

## 8.500 - Reviewing Use of Force

Effective Date: ~~12021124~~20 Draft

Timely and thorough review of all uses of force a critical priority of the Department. By dynamically analyzing tactics, training, policies, processes and procedures, the Department learns important lessons from every significant use-of-force incident.

8.500-POL-1 addresses general principles of force review.

8.500-POL-2 addresses command review of use-of-force.

8.500-POL-3 addresses the Force Review Unit.

8.500-POL-4 addresses the Force Review Board.

8.500-POL-5 addresses expedited summary review for specific firearms discharges.

8.500-POL- 6 addresses investigation and review of force used during crowd management events.

### 8.500-POL-1 Use of Force – General Principles

#### 1. All Reviews Must Be Completed in a Timely Manner

For all reviews, furloughs, vacations, extended sick leave or any other absence from work are not considered valid reasons for delaying the review process. Each level of review is expected to have a sufficient number of personnel trained in the review process to sustain the review process in a timely manner. In the case of absences from work, the reviewer or his or her designee will assign another supervisor to complete the review of the use-of-force report.

#### 2. All Reviewers Will Evaluate Use-of-Force with Regard to Department Policy

#### 3. Use of Force on Restrained Persons is Highly Scrutinized by the Department

Personnel reviewing cases involving uses of force on restrained persons must articulate why the reviewers believe the UOF was necessary.

#### **4. Each Reviewer Will Ensure That the Use-of-Force Report is Thorough and Complete and Contains All Necessary Documentation and Evidence**

The reviewer will return the use-of-force report to the investigator if it is determined that an investigation is not thorough or complete.

#### **5. Each Reviewer Will Address Any Discrepancy, Confusion or Lack of Relevant Information Prior to Completing the Applicable Blue Team Entry**

Any noted discrepancies will be returned to the investigating sergeant or the FIT detective.

Means of addressing these issues include:

- Supplementary statements from officers
- Supplementary statements from subjects or witnesses
- Requiring additional investigation

If such issues cannot be resolved, the issue will be noted in Blue Team, as applicable.

#### **6. Reviewers Will Immediately Address Concerns That Arise During Use-of-Force Investigations or Review and/or Recommend Additional Action**

If a reviewer identifies concerns that have not been sufficiently addressed, the reviewer will address those concerns.

The reviewer will take appropriate action and/or recommend a course of action, such as:

- Referral to the Office of Police Accountability (OPA)
- Referral to Training
- Supervisory counseling or mentoring

Identified concerns and supervisory actions will be documented in PAS and mentioned in Blue Team, as applicable.

**\*Note:** A referral to OPA does not bar other referrals/actions. Reviewers will make additional recommendations for addressing a particular concern other than any discipline that may be recommended by OPA. Any questions regarding what constitutes discipline for this purpose will be referred to SPD Human Resources.

## **7. Reviewers Will Refer Serious Policy Violations, as well as Potential Criminal Conduct to the OPA**

If it appears that a serious policy violation may have been involved in the use of force, the supervisor will ensure that the Office of Police Accountability is contacted and consult the FIT commander regarding reclassification of the incident as a Type II or Type III investigation, if appropriate.

The supervisor will note the OPA referral in Blue Team, as applicable, but will not take disciplinary action.

**Exception:** When a serious policy violation comes to the attention of the FRB members only through their participation on the Board and reviewing cases in connection with the Board, the member is not required to notify OPA. If the FRB determines that there is a serious policy violation the referral to OPA will be made by the FRB chair. This provision does not prohibit any individual member of the board making a personal referral to OPA.

Certain policy violations (See Sections [5.002](#) and [5.003](#)) may be handled directly by the chain of command.

## **8. Only the Chief of the Seattle Police Department Has the Authority to Make Policy for the Department**

No other Department employee has the authority to ratify the actions of any Department employee.

## **9. The Office of the Chief Will Conduct a Documented Annual Analysis of All Reported Uses of Force by the Seattle Police Department**

### **8.500-POL-2 Use of Force – Command Review of Force**

**1. The Reporting Supervisor Will Complete all Handcuff Discomfort Reports and then Forward to the Force Review Unit for Tracking**

**2. The Reporting Officer's Chain of Command, to the Rank of Captain, Will Review all Type I and Type II Use-of-Force Reports**

Type I use-of-force reports will be routed in the following order:

1. Sergeant
2. Lieutenant
3. Captain or designated Operations Lieutenant
4. Force Review Unit

Type II use-of-force reports will be routed in the following order:

1. Sergeant
2. Administrative Lieutenant (when utilized)
3. Lieutenant
4. Captain
5. Force Review Unit, and as necessary, the Force Review Board

**3. For a Type II Investigation, the Precinct Chain of Command Must Review Video**

The administrative lieutenant, when utilized, must review and bookmark all video necessary for a decision-maker to make an informed decision about the force and the surrounding circumstances. When an administrative lieutenant is not utilized, the forgoing responsibilities fall on the investigating sergeant. The reviewing lieutenant must review video pertinent to the use of force as bookmarked by the administrative lieutenant or investigating sergeant.

The captain is ultimately responsible for ensuring that all video has been sufficiently reviewed.

#### **4. The Precinct or Section Captain Will Designate the Timeframes for Sergeant Investigation and Lieutenant Review**

The precinct captain will determine a reasonable time limit based upon the totality of the circumstances for the lieutenant review and sergeant investigation. The precinct captain is responsible to ensure that all use-of-force reports are forwarded to the FRU within 30 calendar days of the date the force was used.

In exceptional cases, when workload issues will preclude timely review, the captain may request assistance from other trained personnel, and/or an extension of time from the appropriate bureau chief.

If a report is delayed beyond this time limit, the reason for the delay will be documented in Blue Team.

#### **5. The Sergeant Will Begin the Investigation and Forward It to the Administrative Lieutenant When Appropriate**

See 8.500-TSK-2 Role of the Administrative Lieutenant.

#### **6. For Type I and Type II Investigations, the Reviewing Lieutenant (Not the Admin Lieutenant) Will Make Determinations Regarding the Use-of- Force**

The lieutenant will address the following elements, and document them in Blue Team using the template in Word:

- Whether the Use-of-Force report is thorough and complete
- Whether the force used was necessary and objectively reasonable
- Whether the force used was consistent with Department policy
- Whether any concerns have been sufficiently addressed
- Identification of any additional concerns and the action taken to address them.

**Exception:** For review of force used by a lieutenant or above, the designated primary reviewer will be a supervisor of higher rank in the employee's chain of command.

**7. For Type I and Type II Investigations, the Lieutenant (Not the Admin Lieutenant) Will Complete Review and Forward Reports to the Precinct or Section Captain**

**8. The Precinct or Section Captain Will Review the Lieutenant's Determinations on Use-of-Force. For Type I Investigations the Operations Lieutenant May Review the Lieutenant's Determinations on Use-of-Force**

The review will include the following aspects, documented in Blue Team using the template in Word:

- Whether the investigation and documentation are thorough and complete
- Whether the findings of the reviewing lieutenant are supported by a preponderance of evidence
- Whether concerns identified by the sergeant and/or lieutenant have been sufficiently addressed
- Identification of any additional concerns and the action taken to address them

**9. When a Reviewer Requests Revisions From a Previous Reviewer or the Investigating Sergeant, He or She Must Detail the Requested Revisions in Blue Team**

**10. Force is Reviewed at the Highest Level of Any Single Involved Employee Based on the Information the Investigating Supervisor has at the Time of the Incident**

The use of force may be reclassified during or after the course of the investigation to capture the actual level of force that an employee used.

**11. During or After the Course of a Use-of-Force Investigation any Reviewing Lieutenant or Captain May Re-Classify the Investigation to the Appropriate Type**

In reviewing a sergeant's investigative summary, a lieutenant or captain may determine that the initial classification was inappropriate. (E.g., The lieutenant or captain may discover that an incident that was initially investigated as Type I met the

criteria to be investigated as Type II.) In such cases, the lieutenant or captain will re-classify the investigation to the appropriate type and return it to the investigator for necessary action. (E.g., When a lieutenant or captain re-classifies a Type I investigation to a Type II, he or she will return it to the sergeant to obtain witness statements, etc.) This can apply to an entire incident, as well as to individual involved officers within an incident.

