PURPOSE

The purpose of this general order is to provide officers and supervisors with guidelines for the use of deadly physical force and/or the discharge of a firearm by members of the University of Rochester Department of Public Safety.

POLICY

University of Rochester Department of Public Safety Peace Officers may use deadly physical force only when:

A. The use of deadly physical force is necessary to defend the officer or another person from what the officer reasonably believes to be the use or imminent use of deadly physical force pursuant to Article 35 of the New York State Penal law. (7.1.2)

Reasonable belief exists when both of the following subjective and objective conditions are met:

1. The member reasonably believes another person is using or is about to use deadly physical force, and that it is necessary for the member to use deadly physical force to defend him/her self or another person, AND
2. Evidence or information which appears reliable discloses facts or circumstances which collectively are of such weight and persuasiveness as to convince a member of ordinary intelligence, training, judgment, and experience that another person is using or is about to use deadly physical force, and that it is necessary for the member to use deadly physical force to defend him/herself or another person(s). (e.g. active shooter situation)

B. The fact that a member is justified in using deadly physical force or less lethal force does not allow reckless conduct by the member.

Less lethal force will be consistent with Departmental training and the use of force continuum.

Any incident wherein an officer takes an action that would constitute the use of deadly physical force, or results in the death of another person shall be fully documented, reviewed, and disposed of pursuant to this and other directives.

C. Firearm Guidelines:

1. Members are justified in removing firearms from their holsters and pointing the firearm if:
   a. There is justification to use a firearm against a person or animal.
   b. The member reasonably believes that a person or situation poses or may pose an immediate threat of death or imminent serious physical injury to themselves or another person.
   c. Members may use firearms against animals when they are: (7.1.8)
      1. Dogs attacking any person;
      2. Wildlife which is destructive, injured, or threatening, with supervisory approval when there is time to get it.

EFFECTIVE DATE: May 9, 2018

RE-EVALUATION: Annual
2. Warning shots are prohibited. (7.1.3)
3. Discharge of a firearm from or at a moving vehicle is prohibited unless the member reasonably believes that the occupant(s) of the vehicle are using or are about to use deadly physical force against the member or another person. Therefore, shooting at a fleeing vehicle that is travelling away from the member and is no longer a threat to the member or a third party is prohibited.

PROCEDURES

A. The appropriate agency, i.e., Rochester Police, Brighton Police, or Brockport Police will immediately be notified and assume primary responsibility for any member that is involved in a shooting, accidental or otherwise, occurring on properties owned or controlled by the University of Rochester. These notifications are pursuant to Memorandums of Understanding between the University of Rochester Department of Public Safety and the Rochester, Brighton, and Brockport Police Departments and stipulate the identified law enforcement agencies will assume primary and lead agency status for several offenses and events occurring on University grounds. Two of these offenses/events are; any offense involving a firearm, serious physical injury, or death and any law enforcement matter requiring crime scene or evidence technician work beyond photographs, investigative follow-up or other law enforcement response that exceeds the resources of the DPS or that requires enforcement or investigative activity, or is off the University.

B. When a member discharges a firearm, whether on or off duty, other than for training, or target practice purposes, he will immediately notify his supervisor. The member will also submit all required reports, inclusive of but not limited to the Firearms Discharge Report and the Subject Resistance Report as directed pursuant to the following guidelines. (7.1.5a)

1. If the discharge is directed at a person, whether or not the person is struck, or if as the result of any discharge a person is injured, the member will submit a Standard Incident Report, Firearms Discharge Report and Subject Resistance Report.
2. If the discharge is directed at a dog or other animal, the member will submit a Firearms Discharge Report in addition to any other report that may be necessary to appropriately document the incident (e.g. MV104A).
3. If the discharge is accidental and did not injure anyone, the member will submit a Firearms Discharge Report.

