



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Use of Force Data Collection and Review

Eff. Date 01/31/2023

## Purpose

The Madison Police Department (MPD) has implemented procedures to ensure that use of force data is being collected by the agency in a usable format and that use of force incidents are reviewed for compliance with the department's Code of Conduct and Standard Operating Procedures (SOPs). Properly managed data can be the backbone of an early warning system that identifies at-risk officers, dangerous activities, necessary training, and policy gaps that require immediate mitigation.

The definition of recordable force is only relevant to distinguish those applications of force that must be documented in MPD's use of force database. All use of force must be documented in a police report as outlined in MPD's Code of Conduct and Use of Force SOP.

## Definitions

### RECORDABLE FORCE

For statistical purposes, recordable force includes takedowns, active countermeasures, OC spray, impact weapons, hobble restraints (any level), less lethal projectiles, Taser deployments, K9 apprehensions, and use of deadly force (including dispatching animals). **Recordable Force excludes the following: Pain compliance techniques, escort holds, handcuffing, threats or displays of the above types of force, and pointing of Firearms at Subject(s)/Suspect(s).**

### EFFECTIVENESS

A tool/technique is effective if it allows the subject/suspect to be controlled without any further force escalation.

### INJURY

For purposes of use of force recording, a tool/technique caused injury if a community member complains of injury, if an officer observes an injury, or if medical treatment is sought. This includes treatment at an emergency room or on scene by paramedics. **This excludes basic OC decontamination (e.g. flushing the person's eyes and face with water) or ECD probe removal at the scene, absent any additional injury (e.g. resulting from a fall, etc).**

## Procedure

### Officer(s) Using Recordable Force

Anytime a sworn employee uses recordable force during an incident, the force used must be documented in the MPD use of force database. The officer completing the original field report must indicate that recordable force was used in Mobile (see definitions for recordable force above). Officers using recordable force are also responsible for contacting a field supervisor to notify them of the force use and review the incident. This contact must take place as soon as possible and no later than the end of the officer's shift. Any MPD supervisor can complete this task.

If the use of force involved a less lethal impact projectile deployment, K9 bite, impact weapon use, or resulted in injury to the suspect/subject consistent with substantial bodily harm, the officer will request that a field supervisor respond to the scene immediately.

### Field Supervisor

The field supervisor (or Officer in Charge (OIC), if no other supervisor is available) is responsible for reviewing the use of force incident with the involved officer(s) and for documenting the recordable force through the Blue Team portal/website. Any supervisor can perform these duties. This review and entry should be completed before the end of the shift when the incident occurred. One entry should be made for each subject/suspect against whom force was used and should include all officers using force on that subject. The supervisor completing the form will indicate each type of force used, whether the force application was effective, and whether it caused injury.

When reviewing the incident, the field supervisor should also consider any potential areas for improvement (tactics, training, communications, etc.) and note them in the Blue Team entry.

### *Additional Field Supervisor Responsibilities*

When a use of force incident results in any of the following, a field supervisor should respond immediately to the scene:

- Less lethal impact projectile deployment
- K9 bite
- Impact weapon use
- Injury to subject consistent with substantial bodily harm

The responding field supervisor should ensure that initial information is obtained and preserved to thoroughly document the incident. This should include the following:

- Interviewing the subject (supervisor responsibility) if appropriate
- Ensuring that photographs of subject and scene are taken
- Ensuring that civilian witnesses are identified and interviewed
- Ensuring that any video/photo evidence is identified and preserved

This initial information should be documented in a supplemental police report. Supervisors responding to an officer involved death or officer involved critical incident should adhere to MPD's Officer Involved Deaths and Other Critical Incidents SOP.

### Use of Force Coordinator

The Use of Force Coordinator will review all recordable force entries. In the event of a data entry mistake, the Use of Force Coordinator will contact the officer's supervisor to arrange for the needed corrections to be made. Once the data has been approved, it will be submitted to the database and shared with the officer's immediate supervisor.

The Use of Force Coordinator will review each recordable force incident. The review will assess:

- Whether the force used was reasonable and in compliance with MPD's Code of Conduct and SOPs
- The quality of officer reports
- Appropriateness of officer tactics and decision-making
- Equipment related issues (availability, effectiveness, function, etc.)
- Training needs or deficiencies
- Use of cover, concealment, distance, and other de-escalation strategies

Any potential violations of MPD's Code of Conduct or SOPs will be forwarded to PSIA for investigation. Suggestions for system improvements will be forwarded to the appropriate MPD commander. The Use of

Force Coordinator will work with the involved officer's command staff to provide any needed coaching or training.

This procedure outlines reporting use of force for data collection purposes only. Any officer using force must document that use of force in a police report, in addition to the documentation required in this procedure. In cases involving an officer involved death or officer involved critical incident, the OICI commander will designate a supervisor or detective to submit the data regarding the use of force.

Original SOP: 08/11/2014

(Reviewed Only: 02/22/2016, 12/26/2017, 01/11/2021, 02/04/2022, 02/05/2024, 02/09/2025)

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