

8.300-POL-1 Use-of-Force Reporting

The Seattle Police Department recognizes the magnitude of the responsibility that comes with the constitutional authority to use force. This responsibility includes maintaining vigorous and transparent oversight systems to ensure accountability to the community and maintain their trust. In order to ensure transparency and accountability officers must clearly and reliably report and thoroughly document each time they use force defined as Type I, II, III.

All uses of force are reportable except de minimis force.

Supervisors must clearly and reliably document the steps they have taken to investigate and review the actions of the officer and any additional steps taken or recommendations for further review and action.

The requirements for reporting, investigating, and reviewing use-of-force incidents (other than incidents resulting in death or discharge of a firearm by an officer) are separated into three types, based on the nature of the incident. For officer-involved shootings, see 8.500, and for deaths see 15.055. The goal is to focus police resources on the most serious cases, while also requiring that all reportable uses of force are reported and not under-classified. The categorization of the uses of force is based on the following factors: degree of injury caused, potential of the technique or weapon to cause injury, degree of pain experienced, degree of disability experienced by the subject, complaint by the subject, degree of restraint of the subject, impairment of the functioning of any organ, duration of the force, and physical vulnerability of the subject.

Force	Threshold	Examples	Components of Investigation
De Minimis	Physical interaction meant to separate, guide, and/or control that does not cause pain or injury	<ul style="list-style-type: none"> Using hands or equipment to stop, push back, separate or escort, the use of compliance holds without the use of sufficient force to cause pain, and unresisted handcuffing without transient pain 	No investigation or reporting required
Type I	<ul style="list-style-type: none"> Transient Pain Disorientation Aiming of Firearm or Beanbag Shotgun at a Subject 	<ul style="list-style-type: none"> “Soft” takedowns (controlled placement) Open or empty hand strike or other disorientation techniques Wrist lock with sufficient force to cause pain or complaint of pain 	<ul style="list-style-type: none"> Sergeant Screening In-person (Unless Impractical) Use-of-Force Report
Type II	<ul style="list-style-type: none"> Physical Injury (Greater than temporary pain/redness) Reasonably expected to cause physical injury Complaint of injury Use of CEW (TASER) 	<ul style="list-style-type: none"> Abrasion Bruising “Hard strike” Hard takedown Kick 	<ul style="list-style-type: none"> Sergeant Screening at the Scene Use-of-Force Statement Witness

	<ul style="list-style-type: none"> – Use of OC Spray – Use of Impact Weapon causing less than a Type III injury – Use of Beanbag Shotgun causing less than a Type III injury – K9 Deployment with Injury or Complaint of Injury causing less than a Type III injury – Vehicle – PIT – Hobble Restraint 		Statements <ul style="list-style-type: none"> • Collection of Evidence • Review of Video • UOFRB Review
Type III	<ul style="list-style-type: none"> – Great Bodily Harm – Substantial Bodily Harm – Deadly Force – Loss of Consciousness – Neck and Carotid holds – Criminal Conduct by Officer(s) – Serious Misconduct by Officer(s) – Use of Stop Sticks Against a Motorcycle – Impact Weapon Strike to the Head 	<ul style="list-style-type: none"> – Broken arm – Closed head injury 	<ul style="list-style-type: none"> • Sergeant Screening at the Scene • FIT Response & Investigation • UOFRB Review

1. Officers Shall Report all Uses of Force Except De Minimis Force

Officers shall thoroughly document all reportable uses of force to the best of their ability, including a description of each force application.

When an officer makes an affirmative request for a Garrity warning related to giving a statement, this request will be documented in the use of force report.

The Department recognizes the inherent limitations on perception and recall following tense and rapidly evolving circumstances.

2. Officers, Including Witness Officers, Will Verbally Notify a Supervisor Immediately, Unless Not Practical, Following any Use of Reportable Force

- a. **Officers Who Use Reportable Force While On-Duty Shall Call for an On-Duty Sergeant Via Radio**
- b. **Officers Who Use Reportable Force While Exercising Police Authority in all Other Circumstances Shall Call and Request to be Contacted by an On-Duty Lieutenant.**
- c. **Officers Who Use Reportable Force While Working for a Secondary Employer Shall Call for an On-Duty Sergeant Via Radio unless an SPD Sergeant is Assigned or Working the same Off-Duty Detail**

The sergeant will review the incident and do one of the following:

- Classify the investigation as **Type I**

Use of low-level physical force that:

- Causes transient pain or disorientation, but does not cause, and would not reasonably cause, injury or otherwise require a **Type II** investigation
- Intentionally pointing a firearm or beanbag shotgun at a person
 - Un-holstering or displaying a firearm without intentionally pointing it at a person – including the high and low-ready positions - or simply displaying any weapon, is not a reportable use of force.

- Classify the investigation as **Type II**

Use of physical force that:

- Causes physical injury greater than temporary pain or redness, or
- Could reasonably be expected to cause such an injury, or
- Results in a complaint of such an injury, and does not rise to the level of a **Type III** investigation
- Use of intentional ramming or PIT (Pursuit Intervention Technique)

- Call the captain of the FIT Unit and screen a **Type III** response by the FIT

- Use-of-force that results in, or could reasonably be expected to result in, great bodily harm [RCW 9A.04.110(4)(c)] or substantial bodily harm [RCW 9A.04.110(4)(b)], to include broken bones and an admission to the hospital for treatment, or
- Use of deadly force, except those incidents involving the discharge of a firearm, or
- Use-of-force that results in a subject's loss of consciousness as the result of the force, or
- Use-of-force that potentially involves criminal conduct or serious misconduct on the part of the officer, or
- Application of a neck hold
- Hard strike to the head or neck with an impact weapon (flashlight, baton or other object)
- Use of stop-sticks against an occupant of a moving motorcycle

- Classify the investigation as a firearms discharge (*See 8.500-Firearms Discharge Investigations*)

d. The FIT Unit Captain or FIT Sergeant, When Contacted by a Sergeant, Will Either Initiate a Type III Investigation or Suggest Another Type of Investigation

e. When Multiple Officers are Involved in a Use-of-Force Incident, the Entire Incident Will be Reported and Reviewed at the Highest Level Reached by any Single Officer During the Incident

If one officer uses Type I force while another officer uses Type II force, in the same incident, both involved officers will be required to report in accordance with Type II investigation requirements.

3. Sergeants May Request a Higher Level of Investigation for a Given Force Incident

Factors to consider when determining whether a higher level of investigation is appropriate include, but are not limited to, the following:

- The nature of the resistance encountered
- Force used against a handcuffed, or otherwise restrained, under-control, or in-custody subject
- Force used against a pregnant or vulnerable subject (e.g., age or infirmity)
- Incidents resulting from faulty information or unintentional error
- Whether it is unclear whether the officers actions were consistent with policy or law

4. **No Supervisor Who Used, Participated In, or Ordered the Force, Will Conduct the Investigation of the Incident, Unless it is Impractical Under the Circumstances**
5. **Officers are Required to Report the Use of OC Spray, Beanbag Shotgun, TASER and Patrol CART Munitions, Regardless of the Effect**

Reporting is required whether or not the subject is struck, affected, or taken into custody.

6. **Once a Subject is Free to Leave, Officers Will Not Detain for Screening Purposes**
7. **The Incident Commander Will Make Appropriate Notifications of Serious Officer Misconduct or Criminal Liability**

The incident commander/watch commander will notify the command staff and OPA if information is obtained at any step in the investigation that suggests either serious officer misconduct or criminal conduct.

If the situation warrants, the incident commander may relieve the officer from duty for up to 24 hours pursuant to Manual Section 5.002.4.c.