The FIT Captain will determine whether a FIT Investigation will be conducted for any use-of-force incident referred to FIT.

A bureau chief may order a FIT response and investigation.

## **12. Once an Investigation Has Been Completed, the Precinct or Section Lieutenant or Captain May Re-Classify a Use-of-Force Incident**

The sergeant may recommend re-classification.

This policy recognizes that the type of investigation that is required for an incident does not always reflect the level of force that an officer used. 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.

## **13. The Force Review Unit Will Review any Force Reclassifications and May Overrule the Chain of Command Decision**

## **14. For Type I and Type II Investigations, the Precinct or Section Captain Will Forward Completed Use-of-Force Reports to the Force Review Captain Within 30 Calendar Days of the Use-of-Force Incident**

In exceptional cases, when workload issues preclude timely review, the captain may request assistance from other trained personnel, and/or an extension of time from the appropriate bureau chief.

If a report is delayed beyond this time limit, the captain will document the reason for the delay in Blue Team.

After completing the review of a Type I Use-of-Force Report, the captain will forward the report to the Force Review Unit if there are no issues.

If there are issues, the captain will send the report back to the officer, via the chain of command, or appropriate supervisor in the chain of command to correct the issues.

### **15. Precinct Captains and Lieutenants Will Closely and Effectively Supervise Those Sergeants and Officers Under Their Command to Ensure They Identify and Effectively Respond to Uses of Force**

~~The FRB will provide monthly reports to precincts on use of force using the Data Analytics Platform Use of force dashboard. Precinct captains and watch lieutenants will review these reports. The reports will contain:~~

- ~~–Case statistics~~
- ~~–Number of use of force cases that occurred, by type (i.e., Type I, Type II, Type III)~~
- ~~–Number of Type I and Type II use of force cases for which review was completed, by type~~
- ~~–Number of cases referred to:
 
  - ~~–Office of Police Accountability~~
  - ~~–Education and Training and Section~~
  - ~~–Supervisory counseling/guidance~~~~
- ~~–Themes, trends, and learning opportunities identified~~

~~Precinct captains will ensure the monthly precinct report is distributed as roll call training and as a group e-mail throughout the precinct. Precinct captains will respond to FRB reports that identify themes, trends, or learning opportunities with specific actions taken.~~

### **16. The Force Review Unit Will Ensure That All Type I Use-of-Force Reports Are Complete**



The function of the FRU is to conduct a quality check to determine if Type I Use-of-Force reports meet basic requirements.

See 8.500-POL-3 Force Review Unit.

### **17. The Force Review Unit Will Review All Type II Use-of-Force Reports**

The function of the FRU is to conduct an administrative review of Use-of-Force incidents.

See 8.500-POL-3 Force Review Unit.

### **18. The Force Review Board Will Review All Type III Uses-of-Force, and all Type II Uses-of-Force Referred to it by the Force Review Unit**

See 8.500-POL-4 Force Review Board.

The Chair of the FRB will forward FRB findings to the appropriate chain of command, once reviewed by the Assistant Chief of the Professional Standards Bureau

### **19. The Bureau Chief Will Review FRU and FRB Determinations on Use-of-Force Incidents**

## **8.500-POL-3 Use of Force – Force Review Unit**

### **1. The Force Review Unit Will Ensure That All Type I Use-of-Force Reports Are Complete**

### **2. The Force Review Unit Will Review all Type II Use-of-Force Reports**

### **3. The Force Review Unit Detectives Will Review all Type II Uses of Force**

The detectives will identify any areas of concern and immediately inform the Force Review Sergeant.

### **4. The Force Review Unit Sergeant Will Immediately Inform the Force Review Lieutenant of Any Actions That Appear to Involve a Policy Violation by Any of the Officers**

**a. The Force Review Unit Lieutenant Will Review the Case Then Forward the Case with Comment to the Force Review Captain for Immediate Review**

**b. The Force Review Unit Captain Will Forward Cases Involving a Serious Policy Violation to OPA for Investigation**

In cases where a violation of Title 8 is referred to OPA, the FRU will not issue a finding in terms of compliance to policy but will defer to the findings of the OPA investigation. This will not preclude the FRU's review from identifying performance issues, training issues or other non-policy related recommendations related to the use of force or the case in general.

