



Tips and Techniques

Portland Police Bureau

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Use of Force Report

The following needs to be reviewed carefully by all sworn and nonsworn Police Bureau members who will write or process the new Use of Force Report:

On August 1, 2004, the Police Bureau will adopt the new Use of Force Report. The report has been developed and will be implemented because of the continued review of Police Bureau policies and practices and because it brings the Police Bureau inline with many other law enforcement organizations around the country that already require this type of reporting.

The Use of Force Report will allow the Police Bureau to count, report and track the various uses of force by Police Bureau members during the course of their duties. The data will enable the Training Division to evaluate training and to recommend changes to training and policy, and will also aid in the continuing efforts of the Police Bureau to be accountable to the community - a critical element of community policing.

The majority of the report is a series of checking boxes and filling in lines to collect data and statistics. On the back, lower portion, of the report there is a section for a narrative. It is important that each Use of Force Report contain a complete and thorough narrative explaining the use of force and its justification. **Note:** You may write the narrative in another report such as a Custody or Investigative Report and refer to it in your Use of Force Report.

Every Bureau member who uses force, as defined in Directive 1010.20, and/or points a firearm, Taser or impact munitions at a person, shall use the Use of Force Report in addition to any other report currently required by Bureau policy. However, when more than one officer points a firearm or impact munitions at a person during an incident, only one officer is required to complete the Use of Force Report and document the pointing of weapons by other officers at the scene. The Use of Force Report condenses many other reports that are already used by Police Bureau members, including the Taser and Less Lethal (typically beanbag) reports. Members may discontinue use of those reports, but again, a narrative is still required.

Questions related to the completion of a Use of Force report should be directed to a supervisor.

The following are three scenarios that should help clarify the Bureau's policy on using the Use of Force Report:

Example #1: Officer Smith is a cover officer for Officer Jones at a verbal disturbance in a downtown nightclub. Upon arriving, Officer Smith applies a control hold on one of the subjects and escorts him out of the area to be interviewed. The force used by Officer Smith is not "...readily capable of causing injury."¹ Officer Smith subsequently releases the subject, without arresting him, uninjured. No Use of Force report is required for the control hold used in this incident.

¹ Ref. Directive 1010.20

Example #2: Officer Debry responds to SW 6th/Yamhill to a report of a man with a knife. Officer Debry parks a block away and waits for cover officers. However, before cover can arrive, the suspect approaches Officer Debry. From a distance of about 30 feet Officer Debry draws her pistol, points it at the suspect and orders him to drop the knife and lie on the ground. The suspect immediately complies and is taken into custody when cover officers arrive. Officer Debry must complete a Use of Force Report for pointing a firearm at a person - this is in addition to any other reports that she writes as a result of this incident. However, if the cover officers pointed firearms at the suspect, Officer Debry can document their involvement (pointing of a firearm) on the Use of Force Report and in her narrative report without the necessity of the covering officers completing a Use of Force Report.

Example #3: Officer Peel responds to a fight and briefly handcuffs one of the combatants, searches her and places her in his police car. After some investigation, it is determined that the subject in Officer Peel's car will be released. Officer Peel does so, but is required to complete a Use of Force Report to document the handcuffing of a subject, consistent with Bureau policy.

The following are step-by-step instructions to complete the Use of Force Report. There is also an example of a Use of Force Report attached to aid the user.

Introductory Section

Self explanatory; complete as you would other Police Bureau reports.

Conditions

Lighting Conditions:

This refers to the lighting conditions **where the use of force occurred**. It may refer to lighting conditions outdoors or the lighting conditions found inside a building, dwelling or other location. Therefore, an officer may report the lighting conditions as "low light" on a bright sunny afternoon because the use of force occurred in a dimly lit basement. Conversely, an officer might report the lighting conditions as "bright" on a dark rainy night because the use of force occurred in a brightly lit residence.

Applicable Suspect Conditions:

01 Actually armed: Checking this box means the suspect was actually armed with a weapon, whether or not the weapon was used. This includes: firearms, knives, clubs, brass knuckles or other devices that have been manufactured or modified or other items that can be used as weapons.

02 Reported to be armed: Checking this box means the suspect was reported to be armed. This information can be conveyed via police radio or by information gained by officers by some other means.

03 Assaulted officer: Self-explanatory

04 Assaulted citizen: Self-explanatory

05 History of violence: Checking this box means the officer knew of the suspect's history of violence **prior** to using force.

