



SALEM COUNTY PROSECUTOR'S OFFICE

Directive Number	Date Issued	Effective Date
CW 15-001	02/02/2015	02/02/2015

Subject:

Utilization of **“Revised”** Standardized Salem County Use of Force Form

Reference:

Supersedes CW 2014-001 (March 5, 2014)
“Utilization of Revised Standardized Salem County Use of Force Form”

Instructions:

Read and Comply

Applicability:

All Local Law Enforcement,
Sheriff's Department

Expiration Date:

Indefinite

Pages:

Two (2)
Directive and attached sample
Use of Force form

Directive:

The standardized Salem County Use of Force form has recently been revised to reflect changes to the statistical reporting requirements. Additional requirements were added to several fields on the form to include: Type of Incident, Level of Force Used, Subject's Actions, and Officer Information. A revised Form with the changes highlighted is attached to this directive.

The revised form will be entered into DMS under “Forms, Vol 3 Chap 2, Use of Force Report.” This form is presently unavailable in Enforsys and can only be accessed through DMS.

Effective immediately, all Salem County Law Enforcement Officers will be required to complete the revised Use of Force form whenever an applicable use of force incident occurs. Upon supervisory approval, the completed form will continue to be forwarded to the Salem County Prosecutor's Office, Office of Professional Standards.

John T. Lenahan
Salem County Prosecutor

STANDARDIZED SALEM COUNTY USE OF FORCE REPORT

Incident Information

Agency:	Date:	Time:	Location:	INCIDENT NUMBER:
Type of Incident <input type="checkbox"/> Responding to Call <input type="checkbox"/> Self Initiated <input type="checkbox"/> Crime in Progress <input type="checkbox"/> Domestic <input type="checkbox"/> Other Dispute <input type="checkbox"/> Suspicious Person <input type="checkbox"/> Traffic Stop <input type="checkbox"/> Other (specify) _____				
Location Type (Check all that apply) <input type="checkbox"/> Highway <input type="checkbox"/> Commercial <input type="checkbox"/> Police Station <input type="checkbox"/> Government Property <input type="checkbox"/> Residence <input type="checkbox"/> In Transport <input type="checkbox"/> School <input type="checkbox"/> Other				
Initial Reason for Use of Force (Check all that apply) <input type="checkbox"/> Self Defense <input type="checkbox"/> Prevent Escape <input type="checkbox"/> Defense of Another <input type="checkbox"/> Restrain for Safety <input type="checkbox"/> Thwart Commission of a Crime <input type="checkbox"/> Prevent Suicide <input type="checkbox"/> Effect an Arrest <input type="checkbox"/> Other				
Level of Force Used (Check all that apply) <input type="checkbox"/> Physical (Describe physical force and compliance holds used) _____ <input type="checkbox"/> Chemical <input type="checkbox"/> Mechanical <input type="checkbox"/> Enhanced Mechanical (CED) Results of CED _____ <input type="checkbox"/> Canine <input type="checkbox"/> Deadly <input type="checkbox"/> Firearms Discharge: Number of Shots Fired: _____ <input type="checkbox"/> Other (explain) _____ Number of Hits: _____ (Use 'UKN' if Unknown)				

Subject Information (List only the person who was the subject of the use of force by the officer.)

Name (Last, First, Middle)	Sex	Race	Age	Weapon <input type="checkbox"/> Y / N <input type="checkbox"/>	Injured <input type="checkbox"/> Y / N <input type="checkbox"/>	Killed <input type="checkbox"/> Y / N <input type="checkbox"/>
<input type="checkbox"/> Under the Influence <input type="checkbox"/> Other Unusual Condition (specify) _____		Arrested <input type="checkbox"/> Y / N <input type="checkbox"/>		Charges		
Subject's Actions (check all that apply and describe below) <input type="checkbox"/> Resisted police officer control <input type="checkbox"/> Physical threat/attack on officer or another <input type="checkbox"/> Threatened/attacked officer or another with blunt object <input type="checkbox"/> Threatened/attacked officer or another with knife/cutting object <input type="checkbox"/> Threatened/attacked officer or another with motor vehicle <input type="checkbox"/> Threatened/attacked officer or another with firearm <input type="checkbox"/> Fired at officer or another <input type="checkbox"/> Briefly describe actions of subject: _____		Subject's Injuries: <input type="checkbox"/> None Determined by Observation <input type="checkbox"/> Complaint of Pain <input type="checkbox"/> Moderate <input type="checkbox"/> Incapacitated <input type="checkbox"/> Killed		Treatment: <input type="checkbox"/> N/A <input type="checkbox"/> Refused Treatment <input type="checkbox"/> EMS <input type="checkbox"/> Treated / Released <input type="checkbox"/> Admitted		

Officer Information (All officers who used force must complete separate Use of Force Reports)

Name (Last, First, Middle)	Badge #	Sex	Race	Age	Injured	EMS	Killed
Rank	Duty Assignment	Years of Service	On-Duty <input type="checkbox"/> Y / N <input type="checkbox"/>		Uniform* <input type="checkbox"/> Y / N <input type="checkbox"/>		

*If not in uniform, describe: _____

Signature:	Date:	Page #: _____ of _____
Initial Supervisor's Signature & ID	Date:	
**Secondary Supervisor's Signature & ID	Date:	** Must be completed after review of all reports relating to this incident.



