deputy Superintendent, Education and Training Division will notify command staff members of the existence of members under their commands who are required to attend a scheduled firearms training overview.
 - b. Upon receipt of the list of members who are required to attend a scheduled firearms training overview, unit commanders will determine which of the listed members are

scheduled for a regular work day on the designated training date. Members will attend the training overview only when it is on their regularly-scheduled work day.

- (1) Unit commanders will supply these members with the name and telephone number of the contact person at the Education and Training Division.
- (2) Unit commanders will inform these members that they are required to attend the scheduled training.
- (3) Members who have been scheduled to attend a firearms training overview but are unable to due to unknown circumstances at the time of the scheduling (i.e., medical roll, court date) will notify their unit commanders and the designated contact person at the Education and Training Division as soon as these circumstances are known.
- (4) Unit commanders will inform the Education and Training Division of members who are on the medical roll or scheduled for a regular day off on the date of the training. Those members will be rescheduled for the next session of the training overview.

Authenticated by:

Terry G. Hillard
Superintendent of Police

00-148 LMT(PMD)

RESCINDED

**OTHER WEAPON DISCHARGE INCIDENTS**

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I. PURPOSE

This directive outlines Department investigative and reporting procedures in which a member has:

- A. discharged a chemical agent.
- B. discharged a Taser.
- C. discharged a firearm to destroy an animal.

II. SCOPE

Under normal circumstance, the provisions of this directive will not apply to:

- A. chemical agent use in a Department authorized training program.
- B. the discharge of a Taser in a Department authorized training program.

III. DISCHARGE OF CHEMICAL AGENT

- A. A chemical agent includes the personal Oleoresin Capsicum (OC) devices carried by sworn members and Department-owned special weapons which dispense larger volumes of chemical agents.
- B. Member Responsibilities

When a member discharges a chemical agent, the member will:

- 1. notify the Office of Emergency Management and Communications (OEMC), his or her supervisor, and the station supervisor in the district of occurrence.
- 2. complete a Tactical Response Report (TRR) ([CPD-11.377](#)), the appropriate case report, and/or other required reports.
- 3. submit all reports to his or her supervisor for review and approval.
- C. Station Supervisor Responsibilities

The station supervisor of the district of occurrence will:

- 1. notify the Independent Police Review Authority when a personal OC device has been discharged.
- 2. investigate the incident and document the investigation in the "Watch Commander / ADS Review" section of the Tactical Response Report. The station supervisor will indicate that the findings of the investigation of the member's use of force revealed that the conduct conformed to Department policy and guidelines or that further investigation is required. If the station supervisor determines that further investigation is required or that the member's conduct other than the use of force failed to conform to Department guidelines, the station supervisor will initiate that investigation consistent with the Department directive entitled "**Complaint and Disciplinary Procedures.**"
- 3. attach the original of the Tactical Response Report to the case report and forward through normal channels.

4. forward packets containing photocopies of the TRR and appropriate reports, as indicated on the TRR in the box entitled "Distribution."
5. receive the discharged personal OC device from the sworn member, provide a replacement device to the member, and notify the individual designated by the district commander that a replacement device has been issued. When needed, additional OC devices may be requested from the Taser Repair Center, located at the Education and Training Division, through normal requisition procedures.

NOTE: Station supervisors will ensure that a copy of the TRR is presented to the Taser Repair Center for replacement OC devices.

- D. Whenever possible, the ranking officer on the scene of an incident will notify the Chicago Fire Department prior to the anticipated use of a device that dispenses a chemical agent through use of pyrotechnics.
- E. In instances where a member discharges a chemical agent outside the City of Chicago, the member will:
 1. notify:
 - a. the law enforcement agency having jurisdiction;
 - b. OEMC and the Crime Prevention and Information Center (CPIC).
 2. complete a TRR and submit it to a supervisor for review and approval.

IV. DISCHARGE OF A TASER

A. Member Responsibilities

1. A member who is about to discharge a Taser device will, when possible:
 - a. inform all other Department members on the scene of the imminent deployment of the device.
 - b. give verbal commands to the subject prior to, during, and after deployment of the Taser.
 - c. for back shots, aim for the subject's back below the neck area; for frontal shots, aim for lower center mass.

NOTE: It is recommended that Department members deploy the Taser to the subject's back whenever possible.

