



Use of Force Monitoring Form: Guidance.

This guidance document is provided to assist forces in understanding the requirement for their officers and staff to record data surrounding their use of force. It is not a training package. However, it may assist in the creation of such dependent upon the systems or processes in place in individual police forces.

Part 1 provides guidance for each question in the form and a brief explanation of why the question has been included.

Part 2 provides examples of how officers should complete their forms for various scenarios in which they may be involved. Please note that these examples are for illustrative and explanatory purposes only.

Please note that there may be some additional questions not covered within this guidance that individual forces may wish to ask. However, any additional questions included within specific force systems should not compromise a full return for the national set.

Officers must continue to provide a summary of the incident from commencement to resolution using the National Decision Model to their SPOC whenever a Conducted Energy Device (currently TASER) is used, in addition to completing the use of force data.

The data set has been developed in conjunction with key partners and stakeholders and refined following consultation with subject matter experts and pathfinder Forces. However, it is possible that on rare occasions you may come across a particular circumstance where your use of force may fall outside of the options listed. Should this be the case, please inform your Force SPOC, who will collate such issues and feed them back to the Project Team.

PART ONE: GUIDANCE FOR RECORDING USE OF FORCE.

When to record use of force:

- A record is to be completed as soon as is practicable and preferably within the tour of duty the force was used. If you are going on a period of leave then this should be completed before you go.
- Each member of staff is required to record their own use of force. A record is to be completed when an individual officer or member of police staff uses force. If an officer / member of police staff uses force on more than one person, a new report will be completed for each person on whom force is used.
- Recognising the potential lack of detail, one record should be completed where force has been used over a period of time against person/s not subsequently apprehended in a **designated** public order event.
- Where the incident doesn't occur in your home force area, officers should complete their own Force's records.

A record is to be created when one of the following techniques or tactics is used:

- Handcuffing (compliant)
- Handcuffing (non-compliant)
- Unarmed skills (including pressure points, strikes, restraints and take downs)
- Use of dogs
- Drawing or use of baton
- Drawing or use of irritant spray
- Limb / Body restraints
- Spit guard
- Shield
- Conductive Energy Device (C.E.D. currently TASER - in any of the 7 categories of use)
- AEP: aimed or discharged
- Firearms: aimed or discharged
- Other / improvised

Section 1: Staff Details.

Name and warrant / identification number: Provide your full name, and your warrant / identification number, at the time of the incident in question. This information will allow police forces to collect and analyse all use of force incidents with which particular staff members have been involved. Your name and number will not be published.

Rank and role: Give details of the rank you held at the time of the incident in question, and whether you are a detective. This information will enable the identification of trends, including which kinds of officers are using force in which circumstances, and whether officers in certain roles are more likely to be injured. Such information can help to inform the development of personal safety training and PPE.

Gender and age: Please indicate your gender and your age bracket at the time of the incident. This information is important as it can help identify differences in how different ages and genders use force, and differences in how often they are injured. Such information can help to inform personal safety training and staff deployments.

Length of service: Give the number of years that you have been an officer or a member of police staff. If you have changed Forces, please count from when you first joined the police service, not from when you joined your current Force. This will allow identification of whether the frequency and kinds of force used by officers changes over time, as well as whether officers are more likely to get injured at certain stages of their career. Such information can help to inform personal safety training and we have focused on the probationary period in greater detail so that any such trends can be picked up at the earliest opportunity.

Length of time since personal safety training: Please estimate, to the best of your recollection, how long it has been since your most recent personal safety training refresher, by selecting the appropriate option. This will help assess the effects that personal safety training has on the use of force and build an evidence base to establish the most effective training intervals.

On which LPA / BCU / OPU are you currently based: Please provide details for the geographical area where you are based. This information will allow forces to identify uses of force on specific areas by officers and staff based in that area.

Section 2: Incident level characteristics.

Incident number: An incident number is necessary so that all forms which relate to the same incident can be identified. If it is the same incident, make sure all officers fill it in. Only leave this blank if no incident number was created.

Custody number: If the subject has been brought to custody please enter the custody number here so that the relevant records can be identified.

Incident date and time: Please enter the date and time that your use of force was initiated.

Incident location: Please indicate the location where the incident took place. If the incident occurred in multiple locations, please tick all that apply. For the avoidance of doubt, the term *sports or event stadia* should only be used when force has been used

inside of the stadium. The term *mental health setting* should be used when force has been used in or on the premises of a building providing specialty mental health services, which may include, but is not limited to, mental health clinics and psychiatric hospitals. Understanding where force is used, and how often it is used in particular locations, helps identify risk to subjects and officers and can support partnership working to ensure that resources are deployed appropriately.

Conduct of subject: Please select the description that most accurately captures the behaviour of the subject on whom you used force. There may be circumstances where subject behaviour changes throughout the incident. If this is the case, please select the highest level of subject profiled behaviour you encountered. This information will help collect a fuller picture of the incident in question, and will help assess the level of threat that officers face more generally.

Assaulted, threatened with a weapon, assaulted with a weapon or spat at: This area is addressed by separate questions. Please indicate if the subject on whom you used force spat at you, or assaulted you and, if so, with what. Please select all that apply. This information will help collect a fuller picture of the incident, and will help assess the level of threat.

Impact factors: Select all impact factors that you believe apply to the individual on whom you used force. If you believe the subject to be intoxicated with drugs or alcohol, or to be experiencing mental health issues or acute behavioural disorder, please indicate 'yes' by selecting the relevant options, according to your own subjective assessment made to the best of your knowledge, according to the information you had at the time of completing the report. Please select the option for 'other' if there were impact factors outside of those listed which influenced your decision-making.

Reason for using force Indicate your reasons for using force, and please tick all that apply. This will help to establish which activities are more likely to pose elevated levels of threat to staff.

Main duty: Please indicate which of the following descriptions best describes the main duty you were carrying out at the time of the incident. This information will help assess whether some duties are more likely to involve the use of force than others, and / or are more likely to result in certain outcomes (e.g. injury to officer or subject).

Single crewed: Indicate whether you were single crewed at the time that you had to use force (irrespective of whether you were later joined by other colleagues). This information will help gain a better understanding of the relative threats and / or merits of single or multiple crewing - and whether this has an impact on how force is used and the consequences of its use.

Specially Trained Conducted Energy Device (CED) Officer, or Carrying CED: Indicate if you were a Specially Trained CED officer at the time of the incident. It is possible that such officers may be sent to different incidents than firearms' officers, or officers without CED, so it is important to capture this information. If you answer yes to this question, please indicate whether you were carrying CED at the time. It is important to capture this information as Specially Trained CED Officers may not always be carrying it, and we do not wish to assume this to be the case.

Tactics used, and in what order: This question is intended to help develop an

understanding of how often tactics are used in isolation and how often multiple force tactics are used collectively. This will allow the identification of tactics more frequently used together and in what order. Please indicate, to the best of your recollection, which tactics you used and in what order during the incident. Please only include force that you personally used, and do not include force that was used by other officers or members of staff that were present.

It is recognised that some incidents will be more complicated than others. Some incidents may be short-lived, and may involve you using one or more type(s) of force on a subject on one occasion (for example, during an arrest). The answers given in such cases may be relatively straightforward. However, we recognise that some incidents may be prolonged, and may involve you using one or more type(s) of force on the same subject on more than one occasion (for example, for a first time during arrest, for a second time during transport and for a third time upon on your arrival in custody). In such instances, please record the sequence as best you can, and if you have used a particular force technique multiple times throughout the incident, please capture each use, if this is permitted on your recording system. (For example, if you used empty hand techniques and compliant handcuffing to secure arrest, and then had occasion to use empty hand techniques again on arrival at custody, you would indicate that empty hand techniques had been used as the first option, and also as the third).

Please note that the data set allows you to differentiate between irritant spray and C.E.D being drawn or used. If the item is drawn with the immediate intention of deploying it, then only mark "*used*". If, however, the item is drawn as a deterrent and subsequently used then you should mark both "*drawn*" (indicating that it was an unsuccessful tactic) and also "*used*".

Effective. Please indicate whether or not you perceived each tactic to be effective – i.e. was the tactic sufficient, on its own, to overcome subject resistance and achieve the objective? This question will help assess which techniques are seen to be more effective than others, which will be useful information for personal safety training.

The area that force was used on: This question relates only to the use of less lethal weapons, at the time of writing these are only C.E.D. or A.E.P. On these occasions please indicate, to the best of your recollection, all areas on the body where C.E.D barb/s, a C.E.D. device (in drive-stun mode) or an AEP made contact with the subject. If you used more than one application of a CED or deployed more than one AEP, please repeat the question above for each individual use of the device. If C.E.D. was fired, the body map should be marked with the locations where each barb landed. If only one barb hit the subject then only one location will be recorded, if neither hit the subject then no marks will be recorded. Likewise with A.E.P. where contact is made with the subject, the body map should be marked accordingly, however, no mark should be placed if the device missed the subject.

This information will help assess whether using particular types of force on particular parts of the body are more or less likely to result in injury to subjects. It will also establish the operational accuracy and effectiveness of Less Lethal Weapons.

Use of C.E.D.: Please tick all that apply. If you have used C.E.D. in drive-stun, angled drive-stun or probe-firing mode, please indicate how many times you used it. If you have used the device in probe-firing mode, please provide the additional information requested.

Use of firearms: Please tick all that apply. Further detail in relation to firearms deployments is captured elsewhere and the use of force data set does not intend to replace or add to this.

Section 3: Subject details.

Subject name, date of birth and perceived age: This information is required so that use of force data relating to particular individuals can be brought together and analysed, and so that there is a record of exactly what force was used on whom. This is particularly important if, for example, more than one officer uses force on the same individual, or one individual is subject to police use of force on multiple occasions over a period of time. Give the individual's full name and date of birth, and if date of birth is unknown, their perceived age (e.g. your best estimate of their age). Both name and date of birth is important, as there may be several individuals with the same name, or records for the same person where the name is spelt slightly differently in each case.

Gender and ethnicity of subject: Give what you perceive to be the gender and ethnicity of the subject. This will enable a better understanding of the individuals on whom force is used, how often force is used on them and under what circumstances. This question will help better understand the characteristics of individuals on whom force is used and the medical implications of such force.

Physical or mental disability of subject (officer perceived): Indicate whether you perceived the subject to have a physical or mental disability. These could include, but are not limited to, sensory impairments (such as those affecting sight or hearing), fluctuating or recurring impairments (such as epilepsy) developmental impairments (such as autistic spectrum disorders, or dyspraxia), learning disabilities, mental health conditions, and mental illness (such as depression or schizophrenia). This will enable a better understanding of the individuals on whom force is used on, how often force is used on them and under what circumstances. Please select all that apply, and indicate none, if no such impairments were apparent to you at the time. For further information, please see Office for Disability Issues (2010) Equality Act 2010 Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85010/disability-definition.pdf)

Section 4: Injuries to staff:

Injuries to staff: Indicate if you were injured in any way during the use of force incident, even if you would personally consider the injury to be a minor one. Please only include injuries that are related to your use of force, or the situation in which you had to use force. For example, this might include injuries incurred when grappling with the subject, or injuries incurred as a result of a use of force technique being ineffective. Please do not include accidental or coincidental injuries that are not related to the use of force encounter. For example, tripping up on your way to, or after, the use of force incident. This question is aimed at capturing how often officers are injured as a result of incidents in which they have had to use force, the level of those injuries and will help assess the level of threat that officers face more generally.

Intentional injury: Please indicate, in your perception, if you believe that the injury you received was as a direct result of the subject intentionally attempting to assault you. This

will help differentiate between intentional and non-intentional injuries.

Injury details: please select the description that you believe most accurately describes the injury that you incurred.

- **Minor**

An injury is reported which may require some simple first aid but does not meet the definition of severe.

- **Severe**

A fracture, deep cut, deep laceration or an injury causing damage to an internal organ or the impairment of any bodily function

Or

An injury which, after initial assessment at hospital, requires formal admission to hospital.

Medical assistance provided: please indicate if you had received medical assistance for your injury at the time of filling out the form.

Section 5: Injuries to subject.

Injuries to subject and details of injury: Please select whether the subject was injured as a result of your use of force. Do not include injuries that the subject had prior to your use of force, or injuries that they had received from other parties including other police officers or staff. For clarification, selecting that injury was not caused to the subject must meet the following definition:

No injury noted by the officer or complained of by the subject. No attendance at hospital from Custody, no request for any medical assistance.

Where injury to the subject has occurred, this should be classified using the guide below:

- **Minor**

An injury is reported which may require some simple first aid but does not meet the definition of severe.

- **Severe**

A fracture, deep cut, deep laceration or an injury causing damage to an internal organ or the impairment of any bodily function

Or

An injury which, after initial assessment at hospital, requires formal admission to hospital.

- **Death**

Death of the subject where there is a suspected causal link between police contact and the death.

