1. **CORE PRINCIPLES**

A. The Department understands the enormous responsibility inherent with the Constitutional authority to use Force in a police capacity. This includes maintaining thorough and transparent Force reporting and oversight systems to ensure departmental accountability and maintain public trust. Accordingly, all employees will comply with the Force reporting requirements contained within this policy.

B. Mandatory force-related reporting for Departmental employees is divided into tiers, based on the classification of the qualifying force response option used by an employee during a police incident:

- Minimal Force (not reportable)
- Show of Force Report
- Level 1 Use of Force Report
- Level 2 Use of Force Report
- Level 3 Use of Force Report

C. Employees will notify an on-duty supervisor of incidents involving a qualifying Use of Force (UOF) or Show of Force (SOF) as soon as practicable.

D. Employees and Supervisors will complete SOF Reports and UOF Reports in IAPro / BlueTeam in accordance with reporting standards and timelines established in this policy.

- All SOF and UOF reporting will be initiated during the same work shift in which the incident occurred.

E. The purpose of a UOF Report is to document an applicable Use of Force against a person by a Department employee in the performance of their duties. It is part of an Administrative Review process required by this Policy whenever an employee is involved in a Use of Force as defined in Operations Order 1.5.00.

F. During the Use of Force reporting process, supervisors will conduct Fact-Finding & Preliminary Questioning in order to document what occurred; if a plausible allegation of a Force-related policy violation is identified, the incident will be referred to the Professional Standards Bureau (PSB) in accordance with this policy.

NOTE: A UOF Report is **NOT** a formal Misconduct Investigation as defined in Operations Order 2.2.00. Therefore, a Notice of Investigation is **NOT** required unless the UOF qualifies as a Critical Incident, **OR** there is a known plausible allegation of a policy violation which requires the initiation of a separate Misconduct Investigation.

G. The responsibilities for the Investigation and Administrative Review of Level 3 Uses of Force and Special Reporting Circumstances will be conducted by members of PSB and the Critical Incident Response Team (CIRT).

(1) PSB will be notified as soon as practicable, by the Duty Commander, Duty Lieutenant, or their designee, under any of the following circumstances:

- All Uses of Deadly Force, including Officer-Involved Shootings (OIS)
- Any other Level 3 Uses of Forces as defined in Operations Order 1.5.00
- Any In-Custody Death (ICD) – Non-Use of Force Special Reporting Circumstance
- Any On-duty Firearm Discharge (Animal/Non-human Target, On-duty, police incident Negligent Firearm Discharge, or On-duty, non-police incident Negligent Firearm Discharge) – Non-Use of Force Special Reporting Circumstance
- After Fact-Finding & Preliminary Questioning is conducted by an on-scene supervisor, any Level 2 Use of Force incident that involves a plausible allegation of a Force-related policy violation or any other Force-related Misconduct

1. H. The Quality Assurance and Standards Unit (QASU) will inspect closed Show of Force and Use of Force reports to ensure compliance with department policy and standards.

2. **GENERAL FORCE REPORTING PROCEDURES**

A. All Uses of Force by Phoenix Police employees are reportable.

NOTE: Minimal Force is NOT considered a Use of Force for the purposes of reporting.

B. One UOF Report will be completed per person that Force was used against, per incident (event). The level of a UOF Report will be determined by the highest level of force during an incident.

EXAMPLE: If an incident involves employees using multiple force response options on one person that rise to both Levels 1 and 2, only a single Level 2 Use of Force Report will be created. The Level 2 report will include the Level 1 elements of force.

C. If the UOF incident includes a supervisor as an involved employee who applied Force on a person, or if that supervisor issued a Force-related order to an employee resulting in a Force application during the incident, either an uninvolved peer supervisor or a higher-level supervisor will complete the necessary UOF Report, as determined by a Lieutenant or above.

D. UOF Reports will not be used to document Injuries to persons when the Injuries are **not** related to a police Use of Force. UOF reporting does not include Injuries a person received **prior** to an interaction with police employees and does not include Injuries incurred by a person due to their own actions (self-inflicted) not related to an employee's Use of Force. Such occurrences will be documented in BlueTeam using an Injured Person incident.

NOTE: BlueTeam Injured Person (INJ) incidents and Administrative Inquiry incidents (INQ) will **never** be used to document employee Uses of Force.

E. All Shows of Force by Phoenix Police employees are reportable. Shows of Force will be reported as specified in this policy.

F. Minimal Force is **not** a reportable Use of Force and should not be reported as a Use of Force.

G. UOF Administrative Reviews and their Policy Outcome Determinations are divided between four separate review paths depending on the level of Force used and/or the circumstances of the incident:

- An involved employee's chain of command,
- The Force Evaluation and Review Unit (OIB) chain of command,
- The Professional Standards Bureau (PSB) chain of command, and/or
- The Police Chief, or their designee (as a part of the review of Critical Incidents)

The following links can be used to quickly access sections of this policy:

Section 3. - Show of Force (SOF) Reporting Guidelines
Section 4. - Level 1 Use of Force (UOF) Reporting Guidelines
Section 5 - Level 2 Use of Force (UOF) Reporting Guidelines
Section 6 - Level 3 Use of Force (UOF) Reporting Guidelines
Section 7 – Crowd Use of Force (UOF) Reporting Guidelines
Section 8 - Policy Outcome Determinations

3. **SHOW OF FORCE (SOF) REPORTING GUIDELINES**

A. General Reporting Procedures	• **ALL** qualifying Shows of Force require the completion of a SOF Report in IAPro. • Show of Force reporting will be initiated with the completion of a Show of Force Notification Form by an involved employee or a supervisor. • Precinct/Bureau Quality Assurance Sergeants (QAS) will receive all Show of Force Notification Forms and enter SOF Reports into IAPro. • Only **one** SOF Report is required for any incident involving a Show of Force. Multiple persons and multiple employees may be listed in the same SOF Report in IAPro. **NOTE:** This differs from Use of Force reporting, which requires one UOF report for each person force was used against. • A SOF Report is required **in addition to** any UOF Report (Levels 1, 2 or 3) regarding the same incident, because SOF and UOF **must** be reported separately in IAPro/BlueTeam. • Employees will make sure to select "Yes" for "Show of Force" in the Header section under Secondary Reporting Information of the Case Report (CR). In the "Supervisor Notified" drop-down menu, employees will also identify which supervisor was notified of the SOF as well as when the supervisor was "Notified On". • A Show of Force does **not** include the following: * The act of removing a Department-approved weapon system from a holster or case by an employee; * The display of a Department-approved weapons system by an employee who is simply holding, wearing, or otherwise possessing the item; * The presentation of a Department-approved weapon system at a low-ready position or any other position when the weapon is not pointed at or in the direction of any person.
B. Employee Responsibilities	**After a reportable Show of Force occurs:** • Employees will notify a sworn supervisor as soon as practicable. **Within the same work shift in which a Show of Force occurs:** • At the direction of a supervisor, any employee involved in a Show of Force incident may be responsible for completing the Show of Force Notification Form on behalf of **all involved employees**. • Only **one** Show of Force Notification Form will be submitted for any incident involving a Show of Force. **NOTE:** When a Level 2 or Level 3 Use of Force **and** a Show of Force occur during the **same incident**, the designated employee or supervisor will complete and submit a Show of Force Notification Form for the SOF portion of that incident **only**; Level 2 and 3 UOF Reports will be initiated by a Reporting Supervisor in BlueTeam. • The designated employee completing the Show of Force Notification Form will mark the "Precinct of Occurrence" field to route the form to the correct QA staff for the precinct which the SOF occurred in. **EXCEPTION:** If a Show of Force occurred outside the City, the employee will select the precinct geographically closest to the location where the SOF occurred on the Show of Force Notification Form (*e.g.*, if the SOF was used in Chandler, AZ, the "Precinct of Occurrence" field will be marked as the South Mountain Precinct). **TSB ONLY:** If Tactical Support Bureau (TSB) personnel are responsible for submitting a Show of Force Notification Form, they will select "TSB Use Only" as the Precinct of Occurrence. (continued on next)

3. **SHOW OF FORCE (SOF) REPORTING GUIDELINES** (Continued)

B. Employee Responsibilities (continued)	• **If an employee is designated** to complete the Show of Force Notification Form, they will be responsible for documenting the details and nature of the SOF in the "SOF Justification" text box. • The Show of Force Notification Form **must** be completed and submitted by the end of the shift in which the SOF occurred, unless otherwise approved by a Lieutenant, or higher, based on extenuating circumstances. **Additional considerations:** • Employees are not required to mark their body-worn camera (BWC) video for SOF reporting.
C. Supervisor Responsibilities	**Within the same work shift in which a Show of Force occurs:** • Supervisors will ensure a Show of Force Notification Form is completed when applicable and designate an employee to submit the form, or the supervisor will complete the form for the incident. The form will include ALL employees who engaged in the Show of Force during that incident. **NOTE:** When a Level 2 or Level 3 Use of Force **and** a Show of Force occur during the **same incident**, the Responding Supervisor will ensure a Show of Force Notification Form is completed and submitted for the SOF portion of the incident **only**. **On a monthly basis:** • Supervisors will monitor employee SOF totals in BlueTeam using the Employee Explorer feature and review them as appropriate for training and oversight purposes. **Additional considerations:** • If a supervisor engaged in a qualifying Show of Force during an incident, the supervisor will ensure the employee submitting the Show of Force Notification Form includes the supervisor's information on the form. • A supervisor is **not** required to respond to the scene of an incident involving **only** a Show of Force. • Supervisory BWC review is **not** required for an incident involving **only** a Show of Force.
D. Precinct / Bureau QAS Responsibilities	**Within 14 days of receiving a Show of Force Notification Form:** • Precinct/Bureau QA staff will receive Show of Force Notification Forms from the field and enter the required SOF Reports directly into IAPro. • QA staff will refer to related CRs to obtain additional information, as needed. • After entering and reviewing all required information, QA staff will complete and close the SOF Report in IAPro. **Additional considerations:** • Show of Force Reports do not receive Policy Outcome Determinations. • QA staff BWC review is **not** required for a SOF Report.
E. Quality Assurance and Standards Unit	• Personnel from the Quality Assurance and Standards Unit will inspect closed SOF Reports to ensure compliance with Department policy and standards.
F. Show of Force Reporting Assistance	• For questions about SOF Reporting or the Show of Force Notification Form, please contact Precinct/Bureau QA staff.

4. **LEVEL 1 USE OF FORCE (UOF) REPORTING GUIDELINES**

A. General Reporting Procedures	• **ALL** Level 1 Uses of Force require the completion of a Level 1 UOF Report in BlueTeam. • Level 1 UOF reporting will be initiated with the completion of a Level 1 Use of Force Notification Form by an involved employee or a supervisor.

4. **LEVEL 1 USE OF FORCE (UOF) REPORTING GUIDELINES** (Continued)

