

# Chapter 3:

## Reporting Use of Force

# Chapter 3

## Reporting Use of Force

	Page No
Introduction to Electronic Use of Force Monitoring	39 - 40
Reporting Process	40
Form completion	40 - 41
Form submission	41 - 42
Assigning Roles	42
Security Implications	42

## Chapter 3

### Reporting Use of Force

#### Introduction to Electronic Use of Force Monitoring

- 3.1 The PSNI is obliged to collect data on particular types of force used by its officers in self-defence, arrest and restraint situations. The means by which this is to be achieved is by way of the electronic use of force monitoring form.
- 3.2 This form is the single reporting mechanism for application of the types of force listed below. Henceforth, all references to the use of force relate specifically to these types:
- Attenuating Energy Projectile system (pointed in public order and less-lethal scenarios).
  - Attenuating Energy Projectile system (discharged in public order and less lethal scenarios).
  - Baton (drawn but not used).
  - Baton (used).
  - Directing officers to draw batons.
  - CS Spray (drawn but not sprayed).
  - CS Spray (sprayed).
  - Police Dog (presentation sufficient; direct deployment; bite).
  - Firearms (drawn and/or pointed but not discharged).
  - Firearms (discharged).
  - Firearms drawn (handgun only), pointed, or directing officers to draw/point firearm where no persons are present (e.g. tactical firearms search).
  - Humane destruction of animals.
  - Water Cannon (deployment; used).
  - TASER (drawn; aimed; red-dot; arced; drive stun; fired).
  - Shield used against individual.

## PSNI Manual of Policy, Procedure and Guidance on Conflict Management

- 3.3 Officers are reminded of the specific reporting procedures in relation to the above uses of force outlined in the respective sections of this manual.
- 3.4 Any incident that involves a use of force by an officer other than those listed above will be reported to the officer's supervisor and recorded in their notebook but will not require the completion of an electronic use of force form. For example, use of unarmed skills, handcuffs and limb restraints.

### Reporting Process

- 3.5 The form can be accessed via a Desk Top Icon on the Common Terminal. The form should be completed as soon as practicable after the incident, and in any event before the officer terminates their period of duty. In the case of an imminent transfer, officers are reminded to ensure the form is submitted prior to the effective date of the transfer.
- 3.6 Officers are also reminded of their duty to verbally report any use of force to their immediate supervisor and to comply with the directions set out in Chapter 2.
- 3.7 Whilst an electronic use of force form will be submitted by the relevant Crew Commander to report the discharge of water cannon, this does not replace the existing post-event reporting process outlined in Chapter 15.

### Form Completion

- 3.8 The form is divided into a number of sections and will expand depending on which options are selected. There are a number of mandatory fields, and the form cannot be submitted unless these fields are completed.
- 3.9 **Reporting officer** – the reporting officer **must** be the officer who has used the force being reported. This section provides details of that officer and all sections must be completed. In the case of long term absence of the reporting officer, a supervisor should contact Conflict Management by e-mail at zCMDU. For authorised National Security operations or PIM critical incidents, anonymity can be activated by clicking on the officer details section. This designation must be authorised by an approver.
- 3.10 **Incident Attended** - this section records such details as the date and location of the incident, information on the type of incident and the type of defensive/protective equipment carried by the officer. The form places each incident into one of the following categories:
- Force used on individual(s).
  - Animal destruction.
  - Water cannon.

## PSNI Manual of Policy, Procedure and Guidance on Conflict Management

- Direct other officers to draw batons (only to be completed by the officer actually giving the direction).
- Firearm drawn/pointed where no person is present.
- Directing other officers to draw/point firearms where no persons are present e.g. a tactical firearms search (only to be completed by the officer giving the direction).

- 3.11 **Force used on individual(s)** is the default setting. As a general rule, when one of the other categories is relevant, officers should ensure that the 'Force used on individual(s)' box is deselected. The only exception being where an officer directs other officers to draw batons and has occasion to use their own baton to strike an individual(s). In such circumstances the officer will select both 'Force used on Individual(s)' and 'Direct other officers to draw batons'. When both categories are selected, the officer will be required to complete details on the individual(s) on whom force was used (baton used) and details in relation to the number of officers to whom they gave the direction and the estimated size of the crowd etc. Officers who have received the direction are not required to submit a form unless they have used their baton to strike an individual(s) or used an additional type of force. In such circumstances they will complete the 'baton used' section only and complete details on the individual(s) on whom force was used. This rule is also applied in the case of directing officers to draw or point firearms, where no persons are present.
- 3.12 **Offender Details** - this section records all the necessary details in relation to the alleged offender. It includes information on any incidents of assault carried out by the alleged offender and details of any weapon(s) carried. This section also includes details of the type(s) of force used by police. To allow for any additional information to be collected, the form will expand depending in the option(s) chosen. The facility exists to add additional pages if more than one offender is involved.
- 3.13 **Summary** - this section provides a summary of the details provided in previous sections of the form and allows the officer to check that all the necessary information has been included. This section also provides a free text box to allow officers to provide additional information if they feel any form of explanation is required, or they wish to supply details not captured in previous sections of the form.
- 3.14 **Command & Control Closing Codes** – officers should ensure that all Command & Control serials are updated when a Use of Force return is required. The Command & Control operator should be asked to apply the appropriate sub type closing code (FORC) so that these incidents can be monitored.

## Form Submission

- 3.15 When the officer is satisfied that all the necessary information has been completed, they will submit the form for approval. The officer will select an approver from a drop down list of Inspectors and above from within their District/Department. Unless due to annual leave, sickness etc, the officer's first choice will be the

## PSNI Manual of Policy, Procedure and Guidance on Conflict Management

Inspector to whom they are responsible. Alternatively, the officer should select the most appropriate Inspector. Once the form has been approved it will be forwarded to Central Statistics Unit. Personnel authorised by a District Commander/Head of Branch have the facility to monitor use of force form submissions for their respective areas.

### Assigning Roles

- 3.16 There may be occasions when an officer or member of police staff requires access to the form due to role realignment within the organisation or for a specific purpose. Typical roles would include:
- Approver
  - Validator
  - Interested Party
  - Area Ops Manager
  - Administration
- 3.17 In such instances a written request should be forwarded to CMDU, (Operational Support Department) for consideration.

### Security Implications

- 3.18 All officers are reminded of their responsibility to protect the confidentiality and integrity of PSNI information and the requirements of the Data Protection Act. The information contained in the Use of Force Form has been protectively marked RESTRICTED, and should only be disseminated to those who are authorised to have access. It is the officer's responsibility to store, handle and dispose of the information contained in the form in compliance with the PSNI Manual of Protective Security. This manual is available on PoliceNet.
- 3.19 Officer anonymity can be facilitated for designated National Security operations or Post Incident Manager (PIM) critical incidents. When this function is activated, no officer details can be viewed on the form following validation, and the individuals details will be held on a central database only.