



DEPARTMENT NOTICE

22-026
03/09/22

Updated Data Collection for Use of Force and Firearm Drawn/Exhibited (Supersedes DB 18-171)

The purpose of this Department Notice (DN) is to mandate the use of electronic entry for Supervisory Use of Force Evaluations and Firearm Drawn/Exhibited data collection. This DN also outlines the technical procedures for completing the Supervisory Use of Force Evaluation and Drawn/Exhibited Firearm data collection to comply with the latest revisions to DGO 5.01 – *Use of Force and Proper Control of a Person*.

On April 12th, 2022, members will transition from the use of Supervisory Use of Force Evaluations (SUoFE) forms (SFPD 575B) to an electronic entry system within the Crime Data Warehouse (CDW). This transition will occur in parallel with the newest revision of DGO 5.01 going into effect. Also, per the revised DGO 5.01, officers' drawing and exhibiting of a firearm shall be documented within either the CDW SUoFE or the CDW Firearm Drawn/Exhibited form (for use when there is no Incident Report authored).

By connecting these processes to CDW, several fields of data will now pre-populate from associated incident reports – saving supervisor's time.

Data entry in CDW for the SUoFE and Firearm Drawn/Exhibited data collection closely mirror SFPD 575B (Rev 09/18) forms. Additional sections have been added to comply with new requirements added in the latest revision of DGO 5.01.

The attached technical guide provides supervisors a step-by-step process for adding, reviewing, and approving SUoFE and Firearm Drawn/Exhibited data collection.

The following items have been added or changed significantly to the SUoFE collection process:

Heading & Subject Sections:

- **Data Pre-Population:** SUoFE and Firearm Drawn/Exhibited data collection will pull in data from the associated Incident Report. Firearm Drawn/Exhibited occurrences that do not require an Incident Report will pull in information from CAD.

Officer Section:

- **Officer Data Pre-Population:** SUoFE and Firearm Drawn/Exhibited data collection will pull in data from the associated Incident Report. Firearm Drawn/Exhibited occurrences that do not require an Incident Report will pull in information from CAD.
- Verbal commands and warnings data fields moved to the Use of Force Section.

Use of Force Section:

- **Use of Force Data Pre-Population:** SUoFE and Firearm Drawn/Exhibited data collection will pull in data from the associated Incident Report. Firearm Drawn/Exhibited occurrences that do not require an Incident Report will pull in information from CAD.
- **(New) Subjects Activity Requiring Officer to Use Force:** When a member uses force in an incident, the subject of the use of force may transition between different activities that necessitate a use of force. The supervisor shall sequence the subject activities of the subject requiring the use of force. For example, if a subject was passively non-compliant, and then swung a fist at the officer, the supervisor should place a “1” next to “Passively Non-Compliant” and then a “2” next to “Battery (Officer)” to show the sequence and escalation of force used by the member.
- **Type of Force Used:** Added ‘Firearm Low Ready’ for instances in which the officer points their weapon at the low ready at a subject. Also added an ERIW 40mm option and added new options for vehicle interventions (spike strips, roadblocks and other.)
- **(New) Officer’s Activity When Force Was Used:** Select, in sequence, the officer’s activity when the force was used.
- **Verbal commands and warnings:** Both fields were moved to the UOF section, from the Officer Section.
- **Was Use of Force within department policy?** Check Yes if the use of force appears to conform to Department policy; check No if the use of force appears not to conform to Department policy; check Determination Pending Investigation if it is unclear whether the use of force conforms to Department policy or the use of force is automatically subject to further investigation in accordance with policy and procedure.

Certain types of force incidents are automatically subject to investigation (“Determination Pending Investigation”), including Officer-Involved Discharges, Officer-Involved-Shootings, In-Custody Deaths, and admittance into a hospital as a result of a use of force. Supervisors are reminded that their duties pursuant to Department General Order 2.08, Peace Officer’s Rights and Sections 3300-3313 of the California Government Code.

(New) Drawing/Exhibiting Firearm: All data fields in this section are new and were added to comply with the latest revision of DGO 5.01.

- **Drawing/Exhibiting Data Pre-Population:** SUoFE and Firearm Drawn/Exhibited data collection will pull in data from the associated Incident Report. Firearm Drawn/Exhibited occurrences that do not require an Incident Report will pull in information from CAD.
- **Reason for Drawing/Exhibiting Firearm (DGO 5.01):** Select the reason(s) for the drawing/exhibiting of a firearm.
- **Type of Firearm Used:** Select the type of firearms used
- **Position Firearm Held:** Select the position the firearm was held.

- **Verbal COMMANDS issued before drawing/exhibiting firearm?** Select Yes or No corresponding to whether verbal commands were given to the subject before the drawing/exhibiting. (Commands are orders to the subject, such as “Drop the weapon,” or “Stop!”)
- **Verbal WARNINGS issued before drawing/exhibiting firearm?** Select Yes or No corresponding to whether verbal warning were given to the subject before the drawing/exhibiting. (Complete warnings include identification, command, consequence, and opportunity to comply.)
- **Was firearm drawn/exhibiting within department policy?** Check Yes if the drawing/exhibiting appears to conform to Department policy; check No if the drawing/exhibiting appears not to conform to Department policy; check Determination Pending Investigation if it is unclear whether the drawing/exhibiting conforms to Department policy or the drawing/exhibiting is automatically subject to further investigation in accordance with policy and procedure.

Certain types of force incidents are automatically subject to investigation (“Determination Pending Investigation”), including Officer-Involved Discharges, Officer-Involved-Shootings, In-Custody Deaths, and admittance into a hospital as a result of a use of force. Supervisors are reminded that their duties pursuant to Department General Order 2.08, Peace Officer’s Rights and Sections 3300-3313 of the California Government Code.

Preliminary Findings

- **Other Supervisor On Scene:** If the supervisor filling out this form is different from the officer who responded on scene, list on scene supervisor
- **Changes Required:** Select Yes or No if as a supervisor you believe changes are required.
- **Comments Field:** Free text field for notes/comments.
- **Request Change by SUPV:** This button becomes available when all mandatory fields have been filled out. Reviewing personnel can select to return the document to the supervisor completing the evaluation for correction.

Supervisory Use of Force Evaluation Entry:

Once the supervisor has completed the Supervisory Use of Force Evaluation in CDW, it must be signed by the completing supervisor, reviewing supervisor, and submitted to the on-duty platoon commander by the end of watch. The platoon commander shall review the Supervisory Use of Force Evaluation Form, Use of Force Log as well as the incident report before forwarding it to their captain for approval.

For policy examples of when an entry is required, see roll call training materials posted/presented by the Academy.

Airport Bureau:

The Airport Bureau is exempt from electronic entries into CDW and will continue using current systems. The Airport Bureau will use updated paper forms, which shall be forwarded to the Risk Management Office for subsequent entry into CDW.

Form SFPD 575B (Rev. 09/18) and 575A (Rev 09/18) are rescinded effective 04/12/22 and replaced by (SFPD 575C). Use of the updated form (SFPD 575C) is intended for the Airport Bureau only and is available in the SFPD Forms folder and PowerDMS. The new SFPD 575C is also attached to this DN.

SFPD Personnel within the City & County of SF shall use the SUoFE and Firearm Drawn/Exhibited forms maintained in CDW.

Additional technical training, help or questions may be requested through the EIS Unit at (415) 837-7150.

References:

DGO 5.01 Use of Force and Proper Control of a Person

DGO 5.21 The Crisis Intervention Team (CIT) Response to Person in Crisis Calls for Service

DB 18-032 Nonbinary is Legally Recognized as a 3rd Gender Category

Attachments:

CDW Use of Force, Drawing/Exhibiting Technical Guide

SFPD 575C



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.



