

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> Operations	
<i>Issuing authority:</i> Bryan Sylvester, Chief of Police		<i>Revision Date:</i> July 21, 2022
<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 Policy

It is the policy of the department that all use of force incidents stipulated within this policy will be documented and reviewed for compliance with policy, training or equipment issues, and any potential policy deficiencies. This review will be conducted by the chain of command, inclusive of review and final disposition by the Chief of Police. An annual Use of Force report shall also be compiled and reviewed by the Chief of Police.

647.02 Procedure

- A. An Officer utilizing force in any of the below circumstances shall complete a Use of Force reporting form:
 1. An officer discharges a firearm in any circumstance other than training, qualification, recreational/competitive shooting or lawful hunting.
 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. Any other force that causes any injury to a suspect or other person.
- B. This report will be reviewed by the officer's chain of command to determine:
 1. Whether the officer's particular use of force complied with state law and departmental policy;
 2. Any individual or departmental training needs;
 3. Any identified equipment issues or needs.
 4. The chain of command shall provide appropriate comments and/or any recommendations relative to their review.
- C. Use of Force reports will be turned in directly to the shift supervisor at the end of the reporting officer's shift. The shift supervisor will notify the Operations 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.
- D. Upon completion of the review by the chain of command, the report shall be forwarded to the Chief of Police for review and final disposition.
- E. The Operations Lieutenant or 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 any 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.