8.300-POL-2	Type I Investigations
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1. **Sergeants Must Screen Uses of Reportable Force In-Person With the Involved Officer and the Subject, Unless Impractical, Prior to the Subject Being Booked or Released**

If the subject is free to leave, the detention will not be extended to facilitate the screening process; however, the subject may choose to remain at the scene to speak with the sergeant. *See 8.300–TSK–1, Involved Officers’ Responsibilities During a Type I Investigation.*

If there is any uncertainty or concern about the reason or nature of the force used, or the existence of any injury, the sergeant will immediately respond to the scene, unless impractical in the circumstances.

2. **Officers Shall Document All Uses of Reportable Force**

The applicable reporting system is *here*. [Hyperlink to reporting system.]

3. **The Officer’s Immediate Supervisor Will Review the Documentation as Soon as Practicable and Will Direct the Officer to Provide More Information, if Needed**

8.300-POL-3	Type II Investigations
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1. **In Conducting a Type II Investigation, a Sergeant Will Respond to the Scene and Thoroughly Investigate the Event, Unless Officer or Public Safety Will be Compromised as a Result**

See 8.300–TSK–5 Responsibilities of the Sergeant During a Type II Investigation.

The sergeant retains the discretion to refer any use of force to FIT for their determination of whether to take investigatory responsibility over the matter.

- 2. The Sergeant Will Conduct the Investigation as an Impartial Fact-Finder and Shall Not Draw Conclusions About Whether the Force was Within Policy or Law**
- 3. The Sergeant Will Make Appropriate Notifications When He or She Believes that Criminal Conduct or Serious Misconduct May Have Occurred**

When a sergeant believes that there may have been criminal conduct or serious officer misconduct, the sergeant will consult with an on-duty captain or lieutenant and confirm that either OPA or FIT is notified.

- 4. Sergeants Will Complete a *Sergeant's Force Investigation Report* Within 3 Days of Learning of the Use-of-Force**

Exception: The lieutenant may approve an extension.

- a. Each Higher Level Supervisor in the Chain Will Review the Report Packet Within a Reasonable Period of Time to Ensure it is Complete and That the Sergeant's Investigation was Thorough and Reach Findings as to Whether the Use-of-Force was Lawful and Consistent with Policy**

Every supervisor in the chain of command is responsible to ensure the accuracy and completeness of the Use-of-Force Reports completed by sergeants.

If any investigative deficiencies exist, the reviewer will initiate corrective action where appropriate.

- When it appears to a supervisor that there is additional relevant and material evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, that supervisor should ensure that additional investigation is completed.
- When it appears to a supervisor that the findings are not supported by a preponderance of the evidence, that supervisor will modify the findings after consultation with the investigating supervisor and previous reviewers, and document the reasons for this modification, including the specifics evidence or analysis supporting the modification.

- 5. An Investigation May Be Re-Assigned**

At the discretion of the officer's chain of command, or OPA in the case of potential misconduct, a use-of-force investigation may be assigned or re-assigned to FIT or to another supervisor, whether within or outside of the precinct in which the incident occurred, or may be returned to the unit for further investigation or analysis.

- 6. Where, After Investigation, a Use-of-Force is Found to be Out of Policy, or the Investigation of the Incident is Lacking, the Chief or Designee Will Direct and Ensure Appropriate Corrective Action, if Warranted, Including Referral to OPA in the Case of Misconduct**
- 7. When the Use-of-Force Indicates Policy, Training, Tactical or Equipment Concerns, the Chief or Designee Will Ensure That Necessary Training is Delivered and That Policy, Tactical or Equipment Concerns are Resolved**
- 8. After the Precinct Captain has Reviewed the Use-of-Force Packet, Finds the Investigation Complete and Supported by the Evidence, He or She Shall Forward the Investigation File to the Use of Force Review Board**

1. **The Force Investigations Team (FIT) Will Conduct All Type III Investigations, With Assistance from the On-Scene Sergeant**
2. **FIT Responses Will Be Tailored to the Circumstances, But Will Normally Include One to Three FIT Detectives, the FIT Sergeant, the FIT Captain, a Training Section Representative, and an OPA Representative**
3. **At Least One Member of the FIT Will be Available at All Times to Evaluate Potential Referrals from SPD Sergeants**
4. **The FIT Captain Shall Staff the FIT with Employees Who Have the Appropriate Expertise and Investigative Skills**

FIT should be staffed with individuals with appropriate expertise and investigative skills to ensure that uses of force that are contrary to law or policy are identified and appropriately resolved; and that its investigations allow the Use-of-Force Review Board to identify trends or patterns of policy, training, equipment, or tactical deficiencies, or positive lessons related to the use-of-force.

5. A Training Section Representative Will Have Certain Responsibilities During a Type III Investigation

The Training representative will not have investigative roles at the scene of a use-of-force, but will attempt to identify any policy or training issues.

See 8.300–TSK–11, Responsibilities of the Training Representative During a Type III Investigation.

6. An Office of Professional Accountability (OPA) Representative Will Have Certain Responsibilities During a Type III Investigation

The OPA representative will not have investigative roles at the scene of a use-of-force, but will attempt to identify any potential misconduct issues.

See 8.300–TSK–12 Role of the Office of Professional Accountability (OPA) Representative During a Type III Investigation.

7. FIT Personnel Will Take Control of the Use-of-Force Investigation Upon Their Arrival

See 8.300–TSK–9, Responsibilities of the FIT Captain During a Type III Investigation, and 8.300–TSK–10, Responsibilities of the FIT Unit Sergeant During a Type III Investigation.

a. Once FIT has Assumed Control of the Scene, the Patrol Sergeant Will Work at the Direction of the FIT Captain

See 8.300-TSK-7 Responsibilities of the Patrol Sergeant During a Type III Investigation.

8. For Type III Investigations, All Involved Officers Will Provide a Recorded Statement as Directed by the FIT

Captain

Typically, the FIT Captain will direct officers who used Type I or Type II force to complete a use-of-force statement and officers who used Type III force to participate in an audio-taped interview.

Exception: If information suggests possible criminal conduct by an officer, that officer will not be compelled to provide a use-of force statement or an audio-taped interview prior to the conclusion of any criminal investigation.

9. Within 30 days, the FIT Captain Will Present the Completed Investigation to the Chief of the Professional Standards Bureau for Review as to Completeness of Investigation

This review will normally be completed within three business days. The investigation will then be forwarded to the involved officer's chain of command. After this review has been completed, the FIT Captain will be responsible for presenting the investigation to the Use-of-Force Review Board.

See 8.300-TSK-9, Responsibilities of the FIT Captain During a Type III Investigation.

10. The FIT Captain Will Notify the Command Staff if Information is Obtained at any Stage of the Investigation That Suggests Either Serious Officer Misconduct or Criminal Liability

The assigned FIT investigator will continue to complete the use-of-force investigation.

a. The FIT Captain Will Take the Following Actions When Possible Criminal Conduct is Revealed:

- Refer the investigation to OPA
 - If OPA agrees that a criminal investigation is appropriate, they will refer the investigation to the Homicide Unit or another investigative body for assignment to an uninvolved sergeant for bifurcated criminal and administrative investigations using a “clean team” and “exposed team” approach.
- Screen all information through a case master, who will see to it that no information that would compromise the criminal investigation is passed on to the sergeant who is supervising the criminal investigation.
 - Additionally, any compelled interview of the subject officer(s) will be delayed until the end of the investigation.
- Consult with a representative of the King County Prosecutor's Office or the City Attorney's Office when necessary.
 - The criminal investigation will have priority access to witnesses and evidence.

b. The FIT Captain Will Take the Following Actions When Possible Serious Officer Misconduct is Revealed:

- Advise the OPA director and refer the investigation to the OPA

RESPONSIBILITIES DURING A TYPE I INVESTIGATION

8.300–TSK–1

Involved Officers' Responsibilities During a Type I Investigation

Upon being involved in a use-of-force that will be investigated at Type I, the **involved officer** (any officer who used the reportable force):

1. **Notifies** an on-duty sergeant
2. **Uploads** and **flags** in-car video (ICV) before going off shift
3. **Documents** the incident, as appropriate
4. **Submits** a Type I Use-of-Force Report to the sergeant by the conclusion of the current shift, unless the sergeant approves an extension

The report will include the following elements:

- The name and serial number of the officer who used force
- The names of other officers or identified witnesses present
- An account of the officer's actions in using force
- The suspect's actions that led to the application of force
- A detailed description of any force and non-force actions used to achieve the law enforcement objective, and the observed results
- The name of the supervisor screening the incident

8.300–TSK–2

Responsibilities of the Sergeant During a Type I Investigation

When conducting a Type I investigation, the **sergeant**:

1. **Screens** the incident in-person with the involved officer
 - a. If there is any uncertainty or concern about the reason or nature of the force used, or the existence of any injury, the sergeant will immediately respond to the scene, unless impractical in the circumstances.
2. **Determines** if the use-of-force is appropriately classified as a Type I incident
 - a. If the sergeant is unable to make that determination, he will consult with the lieutenant or FIT to assist in the determination.
3. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - a. If it appears that serious misconduct may have been involved with the use-of-force, the sergeant will ensure that OPA is contacted and consult the FIT team regarding reclassification of the incident as Type II or Type III.
4. **Addresses** any concerns with the involved officer and initiates corrective action, as necessary

5. **Directs** the involved officer to submit a Type I Use-of- Force Report
6. **Reviews** the Type I Use-of-Force Report, and any related documentation, including GO and supplemental reports and directs the officer to supply more information, if needed
7. **Orders** the officer to provide additional information or clarification if the Type I Use-of-Force Report is unclear
8. **Forwards** the report to the lieutenant

RESPONSIBILITIES DURING A TYPE II INVESTIGATION

8.300-TSK-4 addresses Responsibilities of Witness Officers During Both Type II and Type III Investigations.

8.300–TSK–3 Involved Officers’ Responsibilities During a Type II Investigation

Upon being involved in a use-of-force that will be investigated at Type II (physical injury [greater than temporary pain/redness], reasonably expected to cause physical injury, complaint of injury, use of CEW, use of OC spray, use of impact weapon, use of beanbag shotgun, K9 deployment, vehicle-to-vehicle contact to end a pursuit, full-restraint position), the **involved officer** (any officer who used the reportable force):

1. **Requests** medical attention for any injured persons
2. **Notifies** an on-duty sergeant
3. **Uploads** and **flags** in-car video (ICV) before going off shift
4. **Completes** a General Offense Report, if appropriate
5. **Submits** a written Type II Use-of-Force Statement to the sergeant by the conclusion of the current shift, unless exigent circumstances require an extension

The statement will include the following elements:

- The name and serial number of the officer who used force
- The names of other officers, whether or not they used force, and identified witnesses present
- A detailed description of the circumstances, and the valid law enforcement objective, that led up to the contact with the subject
- A detailed description of the words, actions or behaviors of the subject that precipitated the need for force
- A detailed description of any force and non-force actions used, how those actions furthered the intended law enforcement objective, and the observed results
- A detailed description of any force clearly observed being used by other officers during this incident
- A detailed description of any apparent injury to the subject, any complaint of injury, or the lack of injury, including information regarding any medical aid or medical evaluation provided
- The name and serial number of the sergeant who screened the incident

A **witness officer** (any officer who was on-scene and did not use reportable force):

1. **Protects** the scene and related evidence
2. **Stands by** at the scene until released by the sergeant (for a Type II investigation) or the FIT supervisor (for a Type III investigation)
3. **Uploads** and **flags** in-car video (ICV) before going off shift
4. **Provides** a witness statement, as directed by the sergeant (for a Type II investigation) or the FIT supervisor (for a Type III investigation). If a witness officer is aware that reportable force was used but not reported, the witness officer shall provide the witness statement to his or her supervisor.

When conducting a Type II investigation, the **sergeant**:

1. **Responds** to the scene
2. **Examines** the subject of the force for injury
 - When feasible, the sergeant will **assess** the subject's injuries and **determine** whether the subject's injuries are consistent with the force reported by the officer(s).
3. **Interviews** the subject for complaints of injury
4. **Confirms** that appropriate medical aid is rendered to any injured party
5. **Obtains** basic information and determines if the incident requires screening with the FIT supervisor
6. **Identifies** and **secures** evidence to enable him or her to summarize the use of force and the facts and circumstances surrounding it, including:
 - Physical evidence
 - Audio and video recordings
 - Photographs
 - Documentation of the presence or absence of injuries
7. **Attempts** to locate relevant civilian witnesses and **arranges** for witnesses to be interviewed
 - If witnesses do not want to be interviewed, the sergeant shall record their contact information.
 - Where practicable and warranted in the circumstances, the sergeant will arrange for all interviews with civilian witnesses to be audio recorded. Civilian witnesses shall be interviewed separately, unless unreasonable under the circumstances.
 - Interviews of the subject, or the subject's refusal to be interviewed, will be audio or

ICV recorded, if feasible.

8. **Reviews** CAD to make sure that all officers at the scene are contacted to determine if they used or observed force

9. **Conducts** separate interviews of officers involved in a use of force incident, unless unreasonable under the circumstances

Exception: Whenever there is an indication of possible criminal conduct by an officer, the officer will not be compelled to provide a statement.

10. **Directs** the involved officer(s) to complete a use-of-force statement and the witness officer(s) to complete a witness statement

Exception: Whenever there is an indication of possible criminal conduct by an officer, the officer will not be compelled to provide a statement.

11. **Canvasses** the area for privately-owned video that may have captured the incident, and attempts to obtain copies voluntarily

- If the owner of the video refuses or the video is unavailable, **documents** the location and/or owner
- If no privately-owned video is discovered, **documents** that none was found
- **Documents** all efforts to obtain private video

12. **Photographs** the following:

- The location where the incident occurred, to document damage and to make sure that relevant evidence is collected
- Any officer injuries or areas of complained injury, and any damaged government or private property
- When a subject is not in custody, **asks** for permission to photograph injuries
- When a subject is in custody, **photographs** the subject unless the subject refuses and safety dictates, after voluntary and non-coercive attempts fail
 - **Takes** a minimum of three photos, per subject:
 - Overall photo of the subject
 - Photo of the general area of the injury (arm, neck, etc.)
 - Close-up photo of the injury
 - **Uploads** photos to DEMS
 - **Documents** refusal, as appropriate

13. **Reviews** the officer's Use-of-Force Report to make sure the account is full and accurate

- **Verifies** that the officer has thoroughly documented all reportable uses of force to the best of their abilities, including a description of each force application

14. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)

- a. If it appears that serious misconduct may have been involved with the use-of-force, the sergeant will ensure that OPA is contacted and consult the FIT team regarding reclassification of the incident as Type III.
15. **Advises** his or her lieutenant of the incident by the end of the shift during which the incident occurred
16. **Confirms** that all officers who responded to the incident upload their ICV by the conclusion of their shift
17. **Reviews** any ICV or holding cell video related to the incident and **flags** for retention ICV that includes contact with the subject
18. If a CEW was deployed, **confirms** that the CEW data is downloaded and that data analysis is included in the Use-of-Force Report
19. **Completes** the supervisor's Use-of-Force Report
- The Use-of-Force Report will include a narrative description of the incident. The narrative will summarize the force used by the officers and the subject, injuries sustained by the subject and the officer, and will describe the sequence of events. Additionally, it will document the supervisor's actions in reviewing or screening the incident.
 - The Use-of-Force Report will include documentation of all evidence that was gathered, including physical evidence; photographs; and names, phone numbers, addresses and summaries of statements by all civilian witnesses to the incident.
 - In situations where there are no known witnesses, the Use-of-Force Report will specifically state this fact.
 - In situations in which witnesses were present but the author of the report did not determine the identification, phone number or address of those witnesses, the Use-of-Force Report will state the reasons why.
 - The Use-of-Force Report shall include the names of all other SPD employees witnessing the use-of-force and summaries of their statements.
 - The Use-of-Force Report shall include the sergeant's evaluation of the evidence, including any material inconsistencies in the evidence or statements.
20. **Forwards** a completed Use-of-Force Report along the chain of command within three days, unless an extension is approved by the supervisor's commanding officer
21. **Reviews** and **approves** all associated General Offense reports

Exception: Another sergeant may review the documentation if it is impractical for the initial sergeant to do so. The screening sergeant will locate an alternate to perform the review and will inform the reporting officer of the change.

22. **Sends** VMail with the GO number to HALERT requesting immediate transcription

RESPONSIBILITIES DURING A TYPE III INVESTIGATION

8.300–TSK-6

Involved Officer's Responsibilities During a Type III Investigation

Upon being involved in a use-of-force that will be investigated at Type III (great bodily harm, substantial bodily harm, deadly force, loss of consciousness, neck holds, criminal conduct by officers, serious misconduct by officers, use of stop sticks against a motorcycle), the **involved officer** (any officer who used the reportable force):

1. **Requests** medical attention for any injured persons
2. **Notifies** an on-duty sergeant for a response
3. **Stands by** at the scene until the arrival of the FIT Unit sergeant or the FIT Captain

Exception: When the officer has sustained an injury that requires treatment, biohazard exposure or when there are hazardous conditions at the scene

4. **Participates** in an audio-taped Type III Use-of-Force interview with the case sergeant and detectives, if requested to do so, by the conclusion of the current shift, unless exigent circumstances require an extension

The interview will include the following elements:

- The name and serial number of the officer who used force
- The names of other officers or identified witnesses present
- A detailed description of the circumstances that led up to the contact with the subject
- A detailed description of the words, actions or behaviors of the subject that precipitated the need for force
- A detailed description of any force and non-force actions used to achieve the law enforcement objective, and the observed results
- A detailed description of any force clearly observed being used by other officers during this incident
- A detailed description of any apparent injury to the subject, any complaint of injury, or the lack of injury, including information regarding any medical aid or medical evaluation provided
- The name and serial number of the sergeant who screened the incident

8.300–TSK-7

Responsibilities of the Sergeant During a Type III Investigation

The **sergeant**:

1. **Responds** to the scene
2. **Confirms** that appropriate medical aid is rendered to any injured part
 - a. If the subject is transported to a hospital, **verifies** that the subject has been identified and

arranges for hospital guard, if necessary

3. **Notifies** an on-duty watch lieutenant of the incident
 - a. **Maintains** control of the scene until the lieutenant arrives
 - b. **Briefs** the lieutenant
4. **Obtains** basic information and determines if the incident requires screening with the FIT sergeant
 - This may include completing a *Use-of-Force Public Safety Card*.
5. **Ensures** the scene is contained
6. **Supports** the involved officer
 - a. **Does not isolate** the involved officer
 - b. **Does not allow** the involved officer to talk to other personnel about the incident
 - c. **Confirms** that the involved officer has access to the following:
 - Food and drink
 - Restroom facilities
 - Telephone
 - Representative from his or her collective bargaining unit
 - d. **Does not allow** the involved officer to sit in the back seat of a police vehicle
 - e. **Avoids** making the involved officer feel like a suspect
 - f. **Assigns** an officer to standby with the involved officer, if appropriate
7. **Attempts** to locate and identify civilian witnesses and request that they stand by to be interviewed by FIT personnel
 - If witnesses do not want to be interviewed, the sergeant shall record their contact information.
8. **Turns** the scene over to the arriving FIT personnel
9. **Gives** any *Use-of-Force Public Safety Cards* to the FIT Unit sergeant or FIT Captain upon their arrival
10. **Complies** with directions from the FIT Captain
11. **Assigns** an officer to complete the General Offense Report
12. **Confirms** that all officers who responded to the incident upload the ICV by the conclusion of their shift

13. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - a. If it appears that serious misconduct may have been involved with the use-of-force, the sergeant will ensure that OPA is contacted.