Technology Guide

Supervisory UOF Evaluation Form

April 29, 2021

Contributors: TECHNOLOGY, ACADEMY & LEGAL

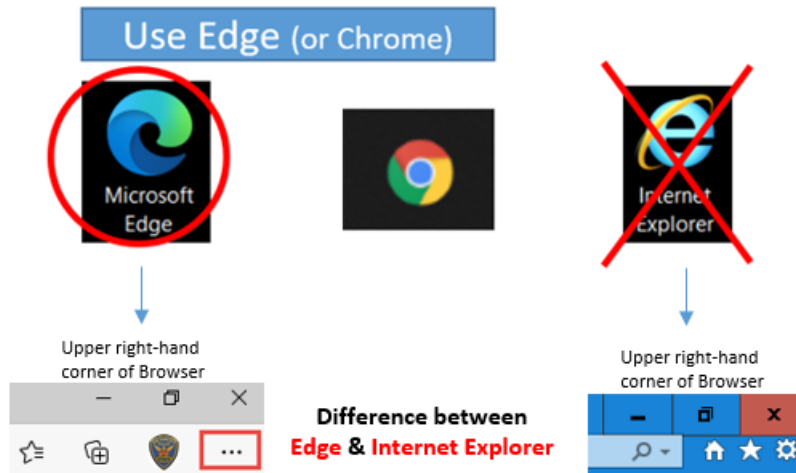


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This document provides the basic information needed to complete the *Supervisory Use of Force Evaluation Form* (hereafter referred to as UOF Eval Form) in CDW. It replaces the ‘fillable PDF’ while at the same time incorporates the latest changes from DGO 5.01.

This solution is optimized for Edge or Chrome. Do not use Internet Explorer!



For answers to questions not covered in this guide on the UOF Eval Form solution, contact the SFPD Application Team: sfpd.applications@sfgov.org.

KEY FEATURES of UOF Eval Form in CDW

1. Quick access to UOF Eval Form via the UOF Queue – similar to the CDW Queue for Incident Reports.
2. Quick access to Incident Report inside the UOF Eval Form.
3. Auto-population of data to reduce entry in the UOF Eval Form.
4. UOF Eval Form & Incident Report can be completed at the same time.

KEY DIFFERENCES between 'fillable PDF' and UOF Eval Form in CDW

1. There are now 2 Incident Report options that will require the completion of a UOF Eval Form:

New

Incident Report:

* USE OF FORCE? Yes

* or *

Incident Report:

* USE OF FORCE? No

UOF Descr: 40 mm (Presented)
Chemical Agent (Dra)
Firearm (Drawn/Exh)
None Apply

2. Every UOF Eval Form is identified via a unique *UOF Eval No*, which is derived from the Incident#:

UOF Eval No

200728440-00

INCIDENT NO

Sequential Number

Sequential No. 00 = The original/initial *UOF Eval Form*

Sequential No. 01 = 1st correction to original/initial *UOF Eval Form*

Sequential No. 02 = 2nd correction to previous (Sequential No.) *UOF Eval Form*

... et al.

3. To start working on a UOF Eval Form *that is based on an Incident Report*, its associated Incident# must have been started in CDW by the reporting officer; i.e., there must be an Incident Report No. saved in CDW.
Reminder: Subjects are auto-populated into the UOF Eval Form.

4. The HEADER Section must be completed first before any other section of the UOF Eval Form can be completed.

5. For the lieutenant/OIC to be able to sign the UOF Eval Form:
 - a. Incident Report: Reviewing officer has signed.
 - b. UOF Eval Form: Supervisor has signed.

Accessing UOF Eval Form – 3 Steps

STEP1 of 3: Log-on to CDW – Username & Password.



Crime Data Warehouse

1 Username
Password
[Forgot/Change Password](#)

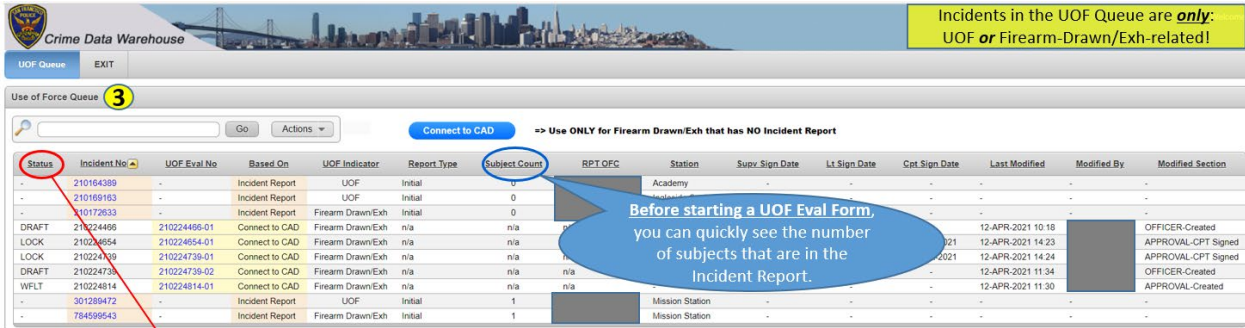
STEP2 of 3: Click on 'UOF Eval Form'. (Only visible to sergeants, lieutenants and captains.)

The screenshot shows the Crime Data Warehouse interface. At the top, there is a navigation bar with 'Map', 'Incidents', 'Search', and 'Reports'. Below this, there is a 'My Reports' section with 'no data found'. A 'Reports Pending Approval' section contains a search box and a 'Go' button. A table of reports is displayed with columns for 'Edit', 'Incident No', 'CAD', and 'Type'. On the left side, there is a menu with options: 'Add New Incident Report', 'Add New Stolen/Recovered Vehicle Report', 'Find a Report', 'Find Assigned Investigator', 'UOF Eval Form', and 'What's New'. A blue arrow points from a yellow circle with the number '2' to the 'UOF Eval Form' option in the menu.

Edit	Incident No	CAD	Type
	090403919	091080354	Incident Initial
	101060846	100190247	Incident Supplemental
	120640170	122253284	Incident Initial
	120617765	122173498	Incident Supplemental
	130010165	130041415	Incident Supplemental
	130031296	130113251	Incident Supplemental
	130031393	130113439	Incident Supplemental

STEP3 of 3: Select the Incident Report via one of two (3) methods:

- Enter the Incident No, then click 'Go'. *** or ***
- Click on an Incident No *if Incident Report-related*. *** or ***
- Click on an UOF Eval No *if Connect to CAD-related*.



QUICK REFERENCE – Status Codes

- (not assigned): UOF Eval Form has NOT been started.
- **DRAFT:** Supervisor has started the form, but not signed it.
- **SSIGN:** Supervisor has signed the UOF Eval Form, *but has not yet signed the Incident Report*. Changes can still be done to the UOF Eval Form as long as the sergeant has not signed the Incident Report.
- **WFLT:** The supervisor has signed both the UOF Eval Form and the Incident Report. Lieutenant/OIC can now sign the form.
- **WFCPT:** Lieutenant/OIC has signed the form. Captain/CO can now sign the form.
- **LOCK:** Captain/CO has signed the form. Changing, voiding or deleting are no longer possible.
- **PRIOR:** A UOF Eval Form where the Status has changed from LOCK → PRIOR due to a *corrected* UOF Eval Form superseding it². EXAMPLE:

	UOF Eval No	Status Code		
		5/13	5/15	5/20
Initial completed on 5/13	210333666-00	LOCK	PRIOR	PRIOR
Corrected copy completed on 5/15	210333666-01		LOCK	PRIOR
Corrected copy completed on 5/20	210333666-02			LOCK

² See APPENDIX II in this document for more information on a CORRECTED COPY.

The Status Code is always visible on the APPROVAL tab, as shown here:

The screenshot shows the San Francisco Police Crime Data Warehouse interface. At the top left is the San Francisco Police Department logo. To its right is the text "Crime Data Warehouse". Below this is a navigation bar with several tabs: "UOF Queue", "Incident Report 210154647-00", "HEADER", "SUBJECT", "OFFICER", "USE OF FORCE", "FIREARM DRAWN/EXH", "APPROVAL WFLT", "PRINT TO PDF", and "EXIT". The "APPROVAL WFLT" tab is highlighted with a red border, indicating it is the active tab. The background of the interface features a cityscape and a bridge.

Sections to be completed by Supervisor

The UOF Eval Form consists of 6 sections, which may or may not be enabled, depending on the totality of the circumstances.

1.

Incident Report: <input checked="" type="checkbox"/> USE OF FORCE? Yes	UOF Eval Form HEADER: <input checked="" type="radio"/> Subject-Involved Incident: Yes <input type="radio"/> No
---	---

The incident involves a reportable use of force against a subject, all 6 sections are enabled and 5 of 6 are required. FIREARM DRAWN/EXH is optional.

HEADER	SUBJECT	OFFICER	USE OF FORCE	FIREARM DRAWN/EXH	APPROVAL
--------	---------	---------	--------------	-------------------	----------

2.