C. Immediately after any discharge, the member will notify an on-duty supervisory officer.

D. In instances as described above, the on-duty supervisory officer will:

1. Cause the immediate notification of the Patrol Commanding Officer, Commander of Investigations, Chief and Deputy Chief. The Chief or his designee will then assume coordination of the investigation with the responding Police command officer.
2. Ensure that the member:
   a. Receives medical assistance, if needed;
   b. Is afforded privacy from inquiries from the public and departmental personnel not involved in the actual investigation of the incident;
   c. Receives Trauma Crisis counseling as required in section F., below.
3. Conduct a preliminary investigation of the circumstances surrounding the incident (unless otherwise directed by established authority) and promptly report the results of the preliminary investigation to the Commanding Officer of Patrol. If the member is incapacitated, all required reports shall be completed by an on-duty supervisory officer unless otherwise directed.

4. When the scene is located outside of property owned and controlled by the University of Rochester, determine in consultation with the Commanding Officer of Patrol whether or not he will respond to the scene, after considering:
   a. Receives medical assistance, if needed;
   b. Injuries to peace/police and/or non-peace/police personnel; and
   c. Distance from University of Rochester.

E. Except as directed by the Chief of DPS or responding police command, the on scene supervisor shall insure the firearm, ammunition and related gear are secured in the same condition as they were immediately found following the last discharge and held as evidence until the termination of any internal or legal proceedings; or in the case of an accidental discharge until said firearm is examined by an armorer and found to be functioning properly. The armorer will replace the weapon and equipment as directed by the Chief or designee.

F. Confidential Trauma Counseling will be provided in all cases of employee-involved shootings as follows:
   1. On-scene and/or at a medical facility as soon as possible;
   2. Immediate follow-up;
   3. Six-month follow-up;
   4. One-year follow-up;
   5. Other counseling as may be requested by the employee or directed by the Chief of DPS.

G. Assignment to Administrative Duty (7.1.7)

When a member is involved in a shooting or other use of a countermeasure that results in serious physical injury or death, the Chief or his designee will assign that member to administrative duty. The temporary placement to an administrative assignment does not imply the guilt or innocence of the member involved.

1. The administrative duty will not assign the member to duties that have a high potential for arrest and subject resistance incidents.
2. Administrative duty assignment will be made in the best interest of the Department and the member.
3. When a member is assigned to administrative duty, they will:
   a. Refrain from routine exercise of patrol function arrest and intervention powers.
   b. Refrain from any public discussion of their administrative assignment or circumstances related to the incident.
   c. Retain all rights, privileges and employee benefits.
   d. Retain responsibility for compliance with all laws, departmental Rules and Regulations, General Orders, Administrative Orders, and directives governing department personnel.
4. A member’s return to duty status will be based upon the results of relevant investigations and the Chief’s decision regarding these matters.
H. Retention of Records
   1. The original Firearms Discharge Report will be retained permanently by the Records Section.
   2. The Patrol Commander will retain a copy of the Firearms Discharge Report for administrative tracking.

First Issued: January 3, 2017
Reformatted & Re-numbered: May 9, 2018
PURPOSE

The purpose of this policy is to provide guidelines for the usage, and reporting of uses of force by members of the University of Rochester Department of Public Safety (DPS).

POLICY

The federal and state standards by which use of force is measured are both founded in the basic premise of objective reasonableness.¹ The amount of force that is used by the officers shall be the amount of force that is objectively reasonable under the circumstances for the officer involved to effect an arrest, prevent an escape, or in defense of themselves or others. The standard of objective reasonableness, established by the United States Supreme Court in *Graham v. Connor*, is used in this policy and is intended to provide officers with guidelines for the use of force, including deadly physical force. 9.2.11(a)

As the Supreme Court has recognized, this reasonableness inquiry embodies “allowance for the fact that police officers are often forced to make split-second judgments — in circumstances that are tense, uncertain, and rapidly evolving — about the amount of force that is necessary in a particular situation.” ²

DPS members recognize the value of all human life and dignity without prejudice to anyone. Vesting DPS officers with the authority to use reasonable force and to protect the public welfare requires a careful balancing of the interests of all.