- d. after deployment of the initial Taser five-second cycle, members will:
 - (1) give the subject an opportunity to comply with his or her demands.
 - (2) assess the situation and, if the subject is still not under control, consider the following options:
 - (a) drive stun,

NOTE: A drive stun is utilized when a Taser, with or without a cartridge attached, is held against the subject and energy is applied.

- (b) give additional five-second cycles,
- (c) reload and redeploy another cartridge, or

- (d) use another use of force option.

NOTE: It is advisable to minimize the stress to the subject as much as possible. Multiple five-second cycles, cycles continuing longer than five seconds, and discharges by multiple Tasers will increase stress on the subject.

- 2. A member who deploys or anticipates the deployment of a Taser will request that a supervisor respond to the scene.

NOTE: For all field deployments of a Taser, the station supervisor assigned to the district of occurrence will ensure that a supervisor **at least one rank higher** than the deploying member responds to the scene of the Taser deployment.

- 3. The member who field-deployed the Taser will:

- a. immediately, upon gaining control and restraining the subject:

- (1) request that OEMC assign emergency medical personnel when:

- (a) the Taser probes were discharged and penetrated a subject's skin.
- (b) an electrical current from the Taser was applied to the subject's body.
- (c) the subject appears to be in any sort of physical distress.

- (2) notify OEMC.

- (3) notify their supervisor, the station supervisor assigned to the district of occurrence, and CPIC

- (4) if emergency medical personnel determine that the subject requires treatment at a medical facility, follow procedures listed in the directive entitled:

- (a) "Field Arrest Procedures" for secured transportation and processing of injured arrestees.

- (b) "Assisting Chicago Fire Department Paramedics" for non-arrestees.

NOTE: Subjects will be transported to a medical facility via a Chicago Fire Department vehicle.

- b. prepare a Tactical Response Report (TRR).

B. Responding Supervisor Responsibilities

Responding supervisors will:

- 1. ensure that the scene of the Taser deployment is protected and processed in accordance with the Department directive entitled "Crime Scene Protection and Processing," as necessary.
 - a. If the Taser deployment occurred in a residence, an evidence technician will be requested to process the scene.
 - b. If the Taser deployment occurred in an area other than a residence, whether indoors or outdoors, determine if an evidence technician is required.

- c. Request the assignment of an evidence technician to photograph the locations where the probes penetrated the subject's skin and/or any other injuries incurred as a result of the TASER deployment.
2. inventory all evidence from the scene of the Taser deployment consistent with the Department directive entitled "**eTrack System For Property Taken Into Custody**." The discharged probes and used cartridge(s) will be inventoried in the following manner:
 - a. the probes will be detached from the wires and inserted, pointed ends first, back into the cartridge.
 - b. the cartridge will be wrapped with tape to secure the probes inside the cartridge.
3. take control of the Taser device and deliver it to the station supervisor.
4. request the station supervisor and/or the appropriate area deputy chief, Bureau of Patrol / On-Call Incident Commander respond to all Taser deployments that result in serious injury or death. When the appropriate area deputy chief, Bureau of Patrol / On-Call Incident Commander responds to the scene of a Taser deployment, they will be responsible for completing the watch commander / ADS review section of the TRR.
5. if a death has occurred, ensure the Mobile Crime Lab and Bureau of Detectives personnel are requested.
6. review the deploying member's TRR and sign it to indicate that the TRR has been completed properly.

C. Station Supervisor's Responsibilities

1. The station supervisor assigned to the district of occurrence will ensure that IPRA is notified and a log number is obtained. During the hours when IPRA is not available, CPIIC will be notified to obtain a log number.
2. The station supervisor will download the deployment data consistent with the equipment and software procedures and print a copy of the deployment information. In districts which do not have the necessary equipment to perform the download of deployment data, the station supervisor will follow the alternate procedures outlined in Item III-C-4 of this directive.
 - a. When printing a Taser deployment data sheet, only the date range containing the actual deployment information need be printed. If the station supervisor does not manually select the specific date range, all 2000 lines of possible deployment data will be printed.
 - b. The data sheet will be reviewed for time discrepancies. A full download of the device is required if a 254 or a 257 discharge is indicated or the clock is off by several hours, days, months, or years. For additional information, refer to the Department's eLearning website and search keywords "X26 Taser Download."
3. The station supervisor will prepare the "Watch Commander/ADS Review" section of the TRR for those cases which do not require the presence of an area deputy chief, Bureau of Patrol / On-Call Incident Commander consistent with the directive entitled "**Incidents Requiring the Completion of a Tactical Response Report**," and ensure that:
 - a. the Taser deployment data sheet and a copy of the TRR are attached to a copy of the original case report and forwarded to IPRA.
 - b. the expended cartridge is replaced from the district/unit supply. When needed, additional cartridges may be requested from the Taser Repair Center, located at the Education and Training Division, through normal requisition procedures.

