



Urbana Police Department Memorandum

TO: Mayor and City Council

FROM: Chief Bryant Seraphin

RE: Revised Use of Force Policy

DATE: August 18, 2021

During the spring and summer of 2020, events occurred between citizens and police involving uses of force throughout the United States. These events caused police departments across the nation to review and revise their Use of Force policies. The Urbana Police Department was no different, and the department undertook a process to improve its policy.

During this same time, the City of Urbana and the Urbana Police Department undertook the process of adopting the Ten-Shared Principles, a set of guidelines and values jointly authored by the Illinois State Conference of the NAACP and the Illinois Association of Chiefs of Police. The City of Urbana hosted a community workshop on the Ten-Shared Principles in September of 2020, and the Champaign County Branch of the NAACP and the Urbana Police Department formally adopted the principles at the conclusion of that workshop.

In November of 2020, the City hosted three virtual listening sessions to hear public input on the topic. The City also dedicated an email address in order to receive written input. Non-police City staff helped in sorting through the feedback and organizing the thoughts that were furnished by the public.

The policy was worked on throughout December of 2020. Input and ideas from the above, in addition to other source material, were used in formulating a new version of the policy. The policy was presented at a City Council meeting in January of 2021. During the course of this presentation, concerns were raised by various citizens and groups, highlighted by feedback from the Champaign County Branch of the NAACP and the local ACLU.

As such, the City elected to continue working towards a more comprehensive review of the policy with both the NAACP and the ACLU at the table. Multiple meetings were held to continue to develop a document that addressed concerns of the community and the police department.

During this same time, the Illinois legislature created and passed the SAFE-T Act, a series of laws that affected similar areas of policing and community. This parallel work by the legislature extended the

Urbana efforts as parties worked to find consistency between policy and law. As the work continued through the spring, legislative efforts continued to fine-tune the SAFE-T Act. At the end of June, the Governor of Illinois signed the trailer bill to the SAFE-T Act. All of these inputs were considered in order to develop a policy that was consistent with the varied interests.

The attached policy is the result of these many months of work.

Some general highlights of note:

- Inclusion of a “Principles and Values” section that provides the foundation of the policy
- Expanded “Definitions” section
- Inclusion of entire section dedicated to de-escalation
- Citations and references to new legislation

Use of Force

300.1 PRINCIPLES AND VALUES

The Urbana Police Department serves, supports, and protects the community; promotes peace; and ensures the safety of all people in the City of Urbana. This Use of Force policy vests officers with the authority to use force that is objectively reasonable, necessary, and proportional to effectively and safely resolve incidents while protecting the lives of officers and other persons.

The Department shall review the Use of Force policy in collaboration with members of the public, its officers, City Staff, and the City Council at least once every five years. City Council may request that the policy be updated earlier than five years based on community concerns (Resolution 2021-02-007R).

Foundation – Ten Shared Principles

The Department values the life of every person in Urbana and considers the sanctity of life to be the highest value without prejudice to anyone. The Department is committed to the *Ten Shared Principles* as prescribed by the Illinois Association of Chiefs of Police and the Illinois Conference of the National Association for the Advancement of Colored People (NAACP) (Resolution 2020-06-031R). Every employee of the Urbana Police Department is required to treat all persons with dignity and respect.

Core Principles for Community Policing

The Urbana Police Department rejects discrimination toward any person, as formalized by the City of Urbana Human Rights Ordinance (*Urbana Municipal Code Sec. 12.1*). The Department is committed to building and maintaining community trust through transparency with the public about every use of force and accountability for every officer who uses force. The Department resolves to build stronger relationships with all communities, including the Black and Brown communities, which have been disproportionately affected by police use of force nationwide, through community policing, engagement, and collaborative problem-solving.

De-escalation as Prioritized Response

Officers shall prioritize de-escalation during encounters with the public whenever feasible, as affirmed by the Urbana City Council on February 22, 2021 (Resolution 2021-02-007R). De-escalation is the foundation of the Urbana Police Department's approach to public safety and its guiding spirit. Appropriate de-escalation techniques include but

are not limited to: respectful communication, verbal persuasion, taking time, and maintaining distance.