A. DPS officers will be responsible to know and use only that level of physical force that is authorized by law, policy, and is reasonably effective to bring an incident under control and accomplish lawful objectives while protecting the lives of the officer(s), and safeguarding the lives of others. Force is only authorized in response to a threat or resistance. 7.1.1

B. On duty DPS members are authorized to use only the level of force within the limits established in Article 35 of the New York State Penal Law. Such University of Rochester peace officers shall have the powers of peace officers within the geographic area of employment of the grounds or premises owned, controlled or administered by the University of Rochester within the county of Monroe, on any public street and sidewalk that abuts the grounds, buildings or property of such university, and beyond such geographic area upon the request of the chief law enforcement officer of the local law enforcement jurisdiction or his or her designee. Use of deadly physical force, is governed by General Order 701.

C. DPS members are authorized to carry and utilize only Departmental issued and approved equipment while on-duty and when using physical force. 9.2.11(b) However, when confronted

---

¹ Force which is objectively reasonable is insulated from criminal liability through Article 35 of the NYS Penal Law and civil liability by the 4th Amendment standard of objective reasonableness.
with deadly force an officer believing his/her life, or that of a third party, is in imminent jeopardy, may use any tactic, instrument, or device necessary to stop the attack.

D. The carrying and/or use of any DPS issued lethal / less than lethal weapons and handcuffs while off duty is prohibited. 7.2.1

E. Only sworn members that have successfully completed an approved DPS expandable baton course will be authorized to deploy an expandable baton. Use of the expandable baton will be in accordance with this training, and each member will have to complete annual re-certification. 7.2.4(a)

F. Only those members that have successfully completed an approved DPS OC pepper gel spray course will be authorized to deploy OC pepper gel spray. Use of OC pepper gel spray will be in accordance with this training, and each member will have to complete annual re-certification. 7.2.4(a), 9.2.11(b)

G. Any DPS member using force, whether physical force, defensive tactics techniques, or deploying less than lethal weapons (pepper gel spray or baton) are mandated to complete a departmental subject resistance report (SRR), articulating in specific detail all the facts and circumstances of their own respective use(s) of force in the incident. The SRR will be turned in to a supervisor before the end of their shift. If an officer is injured to the extent they are unable to complete an SRR, the Supervisor will complete the SRR for the officer to the extent possible. 7.1.5 (b and c), 9.2.11(d)

H. All force used inclusive of the application of a hobble or spit sock, requires completion of an SRR.

I. Refer to GO 700.01 Patient Interactions In A Health Care setting for guidelines for interactions with patients in a health care setting as they apply to the use of Pepper Gel Spray, Handcuffs, Batons, Hobbles or Defensive Tactics Techniques.

J. With supervisor approval, mere compliance handcuffing, blanketing, and escorting of compliant persons involving no force, or utilization of any active counter measures, will not require completion of an SRR. Please refer to GO 700.1 Patient Interactions In A Health Care Setting for documentation guidelines for interactions with patients in a health care setting.

K. When an individual is restrained as part of a “routine” medical or clinical treatment, refer to GO 700.1 Patient Interactions In A Health Care Setting for guidelines for interactions with patients in a health care setting.

L. If an officer uses force on more than one subject during the same incident, the officer will complete a separate SRR for each subject.

M. All SRR’s will specify the action of the subject that necessitated the use of force, the reason(s) why the officer used force, what force was used, as well as any subject or officer complaint of injury, medical treatment received, or refusal of medical treatment.
N. Any injury, complaint of injury, or complaint of illness (eg; chest pains, shortness of breath) subsequent to an interaction with DPS involving the use of force will also be documented in an injury/illness case report.

O. Any officer who engages in or witnesses a reportable use of force, but fails to notify a shift supervisor and/or fails to complete an SRR as outlined in this policy, shall be subject to disciplinary action.

P. Use of restraining devices is mandatory on all prisoners unless in a member’s judgment unusual circumstances exist which make the use of restraining devices impossible or unnecessary (eg: prisoner is very elderly, handicapped etc.).

Note: All members must justify their use of any force in any criminal, civil, or administrative proceeding. In compliance with University and Department disciplinary protocols, and any applicable collective bargaining agreements Members who do not or will not comply with this policy will be subject to disciplinary action up to and including termination.3

DEFINITIONS

Objectively Reasonable: An objective standard used to judge an officer’s actions. Under this standard, a particular application of force must be judged through the perspective of a reasonable officer facing the same set of circumstances, without the benefit of 20/20 hindsight, and be based on the totality of the facts that are known to that officer at the time that the force was used.4

Force: Any intentional physical strength or energy exerted or brought to bear upon or against a person for the purpose of compliance, compulsion, constraint, or restraint*. It does not require the use of any defensive tactic technique to be considered force. Reference is made to GO 700.1 Patient Interactions In A Health Care Setting for patient restraints.