NOTE: Station supervisors will ensure that a copy of the TRR is presented to the Taser Repair Center for replacement cartridges.

4. If the station supervisor in the district of a Taser deployment is unable to download the Taser deployment data (required equipment is inoperable or not installed), the station supervisor will:

a. designate a Department member, preferably a supervisor, to report to an adjacent district or CPIC with the involved Taser device for the purpose of downloading and printing the Taser deployment data sheet. The designated Department member will:

- (1) transport the involved Taser device as directed and ensure that the device is not tampered with during transport.
- (2) turn over the Taser device to the appropriate personnel and await the return of the device once the appropriate personnel download the Taser deployment data.
- (3) upon return of the Taser device and receipt of the deployment data, immediately transport the Taser device and data sheet to the investigating station supervisor.

NOTE: If alternate locations are unable to download the Taser deployment data, the station supervisor investigating the incident will ensure that 2nd watch personnel hand-carry the Taser device to the Taser Repair Center.

b. not approve the involved member's TRR until the Taser device deployment data sheet has been received and reviewed.

c. ensure a copy of the Taser deployment data sheet is included in the TRR packet and forwarded as indicated in box 79 of the TRR entitled "Distribution."

D. CPIC Responsibilities

Upon receiving a Taser device, the assigned CPIC personnel will:

1. take control of the Taser device.
2. download the Taser deployment data consistent with the established equipment and software procedures.
3. print out the Taser device data sheet and distribute the original and copies of the data sheet as follows:
 - a. the original data sheet to the member designated by the station supervisor to transport the device to CPIC.
 - b. one copy of the data sheet will be retained at CPIC.
 - c. one copy of the data sheet will be sent by facsimile message to the investigating station supervisor.

E. Area Deputy Chief / On-Call Incident Commander Responsibilities

In all cases in which a subject has been seriously injured or a death has occurred in conjunction with a Taser deployment, the appropriate area deputy chief, Bureau of Patrol / On-Call Incident Commander will:

1. proceed to the scene, assume command of the scene, and ensure that a complete and thorough investigation is conducted of the incident.
2. ensure that all tasks delineated for subordinate personnel are performed.
3. personally conduct an investigation into the circumstances surrounding the incident and make a preliminary determination as to whether the conduct of the member conformed to Department guidelines.

4. prepare the "Watch Commanders / ADS Review" section of the TRR and return the completed TRR to the station supervisor conducting the investigation.
5. determine if a Round Table Panel Session will aid in the investigation.

V. DISCHARGE OF A FIREARM TO DESTROY AN ANIMAL

A. Member Responsibilities

When a member discharges a firearm to destroy an animal, the member will:

1. notify OEMC, his or her supervisor, and the station supervisor in the district of occurrence.
 2. complete a TRR and a Miscellaneous Incident Exception Report (CPD-11.419), Animal Bite Information report, or other appropriate report.
 3. submit all reports to their supervisor for review and approval.
 4. comply with all applicable provisions of the Department directive entitled "**Incidents Involving Animals.**"
- B.** The OEMC will assign a supervisor from the district of occurrence to the scene of the incident and notify CPIC.
- C.** The assigned supervisor will:
1. determine if there is any related personal injury or property damage other than the destruction of the animal and, if necessary, ensure that the required report is completed.
 2. review the TRR and sign it to indicate approval.
- D.** The station supervisor in the district of occurrence:
1. will complete the "Watch Commander/ADS Review" section of the TRR as indicated in the Department directive entitled "**Use of Force Guidelines.**"
 2. may waive firearm inventory and ballistic examination and may authorize the member to retain his or her firearm in instances in which there is no likelihood of death or injury to a person or identifiable property damage other than the destruction of the animal.