Duty to Intervene and Report

Officers have an affirmative duty to intervene verbally and physically, when in a position to do so, and to report any use of force that is not objectively reasonable, necessary, and proportional under the circumstances, without regard for chain of command. Officers have a duty to render medical assistance as soon as reasonably practical by determining if a person is injured, rendering medical aid and assistance consistent with their training, and requesting emergency medical assistance if necessary.

Officers' Responsibility, Compliance, and Accountability

All officers are responsible for knowing and complying with this policy and conducting themselves in a manner aligned with this mission. Any violation of this policy will subject the officer to progressive discipline as outlined in the Disciplinary Policy. Supervisors shall ensure that all personnel in their command know the content of this policy and operate in compliance with it. Supervisors who fail to do so will face disciplinary action.

300.2 PURPOSE AND SCOPE

This policy provides guidelines on de-escalation and the use of necessary force. Every employee of this Department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including, but not limited to, the Control Devices and Techniques and Conducted Energy Device policies.

The Department shall follow all applicable state statutes regarding force utilization while interacting with crowds and gatherings [720 ILCS 5/7-5.5(e)].

The Department shall comply with all applicable state statutes regarding surplus military equipment, including acquisition and deployment [65 ILCS 5/11-5.1-2].

300.3 POLICY

Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests. The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved in numerous and varied interactions and, when warranted, may use objectively reasonable, necessary, and proportional force in carrying out their duties. Officers must have an understanding of, and true appreciation for, their constitutional and local authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties. Further, officers are reminded that de-escalation is the foundation of the Urbana Police Department's approach to public safety.

300.3.1 DEFINITIONS

Definitions related to this policy include:

Chokehold - Applying any direct pressure to the throat, windpipe, or airway of another. “Chokehold” does not include any holding involving contact with the neck that is not intended to reduce the intake of air [720 ILCS 5/7-5.5(c)].

Deadly Force - Any use of force that creates a substantial risk of causing death or serious bodily injury to another person.

Exigent Circumstances - Circumstances that would cause a reasonable person to believe that entry (or other relevant prompt action) was necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of the suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - Any physical effort to control, restrain, compel, or overcome the resistance of another person, including the display of a weapon to control a person’s actions. It is not a use of force when a person allows themselves to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the person has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the person is capable of causing serious bodily injury or death without a weapon, and the officer believes the person intends to do so. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed [720 ILCS 5/7-5(h)(2)].

Objectively Reasonable Force - An objective standard of force. Determining whether force was objectively reasonable requires evaluating each use of force from the perspective of a reasonable officer, based on the totality of the circumstances known to or perceived by the officer involved at the time.

Restraint above the Shoulders with Risk of Positional Asphyxiation – Use of a technique used to restrain a person above the shoulders, including the neck or head, in a position that interferes with the person’s ability to breathe after the person no longer poses a threat to the officer or any other person [720 ILCS 5/7-5.5(d)].

Serious Bodily Injury - Bodily injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.

Totality of the Circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and a person leading up to the use of force. The totality of the circumstances impacts what is considered to be reasonable.

Use of Force Continuum - A series of escalating and/or de-escalating actions an officer may take to resolve a situation. This continuum generally has many levels, and officers are instructed to respond with a level of force appropriate to the situation at hand, acknowledging that the officer may move from one part of the continuum to another in a matter of seconds. (National Institute of Justice)

300.3.2 DUTY TO INTERVENE AND REPORT

Any Department employee who observes, knows, or suspects (whether in-person or not) that an officer has used force that is potentially beyond that which is allowable under the circumstances shall report as soon as practicable after having observation or knowledge of a use of force beyond that which is allowable, but in no event greater than five days, to the Services Division lieutenant. Reports shall be made on the appropriate form. All officers have a duty to intervene verbally and physically, when in a position to do so, and to report any use of force that is not objectively reasonable, necessary, and proportional under the circumstances, without regard for chain of command. Failure to report incidents involving the use of unnecessary or excessive force will result in disciplinary action. No employee of the Department shall discipline or retaliate in any way against an employee for intervening or reporting as required in this policy. In addition, no employee of the Department shall retaliate in any way against a person, including interns, volunteers, or community partners, for reporting as described in this policy.