Deadly Physical Force: Physical force which under the circumstances in which it is used, is readily capable of causing death or other serious physical injury.5

Physical Force: Any use of force not intended to cause, nor likely to cause death or serious physical injury, including but not limited to; any baton, physical control or chemical agent shall be considered a use of physical force and will be appropriately documented in a DPS case report as well as a DPS subject resistance report (SRR).

Reportable Use of Force: All defensive tactics skills listed in the Department approved and instructed Use of Force matrix (G.O. 700 Appendix 1) are considered reportable uses of force. Exceptions are outlined in letter J above.

3 EXC §840(4)(d)(2)(vi)
5 NY Penal Law § 10 (11) (McKinney 2013)
Physical Injury: Impairment of physical condition or substantial pain.  

Serious Physical Injury: Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

Less than Lethal Weapon or Substance: For the purposes of this policy, DPS authorizes officers to use non-lethal weapons when determined necessary, in accordance with the law, DPS policy, and consistent with DPS training. The two non-lethal items presently approved and issued by DPS are; expandable baton (peace officers only), and aerosol pepper gel spray.

Control: A perception based on training and experience. In every case it is the officer's perception of control that decides when to disengage or escalate.

Positional Asphyxia: When the position of a person’s body interferes with respiration and results in death.

Primary Officer: The assigned Officer to the non-criminal case/incident or the Peace Officer assigned for the criminal incident or arrest.

PROCEDURE: Use of Force

A. In determining the Objective Reasonableness of Force

1. Officers should attempt to generate voluntary compliance through non-use of force means, such as their command presence and verbal/effective communication.

2. Under the 4th Amendment, when used, force should be only that which is objectively reasonable under the circumstances perceived by the officer at the time of the event. The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene.

3. Factors that may be used in determining the reasonableness of force include, but are not limited to:
   a. The severity of the crime or circumstance;
   b. The level and immediacy of threat or resistance posed by the suspect;
   c. The potential for injury to citizens, officers, and suspects;
   d. The risk or attempt of the suspect to escape;
   e. The knowledge, training, and experience of the officer.

---

6 NY Penal Law § 10 (9) (McKinney 2013)
7 NY Penal Law § 10 (10) (McKinney 2013)
8 Graham, 490 U.S. at 396 (1989)
9 Ibid
10 Ibid
12 Graham, 490 U.S. at 396 (1989)
f. Officer/subject considerations such as age, size, relative strength, skill level, injury or exhaustion, and the number of officers or subjects;\textsuperscript{13} and
g. Other environmental conditions or exigent circumstances.\textsuperscript{14}

B. Any use of force will be discontinued when the force is no longer needed because compliance has been achieved or resistance has ceased. 9.2.11(c)

C. Any unnecessary use of force, excessive use of force, unreasonable amount of force or the use of force in a “punishing manner” is unjustified and a violation of this policy.

Reference should be made to the Use of Force Matrix and to the Officers/Subject Factors & Special Circumstances which accompany the Use of Force Matric that are displayed respectively in Appendix 1 and Appendix 2 of this directive, posted in the appendix folder in PowerDMS.

D. Duty to Intervene

1. Any officer present and observing another officer using force that he/she reasonably believes to be clearly beyond that which is objectively reasonable under the circumstances shall intercede to prevent the use of unreasonable force, if and when the officer has a realistic opportunity to prevent harm.

2. An officer who observes another officer use force that exceeds the degree of force as described in subdivision A of this section should promptly report these observations to a supervisor.

E. If an officer is confronted with deadly force, an officer believing his/her life, or that of a third party, is in imminent jeopardy, may use any tactic, instrument, or device necessary to stop the attack. 7.1.2

F. Use of Deadly Physical Force: Refer to DPS General Order 701.

G. Protocols for the Use of Less Than Lethal Force and Weapons: 7.2.1

1. When deadly force is not authorized, officers must assess the incident to determine which less than lethal technique, weapon, and/or substance will best de-escalate the incident and safely bring it under control.

