



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 30.06

TITLE: Reporting and Investigating Response to Resistance

SERIES NUMBER: 30

SERIES TITLE / SUBJECT: Personnel Process

TOPICS/ REFERENCE: Resistance, Procedures, Force levels, Responsibilities

APPENDICIES: None

ORIGINAL / EFFECTIVE DATE: November 4, 2013

DATE OF LAST REVISION:

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RECINDED

CALEA STANDARDS: 1.3.6

Policy:

It is the policy of the Rockford Police Department to require officers to investigate and/or report uses of force as defined in this order. The Rockford Police Department recognizes that an officer's use of force involves risk. It is prudent to analyze and manage this risk.

Purpose:

The purpose of this order is to provide policy concerning the documenting of Department officers response to resistance. The Department is aware of the risk to officers and the Department when force is used. The Department must manage this risk factor. The function of this documentation is to assist in the analysis of the Department's responses to resistance. In addition, the Department shall use this documentation to identify training needs.

This General Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. PROCEDURES
- III. FORCE LEVELS
- IV. LEVEL 1 RESPONSIBILITIES
- V. LEVEL 2 RESPONSIBILITIES
- VI. LEVEL 3 RESPONSIBILITIES
- VII. LEVEL 4 RESPONSIBILITIES
- VIII. COMMAND REVIEW AND ENDORSEMENT
- IX. EFFECTIVE DATE
- X. REVIEWS, REVISIONS AND CANCELLATIONS

I. Definitions

A. Non-Reportable use of force:

1. Compliant non – resistive handcuffing

2. Verbal persuasion
 3. Officer presence
 4. Non-resistive escorting
- B. Blue Team: is an easy-to-use application that eliminates duplication of effort, reduces paperwork, and speeds the flow of information into IAPRO. BLUE TEAM supports entry of use-of-force, vehicle crashes, vehicle pursuits, disciplinary action, and complaints. BLUE TEAM is merely an application that enables supervisors to submit Early Warning System documentation in an electronic form.
- C. IAPro: is computer software that enables our Department to effectively and efficiently organize, analyze, and manage the Department's internal affairs process. This software has streamlined the internal affairs process.
- II. Procedures:
- A. Commanders and supervisors shall complete a Department approved training course for the Departmental use of force policy and reporting and investigating use of force prior to conducting any use of force investigation.
 - B. Department officers shall notify his/her supervisor immediately or as soon as practical of the following situations:
 1. When notified of Level 1, 2 or 3 use of force, the supervisor or commander shall respond to the scene and conduct the appropriate force investigation.
 2. When notified of an allegation of a use of force and the officer denies using force, the supervisor or commander shall respond to the scene and conduct a preliminary investigation into the use of force allegation.
 3. When there is a discharge at an object (e.g. street light, alarm box, door lock or vehicle tire) by an officer to accomplish a tactical police purpose that does not result in injury.
 - C. If notified of an allegation of unreasonable force, the supervisor shall conduct a preliminary investigation.
 1. If there is corroborating evidence that unreasonable use of force occurred, the supervisor shall stop the investigation and initiate an internal investigation.
 2. If there is no corroborating evidence that unreasonable use of force occurred, the supervisor shall document the results of the complaint investigation in an Officer's Report if no use of force report is completed.
 - D. If any force investigation indicates criminal misconduct, the supervisor or commander shall suspend the investigation and make the proper notifications. Document the date the Investigative Services Bureau Commander was notified in the use of force report.
 - E. Officers shall ensure that when necessary, or upon complaint of injury, medical first aid is provided and/or professional medical assistance is summoned as soon as practical for any subject upon whom force has been used.
 - F. Supervisors and commanders shall be held accountable for the timely, accurate, and thorough documentation of all use of force incidents.
 - G. Reports shall not contain "boilerplate" or "pattern" language (e.g. directed to the ground, fighting stance, etc.) without a descriptive or explanatory detail of the action.

