

**ILLINOIS STATE POLICE DIRECTIVE
OPS-046, USE OF FORCE AND INTERMEDIATE WEAPONS**

RESCINDS: OPS-046, 2014-096A, revised 05-21-2015.	REVISED: 08-18-2020 2020-011
RELATED DOCUMENTS: EQP-017, OPS-002, OPS-054, OPS-084, ORD-001, ORD-002, PER-029, Control and Arrest Tactics Manual	RELATED CALEA STANDARDS: 1.2.2, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.8, 1.3.9, 1.3.10, 1.3.11, 1.3.12, 1.3.13, 33.5.1, 52.1.8, 52.2.7, 61.1.2

PREAMBLE

The primary mission of the Illinois State Police (ISP) is to promote public safety through education and enforcement. In the course of enforcement activity encounters, it may be necessary to control and apprehend offenders using varying degrees of force in order to effect an arrest, prevent escape, or to protect the officer or others from injury or death. An officer is authorized to use reasonable force to gain compliance and need not retreat from their enforcement duties in the face of threatened or actual resistance by an offender. Due to the often dynamic and stressful nature of these types of encounters, the standard of review for any application of force is whether it was objectively reasonable under the totality of the circumstances from the perspective of a reasonable officer in the same circumstances. To achieve this mission, ISP officers will be trained in appropriate tactics and techniques to successfully gain offender compliance while protecting the rights of the offender as well as the general public.

I. POLICY

The Illinois State Police (ISP):

- I.A. Will provide Cadet, In-service, and remedial instruction in the appropriate use and application of force through the ISP Academy that includes, but is not limited to, tactical communication, stress-based decision making, control and arrest Tactics, appropriate use of intermediate weapons, firearms, etc.
- I.B. Will ensure that all officers complete Quarterly In-service Training provided through the Academy to ensure ongoing proficiency and that training participation is documented.
- I.C. Will ensure that when force is used in an encounter, proper medical aid is rendered for any party who appears to be injured in the encounter in a reasonably timely manner and when it is safe to do so, and that the outcomes are documented.
- I.D. Acknowledges that this policy does not preclude the use of any technique(s) to protect an officer or another under the threat of great bodily harm and/or death.

II. AUTHORITY

- II.A. U.S. Constitution, IV Amendment
- II.B. 720 ILCS 5/7 et seq., especially
720 ILCS 5/7-1, "Use of force in defense of person"
720 ILCS 5/7-5, "Peace officer's use of force in making arrest"
720 ILCS 5/7-5.5, "Prohibited use of force by a peace officer"
720 ILCS 5/7-8, "Force likely to cause death or great bodily harm"
720 ILCS 5/7-9, "Use of force to prevent escape"

II.C. Tennessee v. Garner, 471 U.S. 1 (1985)

II.D. Graham v. Connor, 490 U.S. 386 (1989)

III. DEFINITIONS

III.A. **Authorized Weapons** – ISP authorized firearms are identified and addressed in ORD-001, “Firearms,” and authorized intermediate weapons are defined in this directive below and addressed in section V. “Procedures.”

III.B. **Canine (K-9) Team** – Police canine team includes the officer canine handler and specially trained canine.

III.C. **Chokehold** – Applying any direct pressure to the throat, windpipe, or airway of another, with the intent to reduce or prevent the intake of air (720 ILCS 5/7-5.5). Chokehold does not include any holding involving contact with the neck that is intended to stabilize or restrain the head, but not reduce the intake of air.

III.D. **Conducted Energy Weapon (CEW)** – An instrument used by an officer to aid in establishing control of a subject by means of conducted energy and by use of neuromuscular incapacitation and/or pain compliance by probe deployment and/or direct contact (also known as a TASER).

III.E. **Control and Arrest Tactics (CAT)** – Academy instructed skills in verbal control, handcuffing, soft, empty-hand control, Oleoresin Capsicum (OC) spray, hard empty hand control, escalation and de-escalation of force decisions, tactical communication, and the use of intermediate weapons.

III.F. **Deadly Force** – Force likely to cause death or great bodily harm, including, but not limited to, the discharge of a firearm into an occupied vehicle or in the direction of any person.