06 Failure to comply: Checking this means that the suspect is not actively physically resisting a police action, but is failing to comply. In certain situations an officer may be able to articulate that, in addition to failing to comply, the suspect is also indicating an "intent to engage in physical resistance" by means of clenching his/her fists, tensing muscles, etc. that could prompt an officer to check this box and box #07.

07 Engaged in or indicated the intent to engage in physical resistance: Checking this box means that the suspect is engaging in or intends to engage in behaviors that may necessitate the use of physical control by officers to control the suspect's actions.

08 Engaged in or indicated the intent to engage in aggressive physical resistance: Checking this box means that the suspect is engaging or intending to engage in behaviors that may necessitate the use of impact weapons to control the suspect's actions.

09 Other: This would be conditions not specifically referred to in #'s 1-8.

Under the Influence: Self-explanatory

Event Conditions

01 High-Risk Incident: Checking this box means the use of force arose out of a high-risk incident that could include high-risk vehicle stops, maintaining a perimeter on a location containing a suspected burglar, etc.

02 Search Warrant: Self-explanatory

03 Other: Many incidents cannot be easily categorized and will fall into the "other" category. These could include a foot pursuit, a domestic violence call, or a call to a report of an intoxicated individual.

Use of Force/Control Necessary to:

This requires that officers evaluate and check every box that applies. If a suspect engages in behaviors not listed in one of the eight categories, officers should write in the applicable conditions in either box #06 or #07.

Warning Given Before Deployment:

Self-explanatory

Control

Officers need to address every category even if it is only to check the "not applicable" box.

Physical Control: Check all that apply

Impact weapons: Check all that apply

Pepper Spray: Record the distance and number of sprays.

Pointing of Firearm or Impact Munitions: Officers will complete this section when they point a firearm or impact munitions directly at a person, to include depressed or low ready. This does not include firearms or impact munitions that are drawn for purposes of a building search, perimeter, or other high-risk situations where the weapon is not pointed at a person. Officers engaged in approved training are exempt from this requirement. When officers are involved in situations where more than one officer points a firearm or impact munitions at a person during a single incident, only one officer is required to complete the Use of Force Report. However, the reporting officer shall list how many officers pointed a weapon and shall identify the officers by name and DPSST # in the narrative section of the report. Officers shall also note the number of subjects at whom officers pointed firearms or impact munitions.

Discharge of Firearms

Officers shall complete this section most frequently when a firearm is discharged at an animal. In situations where officers discharge a firearm at a person, the report shall be completed by the detective investigating the incident.

Impact Munitions

Officers employing less lethal impact munitions shall complete this section of the report and shall report impact areas on the diagram on page 2 of the report.

Taser

Officers who deploy the Taser, including pointing the Taser at a person, shall complete this section of the form and report impact areas on the diagram below it.

Injuries

Injuries sustained by either the suspect or officer as a result of the use of force shall be reported in this section.

Checked by medical: This section needs to be completed in every instance in which force is used.

Taken to Hospital: Self-explanatory

Notification:

Indicate if a supervisor was notified and if he or she responded to the scene.

Narrative:

Except for very few situations, it is anticipated that the majority of use of force reports officers write will require continuation pages to be attached. Officers are encouraged to write as much as necessary to fully document the use of force.



DERRICK FOXWORTH
Chief of Police

Sample

Sample

Sample

Case No.	Refer Case No.	Classification
Date/Time Reported	Date/Time Occurred	Location of Occurrence
7-15-04/2100	7-15-04/2100	SW 6th and Yamhill
UF	Name of Subject	CRN
	DOE, Frank E.	
Sex	Race	DOB
M	W	01-01-77
Address	Hgt	Wgt
1111 SW 2nd Ave., Portland, OR 97204	6'8"	225
	Hair	Eyes
	Brown	Blue

Conditions

Lighting Conditions: 01 DARK 02 LOW LIGHT 03 BRIGHT

Under the Influence (Check all that apply)

01 Alcohol
 02 Drugs
 03 Mental Illness
 04 None apparent
 05 Other (explain)

Applicable Suspect Conditions (Check all that apply)

01 Actually armed
 02 Reported to be armed
 03 Assaulted officer
 04 Assaulted citizen
 05 History of violence
 06 Failure to comply
 07 Engaged in or indicated the intent to engage in physical resistance
 08 Engaged in or indicated the intent to engage in aggressive physical resistance
 09 Other