The affirmative duty to intervene and report use of excessive force is a key factor in maintaining accountability and building trust with the community. This policy acknowledges that persons, including other officers, observing force used by an officer, may not have access to all information and actions that led to the decision to employ force, but that does not absolve the witnessing employee(s) from the duty to intervene or report.

300.4 DE-ESCALATION AND USE OF FORCE

Whenever feasible, safe, and prudent to do so, de-escalation should be the primary response by officers when handling and resolving incidents. Officers should use only that amount of force that appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose or to prevent physical injury to themselves or other persons. Officers should recognize that use of force incidents can be, and often are, rapidly changing and fluid events. As such, officers should be aware that their use of force must

be objectively reasonable, necessary, and proportional to the force/resistance encountered.

The objective reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident taking into account the totality of the circumstances. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that appears necessary in a particular situation, with limited information and in circumstances that are, or may be, tense, uncertain, and rapidly evolving. While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force (720 ILCS 5/7-5).

Given that no policy can predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion and to follow their training in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this Department. Officers may find it more effective to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must be utilized only to the degree that it appears objectively reasonable and necessary to accomplish a legitimate law enforcement purpose.

300.4.1 DE-ESCALATION GUIDELINES AND TECHNIQUES

Whenever feasible, safe, and prudent to do so, de-escalation shall be the primary response by officers when handling and resolving incidents. De-escalation is intended to permit officers to decrease the intensity of a situation, improve decision-making and communication, reduce the need for higher level of force, and increase voluntary compliance while maintaining control of a situation. De-escalation does not require an officer to compromise their safety or increase the risk of physical harm to the public.

The overall objective of any tactical encounter is to gain control and safely resolve the situation. Tactical situations vary and there is no single solution to resolving every incident. In some serious situations, where the safety of the officer or a member of the public is at risk, de-escalation techniques are neither viable nor effective options as the first response. However, prioritizing de-escalation techniques under the appropriate circumstances can preserve life, reduce injuries, build public trust, mitigate threats, and improve the safety of all involved. Further, whenever feasible, officers shall employ de-escalation techniques after they have initiated a use of force by continually assessing the situation and modifying the use of force as circumstances change.

De-escalation Techniques

Planning - Officers should attempt to arrive at a scene with a coordinated approach based on initial or pre-existing knowledge of the involved persons. The nature of most

incidents will require plans to be flexible and officers will need to adapt as additional information becomes known.

Assessment - Officers should continually assess the situation as new information becomes known. If a person refused to comply with an order, officers should assess if it is a deliberate attempt to resist or escape, or an inability to comprehend the situation due to environmental, physical, cognitive, language barrier or other conditions. If a person is unable to comprehend the situation, other tactical options may be more effective in resolving the situation safely.

Time - Time is an essential element of de-escalation as it allows officers the opportunity to communicate with the person, refine tactical plans, and, if necessary, call for additional resources. If a person is contained and does not pose an imminent threat, time can provide an opportunity for them to reconsider their actions and decisions. Additionally, effective use of distance and cover may increase time and safety for the officer(s).

Redeployment and/or Containment - Redeployment and/or containment can afford officers the added benefit of time and distance while continuing to maintain control of the situation. The addition of time and distance may give officers an opportunity to re-assess, communicate, request additional resources, or deploy other tactics to reduce the likelihood of injury to both the public and officers while also mitigating any potential ongoing threats. Redeployment, however, should not enable a person to gain a tactical advantage, arm themselves, or flee and pose a greater danger to the public or officers.

