

Des Moines Police Department 2021



Use of Force Report

Use of Force Report for 2021

This report was produced for the purpose of reviewing the Des Moines Police Department's Use of Force for calendar year 2021. The department is committed to protecting the rights of all persons and in using force as authorized by federal and state law and departmental rules.

Officers are trained to use only the level of force necessary to bring a person under control to protect the safety of the officer and others. Police/citizen encounters can, however, change instantly and officers may be required to react quickly in using force to subdue a combative person. While the objective is to use the minimal amount of force necessary to effect an arrest, the response of the person under arrest may limit that ability and compel officers to use whatever force is immediately available to protect themselves and the public.

Training and Policy Updates

During 2021 in-service training, officers received several hours of annual refresher training on subjects including de-escalation and implicit bias training. All officers participated in 12 hours of de-escalation training, called Integrating Communication, Assessment and Tactics (ICAT) provided by the Police Executive Research Forum (PERF). The training was a combination of classroom and practical, scenario-based training. In addition, officers also received instruction on crowd control and related policy and the use of force policy. New officers were provided 22 hours of Verbal Defense and 40 hours of Crisis Intervention Training as part of their academy curriculum. All training involving the use of force emphasizes de-escalation techniques and verbal methods of control with the goal to use no force or the minimal amount of force necessary.

Display of Force reporting: The Use of Force Reporting policy was revised in February 2021 to add the requirement that officers report anytime they display their firearm or Conducted Energy Weapon (Taser) at an individual(s) with the intent to gain compliance from or exert control over the individual(s) as a de-escalation technique.

In addition, the policies on defensive/alternate weapons (batons, pepper spray) and conducted energy weapons (tasers) were updated.

Use of Force Reporting Requirements

Des Moines Police Department General Orders requires a written report be completed anytime an officer uses force as defined in policy. See included Appendix A for a copy of the Use of Force policy and the Use of Force Reporting policy.

The department defines a Use of Force incident as a single event where force was used against a person to make an arrest. There may be more than one Use of Force report for each incident, as there are times when more than one officer may be required to use force during a single incident and each officer is required to individually report their use of force.

Each individual Use of Force report is reviewed by the officer's supervisor and then through the chain of command to ensure the use was appropriate and within the guidelines of department policy and federal and

state law. If the officer used force inappropriately, a departmental investigation is initiated, and the officer may receive additional training and/or discipline as authorized by Iowa Code Chapter 400 up to and including termination from employment.

Use of Force Comparison Year over Year

Incidents

In 2021, there were 197,838 personal contacts (calls for service, arrests, citations, field interviews, and other contacts). Of those contacts, 302 involved a use of force incident or 0.15% of contacts (i.e., less than one percent of encounters resulted in a use of force incident).

Year	2019	2020	2021
Personal Contacts	202,422	195,630	197,838
Use of Force incidents	309	282	302
Percent of contacts resulting in Use of Force	0.15%	0.14%	0.15%

Reports

In 2021, there were 454 Use of Force reports made indicating that some of the 302 incidents required more than one officer to use force to stabilize an incident. Specifically, in 118 of the incidents (or 39% of the time), more than one officer used force during the incident to bring the person under control. As stated earlier, there will always be more Use of Force reports than Use of Force incidents.

The department made a total of 7921 arrests in 2021, a decrease of 4.3% from 2020. Arrests include people who were charged but not taken to a detention facility, such as those released on a summons to appear and delayed/direct referrals to juvenile court. In over 96% of arrests in the last three years, there was no force needed to effectuate the arrest.

It is noted that while personal contacts increased about 1% from 2020, arrests decreased by over 4%. In 2020, the COVID-19 pandemic likely played a role in comparatively lower numbers year over year of personal contacts and use of force incidents and reports.

Year	2019	2020	2021
Number of arrests	9,841	8,279	7,921
Use of Force incidents	309	282	302
Use of Force reports	422	387	454
Percent of arrests where force was used	3.14%	3.41%	3.81%

Display of Force

As previously discussed in the *Policy and Training Updates* section above, in February of 2021 the department began tracking displays of force as defined in Appendix A, Chapter 6 – Use of Force Reporting, page 1.

The department recorded 448 times (406 – Firearm, 42 – CEW) where officers displayed their firearm or CEW during 242 display of force incidents. In all of these incidents, officers were successful in de-escalating an incident to avoid a use of force. There were an additional 28 incidents where the display of force was not effective in bringing the person under control, which then resulted in officers transitioning to another less than lethal type of force being used as described in Table 1 below.

Physical Control

For the year 2021, officers used physical control techniques 248 times during an arrest or other incident.

In 174 instances, physical control techniques alone were effective in bringing the person under control. In 74 instances, physical control techniques alone were ineffective, resulting in physical control techniques being used in conjunction with another type(s) of force to bring the person under control as described in Table 1 below.

Year	2020	2021
Number of times force type used	230	248
Number of times this was the only force type used	174	174
Number of times this was used in conjunction with another force type	56	74

Oleoresin Capsicum (OC) / Pepper Spray

In 2021, officers used OC 61 times during an arrest or other incident.

In 31 instances, OC alone was effective in bringing the person under control. In 30 of those instances, OC alone was ineffective, resulting in OC being used in conjunction with another type(s) of force to bring the person under control as described in Table 1 below.

Year	2020	2021
Number of times force type used	67	61
Number of times this was the only force type used	29	31
Number of times this was used in conjunction with another force type	38	30

Physical Strike

For the year, officers used physical strikes, including elbow, closed fist and knee strikes, 22 times during an arrest.

In 2 instances, physical strikes alone were effective in bringing the person under control. In 20 instances, physical strikes alone were ineffective, resulting in the physical strikes being used in conjunction with another type(s) of force to bring the person under control as described in in Table 1 below.

Year	2020	2021
Number of times force type used	24	22
Number of times this was the only force type used	3	2
Number of times this was used in conjunction with another force type	21	20

Impact Weapons

For the year 2021, officers used an impact weapon 6 times during an arrest. Impact weapons included the use of the ASP collapsible baton or PR-24 baton.

In 1 instance, the impact weapon alone was effective in bringing the person under control. In 5 instances, the impact weapon was used in conjunction with another type(s) of force to bring the person under control as described in Table 1 below.

Year	2020	2021
Number of times force type used	4	6
Number of times this was the only force type used	0	1
Number of times this was used in conjunction with another force type	4	5

Conducted Energy Weapon (CEW) / Taser

In 2021, officers used the CEW 22 times during an arrest.

In 10 instances, the CEW alone was effective in bringing the person under control. In 12 of those instances, the CEW alone was ineffective, resulting in the CEW being used in conjunction with another type(s) of force to bring the person under control as described in Table 1 below.

Year	2020	2021
Number of times force type used	16	22
Number of times this was the only force type used	5	10
Number of times this was used in conjunction with another force type	11	12

Firearms

Firearms are considered deadly force and officers must comply with State and Federal law in addition to the department's Use of Force policy. Officers receive intensive training throughout their career in firearms and their use is very restricted. When an officer fires their weapon in the line of duty, whether or not an individual is hit, a detailed investigation is undertaken to determine if that use was in compliance with both the law and policy.

For the year 2021, officers discharged their firearm in the line of duty one time.

Year	2020	2021
Number of times force type used	1	1
Number of times this was the only force type used	0	1
Number of times this was used in conjunction with another force type	1	0

Use of Force Type (Table 1)

The following table describes the number of times and types of force (including display force) used in conjunction with one another.

Year	2020	2021
Physical Control and OC	28	19
Physical Control and Physical Strike	11	11
Physical Control and CEW	4	5
Physical Control, Physical Strike and CEW	3	3
Physical Control and Impact Weapon	2	3
Physical Control, OC and Physical Strike	4	2
Physical Control, OC and CEW	2	2
Physical Control, Impact Weapon and CEW	0	1
Physical Control, OC and K9	0	1
Physical Control and K9	0	1
Physical Strike and OC	2	0
Physical Control, OC and Impact Weapon	1	0
Physical Control, Physical Strike and Impact Weapon	1	0
OC and CEW	1	0
CEW and Firearm Discharge	1	0
Firearm Display and Physical Control	N/A*	11
Firearm Display, CEW Display and Physical Control	N/A*	4
Firearm Display and OC	N/A*	2
Firearm Display, Physical Control and OC	N/A*	1
Firearm Display, Physical Control and CEW	N/A*	1
Firearm Display, Physical Control, OC and Physical Strike	N/A*	1
Firearm Display, Physical Control and Impact Weapon	N/A*	1
CEW Display and Physical Control	N/A*	4
CEW Display, Physical Control, OC and Physical Strike	N/A*	2
CEW Display, Physical Control and Physical Strike	N/A*	1

N/A* - Due to a policy update in February 2021 to begin reporting displays of force (Firearm and CEW), this data is not available for 2020.