A. General Reporting Procedures (continued)	• Precinct / Bureau Quality Assurance Sergeants (QAS) will receive Level 1 Use of Force Notification Forms from the field and enter Level 1 UOF Reports into BlueTeam. • A **separate** Level 1 UOF Report is required for **each** person Force was used against per incident (event). * **Each** report requires **all** employees directly involved in using Force against a person be linked in the Level 1 UOF report in BlueTeam. **NOTE:** This differs from Show of Force reporting, which can include multiple persons and / or multiple employees within a single SOF Report. • Any incident involving Level 2 or Level 3 Uses of Force, in addition to Level 1 Use of Force, will be reported according to the highest level of force used in the incident. **EXAMPLE:** During an incident, three employees use Level 1 Force and one employee uses qualifying Level 2 Force; the incident will be reported as a Level 2 Use of Force in accordance with the directives of this policy. • Employees will make sure to select "Yes" for "Show of Force" in the Header section under Secondary Reporting Information of the Case Report (CR). In the "Supervisor Notified" drop-down menu, employees will also identify which supervisor was notified of the SOF as well as when the supervisor was "Notified On". • **All** Level 1 Uses of Force must receive a Policy Outcome Determination as part of the Administrative Review process.
B. Special Circumstance Guidelines – Level 1 Use of Force	• If the employee/s involved in a Level 1 UOF are assigned to a unit without a Precinct / Bureau Quality Assurance Sergeant, the Force Notification Form will be forwarded to the QA staff of the precinct where the incident occurred, or to the precinct closest to where the UOF occurred when the incident was outside the city. In such instances, the Precinct QA staff will create the Level 1 UOF Report in BlueTeam and route it to the original chain of command for a Policy Outcome Determination. • When all involved employees are supervised by a non-sworn employee, the Level 1 UOF Report will be forwarded to the next-highest sworn supervisor within the employees' chain of command for review and a Policy Outcome Determination.
C. Employee Responsibilities	**After a reportable Level 1 Use of Force occurs:** • Employees will notify a sworn supervisor as soon as practicable. **Within the same work shift in which a Level 1 Use of Force occurs:** • At the direction of a field supervisor, any employee involved in a Level 1 UOF incident may be responsible for completing the Level 1 Use of Force Notification Form on behalf of **all involved employees**. • A separate Level 1 Use of Force Notification Form will be submitted for each person that force was used against. **NOTE:** When a Level 2 or Level 3 Use of Force **and** a Level 1 Use of Force occur during the **same incident**, no Force Notification Form will be submitted because the incident will be reported as the highest level of force occurring within the incident. However, if a Show of Force **also** occurred during that incident, then a Show of Force Notification would be required to report **only** the Show of Force. • The designated employee completing the Level 1 Use of Force Notification Form for an incident will mark the "Precinct of Occurrence" field to route the form to the correct QA staff for the precinct in which the Level 1 UOF incident occurred in. (Exception, TSB only - Continued on next)

4. **LEVEL 1 USE OF FORCE (UOF) REPORTING GUIDELINES** (Continued)

C. Employee Responsibilities (continued)	**EXCEPTION:** If a Level 1 Use of Force occurred outside the City, the employee will select the precinct geographically closest to the location where the UOF occurred on the Level 1 Use of Force Notification Form (e.g. if force was used in Chandler, AZ, the "Precinct of Occurrence" will be marked as the South Mountain Precinct.)
	
	TSB ONLY: If TSB personnel are responsible for submitting a Level 1 Use of Force Notification Form, they will select "TSB Use Only" as the "Precinct of Occurrence".
	
	• **Each employee** who applied force during a Level 1 UOF is responsible for documenting their own role and actions in a CR or Officer Narrative.
	  * Employees will make sure to select "Yes" for "Show of Force" in the Header section under Secondary Reporting Information of the Case Report (CR). In the "Supervisor Notified" drop-down menu, employees will also identify which supervisor was notified of the SOF as well as when the supervisor was "Notified On".
	  * The CR must be completed by the end of the shift in which the UOF occurred, unless otherwise approved by a Lieutenant or higher based on extenuating circumstances.
	• The Level 1 Use of Force Notification Form **must** be completed and submitted by the end of the shift in which the Level 1 Use of Force occurred, unless otherwise approved by a Lieutenant or higher based on extenuating circumstances.
	
	By the end of the next consecutive work shift after a Level 1 Use of Force occurs:
	
	• **All** employees who engage in a Use of Force during an incident must review **AND** mark their BWC footage at all instances where they used force during the incident.
	  * While employees may complete this task during the same work shift in which the incident occurs, consideration for added time will be provided due to potential video upload delays.
	
	Additional considerations:
	
	• None.

D. Supervisor Responsibilities	**Within the same work shift in which a Level 1 Use of Force occurs:** • Supervisors will ensure a Level 1 Use of Force Notification Form is completed when applicable and designate an employee to submit the form or the supervisor will complete the form for the incident. The Form will include **ALL** employees who engaged in the Level 1 UOF during that incident. * If a SOF occurred with the Level 1 UOF incident, the designated employee or supervisor will submit a separate Show of Force Notification Form for all employees who engaged in the Show of Force during the incident. **NOTE:** When a Level 2 or Level 3 Use of Force **and** a Level 1 Use of Force occur during the **same incident**, **NO** Force Notification Form will be submitted by an employee because the incident will be reported as the highest level of Force occurring within the incident; the Reporting Supervisor will include the Level 1 Force in the appropriate UOF report. **Additional considerations:** • If a supervisor was directly involved in the application of force during a Level 1 Use of Force incident, that supervisor must complete a CR, documenting their role and actions during that incident. • The supervisor will ensure the employee or supervisor submitting the Level 1 Use of Force Notification Form includes their information on the Form. • A supervisor is **not** required to respond to the scene of an incident involving **only** a Level 1 UOF and/or SOF.

4. **LEVEL 1 USE OF FORCE (UOF) REPORTING GUIDELINES** (Continued)