III.G. **Deadly Weapon** – A deadly weapon is defined as a firearm, knife, vehicle, or anything else that in the manner of its use, or intended use, is capable of causing death or great bodily harm.

III.H. **Display of a Weapon** – The act of showing a weapon (CEW, firearm, etc.) to an individual(s) in a manner designed or intended to change behavior.

III.I. **Encounter** – An encounter is a physical or verbal event that compels an officer to use force to achieve compliance. This does not include officer presence or the use of handcuffs on a cooperative subject.

III.J. **Excessive Force** – Force that is greater than was reasonably necessary given the totality of the circumstances from the perspective of a reasonable officer in the same circumstances.

III.K. **Impact Munitions** – Blunt-impact projectiles deployed from a less-lethal firearm. Impact munitions may contain a chemical agent or marking substance to enhance the effectiveness of the round or aid in the identification of suspects.

III.L. **Impact Weapon** – An impact weapon is a form of intermediate weapon that is used to gain compliance by transferring kinetic energy or pressure to the subject (pain and disruption compliance) or to leverage the subject into a position of control.

- III.M. **Intermediate Weapon** – An instrument or weapon that, by its design or use, bridges the gap between deadly force and unarmed control techniques. Examples include OC spray, baton, CEW, less-lethal munitions, or any other improvised device used to gain offender control and compliance in accordance with this directive.
- III.N. **Less-Lethal Launcher** – Also known as a less-lethal delivery device, a device used specifically for the deployment of impact munitions.
- III.O. **Levels of Subject Behavior/Resistance** – Behaviors/actions displayed by a subject requiring the officer to increase or decrease the amount of force required to subdue or apprehend the subject. Specific behaviors are defined in section IV.B. below.
- III.P. **Non-Deadly Force** – Force not likely to cause death or great bodily harm.
- III.Q. **Officer** – Any Sworn employee of the ISP, as well as inspectors under the authority of ISP task forces and MEG units.
- III.R. **Officer's Response to the Subject's Behavior** – Officer actions in response to a subject's displayed behavior. Specific response options are defined in section IV.C. below.
- III.S. **Restraint Device** – A device used to temporarily restrict a subject's movement.
- III.T. **Subject** – Any person that is potentially subject to enforcement action by an officer during the course of his/her duties.
- III.U. **Tactical Communication** – The use of persuasive verbal techniques to de-escalate non-compliant behaviors, deflect a subject's abusive behavior, identify verbal danger cues to impending violence, encourage voluntary compliance, and enhance overall situation safety.
- III.V. **Use of Force Incident** – An action, other than officer presence or a verbal encounter, which constitutes a use of force in the "Use of Force Model," to achieve compliance in a subject.
- III.W. **Use of Force Incident Review Committee** – As defined in OPS-054, "Officer Survival Training."
- III.X. **Working Knife** – Any knife with a blade 5" or less in length that is used primarily as a tool for job related functions and not as a weapon.

