

## Use of Force



### Use of Force Reporting & Review

Order  
12.103

#### A. Policy

Use of force reporting should include influential circumstances and/or force variables of the incident. These may include factors such as officer's size versus suspect's size, officer's ability versus suspect's ability, suspect's actions, and demeanor, etc.

In any analysis of a use of force incident, consideration must be made for the fact officers are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving about the amount of force necessary in a particular situation (*Graham v Connor, U.S. Sup. Ct.*).

#### B. Purpose

The proper reporting and review of use of force incidents will provide consistency and transparency, as well as assist in ensuring techniques and equipment remain adaptable and relevant to situations present in law enforcement.

#### C. Definitions

1. Involved Citizen: Recipient of force used.
2. Involved Employee: Employee who used or assisted in the use of force on a subject.
3. Witness Citizen: Any witness to the use of force who are not employees.
4. Witness Employee: Employee who may have been present at the time force was used but was not involved in the application of this force.
5. Use of Force Report: BlueTeam documentation, all related Body Worn Camera (BWC) video, reports, supplements, and street checks.

#### D. Procedures

1. A Use of Force form (BlueTeam) will be completed and submitted by a supervisor when the following force options are used:
  - a. Pointing a firearm at a person or group, as defined by "On-Target" in [Order 12.106 High Risk Vehicle Stops](#).
  - b. Chemical agent (when deployed at or toward a person or group).
  - c. Taser® (drive stun mode or probes deployed at or toward a person or group).
  - d. Strikes (punches and/or elbow or knee strikes or foot kicks).
  - e. Takedowns.
  - f. Impact device (e.g., ASP, PR24, flashlight, etc.).
  - g. Less-lethal launcher (e.g., High Pressure Air Delivery System (PepperBall), ARWEN, etc.).
  - h. Police K-9 bite.
  - i. Any use of the Grappler Police Bumper, whether successful or unsuccessful.
  - j. Vehicle Containment or Vehicle Pinning, as defined in [Order 07.108 Vehicle Demobilization Techniques](#).
  - k. Distraction Device (DD), as defined in [Order 12.105 Distraction Devices](#).
  - l. Lethal force (e.g., discharge of firearm at or toward a person, or use of another object or device that, in the fashion it is used, constitutes a deadly weapon or dangerous instrument).
  - m. Any use of force resulting in an injury or complaint of an injury.

## 2. Involved-Employee Reporting Responsibilities

- a. Notify your primary supervisor of the incident as soon as practical, and at the latest, prior to securing at the end of your shift. Should the primary supervisor not be available, ensure another supervisor is notified prior to the end of shift.
  - Preferably the supervisor who is notified should then be responsible for the review of any relevant reports associated with this incident.
- b. When an employee applies force during the course of an incident or investigation that is not a critical incident, the employee will complete the original report or a supplement to the original General Offense (GO) report,

including documenting any force applied.

- c. If the employee applying force is listed as a victim of a criminal offense (e.g., aggravated assault), a separate GO shall be generated and an officer not involved in the incident will interview the victim employee(s). Victim employee(s) shall not complete a report under a GO in which they are listed as a victim.
  - 1) The interviewing officer will gather the facts and circumstances regarding any use of force applied by the victim employee(s) and document this in their report. The interviewing officer shall reference in their report the original GO associated with the investigation that preceded the employee becoming a victim in their report.
  - 2) A victim employee will document their actions and use of force, as applicable, in the original GO associated with the investigation that preceded the employee becoming a victim.
- d. Impound any related BWC video with the correct GO number and categorize (tag) the video as a “use of force” to ensure the video is retained in accordance with current BWC policy.
- e. All reports related to a Use of Force incident, which requires a Blue Team entry, that is not a critical incident shall be treated as Priority One reports and shall be completed and approved by a supervisor prior to the employee(s) securing from shift.

### 3. Supervisory Reporting Responsibilities

- a. Learn the circumstances regarding the use of force to include viewing all BWC video related to the use of force.
  - All BWC video related to the use of force shall be viewed on a laptop or desktop computer via Evidence.com to ensure an accurate audit trail is established.
- b. When an officer applying force is also the victim of a crime, ensure an officer not involved in the incident investigates the circumstances, interviews the victim officer(s), and writes the original report.
- c. Ensure all relevant information is written accurately within a report, Street Check, etc.
- d. Once all BWC videos and reports are reviewed, complete a BlueTeam entry for the incident.