Authenticated by: JKH

Garry F. McCarthy
Superintendent of Police

10-072 JAB



INCIDENTS REQUIRING THE COMPLETION OF A TACTICAL RESPONSE REPORT



ISSUE DATE:	23 September 2002	EFFECTIVE DATE:	01 October 2002
RESCINDS:	G02-08-05		
INDEX CATEGORY:	Field Operations		

Rescinded on 30 October 2014 by G03-02-05; 30 October 2014

I. PURPOSE

This directive identifies the reporting and reviewing responsibilities of Department members.

II. PROCEDURES FOR USE OF THE TACTICAL RESPONSE REPORT

A. The watch commander in the district of occurrence will:

1. review and complete the section of the TRR(s) entitled "Watch Commander/ADS Review" for all instances which:
 - a. do not involve the discharge of a firearm;
 - b. involve a firearm discharged only to destroy an animal, or;
 - c. involve an accidental firearm discharge as defined in Item III-A of this addendum when no person was killed or injured as a result of the discharge.

2. in the instances identified in Item II-A-1:

- 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, watch commanders 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 "Watch Commander/ADS Rationale for Box 77 Finding."
- c. attach all TRR(s) pertaining to the same incident to the report listed below and forward as indicated:

- (1) For incidents for which a Records Division (R.D.) Number was generated, attach the original of the TRR(s) to the original of the case report and forward through normal channels to the Records Processing Unit.
- (2) For incidents of a firearm discharge to destroy an animal, attach the original of the TRR(s) to the corresponding Miscellaneous Incident Exception Report (CPD-11.419), Animal Bite Information (CPD-34.226), or other appropriate report and forward to the Review Office in the district of occurrence.
- (3) For firearm discharges determined to be accidental and no person was injured, attach the original of the TRR(s) to the original C.R. initiation report and forward to the Independent Police Review Authority.

- d. ensure that TRR packet is prepared, containing a photocopy of the TRR(s) and copies of relevant reports as indicated in the section entitled "Attachments," and that the packets are distributed as indicated in box entitled "Distribution." All TRR(s)

pertaining to the same arrestee or, if no arrestee, the same incident will be included in this packet.

3. when receiving a TRR(s) completed by an On-Call Incident Commander, as detailed in Item II-B, ensure that:
 - a. the original of the TRR(s) is attached to the original of the appropriate report and forward through normal channels to its destination.
 - b. the TRR packet(s) are prepared and distributed as described in Item II-A-2-d.
- B. The On-Call Incident Commander, will:
1. review and complete the section of the TRR(s) entitled "Watch Commander/ADS Review" for all instances involving:
 - a. the discharge of impact munitions or a firearm by or at a Department member except for incidents involving the destruction of an animal or an accidental discharge as defined in Item III-A of this directive when no person was killed or injured as a result of the discharge.
 - 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 II-B-1-a or II-B-1-b.
 2. record the subjects statement regarding the use of force in the space provided.
 3. conduct a supervisory evaluation to determine whether the force used conforms to the policies contained within this directive and complete the box entitled "Watch Commander/ADS Rationale for Box 77 Finding."
 4. personally sign in the signature box.
 5. ensure that the original of all TRRs are returned to the watch commander assigned to the investigation.

III. ACCIDENTAL FIREARM DISCHARGE

- A. An accidental firearm discharge is defined as the unintentional firing of a firearm in circumstances which did not occur during a training exercise.
- NOTE:** If any person was killed or injured as a result of an accidental discharge, the On-Call Incident Commander will perform the duties identified in Item III-D, consistent with the procedures established under Item II-B.
- B. An accidental firearm discharge will not require the generation of a case report if it occurred under circumstances which, by themselves, would not require a case report. Members will consult the Incident Reporting Guide for further clarification.
- C. If a TRR is completed to document an accidental firearm discharge as defined in Item III-A, members will follow the procedures described in the Department directive entitled "**Complaint and Disciplinary Procedures.**"
- D. In the "Watch Commander/ADS Finding" section of the TRR, the watch commander will check the selection that indicates that further investigation is required. The watch commander will ensure that a

C.R. initiation report is completed, and that the original of the TRR is attached to that report and forwarded directly to the Independent Police Review Authority.