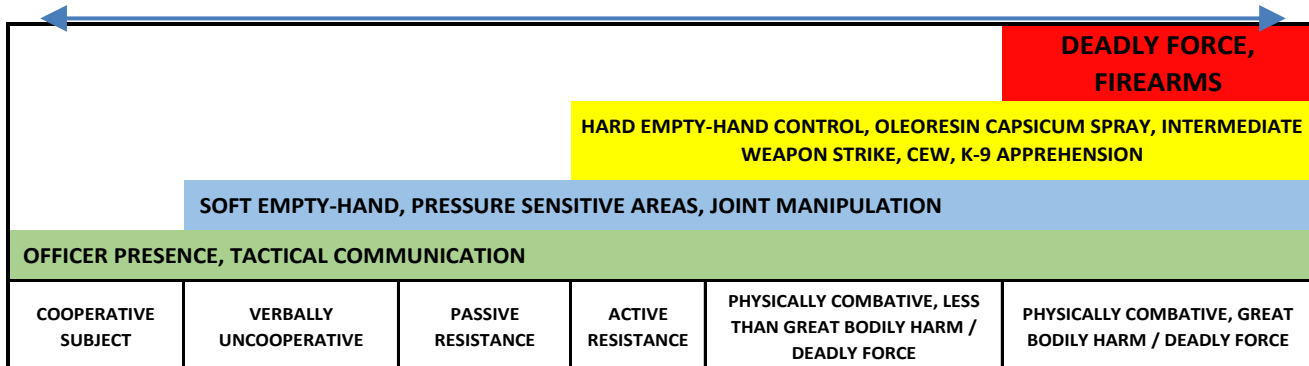
IV. USE OF FORCE MODEL

The decision by a sworn officer to use force is dictated by each situation. This decision is based on the totality of the circumstances known or reasonably believed by the officer at the time such force is used. In order to assist officers in understanding the appropriate application of force given the circumstances of the encounter, the ISP has adopted a Use of Force Model. The diagram depicted below shall serve as a general visual guideline to the reasonable application of force, including the escalation and de-escalation of force used in response to the offender's behavior.

IV.A. General Concepts

- IV.A.1. Officers will take into consideration the subject's level of compliance, continue to reassess both the offender's resistance and the officer's response throughout the encounter, and justify the response given the subject's level of resistance.
- IV.A.2. Officers may utilize reasonable force to overcome an offender's resistance.
- IV.A.3. Officers may rely on information obtained from other officers in determining response options; but the decision to use force in a given situation is an individual decision, which must be justified by the officer.
- IV.A.4. When feasible, officers will utilize tactical communication, positioning, and a warning that force will be utilized if the subject fails to comply.
- IV.A.5. Officers are not required to utilize any lower level of force before resorting to an appropriate, higher-level response based on the totality of the circumstances.
- IV.A.6. Officer's may utilize an appropriate response based on the reasonable perception of the subject's threat and are not required to wait for an attack or injury to occur.
- IV.A.7. When the use of force by an officer causes injury to another, the officer will evaluate the subject's physical condition, render first aid, and request emergency medical assistance as soon as practical and safe to do so.
- IV.A.8. The ISP prohibits the use of warning shots.
- IV.A.9. The ISP Academy will ensure that all CAT and Firearms Instructors are properly trained, and that all programs are reviewed at least annually and updated, as necessary.
- IV.A.10. The ISP Academy will update the ISP Control and Arrest Tactics (CAT) Manual at least annually and provide updates to information as necessary.
- IV.A.11. Only Academy authorized Instructors may conduct Cadet, Recruit and In-service CAT instruction.
- IV.A.12. Officers are not required to unreasonably endanger themselves to comply with this directive, and this directive shall not preclude the use of any techniques to protect an officer or another under the threat of great bodily harm and/or death.

USE OF FORCE MODEL DIAGRAM



SUBJECT BEHAVIOR / RESISTANCE

IV.B. Levels of Subject Behavior/Resistance:

- IV.B.1. **Cooperative Subject** – A subject contacted by an officer who acknowledges direction or lawful orders given and offers no verbal, passive, active, or physically combative resistance.
- IV.B.2. **Verbally Uncooperative** – Non-compliant verbal responses by a subject to an officer’s requests and/or commands.
- IV.B.3. **Passive Resistance** – Any resistance where a subject does not attempt to defeat an officer’s attempt to touch or control, but will not voluntarily comply with verbal and physical attempts of control.
- IV.B.4. **Active Resistance** – Any action by a subject that attempts to prevent an officer from gaining and/or maintaining control of the subject, but the subject is not attacking the officer.
- IV.B.5. **Physically Combative, Less Than Great Bodily Harm/Deadly Force** – Implied or actual physical actions by a subject against an officer that would lead to less than great bodily harm or deadly force. THIS SUBJECT IS AN ACTIVE ASSAILANT.
- IV.B.6. **Physically Combative, Great Bodily Harm/Deadly Force** – Implied or actual physical actions by a subject against an officer that would lead to great bodily harm or deadly force. THIS SUBJECT IS AN ACTIVE ASSAILANT.