Please note that, where severe injury or death has occurred and a Less Lethal Weapon has been used (currently only C.E.D. (TASER) or Attenuating Energy Projectile (A.E.P.) the Scientific Advisory Committee on the Medical Implications of

Less Lethal weapons (SACMILL) must be advised. This referral should be carried out by your Force Professional Standards Department via email to: lesslethalweapons@westmercia.pnn.police.uk

Medical assistance offered or provided: Please indicate whether medical assistance was offered and / or provided to the subject at the time of recording your use of force.

Section 6: Outcome.

Please indicate which of the listed outcomes resulted selecting all that apply. Please answer to the best of your knowledge, according to the information you had at the time of recording your use of force.

Section 7: Designated public order event, where force is used against person/s unknown.

This new section follows consultation with pathfinder forces. It is strictly limited to designated public order events (e.g. public order command and controlled events with PSUs etc.) where force is used against person/s unknown. It is accepted that this section will not provide the same level of detail as previous sections, but it is apparent that this detail is necessary to better understand the risks and demands associated with pre-planned public order events. Clearly, should a prisoner be arrested at such an event, this section is not appropriate and the preceding sections should be followed indicating 'PSU / public order' in the 'What main duty were you undertaking at the time of the incident?' option in Section 2.

Additional tactics could have been included but the importance of simplicity was recognised owing to the late submission of this section. This position will be monitored. The addition of CED, AEP and Firearms are included although their use in public order events is considered uncommon. Any such uses will require the completion of the relevant parts of the previous sections in addition to the pre-existing national requirements. Once the policing lead for less lethal options is satisfied that such duplication is no longer necessary to maintain the integrity of national data, the pre-existing requirements will be phased out.

It is accepted that some uses of force in frenetic and fast-moving public order events are not easily recalled or recorded by officers and this is especially so when there are multiple uses over a prolonged period of time. For these reasons, the recording of the approximate duration of time that the use/s of force took place is/are perfectly acceptable. So, too, the number of persons force was used against, to the best of the officer's recollection in the circumstances. The unique operational number is necessary to validate the designated status of the event and to indicate the area in which it occurred.

PART TWO: EXAMPLES OF HOW USE OF FORCE MAY BE RECORDED.

These fictional examples illustrate how officers would record use of force in different situations.

Example 1: A foot patrol officer uses handcuffs on a compliant subject. The officer is not assaulted and neither the officer nor subject is injured. No other force is used.

The officer would complete a record as compliant handcuffing has been used and would indicate that they had been single crewed at the time of the incident.

Example 2: Multiple officers use force on the same subject. The first officer uses irritant spray targeted at the person's face, which is ineffective, and then uses C.E.D. in red-dot mode to secure arrest. Once in custody, further officers assist the first officer, all are involved in a 'lift and carry' and the first officer uses her baton on the individual to restrain limbs.

The first officer would complete one use of force report for this incident, in which she would note her use of irritant spray, C.E.D., unarmed skills (lift and carry) and baton techniques in the order in which they occurred - and whether or not they were effective. This officer would indicate, to the best of her ability, whether any of the use of force options with which she had been involved resulted in injury to the subject and would record any personal injury that occurred. The supporting officers would each complete a use of force entry for unarmed skills (lift and carry).

Example 3: An officer in a designated public order event uses baton strikes and CS on multiple individuals, none of whom are subsequently apprehended.

The officer would complete one use of force report (public order) to capture, to the best of his ability in the circumstances, the tactics he used, whether they were effective, the duration of time in which the tactics took place, the number of people the tactics were used against, and the unique reference number of the public order event.

Example 4: Officers in a designated public order event are ordered to draw their batons as a show of strength, but do not physically use them.

Each officer would complete a baton drawn report (public order), stating whether the tactic was effective, the duration of time in which the tactic/s took place, the number of people the tactic/s were used against, and the unique reference number of the public order event. Whilst they were ordered to draw the baton, it still constitutes a use of force for which they are responsible.

Example 5: Two Police Community Support Officers are assaulted by the same individual and use unarmed skills to defend themselves.

Both PCSOs would complete a report, as they have both used unarmed skills, and have both been assaulted.

Example 6: A Specially Trained CED Officer has cause to red-dot and subsequently fire the device at a subject.

The Specially Trained CED Officer would complete the use of form, including the CED section. In line with current national CED practice, only the highest outcome (in this case the firing) would be recorded. The officer would also indicate on the body map where the probes his the subject and show that they were a Specially Trained CED Officer carrying a CED at the time.