


EMORY UNIVERSITY		Police Department		Policies and Procedures Manual		
	Chapter 11		Policy 1102			
	Chapter Topic	Use of Force				
	Policy Subject	Reporting Uses of Force				
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	Issuing Authority	Burt Buchtinec, Chief of Police				
	Applicability	All agency members; on-duty and off-duty actions.				
	Replaces/Amends	Amends the version of this policy published on 08-05-2024.				

CHAPTER 11 - USE OF FORCE

Policy 1102 - Reporting Uses of Force

1102.1. PURPOSE

1102.1.1. This policy is designed to provide the protocol and necessity for completing a use of force report, to include the desired information for the report.

1102.2. APPLICABILITY

1102.2.1. This policy is applicable to all members of the Department.

1102.2.2. This policy is applicable to on-duty and off-duty actions.

1102.3. POLICIES

1102.3.1. Uses of force and other actions listed herein shall be documented.

1102.4. DEFINITIONS - as defined in Policy 1100.

1102.5. PROCEDURES, RULES, AND REGULATIONS

1102.5.1. When to Complete a Report

a. A written Use of Force Report shall be completed:

1. When an agency member discharges a firearm for other than training or recreational purposes, including accidental discharges;
(CALEA-LE 4.2.1.a; GLECP 1.14.a; IACLEA 7.1.10.a)
2. When an agency member uses a lethal or less-lethal weapon on a person or animal; (CALEA-LE 4.2.1.c; GLECP 1.14.c; IACLEA 7.1.10.b)
3. When an agency member takes an action that results in, or is alleged to have resulted in, injury or death of a person; (CALEA-LE 4.2.1.b; GLECP 1.14.b)
4. When an agency member uses any level of force to arrest or detain a non-compliant subject; (CALEA-LE 4.2.1.d; GLECP 1.14.d; IACLEA 7.1.10.c)
5. When an agency member strikes a person or animal;
(CALEA-LE 4.2.1.d; GLECP 1.14.d; IACLEA 7.1.10.c)
6. When an agency member, a subject, or a bystander is injured as a result of an arrest, confrontation, or application of force (including the complaint to a sworn member of the agency of injury sustained in such incidents).
(CALEA-LE 4.2.1.d; GLECP 1.14.d; IACLEA 7.1.10.c)

7. When an agency member points a firearm, Taser, pepper ball launcher, or O.C. canister at or toward a person (including a low-ready position);
(CALEA-LE 4.2.1.c; GLECP 1.14.c; IACLEA 7.1.10.b)
8. When an agency member draws or displays a lethal or less-lethal weapon to gain compliance rather than to prepare for a potential threat.
(CALEA-LE 4.2.1.d; GLECP 1.14.d; IACLEA 7.1.10.c)
9. When an agency member terminates a severely injured or rabid animal;
(CALEA-LE 4.2.1.c, .d; GLECP 1.14.d; IACLEA 7.1.10.c)
10. When an agency member uses a type or level of force that is prohibited by this agency, even if the type or level of force is temporarily permitted under the "Force Exceptions During Exigent Circumstances" paragraph in Policy 1100; or (CALEA-LE 4.2.1.d; GLECP 1.14.d; IACLEA 7.1.10.c)
11. Upon an order to do so by sworn supervisory personnel (including an OIC or PTO), an Internal Affairs investigator, or the Internal Affairs supervisor.
(CALEA-LE 4.2.1.d; GLECP 1.14.d; IACLEA 7.1.10.c)

1102.5.2. Procedure for Filing a Use of Force Report

- a. Each agency member who is involved in an incident listed in paragraph 1102.5.1.a will:

1. Immediately notify the EPD Emergency Communications Unit and the on-duty shift supervisor. Record the name of the person receiving the notification in the incident report.
2. Complete the appropriate type of use of force report(s) in the administrative reports system:
 - (a) "EPD Use of Force" or "EPD Show of Force,"
 - (b) And any of the following supplemental reports applicable to the incident:
 - (1) "EPD Electronic Control Weapon Use Report,"
 - (2) "EPD Officer-Involved Shooting or Firearm Discharge,"

TIP: Use the "Submit & Copy" button on the "Use of Force" or "Show of Force" report to copy the incident details (agency member, subject, location, case, etc.) into the supplemental use of force reports.

- b. The shift supervisor who has been notified of an incident listed in paragraph 1102.5.1.a will:

1. Respond to the scene.
2. Ensure that all witnesses are identified and interviewed and that witness information is recorded in the original report.
3. Ensure that photographs are taken of the subject's injuries when the subject was involved in a use of force incident and/or is injured, alleges injury, or when otherwise deemed appropriate by the supervisor.
4. Ensure that other evidence is handled and processed with required reports according to Department procedures.
 - (a) For Taser use on a subject, this should include:

- (1) Photographs of cartridges/darts.
 - (2) Collection of cartridges, darts/prongs, data downloads.
 - (3) Copies of the device data download.
 - (4) Description of the type of clothing worn by the suspect.
 - (5) Range at which the Taser was used.
5. Ensure that an incident report is completed for the incident consistent with Department policy.
 6. Ensure that each involved agency member completes the appropriate use of force report and any appropriate supplemental use of force report(s). If the agency member is unable to complete their own report(s), the supervisor will complete and submit the report(s) on their behalf.

1102.5.3. Routing a Use of Force Report

- a. The first two layers of the involved employee's supervisory chain will review the report. Upon their approval, the system will route the report to the IA Supervisor.
- b. The IA Supervisor will assign the incident for review/investigation in accordance with Policy 1103 and Policy 1104.
- c. The IA Supervisor will enter the reviewer's findings and recommendation(s).
- d. The system will route the report to the Chief of Police for final disposition when the IA Supervisor approves the report.

1102.6. PROHIBITIONS - None.

1102.7. REFERENCES

1102.7.1. Department Policies

- a. Policy 1100 - General Use of Force Policies & Procedures
- b. Policy 1103 - Actions Resulting in Death/Serious Injury
- c. Policy 1104 - Use of Force Incident Review
- d. Policy 1107 - Intermediate Weapons

1102.7.2. Accreditation Standards

- a. CALEA-LE v6.20 Basic: 4.2.1, 4.2.2
- b. GLECP v7.0: 1.14:
- c. IACLEA v2.0: 7.1.10