E. Precinct / Bureau QAS Responsibilities	**Within 14 days of receiving a Force Notification Form:** • Precinct/Bureau Quality Assurance staff will receive Level 1 Use of Force Notification Forms from the field and enter Level 1 UOF Reports into BlueTeam. The Quality Assurance Sergeant is considered the Reporting Supervisor on Level 1 UOF Reports. • Precinct / Bureau Quality Assurance staff will ensure the Level 1 UOF Report for includes: ∗ Ensure all involved employees are linked ∗ The report has the correct involved person linked ∗ Verify relevant BWC and digital photographs URLs are attached ∗ Confirm relevant CRs are attached ∗ Confirm the TEW Logs are attached, when applicable ∗ Check the BlueTeam report data elements for accuracy and completeness • QA staff will forward completed Level 1 UOF Reports to a designated Lieutenant for review and Policy Outcome Determination. **Within 14 days of receiving a Level 1 Use of Force Report in BlueTeam that has been assigned a Policy Outcome Determination:** • QA staff will receive the reviewed incident in BlueTeam and import it into IAPro as soon as practicable, to complete and close the Report. **Additional considerations:** • QA staff do not render Policy Outcome Determinations for Level 1 UOF incidents. • QA staff are not required to review BWC footage for a Level 1 UOF Report.
F. Precinct / Bureau Lieutenant	**Within 14 days of receiving a Level 1 Use of Force Report form the Precinct / Bureau QA staff in BlueTeam:** • A designated Lieutenant from the chain of command of any of the employee/s involved in a Level 1 UOF incident will receive the Level 1 UOF Report in BlueTeam. • Within 14 days of receiving the incident in BlueTeam, the Lieutenant will review the incident and render a Policy Outcome Determination in accordance with this policy. • BWC review is required for a Level 1 Use of Force, prior to the rendering of a Policy Outcome Determination by the designated Lieutenant. • **If the Reviewing Lieutenant believes that a Force-related policy violation occurred, FERU will be consulted to review the incident with the designated Lieutenant / chain of command.** • After rendering a Policy Outcome Determination, the Lieutenant will route the Level 1 UOF Report back to Precinct / Bureau QA staff in BlueTeam, and CC the next-higher level supervisor on the BlueTeam routing. • For questions about Level 1 Force reporting or the Force Notification Form, please contact Precinct/Bureau QA staff.
G. Level 1 Use of Force Reporting Assistance	• For questions about Level 1 Force reporting or the Level 1 Use of Force Notification Form, please contact Precinct/Bureau QA staff.
H. QASU	• QASU will inspect closed Level 1 UOF Reports to ensure compliance with Department policy and standards.

5. **LEVEL 2 USE OF FORCE (UOF) REPORTING GUIDELINES**

A. General Reporting Procedures	• **ALL** Level 2 UOF reports will be completed in BlueTeam. • Force Notification Forms **will not** be used to report Level 2 Uses of Force. • A supervisor is **required** to respond to the scene of **ALL** Level 2 Uses of Force. (Continued on next)

5. **LEVEL 2 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

A. General Reporting Procedures (continued)	• Level 2 UOF reporting will be initiated in BlueTeam by a Responding Supervisor.
	  * With Lieutenant approval, the Responding Supervisor may request that QA staff reassign a Level 2 UOF Report to a different supervisor (Reporting Supervisor) after initial entry of the incident. The Reporting Supervisor will complete and submit the Level 2 UOF Report within prescribed time limits.
	  * The Responding Supervisor and Reporting Supervisor may or may not be the same person.
	• A **separate** Level 2 UOF Report is required for **each** person Force was used against per incident (event).
	  * **Each** report requires **all** employees directly involved in using Force against a person be linked in the Level 2 Use of Force report in BlueTeam.
	  NOTE: This differs from Show of Force reporting, which can feature multiple persons and multiple employees within a single SOF Report.
	• If a qualifying Show of Force occurs during a Level 2 Use of Force incident, the Responding Supervisor will complete, or direct an employee to complete, a Show of Force Notification Form regarding **ONLY** the SOF portion of the incident.
	  * In IAPro / BlueTeam, Show of Force and Use of Force are reported separately.
	• Any incident involving Level 1 Uses of Force, in addition to Level 2 Uses of Force, will be reported according to the highest level of force used in the incident (*i.e.*, Level 2).
	  EXAMPLE: During an incident, two employees use Level 2 Force Response Options and one employee uses qualifying Level 1 Force. The incident will be reported as a Level 2 Use of Force, with the Level 1 Force elements included in the Level 2 UOF Report.
	• Employees will make sure to select "Yes" for "Show of Force" in the Header section under Secondary Reporting Information of the Case Report (CR). In the "Supervisor Notified" drop-down menu, employees will also identify which supervisor was notified of the SOF as well as when the supervisor was "Notified On"
	• **All** Level 2 Uses of Force must receive a Policy Outcome Determination as part of the Administrative Review process; as well as an Evaluation by the Force Evaluation & Review Unit.

B. Special Circumstance Guidelines – Level 2 Use of Force	• If the unit of the employees involved in a Level 2 UOF do not have a Quality Assurance Sergeant, the incident will be forwarded to the QA staff of the precinct closest to where the UOF incident occurred. In such instances, the Precinct QA staff will submit the UOF report to the Force Evaluation & Review Unit for Administrative Review. • When all involved employees are supervised by a non-sworn employee, a sworn supervisor from the Precinct where the Level 2 UOF occurred will be notified and designated as the Responding and Reporting Supervisor. The UOF report will be routed to that Precinct's QA staff who will submit the report to the Force Evaluation & Review Unit for Administrative Review. • All Level 2 UOF resulting in a canine bite will be administratively reviewed by TSB in accordance with the TSB manual.
C. Employee Responsibilities	**After a reportable Level 2 Use of Force occurs:** • Employees will notify a sworn supervisor as soon as practicable. **Within the same work shift in which a Level 2 Use of Force occurs:** • **Each employee** who applied any level of force during a Level 2 UOF is responsible for documenting their own role and actions in a CR * Employees will make sure to select "Yes" for "Show of Force" in the Header section under Secondary Reporting Information of the Case Report (CR). In the "Supervisor Notified" drop-down menu, employees will also identify which supervisor was notified of the SOF as well as when the supervisor was "Notified On" (continued on next)

5. **LEVEL 2 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

C. Employee Responsibilities (continued)

- ∗ The CR must be completed by the end of the shift in which the UOF occurred, unless otherwise approved by a Lieutenant or higher based on extenuating circumstances.

- If a qualifying Show of Force occurs during a Level 2 Use of Force incident, a designated employee or supervisor will complete a Show of Force Notification Form **ONLY** for the SOF portion of the incident; the UOF reporting will be initiated by the Responding Supervisor.