- H. Supervisors and commanders have the discretion to elevate any level of force investigation in order to conduct a more thorough investigation of the incident.
 - I. A supervisor or commander involved in a use of force shall not investigate the incident or review for approval the use of force report.
 - J. Supervisors and commanders shall identify department or individual training and tactical issues and make recommendations for corrective action, when appropriate and document the recommendations in the use of force report.
 - K. Officers may delay compliance with the provisions of this order if the scene is unstable, there is community unrest, or other conditions make immediate compliance impracticable. The protection of officers and the public, and the maintenance of public safety remain the priority. The approving supervisor or commander shall ensure the reason for the delay is documented in the use of force report. Such compliance delays are subject to review by the appropriate review board.
 - L. Injured or killed animals shall be handled and/or properly disposed of in accordance with Department General Order 1.09 – Response to Resistance.
 - M. All use of Force reports will be available through the IAPRO software to the Supervisor of the Training Section.
- I. Force Levels:
- A. Force options enumerated in Department Policy are grouped in the following force levels for reporting and investigating purposes only.
 - 1. **Level 1**
 - a. Any use of force resulting in death;
 - b. Any intentional firearm discharge at a person, regardless of injury;
 - c. Any force which creates a substantial risk of causing death;
 - d. Great bodily harm, to include;
 - 1) Any use of force resulting in loss of consciousness; and
 - 2) Protracted loss, impairment, serious disfigurement, or function of any bodily member or organ (includes paralysis)
 - e. Any unintentional firearms discharge:
 - 1) If a person is injured as a result of the discharge.
 - f. Any intentional strike to the head with a hand held impact weapon.
 - g. Any use of force investigation that is elevated to a Level 1
 - 2. **Level 2**
 - a. Use of impact weapons, including specialty munitions or any other object, to strike a subject and contact is made, regardless of injury.
 - b. Any unintentional firearms discharge that does not result in injury;
 - c. The use of a TASER involving any of the following circumstances;
 - 1) When one or more probes impacts or penetrates the subject's clothing or skin;
 - 2) When the drive stun arc touches the subject's clothing or skin; or
 - 3) A TASER is fired at a person, but misses.
 - 3. **Level 3**

- a. Any strike to the head (except for an intentional strike with a hand held impact weapon)
- b. Oleoresin Capsicum (OC/Pepper Spray) or other chemical agent is applied to a person:
- c. A police canine bites the clothing or the skin of a subject, or otherwise injures a subject
- d. Any use of force which results in injuries to the subject requiring emergency medical treatment (beyond first-aid) or hospital admittance.
Note: For the purpose of this order, an evaluation by a medical professional to assess a complaint of injury is not emergency medical treatment.
- e. Any impact weapon, including specialty impact munitions, or any other instrument is used in an attempt to strike another person but no contact is made; or
- f. The wooden baton or expandable baton is used for a non-striking purpose resulting in injuries to the subject (e.g. prying limbs, moving or controlling a person);
- g. An on-duty discharge at an animal other than to dispatch an injured animal

4. **Level 4**

- a. A firearm is intentionally pointed at a person;
- b. A Weaponless Defense Technique is applied to a vulnerable area, excluding strikes (e.g. hair-grab, pressure to mastoid or jaw line; and pressure points, head pin, eye flick);
- c. The wooden baton or expandable baton is used for a non-striking purpose resulting in no injuries to the subject (e.g. prying limbs, moving or controlling a person);
- d. An on-duty firearm discharge to dispatch an injured animal;
- e. A weaponless Defense Technique other than control holds, excluding strikes to the head. Examples include;
 - 1) Hand/palm/elbow strikes;
 - 2) Kicks/knee
 - 3) Takedowns/tackled/wrestled
 - 4) Grabbing/pushing/punching
- f. A Weaponless Defense Technique Control Hold is applied:
 - 1) Escort (Resistive and combative subject)
 - 2) Shoulder lock;
 - 3) Wrist lock

III. Level 1 Responsibilities:

- A. Officer involved and personnel witnessing the use of force shall:
 - 1. Notify and brief their supervisor immediately, or as soon as practical. If the immediate supervisor is unavailable, another field supervisor or commander shall be notified.
 - 2. Not discuss the incident with others and limit any discussion of the incident to information required:
 - a. To assist in the investigation; or
 - b. To lead to the apprehension of the suspect.