**5. The Education and Training Section is a Resource for the Force Review Unit and Provides Subject Matter Expertise on Questions of Training.**

Training will have access to all Type II uses of force for review.

**6. Once the Detective's Review of the Use-of-Force is Complete, the Force Review Unit Sergeant Will Forward the Report to the Force Review Lieutenant for Review**

**7. The Force Review Unit Lieutenant Will Review the Detectives' Review, Make Finding Recommendations, and Forward to the Force Review Captain**

**8. The Force Review Unit Captain Will Review the Force Review Lieutenant's Recommendations and Either Document Their Concurrence or Make Additional Recommendations**

**9. The Force Review Captain May Re-Classify a Use-of-Force Incident**

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

This policy recognizes that the type of investigation that is required for an incident does not always reflect the level of force that an officer used. 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.

## **10. Upon Completion of the FRU or FRB Findings, the Use-of-Force Classification Will Not be Altered**

## **11. The Force Review Unit Lieutenant and Captain Will Refer Cases for Full Board Review**

Cases involving the following will be referred to the FRB:

- Serious policy violation
- When FIT was contacted for Type III screening and declined to respond or investigate
  - This does not include instances when FIT was contacted for consultation regarding the appropriate classification of an investigation.
- When less-lethal tools were used on the subject
- When a canine makes physical contact with the subject
- Crowd management events and major incidents

The lieutenant and captain will consider the following when determining whether to refer a case for full board review:

- Severity of injury to the suspect (including whether the subject was transported to the emergency room)
- Severity of the crime at issue
  - (e.g. Whether obstructing a public officer was the only crime or whether the initial contact was for a civil infraction)
- Whether the suspect posed an immediate threat to the safety of officers or others
- Whether the suspect actively resisted or attempted to evade arrest by flight
- Any policy, training, or equipment issues

- Whether there is a special departmental interest in a particular case (e.g., media inquiries)

## **12. The Force Review Unit Captain Will Refer an Additional Ten Percent of the Cases Received Each Month for Review by the Full Board**

These cases will be selected through random, blind sampling by the FRU after the review. See 8.500-TSK-1 Selecting Cases for Full Board Review.

The purpose of this review is quality assurance. The FRB will review the selected cases in the same manner as any other case and will make independent findings, which will be the controlling findings for the force review process.

The Assistant Chief of the Professional Standards Bureau will critically examine the reviews by the FRU and the FRB and identify material differences. Material differences between the findings, recommendations, and referrals of the FRU and FRB are recorded in the final findings document and communicated back to the FRU.

## **8.500-POL-4 Use of Force – Force Review Board**

### **1. The FRB Will Review All Type III Use-of-Force Investigations and Type II Use-of-Force Reports as Referred by the Force Review Unit**

The FRB will conduct timely, comprehensive, and reliable reviews of Type II cases referred by the FRU, and all Type III cases, and will determine:

- Whether the investigation is thorough and complete.
- Whether the force was consistent or inconsistent with SPD policy, training, and core principles.
- Whether, with the goal of continual improvement, there are considerations that need to be addressed regarding, among other concerns:
  - De-escalation
  - Supervision

- Equipment
- Tactics
- Training
- Policy
- Department best practices
- Review each use-of-force packet to determine whether the chain of command has appropriately identified and taken actions to correct any deficiencies in the way the incident was handled
- Confirm that uniform standards are applied in Use-of- Force practices
- Identify instances, trends, or patterns of deficiencies regarding policy, training, equipment, or tactics
- Monitor all aspects of the Department's Use-of-Force practices with the goal of continual improvement

**2. The FRB May Also Review Fatal and Significant Injury Events That Involve Vehicle Pursuits, as Well as Other Critical Incidents as Assigned by the Chief of Police**

**3. The Assistant Chief of the Professional Standards Bureau Will Select the Standing Members of the FRB**

The FRB will be comprised of the following:

- One representative from the Training Section
- Three representatives from the Patrol Operations Bureau
- One representative from the Audit, Policy and Research Section
- One representative from the Investigations Bureau
- One additional representative as needed from any Bureau

**4. Each Standing Member Will Serve a Minimum Term of 18 Months**

Attendance at board meetings is mandatory. Any board member who is unable to attend a meeting will notify the Force Review Board Chair and find a suitable replacement. Replacements must meet all the requirements of permanent FRB members and be approved by the Assistant Chief of the Professional Standards Bureau.

