



# 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