- c. Uninvolved officer who did not witness the use of force shall perform the following, as directed by a supervisor or commander: Conduct a reasonable canvass in an effort to identify and obtain statements from witnesses in the proximity of the use of force incidents.
 3. Witnesses to a use of force shall be identified to the extent that is reasonable and listed in a report. Statements shall be taken, when practical, and attached to the Use of Force Report and/or Incident Report case file. The following criteria shall be used when listing witnesses:
 - a. Outside Agency Personnel
Outside agency personnel at the scene of a use of force incident, whether they witnessed the use of force or not, shall be identified as follows:
 - 1) Name;
 - 2) Rank/Title
 - 3) Agency affiliation
 - b. Private person Witnesses
Private persons at the scene of a use of force incident whether they witnessed the use of force or not, shall be identified, when possible, as follows:
 - 1) Name;
 - 2) Sex, Race, DOB;
 - 3) Contact number(s)
 - 4) Home address
 4. Document, in the appropriate report, why witness information was not obtained in situations where it was unsafe or impractical to obtain, (e.g. hostile crowd, public safety concern, insufficient police services), when the witness refused to remain at the scene, or is uncooperative.
 5. Department officers shall summon a supervisor to the scene in the event a witness refuses to give a statement or provide identification information.
 6. Reports shall be prepared independently without discussing details of the incident with other personnel on scene. Group reporting is prohibited.
 7. Department officer on scene at the time of the use of force incident, but not involved in or a witness to the use of force, shall be separately interviewed by the investigating supervisor, prior to clearing from the incident. Any relevant information revealed in the interview shall be included in the report. Group interviewing is prohibited.
- B. Supervisor Responsibilities
 1. Respond to the location of the incident unless community unrest or other conditions make such response impractical. In such instances, an alternate safe location shall be arranged.
 2. Scene security
 - a. Ensure crime scene security is maintained and when practical record in an Incident Report the time and identifying information of all persons entering and exiting the scene, to include:
 - 1) Departmental personnel;
 - 2) Medical personnel;
 - 3) Fire department unit number and personnel; and

- 4) Other persons
 3. Manage the scene, if and until relieved by the Incident Commander.
 4. Ensure the shift commander has been notified and briefed of the incident.
 5. Attempt to:
 - a. Obtain a verbal account from officer involved to help determine the general circumstances of the incident;
 - b. Assess the need for resources and notifications;
 - c. Help set the perimeter;
 - d. Locate injured persons;
 - e. Determine the nature of the evidence to seek;
 - f. Identify the number of suspects involved;
 - g. Identify the number of suspects outstanding; and
 - h. Determine the number and direction of shots fired, if any. The supervisor shall not ask the officer involved to provide a step-by-step narrative of the Level 1 (deadly force) incident or to provide a motive for his or her actions.
 6. Coordinate the apprehension of the suspect, if still outstanding.
 7. Coordinate the preliminary investigation with the Investigative Services Bureau and/or the Office of Professional Standards, to include but not limited to:
 - a. Identifying involved witness personnel
 - b. Ensuring the preservation of evidence;
 - c. Identifying other witnesses in accordance with the provisions of Part III, B; and
 - d. Assisting investigators to ensure statements are taken.
 8. Respond to the location of a witness who has declined to give a statement or has refused to give witness identification information when requested by an officer. The outcome shall be documented in the officer's report after the supervisor has talked to the witness.
 9. Separate and prohibit communication between officer involved and witnesses.
 10. Ensure officer involved limit any discussion of the incident to information necessary:
 - a. Required to assist in the investigation; or
 - b. Leading to the apprehension of the suspect.
 11. Ensure officers complete a report who were on scene at the time of the incident or were assigned to assist at the scene.
- C. The Shift Commander or Designee Responsibilities
1. Respond to the scene and take command of the incident (if practical)
 2. Monitor the incident to ensure good scene management and ensure the assigned supervisor coordinates and assists with a thorough and proper preliminary investigation.
 3. Ensure the following notifications are made as soon as possible unless conditions at the scene make such notification impractical:
 - a. Chief of Police
 - b. Investigative Services Bureau Commander
 - c. State's Attorney
 - d. City Attorney