IV.C. Officer’s Response to the Subject’s Behavior

- IV.C.1. **Officer Presence** – A professional demeanor and bearing that projects authority.
- IV.C.2. **Tactical Communication and Positioning** – Utilizing the concepts of tactical communication and positioning to de-escalate the situation and encourage compliance.

- IV.C.3. **Handcuffing** – Handcuffing is a temporary detention function, and will be accomplished in accordance with ENF-014, “Prisoner Transportation, Handling, Searching, and Jailing.”
- IV.C.4. **Pain Compliance** – The use of empty hand control techniques or intermediate weapons to cause pain, discomfort or muscle disruption in an effort to generate compliance.
- IV.C.5. Empty Hand Techniques
 - IV.C.5.a. Soft, Empty-Hand – The use of pressure sensitive areas or joint manipulation to generate compliance.
 - IV.C.5.b. Hard, Empty-Hand – The use of strikes or take-downs, designed to stop aggressive or combative behavior.
- IV.C.6. **Intermediate Weapon** – An instrument or weapon that, by its design or use, bridges the gap between deadly force and unarmed control techniques. Examples include OC spray, baton, CEW, less-lethal munitions, or any other improvised device used to gain offender control and compliance in accordance with this directive.
- IV.C.7. **Deadly Force** – Force likely to cause death or great bodily harm, including the discharge of a firearm into an occupied vehicle or in the direction of any person.

IV.D. Reasonableness Factors

When assessing the encounter and the available response options, officers should take into consideration the following factors, which include, but are not limited to:

- IV.D.1. The severity of the underlying crime.
- IV.D.2. The subject's ability and opportunity to inflict great bodily harm or death to the officer, or another, in the immediate or near future.
- IV.D.3. The probability that great bodily harm or death to the officer, or another, will occur if the subject is not arrested without delay.
- IV.D.4. The subject's efforts to resist or escape.
- IV.D.5. The effectiveness of the approved techniques used.
- IV.D.6. Officer/subject factors – factors include, but are not limited to relative:
 - IV.D.6.a. Age
 - IV.D.6.b. Size
 - IV.D.6.c. Strength
 - IV.D.6.d. Offender's perceived skill level or training (including military or other specialized fighting training)
 - IV.D.6.e. Injuries sustained or level of exhaustion/fatigue
 - IV.D.6.f. The number of officers available vs. subjects
 - IV.D.6.g. Prior knowledge of subject's propensity for violence.

- IV.D.7. The perceived effects of alcohol, drugs, and mental state/condition of subject regarding pain and overall compliance.
- IV.D.8. The relative environmental conditions (e.g. unstable ground, road hazards, etc.)
- IV.D.9. The availability of other options.

V. PROCEDURES

This section describes the weapons authorized for use by the ISP and the authorized application of use of force options, including the use of intermediate weapons and techniques. For additional or specific information on the utilization of firearms, see ORD-001, "Firearms." For additional or specific information regarding techniques, see the ISP CAT Manual.

V.A. Deadly Force

Officers may only utilize deadly force:

- V.A.1. When the officer reasonably believes that such force is necessary to prevent imminent death or great bodily harm to himself or another; **or**
- V.A.2. When the officer reasonably believes both that:
 - V.A.2.a. Such force is necessary to prevent the arrest from being defeated by resistance or escape; **and**
 - V.A.2.b. The person to be arrested has committed or attempted a forcible felony that involves the infliction or threatened infliction of great bodily harm, or is attempting to escape by use of a deadly weapon, or otherwise indicates that he will endanger human life, or inflict great bodily harm, unless arrested without delay.

V.B. Prohibited Weapons

- V.B.1. Officers may only carry authorized weapons.
- V.B.2. Officers are prohibited from carrying on their person, or in a department vehicle, any unauthorized firearms (see ORD-001) or knives, or any other instruments that are designed to be used as defensive or offensive weapons, except those being transported as evidence for storage, or with their Commander's prior approval for training or other authorized purposes.
- V.B.3. Examples of prohibited weapons include, but are not limited to, black-jacks, saps, unauthorized CEW, etc.
- V.B.4. Authorized weapons used by specialty teams are governed by written directives of those specialty teams including weapon specification, training, proficiency and certification, and procedures for use.

