

8.400 – Use of Force – Reporting and Investigation

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8.400-POL-1 Use of Force Reporting and Investigation

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, or III.

All uses of force are reportable except de minimis force.

Handcuff discomfort is reported and tracked, not as a use of force, but as "handcuff discomfort."

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 are separated into three types, based on the nature of the incident. (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 use-of-force investigations 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. An investigation may result in an incident being re-classified, when appropriate

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

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

Force	Threshold	Examples
De Minimis Physical interaction meant to separate, guide, and/or control without the use of	Physical interaction meant to separate, guide, and/or control that is not reasonably likely to cause pain or injury	Using hands or equipment to stop, push back, separate or escort, and the use of compliance holds without the use of

Force	Threshold	Examples
control techniques that are intended to or are reasonably likely to cause any pain or injury.	<u>Use of stationary tire deflation device resulting in no physical contact or deflation of tires</u>	sufficient force to cause pain Application of a spit sock
Type I Force that causes transitory pain or the complaint of transitory pain.	Transitory Pain Disorientation Pointing of a firearm at a subject Deployment of a blast ball away from people (i.e. a "bang out") NFDD (Noise Flash Diversion Device) away from people Complaint of pain during the application of handcuffs Use of a hobble restraint Use of 40 mm LL Launcher away from people Deployment of stop sticks at a vehicle but no contact is made <u>Use of stationary tire deflation device with confirmed contact and deflation of tires</u>	Controlled placement/takedown that results in a complaint of pain or causes/is likely to cause transitory pain or disorientation Strike with sufficient force to cause pain or complaint of pain Open hand technique with sufficient force to cause complaint or indication of pain Improper application of handcuffs, causing pain
Type II Force that causes or is reasonably expected to cause physical injury greater than transitory pain but less than great or substantial bodily harm	Physical Injury (greater than transitory pain) Reasonably expected to cause physical injury Complaint of injury Use of TASER Use of OC Spray	Abrasion Bruising Laceration Takedown that causes injury or is reasonably expected to cause injury

Force	Threshold	Examples
	<p>Use of Impact Weapon causing less than a Type III injury</p> <p>Canine physical contact with less than Type III injury or complaint of less than a Type III injury</p> <p>Vehicle-Related Force Tactics causing less than Type III Injury</p> <p><u>Use of stationary tire deflation device with confirmed contact and deflation of tires resulting in injury less than Type III injury</u></p> <p>Deployment of stop sticks against a vehicle, other than a motorcycle, where contact is made with the vehicle, regardless of any injury but not causing Type III injury</p> <p>Pursuit Intervention Technique (PIT)</p> <p>Deployment of a blast ball toward people causing less than Type III injury</p> <p>Deployment of a 40 mm LL at a person causing less than Type III Injury</p> <p><u>Deployment of a Pepperball LL at a person causing less than Type III Injury</u></p> <p>NFDD (Noise Flash Diversion Device) toward people causing less than Type III Injury</p>	<p>Punch or kick with less than Type III injury</p> <p>Punch or kick to the groin with less than Type III injury</p> <p>Unintentional injury caused by "bang out" of a blast ball</p> <p>Abrasion, laceration or bruising caused by handcuffs or handcuffing</p> <p><u>Minor joint dislocation (screen with FIT)</u></p> <p><u>Chipped, broken, or lost tooth (screen with FIT)</u></p>

Force	Threshold	Examples
<p>Type III</p> <p>Force that causes or is reasonably expected to cause great bodily harm, substantial bodily harm, loss of consciousness, or death</p>	<p>Great Bodily Harm</p> <p>Substantial Bodily Harm</p> <p>Deadly Force</p> <p>Criminal Conduct by Officer(s) related to the use of force</p> <p>Serious Policy Violation related to the use-of-force (See <u>5.002</u>)</p> <p>Discharging a firearm at a person. See <u>8.300 POL 12</u></p> <p>Deployment Use of stationary tire deflation device stop sticks on a vehicle causing injury greater than Type II or use of <u>stationary tire deflation device stop sticks</u> against a motorcycle. See <u>8.300 POL 5 (4)</u></p> <p>Impact weapon strike to the head, neck, throat, spine or genitals. See <u>8.300 POL 3</u></p> <p>Striking a person’s head into a hard, fixed object (examples include, but are not limited to concrete objects or surfaces, or solid metal structures such as bars or guardrails).</p> <p>Canine physical contact resulting in greater than Type II injury</p> <p>Vehicle-related force tactics resulting in or reasonably likely to cause Type III injury See <u>8.300 POL 5</u>.</p>	<p>Broken bone or tooth</p> <p>Potentially serious head injury</p> <p><u>Serious joint dislocation, even if reset</u></p> <p>Loss of Consciousness</p> <p>Permanent disfigurement or loss of the function of any bodily part of organ</p> <p>Incidents where the suspect is admitted to the hospital as a result of the force</p>

1. Officers Will Document in a Use-of-Force Report All Uses of Force Except De Minimis Force

2. Officers Will Report the Complaint of Handcuff Discomfort Resulting Solely from the Wearing of Properly Applied Handcuffs to a Supervisor

3. Officers, Including Witness Officers, Will Verbally Notify a Supervisor Following Any Use of Reportable Force, As Soon As Feasible

