



Departmental Memorandum

Volume 24-13

To: All Police

Katherine Lester, Chief of Police

From: Captain Clayton Buchanan, Office of Strategy and Compliance

Use of Force Reporting, Investigations and Response

10-18-2024

This departmental memorandum expires upon publication of an updated revision of General Order 580.03 (Use of Force Reporting, Investigations and Response), revised on 12-16-2021.

Effectively immediately, the 30-day preliminary review ("Administrative Review," page 9) of the following incidents shall no longer take place for:

- Officer involved shootings.
- Other uses of force resulting in death.
- In custody deaths.
- Other significant events at the discretion of the chief of police (COP).

Instead, the Force Investigation Team (FIT) shall be responsible for the following:

- Administrative Presentation:
 - This presentation shall take place within the first 60-days following the incident.
 - The presentation shall be chaired by the PSU lieutenant, and should minimally consist of the following:
 - COP.
 - Deputy chiefs.
 - The substantially involved employee's captain.
 - Captain, Specialized Services.
 - Captain, Administrative Services.
 - FIT representative.
 - Internal Affairs Division (IAD) representative.
 - The administrative presentation shall be facilitated by FIT and should provide a policy overview as it relates to the incident. Topics to be discussed include, but are not limited to, policy concerns, tactics, training, equipment, and organizational outcomes.
 - Upon conclusion of the presentation, the COP will determine if IAD shall take lead investigative responsibility for completing the investigation.