

## 1.02 Use of Force Reporting



# USE OF FORCE REPORTING

POLICY & PROCEDURE NO. <b>1.02</b>	SECTION <b>Operations</b>	PAGES: 5	ISSUE DATE: 2/16/2023
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>1.3.6; 1.3.7; 1.3.8; 1.3.13</b>		EFFECTIVE DATE: 2/16/2023	REVISION DATE:
ISSUING AUTHORITY: 			
Chief Nathan Hagglund			

## I. GENERAL CONSIDERATIONS AND GUIDELINES

The manner in which police department members use force is an extremely critical issue that generates intense public scrutiny. When these incidents occur they demand a thorough and complete inquiry into all aspects of the incident. Only through an exhaustive inquiry can the facts of the incident evolve and public confidence be maintained.

## II. POLICY

Officers shall submit a Use of Force Report Form for each use of force whenever: **[1.3.6]**

1. Discharging a department issued or authorized firearm, for other than training or recreational purposes. The intentional discharge of firearms for ballistic testing, or firearms maintenance shall be excluded from the reporting requirement; **[1.3.6(a)]**
2. Taking action that results in, or is alleged to have resulted in, the injury or death of another person; **[1.3.6(b)]**
3. Applying force through the use of a lethal and/or less-lethal weapons and/or; **[1.3.6]**
4. Applies weaponless physical force which results in an injury to either the department member or another person. **[1.3.6(d)]**

## 1.02 Use of Force Reporting

---

### III. DEFINITIONS

- A. *Weaponless Physical Force*: The application of force and hand control techniques that have little or no chance of producing injuries when gaining control over, or subduing non-compliant or resisting persons. These techniques include, but are not limited to: physical touching, gripping or holding, frisking, pain compliance measures, pressure point application, come-along hold, handcuffing or other custodial procedures.
- B. *Employee*: For the purposes of the application of this policy, any person officially affiliated with the department whether full or part time, sworn, civilian, special or auxiliary police, animal control officer, volunteer, or other.
- C. *Reportable Use of Force*: A level of force used by a member of this department which would trigger a report as directed under this policy.

**Note:** The use of handcuffs as a Force; physical removal of peacefully resisting demonstrators; display of weapon (un-holstering or handling of firearm or other weapon); discharge of a weapon to euthanize an animal, the presence of police department personnel or animals, or the use of verbal commands are not considered a use of force for this policy.

### IV. PROCEDURES

#### A. *Employee Responsibilities*

1. Each employee who used reportable force as defined in this policy shall:
  - a. Notify a shift supervisor immediately following a reportable use of force incident.
  - b. Complete a Use of Force Report unless the requirement of such report would violate the officer's Fifth Amendment protections and/or if transactional immunity for said officer(s) would be triggered. The report shall be completed using a department Use of Force reporting form.
  - c. The Use of Force Report shall be used for internal statistical and analytical purposes only, and shall not be part of the incident or arrest file for the particular incident.
  - d. A more detailed narrative report must be completed if ordered by a supervisor.
  - e. An injured employee shall submit the required reports as soon as practical.
  - f. Any employee, whose action(s) or use of force results in death or serious physical injury, shall be removed from line-duty

## 1.02 Use of Force Reporting

---

assignment, and placed on paid administrative leave pending an administrative review. [1.3.8]

- g. Any officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual.
- h. An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer's shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report.

### ***B. Supervisors/Investigators Responsibilities***

#### 1. RESPONSE AND INVESTIGATION

- a. A supervisor shall respond to and investigate any incident where force results in death or serious bodily injury.
- b. A supervisor directly involved in an incident shall not investigate the use of force in that same incident. In such instances the Chief will conduct the investigation.
- c. In cases involving death or serious bodily injury the Chief of Police shall be notified and shall supervise or assign supervision of the investigation.
- d. In those instances where death has or is likely to occur, the District Attorney's office shall immediately be notified<sup>1</sup>.
- e. In conducting the investigation, the supervisor shall:
  - 1) document the suspect's statements;
  - 2) document injuries sustained by the employee, suspect, or others;
  - 3) arrange medical treatment needed or requested;
  - 4) identify and interview witnesses;
  - 5) document, as necessary, the scene of the incident, injuries, property damage, etc.; and
  - 6) Interview any medical care provider concerning the injury and its consistency with the reported use of force.