Authenticated by:

Terry G. Hillard
Superintendent of Police

00-148 LMT(PMD)

RESCINDED

**CLEAR AUTOMATED TACTICAL RESPONSE REPORT**

ISSUE DATE:	12 April 2004	EFFECTIVE DATE:	13 April 2004
RESCINDS:	S04-04		
INDEX CATEGORY:	Field Operations		

Rescinded on 30 October 2014 by S03-02-04; 30 October 2014

I. PURPOSE

This directive:

- A. introduces the "CLEAR" (Citizens and Law Enforcement Analysis Reporting system) Automated Tactical Response Report (A-TRR).
- B. informs members how to access the A-TRR ([CPD-11.377](#)) from the Intranet Services Homepage and of the form completion procedures.
- C. identifies procedures for supervisors upon an involved members completion of an A-TRR.
- D. informs members to complete an automated "Officer Battery Report" (A-OBR) (CPD-11.451) when applicable.

II. GENERAL INFORMATION

The A-TRR system replaces all paper-based Tactical Response Reports. All report filing and approvals must be completed through this system.

III. PROCEDURES FOR INVOLVED MEMBERS

The involved member will:

- A. access the CLEAR A-TRR and click on the "Create Tactical Response Report" link.
- B. ensure that all boxes are filled on the Involved Member Case/Subject information page including:
 1. Central Booking (CB) number, if the subject is in custody.
 - a. A "**tracking number**" may be obtained in lieu of a CB number if the subject is in custody and only in the event that a CB number **cannot** be created.
 - b. A tracking number is a CB number which has yet to be posted. In order to obtain a tracking number, lockup personnel must complete a number of fields and save the record. If this is done, the arresting officers must ensure that the personnel in the final lockup/detention facility are made aware of and furnished with this number. Those who are using Automated Arrest can fill in the appropriate boxes and click "Save." The tracking number will then be issued. If an arrestee refuses to give their information, lockup personnel or those using Automated Arrest must check the "**Demographics Refused**" box.
 2. Records Division (RD) number, unless destruction of an animal or accidental discharge of a firearm with no injury and no other report.
 3. event number.
- C. ensure that the proper date, time, and address are filled in on the Incident Information page.
- D. ensure that the subject's information is filled in and, if it has been supplied electronically from the CB number, ensure that it is accurate and complete.
- E. record the appropriate information in the "Reason for Use of Force" section.

- F. fill in the proper information on the "Weapon Discharge" section, if applicable.
- G. review the A-TRR for completeness and accuracy.
- H. complete the A-OBR, if applicable.
- I. submit the completed A-TRR for review and approval.
- J. notify their immediate supervisor that the A-TRR has been submitted and needs to be reviewed.
- K. once approved by the watch commander or On-Call Incident Commander (OCIC), use "Search/Edit Tactical Response Report" to print the A-TRR and A-OBR, if applicable, for distribution consistent with the existing routing for the paper forms.

IV. PROCEDURES FOR FIELD SUPERVISORS

The field supervisor will:

- A. ensure that the involved member completes the procedures delineated in Item III **or**, if the member is incapacitated, complete the A-TRR for them.

NOTE: On the "Create Tactical Response Report" screen, supervisors will be asked: "Is the Involved Member able to enter the TRR himself/herself?"

- B. review any submitted A-TRRs, ensuring completeness and accuracy. This can be done by accessing the A-TRR from the Intranet Services Homepage and clicking on Review Tactical Response Report.
- C. confirm or reject any addresses that result in a beat of 0 and may be inaccurate.
- D. review each instance where Other has been selected as a category on the Reason for Use of Force page.
- E. be required to answer **Yes or No** to whether he or she approves the response to "**Did the Subject assault, batter, or use deadly force against the Involved Member?**"

NOTE: This question determines whether an OBR is required. If a field supervisor determines the response to the question is accurate, simply choose "**Yes.**" If not, then scroll to the bottom of the screen and click the "**Reject**" button, and let the Involved Member know of any changes that they need to make.

- F. when required, complete an A-OBR.
- G. when required, review the attached A-OBR for accuracy and completeness.
- H. accept or reject the submitted A-TRR, and A-OBR if applicable.
 1. if rejected, inform the involved member and discuss why the A-TRR and A-OBR were rejected.
 2. if accepted, inform the watch commander or OCIC that it has been reviewed and is ready for their final approval.