2. Use of any of these techniques, weapons, or equipment will be compliant with the law, department policy and in compliance with departmental training. Members will complete annual re-certification training with the baton and OC pepper gel spray.

\textsuperscript{12} Analysis of cases under the 4th Amendment require the focus to be on the perspective of a reasonable officer on the scene which includes the training and experience of the officer. \textit{Graham v. Connor}, 490 U.S. 386 (1989), \textit{Terry v. Ohio}, 392 U.S. 1 (1968)

\textsuperscript{13} \textit{Sharrar v. Felsing}, 128 F. 3d 810 (3rd Cir. 1997) (numbers of officers or subjects)

\textsuperscript{14} Courts have repeatedly declined to provide an exhaustive listing of factors. \textit{Chew v. Gates}, 27 F. 3d 1432, 1475 n.5 9th Cir. (1994).
3. New York State Penal Law, Article 35, outlines the various justifications for the use of force including, suicide prevention, defense of self or third party, prevention of the commission or attempted commission of a crime, and to affect an arrest or prevent escape from custody.

9.2.11(b)

H. Use of Handcuffs:

1. DPS officers will utilize department issued handcuffs in compliance with the law, department policy and in compliance with departmental training.
   a. When applying handcuffs, officers should document in the report that handcuffs were used to secure custody regarding an arrest or detention relevant to an investigation and that the handcuffs were double locked.
   b. Refer to Patient Interaction policy G.O. 700.1 for guidance on dealing with patients in a clinical setting.

2. Individuals placed in handcuffs may be released for the following reasons (list is not all inclusive): 9.2.11(c)
   a. Transfer to a DPS processing area.
   b. Transfer to law enforcement custody pursuant to arrest.
   c. Situations where the threat posed by the individual is mitigated and compliance is achieved. Requires supervisors’ authorization.
   d. As dictated for medical purposes.

I. Use of Hobbles and Spit Socks:

DPS officers will utilize only hobbles and spit socks authorized by the Department. Any usage of a hobble or spit sock will be in compliance with departmental policy and/or instructional material and in compliance with departmental training. Use of hobbles or a spit sock shall require completion of an SRR.

1. Clinical Setting Exception
   a. In the event a Spit Hood is utilized an Officer deems it reasonably necessary during the course of a patient restraint, and ONLY Department of Health techniques are utilized, or no techniques are used, to affect the application thereof, DPS personnel are not required to complete the Subject Resistance Report.
   b. Officers will document the application of the spit sock within an internal Patient Restraint Case Report.
   c. Outside of a clinical setting, or if law enforcement defensive techniques were utilized to affect the application of the spit sock, this exception no longer applies.
   d. For further guidance regarding this exception, see Training Bulletin 19-07-01 (Spit Hood SRR Exception).

J. Prohibited Uses of Force

1. Force shall not be used by an officer for the following reasons:
   a. To extract an item from the anus or vagina of a subject without a warrant, except where exigent circumstances are present;
   b. To coerce a confession from a subject in custody;
   c. To obtain blood, saliva, urine, or other bodily fluid or cells, from an individual for the purposes of scientific testing in lieu of a court order where required; and
d. Against persons who are handcuffed or restrained unless it is used to prevent injury, escape, or otherwise overcome active or passive resistance posed by the subject.

K. Response to use of Physical Force:

Any use of force not intended to cause, nor likely to cause death or serious physical injury, including but not limited to; any baton, physical control or chemical agent shall be considered a use of physical force and will be appropriately documented in a DPS case report as well as a DPS subject resistance report (SRR).

In deciding the force to be used, the officer will consider the severity of the crime at issue, whether the individual poses an immediate threat to the officer or others including the individual, and whether the individual is actively resisting arrest or attempting to evade arrest. The appropriateness of force used is dependent on the totality of the circumstance and the reasonableness at the time the force was used.