  NOTE: Level 1 Use of Force Notification Forms **will not** be used to report Level 2 Uses of Force. Any Level 1 Force occurring during a Level 2 Use of Force incident will be documented in a Level 2 UOF Report.

By the end of the next consecutive work shift after a Level 2 Use of Force occurs:

- **All** employees who engage in a Use of Force during an incident must review **AND** mark their BWC footage at all instances where they used force during the incident.
  - ∗ While employees may complete this task during the same work shift in which the incident occurs, consideration for added time will be provided due to potential video upload delays.

Additional considerations:

- None.

D. Supervisor Responsibilities

After a being notified that a Level 2 Use of Force has occurred:

- A supervisor will respond to the scene as soon as practicable; this supervisor will be considered the Responding Supervisor.

Upon arrival at the scene, the Responding Supervisor will:

- Conduct Fact-Finding & Preliminary Questioning to include:
  - ∗ Speak with involved officers regarding details of the incident
  - ∗ Identify and interview any witnesses who may have observed the Use of Force
  - ∗ Ensure photographs are taken of the involved person, all involved employees, and the scene
  - ∗ Visually examine the person on whom force was used to document any Injuries sustained during the UOF incident
- As soon as practicable, the Responding Supervisor will notify the Duty Lieutenant responsible for the area in which the Level 2 UOF occurred.
- After initial Fact-Finding & Preliminary Questioning has occurred, the Responding Supervisor will review the FERU Referral Form on PolicePoint – Patrol Resources to determine if any of the criteria listed occurred during the UOF incident.
  - ∗ When **ANY** of the criteria are met, the on-scene, Responding Supervisor will contact the standby FERU Lieutenant as soon as practicable

    NOTE: When there is uncertainty if an incident qualifies as a Level 2 or Level 3 UOF, the Responding Supervisor will contact the Duty Lieutenant for guidance. When appropriate, the Lieutenant will contact the FERU Lieutenant for consultation.
- If the Responding Supervisor or Duty Lieutenant identifies a plausible allegation of a force-related policy violation, PSB will be contacted immediately for guidance.
  - ∗ The Reporting Supervisor will document in the Summary narrative section of the Level 2 UOF report that PSB was contacted from the scene of the incident.

Within the same work shift in which a Level 2 Use of Force occurs:

- The Responding Supervisor **will** initiate the Level 2 UOF Report in BlueTeam by the end of the shift in which the UOF occurred, unless otherwise approved by a Lieutenant or higher based on extenuating circumstances.

(continued on next)

5. **LEVEL 2 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

D. Supervisor Responsibilities (continued)

- At the time of creation, the Level 2 UOF Report should contain a minimum of the following:
  - Date of occurrence
  - Time of occurrence
  - Location, to include the address, the precinct, and the beat of occurrence
  - Case Report number
  - Reason for Using Force and Service Being Rendered
  - Select if the person was arrested
  - Link the Involved Person (who Force was used against)
  - Link **all** Involved Employees
- Level 2 UOF Reports may be completed by the Responding Supervisor -OR- administratively reassigned to a different (Reporting) Supervisor for completion with Lieutenant approval.

  NOTE: When necessary, field generated UOF Reports should be administratively re-assigned in BlueTeam by contacting Precinct / Bureau QA staff.
- Generally, the involved employees' direct supervisor will complete and submit a Level 2 UOF Report.

Within 7 days of a Level 2 Use of Force Report being initiated in BlueTeam:

- All Level 2 Use of Force Reports will include, at minimum, all associated Case Reports (CRs) (PDF files), URL links to incident photographs stored on a Department image server or Axon Capture, URL links to all available BWC footage from the incident, and when applicable, TEW logs (PDF files).
- The Reporting Supervisor will review the involved employees' CRs and Officer Narratives and review the marked sections of BWC footage.
- Supervisors should strongly consider attaching additional materials when those materials provide important information or additional context regarding why Force was applied by an employee during an incident.
  - Examples of such materials could include, but are not limited to: CAD incident information (PDF files), audio recordings of field or phone interviews with citizen witnesses and/or involved persons, audio recordings of police radio communications and/or 911 calls made during an incident (provided by the Communications Bureau upon request), video surveillance footage from nearby locations capturing the force incident, etc.
- While conducting the UOF review, if a plausible allegation of a Force-related policy violation is identified, or if a potential Level 3 Use of Force is discovered, the Reporting Supervisor will contact PSB immediately.
  - If a plausible allegation of a non-Force-related policy violation is identified (*e.g.*, BWC violation, Unprofessional Conduct, etc.) the supervisor will initiate an Investigation in accordance with Operations Order 2.2.00.
- All initial Level 2 UOF Reports will be forwarded to Precinct / Bureau QA staff in BlueTeam for review within 7 days of the original incident and the Reporting Supervisor will CC their next-level supervisor.

If a Level 2 UOF Report is returned for additional information or corrections:

- Upon receiving a report needing corrections, the Reporting Supervisor will have an additional 7 days to make the necessary changes and forward the updated UOF Report back to the Precinct / Bureau QA staff.

Additional considerations:

- If a supervisor was directly involved in the application of force during a Level 2 Use of Force incident, that supervisor must complete a CR, documenting their role and actions during that incident.
- A supervisor directly involved in the application of force will **not** be the Responding, Reporting, or Reviewing Supervisor for a UOF incident in which they applied force or issued a Force-related order resulting a Force application