8.300–TSK–8	Responsibilities of the Watch Lieutenant During a Type III Investigation
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Upon notification of a Type III investigation the **watch lieutenant**:

1. **Responds** to the scene
2. **Advises** dispatch that he or she has assumed command
3. **Confirms** that the involved officer's bargaining unit is made aware of the incident
4. **Notifies** a CISM representative of the incident, if appropriate
5. **Relinquishes** control of the inner perimeter of the scene to the FIT sergeant or FIT Captain upon their arrival
6. **Maintains** control of the outer perimeter until the scene is cleared by the FIT
7. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - a. If it appears that the force used involves potential criminal conduct or misconduct, other than minor misconduct, on the part of the officer, the lieutenant will ensure that OPA is contacted.

8.300–TSK–9	Responsibilities of the FIT Captain During a Type III Investigation
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Upon notification of a Type III investigation, the **FIT Captain**:

1. **Assumes** control of the inner perimeter of the scene
2. **Provides** *Garrity* warnings to all officers who used force prior to any compelled in-person interview, if requested and consistent with the requirements of the FIT Manual
3. **Arranges** for a Training Section representative to respond to the investigation
4. **Completes** a *Use-of-Force Major Incident Summary* and routes it to the involved officers' chain of command and the command staff, as well as the FIT Unit chain of command
5. **Monitors** the investigation
6. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - a. If it appears that the force used involves potential criminal conduct or misconduct, other than minor misconduct, on the part of the officer, the captain will ensure that OPA is contacted.

7. **Presents** the complete investigation to the Use-of-Force Review Board

8.300–TSK–10**Responsibilities of the FIT Unit Sergeant During a Type III Investigation**

During a Type III investigation, the **FIT Unit sergeant**:

1. **Confirms** that the scene is photographed and processed either by FIT detectives or CSI detectives
2. **Confirms** that ICV from involved officers is uploaded prior to them going off shift
3. **Reviews** CAD to make sure that all officers at the scene are contacted to determine if they used or observed force
4. **Arranges** for all involved officers to provide an audio-taped use-of-force statement as directed by the FIT Captain
 - Typically, the FIT Captain will **direct** officers who used Type I or Type II force to complete a use-of-force statement and officers who used Type III force to participate in an audio-taped interview.
 - **Verifies** that the officers who have provided written statements have thoroughly documented all reportable uses of force to the best of their abilities, including a description of each force application

Exception: If information suggests possible criminal conduct by an officer, that officer will not be compelled to provide a use-of-force statement or an audio-taped interview prior to the conclusion of any criminal investigation.

5. **Arranges** for all witness officers to provide a statement
6. **Oversees** the FIT investigation, per the FIT manual
 - If a FIT investigation, at any point, reveals that the force used involves potential criminal conduct or misconduct, other than minor misconduct, on the part of the officer, FIT supervisor will contact OPA.

8.300–TSK–11**Responsibilities of the Training Unit Representative During a Type III Investigation**

The **Training Unit** representative:

1. **Responds** to the scene
2. **Consults** with the FIT sergeant overseeing the investigation in order to **identify** any Department-wide policy or training issues
3. **Functions** as a liaison and fulfills all requests from the FIT Unit

8.300-TSK-12**Role of the Office of Professional Accountability (OPA) Representative During**

a Type III Investigation

The **OPA** representative will have no investigative role at the scene but:

1. **Consults** with the FIT Captain overseeing the investigation in order to **identify** any potential misconduct issues
2. **Functions** as a liaison to the FIT Unit