

USE OF FORCE DOCUMENTATION

Supervisors should utilize this document to review an officer's Use of Force Report Form and to assist the supervisor when preparing a complete narrative following an investigation into the force used.

- I. An officer's report that documents their use of force should contain the following information

1. Initial Assessment

- A. Day/date/time:
- B. Location/address/specific area:
- C. History of area, crime or subject:
- D. Why did you initiate contact, i.e. justification?
 - 1. Dispatched / duty assignment / self-initiated/ uniformed?
 - 2. Investigatory Stop - Reasonable Suspicion.
 - 3. Probable Cause.
 - 4. Other reasons.
- E. Officer(s) involved, Badge #(s):
- F. Subject(s) involved:

2. Contact and Observations

- A. Observations made on arrival and during the contact
- B. Suspect(s) information (size, number, description, clothing)
- C. Environment or climate
- D. Clothing worn
- E. Suspect's demeanor and conduct
- F. Body language - position
- G. Evidence of intoxication or drug use
- H. Prior encounters with police
- I. Surroundings - cover, backup, escape routes
- J. Training, ability, and skills of officer

3. Action and Dialogue

- A. Physical and verbal behavior of both subject and officer
- B. Verbal interaction and commands given to the suspect
 - 1. Identification of police
 - 2. Notice that they are under arrest
 - 3. Commands and warnings issued, as well as subjects reaction
 - 4. Threats or confrontational statements
- C. Disobey commands, Intentions to resist or assault officer
- D. Lack of verbal encounter or refusal to speak

- E. Physical encounter
 - 1 Type of resistance by the suspect
 - 2 Physical control techniques employed by the officers
 - i. Fighting stance, clenching fists, targeting with eyes
 - ii. Removing clothing
 - iii. Escalation of force
 - iv. Application of force necessary to gain compliance
 - v. Assessment between applications
 - vi. De-escalation of force
 - vii. Other force options available
- F. Indicate each and every type of force used and the evaluation of each use of force.

4. Final Stage

- A. Conclusion regarding the encounter
- B. Post arrest events – illustrate subjects state of mind during the encounter
- C. Medical care provided to subject and officer
- D. Photographs taken
- E. Evidence collected
- F. Damage to police equipment

The Supervisor's narrative should contain the following information:

- Identification of the officer who used force.
- Identification of each and every type of force that was used, and the evaluation of each use of force.
- Name of the supervisor that responded to the scene, and the time of the response.
- When the officer completed the Use of Force Form.
- The examination of the subject and the officer for injuries.
- Whether the subject was asked if he/she was injured, and subject's response.
- Type of medical treatment provided, if any, and/or if subject transported.
- Identification of all officers who were at the scene who used force or witnessed the use of force.
- Whether the supervisor received reports from each officer at the scene.
- Identification of all witnesses at the scene.
- Whether all witnesses were interviewed.
- Whether all witnesses provide signed written statement.
- A precise description of the facts as he/she understands them based on his/her investigation.
- Whether the subject's injuries are consistent with the officer's explanation.
- Whether he/she identified and considered all relevant evidence including testimony, video and physical evidence.
- Did you resolve all material inconsistencies between witness statements, officer statements and evidence reviewed?
- Was the person who investigated the force at least one rank above the person who used the force?
- Was each use of force justified within policy by a preponderance of evidence standards?