

## **3-10/100.00 - Use of Force Reporting - Department Member Responsibilities**

### Responsibilities of Department Members Using Force

In all cases in which members use reportable force, they shall make a verbal notification to their immediate supervisor (with a minimum rank of sergeant) as soon as safely possible. Unless otherwise specifically directed by the watch commander/supervising lieutenant, the member shall complete a written first report of the force incident prior to the member going off duty.

When an Incident Report (SH-R-49) is written and a use of force investigation is being conducted, the Incident Report narrative shall state that a use of force investigation has been initiated and is pending completion.

Each assisting member who used force, including partners, shall submit a separate supplementary report detailing their actions and observations prior to the member going off duty.

### Responsibilities of Department Witnesses

Department members witnessing reportable force used by another Department member, or by anyone working with or on behalf of the Department, shall similarly advise their immediate supervisor (with a minimum rank of sergeant). The supervisor responsible for the investigation, if known at the time, and available, will determine whether the separate report by the member witness is required prior to the member going off duty. If their supervisor used force, witnesses shall notify watch commander.

Members witnessing reportable force used by employees of another law enforcement agency shall, as soon as safely possible, advise their immediate supervisor and write a memorandum documenting their presence or, if applicable, provide a copy of their patrol log.

NOTE: Refer to MPP sections 3-10/045.00, 3-10/055.00, and 3-10/300.00 through 3-10/600.00, for the use of force reporting and review procedures involving shootings by Department members.

### Responsibilities Regarding Force Reports

Each member reporting force in a report or shall describe in detail the force incident, including the tactics leading up to the use of force, the actions of the suspect necessitating the use of force, and the specific force used in response to the suspect's actions. Department members shall document any injuries or complaint of injuries, and any medical treatment or refusal of medical treatment, in the first report, supplementary reports.

Use of force documentation shall not contain conclusions without supporting information. Conclusions shall be based on facts revealed during the force investigation. Generic or "boilerplate" language shall not be used, and each use of force report and investigation shall contain individualized language specific to that event. Department members shall be held accountable, which may include being subject to disciplinary action, for material omissions or inaccuracies in their use of force reporting.

When practical, Department members should submit their written reports about the use of force to the

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supervisor conducting the investigation. Department members shall include information about their initial verbal notification in the first report, including the name of the supervisor they notified.

When force is used during crowd control situations and an arrest cannot be made, or the suspect(s) cannot be identified, Department members shall report their individual uses of force, directed or otherwise, to an on-scene supervisor as soon as safely possible. The application of force applied to a group, or members of a group who are not arrested or cannot be identified, shall be documented on a single use of force memorandum by the on-scene supervisor and approved by the incident commander.

Reporting of force used in crowd control situations in which suspects are arrested, or can be identified, shall be reported as an individual use of force consistent with this policy.

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