5. **LEVEL 2 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

E. Precinct / Bureau QAS Responsibilities	**Within 7 days of receiving a Level 2 UOF Report in BlueTeam from a Reporting Supervisor:** • Precinct / Bureau Quality Assurance staff will check the Level 2 UOF Report for completeness including: ∗ Ensure all involved employees are linked ∗ The report has the correct involved person linked ∗ Verify relevant BWC and digital photographs URLs are attached ∗ Confirm relevant CRs are attached ∗ Confirm the TEW Logs are attached, when applicable ∗ Check the BlueTeam report data elements for accuracy and completeness • If additional information is needed for the report, QA staff will route it back to the Reporting Supervisor for corrections. • When the report is complete, QA staff will submit the UOF Report for processing to the Force Evaluation & Review Unit. **Additional considerations:** • QA staff are **not** required to review BWC for a Level 2 Use of Force Report.
F. FERU Administrative Responsibilities	**Upon receiving a Level 2 Use of Force Report from a Precinct / Bureau:** • FERU administrative staff will intake and assign the Level 2 UOF Report to the appropriate Force Evaluation Sergeant.
G. FERU Sergeant Responsibilities	**Within 28 days of receiving a Level 2 Use of Force Report:** • The Force Evaluation Sergeant will conduct a comprehensive Administrative Review and Evaluation of each Level 2 UOF Report assigned to them. • As part of the FERU review, the Force Evaluation Sergeant will do the following: ∗ Review all materials linked to and associated with the Level 2 UOF Report ∗ Conduct an Evaluation of the incident, regarding training & tactics ∗ Complete an Administrative Review & Evaluation summary ∗ Offer Proficiency Training Recommendations (PTR), if applicable ∗ Propose a Policy Outcome Recommendation • Upon completion of the Administrative Review and Evaluation, the incident will be routed to the FERU Lieutenant.
H. FERU Lieutenant Responsibilities	**Within 14 days of receiving a Level 2 Use of Force Report:** • The FERU Lieutenant will review the incident and the Administrative Review & Evaluation summary • For incidents involving a Proficiency Training Recommendation for an involved employee: ∗ The FERU Lieutenant will evaluate whether the PTR is best conducted by the FERU or that employee's work unit. ∗ If the FERU Lieutenant determines the work unit is capable of implementing the PTR, a PTR notification will be sent to the involved employee's chain of command; the employee's supervisor will be responsible for conducting the recommended training at the unit level. ∗ If the FERU Lieutenant determines the PTR requires formal training, the PTR will be assigned to the FERU Proficiency Training Coordinator for scheduling and implementation. (continued on next)

5. **LEVEL 2 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

H. FERU Lieutenant Responsibilities (continued)	• Upon completion of the review, the incident will be routed the reviewing commander in BlueTeam, when applicable. **If designated to render a Policy Outcome Determination:** • The designated Lieutenant will review the incident and the Administrative Review & Evaluation summary and render the Policy Outcome Determination • Upon completion, the Lieutenant submit the UOF incident for processing
I. Precinct / Bureau Commander	**Within 14 days of receiving a Level 2 Use of Force Report:** • The Organizational Integrity Bureau Commander, or designee, will review the incident and the Administrative Review & Evaluation summary and render the Policy Outcome Determination • Upon completion, the Commander will submit the UOF incident for processing.
J. Level 2 Use of Force Reporting Assistance	• For questions about Level 2 UOF reporting, please contact Precinct / Bureau QA staff and/or the Force Evaluation & Review Unit
K. Quality Assurance and Standards Unit	• Personnel from the Quality Assurance and Standards Unit will inspect closed Level 2 UOF Reports to ensure compliance with Department policy and standards.

6. **LEVEL 3 USE OF FORCE (UOF) REPORTING GUIDELINES**

A. General Reporting Procedures	• **ALL** Level 3 Uses of Force require the initiation and completion of a Level 3 Use of Force Report in IAPro / BlueTeam. • A Sergeant and a Lieutenant are required to respond to the scene of **ALL** Level 3 Uses of Force. • The Responding Lieutenant will contact PSB as soon as practicable, once basic Fact-Finding & Preliminary Questioning has been completed at the scene. **NOTE:** When there is uncertainty if an incident qualifies as a Level 2 or Level 3 UOF, the Responding Lieutenant will contact the FERU Lieutenant for consultation prior to contacting PSB. • PSB will evaluate the incident details and determine whether CIRT will respond to the scene based on the Totality of the Circumstances. * CIRT will respond to **ALL** Critical Incidents to include: Officer-Involved Shootings, any other uses of Deadly Force, UOF incidents resulting in death, and all In-Custody Deaths. * The PSB Commander will retain scene response discretion regarding other Level 3 Uses of Force. • If PSB declines to respond to the scene of a Level 3 UOF, a field supervisor will be designated to conduct the on-scene investigation and initiate the Level 3 UOF Report in BlueTeam. • A **separate** UOF Report is required for **each** person Force was used against per incident (event). * **Each** report requires **all** employees directly involved in using Force against a person be linked in the BlueTeam report. **NOTE:** This differs from Show of Force reporting, which can include multiple persons and multiple employees within a single SOF Report. • Force Notification Forms **will not** be used to report Level 3 Uses of Force.

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6. **LEVEL 3 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

A. General Guidelines (continued)	• If a Show of Force occurs during a Level 3 incident, a supervisor will complete, or may direct an employee to complete, a Show of Force Notification Form regarding **ONLY** the SOF portion of the incident. ∗ In IAPro / BlueTeam, Show of Force and Use of Force are reported separately. • Any Level 3 UOF incident which includes Level 1 or 2 Force will be reported according to the highest level of force used in the incident (*i.e.*, Level 3). **EXAMPLE:** During an incident, two employees use Level 2 Force and one employee uses Level 3 force. The incident will be reported as a Level 3 Use of Force, with the Level 2 force elements included in the Level 3 Use of Force Report
B. Employee Responsibilities	**After a reportable Level 3 Use of Force occurs:** • Employees will notify a sworn supervisor as soon as practicable. • If the Level 3 incident qualifies as a Critical Incident, an involved employee will provide the information as outlined in Operations Order 7.10.00, Critical Incident Response Policy, Public Safety Statement, to an on-scene supervisor. **Within the same work shift in which a Level 3 Use of Force occurs:** • Unless otherwise directed by an investigative supervisor, **each employee** involved is responsible for documenting their own role and actions in a CR. • When a Show of Force occurs during a Level 3 UOF incident, if designated by a supervisor, that employee will complete a Show of Force Notification Form regarding **ONLY** the SOF portion of the incident.
C. Responding Sergeant Responsibilities	**As soon as practicable after a being notified that a Level 3 Use of Force has occurred:** • A Sergeant will respond to the scene. **Upon arrival at the scene of a Level 3 Use of Force:** • Conduct Fact-Finding & Preliminary Questioning to include: ∗ Speak with involved officers regarding details of the incident ∗ Identify and interview any witnesses who may have observed the UOF ∗ Visually examine the person force was used on to document any Injuries sustained during the UOF incident and ensure medical assistance is provided, if necessary • As soon as practicable, a Responding Sergeant will notify the Duty Lieutenant responsible for the area in which the UOF occurred. **In circumstances where PSB declines to respond to a Level 3 UOF, and within the same work shift in which the UOF occurred:** • The designated supervisor will ensure photographs are taken of the scene, all involved employees, and involved persons. • If a plausible allegation of a policy violation is identified (*e.g.*, BWC violation, Unprofessional Conduct, etc.) the supervisor will initiate an Investigation in accordance with Operations Order 2.2.00, Misconduct Investigations. ∗ In such cases, the required investigative incident will be initiated in BlueTeam by the designated Reporting Supervisor during the same work shift in which it occurs. **NOTE**: If the alleged policy violation is Force-related, PSB will be contacted immediately to conduct the investigation. (continued on next)