K-9

The department has four dogs specifically trained with a police partner for the purpose of tracking and apprehension, along with narcotics and article detection. In 2021, K-9 officers deployed their canine partner 44 times to effect an arrest.

In 35 instances, the canine's presence alone was effective and no force was used by the K-9 officer during the arrest. In 9 instances, the canine partner made an apprehension under the direction of the police officer partner.

Year	2020	2021
Number of times deployed to effect and arrest	30	44
Number of times canine partner made an apprehension	5	9
Number of times canine's presence alone was effective and no force was used	25	35

Citizen and Internal Complaints Regarding the Use of Force

In 2021, the Des Moines Police Department investigated 8 complaints alleging an inappropriate use of force. Five of those complaints were made by civilians. The remaining three were internally generated. All complaints were fully investigated.

Of the five complaints made by civilians, four were determined to be unfounded and one was determined to be sustained, with corrective action taken.

The three internally generated complaints relating to use of force were determined to involve a policy violation. When a policy violation was determined, corrective action to include reinstruction and/or discipline was imposed. Two of the incidents involved the use of physical force and one was the deployment of a CEW.

Additional Data Points Trends

Race and ethnicity

Year	2019	2020	2021
White	149	129	146
Black	124	106	123
Hispanic	22	28	24
Asian	8	8	2
Other or unknown	6	11	7

Gender

Year	2019	2020	2021
Male	254	210	231
Female	55	64	64
Unknown	0	8	7

Age

Year	2019	2020	2021
0-17	55	30	21
18-21	38	32	28
22-30	96	88	98
31-40	63	60	85
41-50	28	32	40
51+	23	28	17
Unknown	6	12	13

Time of day

Year	2019	2020	2021
12:00am to 4:00am	93	71	92
4:00am to 8:00am	23	15	22
8:00am to 12:00pm	30	29	29
12:00pm to 4:00pm	57	59	46
4:00pm to 8:00pm	50	49	53
8:00pm to 12:00am	56	59	60

Day of week

Year	2019	2020	2021
Sunday	58	55	61
Monday	54	38	41
Tuesday	42	27	32
Wednesday	27	36	40
Thursday	40	47	54
Friday	45	46	38
Saturday	44	33	36

The table below represents the number of times officers indicated the following factors played a role in the use of force incident:

Year	2019	2020	2021
Influence of alcohol and/or drugs	133	120	153
Mental crisis	46	60	74
Unknown or no factor	130	102	75

Appendix A

Use of Force Policy

Use of Force Reporting Policy



GENERAL ORDERS: Chapter 5

PUBLISHED DATE: 9/12/2018

EFFECTIVE DATE: 9/12/2018

APPROVED BY: Chief of Police

REVISED DATE: 12/21/2020

Use of Force

I. Purpose

This policy establishes guidelines for the use of force.

II. Policy

- A. In the performance of their duties, employees shall value and preserve human life and use only reasonable force as defined herein. When objectively reasonable, officers shall attempt to utilize de-escalation techniques to resolve the situation peacefully.
- B. Officers shall only use force that is objectively reasonable to make an arrest or effectively bring a person or incident under control, while protecting the safety of the officer and others.
 1. The decision to use force “requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether they are actively resisting arrest or attempting to evade arrest by flight.”
 2. “The ‘reasonableness’ of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight...the question is whether the officers’ actions are ‘objectively reasonable’ in light of the facts and circumstances confronting them.”
- C. Nothing in this policy requires an officer to be exposed to injury before applying reasonable force.
- D. An analysis of use of force policies, practices, training and legal updates will be performed annually.

III. Definitions

De-escalation – Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.

Exigent circumstances – Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

Less-lethal force – Any use of force other than that which is considered deadly force that involves physical effort to control, restrain, or overcome the resistance of another.

Objectively reasonable – The determination that the necessity for using force and the degree of force used is based upon the officer's evaluation of the situation considering the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations and is consistent with Iowa Code section 704.1.

Use of force – That amount of effort required by officers to compel compliance from an unwilling subject.

Deadly force – Any use of force that creates a substantial risk of causing death or serious injury and includes definitions found at Iowa Code section 704.2.

