4-09/032.00 - Force, Use Of

CLASSIFICATION Crime or Incident	FORM NUMBER FILE NUMBER PRIORITY	ASSIGNMENT AND ACTION	ADDITIONAL INFORMATION AND STATISTICAL CODES
4-09/032.00 FORCE, USE OF	SH-R-438P (Rev. 12/07) URN Use statistics code and retention from crime report. If no crime report, use stat code 505.	Unit commander	Responsibility for documentation of force usage is shared by the employee using force, the immediate supervisor and the watch commander/supervising lieutenant. If the incident requires an incident report, the employee(s) using force shall describe and explain the justification for the use of force in the first report and in supplemental reports as appropriate. If no crime report is required, the employee may be required to write a memo describing and justifying the force. The immediate supervisor shall complete a "Supervisor's Report on Use of Force" (SH-R-438P / Rev.01/13) for each force incident, including the information on every employee who used force, and shall interview witnesses, take photos and interview the medical personnel who treat the suspect. The watch commander/supervising lieutenant is responsible for interviewing the suspect, completing the Watch Commanders Review section of the SH-R-438P, which details the results of the force review and recommends whether further action or investigation is warranted, and assembling a force review package. **NOTE:** If the force incident results in a Force/Shooting Response Team roll-out, the SH-R-438P is completed by the Internal Affairs Bureau team members. See 3-10/100.00 for more details.