

Use of Force Report – Instruction Guide

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Reporting Requirements

Summary of reporting requirements from: R.R.O. 1990, Reg. 926, EQUIPMENT AND USE OF FORCE

A member of a police force shall submit a report to the chief of police whenever the member,

- a) draws a handgun in the presence of a member of the public;
- b) points a firearm at a person;
- c) discharges a firearm;
- d) uses a weapon on another person;
- e) draws and displays a conducted energy weapon to a person with the intention of achieving compliance;
- f) points a conducted energy weapon at a person;
- g) discharges a conducted energy weapon; or
- h) uses force on another person, including through the use of a horse or a dog, that results in an injury requiring the services of a physician, nurse or paramedic and the member is aware that the injury required such services before the member goes off-duty (*revised s. 14.5 (1)*).

A report is not required if the **handgun is drawn**,

- a) while loading, unloading, or storing the handgun;
- b) while surrendering the handgun or removing the handgun when entering a place where it must be removed;
- c) for the purposes of training, practice, a competition, or a demonstration;
- d) for the purposes of repair, maintenance, testing or inspection of the handgun; or
- e) only in the presence of members of the police force who are on duty.

A report is not required if the **firearm is pointed** at a person during training or practice.

A report is not required if the **firearm is discharged**,

- a) while loading, unloading, or storing the firearm;
- b) while surrendering the firearm or removing the firearm when entering a place where it must be removed;
- c) for the purposes of training, practice, a competition, or a demonstration; or
- d) for the purposes of repair, maintenance, testing or inspection of the firearm.

A report is not required if the **weapon used on another person**,

- a) is used for the purposes of training, practice, a competition, or a demonstration;
- b) is used for the purposes of testing the weapon; or
- c) is a horse or a dog used as a weapon.

A report is not required if the **conducted energy weapon is pointed** for the purposes of training, practice, a competition or a demonstration.

A report is not required if the **conducted energy weapon is discharged**,

- a) while loading, unloading, or storing the weapon;
- b) while surrendering the weapon or removing the weapon when entering a place where it must be removed;
- c) for the purposes of training, practice, a competition, or a demonstration; or
- d) for the purposes of repair, maintenance, testing or inspection of the weapon.

A report is not required to be submitted if the force causing injury requiring the services of a physician, nurse or paramedic is used for the purposes of training, practice, a competition, or a demonstration.

Team Reporting

The supervisor of a **containment team, tactical unit or hostage rescue team**, or an officer designated by the supervisor, may submit a report on behalf of the unit or team members if, during an operational deployment of the unit's or team's emergency response functions, and acting under the command of the supervisor, one or more members do any of the following:

- a) draws a handgun in the presence of a member of the public;
- b) points a firearm at a person;
- c) draws and displays a conducted energy weapon to a person with the intention of achieving compliance.
- d) points a conducted energy weapon at a person.

Note: a member of a **containment team, tactical unit or hostage rescue team** must personally complete an Individual report if the member:

- a) discharges a firearm;
- b) uses a weapon on another person;
- c) discharges a conducted energy weapon; or
- d) uses force on another person, including through the use of a horse or a dog, that results in an injury requiring the services of a physician, nurse or paramedic and the member is aware that the injury required such services before the member goes off-duty.

Note: the supervisor (or designate) may still submit a team report on behalf of the remaining members of the team or unit even if some members are required to complete a use of force report individually.

A supervisor of a **public order unit**, or an officer designated by the supervisor, may submit a report on behalf of the unit members, or members of a sub-unit within the public order unit, if, during an operational deployment of the unit's or sub-unit's public order maintenance functions, and acting under the command of the supervisor, one or more members do any of the following:

- a) applies force resulting in injury requiring the services of a physician, nurse, or paramedic while the unit or sub-unit members are acting as a unit or sub-unit, as the case may be;
- b) points a firearm deployed with less lethal projectiles* at a person;
- c) discharges a firearm deployed with less lethal projectiles at a person;
- d) draws and displays a conducted energy weapon to a person with the intention of achieving compliance; or
- e) points a conducted energy weapon at a person.

