

**Adobe Acrobat Reader DC or higher is required to use this report.**

**General Instructions**

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**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 this use of force report.
- Click the question marks (?) throughout the report for more information on an associated field or section.
- When typing your response in a free text field, do not press Enter to start a new line, and avoid using commas or special symbols (e.g., /, |, \*, ', ", &, \$, #, %, etc.).
- The completion of certain fields may trigger other hidden fields to become visible.
- Information provided in this report should be supported by appropriate articulation in your notes/memobook.
- Information provided in this report should generally be based on your perceptions at the time you 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 Report” button or undoing/changing multiple fields already completed.
- For additional information and guidance on completing the report, please refer to the Use of Force Report – Instruction Guide available through the [Ontario Police College Virtual Academy](#) (to access this information you will need to log in to OPCVA).

**Saving and Reviewing the Report**

- Officers completing this report may save a draft by selecting the "Save Draft Report" button. The officer will be alerted to any missing or incorrect fields, and a visual indicator (e.g., red highlighted border) may 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 Report - Training Analyst Only” button is pressed, it will be locked, and no further changes can be made.
- Once saved as final, **only the training analyst shall submit a copy of the completed form to the Ministry of the Solicitor General by selecting the “Submit Report to Solicitor General” button.**

**Reporting Requirements**

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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.

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.

Note: A special constable employed by the Niagara Parks Commission must submit a report to the Niagara Parks Commission and the Regional Municipality of Niagara Police Service Board in the circumstances, and with the exceptions, set out above.

### **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 in relation to all actions taken by the member 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 in relation to all actions taken by the member 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 in relation to all actions taken by the member 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.

**Within 60 days** of an incident that, by regulation, requires the completion of a use of force report, a copy of the report **shall be submitted to the Ministry of the Solicitor General.**

Fields marked with an asterisk (\*) are mandatory. Select more than one box in each section, where appropriate.

**Select Police Service \*** (select only one)

- Municipal Police Service
- Ontario Provincial Police
- Other Agency

**Part A**

Date (yyyy/mm/dd) *	Approximate Time Force was Applied (24 hour clock) * <i>HH:MM</i>	Incident/Occurrence Number *
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**Location of Incident \*** (select only one – provide the most precise location information available for the incident)

- GPS Coordinates
- Address
- Postal Code
- Closest Intersection
- Other

**Location Type \*** (select all that apply)

- Residential Building
- Non-Residential Building
- Motor Vehicle
- Open Space
- Public Transportation

**Report Type \***

- Individual
- Team

**Type of Assignment \***

Attire \*  Non-Uniform  Uniform

Assignment Type \* (select only one)

**Type of Incident \***

**Incident \*** (select only one)

Narrative (**do not** include names or personal information)

**Part B**

Officer Involved:	Last Name *	_____	First Name *	_____
	Rank *	_____	Badge Number *	_____
	Date (yyyy/mm/dd) *	_____		

Reviewer: 1	Last Name *	_____	First Name *	_____
	Badge Number *	_____	Date (yyyy/mm/dd) *	_____

Use of Force Training Analyst:	Last Name *	_____	First Name *	_____
	Badge Number *	_____	Date (yyyy/mm/dd) *	_____
	Email Address *	_____		