1. Officers Responsibilities

a. Shall call for immediate back up if appropriate.
b. Shall immediately evaluate the need for medical attention or treatment for the subject upon which the force was used. The officer will render first aid when/if appropriate and summon emergency medical services when required or requested. If a subject refuses medical services, said refusal must be duly witnessed and documented in the case report. 7.1.4
c. Canvas the area attempting to identify and separate any possible witnesses to the incident.
d. Immediately notify a DPS supervisor, requesting their presence at the scene, and identify the name of the responding supervisor in the narrative of the case report.
e. Immediately stop/interrupt upon observing force being applied to a person believed to be unreasonable or unnecessary.
f. Officer(s) will fully cooperate with any subsequent use of force review or investigation, and provide all facts relative to the incident.

2. Supervisory Responsibilities

a. Whenever there is a reported use of force incident, the on-duty supervisor will respond immediately to the scene to initiate a preliminary investigation into the use of force, and will delegate “all” reporting responsibilities for the incident.
b. On scene, the supervisor will visibly inspect all parties for injury or for complaints of pain, and ensure those needing medical attention receive it promptly.
c. Ensure that a thorough canvas for witnesses is conducted and that all witnesses are separated, interviewed, and when necessary a statement is taken.
d. Ensure photographs and any other evidence processing procedure is conducted as thoroughly and as quickly as possible. Photographs of the subjects will be taken even when there are no signs of injury.
e. Notify the Commander of Patrol and the AD of Investigations. Any/all additional departmental notifications will be determined and made by the Commander or the AD of Investigations.
f. Ensure all required documentation is completed and submitted before the end of the officer’s respective tour(s) of duty.
g. Complete the SRR on behalf of the officer if they are unable to do so due to injury or illness.

3. Professional Standards Responsibilities 7.1.6
a. The AD of Professional Standards is responsible for reviewing or facilitating the review of all uses of force incidents by members.
b. In cases where review of the supervisors preliminary investigation dictates subsequent investigation or review, the AD of Professional Standards will initiate or facilitate the initiation of a Professional Standards review of the circumstances involved in the case.
c. The Professional Standards investigative report will be forwarded to the Chief of DPS for his/her review and determination of any further action.

L. Training Responsibilities:
4. Conduct Department wide annual training in Use of Force to include; 7.1.9
a. NYS Penal Law Article 35.
b. Use of Less-Lethal Weapons – Must re-certify annually with the baton and pepper gel spray. Training in both the baton and pepper gel spray will be conducted by a Certified New York State Instructor 7.2.4 c

PROCEDURE: Documentation for Use of Force 9.2.11(d)

A. Documentation and assignments for an incident involving the use of force may include:
1. DPS crime/case report: Completed by the primary officer. Supplemental reports from other involved officers can be attached to this report. Report will be filed for each use of force incident.

2. Sworn statements/depositions from identified witnesses and the subject: When applicable, sworn statements should be obtained by an officer(s) that were not involved in the Use of Force.

3. Subject resistance report (SRR): Filed for every use of force incident, and every DPS member involved/assisting with the use of force situation.

4. Digital photo log: When applicable and are completed by DPS member taking the photographs.

5. Crime scene photo log: When applicable and are completed by DPS member taking the photographs.

6. Property custody report: When applicable and are taken by the DPS member collecting the evidence/property.

B. Completion of the Subject Resistance Report (SRR) [Reference is made to GO 700 Appendix C]:

1. Enter the University and RPD case report numbers in the spaces provided at the upper right hand corner of the form.

2. Blocks 1-3: Enter the location, date and time of the incident.


4. Block 15: Identify the subject’s actions – Check all that apply. Note: For each item checked there is to be a corresponding description of the action in the narrative of the SRR (i.e.: Subject stated “he was going to punch me in the face.” Or, subject took up a fighting stance by spreading his feet apart, squaring up his shoulders, raising his clenched fists up in front of his body.).

5. Block 16 Reason for use of force – Check all that apply: For each item checked there is to be a corresponding notation in the SRR narrative (i.e.: Subject was advised he was under arrest for trespass and refused to comply with three commands to turn around and place his hands behind his back. Officer Smith and I then placed the subject in a front escort position, transitioned to ground stabilization and a three point landing. I was then able to handcuff the suspect and affect the arrest.).

6. 16A: Restraint methods used: Check the appropriate box and reference the restraint method used in the narrative of the SRR. Please refer to GO 700.1 Patient Interactions In A Health Care Setting for detailed information regarding Patient Restraints.
7. Block 17: Tactic Effectiveness - Check all that applies: If a defensive tactic was utilized check the appropriate box(s) for the skill(s) used. A corresponding “order number” must be entered for each progressive skill used and an “effectiveness” classification given to each skill as well.

a. Any impact skill used (i.e.: jab, punch, knee strike) must be addressed in the SRR narrative as well. Identifying the skill used, how may blows were administered, where they were applied to, were they effective, and whether there were any injuries sustained by the subject.

b. “Ground Stabilization (IE: 3-point landing, joint manipulation): Reference is to be made in the SRR narrative identifying the specific joint manipulation technique(s) used (I.E.: straight arm bar, wrist lock, 3-point landing) in stabilizing the subject.

c. “Other: If a technique or skill not listed is utilized this box can be checked and the skill noted on the line immediately below the check box as well as in the narrative. Entry will have to be hand written in.

d. Baton Actions: Check as many as applicable. As with impact skills referenced above the number of strikes or jabs need to be referenced in the narrative as well as where they were applied to, whether or not they were effective, and whether any injuries were sustained.

e. Injury to Subject, Pepper Gel, Technician Work Performed are all check off items in block 17. Note that an injury needs to be explained. The injury and how it was sustained are to be clearly articulated in the SRR narrative. If no technician work was performed an explanation needs to be in the narrative, and if technician work was performed the work conducted needs to be specified in the narrative.

8. Block 18: Effects of Pepper Gel: Enter the requested information in each of the boxes. Note: Explanation is required in the narrative for why a subject sprayed with pepper gel was, or was not decontaminated.

9. Block 19 Medical: Check all applicable boxes and for those indicating explanation or description is necessary; make sure there are corresponding entries in the narrative. Also if the subject refuses medical treatment note the witnesses name to the refusal and make sure the witness signs the space provided on the form and enters the date/time.

10. Block 20: Participating personnel: The names of the primary and assisting officers are entered here. The spaces horizontally to the right of each name are also to be filled out. Note: Names of law enforcement officers who may be involved and their information are entered here as well, as are any non-DPS support people that assisted.

11. Block 21: Witnesses: All witnesses, their addresses and phone number (preferably cell phone number) are to be listed in the spaces provided. DPS Officers present/witnessing but not participating in the use of force itself can be entered here. Make sure to include the appropriate entry for the witness code at the far right side of each row.
12. The Officer completing the SRR is to sign the bottom of the front page and enter their badge/IBM numbers, and date/time completed in the space provided.

13. The reviewing and approving supervisor is to sign the form at the bottom of the front page and note their badge/IBM number.

14. The second page of the SRR is for the incident narrative. Narratives are to be written reflecting the chronological progression of the incident. Starting with what the case began with, followed by why force became necessary, what force was used, was force applied effective, what injuries were sustained, going all the way through how the case was resolved. The narrative is to specifically identify and describe those items referenced above as well as all information pertaining to the case.

15. As outlined under letter "G" in the Policy section above, all officers involved in a use of force incident are to file a complete (page 1 and 2) SSR documenting their own, specific actions.
Re-Issued: October 5, 2015 (GO #083B Reporting Subject Resistance


Issued: Training Supplement #91-019 – Use of Force/Arrest incorporated into new GO’s and training supplement rescinded.

Issued: November 20, 2017 (Training Supplement # 17-1101 Handcuffing Documentation. Incorporated into GO 700 and training supplement rescinded.

Issued: August 12, 2013 (GO #097 – Use of Self-Defense Pepper Gel Spray Device was incorporated into new GO #700. GO #097 was then rescinded).

Re-Issued: June 1, 2018 Amended upon issuance of GO 700.1 Patient Interaction Guidelines

Re-Issued: July 15, 2019 Amended to reflect change in the use of spit sock reporting (see Training Bulletin 19-07-01 Spit Hood SRR Exception).