



Use of Force

Investigating Supervisor Documentation Guide

1. Review the officer statements

- Officer statement guide
 - ICV and audio activation or non-activation must be documented
 - If not activated, the officer must explain why
- Look for
 - Generalized statements
 - "I took the subject to the ground"
 - "We held the subject down on the sidewalk"
 - "The subject was handcuffed after a struggle"
 - Officers need to explain how each action happened to the best of their recollection
 - "I took the subject's left arm in my right hand and pulled him forward and down, pushing him to the ground on his stomach"
- Force Used / Less Lethal Deployment
 - Inconsistencies in the statements
 - Must be identified
 - Document efforts to reconcile them
 - Are the subject's injuries and the force reported consistent
 - If not, attempt to determine why
 - Additional officers or civilian witnesses named in statements
 - Officers-get a statement if they were present for any portion of the force
 - Civilian witnesses-document efforts to contact and interview
 - Report any misconduct concerns to OPA/FIT and notify your chain of command

2. Review ICV/HCV/Private Video

- Review ICV/Audio
 - Add GO number to the video file
 - If Video or audio is not present there must be an explanation why
 - During the response to the incident
 - During any subsequent prisoner transport
 - Any corrective action must be documented in the packet
 - If ICV or audio is not functioning or poor quality report to IT
- Review HCV
 - Download to a DVD and attach to the packet if appropriate

- Review private video
 - Download to a DVD and attach to the packet
- Look for additional officers or civilian witnesses in all videos
 - Officers-get a statement if they were present for any portion of the force
 - Civilian witnesses-document efforts to contact and interview
 - Look for inconsistencies with officers or witnesses statements
 - Must be identified
 - Document efforts to reconcile them
 - Report any misconduct concerns to OPA/FIT and notify your chain of command

3. Complete /review additional paperwork

- Hazard Report
 - If subject attempts to assault or does assault officers
- SFD Run sheet

4. Complete Supervisors Summary and Command Review

- Summary of incident
- Summary of officer statements
- Summary of any force or resistance offered by the subject
- Summary of any subjects statement
 - Detailed summary if refused to be audio/ICV taped
- Summary of any civilian witness statement
 - Detailed summary if refused to be audio/ICV taped
- Summary of officers injuries
 - Photographs
- Summary of subject injuries
 - photographs
- Summary of scene photos, video and evidence
- Summary of any property damaged
- Complete investigating supervisors case investigation report
 - Chronological order starting with response to the scene
 - All investigative steps taken to include additional investigation at the direction of the chain of command.
 - Supervisors must explain delay if the investigation takes more than 3 days to complete

5. Review packet for

- Training / Tactics issues
 - Not waiting for back up to arrive (without exigency)
 - Over / under reaction to threat posed by the suspect

- Poor communication or planning
 - Document steps taken to address any concerns and submit with packet
- Policy issues
 - Legal authority to be present at the location
 - Lawful purpose for the initial contact
 - ICV/audio non-activation
 - During response
 - During prisoner transport
 - Need to create new or revise existing policy
 - Document steps taken to address any concerns and submit with packet
- Equipment issues
 - Failure of existing equipment
 - Need for new or additional equipment