

TACTICAL RESPONSE REPORT - FORM PREPARATION INSTRUCTIONS

This report will be completed in all reportable use of force incidents as defined in the Department directive entitled "Incidents Requiring the Completion of a Tactical Response Report."

PRINT OR TYPE ALL INFORMATION EXCEPT REQUIRED SIGNATURES. Complete all boxes; if not applicable, check or indicate "DNA" or "UNK," as appropriate. Boxes 1 through 39 and 75, 76, and 79 will always be completed. The reviewing supervisor will indicate review of the report by completing box 80. The lieutenant or above/incident commander will complete boxes 81 through 85. The lieutenant or above completing the preliminary investigation will ensure that copies are distributed as noted in box 86.

- Box 1 - 2: Record date, time, and address of incident.
- Box 3: Enter location code as indicated in the Incident Reporting Guide.
- Box 4: Record beat of occurrence.
- Box 5: Indicate whether the incident was video recorded by checking the appropriate box.
- Box 6 - 20: Record requested information about the involved member.
- Box 21 - 30: Complete boxes to record information about the subject. Check "DNA" box if appropriate.
- Box 31: Indicate whether the subject was armed by checking the appropriate box; if "yes," record the type of weapon in the space provided.
- Box 32 - 39: Record the information as requested.
- Box 40: Indicate the subject's actions prior to and during the use of force by checking all boxes that apply or specifying as necessary. Indicate the member's actions in response to the subject's actions by checking all boxes that apply of specifying as necessary. If appropriate, check the "DNA" box.
- Box 41 - 74: **PERTAINS ONLY TO WEAPONS DISCHARGE INCIDENTS. ALL OTHER INCIDENTS, CHECK THE "DNA" BOX IN THE LEFT MARGIN AND PROCEED TO BOX 75 (INSTRUCTIONS BELOW).**

DISCHARGE OF OC SPRAY:

- Box 41: If a chemical weapon was used against the subject acting as a passive resistor, indicate the name, rank, star number, and unit of supervisor who authorized the use of the chemical weapon.

WEAPONS DISCHARGE INCIDENTS:

- Box 42 - 74: Make appropriate selection and record circumstances under which the weapon was discharged.

ALL INCIDENTS

- Box 75 - 76: Record information as requested. Members will ensure that all identifying information regarding witnesses is recorded in the appropriate case report.
- Box 77: Indicate which notifications were made. Members will ensure that all specific notification information (person notified, date and time notified, name of person notifying) is recorded in the narrative of the case report.
- Box 78: Use only if necessary to record additional information or explanation from box 40.
- Box 79: Reporting member will print his or her name and star/employee number and sign in the space provided.
- Box 80: **The supervisor reviewing this report will ensure that it is legible and that boxes 1-79 are completed as appropriate. The supervisor will then print his or her name and star number, sign in the space provided, and record the date and time.**

THE REVERSE SIDE WILL BE COMPLETED BY LIEUTENANT OR ABOVE/INCIDENT COMMANDER BASED ON THE TYPE OF INCIDENT

- Box 81: The lieutenant or above/incident commander will record the subject's statement in this box. If the subject refuses to give a statement, that fact will be noted.
- Box 82: The lieutenant or above/incident commander will document any other investigatory information as indicated in G03-02-05. The statement need not contain a synopsis of the incident, nor is it necessary to duplicate or repeat information found elsewhere in the report. If necessary, this section may be continued on a separate sheet of paper.
- Box 83: The lieutenant or above/incident commander will confirm they have reviewed the completed TRR and complied with the duties outlined in G03-02-05.
- Box 84: The lieutenant or above/incident commander will indicate if IPRA has been notified and will document the Log number when required by G03-02-05.
- Box 85: The lieutenant or above/incident commander will print his or her name, sign, and record the date and time the report was completed. The incident commander will return the completed TRR to lieutenant or above completing the preliminary investigation.
- Box 86: The lieutenant or above completing the preliminary investigation will ensure that the original of the TRR is forwarded as indicated and that attachments are indicated in packets created and distributed as noted.
- Box 87: Record information as requested, indicating the total number of TRR's generated for this incident.