

MEMORANDUM

**URBANA POLICE
DEPARTMENT**

To: All Sworn Personnel
From: Deputy Chief Richard Surles
Date: August 11, 2020
Re: Use of Force Investigation and Review Procedural Changes

GENERAL

Administrative review of use of force, at all levels, is intended to correct deficiencies, provide training, and ensure accountability for all officers. This oversight is critical to ensuring that members act lawfully, appropriately, and consistent with training and policy.

Currently, the cornerstone for this oversight is the department use of force review board, which administratively reviews uses of force by officers. The board is comprised of individuals with various specialized training and thus different/varying perspectives on use of force. The board does not have the authority to recommend discipline, but it does serve in an advisory capacity to the Chief of Police regarding the use of force.

The board is designed to detect areas needing improvement for individual officers, department-wide training issues, and act as a general oversight mechanism for the department.

CHANGES

The review of use of force by department members has changed several times over the years. The department will undoubtedly change the process again in the future. That being said, effective immediately the following procedural changes will be made concerning uses of force by officers. These changes are designed to more quickly review incidents and from a more robust cadre of officers reviewing force incidents.

Notable Changes to Reviews of Use of Force

- The department will increase and formalize the use of body worn camera video for administrative reviews of use of force at multiple levels of review.
- The process will involve more layers of supervisory review.
- Use of force reports shall be completed by the officer using force before they leave duty for regular days off. The only exception to this will be in critical uses of force and approved on a case-by-case basis.
- The Use of Force board will meet in-person to review cases on a monthly basis. The review of specific incidents shall include, at minimum, the most pertinent body worn camera (BWC) video.

Use of Force Incidents Not Requiring a Sergeant's Field Use of Force Investigation

Uses of force that do not trigger a use of force supervisor's investigation as delineated in UPD policy 300 will involve the following steps:

1. Officers will report a use of force to supervisors. Officers will document their use of force in their reports and mark the case management system (CMS) sheet indicating the incident involved a use of force.
2. Supervisors will review the officer's reports, ensure use of force is indicated on the CMS sheet, and shall review, at minimum, the most pertinent BWC video. The

supervisor will refer matters to their respective division lieutenant if there is a noted deficiency, policy violation, or the case otherwise needs an additional or independent review. If a matter is referred to the division lieutenant, the lieutenant's review shall include the officer's reports and shall review, at minimum, the most pertinent BWC video.

3. The review of the case by the involved supervisor(s) will be documented in the use of force case log by CMS via the appropriate box on the CMS sheet.
4. The CID sergeant or lieutenant will be solely responsible for reviewing all use of force reports as part of their daily CMS duties. Detectives will not review use of force reports as part of their daily CMS duties. If no CID sergeant or lieutenant is present, the services division lieutenant or deputy chief of police shall review the case.
5. The Use of Force Board shall review the case during their regularly scheduled meetings.

***** Administrative Note** – if a sergeant is the officer involved in the use of force, the division lieutenant will assume the responsibilities for the review of reports and BWC video.***

Use of Force Incidents Requiring a Sergeant's Field Use of Force Investigation

Uses of force that do trigger a use of force supervisor's investigation as delineated in UPD policy 300 will involve the following steps.

