

**POLICY  
801**

**EFFECTIVE  
DATE  
3-01-12**

# Eugene Police Department



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## **APPENDIX A:** **Electronic Use of Force Form Instructions**

Use of force is a significant topic in policing and community accountability. As such, the Department must assure that use of force data is timely and accurate. To accomplish this goal, a new electronically submitted, searchable use of force form will be implemented. In addition to being searchable, the new form will be faster and easier for officers to use than the paper forms.

The following items address key points related to use of the new form and the new Use of Force Reporting Policy 801.

- The electronic form, which is located on the I drive in the Word Templates folder, replaces the current paper TASER, Use of Force, and Pursuit Report forms. Please destroy all old forms.
- The new form is required for Use of Force incidents as explained in Policy 801, Use of Force Reporting:
  - The primary employee involved with each person against whom the reportable force is used must complete a Use of Force/Pursuit Report form. See 801.3.1.b for exceptions/variations.
  - See Policy 801- Use of Force Reporting for additional details on types of incidents requiring reports.
- **SUPERVISORS:** For all reportable minor incidents (801.5.1), supervisors will respond to the scene to review the incident with the involved employees to ensure all procedural requirements and aftercare needs are met, to identify any matters requiring supervisory follow up (e.g. interviewing, or at least identifying citizen witnesses, ensuring photographs are taken and physical evidence is collected.), and provide any assistance needed by on-scene employees, involved persons, or uninvolved third parties.
- The new form is required for TASER incidents as described in the TASER policy by the officer utilizing the TASER.
- **ONLY** a K9 officer may complete the form when documenting use of Police K9.

- The new form is required to be completed by the primary officer in a pursuit as explained in the Pursuit policy.
  - Upon completion, click submit to route the report to IA (only for Pursuit Reporting), and submit electronically with the incident report. IA will coordinate the file workflow.
  - IA will assign a P# and route the report to an EVO sergeant for initial review then route the completed packet to the reviewing supervisor as assigned by the employees Division Manager.
  - The supervisor portion of the pursuit review will NOT be attached to any police report as that is an internal personnel document.
- When the new electronic form is used, it must be attached to an electronically submitted, typed police report and may not be used with a hand written report. (See detective exception below.)
- To use the form, open the document, and select the applicable boxes at the top of the form to open those sections. E.g. TASER specific fields or Pursuit related fields. The fields that are common to all incidents will open automatically.
- For use of force, the DPSST categories of resistance are part of the information collected. Because they have specific definitions that should be referenced, there is a box you can click on to see the definitions without having to search further for that information.
- For use of force, most of the criteria are very straight forward using common language. However, it was noted in preparing this form that everyone might not know what is meant by “1000 yard stare”. This is when a subject experiences a radical facial change from the time you started talking to him/her. The facial expression goes blank and the person stares past you even if standing right in front of you. This can be an indicator of pending flight or attack.
- If you have any questions about the use of this form please contact your supervisor.

**Reminder for Supervisors:** Because the accuracy of the information on this form is very important, and because we want to avoid having to submit corrections to any police report, please be sure this form is always carefully reviewed along with your normal thorough review of the attached report for this level of force use. See 801.5 b,c,d for additional details.

**For detectives working patrol only:** It is permissible to print the form and submit it in the same manner their patrol reports are generally submitted.