Lines of Communication - Maintaining open lines of communication among officers and communicating effectively with members of the community are both critically important when managing a tense or potentially dangerous encounter. Communication among officers can improve decision-making under tense circumstances and increase the effectiveness of coordinated actions. Likewise, clear, calm, and respectful communication may help defuse a situation, deter resistance or flight, and increase the probability of safely resolving it. Examples of strategies that may be employed as time or circumstances allow include, but are not limited to:

- Ask open-ended questions
- Respond to questions
- Give clear verbal warnings
- Explain your actions
- Give clear and direct orders
- Defuse
- Show empathy
- Redirect
- Advise
- Build rapport

Other Resources - In the case of a tense or potentially dangerous encounter, requesting additional resources can provide officers with specialized expertise, personnel, and tools to help control, contain and safely resolve an incident.

300.4.2 USE OF FORCE TO EFFECT AN ARREST

An officer need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. An officer is justified in the use of any force which they reasonably believe, based on the totality of the circumstances, to be necessary to effect the arrest and of any force which they reasonably believe, based on the totality of the circumstances, to be necessary to defend themselves or another from bodily harm while making the arrest. In making this judgment, officers should carefully consider the factors listed in 300.4.3.

A peace officer or other person who has an arrested person in their custody is justified in the use of force, except deadly force, to prevent the escape of the arrested person from custody as they would be justified in using if they were arresting such person (720 ILCS 5/7-9).

300.4.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used objectively reasonable, proportional and necessary force, a number of factors should be taken into consideration as time and circumstances permit. These factors include but are not limited to:

- a. Immediacy and severity of the threat to officers or others.
- b. The conduct of the person being confronted, as reasonably perceived by the officer at the time.
- c. Officer/person factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers present and available to assist vs. persons present involved).
- d. The effects of suspected drug or alcohol use.
- e. The person's mental state or capacity.
- f. The person's ability to understand and comply with officer commands.
- g. The proximity of weapons or dangerous improvised devices.
- h. The degree to which the person has been effectively restrained and their ability to resist despite being restrained.
- i. The availability of other reasonable and feasible options and their possible effectiveness.

- j. The seriousness of the suspected offense or reason for contact with the person.
- k. Training and experience of the officer.
- l. Potential for injury to officers, suspects, and others (e.g. bystanders).
- m. Whether the person appears to be:
 - resisting, or
 - attempting to evade arrest by flight, or
 - attacking the officer.
- n. The risk and reasonably foreseeable consequences of escape.
- o. The apparent need for immediate control of the person or a prompt resolution of the situation.
- p. Whether the conduct of the person being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- q. Awareness of any propensity for violence.
- r. Officer-created jeopardy (i.e. officer actions that increase the risk of a reasonably foreseeable and unnecessary confrontation which is likely to result in injury to officers, suspects, or others).
- s. Any other exigent circumstances.

300.4.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting person. Officers may only apply those pain compliance techniques for which they have successfully completed Department-approved training. Officers utilizing any pain compliance technique should consider:

- a. The degree to which the application of the technique may be controlled given the level of resistance.
- b. Whether the person is able to comply with the direction or orders of the officer.
- c. Whether the person has been given sufficient opportunity to comply.
- d. The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.4.5 USE OF FORCE TO SEIZE EVIDENCE

Officers may use only objectively reasonable and necessary force to seize evidence lawfully and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. Regardless, an officer shall not use a chokehold or restraint above the shoulders with risk of asphyxiation, or any lesser contact with the throat or neck area of another, in order to prevent the destruction of evidence by ingestion [720 ILCS 5/7-5.5(b)].

300.4.6 LIMITATIONS ON CHOKEHOLDS

Officers shall not use a chokehold or restraint above the shoulders with risk of asphyxiation in the performance of their duties, unless deadly force is justified [720 ILCS 5/7-5.5(a)].