Copies

- Dets
- Cent
- East
- North
- NE
- SE
- PLM
- Trng
- Traf
- TOD

Event Conditions: 01 High risk incident 02 Search warrant 03 Other

Use of Force / Control Necessary to:

01 Defend self 03 Make arrest 05 Civil hold 07 Other
 02 Defend another 04 Prevent escape 06 Accomplish official purpose (explain)

Warning Given Before Deployment: YES NO Not feasible

Control

Physical Control: 01 Pressure points 03 Control holds 05 Hobble 06 Not applicable
 02 Handcuffing 04 Takedowns Effective? YES NO

Impact Weapons: 01 Hands/Feet 03 Flashlight 05 Other
 02 Baton 04 Not applicable Effective? YES NO

Pepper Spray: Distance (Feet) 01 1-3' 02 4-7' 03 7'+ 04 Not applicable
Duration (Seconds) 1st _____ 2nd _____ 3rd _____ Effective? YES NO

Pointing of Firearm: # of Officers 1 # of Subjects 1
 01 Handgun Distance (feet) 30 03 AR-15 Distance (feet) _____ 05 Not applicable
 02 Shotgun Distance (feet) _____ 04 Impact Munitions Distance (feet) _____

Discharge of Firearm Not applicable

Weapon	Subject	Result
<input type="checkbox"/> 01 Handgun (Primary)	<input type="checkbox"/> 01 Person	<input type="checkbox"/> 01 Death
<input type="checkbox"/> 02 Handgun (Secondary)	<input type="checkbox"/> 02 Animal	<input type="checkbox"/> 02 Injury
<input type="checkbox"/> 03 Shotgun	<input type="checkbox"/> 03 Other	<input type="checkbox"/> 03 Missed
<input type="checkbox"/> 04 AR-15		

Impact Munitions Not applicable

Type/Distance Effective? YES NO If not, why?
 01 Bean bag _____ Feet 04 Other _____ Feet 01 Clothing 04 No physical effect
 02 Stingers _____ Feet 02 Missed 05 Other _____
 03 Sage _____ Feet 03 Malfunction _____

Rounds Fired _____ Hits _____

Reporting Officer S. Debry DPSST 1234 Prec/Div C Rif/Shift A Assn/Dist 830 Supervisor's Signature _____

COMPUTER ENTRY

Person

Entry

Taser Not applicable

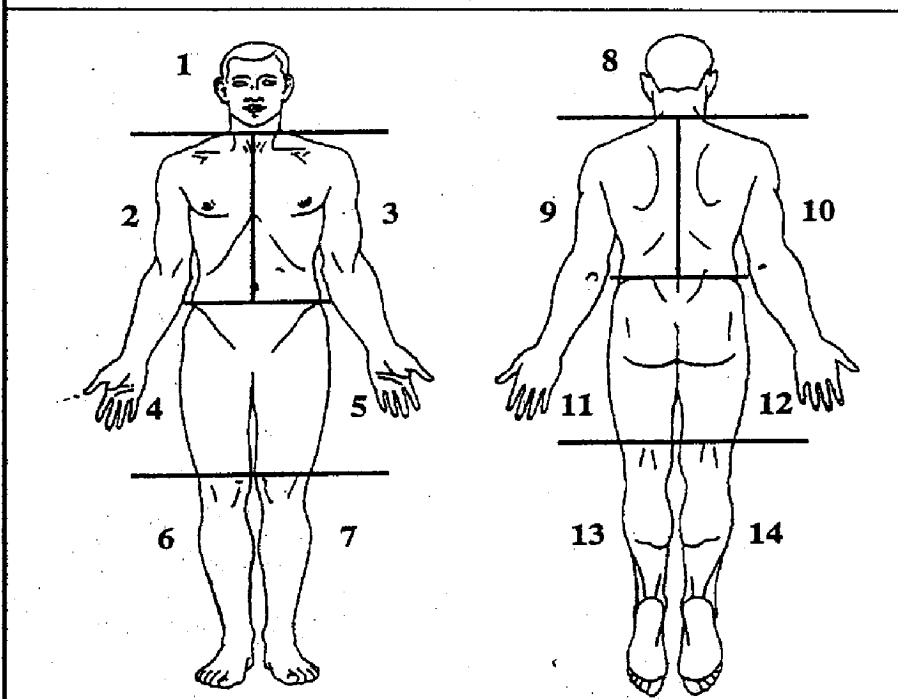
Application	Cycles	Distance (Feet)
<input type="checkbox"/> 01 Probe	<input type="checkbox"/> 1	<input type="checkbox"/> 01 0-5'
<input type="checkbox"/> 02 Drive stun	<input type="checkbox"/> 2	<input type="checkbox"/> 02 6-10'
<input type="checkbox"/> 03 Laser only	<input type="checkbox"/> 3	<input type="checkbox"/> 03 11-15'
	<input type="checkbox"/> 4	<input type="checkbox"/> 04 16-21'
	<input type="checkbox"/> 5	
	<input type="checkbox"/> OTHER _____	

Did Probes Penetrate the Skin? YES NO

Effective? YES NO If not, why?