Note: a member of a public order unit or sub-unit must personally complete an Individual report if the member:

- a) draws a handgun in the presence of a member of the public;
- b) points a firearm at a person (other than one deployed with less lethal projectiles);
- c) discharges a firearm (other than one deployed with less lethal projectiles at a person);
- d) uses a weapon on another person;
- e) discharges a conducted energy weapon; or
- f) uses force on another person, including through the use of a horse or a dog, that results in an injury requiring the services of a physician, nurse or paramedic and the member is aware that the injury required such services before the member goes off-duty, if the members were not acting as a unit or sub-unit when this occurred.

Note: the supervisor (or designate) may still submit a team report on behalf of the remaining members of the unit even if some members are required to complete a use of force report individually.

**"Less lethal projectile" means a projectile designed to be discharged from a firearm that is less likely to cause death or serious injury than conventional ammunition and includes projectiles that contain a gas.*

If any two or more officers are acting in co-ordination in response to a single event, and if during their response two or more officers do any of the following, one of the officers who has taken one of the following actions, and who has been designated by their supervisor, may submit a report on behalf of all the officers:

- a) draws a handgun in the presence of a member of the public;
- b) points a firearm at a person;
- c) draws and displays a conducted energy weapon to a person with the intention of achieving compliance;
- d) points a conducted energy weapon at a person.

The member must personally complete an individual report if the member:

- a) discharges a firearm;
- b) uses a weapon on another person;
- c) discharges a conducted energy weapon; or

- d) uses force on another person, including through the use of a horse or a dog, that results in an injury requiring the services of a physician, nurse or paramedic and the member is aware that the injury required such services before the member goes off-duty.

Note: the officer who has been designated by the supervisor to complete the report may still submit a team report on behalf of the remaining members even if some members are required to complete use of force reports individually.

General Instructions

Completing the Report:

- Officers must complete all fields that are applicable and those identified as mandatory by an asterisk (*).
- For the purposes of this report, the terms “reporting officer” or “officer involved” refers to any member who is required by regulation to complete a use of force report or is completing a report on behalf of other members in accordance with the regulation.
- For more information on an associated field or section click the question mark icons (?) or “Show Help” throughout the report.
- To use dropdown lists, begin to type the first letter of your response to go directly to that option and use arrow keys on your keyboard to navigate up and down to select the appropriate option.
- The completion of certain fields may trigger other hidden fields to become visible.
- **“Other” categories/response options should only be used when the responses that are provided are not applicable.**
- Information provided in this report should be supported by appropriate articulation in the officer’s notes/memo book.
- Information provided in this report should generally be based on the officer’s perceptions **at the time they made the decision to use force.**
- If it is necessary to redo the entire report or multiple sections of the report, it is preferable to open a new version of the report template and start over, rather than using the “Clear Form” button or undoing/changing multiple fields already completed.

Saving and Reviewing the Report:

- Officers completing this report may save a draft by selecting the "Save Draft" button. The officer will be alerted to any missing or incorrect fields and a visual indicator (red highlighted border) will appear.
- Once the reporting officer has completed the report and saved it as a draft, it should be forwarded to the appropriate reviewer(s), per police service policy.
- The report should continue to be saved as a **draft** throughout the reviewing process.
- Changes to the report should only be made by the officer involved or by an appropriate reviewer(s) with the express consent of the officer involved.
- Only the training analyst may save the report as final. Once the “Save Final” button is pressed, it will be locked, and no further changes can be made. The analyst will be alerted to any missing or incorrect fields, and a visual indicator (e.g., red highlighted border) will appear.
- Once saved as final, only the training analyst should submit a copy of the completed form to the Ministry of Solicitor General by selecting the “Submit Form to SolGen” button.