V.C. Restraint Devices

- V.C.1. Restraint devices will be used in accordance with ENF-014, "Prisoner Transportation, Handling, Searching, and Jailing."

- V.C.2. When used in accordance with Academy training, restraint devices are not a use of force instrument. When used to gain pain compliance, restraint devices may be considered a use of force instrument.
- V.C.3. Only restraint devices approved by the Officer Survival Section will be carried or used.
- V.D. Empty-Hand Control Techniques
 - V.D.1. When tactical communication techniques prove ineffective, pressure sensitive areas and joint manipulations, as defined and trained by the Academy, may be used to gain compliance of a verbally uncooperative subject.
 - V.D.2. To overcome an actively resisting subject, or stop aggressive behavior, officers may use hard, empty-hand control techniques as defined and trained by the Academy.
 - V.D.3. The use of chokeholds is prohibited.
- V.E. Irritant Agents
 - V.E.1. Oleoresin Capsicum (OC)
 - V.E.1.a. The Department will issue an authorized OC spray canister and holster for the duty belt to all officers.
 - V.E.1.b. Officers may use OC spray to overcome active resistance and above.
 - V.E.1.c. Officers will follow Academy training guidelines regarding periodic testing and replacement of their OC canisters.
 - V.E.1.d. Officers will follow Academy training guidelines regarding deployment, decontamination, and medical assistance guidelines, and will document the same in the appropriate Field and Use of Force Reports.
 - V.E.2. CN)/(CS) /Smoke Agents
 - V.E.2.a. May be used only when authorized by the Incident Commander in appropriate circumstances (e.g. crowd control, barricaded subject, etc.), and may be deployed only by trained and certified officers according to Academy training guidelines. The SWAT Commander may authorize other CN/CS/smoke device training for officers assigned to SWAT.
 - V.E.2.b. Upon the use of CN/CS agents, decontamination of the violator and any other effected persons will ensue as soon as it is safe for the officer involved.
 - V.E.2.c. Units maintaining a stock of CN/CS/smoke agents (e.g. District range offices, crowd control units, SWAT, etc.) will conduct a semi-annual safety inspection of inventory on hand and report usage and inventory amounts to their respective commands.
- V.F. Impact Weapons
 - V.F.1. Batons
 - V.F.1.a. Officers will only carry an approved baton.

- V.F.1.b. The Department will provide each officer with an approved 21" or 26" expandable tactical baton and appropriate duty belt scabbard. Officers are authorized to attach a leverage cap or flashlight accessory to their tactical baton, as long as it is of the same brand as the authorized baton.
 - V.F.1.c. Officers will be issued a 36" hard wood straight baton. Officers may also carry a 26" wood baton.
 - V.F.1.d. Officers may use the baton, or other improvised impact weapon, in conjunction with empty-hand control techniques, to apply steady, non-impact pressure to pressure-sensitive areas in order to gain compliance. However, non-impact pressure with an impact weapon should generally not be used to apply targeted pressure to locations in the head, neck, spine, groin, and throat area unless deadly force is appropriate.
 - V.F.1.e. An officer may use impact weapons to defend himself/herself or another against an actively resistive or combative subject, or to establish control in situations where the use of a firearm may not be justified or necessary, and he/she reasonably believes the use of weaponless techniques will be ineffective or will risk the safety of the officer or another.
 - V.F.1.f. Officers may use the baton to target impact strikes to large muscle groups. If targeting large muscle groups is ineffective, boney areas and joints may be targeted. Officers may only target the head, neck, spine, throat or groin when deadly force is authorized.
- V.F.2. Improvised Impact Instruments
- V.F.2.a. An officer's primary impact weapon is the baton. If it becomes necessary to use a flashlight or other object as an improvised impact weapon, officers will use it in the same manner as a baton.
- V.F.3. Impact Munition/Less-Lethal Launcher
- V.F.3.a. Allows an officer to deliver kinetic impact force from a distance in situations where it is not possible or safe to use another impact weapon. Impact munitions are used in the same circumstance as a baton strike; however, due to their specialized nature, impact munitions may be deployed only by properly trained officers.
- V.G. Conducted Energy Weapon (CEW)
- V.G.1. The Department may designate and issue an authorized CEW to officers who complete an initial Academy approved training program and continue to maintain proficiency through periodic In-service training. Officers may only carry and use a department authorized CEW and department inventoried cartridges.
 - V.G.2. The CEW is considered a supplementary weapon to the duty pistol, and is not considered a deadly force option.
 - V.G.3. Officers may use a CEW under the same circumstances in which the use of an impact weapon strike would be justified, usually at the active resistance level or above, based on the officer's training.
 - V.G.4. Officers will carry the issued CEW in an approved and issued holster on their duty belt while in uniform in a patrol function, or properly secured in close proximity if in a plain clothes or specialty assignment.

