
USE OF FORCE REPORTING

The purpose of this order is to set forth Departmental police and procedures for reporting, evaluating, reviewing, and managing use of force incidents involving Department members.

I. POLICY

- A. REPORTABLE USES OF FORCE.** Officers shall report any use of force involving physical controls where the subject is injured or claims to be injured, personal body weapons, chemical agents, impact weapons, extended range impact weapons, vehicle interventions, conducted energy devices, and firearms. Additionally, officers shall report the intentional pointing of conducted energy devices and firearms at a subject.
- B. NOTIFICATION OF USE OF FORCE.** An officer shall notify his/her supervisor immediately or as soon as practical of any reportable use of force and allegations of excessive force.
- C. EVALUATION OF USE OF FORCE.** A supervisor shall conduct a use of force evaluation in all cases involving a reportable use of force as set for the in DGO. 5.01, Use of Force.
- D. EXCESSIVE USE OF FORCE.** Every allegation of excessive force shall be subject to the reporting and investigative requirements of this General Order.

II. PROCEDURES

- A. OFFICER'S RESPONSIBILITY.** Any reportable use of force shall be documented in detail in an incident report. Descriptions shall be in plain language and shall be as specific as possible.
 - 1. When the officer using force is preparing the incident report, the officer shall include the following information:
 - a. The subject's action necessitating the use of force, including the threat presented by the subject;
 - b. Efforts to de-escalate prior to the use of force;
 - c. Any warning given and if not, why not;
 - d. The type of force used;
 - e. Injury sustained by the subject as set forth in DGO 5.01.II.E, Use of Force;
 - f. Injury sustained by the officer(s);
 - g. Information regarding medical assessment or evaluation, including whether the subject refused;

- h. The supervisor's name, rank, star number and the time notified. If applicable, the supervisor's reason for not responding to the scene shall also be included.
 2. In the event that the officer using force is not the officer preparing the incident report, the officer using the force shall:
 - a. Ensure that he/she is clearly identified in the incident report; and
 - b. Prepare a supplemental report or a statement form with the above information.

In the event that an officer cannot document his/her use of force due to exceptional circumstances, another officer shall document this use of force in an incident report, supplemental incident report or statement form at the direction of a supervisor.

B. SUPERVISOR'S RESPONSIBILITY. When notified of the use of force, the supervisor shall conduct a supervisory evaluation to determine whether the force used appears reasonable, necessary, and within the provisions of this order. The supervisor shall:

1. Immediately respond to the scene unless a response is impractical, poses a danger, or where officers' continued presence creates a risk. When more than one supervisor responds, the responsibility shall fall on the senior supervisor;
2. Observe the scene and injured subjects or officers;
3. Ensure that witnesses (including officers) are identified and interviewed, and that this information is included in the incident report. Uncertain situations or the number of witnesses may preclude identification and interview of all witnesses;
4. Ensure photographs of injuries are taken and all other evidence is booked;
5. Remain available to review the officer's incident report, supplemental incident report and written statement at the direction of the superior officer. A supervisor shall not approve an incident report or written statement involving a use of force that does not comply with the requirements as set forth in II.A above;
6. Complete and submit the Supervisory Use of Force Evaluation form, indicating whether the force used appears reasonable and necessary, by the end of watch;
7. Complete the Use of Force Log (SFPD 128) and attach one copy of the incident report.

When a supervisor has determined that a member's use of force is excessive or unnecessary force or that an officer has applied force that results in serious bodily injury or death, the supervisor shall notify his/her superior officer.

C. SUPERIOR OFFICER'S RESPONSIBILITY. When a superior officer is notified of excessive or unnecessary force or force that results in serious bodily injury or death, the superior officer shall:

1. Respond to the scene and assume command, as practical;
2. Notify commanding officer and ensure all other notifications are made;
3. Determine which unit(s) will be responsible for the on-going investigation(s);

4. Prepare a report containing preliminary findings, conclusions and/or recommendations, if appropriate.

III. OTHER REQUIREMENTS.

A. USE OF FORCE LOG. The following units shall maintain a Use of Force Log:

1. District Stations
2. Airport Bureau
3. Department Operations Center

B. RECORDING PROCEDURES. A reportable use of force shall be recorded in the Use of Force Log at the District Station where the use of force occurred, except as noted below:

1. Any use of force occurring outside the city limits, except at the San Francisco International Airport, shall be recorded in the Department Operations Center's Use of Force Log.
2. Any use of force occurring at the San Francisco International Airport shall be recorded in the Airport Bureau's Use of Force Log.

C. DOCUMENT ROUTING.

1. Commanding officers shall forward original completed Supervisor's Use of Force Evaluation Form(s) to the Commanding Officer of Risk Management and one copy to the Commanding Officer of the Training Division and another to the officer's Bureau Deputy Chief.
2. On the 1st and 15th of each month, commanding officers shall sign the Use of Force Log and send it, along with one copy of the incident report, to their respective Bureau Deputy Chief and the Commanding Officer of the Training Division.

D. TRAINING DIVISION RESPONSIBILITIES. The Commanding Officer of the Training Division will maintain controls that assure all Use of Force Logs and Supervisor Evaluations are received, and shall perform a non-punitive review to ascertain the number, types, proper application and effectiveness of uses of force. The information developed shall be used to identify training needs. The Commanding Officer of the Training Division shall report to the Chief of Police quarterly on the use of force by members of the Department.