Only reports required by the regulation should be submitted to the ministry. If police service policy requires members to use this report for additional purposes, such reports must not be submitted to the ministry.

Field Title/Question	Instructions
Select Police Service	
Select your police service from the appropriate dropdown menu or indicate another applicable agency.	
If you select Municipal Police , you will be asked to specify your police service, and identify the Division/District to which you are assigned. Type your response into the free text field.	
If you select Ontario Provincial Police , you will be asked to specify the Region where you work and enter the Detachment to which you are assigned using the free text field.	
Part A	
Date	<p>To enter a date, click inside the field and an arrow will appear to the right. A calendar will appear when you press the down arrow.</p> <p>The date can be selected by clicking on a date in the calendar or by typing the date in the field using the YYYY/MM/DD format.</p>
Approximate time force was applied (24 hours)	<p>Enter the approximate time you initially used force, using the 24-hour clock (e.g., 13:45).</p> <p>The time force was applied generally refers to the beginning of the actual application of force and not the beginning of the incident.</p> <p>You can enter the time with or without a colon (e.g., 1345 or 13:45).</p>
Incident/Occurrence Number	<p>Enter the incident or occurrence number associated with this force event, in the free text (alphanumeric) field.</p> <p>This may be the incident or occurrence number generated through your service's records management system.</p>
Location of Incident	
Select only one of the options listed that will provide the most precise location information available for the incident and then enter the details in the open text field. This should include the full address or GPS coordinates, if available. If that information is not available, indicate the closest approximation to an address such as nearest major intersection, name of the lake incident occurred on, etc.	
Do not describe the site (e.g., community park); you will be asked to identify the "Site Where Force was Applied" (e.g., open space) in a subsequent section.	
Location Type	
<p>Select the type of site where force was applied, using the check boxes (check all that apply).</p> <ul style="list-style-type: none"> • Residential building (e.g., private dwelling, community-based including shelter or Residential Treatment Centre) • Non-residential Building (e.g., business premises, police facility, place of worship, public institution) • Motor vehicle (e.g., personal vehicle, police vehicle, prisoner transportation vehicle) • Open space (e.g., park, field, parking lot, driveway, yard, road, sidewalk) • Public transportation (e.g., station, bus, subway, train, streetcar) 	
Report Type	
Individual	<p>If you select Individual, you will also be required to answer two additional questions.</p> <p>Total Years of Service as a Police Officer:</p> <ul style="list-style-type: none"> • Enter the number of years you have served as a police officer, in the free text field.

	<ul style="list-style-type: none"> • For Special Constables or other members, enter the total number of years you have served in your current position. • Your response should not be limited to the number of years you have served with your current police service but should include years of service in all police services. • If you have less than one year of service, select “0”. <p>Rank Category:</p> <ul style="list-style-type: none"> • Commissioned Officer: ranks include Inspector, Staff Inspector, Superintendent, Staff Superintendent, Deputy Chief, Chief of Police, Chief Superintendent, Deputy Commissioner, Commissioner • Non-Commissioned Officer: ranks include Sergeant, Staff Sergeant • Constable (1st to 4th class)/Special Constable/Other
Team	<p>If you are a supervisor of a team or other officer submitting a team report in accordance with the regulation, indicate the type of team to which you belong using the checkboxes or select “Team/Other” and specify.</p> <p>You will also be asked to indicate “How many officers were part of the team response, including yourself”.</p> <p>If you are the supervisor (or designate) of a public order unit you may complete this report on behalf of your unit, as long as the regulatory requirements (see Team Reporting above) have been met.</p>
Type of Assignment	
Attire	Select whether you were in uniform or not when the force event occurred using the checkboxes.
Assignment Type	Select the type of assignment you were on at the time the force event occurred using the check boxes.
Type of Incident	
<p>Select the incident type that reflects the final incident, or final disposition of the incident, to which you responded using the dropdown menu.</p> <p><u>Humane Destruction of Animal</u> If you select Humane Destruction of Animal the report will be truncated and you will only be required to complete designated fields (i.e., you will not be required to answer questions related to the subject), followed by Part B.</p> <p>Note: Humane Destruction of Animal is not intended to be used if you had to use force, including lethal force, to defend yourself against an aggressive animal. In this type of scenario, select the type of incident that you were responding to at the time that you had to use force against the animal. Then under “Persons Present at Time Force Applied”, you should select “Interaction with animal (not related to humane destruction of an animal)”.</p>	
Persons Present at Time Force Applied	
Total number of subjects on whom you used reportable force	<p>This section refers only to subjects on whom you used reportable force. Do not include subjects on whom other officers may have used force. Reportable force means that which is required by regulation (see “Reporting Requirements” described above).</p> <p>Enter the number of subjects on whom you used force.</p> <ul style="list-style-type: none"> • Individual subject detail pages will open up for the number of subjects you identify. <ul style="list-style-type: none"> ○ If you select 1 subject, pages entitled “Subject 1 Details” will open. If you select 2 subjects, pages entitled “Subject 2 Details” will open, etc.