V. PROCEDURES FOR WATCH COMMANDERS OR ON-CALL INCIDENT COMMANDERS

The watch commander or OCIC will:

- A. access the A-TRR from the Intranet Services Homepage and click on "Approve Tactical Response Report."
- B. review for approval any submitted A-TRRs, ensuring completeness and accuracy.
- C. where necessary review for approval the attached A-OBR for accuracy and completeness.
- D. delete the A-TRR and/or A-OBR if it should not have been generated.
- E. reject the A-TRR and/or A-OBR for any pertinent errors.

- F. if deleted or rejected, inform the approving supervisor and discuss why the A-TRR and/or A-OBR were rejected.
- G. record the subjects statement.
- H. record the watch commander or OCIC findings.
- I. record the Complaint Register (CR) number, if applicable.
- J. record the watch commander or OCIC rationale for findings.
- K. approve the A-TRR and A-OBR, if applicable.

VI. PROCEDURES IN THE EVENT OF CLEAR A-TRR SYSTEM UNAVAILABILITY

- A. If a member is unable to access the CLEAR A-TRR application on a Department computer that member will telephone the Help Desk for assistance.
 - B. In the event of a CLEAR A-TRR unavailability, the Public Safety Information Technology (PSIT) will notify all affected units via the AMFN network with information regarding the expected duration of the unavailability.
 - 1. "CLEAR A-TRR unavailability" is defined as:
 - a. any circumstances in which the mechanical operation of the CLEAR A-TRR application or of the network server directly related to the application fails or is intentionally taken down for maintenance, or
 - b. any other circumstances, including power failures, which make the CLEAR A-TRR application inoperative or otherwise unavailable to unit members.
 - 2. When a watch commander has determined or been notified that a CLEAR A-TRR unavailability has occurred affecting his or her facility, the watch commander will:
 - a. determine whether the unavailability is the result of a planned service interruption conducted by PSIT.
 - b. where PSIT did not notify the affected units of the unavailability:
 - (1) ensure a notification is made to the Help Desk; and
 - (2) request PSIT to ascertain and report the expected duration that the system will be unavailable.
 - c. if feasible, allow one hour for PSIT to take the necessary actions to make the application available. In making the determination as to whether to await the availability of the CLEAR A-TRR, the watch commander will consider:
 - (1) the proper allocation of Department resources and manpower, including the need to avoid the use of overtime.
 - (2) when the unavailability of the CLEAR A-TRR is isolated (i.e., affects only one district or unit), the proximity and efficiency in using the CLEAR A-TRR at another units location.
 - (3) authorizing the use of the paper TRR/OBR forms **only with a per incident instruction from PSIT.**
- (a) Units will maintain an adequate supply of paper TRR/OBR forms in the event of a CLEAR A-TRR unavailability. All such TRR/OBR forms completed during a system unavailability will be approved, processed, and distributed consistent with the procedures outlined in the Department directives entitled "Incidents Requiring the Completion of a Tactical Response Report" and "Officers Battery Reporting Procedures."
 - (b) Watch commanders or On-Call Incident Commanders approving a paper TRR/OBR will ensure the original and copies of the completed

forms are distributed as indicated on the paper TRR/OBR in the box entitled "Distribution."

- (c) The Manging Deputy Director, PSIT, will ensure completed paper TRR/OBRs are data-entered into the CLEAR A-TRR application once the application is available.

VII. STREAMING VIDEOS

Streaming videos providing instruction on how to use the A-TRR system are posted to the "Help" section of the "Personnel Suite" link on the Departments Intranet home page, as well as on the Department's Streaming Video Training page.

NOTE: The above videos and Help Guide should provide members with all the information needed to complete the process; however, if needed, additional assistance will be available via automated help, the Help Desk, and the "Chicago Police Department Automated Tactical Response Report Training Guide."

VIII. CONFLICT

In the event that a procedure in this directive conflicts with any provisions of the Department directives entitled "Use of Force Guidelines" or "Officer's Battery Reporting Procedures," this directive will take precedence.

