



Departmental Memorandum

Volume 26-04

To: SPD Sworn

Zachary Bales, Interim Chief of Police

From: Captain Clayton Buchanan, PSU

Tracking Software Entries

10-07-2026

The purpose of this memorandum is to provide police supervisors with updated guidance on completing tracking software entries related to vehicle pursuits, foot pursuits, reportable uses of force, and supervisory telephone messages (914s).

GO 521.01 (Pursuit of Vehicles), GO 580.03 (Use of Force Reporting), and 580.13 (Foot Pursuits) are currently being updated to include:

When a specialty unit officer, working in their normal capacity as a specialty unit (POP, VCR, K9, Impact, etc.), engages in a vehicle pursuit, foot pursuit, or reportable use of force, the specialty unit supervisor shall complete the tracking software entry(s) if:

1. The specialty unit supervisor is on-duty and available to respond to the scene.

And

2. The specialty unit supervisor was not directly involved in the vehicle or foot pursuit.
3. The specialty unit supervisor did not order or was not directly involved in the application of a reportable use of force.

The district patrol sergeant shall continue to monitor and control vehicle and foot pursuits and respond to the scene of a reportable use of force in accordance with GO 521.01 and GO 580.03.

Nothing in this memorandum shall limit the watch commander's authority to determine which supervisor is responsible for completing the tracking software entry.

GO 570.06 – Early Intervention Program is currently being updated to include:

When the communications center receives a concern regarding a specialty unit officer, working in their normal capacity as a specialty unit (POP, VCR, K9, Impact, etc.) the communications supervisor shall enter a supervisory phone message and relay it to the specialty unit's supervisor if the specialty unit supervisor is on-duty. If the specialty unit supervisor is not on-duty, the phone message will be relayed to the appropriate patrol sergeant.

The contents of this memorandum are effective immediately and shall expire upon the next publication of GO 521.01, GO 570.06, GO 580.03, and GO 580.13.

Please direct any questions regarding this memorandum to the Professional Standards Unit.