Incident Report: <input checked="" type="checkbox"/> USE OF FORCE? Yes	UOF Eval Form HEADER: <input type="radio"/> Subject-Involved Incident: Yes <input checked="" type="radio"/> No
---	---

The incident involves the use of a force option tool against an object (not a subject); however, the actual use of the tool is defined as reportable force by Department policy.

- The SUBJECT tab will not be enabled in this circumstance.

HEADER	OFFICER	USE OF FORCE	FIREARM DRAWN/EXH	APPROVAL
--------	---------	--------------	-------------------	----------

EXAMPLE: Officers discharge an ERIW to break a window to achieve a tactical advantage. DGO 5.01, Sections II.F and VII.A define the use of an ERIW as reportable force, without consideration for whether a subject had been targeted.

3.

Incident Report: <input checked="" type="checkbox"/> USE OF FORCE? Yes	UOF Eval Form HEADER: Subject-Involved Incident: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--

The incident involves the drawing or exhibiting of a firearm that does not rise to the threshold of a reportable use of force.

- The SUBJECT and USE OF FORCE tabs will not be enabled in this circumstance.

HEADER	OFFICER	FIREARM DRAWN/EXH	APPROVAL
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EXAMPLE: Officers responding to an alarm call and conduct a search of an empty building with their weapons drawn. There is no subject present, however the officers are writing a 459 report.

4.

UOF Queue: <input type="button" value="Connect to CAD"/> => Use ONLY for Firearm Drawn/Exh that has NO Incident Report	UOF Eval Form HEADER: Subject-Involved Incident: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--

The incident involves the drawing or exhibiting of a firearm that does not rise to the threshold of a reportable use of force and no Incident Report is being prepared.

- The SUBJECT and USE OF FORCE tabs will not be enabled in this circumstance.

HEADER	OFFICER	FIREARM DRAWN/EXH	APPROVAL
--------	---------	-------------------	----------

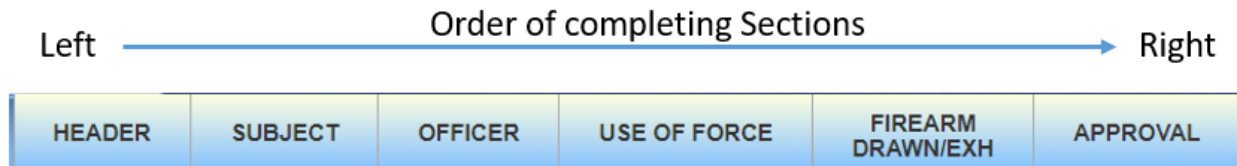
EXAMPLE: Officers responding to an alarm call and conduct a search of an empty building with their weapons drawn. There is no subject present and there will be no Incident Report.

→→ NOTE: Even though no Incident Report is being written, a Case# must be requested in order to create an Eval Form based on *Connect to CAD*.

HEADER Section

The HEADER Section must be completed first. Upon saving, the UOF Eval Form will be assigned a UOF Eval No and assigned a Status of DRAFT. The remaining sections are now accessible for completion.

Complete the remaining sections in left-to-right order due to dependencies on previous sections being completed.



Pre-population of data is shown in BLUE. For the HEADER Section, auto-populated fields will be based on data coming from the Incident Report or *Connect to CAD*. For other sections, auto-populated data may also come from previously completed sections.

Auto-populated data can *only* be changed from the source; e.g., from the Incident Report.

Crime Data Warehouse

UOF Queue Incident Report **HEADER** SUBJECT OFFICER USE OF FORCE FIREARM DRAWN/EXH APPROVAL PRINT TO PDF EXIT Use of Force based on Incident Report

Header

INCIDENT NUMBER: 210000078 **Date:** Mon 02/01/2021 **Time:** 19:34 **Subject-Involved Incident:** Yes No

Type of Incident: Assault, Aggravated, W/ Machine Gun

Location of Occurrence: 2000 MISSION ST

District of Occurrence: Mission

*** Critical Incident/Special Event:** N/A

SFPD CAD#: 210852272 *** CAD Advised Armed?** Yes No Not Applicable *** Type of Call** On View Dispatch

Weapon CAD Advised: Simulated Weapon Blunt Object Knife/Other Edged Weapon Firearm Other

Supervisory Officer Rank, Name & Star#:

*** Did Supervisor Respond to Scene:** Yes No *** If No, why?**

SUBJECT Section: Adding Subjects

The list of subjects that appear for selection are based on the subjects in the Incident Report.

This list (*Incident Subjects*) is dynamically updated as new subjects are added to the Incident Report by the reporting officer.

From the SUBJECT tab, make your selection by *shuttling* the subject(s) from *Incident Subjects* pane → *Use Of Force Subjects* pane.

Upon clicking Save Selection, there will be a tab for each subject that was added via *Save Selection*. Selected subjects can then be completed & saved *one-at-a-time*.

The screenshot displays the 'Crime Data Warehouse' interface. At the top, there is a navigation bar with tabs: 'Incident Report', 'HEADER', 'SUBJECT', 'OFFICER', 'USE OF FORCE', 'FIREARM DRAWN/EXH', 'APPROVAL DRAFT', 'PRINT TO PDF', and 'EXIT'. The 'SUBJECT' tab is active, showing a 'Subject' header with 'CHIANG, PHILIP' and '1 Subject Selected'. Below this, there are two panes: 'Incident Subjects' and 'Use Of Force Subjects'. The 'Incident Subjects' pane contains a list of three subjects: 'KROC, RAY', 'SCHNATTER, JOHN', and 'CHIANG, PHILIP'. The 'Use Of Force Subjects' pane contains 'CHIANG, PHILIP'. A yellow callout box above the 'Use Of Force Subjects' pane says '3 Subjects from the Incident Report'. A 'Save Selection' button is located at the bottom of the interface.

Incident Report: 3 Subjects

SUBJECTS

Create New Subject

Count: 3

SUBJECT	NAME	DOB	RACE	SEX
SUSPECT 1	RAY KROC	-	W	U
SUSPECT 2	PHILIP CHIANG	-	B	M
SUSPECT 3	JOHN SCHNATTER	01/01/99	U	F

Subject CHIANG, PHILIP

1 Subject Selected

Incident Subjects

Use Of Force Subjects

CHIANG, PHILIP

Save Selection

OFFICER Section: Adding Officers

Officers are added one at a time via Star# by the supervisor. They are NOT populated from the Incident Report.

After entering the FIRST officer, there will be two (2) tabs:

1. Name of officer added.
2. 'ADD Officer' tab.

To continue with adding another officer, click on the 'ADD Officer' tab and input Star#.

Crime Data Warehouse

UOF Queue 210000078-00 Incident Report HEADER SUBJECT OFFICER USE OF FORCE FIREARM DRAWN/EXH APPROVAL DRAFT PRINT TO PDF EXIT

Officer ADD Officer

1 Officer Selected

Remove OFC

Officer Details

* Officer Star#: [] * Station/Assignment: Juvenile * Unit ID: 2V18

* Identification: Uniform Plainclothes: * BWC Available: Yes No

Plainclothes ID: Display of Star Raid Jacket Verbally None

Pain & Injury **Medical**

* Injured: Yes No * Death: Yes No

Assessment (Paramedic/EMT): Yes No

Injuries Description: [] Medical Eval (By Doctor): Yes No

Photo: Yes No Medical Treatment: Yes No Admitted

Photo Taken By: Star# []

Save

USE OF FORCE Section: Adding Officer/Subject combinations

The list of officer/subject combinations are based on the officers & subjects that have been previously added to the UOF Eval Form (sections SUBJECT & OFFICER)

This list (officer/subject combinations from the Avail Officer/Subject pane) is sorted by officer and dynamically updated as new officers and subjects are added to the sections SUBJECT & OFFICER in the UOF Eval Form.

From the USE OF FORCE tab, make your selection by *shuttling* the officer/subject combination from Avail Officer/Subject pane → Selected Officer/Subject pane.

The screenshot shows the 'Use of Force' section of the Crime Data Warehouse. The 'USE OF FORCE' tab is selected. Two dropdown menus show 'LOUIS, GEORGE' and 'EDWARD, ALBERT'. Below these, a '2 Combinations Selected' message is shown. The main area contains four panes: 'Avail Officer/Subject' (with a red border around the list), 'Selected Officer/Subject', 'Missing OFFICERS for Officer/Subject Combo', and 'Missing SUBJECTS for Officer/Subject Combo'. A 'Save Selection' button is at the bottom left.