Serious injury – Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ and includes definitions found at Iowa Code section 702.18.

IV. Procedures

A. General provisions

1. While making a lawful arrest, force may be used as is justified under Iowa Code section 804.8.
2. Officers shall not intentionally use any prolonged force against the neck area, such as chokeholds and strangleholds or any neck compression, unless deadly force is justified.
3. Use of force should be discontinued when resistance ceases or when the incident is under control.
4. Physical force shall not be used against individuals in restraints, except as objectively reasonable to control or prevent their escape or prevent imminent bodily injury to any person.
 - a. Officers shall minimize the risk of positional asphyxiation by avoiding prolonged periods in the prone position and should reposition the individual on their side or sitting or standing.
5. Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with their training to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.
6. Officers, regardless of tenure or rank, have a duty to intervene to prevent or stop the use of unreasonable force by another officer when it is safe and a reasonable opportunity exists. Intervention may be verbal and/or physical.
7. All uses of force shall be documented and reviewed pursuant to the [Use of Force Reporting policy](#).

B. De-escalation

1. When objectively reasonable, an officer shall consider the use of de-escalation techniques, such as using distance, cover, time or other tactics, to allow an individual time and opportunity to submit to verbal commands, without compromising the safety of the officer or another and thereby bringing the incident to a peaceful resolution.

C. Proportionality

1. Officers shall consider throughout their decision-making process:
 - a. Whether a particular use of force is proportional to the threat faced by the officer and is appropriate given the totality of the circumstances.
 - b. If they are using only the level of force necessary to mitigate the threat, and whether there is another, less injurious option available that will safely and effectively achieve the same objective.

D. Use of less-lethal force

1. When objectively reasonable, an officer shall consider utilizing agency-approved, less-lethal force techniques and issued equipment to:
 - a. Protect the officer or others from immediate physical harm,

- b. Restrain, subdue, or control an individual who is non-compliant, actively resisting or evading arrest, or
 - c. Assist in controlling unlawful situations safely and effectively.
- E. Use of deadly force
- 1. Authorized deadly force
 - a. The use of deadly force is authorized when one or more of the following apply:
 - (1) To protect the officer or others from what is reasonably believed to be an immediate threat of death or serious injury.
 - (2) To prevent the escape of a fleeing subject when the officer reasonably believes that there is an imminent risk of serious injury or death to the officer or another person if the subject is not immediately apprehended.
 - (3) Or as justified under Iowa Code section 804.8.
 - b. When feasible, the officer should identify themselves as a law enforcement officer and issue some warning or instructions.
 - 2. Deadly force restrictions
 - a. The discharge of a firearm to serve as a “warning shot” is prohibited.
 - b. Firearms shall not be discharged:
 - (1) Against individuals who pose a danger only to themselves.
 - (2) At a moving vehicle except in self-defense or the defense of another and all other reasonable means of defense have been exhausted, to include moving out of the path of the vehicle.
 - (3) From a moving vehicle except in articulable exigent circumstances.

V. Training

- A. All use of force training will be documented.
- B. All officers shall receive annual training on this use of force policy and related legal updates.
- C. Classroom, online and hands on (practical) training will be provided periodically to enhance officers’ judgment and ability to use techniques such as de-escalation, less-lethal force, and deadly force.

VI. State of Iowa code references

- A. [704.2 Deadly Force](#)
 - 1. The term “*deadly force*” means any of the following:
 - a. Force used for the purpose of causing serious injury.
 - b. Force which the actor knows or reasonably should know will create a strong probability that serious injury will result.
 - c. The discharge of a firearm, other than a firearm loaded with less-lethal munitions and discharged by a peace officer, corrections officer, or corrections official in the line of duty, in the direction of some person with the knowledge of the person’s presence there, even though no intent to inflict serious physical injury can be shown.
 - d. The discharge of a firearm, other than a firearm loaded with less-lethal munitions and discharged by a peace officer, corrections officer, or corrections official in the line of duty, at a vehicle in which a person is known to be.
 - 2. “Deadly force” does not include a threat to cause serious injury or death, by the production, display, or brandishing of a deadly weapon, as long as the actions of the person are limited to creating an expectation that the person may use deadly force to defend oneself, another, or as otherwise authorized by law.

