WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Use of Force Reports	**Policy # 1.3.6**
Accreditation 1.3.6	
Effective Date: February 8, 2008	**Revised Date: December 30, 2015**
By Authority Of: Chief A. Dale Mabry	**Signature:** ADMabry

1.3.6 USE OF FORCE REPORTS

A. Officers shall fill out a USE OF FORCE report form anytime an officer uses any type of force from level three or above in the Use of Force Continuum with the exception of handcuffing, or is alleged to have used force upon another person, no matter how slight. The form is to be filled out for both lethal and less lethal force. The Use of Force form will be filled out anytime an officer points a deadly weapon (handgun, shotgun, rifle) at anybody while on duty.

B. Use of Force forms will be completed before the officer leaves at the end of his/her shift. If extenuating circumstances, i.e. the officer is injured, then the shift supervisor will complete the form before the end of his/her shift. If more than one officer is involved and/or officers from another department are involved all involved officers whose actions included the use of force as defined by this Order shall submit a Use of Force form.

C. Officers will fill in all applicable areas of the Use of Force form and in the narrative section will describe what took place and why the force was used.

D. All Use of Force reports shall be forwarded to the Chief of Police or his designee for review and approval.

E Officers shall fill out a Use of Force form anytime that their firearm is discharged. This will include;

1. Firing the weapon at a person whether or not the person is hit.
2. Firing the weapon for the lawful destruction of an injured animal.
3. In the case of an accidental discharge of the weapon

F. Officers do not have to fill out the Use of Force form for discharging a firearm under the following conditions;

1. Firing at an approved range
2. During approved training exercises or situations
3. When discharging a firearm for recreation.

G. Reporting discharge of firearm;

1. Cases resulting in injury or death;

   a. The Police Radio will be notified immediately from the scene and advised to dispatch medical assistance if needed. The Shift Supervisor or OIC will immediately respond to the scene and immediately notify or cause to be notified the following;

      i. The Chief of Police
      ii. The on duty or on call detective
      iii. The Montgomery County District Attorney or his designated representative
      iv. The Montgomery County Detective Bureau
      v. The Montgomery County Coroner's Office if needed

   b. The officer who fired the weapon will not make any statement, except to investigating personnel or the Chief of Police, unless otherwise authorized by the Chief of Police or his designated representative.

   c. The first supervisor or command officer at the scene will be responsible for the following;

      i. securing the scene
      ii. conducting a preliminary field investigation
      iii. taking the involved officer, if not incapacitated, directly to the police station or other designated area
      iv. taking all witnesses, if not incapacitated, to the police station or other designated area and keeping them sequestered in separate quarters pending interview
      v. ensuring that the involved weapon is immediately seized with ammunition intact and sealed and guarded for prints and ballistics examination as required
      vi. render assistance to the assigned investigators
      vii. submit a detailed report concerning the aspects of his/her investigation to the Chief of Police, the assigned investigators, and members of the District Attorney's Office if appropriate.

2. Cases not resulting in injury or death:

   a. The Police Radio will be notified immediately from the scene and advised to dispatch medical assistance if needed. The Shift Supervisor or OIC will immediately respond to the scene and immediately notify or cause to be notified the following;

      i. The Chief of Police
      ii. The on duty or on call detective

iii. The Montgomery County District Attorney or his designated representative
iv. The Montgomery County Detective Bureau
v. The Montgomery County Coroner's Office if needed

b. The officer who fired the weapon will not make any statement, except to investigating personnel or the Chief of Police, unless otherwise authorized by the Chief of Police or his designated representative.

c. The first supervisor or command officer at the scene will be responsible for the following;

i. securing the scene
ii. conducting a preliminary field investigation
iii. taking the involved officer, if not incapacitated, directly to the police station or other designated area
iv. taking all witnesses, if not incapacitated, to the police station or other designated area and keeping them sequestered in separate quarters pending interview
v. ensuring that the involved weapon is immediately seized with ammunition intact and sealed and guarded for prints and ballistics examination as required
vi. render assistance to the assigned investigators
vii. submit a detailed report concerning the aspects of his/her investigation to the Chief of Police, the assigned investigators, and members of the District Attorney's Office if appropriate.