## **5. Each Standing FRB Member is Required to Attend a Minimum of 8 Hours of Annual FRB Training**

Basic annual training for FRB standing members will focus on use-of-force practices, including but not limited to:

- Legal updates regarding use-of-force
- Use-of-force investigation
- Curriculum utilized by the Education and Training Section regarding use-of-force and de-escalation

Standing members must also, at a minimum:

- Attend all required Department training
- Receive training in Department Crisis Intervention techniques
  - 8-hour initial course
  - Additional refresher training as required by the Crisis Intervention Team program, in consultation with the Captain of the Education and Training Section

## **6. The Force Review Captain is the Standing Chair of the FRB**

The Deputy Chief or any Assistant Chief (or designee) may chair the FRB as required by Departmental needs.

The Chair has operational control of the FRB.

## **7. All Board Determinations will be Made by Majority Vote**

Quorum is four. The Force Review Board Chair will vote in cases where the vote is evenly split.

## **8. Observers and Consultants are Not Permitted to Vote**

Only members of the FRB may participate in the deliberations during the Force Review Board.

Only Standing Members of the FRB Are Permitted to Vote.

Consultants include any subject matter experts, beyond Standing Members, whom the Chair feels would be helpful in reviewing particular incidents.

The FRB may consult with other advisors as necessary.

Attendance at the board is limited as follows:

- A civilian observer, appointed by the Mayor in accordance with Ordinance #118482, will attend all FRB meetings that involve the review of an officer-involved shooting
- A representative from the involved officer's union may attend all FRB meetings that involve the review of an officer-involved shooting
- Captains and higher, as well as representatives from the Legal Unit and OPA, may attend FRB meetings and ask questions, but they are not permitted to vote.
- All other observers need permission from the Assistant Chief of the Professional Standards Bureau to attend FRB meetings.

## **9. The Chair Will Record All Findings of the Board**

The Chair will be responsible for the following determinations, and will document them in IAPro:

- Whether the investigation is thorough and complete.
- Whether the force was consistent or inconsistent with SPD policy, training, and core principles.
- Whether, with the goal of continual improvement, there are considerations that need to be addressed regarding:
  - De-escalation
  - Supervision
  - Equipment

- Tactics
- Training
- Policy
- Department best practices

## **10. FRB Chair Will Refer Serious Policy Violations to OPA**

The FRB will refer all serious policy violations to OPA. The determination of whether the act at issue warrants such referral will be determined by majority vote of the FRB or at the discretion of the Chair.

When a serious policy violation comes to the attention of a FRB member only through their participation on the FRB, the member is not required to make an OPA referral that might otherwise be required under 5.002. This provision does not prohibit any individual member of the board making a personal referral to OPA.

The FRB will not make recommendations concerning discipline.

## **11. The FRB May Review and Make Recommendations to Matters Under OPA Investigation, But Will Not Make a Final Determination on these Matters, Unless Requested by the OPA Director or the FRB Chair**

## **12. Type III Use-of-Force Investigations Will Be Presented to the FRB by the Captain of the Force Investigation Team, or Their Designee**

## **13. The FRB Chair Will Refer Policy, Equipment, and Training Issues to the Assistant Chief of the Professional Standards Bureau as an FRB Action in Blue Team**

As appropriate, the Assistant Chief of the Professional Standards Bureau will forward for follow-up any policy, equipment or training recommendations from the board to the appropriate bureau chief or section for review or follow-up.

- Individual training recommendations will be referred to the chain of command of the involved officer for follow-up.



The assigned unit will be given a response date that will be tracked by the Professional Standards Bureau.

The captain of the assigned unit will report via the FRB Action in Blue Team the status of any recommendations assigned by their bureau chief, to include any actions taken. If either the bureau chief or the captain determines that the recommendation will not be implemented, he or she will document the reasons why it will not be implemented.