- a. Officers who use reportable force while on duty will call for an on-duty SPD sergeant
 - Known inadvertent contact with a subject's neck during the application of a head control tactic, or other control technique which results in momentary contact with the neck of a subject without the risk or intention of restricting the flow of blood or oxygen is not a neck or carotid restraint, but must be screened with a supervisor.
- b. Officers who use reportable force while working for a secondary employer will call for an on-duty sergeant unless an SPD sergeant is assigned or working the same off-duty detail
- c. Officers who discharge a firearm at a person while off duty, except during military activity, will call and request to be contacted by an on-duty lieutenant
- d. Officers who use reportable force while exercising police authority in all other circumstances will call and request to be contacted by an on-duty lieutenant
- e. When an officer is involved in an incident in another precinct while working off-duty, a sergeant in that precinct (or a sergeant assigned to the same off-duty detail, when there is one) will conduct the investigation and then submit it to the involved officer's chain of command for approval.
- f. Animal shootings and unintentional discharges not resulting in injury are not considered force, but require the same notifications and are investigated as any firearm discharge

4. The Sergeant Will Review the Incident and Do One of the Following:

- Classify the investigation as handcuff discomfort, Type I or Type II as appropriate.
- Screen the following with FIT:
 - Any contact with the neck, causing or reasonably likely to cause injury or loss of consciousness
 - Joint dislocation
 - Chipped, broken, or lost tooth
 - Accidental canine bite
- Call the on-call FIT representative via Communications and screen a Type III response by the FIT

~~-Any contact with the neck, causing or reasonably likely to cause injury or loss of consciousness will be screened with FIT~~

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

6. When Multiple Officers are Involved in a Use-of-Force Incident, the Entire Incident Will be 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, the first officer will complete a Type I report and the second officer will complete a Type II report. The entire incident will be reviewed as a Type II.

7. 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
- When it is unclear whether the officer's actions were consistent with policy or law

8. Except as Provided in 8.500-POL-6, No Supervisor Who Ordered, Used, or Participated in Reportable Force, or Participated in the Tactical Planning That Led to the Use of Reportable Force,-Will Conduct the Investigation of the Incident, Unless it is Impractical Under the Circumstances

When a sergeant orders, uses, or participates in reportable force or the tactical planning leading up to the reportable force, a lieutenant will determine who will conduct the investigation.

When a lieutenant or captain orders, uses or participates in reportable force or the tactical planning leading up to the reportable force (to include authorizing entry into a constitutionally protected space), a higher-ranking officer in the chain of command will determine who will review the investigation.

All officers, sergeants, lieutenants and captains who participate in the tactical planning leading up to a reportable use of force must complete a witness

statement, unless they are otherwise required to complete an involved officer statement. Such individuals may also be required to submit to an investigative interview.

9. Officers are Required to Report the Use of OC Spray, 40 mm LL Launchers, Pepperball LL Launchers, TASERs, Impact Weapons and Patrol Munitions, Regardless of the Effect

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

10. Once a Subject is Free to Leave, Officers Will Not Detain for Screening Purposes

11. Whenever the Department Investigates the Discharge of a Firearm by an Officer, the Firearm Must be Inspected by Range Staff Prior to Being Returned to the Involved Officer

The range staff will verify:

- The firearm is approved by the Department for use by the officer
- The ammunition is approved by the Department for use by the officer. Neither the firearm nor the ammunition has been modified to be out of compliance with Department policy
- Provide to the FIT a memorandum identifying:
 - The firearm evaluated
 - The name and serial number of the officer to whom it is assigned
 - The type of tests performed on the firearm
 - The results of those tests
 - The individual who conducted the test.
 - Conclusion whether the firearm is functioning properly
 - Any malfunctions discovered with the firearm
 - Any other information relevant to the functioning of the firearm inspected

8.400-POL-2 Use of Force – Handcuff Discomfort Screening

1. Officers Will Report Complaints of Handcuff Discomfort to a Supervisor

Officers will report complaints of handcuff discomfort to a supervisor, including what steps the officer took to ensure proper fit and address the complaint of discomfort.

Additional guidance on how to report handcuff discomfort may be found here. 8.400-TSK-1.

2. Sergeants Will Screen Complaints of Handcuff Discomfort

Sergeants screen complaints of handcuff discomfort in-person with the involved officer and the subject, unless impractical, prior to the subject being released.

Officers may not extend a detention solely to await the arrival of a supervisor.

A supervisor will inspect the subject to confirm there is no visible injury.

Sergeants complete a Handcuff Discomfort Report in Blue Team, using the Handcuff Discomfort Template. Sergeants will give a brief summary of their screening in the comments section including:

- That the subject complained of discomfort from the handcuffs,
- What steps the officer took to ensure proper fit and address the complaint of discomfort, and
- Whether any injury was apparent.
- If a complaint of pain is from application of handcuffs (improperly applied or forcefully applied), the sergeant will investigate the force as a Type I.
- If there is visible injury, the sergeant will investigate the force as a Type II or Type III, as appropriate.

No ICV or other video review is required of the sergeant or chain of command unless reasonably necessary to determine the cause of the handcuff discomfort.

8.400-POL-3 Use of Force – Type I Investigations

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 8.400-TSK-3, Involved Officers' Responsibilities During a Type I Investigation.