3. As used in this section, “less lethal munitions” means projectiles which are designed to stun, temporarily incapacitate, or cause temporary discomfort to a person without penetrating the person’s body.
- B. [704.1 Reasonable Force](#)
1. Reasonable force means that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one’s life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.
 2. A person may be wrong in the estimation of the danger or the force necessary to repel the danger as long as there is a reasonable basis for the belief of the person and the person acts reasonably in the response to that belief.
 3. A person who is not engaged in illegal activity has no duty to retreat from any place where the person is lawfully present before using force as specified in IA Code Chapter 704.
- C. [702.18 Serious Injury](#)
1. “*Serious injury*” means any of the following:
 - a. Disabling mental illness.
 - b. Bodily injury which does any of the following:
 - (1) Creates a substantial risk of death.
 - (2) Causes serious permanent disfigurement.
 - (3) Causes a protracted loss or impairment of the function of any bodily member or organ.
 - c. Any injury to a child that requires surgical repair and necessitates the administration of general anesthesia.
 2. “*Serious injury*” includes but is not limited to skull fractures, rib fractures, and metaphyseal fractures of the long bones of children under the age of four years.
- D. [804.8 Use of force by a peace officer making an arrest](#)
1. A peace officer, while making a lawful arrest, is justified in the use of any force which the peace officer reasonably believes to be necessary to effect the arrest or to defend any person from bodily harm while making the arrest. However, the use of deadly force or a chokehold is only justified when a person cannot be captured any other way and either of the following apply:
 - a. The person has used or threatened to use deadly force in committing a felony.
 - b. The peace officer reasonably believes the person would use deadly force against any person unless immediately apprehended.
 2. A peace officer making an arrest pursuant to an invalid warrant is justified in the use of any force which the peace officer would be justified in using if the warrant were valid, unless the peace officer knows that the warrant is invalid.
 3. For purposes of this section, “chokehold” means the intentional and prolonged application of force to the throat or windpipe that prevents or hinders breathing or reduces the intake of air.



GENERAL ORDERS: Chapter 6

PUBLISHED DATE: 6/17/2019

EFFECTIVE DATE: 6/17/2019

APPROVED BY: Chief of Police

REVISED DATE: 2/1/2021

Use of Force Reporting

I. Purpose

The purpose of this policy is to establish guidelines for the reporting and review of use of force incidents.

II. Policy

The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and to preserve the integrity of the department. As such, it is the policy that any use of force incident be reported in a timely, complete, and accurate manner by involved officers.

III. Definitions

Display of force incident: An incident where the only use of force action an officer takes is to point a firearm or conducted energy weapon at an individual or display a warning arc with the intent to gain compliance from or exert control over the individual as a de-escalation technique. This does not include Metro STAR or Vice and Narcotics Section entries, warrant service, hostage situations, etc.

Use of force incident: For purposes of this policy, use of force is the amount of effort required by officers to achieve compliance or overcome a subject's physical resistance to any command, arrest, or detention. This includes any use of force occurring while the officer is acting in an official law enforcement capacity including plainclothes or uniform assignments, whether the officer is on or off-duty. Use of force may include, but is not limited to: use of chemical, electronic, physical, or impact force, and discharging a firearm. This does not include the use of handcuffs as a restraint in arrest and transport activities.

IV. Procedures for reporting

A. Responsibility for Reporting

1. When the intent is to gain compliance from or exert control over an individual as a de-escalation or other technique to avoid physical force, officers shall complete a display of force report in the following situations:
 - a. Pointing a conducted energy weapon at an individual or displaying a warning arc
 - b. Pointing a firearm at an individual
2. A use of force report is required in the following situations:
 - a. Physical Force: Striking with any part of the officer's body, such as hands, knees, elbows, and feet or when individuals are physically forced to the ground.
 - b. Chemical Force: Use of any chemical irritant.
 - c. Impact Force: Use of any issued impact weapon (e.g. baton, bean bag round or similar projectile) or other object.
 - d. Electronic Force: Discharge of any conducted energy weapon.
 - e. When an individual has received a visible injury, complains of injury, or receives medical treatment as a direct result of actions taken by the officer.

- f. When an individual accidentally or intentionally creates a visible injury to themselves during or after an arrest.
 - g. When an individual complains of inappropriate force or there is reason to believe that the force used may lead to a complaint or claim of injury.
 - h. Intentional discharge of a firearm to destroy an animal in self-defense or defense of another.
 - i. At the direction of a supervisor.
3. Officers shall provide a verbal notification to a supervisor as soon as reasonably possible following any use of force incident.
 4. Supervisors shall be informed if any of the following actions occurred which may result in a required use of force report:
 - a. Use of any physical restraint (pressure compliance holds, arm locks, controlled takedowns, restraining an individual against an object, etc.)
 - b. Forcible physical removal from a motor vehicle or location
 - c. Potential volatile situations of significant public interest
 - d. Physically carrying an uncooperative individual
 - e. Property damage that may result in a claim
 5. Supervisors will make the final determination on whether a circumstance requires a use of force report.
 6. Officers who intentionally discharge their firearm towards a person, regardless if damage, injury or death result, are not required to complete a use of force report as the discharge will be comprehensively documented, reviewed and reported by the Investigations Division.
- B. Documenting a reportable incident
1. Display of force and use of force incident
 - a. Each reportable incident shall be documented.
 - b. When possible, officers submitting either incident report should do so before they end their tour of duty.
 - c. When the officer has completed an incident report, they will forward it to their supervisor.
 2. Display of force incident
 - a. Display of force reports shall be concise and provide only the degree of specificity necessary to document and evaluate the incident.
 - b. In situations where multiple officers point a firearm or conducted energy weapon at the same individual, one officer may report on behalf of all officers involved by listing the names in the incident report.
 3. Use of force incident
 - a. Use of force reports shall be comprehensive and provide the degree of specificity necessary to fully document and evaluate the use of force, including any medical attention if necessary.
 - (1) Officers should ensure that their use of force report accurately relates what the officer knew, observed, or believed at the time of the incident. Any facts or information learned by watching video of the encounter, speaking with witnesses, etc. should be addressed.
- C. Supervisor Responsibilities
1. When investigating a display of force incident, the officer's immediate supervisor shall review the report and any related video. A supervisor interview and photographs are not required, but may be done at the supervisor's discretion.
 2. When investigating a use of force incident, an officer's immediate supervisor shall respond and ensure the following are completed and documented:
 - a. A thorough interview regarding the incident is conducted individually with the officer and suspect

- b. Injuries observed and medical treatment requested and provided
 - c. Witnesses are identified and interviewed, as appropriate
 - d. Photographs are taken of the suspect and officers involved, detailing any specific injuries or property damage
 - e. Identify if any video is available or needs to be recovered (body camera, in-car camera, other video sources)
3. Supervisors shall:
- a. Ensure the officer's incident report is completed in a timely manner.
 - b. Review the incident report and;
 - (1) If it meets department guidelines, endorse it or
 - (2) If it does not, make a recommendation to address the policy violation.
 - c. Forward the incident report through the chain of command for additional review.

V. Use of force review committee

A. Procedure

- 1. The Chief of Police may convene a use of force review committee to examine facts concerning:
 - a. Shooting incidents, except the euthanasia of seriously injured animals
 - b. In-custody deaths
 - c. Death or serious injuries resulting from the application of force
 - d. Any other use of force incident as requested by the Chief of Police
- 2. All pertinent reports and accounts of the incident will be compiled and forwarded to the Office of Professional Standards as soon as all investigations are concluded.
- 3. All meetings convened shall be audio recorded and such recording filed in the Office of Professional Standards.

B. Committee composition

- 1. The use of force review committee will be composed of the following people:
 - a. Police Legal Advisor, as chairperson
 - b. Operations Division commander
 - c. Investigations Division commander
 - d. Administrative Services Division commander

C. Committee objective

- 1. The use of force review committee will determine if:
 - a. The decision making and actions were within departmental policies
 - b. Policy updates or modifications are needed
 - c. Training needs are being met to successfully handle a similar situation
- 2. The committee's findings shall be drafted by the Police Legal Advisor and submitted to the Chief of Police.

VI. Annual use of force analysis

A. Responsibility

- 1. The Office of Professional Standards shall conduct an annual analysis of use of force activities. The analysis will identify:
 - a. Date and time of incidents
 - b. Types of encounters resulting in use of force
 - c. Trends or patterns related to race, age and gender of subjects involved
 - d. Trends or patterns resulting in injury to any person including officers

2. The annual analysis shall utilize data between the dates of January 1st and December 31st of each calendar year, and should be completed by March 31st of each year and sent to the division commanders.
- B. Recommendations and results
1. Based on the analysis, the division commanders may choose to make recommendations on policy, training or equipment improvements.
 2. The results and any recommendations will be forwarded to the Chief of Police for review.