The Professional Standards Bureau will maintain a record of all recommendations and their status.

## **8.500-POL-5 Use of Force – Expedited Summary Review**

### **1. At the Discretion of the Assistant Chief of the Professional Standards Bureau, a Summary Review of the Firearms Discharge is Allowed Under Certain Circumstances**

A summary review is limited to a review of the completed investigation by FIT and the Chair of the FRB without presenting the case to the FRB. Incidents qualifying for summary review are forwarded to the Chair of the FRB by the FIT Captain.

#### **a. Summary Review is Only Allowed Under the Following Circumstances:**

- Unintentional discharge that does not strike a person or cause concern for public safety; or
- Discharge at an animal, regardless of whether the animal was killed or injured.

#### **b. If New Information Arises at Any Time During the Summary Review Process That the Chair of the FRB concludes Justifies Review by the FRB, the Incident Will Be Presented to the FRB**

The Assistant Chief, or designee, writes a memo documenting the summary review, to be added to the case file in IAPro.

### **2. A Summary Review Will Normally Be Completed Within 60 Days of the Incident**

## **8.500-POL-6 Use of Force – Crowd Management, Intervention, and Control**

This policy applies to the review of the investigation of uses of force that occur during the course of crowd management, intervention, or crowd dispersal.

This policy recognizes that there may be long periods of civil unrest or other large-scale events where the investigation and review processes set forth in this policy are not feasible in a reasonably timely manner. In such instances, the Chief of Police will consult with the Director of the Office of Police Accountability, the Inspector General for Public Safety, and the Director of the Community Police Commission, to determine whether department goals of critical review, transparency, and accountability are better and/or more timely achieved through alternative process(es), within SPD or in coordination with the OIG.

### OIG Sentinel Event Review

-For more information about crowd management, [See 14.090 – Crowd Management.](#)

### Incident Commanders and Officers Will Document Uses of Force

#### **1. Any Commander Directing the Use of Type I Force is Responsible for Reporting Such Force**

For reporting purposes, use of a police line to move crowds where contact occurs will be assumed to involve at least Type I force.

Involved officers do not submit statements for Type I force ordered during crowd management.

Regular Type I reporting and investigation protocol applies for individualized Type I force that occurs separate from crowd management tactics.

#### **2. Any Commander Who Directs or Authorizes the Use of Type II Force Will Complete a Blue Team Entry**

The Blue Team entry will correspond with the highest level of force used by any individual officer during the directed use of force.

The commander directing the use of Type II force will articulate their considerations of the CMIC guide in the Blue Team statement.

Officers will individually justify and document all reportable uses.

### **3. Investigation of Force During Crowd Management Events**

- The Crowd Management Force Investigation Team (CM FIT) will be comprised of a group of detectives, sergeants and lieutenants selected by the Incident Commander. The CM FIT will be responsible for investigating all Type II uses of force that occur during crowd management.

**Exception: Type III use of force will be investigated by the regular Force Investigation Team.**

- Review of Type II Use-of-Force Reports will be completed by a captain or above who was not involved with the event as designated by the Deputy Chief.

- The reviewing captain will submit approved Type II Use-of-Force Reports to the Force Review Unit.

~~-Type III uses of force shall be investigated and reviewed by FIT.~~

### **4. The Force Review Unit Reviews all Type II Uses of Force That Occur During Crowd Management, as Set Forth in 8.500-POL-3**

### **5. The Force Review Board Will Also Review all Crowd Management Events and Major Incidents**

For the review of crowd management, the board will include two additional voting members. Both of these members will be either a lieutenant or a captain, and will be chosen by the Assistant Chief of the Professional Standards Bureau based on their experience with crowd management.

Board review of crowd management will focus on command of the incident rather than the individual officer's application of force.

The FRB will conduct timely, comprehensive, and reliable reviews of all facets of crowd management and will determine:

- Whether decisions made concerning crowd management were consistent with policy and Department core principles.
- Whether the incident commander or scene commanders adequately documented their reasons for directing the use of force.
- Whether there were any tactical, training, equipment or staffing deficiencies.
- Whether any use of less lethal force during a crowd management event was properly authorized and executed.

The Board will follow its normal procedures for voting, recording, and referral of findings as set forth in 8.500-POL-4.