<input type="checkbox"/> 01 Heavy clothing	<input type="checkbox"/> 04 Subject moved	<input type="checkbox"/> 07 One probe
<input type="checkbox"/> 02 Close probe strikes	<input type="checkbox"/> 05 Missed	<input type="checkbox"/> 08 Other _____
<input type="checkbox"/> 03 Low muscle mass	<input type="checkbox"/> 06 Malfunction	

Taser Serial # _____ Cartridge # _____



Injuries

Officer	Suspect
<input checked="" type="checkbox"/> 01 None	<input checked="" type="checkbox"/>
<input type="checkbox"/> 02 Bruises	<input type="checkbox"/>
<input type="checkbox"/> 03 Abrasions	<input type="checkbox"/>
<input type="checkbox"/> 04 Lacerations	<input type="checkbox"/>
<input type="checkbox"/> 05 Broken bones	<input type="checkbox"/>
<input type="checkbox"/> 06 Other _____	<input type="checkbox"/>

Checked by Medical

Officer	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Suspect	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

Taken to Hospital

Officer	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Where _____
Suspect	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Where _____

Notification: Superv. Notified: YES NO At Scene: YES NO Name / DPSST **R. Jones / 4567**

Narrative: 6. Officer J. Smith DPSST #1789
 8. On 7-15-04, 2100 hours, I was dispatched to SW 6th and Yambill on a man with a knife. Upon arrival, I parked my patrol vehicle on Morrison just west of 6th Avenue. I exited the patrol vehicle and walked to the corner of SW 6th and Morrison to see if I could see the subject with the knife. Upon doing so, I observed a subject,

CASE NO. SAMPLE

CLASSIFICATION

TYPE OF CONTINUATION

- INCIDENT
- CUSTODY
- TRAFFIC ACCIDENT
- SPECIAL

SUBJECT'S NAME DOE, Frank E.

CRN

SEX

RACE

DOB

M W 01-01-77

LOCATION OF OCCURRENCE SW 4th and Yamhill

NARRATIVE—The order of appearance for additional information will be:

ITEM 1: ADDITIONAL PERSON INFO—List additional people (not suspects) and identify their involvement with the appropriate code. Additional person info includes contacts.

ITEM 2: ADDITIONAL SUSPECT INFO—Report all suspect info on additional incident reports. Each suspect must have coded crime analysis descriptors. Detail in the narrative only suspect info not covered in the boxes.

ITEM 3: ADDITIONAL VEHICLE INFO—List additional vehicles in the same fashion as reported in the vehicle section. Include the identifying code.

ITEM 4: ADDITIONAL WORTHLESS DOCUMENTS—Record multiple worthless documents on a multiple worthless document form and attach as additional pages. Record in the narrative the number of worthless documents written.

ITEM 5: ADDITIONAL PROPERTY—Record no more than four additional items of property in the narrative—and/or use a special report and attach as additional pages.

ITEM 6: ADDITIONAL OFFICERS—List all officers present and identify their involvement with the incident being reported.

ITEM 7: SUMMARY—A short summary is necessary if the narrative is more than one full page in length.

ITEM 8: NARRATIVE—List in chronological order all of the relevant details in the incident and/or elements of the crime or violation.

CASE NO.

ITEM CODE

Later identified as DOE, walking directly towards me with a knife in his hand (30 feet away). DOE stated to me, "I am going to kill you." I immediately pointed my handgun at him and directed him to drop the knife. He complied. I then ordered him into the prone handcuffing position. He complied. Seconds later Officer J. Smith (DPSST #789) arrived and handcuffed DOE without incident. For further details, see the Custody Report.

REPORTING OFFICER(S)

S. Derby

BPST

1234

PREC/DIV

C

RLF/SHFT

A

ASSN/DIST

830

SUPERVISOR'S SIGNATURE