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.

<u>**Supervisory Use of Force Evaluation Entry**</u>:

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.

Safety with Respect

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
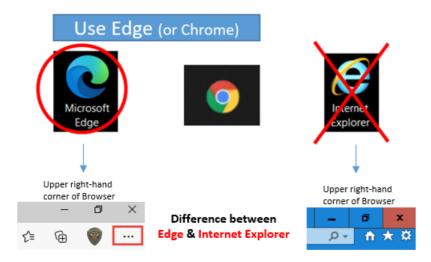# Supervisory UOF Evaluation Form

April 29, 2021

Contributors: TECHNOLOGY, ACADEMY & LEGAL

Table of Contents

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.
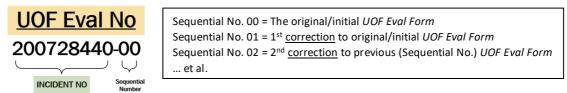
KEY FEATURES of UOF Eval Form in CDW

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:

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

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.
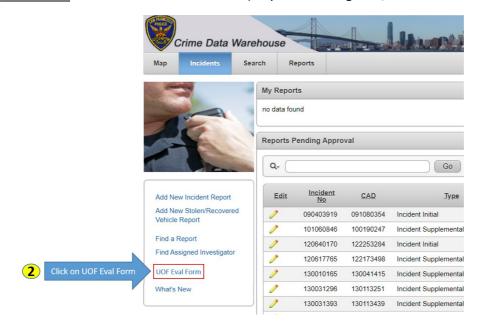   b. UOF Eval Form: Supervisor has signed.

Accessing UOF Eval Form – 3 Steps

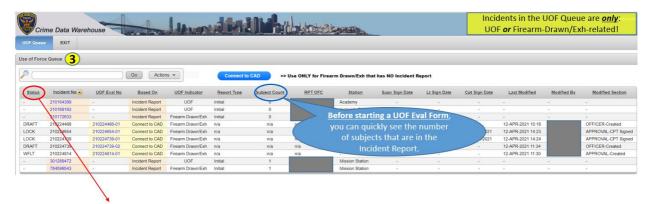**STEP1 of 3**: Log-on to CDW – Username & Password.

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

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 it[2]. EXAMPLE:

		Status Code		
	UOF Eval No	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

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[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:

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.

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.

2.

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.

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:	UOF Eval Form HEADER:
* USE OF FORCE? Yes	Subject-Involved Incident: ○ Yes ● 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

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:	UOF Eval Form HEADER:
Connect to CAD => Use ONLY for Firearm Drawn/Exh that has NO Incident Report	Subject-Involved Incident: ○ Yes ● 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.

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_.
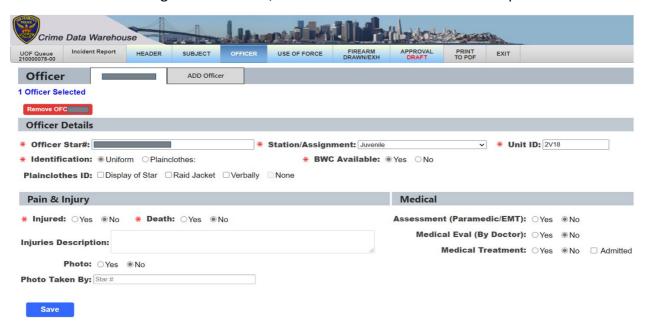
OFFICER Section: Adding Officers

Officers are added one at a time via Star# by the supervisor. They are <u>NOT</u> 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.

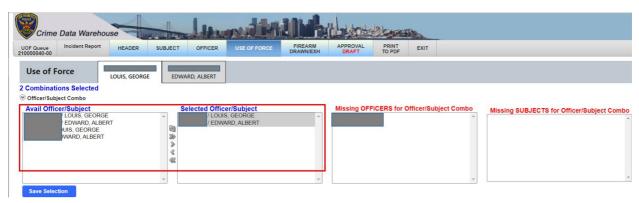To continue with adding another officer, click on the 'ADD Officer' tab and input Star#.

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.

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.

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.

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 .

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.

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

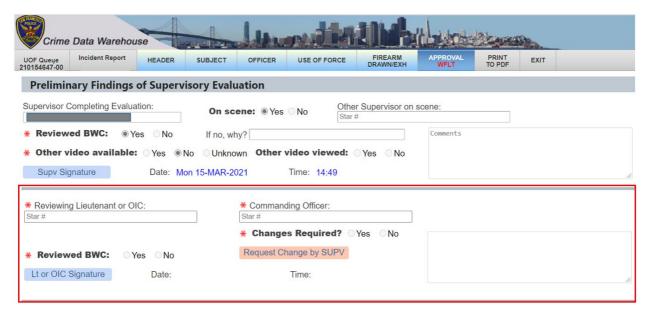Once the captain/CO signs, the UOF Eval Form will be locked from any further changes (Status = LOCK). Deleting or voiding the form is not possible.

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.

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#.

← This dialog box appears upon clicking on *Connect to CAD*

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

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'); <u>not</u> 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.

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.

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:

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 *Supplemental* Incident Report	210222333-01					
Data from previous UOF Eval No		210222333-00		210222333-00	210222333-00	
Data from previous UOF Eval No *plus* data from current *Supplemental* 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.

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.

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.

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

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 <u>where the use of force occurred</u>, 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 *On View* or *Dispatch*
11	**SFPD CAD#:**	Enter SFPD CAD#
12	**CAD Advised Armed?**	Select *Yes*, *No*, or *Not Applicable*, 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 *Yes* or *No*. If no, explain why not (Ex. Responded to hospital with officer, on another assignment [reference call no.], etc.)

16	Subject Name:	Name of the subject on whom force used. (Format: *Last name, First name*)
17	DOB:	Date of Birth for subject (Format: *Mo/Day/Year*)
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 *Yes* or *No*.
32	**Injuries Description**	Describe injuries
33	**Photo (Taken of Injury):**	Check *Yes* or *No*
34	**Photo Taken By:**	Person who takes the photo. Format: *Last name*, *First name*, *Star number* (e.g., Smith, Jane, 1234)
35	**Subject Armed:**	Check *Yes* or *No*
36	**Type of Weapon:**	Check appropriate box. If *Other*, describe the weapon type.
37	**Disposition:**	Select appropriate option from pull-down menu: *Booked*, *Cited*, or *849b*.
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 *Assaultive* [1], *Life Threatening* [2], *Compliant* [3].
40	**Assessment (Paramedic/EMT):**	Check *Yes* or *No* corresponding to whether the subject was medically assessed by paramedics or EMTs.
41	**Medical Evaluation (By Doctor):**	Check *Yes* or *No* corresponding to whether the subject was medically evaluated by a doctor.
42	**Medical Treatment**	Check *Yes* or *No* corresponding to whether the subject received medical treatment. Click *Admitted* if admitted into a hospital.

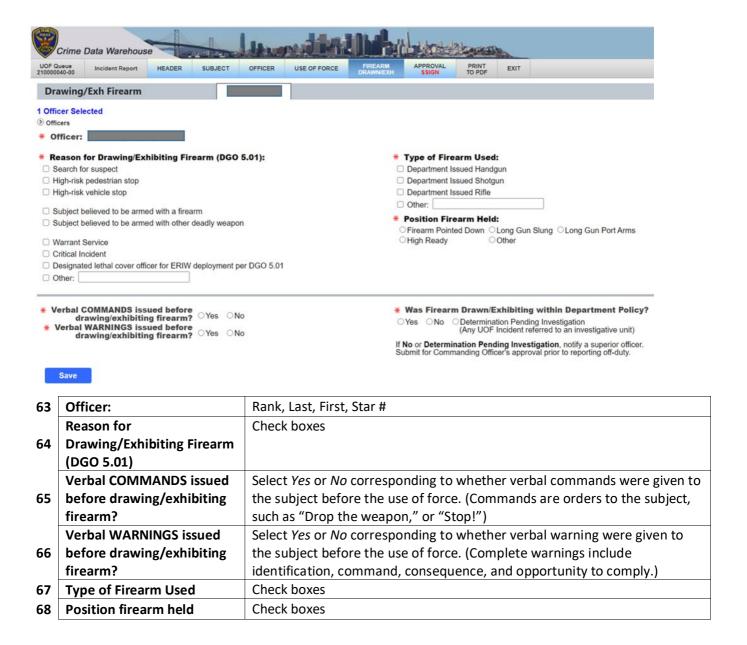| 43	**Officer Star#:**	Star number of the officer that used force.
44	**Station or Assignment:**	The Station or Assignment of the officer that used force.
43	**Unit ID:**	Call sign of the officer that used force. (e.g., 3B15D, 3E77)
44	**Identification:**	Check the box corresponding to the officer's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

Crime Data Warehouse

| UOF Queue 210000040-00 | Incident Report | HEADER | SUBJECT | OFFICER | USE OF FORCE | FIREARM DRAWN/EXH | APPROVAL $SIGN | PRINT TO PDF | EXIT |

Use of Force

LOUIS, GEORGE

1 Combination Selected
> Officer/Subject Combo

* Officer:

* 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.)

* Subject: LOUIS, GEORGE

* 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: _____
- ☐ Firearm OIS
- ☐ Other _____

* 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 *Yes* or *No* 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 *Yes* or *No* 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: *Last name*, *First name*)
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 <u>automatically</u> 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 *Yes* or *No* 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 *Yes* or *No* 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

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 ☐   Dispatch ☐

Location of Occurrence:

District of Occurrence:

SFPD CAD#:   **CAD Advised Armed?** Y ☐   N ☐   N/A ☐

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

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 ☐   N ☐   **If No, why?**

Officer Name: RANK, LAST NAME, FIRST NAME, STAR NO.   **BWC Available:** Y ☐   N ☐

Station/Assignment: **Unit ID:**   **Identification:** Uniform ☐   Plainclothes ☐

Plainclothes ID: Display of Star ☐   Raid Jacket ☐   Verbally ☐   None ☐   **Injured:** Y ☐   N ☐

Injuries Description:

Photo: Y ☐   N ☐   **Photo Taken By:** RANK, LAST NAME, FIRST NAME, STAR NO.

Death: Y ☐   N ☐   **Assessment (Paramedic/EMT):** Y ☐   N ☐   **Med Eval (By Doctor):** Y ☐   N ☐

Medical Treatment: Y ☐   N ☐   Admitted ☐

Officer:

Reason for Drawing/Exhibiting Firearm (DGO 5.01):
- ☐ Search for suspect
- ☐ High-risk pedestrian stop
- ☐ High-risk vehicle stop
- ☐ Subject believed to be armed with a firearm
- ☐ Subject believed to be armed with other deadly weapon
- ☐ Warrant Service
- ☐ Critical Incident
- ☐ Designated lethal cover officer for ERIW deployment per DGO 5.01
- ☐ Other: _____

Type of Firearm Used:
- ☐ Department Issued Handgun
- ☐ Department Issued Shotgun
- ☐ Department Issued Rifle
- ☐ Other: _____

Position Firearm Held:
- ☐ Firearm Pointed Down   ☐ High Ready
- ☐ Long Gun Slung   ☐ Other
- ☐ Long Gun Port Arms

Was Drawing/Exhibiting Firearm within Department Policy? Y ☐   N ☐   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.

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: