

SHEBOYGAN FALLS POLICE DEPARTMENT POLICY		TITLE: REPORTING AND REVIEW OF USE OF FORCE	
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POLICY SOURCE: Chief of Police / Director of Public Safety			TOTAL PAGES: 3
SPECIAL INSTRUCTIONS:			

I. PURPOSE AND POLICY

This policy establishes a process for the Sheboygan Falls Police Department to review the use of force by its employees. This review process shall be in addition to any other review or investigation that may be conducted by any outside entity having jurisdiction over the investigation or evaluation of the use of deadly force.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an incident report. This department may also require the submission of additional reports for the purpose of training, analysis, equipment recommendations, and related purposes. This policy will provide officers and supervisors with guidelines for reporting uses of force.

II. REPORTING REQUIREMENTS

- A. Officers will prepare a written report anytime they:
1. Use a Control Alternative (compliance hold, O.C., ECD, passive countermeasure) other than an escort hold.
 2. Use a Protective Alternative (active countermeasures, incapacitating techniques, and baton).
 3. Use Deadly Force. An officer's report will be prepared consistent with the department's Officer Involved Shooting Policy
 4. Discharge a firearm, except during training or destroying an injured or sick animal.
 5. Point a firearm or ECD at another person
 6. Witness any of the above types of force being used against another person.
- B. In addition, officers will write a report anytime their actions result in, ore are alleged to have resulted in, injury or death of another person.

III. REPORTING RESPONSIBILITIES

- A. Officers:
1. Anytime an officer uses a level of force as listed above and has stabilized the incident, the officer will prepare a written report describing the actions of the person that necessitated the use of force, the reasons why the officer used force, the level of resistance encountered, as well as any complaints of injury, medical treatment received, or the refusal of medical treatment. The written report for a use of force incident that involves no injuries or minor injuries will be completed before the end of the officer's shift. If the force used resulted in great bodily harm or death, the involved officers(s) will not be required to write a report

- immediately. Instead, they will be treated as victims, and allowed at least two (2) sleep cycles before being required to complete their written report
2. In addition to a written incident report, officers will complete the department Use of Force Report and submit this report to their Lieutenant.
- B. Supervisors:
1. Whenever a supervisor learns that an officer has used any of the above listed levels of force, the supervisor will immediately respond to the scene to assist in stabilizing the scene and ensuring that medical treatment is being provided to any injured subjects.
 2. If the force used resulted in the serious injury or death of another person, the supervisor will immediately notify the Deputy Chief of Police and Chief of Police
 3. Lieutenants will review all Use of Force Incident Reports.

IV. REMOVAL FROM DUTY

- A. Any officer that uses a level of force that results in great bodily harm or death to another person will be placed on Administrative Leave.
- B. The officer will remain on Administrative Leave while the incident is investigated.
- C. During the Administrative Leave the department will take steps to ensure and maintain the medical and psychological health of the officer.
- D. Once the investigation into the incident that resulted in serious injury or death to another person is completed, the officer will be notified of the results. If the force used is determined to be justified, the officer, if medically and psychologically able, will be returned to full duty status.

V. USE OF FORCE REVIEW

- A. The Deputy Chief of Police, in conjunction with department DAAT instructors, will review all the incident reports of the officer(s) that used force against a person. The goals of the Deputy Chief's review will be:
 1. To determine if the force used by the officer(s) was justified and in accordance with the department's Use of Force Policy
 2. To determine any evident trends with the officer(s) that has used force.
 3. To identify any training/equipment needs.
- B. Once the Deputy Chief of Police has completed his/her review, he/she will forward the findings of the review to the Chief of Police.
- C. At least once a year the Chief of Police will use the Use of Force Reports and any related documentation in the department's report management system to identify any possible negative trends that may indicate a problem with an officer's use of force. Should a negative trend be identified, the Chief direct the Deputy Chief or a Lieutenant to identify additional training or recommendation for the identified officer.
- D. The Chief will review reports, initiate disciplinary or criminal action if needed, disseminate reports to relevant personnel and agencies, and establish his/her own conclusions and recommendations.

Retention: Permanent
Distribution: All Personnel
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