- e. If the elements of the incident suggest the force used was not effective or additional training may be of value to the officer(s) involved, ensure the Training Unit is notified of the circumstances.
- f. When a sergeant is involved in the use of force and an on duty-lieutenant is not available, a peer sergeant may review the use of force and forward the review to the involved sergeant's chain of command lieutenant.
- g. In situations where a use of force incident caused injury (to an employee or civilian) or is related to an in-custody or Priority One report, supervisors will enter the incident into BlueTeam prior to the end of their shift.
- h. Supervisors must enter all use of force incidents into BlueTeam as soon as possible, but no later than the end of the supervisor's workweek.
- i. In use of force situations involving the discharge of a firearm by an employee, the responsibility for BlueTeam entry will be with the Professional Standards Bureau.

#### 4. Use of Force Report Reviewing

- a. Lieutenants are responsible for reviewing all use of force reports by the end of their work week.
- b. Lieutenants shall review all use of force instances in their direct chain of command involving the following:
  - 1) Chemical agent (when deployed at or toward a person or group).
  - 2) Taser® (drive stun mode or probes deployed at or toward a person or group).
  - 3) Strikes (punches and/or elbow or knee strikes or foot kicks).
  - 4) Takedowns.
  - 5) Impact device (e.g., ASP, PR24, flashlight, etc.).
  - 6) Less-lethal launcher (e.g., High Pressure Air Delivery System (PepperBall), ARWEN, etc.).
  - 7) Police K-9 bite.
- a. Lethal force (e.g., discharge of firearm at or toward a person, or use of another object or device that, in the fashion it is used, constitutes a deadly

weapon or dangerous instrument).

b. Any use of force resulting in an injury or complaint of an injury.

## 5. BlueTeam Entry Modules

a. BlueTeam reporting has a statistical component with numerous fields from which data can be collected. Supervisors will complete all fields with information known at the time of the incident.

b. One entry within BlueTeam will be used to document use of force events, regardless of the number of officers or citizens involved, if the situation is part of a continuous event (e.g., same general time and location).

c. The circumstances behind the use of force will be articulated in a report or Street Check and the narrative section within BlueTeam should be left blank.

## 6. BlueTeam Routing and Review

a. Supervisors will enter and approve use of force incidents in BlueTeam.

b. The action of a supervisor approving a BlueTeam entry indicates the supervisor has reviewed relevant BWC footage and all associated reports. Supervisors will include a disposition based on the facts known to the supervisor at the time of approval.

1) Supervisors will select a disposition of "Within policy," "Not within policy," or "Review in process."

- "Review in process" may be used in situations where further consultation is needed (e.g., Force Review Committee [FRC] member, Training Unit, etc.) before a disposition decision can be made.

2) Upon review, the lieutenant will decide the disposition and will only select "Within policy" or "Not within policy."

c. If a preliminary inquiry by a supervisor reveals a use of force is believed to be out of policy, proper investigative steps will be taken (e.g., administrative review) and the Personnel Services Bureau (PSB) Lieutenant will be notified.

## E. Annual Review and Reporting

1. The PSB Commander or designee will review use of force reporting to identify trends or patterns that may indicate necessary policy or training modifications.

2. Annually a report on use of force will be compiled by the PSB Commander, detailing the following:
  - a. Ratios of force used relative to Calls for Service, Arrests, and Bookings.
  - b. Three-year comparative data.
  - c. Counts of excessive force allegations and sustained violations.
  - d. Percentage of Use of Force incidents resulting in complaints.
  - e. Types of force used and the number of times force was used.
  - f. Effectiveness of the force applied.
  - g. Injuries resulting from Use of Force incidents.
  - h. Incidents categorized by time of day.
  - i. Reasons for using force.
  - j. Levels of citizen resistance encountered.
  - k. Use of Force demographics, including race and gender.
  - l. Whether the force used was determined to be within or outside of policy.