

CHIEF'S REPORT

PREAMBLE:

The Omaha Police Department (OPD) reviews certain actions, incidents, or outcomes that have a higher risk of injury to the officer or subject(s) or have the potential to create financial or legal liability for the City of Omaha and the OPD. Once the review is completed, the entries are submitted into the IAPro System. This system is used to track and analyze certain actions, incidents or outcomes, citizen complaints, internal investigations, line investigations, and inquiries to the Internal Affairs Unit as a normal function of risk management. Information and analysis of data stored within IAPro may be used for civil litigation proceedings, disciplinary cases, training outcomes, and policy changes. IAPro is also used to identify officers for referral to the OPD Early Intervention Tracking System (See the OPD "[Internal Affairs — Early Intervention Tracking System \(EITS\)](#)" policy for more details).

POLICY:

It is the policy of the Omaha Police Department (OPD) that a Chief's Report ([OPD Form 214](#)) will be prepared in addition to any offense, incident, or administrative reports for certain police-related incidents that are not part of the basic incident reporting system. When necessary, Chief's Report Continuation ([OPD Form 214A](#)), will be prepared, in addition to the Chief's Report, to record additional narrative information. A Law Enforcement Officers Killed or Assaulted (LEOKA) Report Form ([OPD Form 214B](#)) will be completed to enter Law Enforcement Officers Killed or Assaulted (LEOKA) details.

PROCEDURE:

I. Incidents Reported on a Chief's Report

- A. The below list is intended as a guide and is not an all-inclusive list of incidents that may require a Chief's Report ([OPD Form 214](#)).
1. Vehicle Pursuits or Vehicle Fled/Non-Pursuits. See the OPD "[Police Vehicle Pursuit](#)" policy for further details.
 2. Use of Force (UOF) Incidents, including K-9 apprehensions. See the OPD "[Response to Resistance - Use of Force Reporting Requirements](#)" policy for further details. Employees will specifically describe the type and degree of force used.

NOTE: Incidents being investigated by the Officer Involved Investigations Team (OIIT) shall follow the Chief's Report procedures in the "[Response to Resistance - Investigative Process for Use of Force Incidents Involving Serious Injury or Death](#)" policy.

3. Officers who intervene in an excessive or unreasonable force incident, or who otherwise witness such an incident, have a duty to report their observations by promptly informing a supervisor of the incident, and documenting their observations and actions on a Chief's Report ([OPD Form 214](#)).
 - a. Employees should document the incident as a "Response to Resistance - Use of Force" and "Other" using the check-boxes on OPD Form 214 in the "Incident Information" section.
4. City-Owned Vehicle Accident.
5. Forced Entry to any location with a physical address.
6. Non-Consensual Warrantless Entry or Search of a structure or secured area. Examples include, but are not limited to, a residence, a gated area, etc.

7. Firearm Discharge. Examples include officer-involved shootings, animal shootings, distress signals, accidental discharges, etc. See the OPD [“Response to Resistance - Use of Force Reporting Requirements”](#) policy for further details.
8. Damaged or Lost Citizen Property by a Police Employee.
9. Administrative Investigations - incident types that happen infrequently, or any other incident that should be reported on a Chief’s Report that does not fit under any other category.
 - a. Prisoner escape.
 - b. A subject is injured or dies while in police custody, not as the result of an officer’s action(s) (for example, a subject slips and falls). In these cases, the involved officer will:
 - (1) Complete an OPD Incident Report ([OPD Form 189](#)). The “Non-Criminal” box will be selected, and the officer will note “Injury” in the “Offense” box.
 - (2) The following information must be included in the Chief’s Report narrative:
 - (a) A brief synopsis of the interaction.
 - (b) A description of the subject’s actual or claimed injury.
 - (c) A description of any professional medical attention offered and/or the first-aid measures taken, including the time(s) administered.
10. Attempted/unsuccessful use of a forcible stopping technique during a vehicle pursuit.
 - a. This shall include the attempted/unsuccessful use of a roadblock, tire deflation device, or physical cruiser contact.
11. Administration of Naloxone by any OPD employee. See additional procedures regarding the content of these reports as described in this policy.

II. Chief’s Report Procedures

- A. Officers involved to the extent that their individual actions warrant a Chief’s Report, will complete and submit their own individual [OPD Form 214](#).

EXCEPTION: Incidents being investigated by the Officer Involved Investigations Team (OIIT) shall follow the Chief’s Report procedures in the [“Response to Resistance - Investigative Process for Use of Force Incidents Involving Serious Injury or Death”](#) policy.

- B. Officers present during an incident, but not directly involved to the extent a Chief’s Report is required for their own actions, should be briefly documented in the primary officer’s Chief’s Report, but are NOT required to submit their own individual [OPD Form 214](#).
- C. Employees who require a Chief’s Report number will contact the OPD Front Desk.