	<ul style="list-style-type: none"> ○ You will not be permitted to enter “0”. <p>If you need to change the number of subjects you entered into this field, do so by using the “Delete Subject” button.</p> <ul style="list-style-type: none"> • A warning will appear asking “Are you sure you want to remove this subject? To continue with this action, select “Yes”. To cancel this action, select “No”. If all subjects are deleted, the report will default to the “No interaction with the subject” option. <p><u>No Interaction with the Subject</u> This option may be used in a situation where you responded to an incident with your handgun drawn in the presence of a member (s) of the public, but the subject fled without your being able to observe or interact with them.</p> <p>Certain sections within the report will change, and some fields will no longer be mandatory (e.g., distance between you and subject).</p> <p><u>None (animal only)</u> This option may be used in a situation when you use force to defend yourself against an aggressive animal, for example. As above, certain sections within the report will change, and some fields will not be visible (e.g., distance between you and subject).</p> <p>This option should not be confused with humane destruction of an animal which will be selected under “Incident Type”.</p> <p>If you select 1 or more subjects from the dropdown menu, and then change your selection to “No interaction with subject” or “None (animal only), a warning will appear indicating “This will remove all the Subject Details below. Are you sure you want to proceed? To continue with this action, select “Yes”. To cancel this action, select “No”.</p>
<p>Approximately how many other officers were engaged with the subject at the time you applied force?</p>	<p>This refers to other officers who were physically or verbally engaged with the subject.</p> <p>Special constables or auxiliary members should be included.</p> <p>If there were no other officers, including special constables or auxiliary members, physically or verbally engaged with the subject at the time you applied force, indicate 0.</p>
<p>Subject(s)</p>	
<p>What race category best describes this individual?</p>	<p>Using the check boxes, identify the race category that you thought best describes the subject at the time the decision was made to use force.</p> <p>The answer to this question should be based on your perception. Your perception does not have to be “right”, nor conform to the way the person self-identifies.</p> <p style="background-color: #e0f0e0;">If you click on [Show Help], the following instruction will appear: The perception of another person’s race is based on information that can be readily observed, such as skin colour, hair texture, and facial features, as well as other information that can be used to inform assumptions about a person’s racial background such as accent, dress, surname, etc.</p> <p>If a person is perceived to be of mixed race, the officer should choose the race category that, in their view, the person most resembles.</p>