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Directive Number	Date Issued	Effective Date
CW2010-12	21 SEPT 2010	21 SEPT 2010
Subject: Utilization of Standardized Use of Force Form		
Reference: None		Instruction Read and Comply
Applicability All Salem County Local/County Law Enforcement	Expiration Date: TBD	Pages: One
Directive: <p>It shall be required that all Salem County Law Enforcement Officers complete a standardized Use of Force Form (attached) whenever an applicable incident occurs. This form shall be faxed to the Salem County Prosecutor's Office to the attention of Agent John Cuzzuppee, Office of Professional Standards.</p>		

Ralph Padilla
Chief of County Detectives

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Directive (Continued):



SALEM COUNTY PROSECUTOR'S OFFICE

Directive Number	Date Issued	Effective Date
CW2010-05	21 SEPT 2010	21 SEPT 2010
Subject: Forwarding of all information regarding Civil Suits and Tort Actions.		
Reference: None		Instruction Read and Comply
Applicability: Salem County Local Law Enforcement and SCSD	Expiration Date: TBD	Pages: One
Directive: <p>Effective on the above date, all Salem County Local Police Departments along with the Salem County Sheriff's Department are required to forward copies of all pending/future civil lawsuits and/or tort actions involving officers from their police departments during the performance of their duties under their official capacities. Departments are also required to submit any/all related police reports associated with these actions.</p> <p>This documentation shall be submitted to the Salem County Prosecutor's Office no later than September 17, 2010 (pending lawsuits/tort actions).</p>		

Ralph Padilla
Chief of County Detectives

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SALEM COUNTY PROSECUTOR'S OFFICE

Directive Number	Date Issued	Effective Date
CW2010-11	21 SEPT 2010	21 SEPT 2010
Subject: Training for Communication Operators with regard to Internal Affairs Complaint Intake		
Reference: None		Instruction Read and Comply
Applicability: Salem Co. Chief of Comm., Salem Co. Chiefs of Police in LAC, Penns Grove, Carneys Pt.	Expiration Date: TBD	Pages: One
Directive: <p>It shall be required that all Communication Operators within Salem County attend specialized training with regard to the acceptance (by phone or in person) of Internal Affairs Complaints from members of the general public. This training must be completed during the months of August 2010 and September 2010. It is also suggested that any non-sworn police employees who interact with the community from each department attend the training (i.e. Police Clerks).</p>		

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SALEM COUNTY PROSECUTOR'S OFFICE

Directive Number	Date Issued	Effective Date
CW2010-08	21 SEPT 2010	21 SEPT 2010
Subject: Inventory of Patrol Vehicles Equipped with Mobile Video Recorders.		
Reference: None		Instruction Read and Comply
Applicability: Salem County Local Law Enforcement	Expiration Date: TBD	Pages: One
Directive: <p>Salem County Local Police Departments will complete a certified report listing what First Response Vehicles (marked patrol units) are currently equipped with Mobile Video Recording Systems (MVR's) and submit same to the Salem County Prosecutor's Office (this list shall include vehicles equipped with MVR systems that are installed but not currently operating). This report shall additionally list any/all First Response Vehicles that are not currently equipped with MVR systems.</p>		

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Directive Number	Date Issued	Effective Date
CW2010-07	21 SEPT 2010	21 SEPT 2010
Subject: Calls for Service on Customary Jurisdiction Assistance.		
Reference: None		Instruction Read and Comply
Applicability: Salem County Local Law Enforcement	Expiration Date: TBD	Pages: One
Directive: <p>Effective on the above date, all Salem County Local Police Departments (Dispatchers) shall complete a "Call for Service" (CAD) report every time an officer from their jurisdiction assists an officer from another department in an investigative capacity involving a member of the general public (ie. Motor Vehicle Stop, Pedestrian Stop, Domestic Violence Investigation, Search of a Residence or Structure).</p> <p>It will also be required that an assisting officer complete an investigative report if any mutual aid assistance leads to a use of force situation, or a vehicle pursuit. That report shall then be supplied to the investigating agency.</p>		

Ralph Padilla
Chief of County Detectives

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Directive Number	Date Issued	Effective Date
CW2010-10	21 SEPT 2010	21 SEPT 2010
Subject: Documentation of Action for remanded Internal Affairs Complaints		
Reference: None		Instruction Read and Comply
Applicability: Salem County Local Law Enforcement, SCSD	Expiration Date: TBD	Pages: One
Directive: <p>When an Internal Affairs complaint is reviewed by the Salem County Prosecutor's Office and remanded to a local police department for further administrative investigation/action; that local police department shall be required to document the action taken with regard to the findings and the disposition of each case. This administrative action shall be summarized in a memo and completed within 45 days of the receipt of the remanded IA complaint, then forwarded to the Salem County Prosecutor's Office.</p>		

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