Authenticated by:

Philip J. Cline
Superintendent of Police

04-059 MAT(PMD)

**CLEAR AUTOMATED TACTICAL RESPONSE REPORT**

ISSUE DATE:	30 October 2014	EFFECTIVE DATE:	30 October 2014
RESCINDS:	13 April 2004 Version		
INDEX CATEGORY:	Field Operations		
Rescinded on 16 October 2017 by G03-02-02; 16 October 2017			

I. PURPOSE

This directive:

- A. continues the "CLEAR" (Citizens and Law Enforcement Analysis Reporting system) Automated Tactical Response Report (A-TRR).
- B. informs members how to access the A-TRR ([CPD-11.377](#)) from the Intranet Services Homepage and of the form completion procedures.
- C. identifies procedures for supervisors upon an involved member's completion of an A-TRR.
- D. informs members to complete an automated "Officer Battery Report" (A-OBR) ([CPD-11.451](#)) when applicable.

II. GENERAL INFORMATION

The A-TRR system replaces all paper-based Tactical Response Reports. All report filing and approvals must be completed through this system.

III. PROCEDURES FOR INVOLVED MEMBERS

The involved member will:

- A. access the CLEAR A-TRR and click on the "Create Tactical Response Report" link.
- B. ensure that all boxes are filled on the Involved Member Case/Subject information page including:
 1. Central Booking (CB) number, if the subject is in custody.
 - a. A "**tracking number**" may be obtained in lieu of a CB number if the subject is in custody and only in the event that a CB number **cannot** be created.
 - b. A tracking number is a CB number which has yet to be posted. In order to obtain a tracking number, lockup personnel must complete a number of fields and save the record. If this is done, the arresting officers must ensure that the personnel in the final lockup/detention facility are made aware of and furnished with this number. Those who are using Automated Arrest can fill in the appropriate boxes and click "Save." The tracking number will then be issued. If an arrestee refuses to give their information, lockup personnel or those using Automated Arrest must check the "**Demographics Refused**" box.
 2. Records Division (RD) number.
 3. event number.
- C. ensure that the proper date, time, and address are filled in on the Incident Information page.
- D. ensure that the subject's information is filled in and, if it has been supplied electronically from the CB number, ensure that it is accurate and complete.
- E. record the appropriate information in the "Reason for Use of Force" section.
- F. fill in the proper information on the "Weapon Discharge" section, if applicable.

- G. review the A-TRR for completeness and accuracy.
- H. complete the A-OBR, if applicable.
- I. submit the completed A-TRR for review and approval.
- J. notify their immediate supervisor that the A-TRR has been submitted and needs to be reviewed.
- K. once approved by the On-Call Incident Commander (OCIC) or the investigating member of the rank of lieutenant or above within the district of occurrence, use "Search/Edit Tactical Response Report" to print the A-TRR and A-OBR, if applicable, for distribution consistent with the existing routing for the paper forms.

IV. PROCEDURES FOR FIELD SUPERVISORS

The field supervisor will:

- A. ensure that the involved member completes the procedures delineated in Item III or, if the member is incapacitated, complete the A-TRR for them.

NOTE: On the "Create Tactical Response Report" screen, supervisors will be asked: "Is the Involved Member able to enter the TRR himself/herself?"

- B. review any submitted A-TRRs, ensuring completeness and accuracy. This can be done by accessing the A-TRR from the Intranet Services Homepage and clicking on Review Tactical Response Report.
- C. confirm or reject any addresses that result in a beat of "0" and may be inaccurate.
- D. review each instance where "Other" has been selected as a category on the Reason for Use of Force page.
- E. be required to answer **Yes or No** to whether he or she approves the response to "**Did the Subject assault, batter, or use deadly force against the Involved Member?**"

NOTE: This question determines whether an OBR is required. If a field supervisor determines the response to the question is accurate, simply choose "**Yes.**" If not, then scroll to the bottom of the screen and click the "**Reject**" button, and let the Involved Member know of any changes that they need to make.

- F. when required, complete an A-OBR.
- G. when required, review the attached A-OBR for accuracy and completeness.
- H. accept or reject the submitted A-TRR, and A-OBR if applicable.
 1. If rejected, inform the involved member and discuss why the A-TRR and A-OBR were rejected.
 2. If accepted, inform the OCIC or the district of occurrence member the rank of lieutenant or above that it has been reviewed and is ready for their final approval.

