



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: USE OF FORCE
DOCUMENTATION GUIDE**

DATE: June 17, 2021

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In an effort to improve officers' use of force documentation, support the Department's use of force reporting, assist in the process of report review, and establish best practices, the Training Division created the following guide identifying issues to be considered for any use of force incident. This guide should be used as a baseline for documentation of use of force and for report review on any use of force incident.

Preceding the Use of Force:

- ☐ What information was available and known by the officer prior to contact?
- ☐ What did the officer do to verify the information or gain additional information?
- ☐ What was the lawful basis for a detention?
 - Probable cause or reasonable suspicion
- ☐ What was the seriousness of the crime prior to contact with the suspect?
- ☐ Was there a risk or threat of harm to the public, that officer, or other officers?
- ☐ What was the level of risk or threat?
- ☐ How immediate was the risk or threat?
- ☐ Could that risk or threat be reasonably mitigated prior to contact with the suspect?
- ☐ Was there a reasonable opportunity to create a reactionary gap?
 - Distance and cover
- ☐ Was there a reasonable opportunity to utilize de-escalation tactics?
 - CIT or verbal engagement focused on gaining voluntary compliance
 - Coordinated team-based response
 - Cover, concealment, distance, and time
 - Taser or less-lethal impact munitions

Use of Force:

- ☐ What training and experience does the officer have relevant to the incident?
- ☐ How did the officer contact the suspect?

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- ☐ Why was the force initiated?
 - Effect an arrest
 - Prevent escape
 - Overcome resistance
- ☐ What was the crime at issue at the time force was initiated?
- ☐ What was the level of threat posed by the suspect at the time force was initiated?
- ☐ What was the level of resistance by the suspect?
 - Active
 - Passive
 - Flight
- ☐ What was the level of force used?
- ☐ Was the level of force reasonably proportionate to the level of crime, level of threat, and level of resistance?
- ☐ How effective was the force used?
- ☐ What was the suspect's response to the force?
- ☐ Did the suspect escalate or de-escalate resistance?
- ☐ Did the officer escalate or de-escalate proportionate to the suspect's resistance?
- ☐ Did the use of force stop when the suspect's resistance ceased?
- ☐ Were there any stress-induced human performance factors affecting officer performance?

Post Use of Force:

- ☐ Did the officer place the suspect in an appropriate recovery position?
- ☐ Did the officer check on the medical status of the suspect?
 - Airway, breathing, and circulation
 - Life threatening bleeding
- ☐ Did the officer render first aid, if appropriate and safe?
- ☐ Was Fire or EMS called for an in-field analysis, if appropriate?
- ☐ What was the nature of the suspect's injuries, if any?
- ☐ What was the nature of the officer's injuries, if any?
- ☐ What medical care was provided?



Anthony Mata
Chief of Police

AM:SD:CS