



Tips and Techniques

Portland Police Bureau

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Force Data Collection Report

The following, in conjunction with the roll call video, needs to be reviewed carefully by all sworn and non-sworn Police Bureau members who will write or process the new Force Data Collection Report. The new Force Data Collection Report contains significant changes to when and how the report will be completed.

On November 5, 2007, the Police Bureau will adopt the new Force Data Collection Report. This report was developed based on review of the old Use of Force Report and will be implemented because of the continued review of Police Bureau policies and practices. The proper tracking of data will help the Training Division to continually review effectiveness of training and bureau equipment, and to recommend changes to training and policy.

The majority of the report is in a check-a-box format for ease of use. The back of the report now contains a larger narrative section for bureau members to use to ensure a complete and thorough narrative documenting the use of force and the justification for the application of force. You still may write the narrative in another report such as a Custody or Investigative Report and refer to it in your Force Data Collection Report.

The Force Data Collection Report is categorized in sections. In order to instruct the manner in which to fill out the report properly, each section will be described thoroughly to establish new requirements and to distinguish requirements that have stayed the same.

Step-by-step instructions:

Top Section

Complete this section as you would other Police Bureau reports.

Perceived Suspect Conditions

Simply check the boxes that apply to this incident; more than one box can be checked.

01 Actually/Perceived Armed: Checking this box means the subject was actually armed or you perceived the subject to be armed with a weapon. This includes deadly weapons, dangerous weapons, or any other object that can be used as a weapon.

02 Reported to be Armed: Checking this box means the subject was reported to be armed. This information can become available to members from a variety of sources.

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03 Assaulted Officer: Self-explanatory

04 Assaulted Citizen: Self-explanatory

05 History of Violence: Checking this box means the information received about the subject's violent history became known **prior to this** incident and prior to contact with the subject.

06 Failure to Comply: Checking this box means the subject did not obey or comply with officers' demands or commands. Failing to comply does not mean actively physically resisting.

07 Engaged in or Indicated the Intent to Engage in Physical Resistance: Checking this box means that the subject is engaging in or intends to engage in behaviors that may cause the officer(s) to use physical control.

08 Engaged in or Indicated the Intent to Engage in Aggressive Physical Resistance: Checking this box means that the subject is engaging in or intends to engage in behaviors that may cause the officer(s) to use physical force.

09 High Risk Incident/Custody: Checking this box means the subject was engaged in activity that caused the officer(s) to utilize a more dynamic tactical doctrine; for example, a felony car stop or a warrant entry on a residence.

10 Alcohol (under the influence of): Self-explanatory

11 Drugs (under the influence of): Self-explanatory

12 Mental Illness: Self-explanatory

13 None Apparent: Self-explanatory

14 Other: Self-explanatory but if this box is checked, the details need to be documented in the narrative section of the report.

Use of Force/Control Necessary to

This section is self-explanatory. Check all of the boxes that apply, more than one box can be checked. If box, 06 other, is checked, note the details in the narrative section of the report.

Officer Activity Immediately Prior to Force Response

This section denotes what activity the officer was doing immediately prior to a force response from the officer. Most of the options listed are self-explanatory. Box 06 Transporting in Vehicle may need clarification based on the new reporting guidelines. It is possible to have a handcuffed prisoner in a patrol vehicle in transit to jail where the method used to gain custody of the prisoner did not require the Force Data Collection Report to be written. While in route to jail, it might be necessary to use maximum restraints on the prisoner based on their actions in the patrol vehicle. In this rare instance, box 06, Transporting in Vehicle would be checked.

Subject Was Injured

Boxes 01 through 04 are self-explanatory.

Note: If the subject was not injured, leave this section blank and check *none* in the next section for subject injuries.

Injuries

Checking these boxes indicate the injuries that the officer and/or the suspect received **during this incident**. If the suspect was injured prior to this incident, box 01 of the previous section (Subject Was Injured) should be checked with the appropriate documentation noted in the narrative section of the report.

Force Options Used

If one or more of the force options boxes are checked, the member needs to check if the force option was effective; yes or no. If the force option box was not checked, there is no need to check the effective box.

01 Control Holds Causing Injury: Checking this box means the control hold applied caused a **substantial degree of pain** that lasted for a **substantial duration of time**. Injury is more than substantial pain as defined by ORS. Without the substantial degree of pain in conjunction with a substantial duration of time, the criteria of causing injury has not been met and this box need not be checked. The basis for a substantial duration of time is a period lasting fifteen (15) minutes or longer. A control hold that causes a substantial degree of pain for less than fifteen minutes does not meet the reporting criteria for this report. Pain that lasts for less than fifteen minutes has been termed a fleeting sensation.

02 Takedowns: Checking this box means the officer took a subject to the ground by utilizing their own strength to move the subject to the ground. It is not a takedown if the officer used a control hold combined with verbal commands to successfully persuade the subject to go to the ground under the subjects own power.

03 Hobble: Self-explanatory

04 Hands/Feet: Checking this box means the officer used a part of their body to strike a subject to gain compliance. This box also applies to knees, elbows, etc.

05 Baton: Self-explanatory

06 Pepper Spray: Checking this box simply means you used pepper spray on the subject regardless of how many sprays and for what duration.

07 Taser: Checking this box means the member deployed the taser in the drive stun and/or probes manner. If the member only pointed the taser at a subject, regardless if the laser was activated or not, this box should **not** be checked and therefore a report is not required.

08 Bean Bag Round(s): Checking this box means a member fired less than lethal impact munitions at a subject. If a member only pointed impact munitions weapons at a subject, this box should **not** be checked.

09 Point Firearm: Checking this box means a member pointed their duty weapon at a subject. A duty weapon is the member's handgun, shotgun, and/or AR-15.

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Treatment Received

The treatment received section describes the medical treatment received by the officer and/or the suspect. This section is self-explanatory and as stated, more than one box can be checked

Notification

This section of the report is self-explanatory.

Narrative

It is expected that most Force Data Collection Reports will not be stand-alone reports. Bureau members are expected to write complete and thorough reports to fully document the circumstances for the amount and type of force used for each incident.

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By Acting Chief B. Martinek

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