

**CITY OF GRAND BLANC POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

SUBJECT: REPORTING USE OF FORCE			S.O.P.#: 1-1.4
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ISSUED BY: Chief Brian J. Lipe		MACP STANDARDS: 3.3.1 (k)(i), 3.3.2	

I. PURPOSE

It is the purpose of this policy to provide guidelines for reporting use of force.

II. POLICY

The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and to preserve the integrity of the Grand Blanc Police Department and the City of Grand Blanc. As such, it is the policy of the Grand Blanc Police Department that use of force, as designated herein, be reported in a timely, complete, and accurate manner by involved officers and as otherwise prescribed by this policy.

III. DEFINITIONS

- A. **Use of Force:** For purposes of this document, use of force is the amount of effort required by law enforcement to achieve compliance or overcome a subject's physical resistance to any command, arrest, or detention. This includes any use of force occurring while the officer is acting in an official law enforcement capacity, whether the officer is on or off duty. Use of force may include, but is not limited to, use of chemical or electronic force; open-handed strikes, punches, or kicks; displaying a firearm for purposes of compelling compliance; discharging a firearm; or using physical intervention with a vehicle that could reasonably result in injury or death. This does not include the use of handcuffs as a restraint in arrest and transport activities; physical removal of passively resisting demonstrators; presence of officers, or canines; or issuance of verbal commands.
- B. **Serious Bodily Injury:** Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.

IV. PROCEDURES

- A. Responsibility for Reporting
 - 1. Officers shall provide a verbal notification to a supervisor immediately following any use of force.
 - 2. In addition to the verbal notification, officers shall file a written incident report as well as a Law Enforcement Officer – Subject Control Report Form before the end of the shift.

3. Officers shall file a written report whenever an officer does the following:
 - a. Discharges a firearm for other than training or recreational purposes
 - b. Applies less lethal devices/weapons
 - c. Applies weaponless subject control
4. Each officer who uses force shall submit a separate Law Enforcement Officer – Subject Control Report Form. Officers who witness a use of force shall submit a supplemental incident report through the Grand Blanc PD records management system.
5. Officers shall complete a written incident report for any unintentional discharge of a firearm and/or CED whether or not it results in an injury.

B. Reporting the Use of Deadly Force

1. Officers involved in any use of force incident that results in the serious bodily injury or death of another person, either on or off-duty, shall immediately notify the on-duty or on-call Department supervisor.
2. The on-duty or on-call supervisor shall immediately report the circumstances to the Chief of Police.
3. A written report, including any required department Use of Force Reports, shall be completed by the involved officer(s).
4. Incident reports shall be completed within an appropriate time period as directed by the Chief of Police.

C. Report Content/Information

1. All use-of-force reports shall be comprehensive and provide the degree of specificity necessary to fully document and evaluate the officer's force response.
2. Officers should ensure that their incident report and Law Enforcement Officer – Subject Control Report Form accurately relates what the officer knew, observed, or believed at the time of the incident. Facts or information revealed following the incident should not be included in the officer's initial report but may be included in a supplemental report.
3. If applicable, reports shall include the following information. Any additional information that would add to a complete understanding of the incident should also be included.
 - a. The nature of the incident;
 - b. Where (address) and when (date and time) the incident took place;
 - c. Whether the incident was in response to a call for service or an officer-initiated action;
 - d. Information on the subject, including age, sex, race, and ethnicity;
 - e. The size and build of the subject in relationship to the officer;

- f. Reason for initial contact between the subject and officer, including any suspected unlawful or criminal activity;
- g. Whether the incident was an ambush;
- h. Whether the officer was:
 - Readily identifiable as law enforcement, including whether he or she was in uniform or plain clothes;
 - operating a marked or unmarked law enforcement vehicle or on foot patrol;
 - on or off duty; and
 - accompanied by other officers.
- i. Whether a supervisor or a senior officer acting in a supervisory capacity was present or consulted at any point during the incident;
- j. Whether backup was requested and, if so, when it arrived;
- k. Whether the officer approached the subject or was approached by the subject;
- l. Whether associates of the subject were present at the time;
- m. Whether witnesses were present at the time;
- n. Whether there was any cause to believe the subject was armed or hostile;
- o. The subject's general demeanor, including any known or apparent impairments;
- p. Any verbal exchange that transpired;
- q. The full circumstances that supported a detention or arrest decision, where applicable, to include the severity of the crime or evidence discovered prior to the detention or arrest attempt by the officer(s);
- r. Any threat to the officer or another person;
- s. Type, intensity, and duration of resistance to arrest by the subject to include any threat to others;
- t. Any de-escalation attempts made;
- u. Any force options available to the officer and the reason for the level of force response employed;
- v. Any subject and officer injury or complaint of injury, medical treatment received, or refusal of medical treatment;
- w. Photographs of subject and officer injuries;
- x. Video and audio recordings made of the incident.

D. Supervisory Responsibilities

1. The officer(s) immediate supervisor is required to investigate the use of force incident to including but not limited to interviewing witnesses, viewing any audio or video recordings of the incident, and reviewing any reports. Once the officer has completed the Law Enforcement Officers Use of Force Report Form, the investigating supervisor will complete the "Supervisor's Report" sections (Sections 18 & 19) of this form.
2. An officer's immediate supervisor or the on-call supervisor shall respond to any incident of use of force involving any injury on a priority basis. In any instance where the use of force resulted in an injury, the supervisor shall ensure the following are completed:
 - a. The officer's and subject's statements of actions are taken, and injuries sustained and medical treatment needed or desired are documented.
 - b. Witnesses are identified and interviewed.

- c. The scene of the incident is documented.
 - d. Health care providers are interviewed concerning the injuries sustained and their consistency with reported uses of force.
3. The immediate supervisor shall notify the appropriate authority via the chain of command in cases involving injury or complaint of injury, or hospitalization resulting from the officer's use of force.

E. Force Analysis and Assessment

A meaningful use of force review (SOP 1-2) will be conducted by the Patrol Lieutenant following any incident that requires an officer to complete a Law Enforcement Officer – Subject Control Report Form. The Patrol Lieutenant will complete the "Use of Force Meaningful Review Form and submit it and all supporting documents to the Chief of Police upon completion.

F. Force Reporting

1. Following a use-of-force incident in which a subject has died or received serious bodily injury, information shall be provided to the public in a timely manner on the results of the internal review or the investigation conducted by the Michigan State Police.
2. An annual summary and analysis of all use-of-force incidents shall be prepared by the Chief of Police and made publicly available, providing basic details of force incidents and the findings of internal or external investigations or reviews.
3. The Chief of Police shall submit all relevant statistical data related to incidents that result in the death or serious bodily injury of a person, as well as when an officer discharges a firearm at or in the direction of a person, to the Federal Bureau of Investigation (FBI) National Use-of-Force Data Collection reporting portal.