### **8.500-TSK-1 Use of Force – Selecting Random Cases For Full Board Review**

When selecting random cases for full board review, the **FRU Captain (or designee)**:

1. **Produces** a list of all of the Type II cases that the FRU reviewed during the previous month
  - This list will be numbered and ordered by event number, in descending order.
2. **Calculates** the number of cases that equal ten percent (x). If there are fewer than 10 cases reviewed in any month, one case will be selected.
3. **Uses** the research randomizer (<http://www.randomizer.org>) to produce a set of numbers
4. **Takes** the first x numbers out of the set and assigns the corresponding cases for full board review
  - If any of the numbers in the set corresponds to a case that has already been referred to the full board, proceeds to the next number in the set until the x cases that have not already been referred are selected.

5. **Retains** a copy of the list of cases and the randomizer results

Example: If the FRU reviews 50 cases in a month, the captain will prepare a list of all 50 cases. The list will be ordered by event number, and numbered 1 – 50. X will be 5, as 5 is ten percent of 50. If the first 5 numbers in the set provided by the research randomizer are 24, 2, 19, 15 and 31, then the corresponding cases from the original list will be referred to the full board. If 19 corresponds to a case that has already been referred to the full board, the captain will select the next number in the set to get the necessary 5 cases.

## **8.500–TSK–2 Use of Force – Role of the Administrative Lieutenant**

When assisting with the review of a Type II use-of-force investigation, the **administrative lieutenant**:

1. **Conducts** daytime follow-up for third watch cases
2. **Checks** force packet for completeness
  - **Verifies** that all involved officer statements have been entered into the summary section of the officer's Blue Team
  - If the statement cannot fit into Blue Team, includes as much as possible then **attaches** the entire statement to the case file.
  - **Verifies** that all witness statements are attached
  - **Verifies** that all supporting documentation is attached;
    - Fire run sheet
    - Medical information
    - Evidence pertaining to the use-of-force
    - Hazard Reports (when required)
3. **Reviews** the sergeant's investigation to verify:
  - Canvass for private video was completed

- All private video is attached (if possible, otherwise send to FRU and place original into Evidence)
- All information presented in the order defined by the Investigative Template
- Minor policy violations were addressed properly (Ensure PAS entries were made if not referred to OPA.)
- Serious policy violations as defined by 5.002 were referred to OPA
- Timeline

4. **Conducts** specific investigative tasks to complete the force investigation

- **Reviews** all video and creates a video log
  - **Bookmarks** pertinent sections
- **Creates** a list of all officers on scene
- **Seeks** and documents an explanation for all officers who do not have video
- **Creates** a list of relevant officers' video and brief explanation
- **Documents** ICV violations and forwards to OPA, as appropriate
- **Ensures** that case numbers have been entered on all videos
- **Identifies** and objectively presents the following elements:
  - Tactics
  - De-escalation
  - Force used
  - Mitigating steps taken, if appropriate
  - Transport: direct booking, hospital, AMR, seatbelts.
  - Any discrepancies in the statements addressed
- **Verifies** that photos have been submitted to DEMS under the correct case number (labelled with UOF-20XX-XXXXXX)

- **Conducts** basic quality assurance:
- **Verifies** that addresses of incident are consistent across all entries when multiple officers are involved
- **Ensures** that the correct Report number is used and in the proper format (20XX-XXXXXX)
- **Ensures** that only one involved employee is listed per Blue Team entry
- **Ensures** that each involved officer has completed their own Blue Team entry
- **Ensures** that each involved officer lists the force he or she used and that the body diagram is complete
  - If not, return it to the involved officer to correct.
- **Checks** on delays and works to resolve obstacles to the timely submission of the report
- **Ensures** that the type of investigation is properly classified for each involved officer and requests any necessary re-classifications, consistent with 8.500-POL-2(11)
- For Type II incidents where the chain-of-command review will exceed 30 days, **requests** an extension from the bureau chief and documents it in Blue Team
- As appropriate, **recommends** re-classification of the incident, consistent with 8.500-POL-2(11)
- **Coordinates** with the IAPro QA Unit to make adjustments to Blue Team entries, when needed

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