300.5 DEADLY FORCE (720 ILCS 5/7-5)

A peace officer, or any person whom they have summoned or directed to assist them, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. The officer is justified in the use of any force which they reasonably believe, based on the totality of the circumstances, to be necessary to effect the arrest and of any force which they reasonably believe, based on the totality of the circumstances, to be necessary to defend themselves or another from bodily harm while making the arrest. However, they are justified in using force likely to cause death or great bodily harm only when:

- a. The officer reasonably believes, based on the totality of the circumstances, that such force is necessary to prevent death or great bodily harm to himself or such other person; or
- b. When the officer reasonably believes, based on the totality of the circumstances, both that:
 - (1) Such force is necessary to prevent the arrest from being defeated by resistance or escape and the officer reasonably believes that the person to be arrested is likely to cause great bodily harm to another; and
 - (2) The person to be arrested committed or attempted a forcible felony which involves the infliction or threatened infliction of great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that they will endanger human life or inflict great bodily harm unless arrested without delay.

As used in this subsection, "retreat" does not mean tactical repositioning or other de-escalation tactics.

A peace officer is not justified in using force likely to cause death or great bodily harm when there is no longer an imminent threat of great bodily harm to the officer or another.

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themselves as a police officer and to warn that deadly force may be used, unless doing

so would create a substantial risk of death or great bodily harm. This is not necessary if the officer has objectively reasonable grounds to believe the person is aware of those facts.

Unless an officer is authorized to use deadly force as set forth above, deadly force shall **not** be used.

300.5.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should attempt to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer shall only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers shall not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.6 TERMINATION OF USE OF FORCE

The use of physical force should be discontinued when resistance ceases or the incident is under control. Officers should continue to use de-escalation techniques after they have initiated a use of force, including by continually assessing the situation and modifying the use of force as circumstances change and in ways that are consistent with the officer's and other persons' safety. When it is objectively reasonable that a person is fully in law enforcement's control, then the force must be terminated; this includes reducing the level of force as the threat diminishes. Physical force shall not be used against persons in restraints, except as objectively reasonable to prevent their escape, to prevent imminent bodily injury to the person, the officer, or another person, or to prevent manipulation of an officer's equipment. Only the amount of force necessary to control the situation shall be used. An officer shall not use force as punishment or retaliation.

300.7 MEDICAL CONSIDERATIONS

Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with their training to any person who has visible injuries, complains of being injured, requests medical attention, or is rendered unconscious. This may include:

- providing first aid,
- requesting emergency medical services, and/or
- arranging for transportation to an emergency medical facility.

Any person exhibiting signs of physical distress after an encounter should be continuously monitored until they can be medically assessed. Persons should not be placed or remain

on their stomachs for an extended period, as this could impair their ability to breathe. As soon as practicable, officers should turn a subject onto their side (also known as the “recovery position”), so their ability to breathe is not impeded.

Based upon the officer’s initial assessment of the nature and extent of the person’s injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such person refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the person, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired breathing).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable. See the Medical Aid and Response Policy for additional guidelines.

300.8 SUPERVISOR NOTIFICATION OF A USE OF FORCE

Officers shall notify supervisors as soon as practicable following the application of force as defined in 300.3.2.

The Chief of Police will implement and review on an annual basis a written procedure that ensures a multi-layered system of reporting and review of the uses of force by employees of the Department.

[See attachment: Changes to Use of Force Reviews 08112020 FINAL.pdf](#)

300.9 SUPERVISOR USE OF FORCE FIELD INVESTIGATION

It is in the best interest of involved persons, officers, the community, and the Urbana Police Department to ensure the proper use of force was utilized in any incident. As a result, the Department shall engage in the proactive gathering of information in all use of force incidents. This procedure does not apply to incidents where any investigative team or unit is involved for the purpose of conducting criminal proceedings as required by state law.

Conditions Necessitating a Supervisor Use of Force Investigation

Under the following circumstances, a follow-up investigation will be initiated by the on-duty Field Supervisor when an officer's use of force results in or involves:

- a. Any injury requiring medical treatment to the involved person or a third party, or
- b. Any injury to an officer that requires follow-up medical services beyond initial assessment and treatment (e.g., beyond minor cuts, abrasions, bruising for which an officer still might go to Occupational Medicine or the ER), or
- c. Any injury or a medical condition resulting from a use of force or an interaction with an officer for which the Champaign County Jail refused to accept a prisoner, or
- d. A person subjected to the force complained of continuing pain, or
- e. A person was struck or kicked, or
- f. Oleoresin Capsicum (OC) is used on a person, or
- g. A TASER was discharged in a non-training environment against a human, or
- h. A person was struck by a baton, or
- i. A person subjected to the force was rendered unconscious, or
- j. A person asserts a misuse of force by an officer, or
- k. The person indicates intent to pursue litigation, or
- l. Any application of a restraint device other than handcuffs, shackles, or belly chains, or
- m. Any other use of force incident that, in light of all the known facts and circumstances, may face additional scrutiny.

Responsibilities of Supervisors Related to a Use of Force Investigation

When the above conditions are met, a supervisor, if reasonably available, should respond to a reported application of force. In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the following items as circumstances permit. The supervisor is expected to:

- a. Ensure that any injured parties are examined and treated.
- b. Conduct an investigation to include:

1. Obtain a statement from involved or witness officers. This should include a review of officers' reports and asking clarifying questions.
 2. When possible, obtain a statement from the person upon whom force was applied.
 3. Identify and obtain a statement from any witnesses not already included in related reports.
 4. Identify, collect, and document any physical evidence.
 - Ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 - Search for and collect surveillance video or photographs.
- c. Review and approve all related reports.
 - d. Determine if there is any indication that the person may pursue civil litigation. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
 - e. Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

300.10 DOCUMENTING USE OF FORCE

Any use of force by an employee of this Department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why they believed the use of force was reasonable under the circumstances. Some form of documentation regarding the use of force will always be required. The responsibility for written documentation falls on the officer who uses force. Other personnel may be directed and/or required to document the incident. Such reports are not limited to arrest situations but include any use of force as required by this policy. Those instances also include:

- a. If an officer removed their OC spray can, baton, or TASER in anticipation of using them and displayed them to a person in an effort to gain compliance with their commands, a report shall be prepared.
- b. In any situation where an officer removes their duty weapon from its holster in an attempt to control a person's action or displays a rifle in an attempt to control a person's action, the officer shall write a report.
- c. Any time a duty weapon or rifle is pointed at a person, regardless of whether the person is aware of the weapon or rifle, the officer shall write a report.

Supervisors are required to ensure that the use of force is properly documented and reviewed. Higher levels of use of force shall require more detailed documentation. Reports shall thoroughly describe the incident both in terms of the offender's specific resistance and the officer techniques used to overcome that resistance. Officers shall use the proper terminology when writing reports.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in Department policy, procedure, or the law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.11 USE OF FORCE REVIEW BOARD

The Urbana Police Department is committed to strengthening public trust through transparency with the public about every use of force and accountability for every officer who uses force. The Department recognizes that through early intervention it may be possible to avoid the use of excessive force and prevent harm to the community. To achieve this end, the Department utilizes a Use of Force Review Board. The Use of Force Review Board shall review each use of force by any officer to ensure compliance with this policy and to identify law enforcement officers who are at risk for engaging in the use of excessive force and to provide those law enforcement officers with re- training and appropriate behavioral interventions, or other appropriate consequences to eliminate that risk. Beyond the needs of specific officers, the Board will look for general Department issues, such as equipment needs or areas of performance in need of improvement.

300.12 TRAINING

Officers will receive periodic training on this policy and demonstrate their knowledge and understanding within the parameters as set through Illinois law.

Officers should receive periodic training on:

- a. Guidelines regarding vulnerable populations, including but not limited to children, the elderly, pregnant persons, and persons with physical, mental, or intellectual disabilities, or persons with language and cultural differences.
- b. De-escalation tactics, including alternatives to force.
- c. Cultural competency, including implicit bias and racial and ethnic sensitivity.

Supervisors should receive periodic training on this policy and the proper method for conducting field supervisor use of force investigations.