



DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE



DATE: APRIL 21, 2015

FROM: CHIEF PETE N. KASSETAS *PK by/MK*
DEPUTY SECRETARY - OPERATIONS

TO: ALL COMMISSIONED PERSONNEL

SUBJECT: DIRECTIVE 2015-06 USE OF DEADLY FORCE LEAVE REPORTING

The purpose of this directive is to change the language for commissioned employees who are involved in a deadly use of force incident and how the employee's hours will be entered into SHARE.

Per *OPR. 29 Investigation of Use of Force Incidents Resulting in Death or Great Bodily Harm* commissioned employees will be placed on administrative leave when a use of force incident involves death or great bodily harm. An employee, at the discretion of the Secretary and in concurrence with the Chief, may also be placed on administrative leave even if the deadly force does not involve death or great bodily harm. In an incident when other officers are involved, or witness to, they may also be placed on administrative leave upon approval from the Secretary in concurrence with the Chief.

Effective immediately, when an employee is involved in a deadly force incident and is placed on leave, he/she will no longer be on administrative leave, but rather off-site duty status. He/she will no longer enter administrative leave (ADMLV) on his/her SHARE. He/she will now use the time code for regular hours worked (REGHR) and enter "management directed off-site duty" in the comments bubble.

Thank you in advance for your attention and compliance with this directive.

PNK/djg