	<p>The following race category descriptions/examples are contained in Standard 15 of Ontario’s Anti-Racism Data Standards.</p> <table border="1" data-bbox="532 321 1464 800"> <thead> <tr> <th>Race category</th> <th>Description/examples</th> </tr> </thead> <tbody> <tr> <td>Black</td> <td>African, Afro-Caribbean, African-Canadian descent</td> </tr> <tr> <td>East/Southeast Asian</td> <td>Chinese, Korean, Japanese, Taiwanese descent, Filipino, Vietnamese, Cambodian, Thai, Indonesian, other Southeast Asian descent</td> </tr> <tr> <td>Indigenous (First Nations, Métis, Inuk/Inuit)</td> <td>First Nations, Métis, Inuit descent</td> </tr> <tr> <td>Latino</td> <td>Latin American, Hispanic descent</td> </tr> <tr> <td>Middle Eastern</td> <td>Arab, Persian, West Asian descent (e.g., Afghan, Egyptian, Iranian, Lebanese, Turkish, Kurdish, etc.)</td> </tr> <tr> <td>South Asian</td> <td>South Asian descent (e.g., East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean, etc.)</td> </tr> <tr> <td>White</td> <td>European descent</td> </tr> </tbody> </table> <p>Additionally, the following factors may inform your perception of a subject’s race:</p> <ul style="list-style-type: none"> • Subject’s name or other identifying information (e.g., information from CPIC, dispatch, witness, prior knowledge of subject) • Audio-visual cues prior to, or during the interaction (e.g., subject’s skin colour, hair texture, facial features, subject attire, subject’s voice/accent) • Knowledge of the neighbourhood composition 	Race category	Description/examples	Black	African, Afro-Caribbean, African-Canadian descent	East/Southeast Asian	Chinese, Korean, Japanese, Taiwanese descent, Filipino, Vietnamese, Cambodian, Thai, Indonesian, other Southeast Asian descent	Indigenous (First Nations, Métis, Inuk/Inuit)	First Nations, Métis, Inuit descent	Latino	Latin American, Hispanic descent	Middle Eastern	Arab, Persian, West Asian descent (e.g., Afghan, Egyptian, Iranian, Lebanese, Turkish, Kurdish, etc.)	South Asian	South Asian descent (e.g., East Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean, etc.)	White	European descent
Race category	Description/examples																
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White	European descent																
<p>Did you have any difficulties perceiving the race of the subject?</p>	<p>Identify whether you encountered any difficulty perceiving the race of the subject. If you select Yes, you will be required to specify in the free text field. Note: your answer should be brief as the text field is limited in size; additional detail can be added to the Narrative, if necessary.</p> <p>Factors that may impact perception:</p> <ul style="list-style-type: none"> • Environment (rain, fog, snow, sun) • Lighting (dark, dusk) • Physical obstacles • Clothing (hoodie, mask) 																
<p>What age category best describes this individual?</p>	<p>Identify the age category that best describes the subject at the time the decision was made to use force, using the check boxes.</p> <p>The answer to this question should be based on your perception. Your perception does not have to be “right”, or conform to the subject’s actual age.</p>																
<p>What gender category best describes this individual?</p>	<p>As with race and age, the answer to this question should be based on your perception. Your perception does not have to be “right”, or conform to how the person self-identifies.</p> <p>If you click on [?], the following instruction will appear: “Trans” refers to individuals with diverse gender identities and expressions that do not conform to stereotypical ideas about what it means to be a man or woman in society. “Non-binary” refers to a person whose gender does not align with the binary concept of gender such as man or woman.</p>																