- D. The Front Desk maintains the Chief's Report Log ([OPD Form 54](#)) to make certain the Chief's Report (CR) numbers are available on a 24-hour basis. The Front Desk documents the CR number, date, nature of the incident, the issuing officer's/employee's serial number, and the requesting officer's/employee's assignment and serial number on the Chief's Report Log.

NOTE: A Chief's Report does not necessarily need an RB number and may stand alone. The report does not go through regular RB procedures, (i.e., the Records Unit/Data Center and the RB record files), but is assigned a Chief's Report (CR) Number. If an RB number for the incident is available, it should be noted on the Chief's Report.

- E. Employees who complete a Chief's Report will briefly describe details of the incident in the body of the report. The Chief's Report Continuation ([OPD Form 214A](#)) will be completed only as needed. A copy of all other related Incident Reports shall be attached and the RB Number(s) noted in the space provided on the Chief's Report.

- F. When OPD employees administer Naloxone/Narcan they shall document the administration in a Chief's Report ([OPD Form 214](#)). OPD employees shall detail the following information in the Chief's Report:

1. Location type (residence, business, parking lot, sidewalk/street, nursing home/assisted living, other).
2. Reasons Naloxone was administered (cyanosis (blue skin), not breathing, gasping breaths, no response to pain (sternal rub), drugs or paraphernalia found at scene, known history of drug use, bystander / witness statement).
3. If bystanders were present upon OPD arrival.
4. If Naloxone was administered prior to OPD arrival and OPD administers additional doses, officers shall document the prior administration by other parties.

NOTE: A Chief's Report ([OPD Form 214](#)) is only required to report Naloxone/NARCAN administration by OPD employees.

5. Time of dose(s) administered.
 6. Subject's reaction after administration of Naloxone (became conscious, transported to hospital, refused treatment/transport, no reaction, vomited while able to maintain own airway, vomited and unable to maintain own airway, determined to have expired by EMS, evaluated by EMS/Fire, additional Naloxone administered by EMS/Fire).
 7. Detail of any other aid rendered (positioning, ventilation, CPR).
 8. Lot number for each dose given.
- G. All Chief's Reports and Continuations will be forwarded in a timely manner, via chain of command, to the employee's immediate supervisor (i.e., unit/shift lieutenant or non-sworn manager/supervisor) for review. Following this review, the Chief's Reports and Continuation will be routed as follows:

1. Review of Chief's Reports involving Police Vehicle Pursuits.
 - a. Pursuit Packets will be forwarded to the precinct/section commander.

- b. Following the review by the precinct/section commander, Pursuit Packets will be forwarded to the Pursuit Review Committee (PRC) via the Uniform Patrol Bureau (UPB) Deputy Chief.
 - c. The UPB Deputy Chief's Administrative Assistant will prepare and forward review packets of each pursuit to the members of the PRC.
2. Review of all other, non-pursuit related, Chief's Reports.
- a. All Chief's Reports will be forwarded to the precinct/section commander of the employee(s) involved, regardless of whether or not the initial findings indicate Policies and Procedures Manual (PPM) violations.
 - b. Following review by the precinct/section commander, the packets will be forwarded to the Uniform Patrol Bureau (UPB).
 - c. The UPB Administrative Assistant will prepare Chief's Report packets for routing to the Safety Review Board members.

III. Maintenance of Chief's Report Records

- A. Chief's Reports are stored/maintained in the IPro System.

IV. LEOKA Information

- A. Information concerning Law Enforcement Officers Killed or Assaulted (LEOKA) is collected and reported to the Federal Bureau of Investigation.
- B. Officers shall complete a Law Enforcement Officers Killed or Assaulted (LEOKA) Reporting Form ([OPD Form 214B](#)) any time an officer is killed, assaulted, or an assault is attempted, when acting in an official capacity.
 - 1. A separate form will be completed for each officer.
 - 2. A [LEOKA Supplemental Packet](#), available in PowerDMS, is also required when an officer is assaulted and injured with a firearm or knife/other cutting instrument and will be forwarded to the OPD Crime Analysis Unit.

NOTE: The LEOKA paperwork shall be completed at the direction of the Officer Involved Investigations Team (OIIT) when they are investigating an incident.

- C. A copy of the Law Enforcement Officers Killed or Assaulted (LEOKA) Reporting Form ([OPD Form 214B](#)), crime reports, and a copy of any associated Chief's Reports will be forwarded to the OPD Crime Analysis Unit for review.

REFERENCES:

I. Previous OPD Orders

- A. Previous OPD General Orders include #45-83 Amendment #1, 21-89, 36-91, 1-96, 57-97, 58-97, 36-98, 13-99, 60-99, 60-99 Supplement #1, 33-05, 23-09, 22-14, 93-17, 93-17 Supplement #1, 57-18, 57-18 Supplement #1-2, and 31-20.
- B. Previous OPD Information Orders include #193-92.

II. Accreditation Standards

A. CALEA Accreditation standards 1.3.7, 41.2.3, and 82.2.4 are relevant to this policy.

III. Relevant PPM Updates

A. PPM update #6-2018.