## 1.02 Use of Force Reporting

---

### 2. EMPLOYEE STATEMENT/REPORTS

- a. The investigating supervisor may:
  - 1) Order the involved employee(s) to submit a full and complete report of the incident in writing; or
  - 2) Schedule a time by which an employee involved in the incident must meet with department investigators and submit a written report of the incident.
- b. The investigating supervisor conducting the investigation shall file a preliminary report prior to the conclusion of the tour of duty.
- c. The investigating supervisor will complete a detailed investigative report and submit it to the Chief as soon as practical after the completion of the investigation.
- d. For further information, see the department policies on ***Internal Affairs, Officer Involved Deadly Force Incident Investigations, and Post-Traumatic Stress Procedures.***

### **C. Administrative Review:**

1. The Lieutenant or Sergeant shall be responsible for the following:
  - a. Ensuring that a thorough investigation was conducted and that all reports were prepared and submitted;
  - b. Conducting a supervisory/administrative review of all reports submitted, along with any accompanying comments or recommendations, to determine whether the use of force was in compliance with department policy and procedures. Such review shall be conducted by a person not involved in the incident; **[1.3.7]**
  - c. Preparing a report to the Chief regarding the incident, including any comments and recommendations for appropriate action.
2. The Chief of Police will conduct an administrative review of each report and shall take appropriate action.

### **D. Use of Force Reports**

1. All Use of Force Reports shall be filed with the Chief of Police.
2. ANNUAL ANALYSIS: The Lieutenant shall be responsible for conducting an annual analysis of all use of force reports and submit a written report to the Chief. Such analysis and conclusions may indicate the need for additional training, equipment upgrades, or policy modification. The review should consider the following: **[1.3.13]**
  - a. A comparison of the total number of use of force incidents compared to previous years;

## 1.02 Use of Force Reporting

---

- b. Breakdown of type of force or type of weapons used;
- c. Nature of the situation that required the use of force;
- d. Suspect information;
- e. Day of the week, time of day, shift schedule;
- f. Information on the officer[s] involved, number of years of experience;
- g. Uniform or plain clothed officer;
- h. Whether or not there were injuries to the officer or subject;
- i. Summary breakdown of the disposition of the administrative reviews (justified/not justified, compliance/non-compliance with department policy, etc.).

### **Amendments:**

Reviewed 1/21/2026

## **V. GENERAL CONSIDERATIONS AND GUIDELINES**

The manner in which police department members use force is an extremely critical issue that generates intense public scrutiny. When these incidents occur they demand a thorough and complete inquiry into all aspects of the incident. Only through an exhaustive inquiry can the facts of the incident evolve and public confidence be maintained.

## **VI. POLICY**

Officers shall submit a Use of Force Report Form for each use of force whenever: **[1.3.6]**

1. Discharging a department issued or authorized firearm, for other than training or recreational purposes. The intentional discharge of firearms for ballistic testing, or firearms maintenance shall be excluded from the reporting requirement; **[1.3.6(a)]**
2. Taking action that results in, or is alleged to have resulted in, the injury or death of another person; **[1.3.6(b)]**
3. Applying force through the use of a lethal and/or less-lethal weapons and/or; **[1.3.6(c)]**
4. Applies weaponless physical force which results in an injury to either the department member or another person. **[1.3.6(d)]**

## 1.02 Use of Force Reporting

---

### VII. DEFINITIONS

- A. *Weaponless Physical Force*: The application of force and hand control techniques that have little or no chance of producing injuries when gaining control over, or subduing non-compliant or resisting persons. These techniques include, but are not limited to: physical touching, gripping or holding, frisking, pain compliance measures, pressure point application, come-along hold, handcuffing or other custodial procedures.
- B. *Employee*: For the purposes of the application of this policy, any person officially affiliated with the department whether full or part time, sworn, civilian, special or auxiliary police, animal control officer, volunteer, or other.
- C. *Reportable Use of Force*: A level of force used by a member of this department which would trigger a report as directed under this policy.

**Note:** The use of handcuffs as a Force; physical removal of peacefully resisting demonstrators; display of weapon (un-holstering or handling of firearm or other weapon); discharge of a weapon to euthanize an animal, the presence of police department personnel or animals, or the use of verbal commands are not considered a use of force for this policy.

