

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870 ( R/ S- 06 )	Reference Number <b>ENF-012</b>
	Subject <b>Police Action Report or Vehicle Pursuit Report and Review</b>	
	Special Instructions Replaces ENF-012 dated June 1, 2021	Effective Date <b>July 1, 2024</b>

## **I. PURPOSE**

Establish guidelines for electronically reporting, reviewing and collecting data surrounding police actions and vehicle pursuits by Department employees.

## **II. POLICY**

The Police Action Report or Vehicle Pursuit Report shall be completed to facilitate a review of these incidents to ensure that all Department training and policies are being followed. Employees shall complete the reports as directed in this procedure.

## **III. PROCEDURE**

### A. Completion of Police Action Report

1. The Police Action Report shall be completed electronically in BlueTeams
2. The Police Action Report shall be completed when an employee:
  - a. Discharges a firearm (excluding qualification, matches, target practice or hunting);
  - b. Discharges a Conducted Electrical Weapon (CEW), including, intentional deployment (excluding “Spark Testing” and training), unintentional deployment, or deployment resulting from a malfunction with the Taser and/or cartridge;
  - c. Utilizes a chemical agent; or
  - d. Uses any physical force, beyond just handcuffing.
3. An employee involved in a use of force incident shall complete the Police Action Report, unless:
  - a. The employee is incapable to prepare the police action report;
  - b. Discharge of a firearm results in injury or death; or
  - c. Any police action resulting in serious bodily injury or death.
4. In the circumstances outlined immediately above, the Police Action Report shall be completed by the immediate supervisor.
5. The Police Action Report shall be completed in detail, including the applicable CAD number, narrative and other required information.
6. When more than one (1) employee is involved in a single incident, each employee shall complete a Police Action Report.

## B. Review of Police Action Report

1. Upon submission, the Police Action Report shall be reviewed in BlueTeams by the immediate supervisor and District Commander, or equivalent second (2nd) level supervisor, to ensure the report is complete and accurate.
2. Upon transmittal from the 2nd level supervisor, the Area Commander, or equivalent third (3rd) level supervisor, shall review the report to determine if the officer's actions were consistent with the policies of the Indiana State Police or need review by the Police Action Review Board as directed in [ENF-043](#).
  - a. An in-policy finding shall be forwarded to the Training Division;
  - b. An out of policy finding shall be forwarded to the Internal Investigations Section;
  - c. Review by the Police Action Review Board shall be forwarded to the appropriate personnel designated by the Chair of the Police Action Review Board.
3. Upon receipt of a Police Action Report, the Training Division shall review the report and make a determination if the police action is consistent with Department training.
  - a. An consistent finding shall be forwarded to the IAPro;
  - b. An inconsistent finding shall be forwarded to the Internal Investigations Section;
  - c. Review by the Police Action Review Board shall be forwarded to the appropriate personnel designated by the Chair of the Police Action Review Board.

## C. Completion of Vehicle Pursuit Report (VPR):

1. An employee involved in a pursuit incident shall complete the VPR, unless:
  - a. The employee is incapable of preparing the VPR; or
  - b. The pursuit results in serious bodily injury or death.
2. In the circumstances outlined immediately above, the VPR shall be completed by the immediate supervisor.
3. When more than one (1) employee is involved in a pursuit, the first Department employee involved in the pursuit shall complete a VPR as outlined in Section 1.
4. In circumstances where the initiating officer cannot be easily determined, the Post Commander shall designate the officer responsible for completing the VPR.
5. A VPR shall be completed in BlueTeams immediately following a pursuit, regardless of distance or duration, and situations where a motorist flees, but no pursuit is initiated.
6. The VPR shall include the applicable CAD number, a list of officers involved in the pursuit, narrative, use of maneuver(s) or equipment to disable the fleeing vehicle and any other applicable information.
7. If a criminal incident report is completed, all officers participating in the pursuit must complete a supplemental incident report detailing their involvement.

#### D. Review of VPR

1. Upon submission, the VPR shall be reviewed in BlueTeams by the immediate supervisor and District Commander, or equivalent second (2nd) level supervisor, to ensure the report is complete and accurate.
  2. Upon transmittal from the 2nd level supervisor, the Area Commander, or equivalent third (3rd) level supervisor, shall review the report to determine if the officer's actions were consistent with the policies of the Indiana State Police or need review by the Police Action Review Board as directed in [ENF-043](#).
    - a. An in-policy finding shall be forwarded to the Training Division;
    - b. An out of policy finding shall be forwarded to the Internal Investigations Section;
    - c. Review by the Police Action Review Board shall be forwarded to the appropriate personnel designated by the Chair of the Police Action Review Board.
  3. Upon receipt of a VPR, the Training Division shall review the report and make a determination if the police action is consistent with Department training.
    - a. An consistent finding shall be forwarded to the IAPro;
    - b. An inconsistent finding shall be forwarded to the Internal Investigations Section;
    - c. Review by the Police Action Review Board shall be forwarded to the appropriate personnel designated by the Chair of the Police Action Review Board.
- E. The electronic file of all Police Action Reports and Vehicle Pursuit Reports shall be retained in IAPro.
- F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.