

Police Department Policy and Procedure Manual

Chapter 4 — Operations

Section Number: 4-4-2
Section Title: Post Force Reporting Process
Most Recent Update: 08/28/2025

I. Policy

- A. The purpose of this section is to establish a reporting and review mechanism that shall be applied when officers use force to overcome resistive behavior that can be categorized at or above the level of Defensive Resistance, force that involves the use of a weapon, and use of force incidents that result in injury or death.
- B. It shall be the policy of this department to review use of force incidents. The use of force, particularly the use of deadly force, is in all probability the most serious act in which a law enforcement officer will engage. It has the most far-reaching consequences for all parties involved. It is in the public interest that a police officer be appropriately trained and be guided by a policy which the people believe to be fair and reasonable, and which creates public confidence in the Department and its individual officers.
- C. In order to assure a high level of officer safety and continued public trust, the Department must report, review, and investigate the use of force by its members. This process facilitates any necessary modifications to departmental equipment, training, and policy. A sound and thorough reporting procedure provides the mechanism for the necessary review that is critical to the realization of departmental objectives.
- D. When a use of force defined in II A-D of this policy occurs, the officer shall complete a use of force report. The affected supervisors, will review the incident and file a written review of their findings and recommendations up the chain of command.

II. Definitions

- A. Control—is the method/methods an officer uses to neutralize the unlawful actions of a subject, or to protect the subject from injuring himself or others.
- B. Resistance—is defined as the subject’s attempt to evade an officer’s attempts to establish control.

- C. Force – is the attempt to establish control through physical means, in the presence of resistance. All force is a means of control; however, control can at times be achieved without the use of physical force.
- D. Defensive Resistance – is defined as that resistance demonstrated by a subject(s) who physically resists or threatens to physically resist, and/or who does not comply with verbal requests. Examples of defensive resistance include, but are not necessarily limited to: a subject's attempt to defeat an officer's attempt to establish control by pulling away, turning away or pushing away from the officer without demonstrating an intent to injure or harm the officer.

III. Subject Resistance/Officer Control Reporting Requirements

- A. Applications of officer control that result in injury, or that involve the use of a weapon of any type, shall be reported by the involved officer(s) to the on-duty commander/Supervisor, or the senior officer or on-call Supervisor in the absence of an on-duty commander/Supervisor, as soon as practical.
- B. All incidents involving subject resistance at or above the level of defensive resistance shall be reported in detail as outlined below by the involved officer(s).
- C. Before the completion of the officer's tour of duty, he/she shall complete an incident report and the Departmental "Use of Force Report" form describing the incident, including the names of the officers and other personnel involved and witnessing the circumstances under which such control methods were used, the nature of any injury inflicted, and any medical or first aid care given afterwards to the injured party.
- D. The officers'/Supervisor will review in a timely manner incidents in which an officer uses force to control subject's resistance.
- E. After conducting a review of the circumstances attending the use of force, the Supervisor shall submit a written report to the Chief of Police through the chain of command.

IV. Procedure To Be Followed When Firearm Is Discharged

- A. Notification and report are required by officer(s) involved whenever an officer discharges a firearm under any of the following circumstances:
 - 1. Accidentally
 - 2. Unintentional/Negligent
 - 3. In the performance of police duty

4. Excludes firearms training, authorized pistol matches, hunting, etc.
- B. The officer shall verbally notify the on-duty Supervisor or on-call Supervisor as soon as time and circumstances permit.
- C. The officer who discharged a firearm shall file a written report of the incident through established channels with the Department and a copy with the officer(s) Supervisor by the end of their tour of duty, or as soon as reasonably possible, if mitigating conditions exist.
- D. If the officer who discharged a firearm is hospitalized or fatally injured in their tour of duty and incapable of filing the report as required above, the Supervisor is responsible for filing as complete a report as possible pending further departmental investigation.

V. Death or Injury of a Person

- A. In the event that a person is killed or seriously injured as a result of an employee's activity:
 1. The employee(s) shall be placed on paid critical incident leave by the appropriate authority, i.e., Chief of Police, City Manager.
 2. The Chief of Police may assign the employee to administrative duties during the investigation of the incident, or
 3. Pending an administrative review, the Chief of Police may return the employee to normal duties at such time that the Chief of Police determines that the employee was acting in a reasonable and responsible manner based upon the circumstances of the incident.
- B. The officer(s) shall turn over the weapon used, if any, in the incident to the first or nearest available supervisor. A replacement weapon shall be provided if appropriate until such time as his/her assigned weapon is returned.
- C. The officer(s) shall provide reports of the incident, in accordance with Chapter 4 Operations, Section 4-16-1, Officer Involved Shooting
- D. The Chief of Police shall be notified of the incident by the supervisor in charge, as soon as practical.
- E. Such incidents shall be investigated by persons designated by the Department. The Chief of Police may request the assistance of the County Attorney's Office, DCI, and/or any law enforcement agency having jurisdiction. Due to the nature of the incident, the involved officer(s) may be required to answer questions concerning the incident.

VI. Incident Review

- A. An incident review will be conducted as soon as reasonably possible after an officer uses force.
- B. The review should consist of an examination of the circumstances surrounding the incident. Of particular note in the review should be the appropriateness of the use of force based on all applicable laws and departmental guidelines, policies and training practices.
- C. The review shall be for the purpose of fact finding only, and is not intended to become a disciplinary element of the investigative process.
- D. Incident Review Committee
 - 1. The Chief of Police may convene an Incident Review Committee consisting of the following:
 - a. A department defensive tactics, firearms Instructor, driving or taser instructor.
 - b. A non-involved officer from a different division
 - c. The Supervisor of the officer(s) involved.
 - d. The commander of the officer involved.
 - 2. The Chief of Police shall designate the Committee Chair. The Committee Chair shall call a meeting of the Committee within a reasonable time after the Chief of Police brings the report of the incident to their attention.
 - 3. The Committee is authorized to review the circumstances surrounding the incident and to make recommendations for improvements in training, policy or other operational areas relevant to their findings to the Chief of Police.
 - 4. The Committee shall serve as a fact-finding body only, and will not become a disciplinary arm of the investigative process

VII. Critical Incident Stress Debriefing

- A. Depending on the circumstances of the “Use of Force” incident, a Critical Incident Stress Debriefing session may be held for all involved officers. Officers involved in a shooting incident will be required to contact a department designated specialist for counseling and evaluation as soon as practical after the incident.



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