In the above example, there are 3 officers that come from the OFFICER Section:

- Officer1, Officer2, Officer3 (names redacted).

However, Officer2 & Officer 3 (names redacted) have not yet been selected as applying force against any of the 2 possible subjects. Thus, they are listed in the *Missing OFFICERS for Officer/Subject Combo* pane.

In the above example, there are 2 subjects that come from the SUBJECT Section:

- EDWARD & LOUIS.

Both subjects have been selected as having officer force applied against them. Thus, they are NOT listed in the *Missing SUBJECTS for Officer/Subject Combo* pane.

If there are any entries in either of those two Missing 'panes', then the supervisor will not be able to sign the form in the APPROVAL Section.

Exception: If an officer is shown in the *Missing Officers* pane but is entered in the FIREARM DRAWN/EXH Section, then the supervisor will be able to sign the form in the APPROVAL Section.

FIREARM DRAWN/EXH Section: Adding Officers

As with the Use of Force Section, the list of officers is based on the officers *that have been previously added in OFFICER Section.*

This list of officers is sorted by LAST NAME and dynamically updated as new officers are added to the OFFICER Section by the supervisor.

From the USE OF FORCE tab, make your selection by moving the officer/subject combination from *Avail Officers* pane → *Selected Officers* pane.

The screenshot displays the 'Crime Data Warehouse' interface. At the top, there is a navigation bar with tabs: UOF Queue (210000040-00), Incident Report, HEADER, SUBJECT, OFFICER, USE OF FORCE, FIREARM DRAWN/EXH (highlighted), APPROVAL DRAFT, PRINT TO PDF, and EXIT. Below the navigation bar, the 'Drawing/Exh Firearm - Optional' section is active. It shows '2 Officers Selected' and a dropdown menu for 'Officers'. The interface is divided into two panes: 'Available Officers' on the left and 'Selected Officers' on the right. A 'Save Selection' button is located below the 'Available Officers' pane. At the bottom, there is a red asterisk followed by 'Officer:' and a text input field.

Note that this section is *optional* IF the Incident Report is based on UOF = 'Yes'.

APPROVAL Section to be completed by Supervisor

When the supervisor signs the form, the Status will change either to SSIGN (supervisor signed) or WFLT (workflow lieutenant).

If the Status changes to SSIGN, it means that the Incident Report has not yet been completed – specifically, the reviewing officer of the Incident Report has not yet signed.

Should the supervisor find that another change is required (for example, another subject has been added to the Incident Report that is UOF-related), then the supervisor can make the change. Performing the update will change the Status back to DRAFT and the supervisor must again sign the form.

The screenshot shows the 'Crime Data Warehouse' interface. The top navigation bar includes 'UOF Queue 210164276-00', 'Incident Report', 'HEADER', 'OFFICER', 'USE OF FORCE', 'FIREARM DRAWN/EXH', 'APPROVAL SSIGN' (highlighted in red), 'PRINT TO PDF', and 'EXIT'. Below this is the 'Preliminary Findings of Supervisory Evaluation' section. It contains a 'Supervisor Completing Evaluation' field, an 'On scene:' field with radio buttons for 'Yes' and 'No', and an 'Other Supervisor on scene:' field. There are also checkboxes for 'Reviewed BWC' (Yes/No) and 'Other video available' (Yes/No/Unknown), along with 'Other video viewed' (Yes/No) and a 'Comments' text area. At the bottom, there is a 'Supv Signature' button, a 'Date: Mon 15-MAR-2021' field, and a 'Time: 15:00' field.

If the Status changes to WFLT when the supervisor signs, it means the Incident Report has already been signed-off by the Review Officer. The supervisor can no longer make any changes to the UOF Eval Form.

NOTE: Should a change by the supervisor be required when the Status = WFLT or WFCPT, then the **supervisor must communicate to the lieutenant/OIC to [Request Change by SUPV](#)**.

The screenshot shows the 'Crime Data Warehouse' interface. The top navigation bar includes 'UOF Queue 210154647-00', 'Incident Report', 'HEADER', 'SUBJECT', 'OFFICER', 'USE OF FORCE', 'FIREARM DRAWN/EXH', 'APPROVAL WFLT' (highlighted in red), 'PRINT TO PDF', and 'EXIT'. Below this is the 'Preliminary Findings of Supervisory Evaluation' section. It contains a 'Supervisor Completing Evaluation' field, an 'On scene:' field with radio buttons for 'Yes' and 'No', and an 'Other Supervisor on scene:' field with a 'Star #' sub-field. There are also checkboxes for 'Reviewed BWC' (Yes/No) and 'Other video available' (Yes/No/Unknown), along with 'Other video viewed' (Yes/No) and a 'Comments' text area. At the bottom, there is a 'Supv Signature' button, a 'Date: Mon 15-MAR-2021' field, and a 'Time: 14:49' field.

APPROVAL Section to be completed by Lieutenant/OIC

All Incidents in the UOF Queue that have a Status = WFLT are eligible for review and signature by the lieutenant/OIC.

NOTE1: A sergeant can complete the lieutenant/OIC sub-section.

The lieutenant/OIC can access the UOF Eval Form in read-*only* mode at any time. However, signing or requesting a change in the lieutenant/OIC sub-section can only be done when the Status = WFLT. No other portion of the UOF Eval Form can be changed.

NOTE2: The lieutenant/OIC who will be signing or requesting changes must enter his/her Star# in the *Reviewing Lieutenant or OIC* field.

When the lieutenant/OIC signs, an e-mail notification will be sent to the captain/CO that the lieutenant/OIC entered in the *Commanding Officer* field of the APPROVAL section.

NOTE3: A lieutenant can be assigned as the *Commanding Officer*.

Should the lieutenant/OIC **Request Change by SUPV**, then that **lieutenant/OIC must communicate to the supervisor** that a change is required.

When there is a *Request Change by SUPV*, the Status will change back to DRAFT so that the change can be made by the supervisor – who must again sign the form.

The screenshot shows the 'APPROVAL' section of the UOF Eval Form. The top navigation bar includes 'UOF Queue 210154647-00', 'Incident Report', and tabs for 'HEADER', 'SUBJECT', 'OFFICER', 'USE OF FORCE', 'FIREARM DRAWN/EXH', 'APPROVAL WFLT', 'PRINT TO PDF', and 'EXIT'. The main section is titled 'Preliminary Findings of Supervisory Evaluation'. It contains several fields and options: 'Supervisor Completing Evaluation' (with a dropdown), 'On scene:' (radio buttons for Yes/No), 'Other Supervisor on scene:' (with a Star # field), '* Reviewed BWC:' (radio buttons for Yes/No), 'If no, why?' (text field), '* Other video available:' (radio buttons for Yes/No/Unknown), '* Other video viewed:' (radio buttons for Yes/No), 'Supv Signature' (button), 'Date: Mon 15-MAR-2021', and 'Time: 14:49'. A red box highlights the 'Reviewing Lieutenant or OIC' section, which includes: '* Reviewing Lieutenant or OIC:' (Star # field), '* Commanding Officer:' (Star # field), '* Changes Required?' (radio buttons for Yes/No), 'Request Change by SUPV' (button), '* Reviewed BWC:' (radio buttons for Yes/No), 'Lt or OIC Signature' (button), 'Date:', and 'Time:'. A 'Comments' text area is also present.

APPROVAL Section to be completed by Captain/CO

The captain/CO will access the UOF Eval Form after receiving an e-mail notification from the lieutenant/OIC signing the form to review/sign the form. The e-mail will include the URL to access CDW. **The captain/CO will need to access the UOF Queue to enter the Incident# that has WFCPT (workflow captain) as the Status.**

The captain/CO can access the UOF Eval Form in read-*only* mode at any time. However, signing or requesting a change in the captain sub-section can only be done when the Status = WFCPT. No other portion of the UOF Eval Form can be changed

Once the captain/CO signs, the UOF Eval Form will be locked from any further changes (Status = LOCK). Deleting or voiding the form is not possible.

Should the captain/CO **Request Change by SUPV**, then the **captain/CO must communicate to the supervisor** that a change is required.

When there is a *Request Change by SUPV*, the Status will change back to DRAFT so that the change can be made by the supervisor – who must again sign the form, followed by the lieutenant/CIO, followed by the captain/CO.

Crime Data Warehouse

UOF Queue 210106080-01 Incident Report HEADER SUBJECT OFFICER USE OF FORCE FIREARM DRAWN/EXH **APPROVAL WFCPT** PRINT TO PDF EXIT

Preliminary Findings of Supervisory Evaluation

Supervisor Completing Evaluation: **On scene:** Yes No Other Supervisor on scene: Star #

* **Reviewed BWC:** Yes No *If no, why? couldn't find it

* **Other video available:** Yes No Unknown **Other video viewed:** Yes No

Supv Signature Date: Wed 28-APR-2021 Time: 10:49

Comments

* **Reviewing Lieutenant or OIC:** * **Commanding Officer:**

* **Reviewed BWC:** Yes No * **Changes Required?** Yes No

Lt or OIC Signature Date: Wed 28-APR-2021 Time: 10:50

Request Change by SUPV

Request Change by SUPV

Captain Signature Date: Time:

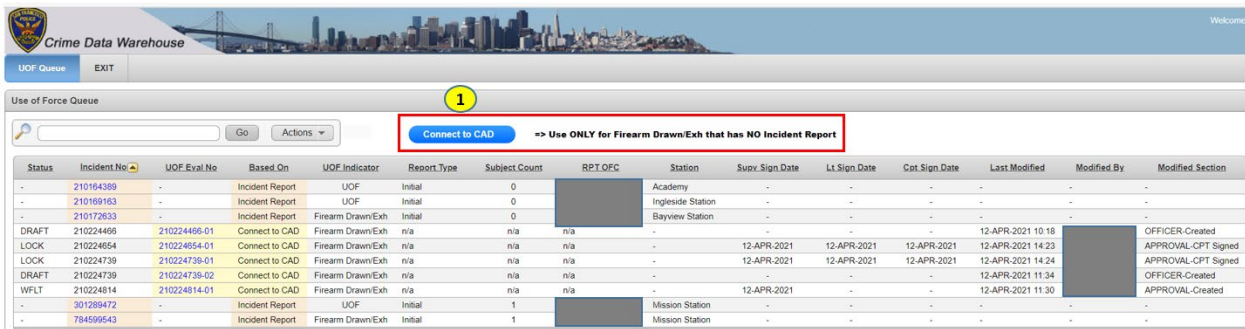
NOTE: The *Commanding Officer* – that was entered by the lieutenant/OIC – can be changed, if necessary, by another captain/CO in order for that member to process the captain’s sub-section.

APPENDIX I: Firearm Drawn/Exh based on *Connect to CAD* (no I.R.)

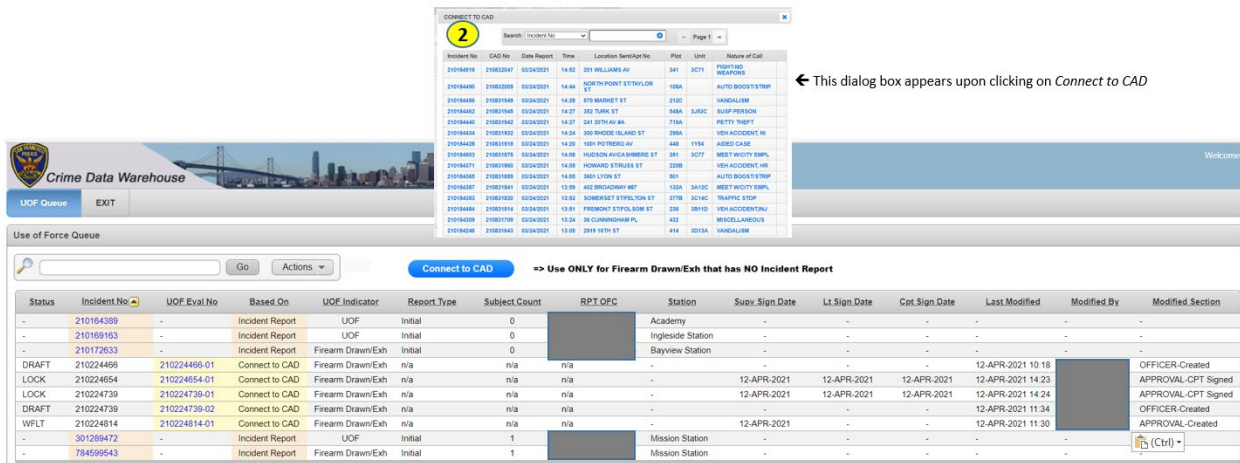
This feature provides the functionality to create a UOF Eval Form without reference to an Incident Report. **For this to be possible, the officer must have asked Dispatch for an Incident# even though NO Incident Report will be written.**

Starting a Firearm Drawn/Exh based on CAD# / Incident#: 3 Steps

STEP1 of 3: From the UOF Queue, click the *Connect to CAD* button:



STEP2 of 3: A dialog box will appear. Click on the CAD#.



STEP3 of 3: Complete the HEADER Section and *Save*. Upon saving, a UOF Eval No will be assigned.

3 Crime Data Warehouse

UOF Queue NO Incident Report **HEADER** OFFICER FIREARM DRAWN/EXH APPROVAL PRINT TO PDF EXIT Firearm Drawn/Exh based on **Connect to CAD**

Header

INCIDENT NUMBER: 210226058 * **Date:** 04/12/2021 * **Time:** 17:47 **Subject-Involved Incident:** Yes No

DEM Radio Code: ATTEMPT SUICIDE

* **Location of Occurrence:** 52 DORE ST

* **District of Occurrence:** - Select -

* **Critical Incident/Special Event:** N/A

SFPD CAD#: 211022499 * **CAD Advised Armed?** Yes No Not Applicable * **Type of Call** On View Dispatch

Weapon CAD Advised: Simulated Weapon Blunt Object Knife/Other Edged Weapon Firearm Other

Supervisory Officer Rank, Name & Star#: [REDACTED]

* **Did Supervisor Respond to Scene:** Yes No * **If No, why?** [REDACTED]

Save

The *only* section that differs from a Firearm Drawn/Exh *based on an Incident Report* is the HEADER Section:

- Within the RED rectangle above, 4 of the 5 fields highlighted in YELLOW require (*) entry:
 1. *Date: Populated from *Connect to CAD*; **changeable**.
 2. *Time: Populated from *Connect to CAD*; **changeable**.
 3. DEM Radio Code: Populated from *Connect to CAD* (from 'Nature of Call'); not changeable.
 4. *Location of Occurrence: Populated from *Connect to CAD*; **changeable**.
 5. *District of Occurrence: List of Values (LOVs) are the same as with an Incident Report.

* DISTRICT OF OCCURRENCE

- Select -

Central

Southern

Bayview

Mission

Northern

Park

Richmond

Ingleside

Taraval

Tenderloin

Out of SF

DER GANG

TRM? RELA

APPENDIX II: Creating a *Corrected* UOF Eval Form

This feature provides the ability to create a CORRECTED COPY of the most recent UOF Eval Form **that is in LOCK Status** and then edit it whether that involves adding, changing or deleting/removing field entries.

Corrected Copy based on an Incident Report

The *Corrected Copy* will be based on the *Initial* Incident Report or a *previous* Supplemental: **Whichever has the most recent UOF Eval No that is in LOCK Status.**

Status	Incident No	UOF Eval No	Based On	UOF Indicator	Report Type	Subject Count	RPT OFC	Station	Supr. Sign. Date	Lt. Sign. Date	Cpt. Sign. Date	Last Modified	Modified By	Modified Section
-	210106080	-	Incident Report	UOF	Supplemental	2		Ingliside Station	-	-	-	-	-	-
LOCK	210106080	210106080-00	Incident Report	UOF	Initial	3		Legal Division	19-APR-2021	19-APR-2021	20-APR-2021	20-APR-2021 12:07		APPROVAL-CPT Signed

In the above screen print Incident# 210106080 is listed twice. Both are UOF-related in the Incident Report:

- One is an *Initial* that where the UOF Eval Form is in LOCK Status.
- The other is a *Supplemental* that has no UOF Eval Form or Status assigned.

Clicking on the Incident# that represents the *Supplemental* will present a Dialog box with three (3) options:

This Dialog box always appears when clicking on a *Supplemental* Incident Report from the UOF Queue.

INCIDENT REPORT: New OR Corrected Copy

Select an option

Create new UOF Eval Form

Create CORRECTED COPY of most recent UOF Eval Form

Cancel; return to UOF Queue

Used to create a **new** UOF Eval Form based on a *Supplemental* Incident Report. No previous UOF Eval Forms exist for the Case#.

Used to create a CORRECTED COPY based on the most recent UOF Eval Form that is in LOCK Status.

Upon selecting the second option, *Create CORRECTED COPY* of most recent UOF Eval Form, the HEADER Section will need to be completed.

Matrix on where data in the *Corrected Copy* are sourced:

Guidance to how data initially appears in the Corrected Copy						
	HEADER	OFFICER	SUBJECT	USE OF FORCE	FIREARM DRAWN/EXH	APPROVAL
Data auto-populated from current <i>Supplemental</i> Incident Report	210222333-01					
Data from previous UOF Eval No		210222333-00		210222333-00	210222333-00	
Data from previous UOF Eval No <i>plus</i> data from current <i>Supplemental</i> Incident Report			210222333-00 210222333-01			

NOTES:
 -- Saving HEADER Section of *Corrected Copy* changes previous UOF Eval No (210222333-00) from LOCK to PRIOR Status.
 -- *Corrected Copy* (210222333-01) combines both Subjects from the previous UOF Eval No (210222333-00) with new Subjects from current Incident Report (210222333 *Supplemental* Incident#).

Once the HEADER Section is completed and saved, the *previous* UOF Eval No that was used for the *Corrected Copy* will change Status from LOCK → PRIOR.

Status	Incident No.	UOF Eval No.	Based On	UOF Indicator	Report Type	Subject Count	RPT OFC	Station	Supv. Sign Date	Lt. Sign Date	Cpt. Sign Date	Last Modified	Modified By	Modified Section
DRAFT	210106080	210106080-01	Incident Report	UOF	Supplemental	2		Ingleside Station	-	-	-	20-APR-2021 15:21		HEADER-Created
PRIOR	210106080	210106080-00	Incident Report	UOF	Initial	3		Legal Division	19-APR-2021	19-APR-2021	20-APR-2021	20-APR-2021 12:07		APPROVAL-CPT Signed

Thus, UOF Eval Nos that are in LOCK status are the most recent version of UOF Eval Nos that are in PRIOR status.

Corrected Copy based on *Connect to CAD*

The *Corrected Copy* will be based on the most recent UOF Eval No.

Status	Incident No	UOF Eval No	Based On	UOF Indicator	Report Type
LOCK	210224739	210224739-01	Connect to CAD	Firearm Drawn/Exh	n/a
LOCK	210224654	210224654-01	Connect to CAD	Firearm Drawn/Exh	n/a
LOCK	210106080	210106080-00	Incident Report	UOF	Initial

Clicking on a UOF Eval No that is in LOCK Status, a Dialog box will be presented with 3 options:

1. Review the UOF Eval Form.
2. Create a *Corrected Copy*.
3. Cancel.

CONNECT TO CAD: Review OR Corrected Copy

Select an option

Review the Firearm Drawn/Exh that was selected

Create CORRECTED COPY of most recent Firearm Drawn/Exh

Cancel; return to UOF Queue


Upon selecting the second option, you will be taken to the HEADER Section. Once that section is *Saved*, the system will perform two (2) actions:

1. The **suffix** of the UOF Eval No is incremented by one (1).
2. The UOF Eval No that was used to make the *Corrected Copy* will change Status from LOCK → PRIOR.

The HEADER, OFFICER and FIREARM DRAWN/EXH Sections are exactly the same as the UOF Eval No that was used to create the *Corrected Copy*. The only possible exception is the supervisor creating the *Corrected Copy* may be a different supervisor from the original.

Changes can now be made. Once completed, the APPROVAL Section for the supervisor must be completed and signed. Thereafter, it will follow the standard workflow of lieutenant/OIC signing followed by the captain/CO signing.

APPENDIX III: Field Definitions



Crime Data Warehouse

UOF Queue | Incident Report | **HEADER** | SUBJECT | OFFICER | USE OF FORCE | FIREARM DRAWN/EXH | APPROVAL | PRINT TO PDF | EXIT

Header

INCIDENT NUMBER: 21000078 **Date:** Mon 02/01/2021 **Time:** 19:34 **Subject-Involved Incident:** Yes No

Type of Incident: Assault, Aggravated, W/ Machine Gun

Location of Occurrence: 2000 MISSION ST

District of Occurrence: Mission

* **Critical Incident/Special Event:** N/A


SFPD CAD#: 210852272 * **CAD Advised Armed?** Yes No Not Applicable * **Type of Call** On View Dispatch

Weapon CAD Advised: Simulated Weapon Blunt Object Knife/Other Edged Weapon Firearm Other

Supervisory Officer Rank, Name & Star#:

* **Did Supervisor Respond to Scene:** Yes No * **If No, why?**

1	INCIDENT NUMBER:	SFPD Case #
2	Date:	Date of the actual incident. Date of format: MM/DD/YY. (Ex. 05/30/16)
3	Time:	Time the form is being completed (Ex. Use 24 hour format)
4	Subject-Involved Incident:	A Use of Force event that occurred with a member of the public.
5	Type of Incident:	Main Title Used for Police Report (i.e. Robbery w/Handgun)
6	Location of Occurrence:	Exact address where force was used
7	District of Occurrence:	District where the use of force occurred, even if different from station the officer is assigned. (Ex. Co A, Co B, Co C, etc.)
8	Critical Incident/Special Event:	This section should only be filled out if force was used at a particular event or critical incident (i.e. World Series Event, Pride Parade, Demo)
9	District of Occurrence:	District where the use of force occurred, even if different from station the officer is assigned. (Ex. Co A, Co B, Co C, etc.)
10	On View/Dispatch:	Choose whether the incident began as <i>On View</i> or <i>Dispatch</i>
11	SFPD CAD#:	Enter SFPD CAD#
12	CAD Advised Armed?	Select <i>Yes</i> , <i>No</i> , or <i>Not Applicable</i> , depending on what the officer(s) were advised.
13	Weapon CAD Advised	Select appropriate weapon option based upon what the officer(s) were advised.
14	Supervisory Officer Rank, Name and Star No.	Q50, Smith, Jane, 1234
15	Did Supervisor Respond to Scene:	Select <i>Yes</i> or <i>No</i> . If no, explain why not (Ex. Responded to hospital with officer, on another assignment [reference call no.], etc.)



Crime Data Warehouse

UOF Queue 21000040-00 Incident Report **HEADER SUBJECT OFFICER USE OF FORCE FIREARM DRAWN/EXH APPROVAL \$SIGN PRINT TO PDF EXIT**

Subject LOUIS, GEORGE

1 Subject Selected
Incident Subjects

Subject Details	Force & Resistance
Subject Name: LOUIS, GEORGE DOB: 05/05/1968 Age Between: Gender: <input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Unknown <input type="checkbox"/> X Height: 5' 9" Weight: 183 Race: <input type="radio"/> Asian <input type="radio"/> Black <input type="radio"/> Hispanic <input type="radio"/> Native American <input checked="" type="radio"/> White <input type="radio"/> Unknown LEP: <input type="radio"/> Yes <input checked="" type="radio"/> No Language: (not assigned) SF Resident: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown Homeless: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown At the time of incident, the subject appeared to be under the influence of alcohol and/or drugs? <input type="radio"/> Yes <input checked="" type="radio"/> No	Subject Armed: <input checked="" type="radio"/> Yes <input type="radio"/> No Type of Weapon: <input type="checkbox"/> Simulated Weapon <input type="checkbox"/> Blunt Object <input checked="" type="checkbox"/> Knife/Other Edged Weapon <input type="checkbox"/> Firearm <input type="checkbox"/> Other _____ Disposition: Booked Charge: (most serious only) 245 PC Levels of Resistance: (Specify sequence of resistance) Compliant <input type="checkbox"/> Passive Non-Compliant 1 Active Resistance 2 Assaultive <input type="checkbox"/> Life Threatening <input type="checkbox"/>
Pain & Injury	Medical
Complaint of Pain: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unrelated Death: <input type="radio"/> Yes <input checked="" type="radio"/> No Injured: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unrelated Serious Bodily Injury: <input type="radio"/> Yes <input checked="" type="radio"/> No Injuries Description: _____ Photo: <input type="radio"/> Yes <input checked="" type="radio"/> No Photo Taken By: Star # _____	Assessment (Paramedic/EMT): <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> Refused Medical Eval (By Doctor): <input type="radio"/> Yes <input checked="" type="radio"/> No Medical Treatment: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> Admitted

Save

16	Subject Name:	Name of the subject on whom force used. (Format: <i>Last name, First name</i>)
17	DOB:	Date of Birth for subject (Format: <i>Mo/Day/Year</i>)
18	Age between:	A range estimate by the officer if DOB is unknown
19	Gender:	Check the most appropriate box (Male/Female/Unknown/Nonbinary)
20	Height:	In Feet and Inches (Example: 5'06") Refer to DMV records, if available.
21	Weight:	In Pounds (Example: 183)
22	Race:	Check corresponding box for the following race: A =Asian; B= Black; W=White; H=Hispanic; I=Native American; U=Unknown Refer to DMV records, if available.
23	LEP:	Check Yes or No to indicate Limited English Proficiency status
24	Language:	Identify Native language (When LEP checked Yes.)
25	SF Resident:	Check Yes or No or Unknown
26	Homeless:	Check Yes or No or Unknown
27	At the time of incident, the subject appeared to be under the influence of alcohol and/or drugs:	Check Yes or No in accordance with officer's perception
28	Complaint of Pain:	Check Yes or No or Unrelated. Check Yes if the subject reports or responds affirmatively to a complaint of pain related to the use of force. Check No if there was no related complaint of pain. Check Unrelated when the complaint of pain is not related to the reported force.
29	Death:	The subject of Use of Force has been pronounced dead.
30	Injured:	Check Yes or No or Unrelated. Check Yes if the subject is injured resulting from the use of force. Check No if there was no injury. Check Unrelated if the injury is not related to the reported force.

31	Serious Bodily Injury:	As defined in 243(f)(4) of the CA Penal Code: “a bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.” Check <i>Yes</i> or <i>No</i> .
32	Injuries Description	Describe injuries
33	Photo (Taken of Injury):	Check <i>Yes</i> or <i>No</i>
34	Photo Taken By:	Person who takes the photo. Format: <i>Last name, First name, Star number</i> (e.g., Smith, Jane, 1234)
35	Subject Armed:	Check <i>Yes</i> or <i>No</i>
36	Type of Weapon:	Check appropriate box. If <i>Other</i> , describe the weapon type.
37	Disposition:	Select appropriate option from pull-down menu: <i>Booked, Cited, or 849b</i> .
38	Charge:	Enter the offense with which the subject is charged; if multiple offenses, list the most serious charge.
39	Levels of resistance – Sequenced	In order of occurrence (“1” being first), identify the sequence of resistance—as defined in DGO 5.01.IV—exhibited by the subject during the encounter. For example, the subject first pushes an officer; then steps back and draws a knife, threatening the officer with it; before drops his weapon and surrenders to the officers present. The sequence would be <i>Assaultive [1], Life Threatening [2], Compliant [3]</i> .
40	Assessment (Paramedic/EMT):	Check <i>Yes</i> or <i>No</i> corresponding to whether the subject was medically assessed by paramedics or EMTs.
41	Medical Evaluation (By Doctor):	Check <i>Yes</i> or <i>No</i> corresponding to whether the subject was medically evaluated by a doctor.
42	Medical Treatment	Check <i>Yes</i> or <i>No</i> corresponding to whether the subject received medical treatment. Click <i>Admitted</i> if admitted into a hospital.

Officer [] ADD Officer

1 Officer Selected

Remove SGT []

Officer Details

* Officer Star#: [] * Station/Assignment: Motor Pool * Unit ID: 3D14A
 * Identification: Uniform Plainclothes: * BWC Available: Yes No
 Plainclothes ID: Display of Star Raid Jacket Verbally None

Pain & Injury | **Medical**

* Injured: Yes No * Death: Yes No
 Injuries Description: []
 Photo: Yes No
 Photo Taken By: Star # []

Assessment (Paramedic/EMT): Yes No
Medical Eval (By Doctor): Yes No
Medical Treatment: Yes No Admitted

Save

43	Officer Star#:	Star number of the officer that used force.
44	Station or Assignment:	The Station or Assignment of the officer that used force.
43	Unit ID:	Call sign of the officer that used force. (e.g., 3B15D, 3E77)
44	Identification:	Check the box corresponding to the officer's attire: <i>Uniform</i> or <i>Plain clothes</i>
	Plainclothes Identification:	Check all applicable manners of identification used: <i>Verbally</i> , <i>Display of Star</i> , or <i>Raid Jacket</i> , or <i>None</i>
45	Video/BWC Available:	Check <i>Yes</i> or <i>No</i>
46	Injured:	Check <i>Yes</i> or <i>No</i>
47	Death:	Check <i>Yes</i> or <i>No</i>
48	Injuries Description:	Describe injuries
49	Photo Taken of Injury:	Check <i>Yes</i> or <i>No</i>
50	Photo Taken By:	Person who takes the photo. Format: <i>Last name, First name, Star number</i> (e.g., Smith, Jane, 1234)
51	Assessment (Paramedic/EMT):	Check <i>Yes</i> or <i>No</i> corresponding to whether the officer was medically assessed by paramedics or EMTs.
52	Medical Eval (By Doctor):	Check <i>Yes</i> or <i>No</i> corresponding to whether the officer was medically evaluated by a doctor.
53	Medical Treatment:	Check <i>Yes</i> or <i>No</i> corresponding to whether the officer received medical treatment. Click <i>Admitted</i> if admitted into a hospital.

Use of Force LOUIS, GEORGE

1 Combination Selected

Officer/Subject Combo

* **Officer:** [Redacted]

* **Subject:** LOUIS, GEORGE

- * **Reason for Use of Force (DGO 5.01):**
- To effect a lawful arrest, detention, or search
 - To overcome resistance or to prevent escape
 - To prevent the commission of a public offense
 - In defense of others or in self-defense
 - To gain compliance with a lawful order
 - To prevent a person from injuring himself/herself
(However, an officer is prohibited from using lethal force against a person who presents a danger only to himself/herself and does not pose an immediate threat of death or serious bodily injury to another person or officer.)

- * **Type of Force Used (Specify sequence of force):**
- Firearm Low Ready
 - 1 Firearm Pointing
 - Physical Control Hold/Take Down
 - Chemical Agent
 - Strike by Obj. (personal body weapon)/Fist
 - Impact Weapon
 - ERIW ERIW 40mm K-9 Bite
 - Vehicle Intervention:
 - Spike Strips Roadblock
 - Deflection Other: [Text Box]
 - Firearm OIS
 - Other [Text Box]

- * **Subject's activity requiring officer to use force:**
(Specify sequence of Subject's activity)
- No Person Involvement (Property or Animal)
 - Self-harm
 - 1 Suspected Criminal Activity
 - Evasive Movement
 - Verbal Failure to Comply
 - Passive Non-compliance
 - Flight (Foot)
 - Flight (Vehicle)
 - Pre-Assaultive Indicator
 - Battery (Officer)
 - Battery (Public)
 - Ambushing Officer(s)

- * **Officer's activity when force was used:**
(Specify sequence of Officers's activity)
- 1 Effecting Detention 3 Effecting Arrest
 - Search (Terry) Self (or Other Person) Defense
 - Search Condition Foot Pursuit
 - Search (Subject to Arrest) Vehicle Pursuit
 - 2 Prevent Escape Under Ambush

* **Verbal COMMANDS issued before force used:** Yes No

* **Verbal WARNINGS issued before force used:** Yes No

* **Was UOF within Department Policy?**
 Yes No Determination Pending Investigation
(Any UOF Incident referred to an investigative unit)

If **No** or **Determination Pending Investigation**, notify a superior officer. Submit for Commanding Officer's approval prior to reporting off-duty.

Save

54	Officer	Rank, Last, First, Star #
55	Reason for Use of Force (DGO 5.01):	Check all boxes that apply.
56	Subject's activity requiring officer to use force	Numerical sequence of subject's actions requiring the officer to use force.
57	Verbal COMMANDS issued before force used	Select <i>Yes</i> or <i>No</i> corresponding to whether verbal commands were given to the subject before the use of force. (Commands are orders to the subject, such as "Drop the weapon," or "Stop!")
58	Verbal WARNINGS issued before force used:	Select <i>Yes</i> or <i>No</i> corresponding to whether verbal warning were given to the subject before the use of force. (Complete warnings include identification, command, consequence, and opportunity to comply.)
59	Subject:	Name of the subject on whom force used. (Format: <i>Last name, First name</i>)
60	Type of Force Used (Specify sequence of force)	Number the force options that were utilized in the order they were used.
61	Officer's activity when force was used	Number the sequence of officer's actions when the force was used.

62

Was Use of Force within department policy?

Check *Yes* if the use of force appears to conform to Department policy; check *No* if the use of force appears not to conform to Department policy; check *Determination Pending Investigation* if it is unclear whether the use of force conforms to Department policy or the use of force is automatically subject to further investigation in accordance with policy and procedure.

Certain types of force incidents are automatically subject to investigation (“Determination Pending Investigation”), including Officer-Involved Discharges, Officer-Involved-Shootings, In-Custody Deaths, and admittance into a hospital as a result of a use of force. Supervisors are reminded that their duties pursuant to Department General Order 2.08, *Peace Officer’s Rights* and Sections 3300-3313 of the California Government Code.

63	Officer:	Rank, Last, First, Star #
64	Reason for Drawing/Exhibiting Firearm (DGO 5.01)	Check boxes
65	Verbal COMMANDS issued before drawing/exhibiting firearm?	Select <i>Yes</i> or <i>No</i> corresponding to whether verbal commands were given to the subject before the use of force. (Commands are orders to the subject, such as “Drop the weapon,” or “Stop!”)
66	Verbal WARNINGS issued before drawing/exhibiting firearm?	Select <i>Yes</i> or <i>No</i> corresponding to whether verbal warning were given to the subject before the use of force. (Complete warnings include identification, command, consequence, and opportunity to comply.)
67	Type of Firearm Used	Check boxes
68	Position firearm held	Check boxes

69

**Was firearm
drawn/exhibiting within
department policy?**

Check *Yes, No, or Determination Pending Investigation*. Refer to #62 above.

Preliminary Findings of Supervisory Evaluation

Supervisor Completing Evaluation: **On scene:** Yes No **Other Supervisor on scene:**
 Star #

* **Reviewed BWC:** Yes No **If no, why?**

* **Other video available:** Yes No Unknown **Other video viewed:** Yes No

Supv Signature Date: **Mon 19-APR-2021** Time: **12:51**

* **Reviewing Lieutenant or OIC:** **Commanding Officer:**
 Star # Star #

* **Reviewed BWC:** Yes No **Changes Required?** Yes No

Lt or OIC Signature Date: Time:

* **Changes Required?** Yes No

Captain Signature Date: Time:

70	Supervisor Completing Evaluation:	Star#, Last, First, Rank
71	On Scene:	Select Yes or No
72	Other Supervisor on Scene:	If the supervisor filling out this form is different from the officer who responded on scene, list on scene supervisor here. Star#, Last, First, Rank
73	Reviewed BWC:	Select Yes or No. If no, explain why.
74	Other Video Available:	Select Yes, no or unknown
75	Other Video Viewed:	Select Yes or No
76	Comments	N/A (For Future Use)
77	Supv Signature	Click to sign when complete
78	Date	Day of week, Day-Month-Year format
79	Time	HH:MM format, 24h clock.
80	Reviewing Lieutenant or OIC	Star#, Last, First, Rank
81	Commanding Officer:	Star#, Last, First, Rank
82	Reviewed BWC	Select Yes or No
83	Changes required?	Select Yes or No if the Lt/OIC believes corrections are needed by the Sgt.
84	Comments:	Free form text (e.g. "See me for corrections")
85	Request Changes by SUPV	Press this button if, as supervisor, you believe changes are necessary to the form before you sign. This button becomes enabled only after all mandatory fields are entered.
86	Lt or OIC Signature:	Click to sign when complete (confirm definition)
87	Date:	Day of week, Day-Month-Year format
88	Time:	HH:MM format, 24h clock.

89	Changes Required?	Same as #83, but from CO to LT/OIC
90	Request Changes by SUPV	Same as #85
91	Comments:	Free form text (e.g. "See me for corrections")
92	Captain Signature	Click to sign when complete
93	Date:	Day of week, Day-Month-Year format
94	Time:	HH:MM format, 24h clock.



San Francisco Police Department

Supervisory Firearm Drawn/Exh Evaluation



INCIDENT NUMBER:		Date:	Time:
DEM Radio Code:		On View <input type="checkbox"/> Dispatch <input type="checkbox"/>	
Location of Occurrence:			
District of Occurrence:			
SFPD CAD#:		CAD Advised Armed? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	
Weapon CAD Advised: Simulated Weapon <input type="checkbox"/> Blunt Object <input type="checkbox"/> Knife/Other Edged Weapon <input type="checkbox"/> Firearm <input type="checkbox"/> Other <input type="checkbox"/>			
Critical Incident/Special Event: USE OP. ORDER NAME			
Supervisory Officer Rank, Name & Star#: RANK, LAST NAME, FIRST NAME, STAR NO.			
Did Supervisor Respond to Scene: Y <input type="checkbox"/> N <input type="checkbox"/> If No, why?			
Officer Name: RANK, LAST NAME, FIRST NAME, STAR NO.			BWC Available: Y <input type="checkbox"/> N <input type="checkbox"/>
Station/Assignment:		Unit ID:	Identification: Uniform <input type="checkbox"/> Plainclothes <input type="checkbox"/>
Plainclothes ID: Display of Star <input type="checkbox"/> Raid Jacket <input type="checkbox"/> Verbally <input type="checkbox"/> None <input type="checkbox"/>			Injured: Y <input type="checkbox"/> N <input type="checkbox"/>
Injuries Description:			
Photo: Y <input type="checkbox"/> N <input type="checkbox"/>		Photo Taken By: RANK, LAST NAME, FIRST NAME, STAR NO.	
Death: Y <input type="checkbox"/> N <input type="checkbox"/>		Assessment (Paramedic/EMT): Y <input type="checkbox"/> N <input type="checkbox"/>	Med Eval (By Doctor): Y <input type="checkbox"/> N <input type="checkbox"/>
Medical Treatment: Y <input type="checkbox"/> N <input type="checkbox"/> Admitted <input type="checkbox"/>			
Officer:			
Reason for Drawing/Exhibiting Firearm (DGO 5.01):		Type of Firearm Used:	
<input type="checkbox"/> Search for suspect <input type="checkbox"/> High-risk pedestrian stop <input type="checkbox"/> High-risk vehicle stop <input type="checkbox"/> Subject believed to be armed with a firearm <input type="checkbox"/> Subject believed to be armed with other deadly weapon <input type="checkbox"/> Warrant Service <input type="checkbox"/> Critical Incident <input type="checkbox"/> Designated lethal cover officer for ERIW deployment per DGO 5.01 <input type="checkbox"/> Other: _____		<input type="checkbox"/> Department Issued Handgun <input type="checkbox"/> Department Issued Shotgun <input type="checkbox"/> Department Issued Rifle <input type="checkbox"/> Other: _____	
		Position Firearm Held:	
		<input type="checkbox"/> Firearm Pointed Down <input type="checkbox"/> High Ready <input type="checkbox"/> Long Gun Slung <input type="checkbox"/> Other <input type="checkbox"/> Long Gun Port Arms	
Was Drawing/Exhibiting Firearm within Department Policy? Y <input type="checkbox"/> N <input type="checkbox"/> Determination Pending Investigation <input type="checkbox"/>			
(Any UOF incident referred to an investigative unit)			
If No or Determination Pending Investigation, notify a superior officer. Submit for Commanding Officer's approval prior to reporting off-duty.			



**San Francisco Police Department
Supervisory Firearm Drawn/Exh Evaluation**



Preliminary Findings of Supervisory Evaluation

Name of Supervisor Completing Evaluation: On scene: Y N

Rank: Star: Date: Time:

Comments:

Reviewed BWC: Y N (Required for all serious bodily injury incidents as defined in DGO 5.01 II G.)

If no, why?

Other video available: Y N Unknown

Other video viewed: Y N

Other Supervisor on scene:

Rank: Star:

Name of reviewing Lieutenant or OIC:

Rank: Star: Date: Time:

Reviewed BWC: Y N

Name of reviewing Captain:

Rank: Star: Date: Time: