

# Sachse Police Department

<i>Subject:</i> Reporting Use of Force		<i>Number:</i> 647.00
<i>Effective date:</i> 6/1/2010	<i>Category:</i> General Orders	
<i>Issuing authority:</i> Bryan Sylvester, Chief of Police		<i>Revision Date:</i> 11/12/2018
<i>References:</i> TPCA Best Practice Standard 6.03 Use of Force Documentation and Review TPCA Best Practice Standard 6.06 Documenting the Discharge of Firearm TPCA Best Practice Standard 6.10 Annual Use of Force Report		

## 647.00 Reporting Use of Force

### 647.01 Purpose

The purpose of this policy is to require all use of force incidents to be reported and the annual compilation and review of data related to all use of force incidents.

### 647.02 Policy

It is the policy of the department that use of force incidents stipulated within this policy will be documented on the Use of Force Report Form and that each report shall be compiled into an annual report for evaluation. The data will be reviewed annually to determine trends, training needs, equipment needs, and potential policy deficiencies.

### 647.03 Procedure

- A. An Officer utilizing force in any of the below circumstances shall complete a Use of Force reporting form:
  1. Discharging a firearm on or off duty for any reason other than training or recreation.
  2. Pointing a firearm at any person.
  3. Discharging or pointing a Conducted Electronic Weapon (CEW) at any person.
  4. Discharging Oleoresin Capsicum (OC) spray at any person.
  5. Use of an ASP baton or other object against any person.
  6. Discharging or pointing a less-lethal weapon at any person.
  7. Striking any person utilizing hands, feet or other body parts.
  8. Use of Take Down maneuvers.
  9. Placement of any prisoner in the detention facility restraint chair.
  10. Any other force that causes any injury to a suspect or other person.
- B. This report will receive executive review to:
  1. Ensure that the officer's particular use of force complied with state law and departmental policy;
  2. Determine if the officer's particular use of force indicates a need for special counseling or training;
  3. Determine any identified equipment issues or needs.
- C. Use of Force forms will be turned in directly to the shift supervisor at the end of the reporting officer's shift. The shift supervisor will notify the Patrol Division Lieutenant as soon as possible of any incidents involving the actual use of force. If any unusual circumstances occurred during the incident, the Chief of Police will be notified as soon as possible. In any case, the Chief of Police shall be notified no later than the beginning of the next business day. All report forms will be immediately forwarded through the chain of command to the Chief of Police for review.

- D. The Patrol Division Lieutenant or their designee shall compile a Use of Force Annual report for review by the Chief of Police. This report shall at minimum contain the total number of incidents by type of force utilized, times of incidents, officer involved in incident, severity of injury (officer / suspect), was incident within policy, and any noted information during the time of the specific incident review. This report shall contain all incidents within the preceding calendar year.