If there is any uncertainty or concern about the reason or immediately respond to the scene, unless impractical in the circumstances.

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

In Type I use-of-force cases, it **will** be sufficient to complete the form in Blue Team and write a brief narrative entry describing what occurred using the Type I statement template in Word.

Additional guidance on how to report Type I force may be found here. See 8.400-TSK-3.

Witness officer statements are not required for a Type I use-of-force.

The investigating supervisor will review the documentation as soon as practicable and will direct the officer to provide more information, if needed.

When the sergeant requests revisions from the involved officer, he or she must detail the requested revisions in Blue Team.

Sergeants **will** give a brief summary of their investigation of the incident in the comments section in Blue Team using the supervisor Type I investigation template in Word.

No ICV or other video review is required of the sergeant or chain of command.

Additional guidance on how to investigate Type I force may be found here. See 8.400-TSK-4.

8.400-POL-4 Use of Force – Type II Investigations

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 8.400-TSK-8 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 Factfinder and **Will** Not Reach Findings About Whether the Force was Within Policy or Law

3. The Sergeant Will Make Appropriate Notifications When They Believe that Criminal Conduct or a Policy Violation May Have Occurred

When a sergeant believes that there may have been criminal conduct or a serious policy violation, the sergeant will consult with an on-duty captain or lieutenant, as feasible, and ensure that FIT, OPA, and the officer's chain of command are notified, as prescribed by 5.001 and 5.002.

If not already identified and the OPA referral has not been made by the investigating sergeant, upon identifying a policy violation, the captain or lieutenant will make the proper notifications/referrals as prescribed by 5.002.

The captain or lieutenant will notify the command staff and OPA if information is obtained at any step in the investigation that suggests criminal conduct.

If the situation warrants, a lieutenant or captain may relieve the officer from duty for up to 24 hours pursuant to 5.001.

4. Sergeants Will Complete Their Investigation Within the Timeline Established by the Captain, Consistent With the 30-Day Investigation Period

See 8.500-POL-2(4).

When the sergeant requests revisions from the involved officer, the officer must detail the requested revisions in Blue Team.

Sergeants will summarize their investigation of the incident using the supervisor Type II investigation template in Word.

a. Each Reviewer in the Chain Will Review the Report Within a Reasonable Period of Time to Ensure it is Thorough and Complete

Every reviewer in the chain of command is responsible to ensure the accuracy and completeness of the use-of-force investigation completed by the sergeant. Lieutenants and captains will assess the quality of the sergeant's investigation and document their own review in the comments section in Blue Team using the appropriate Type II templates in Word. The lieutenant's and captain's review will include a clear explanation of their reasoning documenting why the approval or disapproval of the force is warranted.

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

- When it appears to a reviewer 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 will ensure that additional investigation is completed.
- When it appears to a reviewer that the findings are not supported by a preponderance of the evidence, that reviewer will consult with the investigating supervisor and previous reviewers to clarify the discrepancy, and document any modifications, including the specific evidence or analysis supporting the modification.

When a reviewer requests revisions from a previous reviewer or the investigating sergeant, he or she must detail the requested revisions in Blue Team.

5. An Investigation May Be Re-Assigned

At the discretion of the officer's chain of command, or OPA in the case of a policy violation that has been referred to it, a use-of-force investigation may be assigned or re-assigned to FIT or to another supervisor, either 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

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 Captain has Reviewed the Use-of-Force Packet and Finds the Investigation Complete and Supported by the Evidence, the Captain Will Forward the Investigation File to the Force Review Unit

8.400-POL-5 Use of Force – Type III Investigations

1. The Force Investigations Team (FIT) Will Conduct All Type III Investigations, With Assistance from the On-Scene Sergeant

FIT will conduct all investigations in accordance with the FIT Manual.

2. FIT Responses Will Be Tailored to the Circumstances, But Will Normally Include One to Six 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 Will Staff the FIT with Employees Who Have the Appropriate Expertise and Investigative Skills

FIT will 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 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 8.400-TSK-21, Responsibilities of the Training Representative During a Type III Investigation.~~

5. An Office of Police 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 policy violations.

See 8.400-TSK-21 Role of the Office of Police Accountability (OPA) Representative During a Type III Investigation and OPA Manual.

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

See 8.400-TSK-18, Responsibilities of the FIT Captain During a Type III Investigation (Not a Firearms Discharge), 8.400-TSK-19, Responsibilities of the FIT Captain During a Type III Investigation (Firearms Discharge), 8.400-TSK-16, Responsibilities of the FIT Unit Sergeant During a Type III Investigation (Not a Firearms Discharge) and 8.400-TSK-17, Responsibilities of the FIT Unit Sergeant During a Type III Investigation (Firearms Discharge). Once FIT has Assumed Control of the Scene, the Patrol Sergeant Will Work at the Direction of the FIT Commander

See 8.400-TSK-11 Responsibilities of the Patrol Sergeant During a Type III Investigation (Not a Firearms Discharge) and 8.400-TSK-12 Responsibilities of the Patrol Sergeant During a Type III Investigation (Firearms Discharge).

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

~~**Exception:** If information suggests possible criminal conduct by an officer, that officer will not be compelled to provide any statement or interview prior to the conclusion of any criminal investigation.~~^[PD-1]

8. Within 60 Days (90 Days for Firearm Discharge Cases), the FIT Captain Will Present the Completed Investigation to the Assistant Chief of the Professional Standards Bureau for Review and Referral to the FRB Calendar within One Week

9. Witness Officers Who had Significant Involvement in any Lethal Force Incident Will Not Return to Work for at Least 24 Hours and May Be Required to See a Department-Approved Mental Health Professional for a Post-Incident Debrief

The on-scene FIT commander, in consultation with involved officers' Bureau Commander, and Peer Support, will determine which witness officers had significant involvement in a lethal force incident.

Examples of significant involvement include, but are not limited to:

- Serving as a cover officer
- Administering any medical aid to the suspect or a victim
- Being the victim of violence from the suspect
- Using any reportable force during the incident immediately prior to the firearms discharge

All witness officers identified as having had significant involvement in a lethal force incident will not return to work for at least 24 hours. This leave will take the form of release time unless the officer has regular furlough the following day.

The witness officer's bureau chief may authorize up to four days release time for officers having had significant involvement in a lethal force incident and may require such officer to see a Department-approved mental health professional for post-incident debrief. The bureau chief will consider any requests for release time by such officers.

If desired, witness officers who witnessed any portion of a lethal force incident may contact a Department-approved mental health professional for a psychological post-incident debrief. (Department-approved mental health professionals are specially-trained in debriefing law enforcement incidents).

- The Department will provide for as many visits as the mental health professional recommends with an additional visit provided six months after the incident.
- The witness officer may bring a family member along at no extra charge to any or all covered visits.

10. The FIT Captain Will Notify the Assistant Chief of Professional Standards if Information is Obtained at any Stage of the Investigation That Suggests Either a Serious Policy Violation or Criminal Conduct

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 criminal 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 a Policy Violation is Revealed:

- Advise the OPA director and refer the policy violation investigation to the OPA, when required by 5.002.
- Advise the officer's captain and refer the policy violation investigation to the officer's chain of command, when required by 5.003.

11. The FIT Captain May Re-Classify a Use-of-Force Incident

The FIT sergeant and FIT lieutenant may recommend re-classification.

This policy recognizes that a Type III investigation may be initiated for an incident where an officer did not use Type III force. For example, a Type III investigation will be completed when it appears that an officer's actions caused a subject to break a bone. However, the investigation may yield that the subject's bone was broken prior to the incident, and that the involved officer used force that would otherwise be investigated as a Type I. Once an investigation is completed, the captain may re-classify each involved officer's use-of-force, as appropriate. The intent is to comply with all reporting and investigation criteria while also maintaining an accurate record of the actual force used by officers.

8.400-TSK-1 Use of Force - Officer's Responsibilities During a Handcuff Discomfort Screening

1. **Receives** a complaint of discomfort from handcuffs

2. **Inspects** the handcuffs as soon as practicable.
 - **Ensures** proper handcuff placement
 - **Ensures** handcuffs are properly gauged and double locked
3. **Inspects** the wrists of the subject for any visible injury
 - Slight indentation and temporary discoloration of skin from the handcuffs does not constitute injury
4. **Notifies** the screening sergeant of the report of discomfort and the outcome of their inspection of the handcuffs

8.400-TSK-2 Use of Force - Sergeant's Responsibilities During a Handcuff Discomfort Screening

1. **Inspects** the wrists of the subject
 - Slight indentation and temporary discoloration of skin from the handcuffs does not constitute injury
2. **Determines** whether the handcuffs were applied properly at the time of arrest and if the discomfort appears to have been a result of improper application vs discomfort from wearing the handcuffs
3. If complaint of discomfort was caused by properly applied handcuffs, **documents** the inspection of the handcuffs and **continues the Handcuff Discomfort Review**
4. Follows screening guidelines set forth in 8.400 POL 2. If inspection of the handcuffs reveals Type I, Type II or Type III investigation is required, **proceeds** accordingly
5. **Forwards** the completed report to FRU for tracking

8.400-TSK-3 Use of Force – 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** (See 8.050 for definition of involved officer):

1. **Notifies** an on-duty sergeant
2. **Uploads** and **flags** ICV and BWV with the incident number before going off shift
3. **Documents** the incident, as appropriate

4. **Completes** a Type I Use-of-Force Report in Blue Team by the conclusion of the current shift, unless the sergeant approves an extension

The report will include the following elements (see the officer Type I statement template in Word):

- Brief summary of the incident
- Description of the Type I force
- Why the force was necessary
- Who screened the incident
- Where the screening occurred
- Anything else noteworthy

8.400-TSK-4 Use of Force – 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 when feasible. The sergeant will document the reason an in-person screening did not occur.

- 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.
- If the sergeant responds to a scene in which there is an allegation of injury or pain, the sergeant will **photograph** the bodily area at issue and take an overall photo of the subject.
 - When a subject is not in custody, the sergeant will request permission before taking photographs.
 - When a subject is in custody, the sergeant will take photographs unless the subject refuses and safety dictates, after voluntary and non-coercive attempts fail.

2. **Determines** if the use-of-force is appropriately classified as a Type I incident.

- If unable to make that determination, the sergeant will consult with a lieutenant or FIT to assist in the determination.