- e. Deputy Chiefs
- f. Assistant Deputy Chiefs
- g. Division Commander of the involved officer
- h. Official family notification with the assistance of on-duty chaplain

IV. Level 2 Responsibilities

- A. Involved or witness personnel to the use of force shall:
 - 1. Notify and brief their supervisor immediately or as soon as practical. If the immediate supervisor is unavailable another field supervisor or commander shall be notified.
 - 2. Complete and submit for review the appropriate Incident Report prior to the end of his or her tour of duty, unless extended by the Shift Commander. The officer who uses force shall include the following minimum information regarding the use of force incident in his or her Incident report:
 - a. The original reason for the police presence on the scene;
 - b. The circumstances that resulted in the use of force; and
 - c. A detailed description of the force used.
 - 3. An officer involved who did not witness the use of force shall perform the following, when directed by a supervisor or commander:
 - a. Conduct a reasonable canvass in an effort to identify and obtain statements from witnesses in the proximity of the use of force incident, commensurate with the availability of resources and the conditions of the event.
 - b. Witness to the use of force shall be identified to the extent that it is reasonable and listed in the report. Statements shall be taken from outside agency personnel or private citizen witnesses, when practical. The following criteria shall be used when listing witnesses:
 - c. Outside Agency Personnel
Outside agency personnel at the scene of a use of force incident, whether they witnessed the use of force or not, shall be identified as follows:
 - 1) Name;
 - 2) Rank/Title
 - 3) Department affiliation
 - d. Private person at the scene of a use of force incident whether they witnessed the use of force or not, shall be identified, when possible, as follows:
 - 1) Name;
 - 2) Sex, race, DOB
 - 3) Contact numbers
 - 4) Home address
 - 5) Document in the appropriate report why witness information was not obtained in situation where it was unsafe or impractical to obtain, (e.g. hostile crowd, insufficient police resources), the witness refused to remain at the scene, or is uncooperative.

- 6) Officers shall not detain or delay a witness who refuses to remain at the scene; however the witness' physical description, license plate, comments, or other identifiers shall be obtained when available and documented in the appropriate report.
- 7) Officers shall summon a supervisor to the scene in the event a witness refuses to give a statement or provide identification information.
- 8) Personnel on scene at the time of the use of force incident, but not involved in or a witness to the use of force, shall be separately interviewed by the investigating supervisor, prior to clearing from the incident. Any relevant information revealed in the interview shall be included in the officer's report.

B. Supervisor Responsibilities

1. Respond to the location of the incident unless community unrest or other conditions make such response impracticable. In such instances, an alternate safe location shall be arranged;
2. In the event the shift commander is involved in the use of force incident, he or she shall contact his or her immediate superior officer. The superior officer has the discretion to respond to the scene to conduct the investigation or assign another officer.
3. Secure and manage the scene.
4. Coordinate the apprehension of the suspect, if still outstanding.
5. When the situation has been stabilized and it can be accomplished safely;
 - a. Advise the shift commander or commander of the operation of the incident;
 - b. Ensure officer involved and witnesses, outside agency personnel, and private person witnesses are identified.
 - c. Ensure civilian witnesses remain separated and do not discuss the incident until after being interviewed.
6. Conduct the on-scene investigation in a timely manner to include, but not limited to, the following:
 - a. A separate, personal interview with involved and witness personnel.
 - b. Personnel on scene at the time of the use of force incident, but not involved in or a witness to the use of force, shall be separately interviewed by the investigating supervisor, prior to clearing, from the incident. Any relevant information revealed in the interview shall be included in the officer's report. Group interviewing is prohibited.
 - c. A personal interview with the subject(s) upon whom the use of force was used.
 - d. Contact medical personnel, when practical, who evaluated and/or provided treatment to the subject for available information on the subject's injuries and condition.
 - e. Ensure photographs are taken of:
 - 1) The physical condition of the subject and involved personnel, to record the presence or lack of injuries;

- 2) The location of the use of force incident; and
 - 3) Other relevant evidence.
 - 4) Document the reason why photographs were not taken.
- f. Ensure digital photographs are submitted and processed
7. Respond to the location of a witness who has declined to give a statement or has refused to give witness identification information when requested by an officer. The outcome shall be documented in the officer's report after the supervisor has talked to the witness.
 8. Ensure personnel who were on scene at the time of the incident or were assigned to assist at the scene complete the appropriate report.
 9. Reports shall be prepared independently. Group reporting is prohibited.
 10. When a supervisor or commander directs personnel not to complete a required report, the reason shall be documented in the Use of Force Report.
 11. Conduct a thorough review of all documents to be included in the use of force report case file to ensure completeness, accuracy, and quality.
 12. Ensure the appropriate report contains the following minimum information regarding the use of force incident:
 - a. The original reason for the police presence on the scene;
 - b. The circumstances that resulted in the use of force; and
 - c. A detailed description of the force used.
 13. Incomplete or inadequate reports shall be returned for additional details or clarification.
 14. Prepare Use of Force Report
 15. Ensure the Use of Force Report case file contains:
 - a. The original Use of Force Report
 - b. A copy of appropriate report(s)
 - c. Copies of ancillary documents, supplemental reports, medical information, photographs, Identification reports, CAD ticket, photographs, medical reports, MDT information, and Taser download.
 16. Ensure the original Incident Report and ancillary documents are complete.
 17. Complete and forward the Use of Force Report case file, within 45 calendar days, through the appropriate chain-of-review. The supervisor may submit in writing a request for additional time to his or her commander.
- C. Shift Commander or Designee Responsibilities
1. Respond to the scene and take incident (if practical) when advised the incident involves significant Department resources or is likely to generate unusual public interest.
 2. Monitor and ensure the use of force investigation is conducted in a thorough, methodical, and efficient manner.

V. Level 3 Responsibilities

- A. Involved or witness personnel to the use of force shall:
1. Notify and brief their supervisor immediately or as soon as practical. If the immediate supervisor is unavailable, another field supervisor or commander shall be notified.

