



City of Racine Police Department
Policy and Procedure

Number: 608

Subject: Use of Force Documentation		
Date Issued: 10-29-1999	Date Revised: 03-18-19	Revision Number: 6

POLICY

Any member who uses compliance holds or any force level higher in the Intervention Options shall complete a detailed Phoenix report describing the circumstances and document the use of force on a Phoenix Use of Force report.

All members of this Department shall complete a Phoenix Use of Force Report when any use of force results in injury, the claim of injury, or the need for medical treatment.

PROCEDURE

A Phoenix Use of Force Report shall be completed even when the use of force is documented in an incident report or supplemental report.

MEMBER

The Phoenix reporting of the incident shall be completed in an objective and thorough manner by each member using force, for each person force was used on, detailing the following:

1. What led up to the situation?
2. Officer approach considerations
3. Officer–Subject factors
4. Steps taken during the situation to include:
 - a. Exact description of your use of force
 - b. Force options that were utilized
 - c. The reasons for the transition to each level of force used
5. Nature of injuries
6. Follow Through Considerations and aftercare provided
7. Per Policy 601, officers must complete a Use of Force Report when discharging a firearm in regards to all animals.

SUPERVISOR

Following your review of all reports submitted to you for approval, inform the Shift Commander of the use of force incident.

1. Ensure a Use of Force Report is completed according to Policy:
 - a. Any injury.
 - b. Any claim of injury.
 - c. Any force resulting in medical treatment for the Subject that the Use of Force was applied.
 - d. Any compliance holds or any force higher in the Intervention Options is applied.
2. Ensure that the Officer filled out the Use of Force Page in Phoenix from the Name Tab.
3. Ensure that the Subject/Officer Factors are documented in the narrative.
4. If the initial supervisor review indicates any questions about the use of force, take appropriate action:

- a. Clarify the documentation
- b. Coach and Mentor
- c. Consult with the Shift Commander and initiate a Supervisor's Complaint Form as necessary.

INTERNAL AFFAIRS SECTION

Review all Use of Force reports via Phoenix for the following:

1. Appropriate application of force within the intervention options
2. Patterns, i.e. is the same Department member regularly involved in use of force situations
3. Training issues

Enter all Use of Force documentation into IAPro per Internal Affairs Section protocols.

RELATED PROCEDURES

[200 – Review, Endorsement and Routing of Paperwork](#)

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)

[601 – Use of Deadly Force/Discharge of Firearms](#)

[602 – Use of Non-lethal Force](#)

[606 – Use of Restraints](#)

[607 – Investigation of the Use of Force](#)

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