- V.G.5. While off duty, the CEW will not be carried and will be stored in the trunk or locked glove compartment of the assigned department vehicle or in the officer's residence.
- V.G.6. Officers shall not improperly display or allow unauthorized persons to use the issued CEW.
- V.G.7. For officers that are issued a CEW, the officer is not required to carry the CEW when processing prisoners or in other special circumstances, with supervisor approval, where the CEW could compromise an operation or mission.
- V.G.8. At the beginning of their shift, an officer will:
 - V.G.8.a. Inspect their issued CEW for damage, excessive wear, or debris accumulation.
 - V.G.8.b. Ensure that they have at least three department-issued cartridges accessible and inspect the expiration dates on the cartridges.
 - V.G.8.c. Ensure that, if equipped, the attached camera is operational. The CEW will not be carried if the camera is not operational.
 - V.G.8.d. Perform a "test" arc for a full five seconds, check for proper battery strength, and ensure no default icons appear on the CEW display screen.
 - V.G.8.e. Otherwise maintain their CEW in accordance with the manufacturer's instructions and Academy training guidelines.
- V.G.9. When appropriate, the officer may display the CEW and activate a warning arc, or use the laser dot to warn a non-compliant subject to encourage compliance.
- V.G.10. The CEW will NOT BE DEPLOYED if the subject has been exposed to flammable liquids or discharge would occur in a flammable or explosive environment.
- V.G.11. Absent exigent circumstances, the CEW will not be discharged:
 - V.G.11.a. If the subject could fall from a significant height or into a body of water.
 - V.G.11.b. Against an obviously pregnant female, small child, or elderly person.
 - V.G.11.c. To intentionally target a sensitive area, including the head, neck and throat, chest, groin, or visibly injured area.
 - V.G.11.d. Against any subjects who are restrained by handcuffs unless the subjects pose an immediate physical threat to the officer, themselves, or another.
- V.G.12. If the CEW is deployed on a subject, the officer will:
 - V.G.12.a. Attempt to warn other officers of the impending discharge by saying "TASER."
 - V.G.12.b. Attempt to assemble two or more additional officers if time allows.
 - V.G.12.c. After each cycle, re-assess the situation before delivering an additional cycle. The deployment of the CEW shall not exceed 3 five-second cycles unless justification can be articulated.
 - V.G.12.d. Provide medical aid, when it is safe to do so, including monitoring the subject and removing the probes, in accordance with Academy training guidelines.

- V.G.12.e. Notify the Shift Commander or supervisor of the discharge, as well as any responding units.
- V.G.12.f. When safe to do so, collect any discharged cartridges, probes, and a sample AFID tag (if the cartridge is so equipped) as evidence. The cartridge serial number will be documented in the event log, if so equipped.
- V.G.12.g. When possible, document the probe impact sites and any other injuries on subject with photos or video recordings. (Do not photograph genitals, buttocks and anus, or breasts for injuries.)
- V.G.12.h. Within 72 hours, have the discharge and video data extracted by a supervisor or their designee.
- V.G.12.i. Properly document the use of force with a Field Report, and address at a minimum:
 - V.G.12.i.1) Why the CEW was discharged
 - V.G.12.i.2) Circumstances surrounding the discharge
 - V.G.12.i.3) The results and effects of the discharge
 - V.G.12.i.4) Medical aid rendered
 - V.G.12.i.5) Documentation of the CEW and cartridge serial numbers, if so equipped
 - V.G.12.i.6) Documentation of Shift Commander notification
 - V.G.12.i.7) Documentation that the video was downloaded within 72 hours
 - V.G.12.i.8) Documentation of the collection of evidence as identified in section V.G.12.f. above

V.G.13. Shall not simultaneously hold a CEW and any firearm if the situation requires a transition to a firearm.