V. PROCEDURES FOR THE OCIC OR THE DISTRICT OF OCCURRENCE MEMBER THE RANK OF LIEUTENANT OR ABOVE

The OCIC or the district of occurrence member the rank of lieutenant or above will:

- A. access the A-TRR from the Intranet Services Homepage and click on "Approve Tactical Response Report."
- B. review for approval any submitted A-TRRs, ensuring completeness and accuracy.
- C. where necessary review for approval the attached A-OBR for accuracy and completeness.
- D. delete the A-TRR and/or A-OBR if it should not have been generated.
- E. reject the A-TRR and/or A-OBR for any pertinent errors.

- F. if deleted or rejected, inform the approving supervisor and discuss why the A-TRR and/or A-OBR were rejected.
- G. record the subject's statement, *if applicable*.
- H. record their findings and rationale for their findings in the "Lieutenant or Above / OCIC Review" section.
- I. record the Complaint Register (CR) or Complaint Log (CL) number, if applicable.
- J. approve the A-TRR and A-OBR, if appropriate.

VI. PROCEDURES IN THE EVENT OF CLEAR A-TRR SYSTEM OUTAGE

- A. If a member is unable to access the CLEAR A-TRR application on a Department computer that member will telephone the Help Desk for assistance.
- B. In the event of a CLEAR A-TRR unavailability, Public Safety Information Technology (PSIT) will notify all affected units via the Automated Message Center (AMC) application with information regarding the expected duration of the unavailability.
 - 1. "CLEAR A-TRR unavailability" is defined as:
 - a. any circumstances in which the mechanical operation of the CLEAR A-TRR application or of the network server directly related to the application fails or is intentionally taken down for maintenance, or
 - b. any other circumstances, including power failures, which make the CLEAR A-TRR application inoperative or otherwise unavailable to unit members.
 - 2. When an assigned investigating supervisor has determined or been notified that a CLEAR A-TRR unavailability has occurred affecting his or her facility, the supervisor will:
 - a. determine whether the unavailability is the result of a planned service interruption conducted by PSIT.
 - b. where PSIT did not notify the affected units of the unavailability:
 - (1) ensure a notification is made to the Help Desk; and
 - (2) request PSIT to ascertain and report the expected duration that the system will be unavailable.
 - c. if feasible, allow one hour for PSIT to take the necessary actions to make the application available. In making the determination as to whether to await the availability of the CLEAR A-TRR, the assigned investigating supervisor will consider:
 - (1) the proper allocation of Department resources and manpower, including the need to avoid the use of overtime.
 - (2) when the unavailability of the CLEAR A-TRR is isolated (i.e., affects only one district or unit), the proximity and efficiency in using the CLEAR A-TRR at another units location.
 - (3) authorizing the use of the paper TRR/OBR forms **only with a per incident instruction from PSIT.**
 - (a) Units will maintain an adequate supply of paper TRR/OBR forms in the event of a CLEAR A-TRR unavailability. All such TRR/OBR forms completed during a system unavailability will be approved, processed, and distributed consistent with the procedures outlined in the Department directives entitled "Incidents Requiring the Completion of a Tactical Response Report" and "Officers Battery Reporting Procedures."
 - (b) The OCIC or district of occurrence member the rank of lieutenant or above approving a paper TRR/OBR will ensure the original and

copies of the completed forms are distributed as indicated on the paper TRR/OBR in the box entitled "Distribution."

- (c) The Managing Deputy Director, PSIT, will ensure completed paper TRR/OBRs are data-entered into the CLEAR A-TRR application once the application is available.

VII. STREAMING VIDEOS

Streaming videos providing instruction on how to use the A-TRR system are posted to the "Help" section of the "Personnel Suite" link on the Department's Intranet home page, as well as on the Department's Streaming Video Training page.

NOTE: The above videos and Help Guide should provide members with all the information needed to complete the process; however, if needed, additional assistance will be available via automated help, the Help Desk, and the "Chicago Police Department Automated Tactical Response Report Training Guide."

VIII. CONFLICT

In the event that a procedure in this directive conflicts with any provisions of the Department directives entitled "Use of Force Guidelines" or "Officer's Battery Reporting Procedures," this directive will take precedence.

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

Garry F. McCarthy
Superintendent of Police

13-056 MWK/CMW