2. Every officer who uses or witnesses a level of force requiring a level 3 investigation shall independently complete the appropriate Incident Report. The officer who uses force shall include the following minimum information regarding the use of force in his or her Incident Report.
 - a. The original reason for police presence at the scene;
 - b. The circumstances that resulted in the use of force; and
 - c. A detailed description of the force used.
 3. Personnel who are assigned to assist at the scene shall complete an Incident Report if directed by a supervisor or commander.
- B. Supervisor/Commander Responsibilities
- Respond to the location of the incident unless community unrest or other conditions make response impracticable. In such instances, an alternate safe location shall be arranged; and
1. Secure the scene, if necessary;
 2. Coordinate the apprehension of the suspect, if still outstanding;
 3. Discuss the general circumstances of the incident with the officer involved and witnesses to assess the appropriate reporting level, the need for resources, and to assess whether injuries, if present, are consistent with the force applied;
 4. Conduct a personal interview with the subject (upon whom the use of force was used);
 5. The responding on-scene supervisor or commander may authorize a level 3 use of force incident to be reported as a level 4 when there is no injury to the subject or officer requiring emergency medical treatment (beyond first aid) or hospital admittance, allegation of misconduct, and no indication the use of force was out of policy. The following Level 3 use of force incidents may be considered:
 - a. A Taser is fired at a person, but misses;
 - b. Oleoresin Capsicum (OC/Pepper Spray or other chemical agent applied to a person)
 - c. Any impact weapon, including specialty impact munitions, or any other instrument is used in an attempt to strike another person but no contact is made;
 - d. A baton used for a non-striking purpose (e.g. prying limbs, moving or controlling a person);
 - e. Any strikes/stun to the head
 - f. Any weaponless defense technique:
 1. Hand/palm/elbow strike;
 2. Kicks;
 3. Leg sweeps; and
 4. Takedowns

In the event the shift commander is involved in a level 3 use of force incident enumerated above in Part V, B, 5, a-e, he shall contact his/her immediate superior officer to determine to appropriate level of reporting. If a level 3 investigation is determined, the superior officer has the discretion to respond to the scene to conduct the investigation or assign another officer.
 6. Level 3 reporting shall include documentation of the following:

- a. The absence of injuries to the subject;
 - b. A description of the injury not requiring emergency medical treatment or hospital admittance; and
 - c. Any injury to Department personnel and any medical care or treatment provided.
7. Assess any complaint of injury and consider it as a factor toward elevating the Level 3 force to a Level 2 force investigation.
 8. Ensure photographs are taken of the subject and involved officer to record the presence or absence of injuries, the location of the incident, and other relevant evidence. Document the reason why photographs were not taken.
 9. Ensure photographs are submitted and processed
 10. Interview available witnesses at the scene
 11. Ensure personnel complete reports who were witnesses to level 3 incidents or were assigned to assist at the scene
 12. When a supervisor or commander directs personnel not to complete a required report, the reason shall be documented in the Use of Force Report.
 13. Conduct a thorough review of all documents to be included in the Use of Force Report case file to ensure completeness, accuracy, and quality.
 14. Ensure the appropriate Incident Report contains the following minimum information regarding the use of force incident:
 - a. The original reason for police presence on the scene;
 - b. The circumstances that resulted in the use of force;
 - c. A detailed description of the force used; and
 - d. Document the number of bursts, duration of each burst, the approximate distance from the subject and the location spray contact, when OC is used.
 15. Incomplete or inadequate reports shall be returned for additional details or clarification.
 16. Prepare a use of force report, unless otherwise directed by a commander.
 17. Ensure the Use of Force case file contains:
 - a. The original Use of Force Report
 - b. A copy of the appropriate reports (Incident Reports)
 - c. Copies of ancillary documents, Identification reports, medical information, CAD ticket and photographs
 18. Use of force investigations will be completed within forty-five (45) days of occurrence and placed into Blue Team. If your investigation will not be completed within forty-five (45) days from occurrence, an Officer's Report must be submitted to your Bureau Deputy Chief on the fortieth (40) day. Your Officer's Report must include why you are unable to submit the report, what you have completed and what the next steps are in the investigation.
 19. Upon the occurrence of a use of force investigation, the investigating supervisor shall email all commanders a summary of the incident. Title the subject line of the email "use of force investigation".

