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18-002  
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### Indicating Use of Force in an Incident Report

DGO 5.01 requires the Risk Management Office to collect and analyze use of force data in order to publish comprehensive statistics to the public as well as the Police Commission.

In order to better track when a reportable use of force has occurred, Crime Data Warehouse (CDW) will now require officers who author a report to indicate force was used on the face page of the incident report. Members shall still follow all notifications and documentation procedures as set forth in DGO 5.01 and DB 17-095 *Required Elements in Use of Force Incident Reports*.

A mandatory drop down box titled "Use of Force" will be added to the face page of the incident report within the month of January 2018. Members shall indicate YES or NO in the box regarding a reportable use of force.


A reportable use of force is defined as:

Any use of force which is required to overcome subject resistance to gain compliance that results in death, injury, complaint of injury in the presence of an officer, or complaint of pain that persists beyond the use of a physical control hold. Any use of force involving the use of personal body weapons, chemical agents, impact weapons, extended range impact weapons, vehicle interventions, and firearms. Any intentional pointing of a firearm at a subject.

Supervisors shall ensure the box was marked correctly and that a Supervisory Use of Force Evaluation Form as well as the Use of Force Log have been filled out and forwarded through the chain of command to the correct bureau's and units as stipulated in Department Bulletin 17-006.

Should a report be finalized and signed off and the Use of Force Box was found to be marked incorrectly, a supplemental report will need to be written to document the error.

The Airport Bureau shall follow San Mateo County procedures for handling reports and shall continue to forward all Use of Force Logs and Supervisory Use of Force Evaluations as outlined in DB 17-006.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.*