Distance between you and the subject	Select the distance between you and the subject at the time the decision was made to use force.
Reasons for use of force	
<p>Select your reason(s) (all that apply) for using force in this incident.</p> <p>“Unintentional ” is intended to refer to a situation in which, for example, you are using physical control to restrain a subject and you unintentionally discharge the CEW that is in your hand at the same time.</p> <p>Unintentional discharges of a CEW or firearm that happen in an administrative capacity (e.g., loading/unloading at the station, repair or maintenance) should not be included as they do not require a use of force report.</p>	
Identify the information/factors that influenced your response	
<p>Select all the information/factors that influenced your response, using the check boxes.</p> <p>Subject actions include:</p> <ul style="list-style-type: none"> • Resistant (Passive): The subject fails to cooperate with the officer’s lawful direction (e.g., verbal refusal, remaining physically still or limp). • Resistant (Active): The subject uses non-assaultive physical action to resist an officer’s lawful direction or attempts at physical control (e.g., pulling away to prevent or escape officer control, overt movements such as walking or running away from the officer(s)). • Assaultive: The subject, by act or gesture, threatens, attempts, or successfully applies force to another person (e.g., public or police) (e.g., kicking, punching, aggressive body language that signals their intent or ability to potentially cause harm). • Serious Bodily Harm or Death: The subject exhibits actions that the officer reasonably believes are intended to, likely will, or have already caused serious bodily harm or death (e.g., wielding a knife or pointing a firearm at officers or members of the public). <p>Subject perceived/believed to have access to weapon:</p> <ul style="list-style-type: none"> • This question relates specifically to a perception you may have had that the subject had access to a weapon at the time you used force; it is not intended for confirmation of the presence of a weapon either during or after the force event. • If you select Yes, you will be asked to identify the “Type of Weapon” and “Location of Weapon” • If you need to identify more than one weapon, use the Add Weapon button. • If you need to remove a weapon, use the “.” button. <ul style="list-style-type: none"> ○ You will be asked “Are you sure you want to remove this item from the list? To continue with this action, select ‘Yes’. To cancel this action, select ‘No’. 	
Officer Responses	
<ul style="list-style-type: none"> • Use the check boxes to select your responses/force options during this event; you will be asked additional questions under each response. • Only identify your responses during this event and not those of other officers involved. • Given the dynamic nature of use of force incidents, if you indicate a particular response assisted in controlling the subject’s behaviour, there may still be a need to escalate, or change, your response or force used. • Be sure to include all your responses/types of force. 	
Did you issue directions to the subject to comply?	If you Select Yes, you will be asked “Did the subject comply?” Select Yes or No.
Did you attempt/use de-escalation techniques?	De-escalation refers to “the use of verbal and non-verbal strategies, intended to prevent escalation or reduce the intensity of a situation without the application of force, and, if force is necessary, reducing the amount of force, if reasonably safe to do so.”

	<p>Indicate whether you attempted or used de-escalation techniques.</p> <p>If you select Yes:</p> <ul style="list-style-type: none"> You will be asked to identify the techniques you used from the check boxes (communication, containment, repositioning, etc.). You may select more than one technique. You will be asked Did the de-escalation techniques assist in controlling the subject’s behaviour? Select Yes or No <p>If you select No, you will be asked for the reason (e.g., imminent threat, action required immediately, etc.), using the check boxes.</p> <p>This question will not be visible if “No interaction with the subject” or “None (animal only)” was selected under “Total number of subjects on whom you used force”.</p>
<p>Type of Force Used</p>	
<p>Physical Control</p>	<p>If physical control is the only type of force you used, you are only required to complete a report if your use of physical control resulted in an injury requiring the services of a physician, nurse, or paramedic.</p> <ul style="list-style-type: none"> “Services” should be interpreted as referring to the provision of medical treatment, including ongoing medical monitoring or supervision, in relation to an injury and not simply the provision of an assessment that does not result in treatment. <p>If you were not aware the injury required the services of a physician, nurse, or paramedic prior to going off-duty after the force event, you will not be required to complete a report.</p> <p>Once you select Physical Control, you will be required to select the options you used (e.g., joint locks, pinning). You may select multiple options.</p> <p>For each option selected you will be asked Did this assist in controlling the subject’s behaviour? Select Yes or No.</p>
<p>Intermediate Weapon: OC (pepper spray), baton, conducted energy weapon)</p>	<p>If you select OC, you will be asked Did this assist in controlling the subject’s behaviour? Select Yes or No.</p> <p>If you select baton, you will be asked to identify the method in which you used the baton by selecting:</p> <ul style="list-style-type: none"> Hard (e.g., strikes) or Soft (e.g., prying) <p>For each option selected you will be asked Did this assist in controlling the subject’s behaviour? Select Yes or No.</p> <p>If you select conducted energy weapon (CEW), you will be asked to identify the deployment mode by selecting:</p> <ol style="list-style-type: none"> Drawn and displayed with the intention of achieving compliance Pointed (at a person) Discharged <ol style="list-style-type: none"> Cartridge/Probe (deployment of the probes/darts at the subject by pulling the trigger) <ul style="list-style-type: none"> You may add additional cartridges by selecting the Add Conducted Energy Weapon Cartridge (+) If you want to remove a cartridge you added, select the “-” button

	<p>b. Drive/Push Stun (direct application of the CEW on the subject’s body without probes)</p> <p>c. 3 Point Contact (drive stun in conjunction with probe(s) to complete the circuit)</p> <p>For each of the deployment modes above, you will be asked to identify whether the CEW was deployed for:</p> <ul style="list-style-type: none"> • Single cycle (5 seconds) • Extended cycle (more than 5 seconds) • Multiple cycles (more than 1 single or extended cycle) <p>For each CEW response, you will be asked Did this assist in controlling the subject’s behaviour? Select Yes or No.</p> <ul style="list-style-type: none"> • If you select No under Cartridge/Probe deployment, you will be asked to specify the reason why the deployment did not assist, using the dropdown menu that includes “cartridge malfunction, disconnect, insufficient probe spread”, etc.
<p>Less Lethal Firearm</p>	<p>If you select Shotgun (i.e., loaded with less lethal projectiles such as sock or bean bag rounds) you will be asked to select whether the less lethal shotgun was:</p> <ul style="list-style-type: none"> • Pointed (at a person) • Discharged <p>If you select Extended Range Impact Weapon (e.g., “ARWEN”), you will be asked to select whether the weapon was:</p> <ul style="list-style-type: none"> • Pointed (at a person) • Discharged <p>Note:</p> <ul style="list-style-type: none"> • an extended range impact weapon such as an ARWEN is a firearm and all reporting requirements and exceptions regarding firearms apply. • a report is not required when any type of firearm is pointed at a person during training or practice. • a report is not required if any type of firearm is discharged, <ol style="list-style-type: none"> a) while loading, unloading, or storing the firearm; b) while surrendering the firearm or removing the firearm when entering a place where it must be removed; c) during training, practice, a competition, or a demonstration; or d) for the purposes of repair, maintenance, testing or inspection of the firearm. <p>For each response option selected you will be asked Did this assist in controlling the subject’s behaviour? Select Yes or No.</p>

<p>Other (e.g., canine, horse, weapon of opportunity)</p>	<p>Complete this data field if a horse or dog was used as a weapon, and only if an injury resulted that required the services of a physician, nurse, or paramedic.</p> <p>Note: a report is not required when a weapon</p> <ol style="list-style-type: none"> is used during training, practice, a competition, or a demonstration; or is used for the purposes of repair, maintenance, testing or inspection of the weapon. <p>Unless a shield was used as a weapon (i.e., not simply for protection), do not complete this section.</p> <p>If you used a weapon of opportunity (e.g., flashlight), specify the type of weapon using the free text field.</p> <p>You will be asked Did this assist in controlling the subject’s behaviour? Select Yes or No.</p>
<p>Firearm</p>	<p>If you select Handgun, you will be asked to select whether the handgun was:</p> <ul style="list-style-type: none"> • Drawn (i.e., removed from its holster) • Pointed (at a person) • Discharged <p>Note: a report is not required when the handgun is drawn:</p> <ol style="list-style-type: none"> while loading, unloading, or storing the handgun; while surrendering the handgun or removing the handgun when entering a place where it must be removed; during training, practice, a competition, or a demonstration; or for the purposes of repair, maintenance, testing or inspection of the handgun. <p>If you select Rifle, you will be asked to select whether the rifle was:</p> <ul style="list-style-type: none"> • Pointed (at a person) • Discharged <p>If you select Shotgun (Lethal) (i.e., loaded with conventional lethal ammunition), you will be asked to select whether the lethal shotgun was:</p> <ul style="list-style-type: none"> • Pointed (at a person) • Discharged <p>If you indicated you pointed or discharged any of the above types of firearms, you will be asked: Did you issue the Police Challenge?</p> <ul style="list-style-type: none"> • The Police Challenge (“Police, Don’t Move!”) (may also be known as the Police Directive) may be delivered when a pistol is drawn, or a firearm is pointed, in response to a threat to life, or a threat of serious bodily harm. • This is not intended to refer to an officer issuing a “TASER, TASER, TASER” or similar warning when a CEW is deployed. • If you select Yes, you will be asked: “Did the subject comply?” Select Yes or No. <ul style="list-style-type: none"> ○ If you select No, you will be asked to specify the reason using the dropdown menu options (e.g., not viable, issued by another officer).
<p>Person(s) Injured</p>	
<p>Subject</p>	<p>You are required to indicate whether injuries (physical only) were sustained by the subject as a result of force you applied. Injuries that may have been sustained prior</p>