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

- If it appears that a serious policy violation 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 complete a Type I Use-of-Force Report in Blue Team using the involved officer Type I statement template in Word.
6. **Reviews** the Blue Team entry, related documentation, including Reports and Supplements and directs the officer to supply more information, if needed
7. **Orders** the officer to provide additional information or clarification if the Blue Team entry is unclear
8. **Completes** a brief summary of their investigation of the incident in the comments section in Blue Team using the supervisor Type I investigation template in Word.
9. **Forwards** the Blue Team entry to the lieutenant

8.400-TSK-5 Use of Force – Involved Officers’ Responsibilities During a Type II Investigation

Upon being involved in a use-of-force that will be investigated at Type II the **involved officer** (See [8.050](#) for definition of involved officer):

1. **Requests** medical attention for any injured persons
2. **Notifies** an on-duty sergeant
3. **Reviews** the incident with the sergeant, unless unreasonable under the circumstances
4. **Uploads** and flags in-car video (ICV) and body-worn video (BWV) with the incident number before going off shift
5. **Completes** Report and Supplements, as appropriate
6. **Completes** a Type II Use-of-Force Report in Blue Team by the conclusion of the current shift, unless exigent circumstances require an extension

The statement will include the following elements (see the officer Type II statement template in Word):

- 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

8.400-TSK-6 Use of Force – Responsibilities of Witness Officers During a Type II or Type III Investigation (Not a Firearms Discharge)

A **witness officer** (See [8.050](#) for definition of witness officer):

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** ICV and BWV with the incident number before going off shift
4. **Provides** a Use-of-Force Witness Officer Statement (form 24.5), as directed by the sergeant (for a Type II investigation) or a written or audio recorded statement as directed by 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 will provide the witness statement to his or her supervisor.

8.400-TSK-7 Use of Force – Responsibilities of Witness Officers During a Type III Investigation (Firearms Discharge)

A **witness officer** (See [8.050](#) for definition of involved officer):

1. **Protects** the scene and related evidence
2. **Answers** questions posed by a supervisor without being compelled

3. **Conducts** a scene walkthrough and briefings with the FIT detective if directed
4. **Remains** at the scene until directed to respond to the FIT office by FIT personnel
5. **Completes** a written or audio recorded statement prior to the end of shift, as directed by FIT personnel
6. If desired, witness officers who witnessed any portion of the firearms discharge may **contact** a Department-approved mental health professional for a psychological post-incident debrief (Department-approved mental health professionals are specially-trained in debriefing law enforcement incidents)
 - The Department will provide for as many visits as the mental health provider recommends, with an additional visit provided six months after the incident.
 - The witness officer may bring a family member along at no extra charge to any or all covered visits.

8.400-TSK-8 Use of Force – Responsibilities of The Sergeant During a Type II Investigation

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
 - The sergeant will record the interview, either with a digital recorder (**preferred**) or BWV if a digital recorder is not available. See 7.110 Recorded Statements and 16.090 In-Car Video and Body-Worn Video
4. **Confirms** that appropriate medical aid is offered 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 the investigating sergeant delegates witness interviews, he or she will have other sergeants conduct witness interviews, whenever possible. If none are available, the sergeant will select officers that have been trained in conducting use-of-force witness interviews. [KC2]

- An officer who was involved in, or witnessed, the use of force will not conduct witness interviews.
- If witnesses do not want to be interviewed, the sergeant will 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 will be interviewed separately, unless unreasonable under the circumstances.
- Interviews of the subject, or the subject's refusal to be interviewed, will be audio recorded via digital audio recording (**preferred**) or via BWV, if feasible.
- **Documents** all efforts to locate and interview civilian witnesses;
- If no civilian witnesses were located, **documents** that none were found.

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

9. **Reviews** the incident with each involved officer separately, unless unreasonable under the circumstances

- When unreasonable, **documents** the circumstances in the investigative summary

10. **Directs** the involved officer(s) to complete a *Type II Use-of-Force Report* in Blue Team and the witness officer(s) to complete a Use-of-Force Witness Officer Statement (form 24.5)

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 Blue Team entry 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.)

- If it appears that a serious policy violation 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 and BWV by the conclusion of their shift

- If any video appears to be missing, **calls** Seattle ITD immediately to request a review of the fail-safe.

- When an administrative lieutenant is not utilized, the sergeant **reviews and bookmarks** any and all relevant and material ICV, BWV, private video, and/or holding cell video related to the incident.
- When an administrative lieutenant is utilized, the sergeant may, but is not required to review any video during the course of his or her investigation.

17. If a TASER was deployed, **arranges for** the TASER data to be downloaded and confirms that data analysis is included in the Use-of-Force Report

18. **Attaches** primary supporting documents (witness statements, etc.) to the Blue Team entry

19. **Provides** an appropriate summary of their investigation of the incident in the comments section in Blue Team using the supervisor Type II investigation template in Word.

- 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 will include the names of all other SPD employees witnessing the use-of-force and summaries of their statements.
- The Use-of-Force Report will include the sergeant's evaluation of the evidence, including any material inconsistencies that the sergeant perceives in the evidence or statements.

20. **Forwards** a completed Blue Team entry along the chain of command, consistent with the timeline established by the section captain

21. Reviews and approves all associated Reports and Supplements

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. **Forwards** the investigation to the next reviewer

- The sergeant forwards the investigation to the administrative lieutenant, when one is being utilized.
- The sergeant forwards the investigation to the unit lieutenant, when an administrative lieutenant is not being utilized.

8.400-TSK-9 Use of Force – Involved Officer’s Responsibilities During a Type III Investigation (Not a Firearms Discharge)

Upon being involved in a use-of-force that will be investigated at Type III and does not involve the discharge of a firearm (great bodily harm, substantial bodily harm, deadly force, loss of consciousness, neck restraints, carotid restraints, criminal conduct by officers, a serious policy violation by officers, use of stop sticks against a motorcycle), the **involved officer** (See 8.050 for definition of involved officer):

1. **Requests** medical attention for any injured persons
2. **Notifies** an on-duty sergeant for a response
3. **Answers** questions posed by the first arriving sergeant from the Use of Force Public Safety Statement Card (Form 24.3), when directed
4. **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

5. **Participates** in an audio- recorded 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

8.400-TSK-10 Use of Force – Involved Officer’s Responsibilities During a Type III Investigation (Firearms Discharge)

Upon being involved in a firearms discharge, and after the scene is secure, the **involved officer** (See 8.050 for definition of involved officer):

1. **Notifies** his or her sergeant

If off-duty, **calls** Communications to request that an on-duty SPD lieutenant be notified

2. **Preserves** the condition of his or her discharged weapon
3. **Answers** questions posed by the first arriving sergeant from the Public Safety Officer Involved Shooting Card (Form 18.5), when directed
4. **Remains** at the scene until the FIT Sergeant or Captain arrives.

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

5. **Responds** to the FIT office, when directed
6. **Relinquishes** his or her discharged weapon, when directed by FIT personnel
7. **Conducts** a scene walk-through, if directed

This can occur at any time during the investigation and will be preceded by reasonable notice to the officer. The officer has the option of bargaining unit and legal representation at this walk-through.

8. **Provides** an audio- recorded statement

An audio-recorded statement will be provided by the involved officer as soon as practicable, taking into account the totality of the circumstances, including, but not limited to, the psychological, physiological, and medical condition of the officer, and the complexity of the scene processing.

9. **Completes** a Firearms Discharge Blue Team entry and a Use-of-Force Blue Team entry, at the direction of a FIT supervisor

10. **Contacts** an SPD Firearms Training Unit sergeant to arrange for a function test of the replacement firearm

- This will occur when practical.
- When the involved officer is notified that the involved firearm has been cleared to be released from the Quartermaster Unit for duty purposes, he or she will function test the weapon at the SPD Range prior to deploying it again for field duty.

11. **Selects** a mental health professional from the list of Department-approved providers and schedules a post- incident appointment within 72 hours of the incident

- This visit must occur before the officer returns to work.
- The Department will provide for as many visits as the mental health professional recommends with an additional visit provided six months after the incident.
- The involved officer may bring a family member along at no extra charge to any or all covered visits.

8.400-TSK-11 Use of Force – Responsibilities of the Sergeant During a Type III Investigation (Not a Firearms Discharge)

The **sergeant**:

1. **Responds** to the scene
2. **Confirms** that appropriate medical aid is rendered to any injured party

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

5. This may include completing a Use-of-Force Public Safety Statement Card (form 24.3). If necessary, the sergeant may administratively order any officer to

immediately provide public safety information to secure the scene and pursue subjects.

6. **Ensures** the scene is contained

7. **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

8. **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 will record their contact information.

9. **Turns** the scene over to the arriving FIT personnel

10. **Gives** any Use-of-Force Public Safety Cards to the FIT Unit sergeant or FIT Captain upon their arrival

11. **Complies** with directions from the FIT Captain

12. **Assigns** an officer to complete the Report and Supplements

13. **Confirms** that all officers who responded to the incident upload their ICV and BWV by the conclusion of their shift

- If any video appears to be missing, **calls** Seattle ITD immediately to request a review of the fail-safe.

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

- a. If it appears that a serious policy violation may have been involved with the use-of-force, the sergeant will **ensure** that OPA is contacted.
- b. **Advises** the FIT Sergeant of any other concerns noted.

8.400-TSK-12 Use of Force – Responsibilities of the Sergeant During a Type III Investigation (Firearms Discharge)

During the investigation of a firearms discharge, the **patrol sergeant**:

1. **Responds** to the scene
2. **Advises** communications of his or her assumption of command
3. **Confirms** that the necessary medical aid requests have been made
4. **Completes** a Public Safety Statement Officer Involved Shooting Card (form 18.5) for the involved officer, if feasible.
5. Immediately **broadcasts** the information obtained from the Public Safety Statement Card to enhance public safety and assist with the capture of outstanding suspects.
6. **Initiates** Incident Command System (ICS)
7. **Attempts** to locate and identify civilian witnesses and **requests** they stand by to be interviewed by FIT personnel
 - If witnesses do not want to be interviewed, the sergeant records their contact information.
8. If the subject is transported to a hospital, **verifies** that the subject has been identified and **arranges** for hospital guard
9. **Notifies** an on-duty lieutenant
10. **Maintains** control of the scene until the lieutenant arrives
11. Upon the arrival of the lieutenant, **relinquishes** command of the scene, after an in-person briefing
 - **Coordinates** with the lieutenant to make sure that, at a minimum, notification is made to the captain in whose precinct the incident occurred and the section captain for the involved officer(s)
12. **Requests** the response of the FIT
13. **Relieves** the involved officer of any scene-related duties

- If it becomes unsafe for the involved officer(s) to remain at the scene (an injury requiring medical attention or an unruly crowd, etc.) the patrol supervisor arranges for the involved officer to be transported to a hospital or to the FIT office, as appropriate

14. **Assigns** an officer to standby and accompany the involved officer

- If there are multiple involved officers, **assigns** an officer to each
- The officer(s) assigned to the involved officer(s) will not be witness officer(s) nor union representative(s)

15. **Confirms** that the involved officers understand they are not to change the condition of their weapon or appearance of their uniform, except at the direction of the FIT.

Exceptions to the uniform requirement include but are not limited to an officer's uniform being contaminated with bio-hazard material

16. **Supports** the involved officer

- Confirms** that the involved officer has access to a representative from his or her collective bargaining unit
- Confirms** that the involved officer has access to food and drink, restroom facilities, and a telephone
- Does not allow** the involved officer to talk to other personnel about the incident
- Does not seat** the involved officer in the back seat of a police vehicle
- Avoids** any action that may make the involved officer feel like a suspect

17. **Remains** at the scene to coordinate scene security

18. **Gives** the Public Safety Statement Card(s) to the FIT sergeant or FIT Captain upon arrival

19. **Confirms** that the necessary Reports and Supplements have been completed and approved/delivered before involved personnel go off shift

20. **Confirms** that all officers who responded to the incident upload their ICV and BWV before going off shift

- If any video appears to be missing, calls Seattle ITD immediately to request a review of the fail-safe.

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

- a. If it appears that a serious policy violation or criminal conduct may have been involved with the firearms discharge, the sergeant will **contact** the OPA representative on-scene
- b. **Advises** the FIT Sergeant of any other concerns noted.

8.400-TSK-13 Use of Force – Responsibilities of the Watch Lieutenant During a Type III Investigation (Not a Firearms Discharge)

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. **Ensures** that the Use of Force Public Safety Statement Card (Form 24.3) has been read and questions have been answered
6. **Relinquishes** control of the inner perimeter of the scene to the FIT sergeant or FIT Captain upon their arrival
7. **Maintains** control of the outer perimeter until the scene is cleared by the FIT
8. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - a. If it appears that the force used involves potential criminal conduct or a serious policy violation on the part of the officer, the lieutenant will **ensure** that OPA is contacted.
 - b. **Advises** the FIT Lieutenant or FIT Captain of any other concerns noted.

8.400-TSK-14 Use of Force – Responsibilities of the Lieutenant or Captain During a Type III Investigation (Firearms Discharge)

During the investigation of a firearms discharge, the **on- scene Lieutenant or Captain**:

1. **Responds** to the scene
 - If the discharge occurred in another jurisdiction, responds to the location if it is within a reasonable distance

2. **Advise**s communications of his or her arrival and assumption of command
3. **Confirms** that Incident Command has been established and the proper duties have been delegated
4. **Ensures** that the correct Public Safety Statement Officer Involved Shooting Card (Form 18.5) has been read and questions have been answered.
5. **Provides** the appropriate level of command and command structure to achieve scene preservation and crime scene integrity
6. **Maintains** command of the scene until the FIT sergeant or Captain arrives.
7. Upon arrival of the FIT sergeant or captain, **relinquishes** the inner perimeter of the scene
8. **Confirms** that all officers directly involved in the firearms discharge respond to the FIT office, when directed to do so by the FIT sergeant or captain
9. **Confirms** the involved officers are accompanied by other officers, if appropriate
10. **Notifies** the duty captain
11. **Confirms** that a representative of the appropriate collective bargaining unit is notified of the incident
12. If appropriate, **assists** with coordinating a Crisis Management Briefing for officers who are not involved officers in the firearms discharge, as recommended by the CISM team leader
13. **Coordinates** with the FIT Captain to make sure that all existing reports, documents and officer statements are immediately routed to the FIT
14. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - a. If it appears that a serious policy violation or potential criminal conduct may have been involved with the firearms discharge, **contacts** the OPA representative on-scene
 - b. **Advise**s the FIT Lieutenant or FIT Captain of any other concerns noted.

8.400-TSK-15 Use of Force – Responsibilities of the FIT Case Detective During a Type III Investigation (Firearms Discharge)

During the investigation of a firearms discharge, the **FIT case detective**:

1. **Responds** to the scene

2. **Arranges** for a canvass for any witnesses and privately-owned video
3. **Determines** if there is an immediate need for any ICV (in-car video,) BWV (body-worn video) or HCV (holding cell video) download
4. **Participates** in the compelled in-person interview of the involved officer(s)
5. **Participates** in any interview or statement review of the witness officers
6. **Takes custody** of the weapon used by the involved officer in the condition it was in after being fired and performs a round count
7. **Confirms** the involved officer's firearm is placed into Evidence

8.400-TSK-16 Use of Force – Responsibilities of the FIT Unit Sergeant During a Type III Investigation (Not a Firearms Discharge)

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 and BWV from involved officers is uploaded prior to them going off shift
 - If any video appears to be missing, **calls** Seattle ITD immediately to request a review of the fail-safe.
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-recorded use-of-force statement as directed by the FIT Captain
 - The FIT Captain **directs** officers who used Type I or Type II force to complete Blue Team entry or provide an audio recorded statement.
 - **Verifies** that the officers who have provided 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 a recorded 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 a serious policy violation on the part of the officer, FIT supervisor will **contact** OPA.

8.400-TSK-17 Use of Force – Responsibilities of the FIT Unit Sergeant During a Type III Investigation (Firearms Discharge)

During the investigation of a firearms discharge, the **FIT sergeant**:

1. **Responds** to the scene

2. **Arranges** for documentation of the scene and evidence collection by Crime Scene Investigation personnel

3. **Coordinates** with the on-scene sergeant to make sure that Offense Reports and Supplements are immediately approved

- If any video appears to be missing, **calls** Seattle ITD immediately to request a review of the fail-safe.

4. **Confirms** that ICV and BWV from involved officers is uploaded prior to them going off shift

5. **Reviews** CAD to make sure that all officers at the scene provide statements

- **Verifies** that the officers who have provided statements have thoroughly documented all reportable uses of force

6. **Verifies** the involved officer is placed in a conference / soft interview room at the FIT office

7. **Participates** in the compelled in-person interview of the involved officer(s)

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

8. **Completes** and provides all involved officers with an Officer Involved Shooting Post-Incident Checklist. Supervises the investigation of the incident, per the FIT manual

- If a FIT investigation, at any point, reveals that the force used involves potential criminal conduct or a serious policy violation, on the part of the officer, the FIT supervisor will **contact** OPA.

8.400-TSK-18 Use of Force – Responsibilities of the FIT Captain During a Type III Investigation (Not a Firearms Discharge)

Upon notification of a Type III investigation, the **FIT Captain**:

1. **Assumes** control of the inner perimeter of the scene
2. **Compels** officers who used force to provide an in-person interview if necessary and consistent with the requirements of the FIT Manual
3. **Arranges** for an OPA representative and a Training Section representative to respond to the investigation, and **notifies** the Office of Inspector General of the incident
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.)
 - If it appears that the force used involves potential criminal conduct or a serious policy violation on the part of the officer, the captain will **ensure** that OPA is contacted.
7. **Presents** the complete investigation to the Force Review Board
8. **Conducts** any briefings or presentations to Command Staff regarding the incident

8.400-TSK-19 Use of Force – Responsibilities of the FIT Captain During a Type III Investigation (Firearms Discharge)

During the investigation of a firearms discharge, the **FIT Captain**:

1. **Responds** to the scene
2. **Assumes** control of the inner perimeter of the scene
3. **Contacts** the Critical Incident Stress Management team leader to coordinate a response from a CISM team member
4. **Arranges** for an OPA representative and a Training Section representative to respond to the investigation, and **notifies** the Office of Inspector General of the incident

5. **Completes** a Use-of-Force Major Incident Summary and **routes** it to the involved officers' chain of command and the command staff, and the FIT Unit chain of command
6. **Monitors** the investigation
7. **Evaluates** the incident for any concerns (tactical, threat assessment, etc.)
 - If it appears that the force used involves potential criminal conduct or a serious policy violation on the part of the officer, the captain will **ensure** that OPA is contacted.
8. **Presents** the complete investigation to the Force Review Board
 - **Ensures** the involved officers are provided a CISM Lethal Force Incident booklet
9. **Ensures** the officer has access to
 - Food and drink
 - Restroom facilities
 - Telephone
 - Bargaining unit representative
 - Legal representative
10. **Provides** the involved officer(s) with a copy of the Police Officers Bill of Rights during their in-person interview and **compels** their participation, consistent with the requirements of the FIT manual.
11. Coordinates with CSI who will **Provide** the involved officer(s) with a replacement weapon
 - a. This will normally occur at the scene if the involved officer is still on scene when FIT arrives, and otherwise will occur at the FIT office
 - b. No immediate replacement will be provided for a Department-issued long gun
12. **Maintains** overall responsibility for the investigation
13. **Facilitates** return to work plan for involved officer.
 - a. **Notifies** the Involved officer's captain when the involved officer has been approved through their post-incident debriefing to return to work.

- b. Together with the involved officer's captain, **briefs** Chief of Police and command staff at next scheduled command staff meeting for a decision regarding return to work.

8.400-TSK-20 Use of Force – Responsibilities of the Duty Captain During a Type III Investigation (Firearms Discharge)

During the investigation of a firearms discharge, the **duty captain**:

1. **Verifies** the following notifications are made:
 - Section captain of the involved officer(s)
 - Assistant Chief of the involved officer(s)' bureau
 - Office of the Chief
 - Public Affairs Unit

~~8.400-TSK-21 Use of Force – Responsibilities of the Training Unit Representative During a Type III Investigation~~

~~The **Training Unit representative**:~~

- ~~1. **Responds** to the scene at the request of the FIT Captain~~
- ~~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~~

8.400-TSK-21 Use of Force – Role of the Office of Police 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 serious policy violations
2. **Functions** as a liaison to the FIT Unit

8.400-TSK 22 Use of Force – Role of the Office of Inspector General Representative During a Type III Investigation

The **Inspector General Representative**

1. **Consults** with the FIT Captain overseeing the investigation
2. **Functions** as a liaison to the FIT Unit

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