



# Village of Endeavor Police Department

400 Church Street

Endeavor WI 53930

(608) 587-2486

*Chief of Police*

*John Flannery*

## Supplemental Guide to UoF Report

### USE OF FORCE REPORT CONTENT / INFORMATION

- A. All required use-of-force reports shall be comprehensive and provide the degree of specificity necessary to fully document and evaluate the officer's force response.
- B. Officers should ensure that their use-of-force report accurately relates what the officer knew, observed, or believed at the time of the incident. Facts or information revealed following the incident should not be included in the officer's initial use-of-force report but may be included in a supplemental report.
- C. At a minimum, reports shall include the following information. Any additional information should be included that would add to a complete understanding of the incident.
  - The nature of the incident
  - Full information on the subject, including age, sex, race, and ethnicity
  - Where (address) and when (date and time) the incident took place
  - Whether the incident was in response to a call for service or an officer-initiated action
  - Information on the officer, including age, sex, and years of service
  - The size and build of the subject in relationship to the officer
  - Reason for initial contact between the subject and officer, including any suspected unlawful or criminal activity
  - Whether the incident was an ambush/unprovoked assault
  - Whether the officer was
    - Readily identifiable as law enforcement, including whether he or she was in uniform or plainclothes;
    - Operating a marked or unmarked law enforcement vehicle or on foot patrol;
    - On or off duty; and
    - Accompanied by other officers.
  - Whether a supervisor or a senior officer acting in a supervisory capacity was present or consulted at any point during the incident
  - Whether backup was requested and if so, when it arrived
  - Whether the officer approached the subject or was approached by the subject
  - Whether associates of the subject were present at the time
  - Whether witnesses were present at the time
  - Whether there was any cause to believe the subject was armed or hostile

- The subject's general demeanor, including any known or apparent impairments
- Any verbal exchange that transpired
- The full circumstances that supported a detention or arrest decision, where applicable, to include the severity of the crime or evidence discovered prior to the detention or arrest attempt by the officer (s)
- Any threat to the officer or another person
- Type, intensity and duration of resistance to arrest by the subject to include any threat to others
- Any de-escalation attempts made
- Any force options available to the officer and the reason for the level of force response employed
- Any subject and officer injury or complaint of injury, medical treatment received, or refusal of medical treatment
- Photographs of subject and officer injuries
- Video and audio recordings made of the incident, including those made by body-worn cameras.