6. **LEVEL 3 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

C. Responding Sergeant Responsibilities (continued)	• A designated supervisor is required to initiate the Level 3 UOF Report in BlueTeam by the end of the shift in which the UOF occurred, unless otherwise approved by a Lieutenant or higher based on extenuating circumstances. At the time of creation, the Level 3 Use of Force Report should contain a minimum of the following: ∗ Date of occurrence ∗ Time of occurrence ∗ Location, to include the address, the precinct, and the beat of occurrence ∗ Case Report number ∗ Reason for Using Force and Service Being Rendered ∗ Select if the person was arrested ∗ Link the Involved Person (who Force was used against) ∗ Link **all** Involved Employees • In circumstances where a designated supervisor is required to initiate a Level 3 UOF Report in BlueTeam, the Report will be forwarded to the on-call PSB Lieutenant for assignment to a PSB Investigator
D. Responding Lieutenant Responsibilities	**As soon as practicable after a being notified that a Level 3 Use of Force has occurred:** • A Lieutenant will respond to the scene. **Upon arrival at the scene of a Level 3 Use of Force or a Critical Incident:** • Confer with the Responding Sergeant regarding basic Fact-Finding & Preliminary Questioning. • As soon as practicable, the Responding Lieutenant will notify the Duty Commander. • The Responding Lieutenant will ensure the on-call PSB Lieutenant is contacted. • If PSB declines to respond to the scene of a Level 3 UOF, the Responding Lieutenant will designate a supervisor to be responsible for gathering requisite information to initiate the UOF report in BlueTeam. • Evaluate the scene to determine if assistance from the Crime Scene Response Unit is needed for processing and documenting the scene. If field personnel are responsible for documenting scene, the Lieutenant will ensure comprehensive photographs and documentation are completed.
E. PSB Responsibilities	• PSB will receive calls for all Level 3 UOF and Critical Incidents, evaluate the incident details, and determine whether CIRT will respond to the scene based on the Totality of the Circumstances. ∗ PSB will respond to **ALL** Critical Incidents to include: Officer-Involved Shootings, any other uses of Deadly Force, UOF incidents resulting in death, and all In-Custody Deaths. ∗ The PSB Commander will retain response discretion regarding other Level 3 Uses of Force. • All Level 3 UOF Reports will be assigned a PSB Investigator, regardless if PSB/CIRT responds to the scene. • If PSB responds to the scene, the designated PSB Investigator/s will initiate the Level 3 UOF Report in BlueTeam, as well as the appropriate Critical Incident Investigation report in IAPro (if necessary) prior to the end of the work shift in which the Level 3 UOF and/or Critical Incident occurs. • At the time of creation, the Level 3 UOF Report will contain a minimum of: ∗ Date of occurrence ∗ Time of occurrence ∗ Location, to include the address, the precinct, and the beat of occurrence ∗ Case Report number ∗ Reason for Using Force and Service Being Rendered ∗ Select if the person was arrested ∗ Link the Involved Person (who Force was used against) ∗ Link **all** Involved Employees (continued on next)

6. **LEVEL 3 USE OF FORCE (UOF) REPORTING GUIDELINES** (continued)

F. PSB Responsibilities	• All Level 3 Use of Force Reports will be Administratively Reviewed, and a Policy Outcome Determination will be rendered by the PSB Commander. **EXCEPTION:** Critical Incidents are reviewed by the Critical Incident Review Board and receive a Policy Outcome Determination by the Police Chief or their designee. • PSB will complete and close all Level 3 UOF reports in IAPro following the Policy Outcome Determination. • Evaluations of Level 3 Uses of Force for the purposes of developing Proficiency Training Recommendations and/or potential policy revisions will be conducted by the Force Evaluation & Review Unit.

7. **CROWD USE OF FORCE (UOF) REPORTING GUIDELINES**

A. FERU Field Deployment	• FERU will deploy whenever the Public Safety Response Team (PSRT) responds to an event. • A FERU sergeant will assist in ensuring accurate UOF documentation is completed and coordinate with supervisors to maintain compliance with reporting standards.
B. FERU Responsibilities	• FERU will be responsible for reviewing all Levels of UOF incidents used on a crowd.
C. Field Reporting	• SOF: SOFs that occur during a PSRT event will be completed as outlined in Section 3 of this policy. • Level 1 UOF: Employees will initially follow reporting procedures in Section 4 of this policy, with the exception that QA staff will forward Level 1 reports to FERU for a Policy Outcome Determination. • Level 2 UOF: Employees will follow reporting procedures in Section 5 of this policy. • Level 3 UOF: Employees will follow reporting procedures in Section 6 of this policy.
D. QASU	• QASU will inspect closed crowd management-related SOF reports and Levels 1 and 2 UOF reports to ensure compliance with Department policy and standards.