	<p>to your arrival at the scene or your interaction with the subject, or during the incident that did not result from your use of force, should not be recorded.</p> <p>If you click on [?], the following instruction will appear: “Do not report on whether you decontaminated the subject following an OC application or whether CEW probes were removed by an officer or paramedic at the scene without any other injury to the subject, unless the probes were removed from the head, throat or genitals.”</p> <p>You will also be required to identify the type of treatment the subject received for the injury (first aid administered by officer or other person, etc.) using the check boxes. If you do not have information about the subject’s injuries by the end of the shift during which the force event took place, you may select Don’t Know.</p>
Officer-Involved	<p>You are required to indicate whether you sustained any injuries (physical only) during this incident.</p> <p>If you select Yes, you will be required to identify the type of treatment you received for the injury (first aid administered by officer or other person, etc.), using the check boxes.</p>
<p>Narrative (if no occurrence report)</p>	
<p>This section must be completed if there is no accompanying occurrence report. If there is an occurrence report, this section is optional.</p> <p>Do not include any personal information about any party involved in the incident.</p> <ul style="list-style-type: none"> • Personal information means information about an identifiable individual. An individual may be identifiable if their name is included, but they may also be identifiable by information other than their name (e.g., by an identification number, date of birth, or other personal details that can be combined to figure out their identity). • Making sure that individuals are not identifiable is particularly important in relation to an individual under the age of 18. 	

Part B	
Date Report Submitted	<p>Enter the date the report was submitted by the Officer Involved to Reviewer #1.</p> <p>Enter the date using the YYYY/MM/DD format.</p>
Officer Involved	<p>Enter the name, rank and badge number of the officer who was involved in the use of force event and who is completing the report, in the free text fields.</p> <p>If a supervisor is completing the report on behalf of a team, the supervisor’s information should be entered here.</p>
Reviewer 1	<p>The initial Reviewer should be the direct supervisor of the Officer Involved.</p> <p>The name, rank and badge number of the supervisor who is reviewing the report must be entered in this section by the Reviewer themselves and not by the Officer Involved.</p> <p>The date the report was reviewed by the reviewing supervisor should be entered in this section.</p> <p>If additional Reviewers are required, “Add Reviewer (+)” can be selected. If it is necessary to remove a Reviewer, select “Remove Reviewer (-)”.</p>
Use of Force Training Analyst	<p>This section is to be completed by the Training Analyst and not the officer involved or other Reviewers.</p> <p>The date the Training Analyst reviews the report should be entered in this section.</p> <p>The police service’s Training Analyst is responsible for reviewing use of force reports to ensure accuracy and completion.</p> <p>Only the Training Analyst is permitted to submit reports to the Ministry of the Solicitor General.</p>
<p><i>Note: Part B will not be submitted to the Ministry of the Solicitor General.</i></p>	