- A. Officer involved Responsibilities
 - 1. Notify and brief their supervisor immediately or as soon as practical. If the immediate supervisor is unavailable, another field supervisor or commander shall be notified.
 - 2. The officer who uses force shall include the following minimum information regarding the use of force in his or her Incident Report:
 - a. The original reason for police presence on the scene
 - b. The circumstances that result in the use of force; and
 - c. A detailed description of the force used.
 - 3. Submit the original Use of Force Report and if applicable, the appropriate Incident Report and ancillary documents to his assigned supervisor for review prior to the end of tour of duty.
 - 4. All level 4 uses of force shall be documented by the officer on-scene who used force. If multiple officers used force, each officer shall complete a use of force report. Officers will utilize BlueTeam to document and submit their uses of force. IAPro will record and store all reportable uses of force.
- B. Supervisor/Commander Responsibilities
 - 1. When contacted by involved personnel, supervisors shall review the general circumstances of the incident with the officer involved and ensure the facts are consistent with the reporting level. Supervisors are not required to respond to the incident.
 - 2. Prior to reducing a Level 3 use of force incident to a Level 4, the approving supervisor shall ensure there is no injury to the subject requiring emergency medical treatment (beyond first-aid) or hospital admittance, allegation of misconduct, and there is no indication the use of force was out of policy. The supervisor approving the reduction in force level shall be listed in the first line of the Use of Force Report narrative.

VII. Command Review and Endorsement:

- A. All reviewers shall:
 - 1. Review all Use of Force Report case file and evaluate the Use of Force Report and ancillary documents for completeness, accuracy, and quality and ensure reports do not contain "boilerplate" or "pattern" language without descriptive or explanatory details of the action. Return any reports that are incomplete or inadequate and ensure corrections are made;
 - 2. Order further investigation or additional investigative resources when necessary;
 - 3. Evaluate and document whether the use of force was in compliance with Departmental policy and comment on any training and tactical issues, when appropriate; and
 - 4. Complete, endorse, and approve the Use of Force Report and forward the Use of Force Report within 45 calendar days to the necessary bureau commander. The submitting commander may submit in writing a request for additional time to his or her bureau commander.
 - 5. Upon receipt, the bureau commander will endorse, approve and forward completed reports to the Office of Professional Standards.

- B. Level 1 Force review Responsibilities
 - 1. Review and forward all investigative reports to the Office of Professional Standards within 45 calendar days of the incident, unless extended by the bureau commander.
- C. Level 2 and 3 Force Review Responsibilities
 - 1. Review Commanders shall:
 - a. Review and forward all approved Use of Force Report case files within their purview.
 - b. All Use of Force Report case files shall be forwarded to the Office of Professional Standards.
 - c. If a training issue arises from a Level 2 or 3 incident, the commander of the originating bureau shall ensure training is conducted and an officer's report is completed and forwarded to the Training Section; and/or
 - d. Training will be requested from the Training Section when the training cannot be accomplished at the bureau level. The Training Section shall record the completed training.
 - e. If a Departmental-related service recommendation (e.g. policy revision, equipment evaluation) arises from a Level 2 or 3 incident, the bureau commander shall prepare and forward a recommendation to the Chief of Police.
 - 2. Office of Professional Standards shall:
 - a. Review the Use of Force Report case file and evaluate the Use of Force Report and ancillary documents for completeness, accuracy, and quality and ensure reports do not contain "boilerplate" or "pattern" language without descriptive or explanatory details of the action. Return any reports that are incomplete or inadequate and ensure corrections are made.
 - b. After approval submit use of force case file into IAPRO computer system
- D. Level 4 Force Review Responsibilities
 - 1. Review supervisor:
 - a. Conduct a thorough review of all documents to ensure completeness, accuracy, and quality
 - b. Ensure the appropriate Incident Report and Use of Force Report contains the following minimum information regarding the use of force incident:
 - 1) The original reason for the police presence on the scene
 - 2) The circumstances that resulted in the use of force;
 - 3) A detailed description of the force used.
 - c. Incomplete or inadequate reports shall be returned for additional details or clarification.
 - d. Ensure the Use of Force Report has an incident number.
 - e. Ensure the original Incident Report and ancillary documents are completed.
 - f. Approve the Level 4 Use of Force Report
 - g. Ensure the Use of Force Report case file contains:
 - 1) The original Use of Force Report