### VIII. PROCEDURES

#### A. *Employee Responsibilities*

1. Each employee who used reportable force as defined in this policy shall:
  - a. Notify a shift supervisor immediately following a reportable use of force incident.
  - b. Complete a Use of Force Report unless the requirement of such report would violate the officer's Fifth Amendment protections and/or if transactional immunity for said officer(s) would be triggered. The report shall be completed using a department Use of Force reporting form.
  - c. The Use of Force Report shall be used for internal statistical and analytical purposes only, and shall not be part of the incident or arrest file for the particular incident.
  - d. A more detailed narrative report must be completed if ordered by a supervisor.
  - e. An injured employee shall submit the required reports as soon as practical.
  - f. Any employee, whose action(s) or use of force results in death or serious physical injury, shall be removed from line-duty

## 1.02 Use of Force Reporting

---

assignment, and placed on paid administrative leave pending an administrative review. [1.3.8]

- g. Any officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual.
- h. An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer's shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report.

### ***B. Supervisors/Investigators Responsibilities***

#### 1. RESPONSE AND INVESTIGATION

- a. A supervisor shall respond to and investigate any incident where force results in death or serious bodily injury.
- b. A supervisor directly involved in an incident shall not investigate the use of force in that same incident. In such instances the Chief will conduct the investigation.
- c. In cases involving death or serious bodily injury the Chief of Police shall be notified and shall supervise or assign supervision of the investigation.
- d. In those instances where death has or is likely to occur, the District Attorney's office shall immediately be notified<sup>2</sup>.
- e. In conducting the investigation, the supervisor shall:
  - 1) document the suspect's statements;
  - 2) document injuries sustained by the employee, suspect, or others;
  - 3) arrange medical treatment needed or requested;
  - 4) identify and interview witnesses;
  - 5) document, as necessary, the scene of the incident, injuries, property damage, etc.; and
  - 6) Interview any medical care provider concerning the injury and its consistency with the reported use of force.

## 1.02 Use of Force Reporting

---

### 2. EMPLOYEE STATEMENT/REPORTS

- a. The investigating supervisor may:
  - 1) Order the involved employee(s) to submit a full and complete report of the incident in writing; or
  - 2) Schedule a time by which an employee involved in the incident must meet with department investigators and submit a written report of the incident.
- b. The investigating supervisor conducting the investigation shall file a preliminary report prior to the conclusion of the tour of duty.
- c. The investigating supervisor will complete a detailed investigative report and submit it to the Chief as soon as practical after the completion of the investigation.
- d. For further information, see the department policies on ***Internal Affairs, Officer Involved Deadly Force Incident Investigations, and Post-Traumatic Stress Procedures.***

### **C. Administrative Review:**

1. The Sergeant shall be responsible for the following:
  - a. Ensuring that a thorough investigation was conducted and that all reports were prepared and submitted;
  - b. Conducting a supervisory/administrative review of all reports submitted, along with any accompanying comments or recommendations, to determine whether the use of force was in compliance with department policy and procedures. Such review shall be conducted by a person not involved in the incident; **[1.3.7]**
  - c. Preparing a report to the Chief regarding the incident, including any comments and recommendations for appropriate action.
2. The Chief of Police will conduct an administrative review of each report and shall take appropriate action.

### **D. Use of Force Reports**

1. All Use of Force Reports shall be filed with the Chief of Police.
2. ANNUAL ANALYSIS: The Sergeant shall be responsible for conducting an annual analysis of all use of force reports and submit a written report to the Chief. Such analysis and conclusions may indicate the need for additional training, equipment upgrades, or policy modification. The review should consider the following: **[1.3.13]**
  - a. A comparison of the total number of use of force incidents compared to previous years;

## 1.02 Use of Force Reporting

---

- b. Breakdown of type of force or type of weapons used;
- c. Nature of the situation that required the use of force;
- d. Suspect information;
- e. Day of the week, time of day, shift schedule;
- f. Information on the officer[s] involved, number of years of experience;
- g. Uniform or plain clothed officer;
- h. Whether or not there were injuries to the officer or subject;
- i. Summary breakdown of the disposition of the administrative reviews (justified/not justified, compliance/non-compliance with department policy, etc.).

### **Amendments:**

---

<sup>1</sup> M.G.L. c 38, §4

<sup>2</sup> M.G.L. c 38, §4