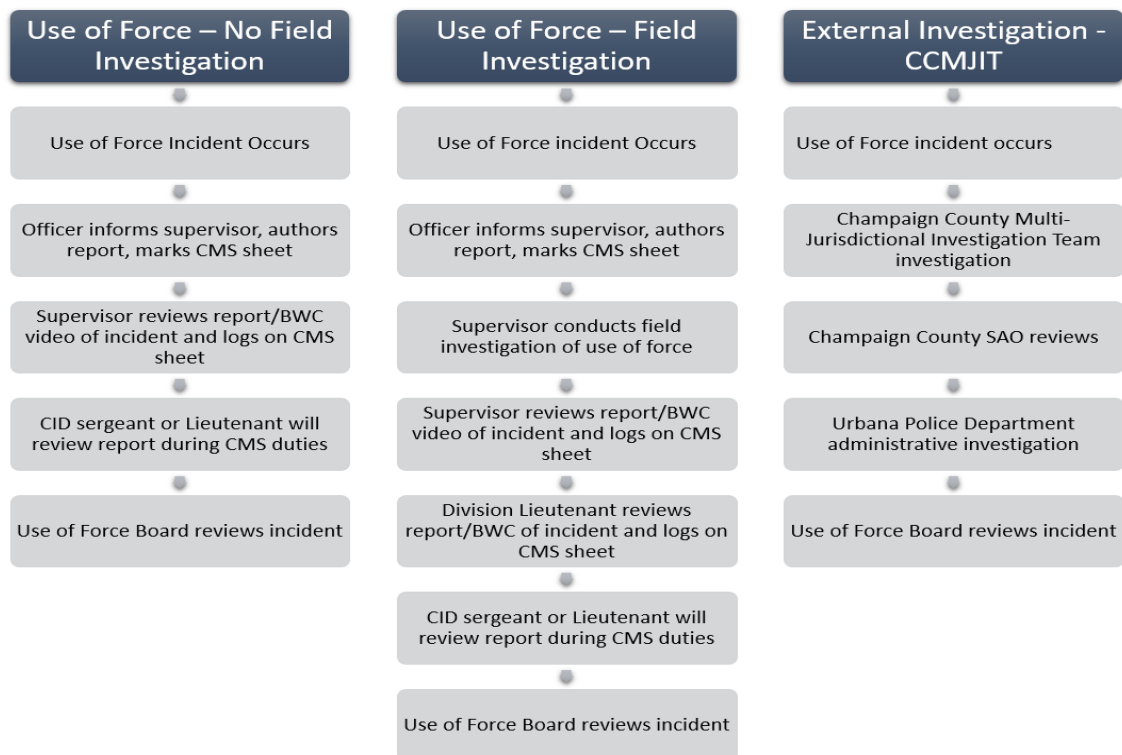
1. Officers will report a use of force to supervisors. Officers will document their use of force in their reports and mark the CMS sheet that the incident is a use of force
2. Supervisors will conduct a field investigation of a use of force pursuant to UPD policy 300.
3. Supervisors will also review the officer's reports and shall review, at minimum, the most pertinent BWC video. The supervisor will refer matters to their respective division lieutenant if there is a noted deficiency, policy violation, or the case otherwise needs an additional or independent review.
4. The incident will also automatically be referred to the division lieutenant. The lieutenant's review shall include the officer's reports, supervisor's field investigation, and shall review, at minimum, the most pertinent BWC video.
5. The review of a particular case by sergeants and lieutenants will be documented in the use of force case log by CMS via the appropriate box on the CMS sheet.
6. The CID sergeant or lieutenant will be solely responsible for reviewing all use of force reports as part of their daily CMS duties. Detectives will not review use of force reports as part of daily CMS duties. If no CID sergeant or lieutenant is present, the services division lieutenant or deputy chief of police shall review the case.
7. The Use of Force Board shall review the case during their regularly scheduled meetings.

***** Administrative Note** – if the officer using force is a sergeant, the division lieutenant will assume the responsibilities for the requisite review of reports and body worn camera video. The lieutenant will not assume field investigations requirements. That process is addressed in UPD policy 300.***

Use of Force Incidents Triggering External Investigation from Multi-Jurisdictional Investigation Team

On incidents where the Champaign County Multi-Jurisdictional Investigations Team is activated the following will occur:

1. Officers will follow the instructions of supervisory staff regarding the specific manner in which they will report the incident (i.e. reports vs. interviews).
2. The Team will conduct their criminal investigation pursuant to established protocols.
3. Upon conclusion of the criminal investigation, the matter will be referred back the Department for an administrative investigation of the incident.
4. Upon completion of the administrative investigation, the matter will be referred to the Urbana Police Department Use of Force Board for review.



Changes to Regular Administrative Review of BWC Video by Supervisors

Sergeants will randomly review at least one video monthly, if available, from the following categories of BWC video for every officer/detective they supervise:

- Traffic Stop
- Arrest
- Code Run
- Citizen Contact
- Miscellaneous

All division lieutenants will randomly review at least one video monthly, if available, from the same categories listed above for every sergeant they supervise. Reviews by both Patrol and CID sergeants and lieutenants shall be documented in the department video review log. Failure to review required videos will subject the responsible supervisor to potential discipline.