V.G.14. Will request replacement cartridges through the Officer Survival Section of the Academy, where any un-issued cartridges will be maintained.

V.G.15. Refer to the ISP CAT Manual for additional CEW information.

V.H. Canine Team

V.H.1. The use of a specially trained canine constitutes a use of less-than-deadly force. Generally, a canine may be deployed against an active resister or above, unless the handler can articulate special circumstances based on their training and experience.

V.H.2. Whenever feasible, the handler will issue appropriate warnings to the subject before deployment of the canine.

V.H.3. The use of a specially trained canine as part of a canine team will be governed by guidelines set forth in the ISP canine training curriculum, the Canine Unit SOP, and OPS-034, "Canine."

VI. Notifications, Documentation, and Review

This section describes the general notification and reporting requirements whenever an officer is involved in an encounter resulting in a use of force incident. Any additional or specific

documentation requirements are identified in the respective sections. For additional information, see OPS-002, "Weapons Discharge/Deadly Force Investigations."

VI.A.1. Notification

- VI.A.1.a. An officer, whether on or off-duty, who utilizes deadly force, will immediately notify the Shift Commander in the ISP District of occurrence by the fastest means available, and render as much information as possible.
- VI.A.1.b. The Shift Commander will immediately notify his/her District Commander and the Springfield Communications Center with all known information.
- VI.A.1.c. The Shift Commander will ensure all other appropriate notifications are made in accordance with ISP Directive OPS-002, "Weapons Discharge/Deadly Force Investigations."

VI.A.2. Documentation

- VI.A.2.a. All incidents involving the use of force, regardless of the amount of force used, including all weapon displays, will be documented by the primary officer utilizing a Field Report via appropriate ISP report software and will be coded as an "Encounter."
- VI.A.2.b. For any officers who engage in a use of force, a supervisor will complete an ISP Use of Force Incident Review Form, ISP 1-256 (available in the ISP document library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>), all copies of which will be attached to the Field Report.
- VI.A.2.c. The display of a firearm or CEW with the intent to change behavior and gain compliance will require the completion of a Use of Force Incident Review Form. Merely having the firearm or CEW available but not used to gain compliance (e.g. drawn, but not readily visible or in a low ready position for officer safety) will not require the completion of a Use of Force Incident Review Form.
- VI.A.2.d. If an officer serves in a supporting role to the primary responding officer, the supporting officer(s) will complete a narrative of the events on a supplemental report via appropriate ISP report software.

VI.A.3. Review

- VI.A.3.a. The supervisor will have a CAT and/or a CEW instructor review each use-of-force incident and any accompanying addenda and video medium before approving the reports. The supervisor will then forward the reports and accompanying addenda and media through the chain-of-command to the appropriate division's Assistant Deputy Director to be reviewed through the Use of Force Incident Review Committee as outlined in OPS-054, "Officer Survival Training." The reports, accompanying addenda, and video medium shall be received by the Use of Force Incident Review Committee within 30 calendar-days of the incident.
- VI.A.3.b. If the Division of Internal Investigation (DII) adopts an investigation concerning a use-of-force incident, all reports and any related addenda, (e.g. video/audio medium, supplemental reports, etc.) may become exhibits of investigatory interest for use in the investigation. The Use of Force Incident Review Committee will not proceed with their incident review until such internal investigation is closed, unless otherwise approved by the DII Deputy Director. If DII retains the case, they will

coordinate required FBI Law Enforcement Enterprise Portal (LEEP) reporting with the Officer Survival Unit.

NOTE: This directive is a statement of departmental policy and not a statement of law. Nonconformance with this policy should serve as a basis for administrative sanctions only.

-End of Directive-