Use of Force
Witness Officer Statement Guide

Your statement should have a standard heading that states, “This is a witness officer statement given in compliance with section 8.300 of the Seattle Police Dept. Manual”
“I was directed by __________________to write this statement”

Please provide a detailed narrative answer to each of the questions asked. The listed bullet points are not specific to your incident, and may or may not apply.

1. Was the contact ICV and/or audio recorded
   - If yes, did it capture the use of force
   - If either is not activated, explain why

2. What was the reason for the initial police contact?
   - If dispatched
     - What were the details on the call
       - Type of crime
       - Any weapons involved
   - If on view
     - What brought your attention to the subject and what did you see
       - Information from complainant/witnesses
       - Type of crime
       - Any weapons involved
   - Legal authority to be at the location
     - Public area, consent, warrant, exigency, community caretaking (involuntary treatment)
   - Legal purpose for the contact or detention
     - Social contact, Terry stop, custodial arrest
     - Any progression of contact (e.g: social contact changing to Terry)
   - Describe the scene when you arrived
     - Inside or outside
     - Lighting/weather
     - Environmental/physical hazards/possible weapons

3. Detailed description of the incident to include the words, actions and threat posed by the suspect
   - Suspect descriptors
     - Suspect’s physical or verbal reaction to officer
     - Suspect’s size/strength in comparison to the officer
     - Tone of voice / statements made
     - Body posture / movement
4. Detailed description of your actions during the incident
   - Contact with the subject
     - Any physical contact
     - Verbal
       - What did you tell the subject to do prior to and during the use of force
       - How did the subject respond to your direction

5. Detailed description of the force used by other officers, if you clearly observed it
   - List all officers you remember being there, even if they didn’t use force
   - Describe what you personally saw or heard

6. Detailed description of any visible injury, complaint of injury or lack of injury and if any medical assistance was needed or provided
   - Were there visible injuries to the subject before force was used?
   - Were there visible injuries to the subject after being taken into custody?
   - Did the subject complain of injury after being taken into custody?
   - Was the subject given medical treatment of any kind?
     - Who provided medical treatment? (SFD, AMR)
     - Did the subject go to the hospital?

7. Document the in-person supervisory screening of the incident
   - Name and serial number of the sergeant who responded
   - Where did it occur

8. Other information you believe is pertinent to the investigation.