8. **POLICY OUTCOME DETERMINATIONS**

A. A Policy Outcome Determination is a decision regarding whether actions of employees involved in a Use of Force are within the guidelines and standards set forth by Department policy.

B. Policy Outcome Determinations **apply to all Levels of Use of Force** (1, 2, and 3).

NOTE: Show of Force Reports do not receive Policy Outcome Determinations.

C. A Policy Outcome Determination must be applied individually to **each employee** involved in a Use of Force incident; a Determination does not automatically extend to all involved employees in an incident.

D. Policy Outcome Determinations regarding Use of Force include the following:

(1) Within Policy	• **The force applied by an employee is determined to be** both **necessary** and **proportional,** based on **the Totality of the Circumstances,** and therefore **Objectively Reasonable.**
(2) Within Policy – with Secondary Policy Shortfall	• The employee's involvement in the Use of Force was Within Policy, **but** while reviewing the incident, a separate Allegation of employee Misconduct or a Minor Policy Violation was identified, where the alleged Misconduct or Minor Policy Violation **was unrelated to using Force.**

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8. D. Policy Outcome Determinations regarding Use of Force include the following: (continued)

(2) Within Policy – with Secondary Policy Shortfall (continued)	• The use of this Policy Outcome Determination requires the creation of a new, separate internal Investigation incident in IAPro/BlueTeam to document and investigate the alleged Misconduct or Minor Policy Violation. **EXAMPLE1:** While reviewing a Level 2 Use of Force, it is determined that an employee did not activate their body-worn camera in accordance with Department policy. The Use of Force itself is determined to be Within Policy, however, the failure to properly activate the BWC requires the initiation of a separate Investigation in BlueTeam/IAPro. The involved employee's Use of Force Policy Outcome Determination should be designated *Within Policy with Secondary Policy Shortfall*. **EXAMPLE2:** While reviewing a Level 2 Use of Force, it is determined that an employee behaved in manner that may constitute Unprofessional Conduct. The Use of Force itself was determined to be Within Policy, but because a Misconduct Investigation was required for the allegation of Unprofessional Conduct, the Use of Force was designated Within Policy with Secondary Policy Shortfall. **NOTE:** The required internal investigative incident in IAPro / BlueTeam created to document the Secondary Policy Shortfall will be administratively linked to the UOF Report in IAPro by administrative staff prior to being marked complete. Supervisors should ensure the same Case Folder number is used for both incidents.
(3) Force Not Within Policy	• **Force used by an employee that is determined to be unnecessary and / or disproportionate, based on the Totality of the Circumstances.** • When completing the BlueTeam UOF Report, the person completing the BlueTeam report will select "Not Within Policy – Improper Force". **NOTE:** When a Force Not Within Policy determination is rendered, the Commander or Lieutenant making the determination will articulate in the UOF Report Summary **OR** in the Routing instructions the circumstances causing the Force to be unnecessary and/or disproportionate.

E. Policy Outcome Determinations are used **ONLY** in Administrative Reviews and do not apply to allegations of employee Misconduct.

- Policy Outcome Determinations differ from Findings (*i.e.*, Exonerated, Unfounded, Unresolved, or Sustained); Findings specifically apply to Allegations and are issued at the conclusion of Investigations.

F. The following personnel will be responsible for issuing Policy Outcome Determinations, depending on the Report level and the circumstances of the UOF incident:

(1) **Level 1 Uses of Force:**

- A Designated Reviewing Supervisor (Lieutenant) will render the Policy Outcome Determination

(2) **Level 2 Uses of Force:**

- The Organizational Integrity Bureau Commander, or designee

(3) **Level 3 Uses of Force:**

- The Professional Standards Bureau Commander will render the Policy Outcome Determination for all Administrative Reviews of non-Critical Incident Level 3 Use of Force Reports.
- The Critical Incident Review Board (CIRB) will recommend the Policy Outcome Determination for all Critical Incidents (*i.e.*, all Officer-Involved Shootings, any application of Deadly Force, and/or any Level 3 Use of Force incident designated as a Critical Incident by the Police Chief), the Police Chief or their designee will render the final Policy Outcome Determination.

8. F. (4) **Special Reporting Circumstances:**

- The CIRB will render the Findings for all In-Custody Death or On-duty, police incident Negligent Firearm Discharge Critical Incident Investigations.
- The CIRB Chairperson will render the Findings for all Animal/Non-human Target Firearm Discharges and On-duty, non-police incident Negligent Firearm Discharges.

G. Timelines for rendering a Policy Outcome Determination and submittal for processing in IAPro, following receipt of the Use of Force Report, or referral to the Critical Incident Review Board (CIRB):

(1) **Level 1 Use of Force:** Within 14 days of receipt by the Designated Reviewing Supervisor (Lieutenant).

(2) **Level 2 Use of Force:** Within 14 days of receipt by the Commander, or designee.

(3) **Level 3 Use of Force, Non-Critical Incident:** Within 28 days of receipt by the Professional Standards Bureau Commander for all non-Critical Incident Level 3 Uses of Force.

(4) **Level 3 Use of Force, Critical Incident Investigations:** Within 28 days following the recommendation from the CIRB for any Critical Incident Level 3 Use of Force Report (all Officer-Involved Shootings, any application of Deadly Force, and/or any Level 3 Use of Force incident designated as a Critical Incident by the Police Chief).

(5) **Special Reporting Circumstances, Critical Incident Investigations:** Within 28 days following the recommendation from the CIRB for any In-Custody Death (Critical Incident Investigation), any negligent On-duty, police incident Firearm Discharge, or any non-Use of Force incident designated as a Critical Incident by the Police Chief.

(6) **Special Reporting Circumstances, Non-Critical Incident:** Within 28 days of referral to the CIRB Chairperson for any Animal/Non-human Target Firearm Discharges or On-duty, non-police Negligent Firearm Discharges.

Last Organizational Review: