



HOLLYWOOD POLICE DEPARTMENT

SOP #200.1

RESPONSE TO RESISTANCE REPORTING PROCEDURES

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APPROVED: CHIEF OF POLICE, CHRIS O' BRIEN

PURPOSE: It is the purpose of this policy to provide Officers and Supervisors with guidelines for reporting, investigating, reviewing, and managing Response to Resistance Incidents.

SCOPE: This SOP applies to all members of the Department.

POLICY: It is the policy of the Hollywood Police Department that any incident requiring a Response to Resistance be documented and reviewed in a timely, complete, and accurate manner. The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and preserve the integrity of the Police Department, its members, and the City of Hollywood.

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PROCEDURE:

I. WHEN A MOBILE FIELD OR SUPPLEMENTAL REPORT IS REQUIRED

The following situations require the completion of a Mobile Field Report.

A. Complaints of Injury by Arrested Subjects:

Whenever a member encounters a person whom:

1. Claims they sustained an injury as a result of contact with the member.
2. Has a known or visible pre-existing injury.

B. Disabling Force against a Vehicle:

Whenever a member uses restraining/disabling force in the form of a “Stop-Stick” deployment against a vehicle.

C. Response to Resistance Report Incidents:

When a member is involved in, or witnesses an incident which requires a “Supervisor’s Response to Resistance/ Blue Team entry to be completed.

D. Deadly Force Incidents:

When a member is involved or witnesses a deadly force incident against a subject, unless relieved of this duty by a Commanding Officer of the investigating Unit.

E. Discharge of a Firearm:

Any discharge of a City owned firearm by any party, except during firearm training and practice; or any discharge of a Non-City owned firearm by a Department member, except during training, practice or legally sanctioned hunting.

F. Disabling Force Against an Animal:

Whenever a member uses incapacitating or deadly force against an animal.

II. WHEN AN OFFICER’S RESPONSE TO RESISTANCE REPORT AND SUPERVISOR’S RESPONSE TO RESISTANCE / BLUE TEAM ENTRY ARE REQUIRED

An Officer’s Response to Resistance Report (see **Appendix A**), Supervisor’s Response to Resistance/Blue Team entry, Supervisor’s Response to Resistance Report, if applicable (see **Appendix B**) will be prepared when an Officer acts in an official capacity on or off duty, regardless of whether an arrest is made and whenever the following occurs:

A. Resisting an Officer with Violence:

Anytime an Officer charges an arrestee with Resisting an Officer with Violence and / or the arrest results in an injury or complaint of an injury.

B. Use of Force Resulting in Injury:

When a member uses any response to a subject’s resistance within the Department’s Force Guidelines which results in an injury or complaint of injury.

C. Use of Aerosol Chemical Agent (ACA):

When a member uses an ACA against a subject.

D. When a Non-lethal Weapon is used:

When a member uses an impact weapon, Taser, canine or any item that can be construed as a weapon.

E. When a Strike or Stun is used:

When a member uses any technique, with or without a weapon which is/or is not intended to render a subject temporarily distracted, unconscious or incapacitated.

F. Use of Deadly Force:

When a members actions:

1. May result in imminent death, great bodily harm or permanent disfigurement.
2. Are considered a Deadly Force Response.
3. Result in the member intentionally or accidentally discharging a firearm during an encounter with a subject.

III. WHEN AN OFFICER'S RESPONSE TO RESISTANCE REPORT AND SUPERVISOR'S RESPONSE TO RESISTANCE / BLUE TEAM ENTRY ARE NOT REQUIRED:

A. Firearm discharges during the following activities:

1. Firearm training
2. Firearm practice
3. Recreational activities
4. Legally sanctioned hunting
5. Utilizing deadly force against an animal

B. When a subject accidentally or purposely injures himself/herself, a Mobile Field Report will be completed.

IV. SUPERVISORY ADHERENCE TO THE LAW ENFORCEMENT OFFICERS' BILL OF RIGHTS

The Department recognizes a balance must be reached between the Department's interest in obtaining appropriate documentation of a member's response to resistance and the protections afforded an Officer during a disciplinary inquiry.

A. Supervisor Training:

Supervisors who are charged with the responsibility of preparing a Supervisor's Response to Resistance / Blue Team entry will receive training from their immediate supervisor pertaining to the Law Enforcement Officers' Bill of Rights as well as the procedures contained within this SOP.

B. Officer Representation:

If during the preparation of the Supervisor's Response to Resistance/ Blue Team entry the Supervisor determines a disciplinary inquiry is necessary, the interview with the Officer will cease.

1. The Supervisor will notify the Shift Lieutenant immediately.
2. Any additional investigation will proceed in accordance with the current Collective Bargaining Agreement, the Department's Standard Operating Procedures, and Chapter 112, [112.532 f.s.](#)

V. RESPONSIBILITIES AT NON-LETHAL FORCE INCIDENTS REQUIRING A RESPONSE TO RESISTANCE REPORT

Whenever a member is involved in a non-lethal use of force incident, the following procedures will be adhered to:

A. Member Responsibilities:

Members are responsible for the following:

1. Seeking medical attention for injured subjects and obtaining a medical release before transporting the subject to a detention facility.
2. Notifying the Communications Center immediately of the following:
 - a. Location of incident.
 - b. Officer unit number.
 - c. Description of involved subjects and direction of travel if necessary.
3. Notifying a Supervisor via Police radio.
4. Removing the involved subject from the area, if the situation requires.
5. Ensuring scene is secure.
6. Collecting the names of witnesses and other members for reporting purposes.
7. Completing a Mobile Field Report documenting the specific actions of the subject that necessitated the use of force, the reasons why the Officer used force, as well as any subject complaints of injury, medical treatment received, or refusal of medical treatment.
8. Completing an Officer's Response to Resistance Report no later than the end of their shift and forwarding it to the responding Supervisor who is responsible for completing the Supervisor's Response to Resistance Blue Team entry. The Supervisor will attach the signed Officer's Response to Resistance Report to the Blue Team entry.
9. Each member is responsible for the force they used. Therefore, each member who used force during an incident will complete a separate Officer's Response to Resistance report.
10. Notifying any transporting officers if force was used on the arrestee, or if the arrestee has an injury or complaint of injury.
11. Ensuring arrestee is examined by an appropriate health care provider prior to interrogation or prisoner processing for purposes of detention when suffering from or complaining of injury or illness or when, among other instances, the individual
 - a. Is struck on the head with an impact weapon or other hard object;
 - b. Is restrained about the neck or throat;
 - c. Is struck with a less-lethal weapon projectile or munition.
 - d. Is bitten by a Police canine.

B. Responding Supervisor Responsibilities:

The involved Member's Supervisor, or if not available, the shift Supervisor is responsible for the following:

1. Responding to the scene on a priority basis.
2. Confirming the subject will be receiving medical attention, if necessary.
3. Initiating a Response to Resistance Blue Team entry before the end of their shift with the following information:
 - a. Date
 - b. Time
 - c. Location
 - d. Case number
 - e. Officers involved

- f. Subjects involved
4. Documenting the following in the Response to Resistance Blue Team entry:
 - a. Interview witness Officer(s) and suspect(s);
 - b. If known, the suspect's past or current behavior, etc.
 - c. All actions taken; an accurate description of conditions leading up to force and force used; Specific actions taken.
 - d. Specific Injuries sustained and what caused them;
 - e. Medical treatment, needed or desired;
 - f. Statements of all available witnesses. The Supervisor is responsible for canvassing the area, identifying and interviewing witnesses as appropriate;
 - g. Canvassing the area for cameras which might have captured the incident;
 - h. Details of the incident scene;
 - i. Statements of any health care providers who conducted the examination regarding the injuries, if applicable.
 - j. Facilitate Taser downloads, if applicable.
 5. Having photographs taken of the subject's visible injuries and areas of complained injuries, if any. **"Photos must also be taken to rebut allegations of self-inflicted injuries."**
 6. Having photographs taken of the Officer's visible injuries, if any.
 7. Completing the Supervisor's Response to Resistance Blue Team entry to include, but not limited to:
 - a. The Supervisor will review the use of force and will complete the narrative section completely, with all observations and documented information included.
 - b. The Supervisor's narrative will address the reasonableness of the Use of Force and should not repeat the Officer's narrative.
 - c. If more than one member is involved, each member's name will be added to the Response to Resistance Blue Team entry in the appropriate space.
 - d. If more than one subject is involved, a separate Response to Resistance Blue Team entry will be completed for each subject.
 - e. The Supervisor will complete a Supervisor's Summation, listing in bullet format the compelling reason and justification for their conclusion. The Supervisor will clearly articulate whether or not the member's actions were consistent with Department Policy and Procedures and whether or not it was objectively reasonable.
 - f. If the investigation does not fit in the narrative section of Blue Team, the Supervisor will need to complete a Supervisor's Response to Resistance Report and attach it to the Blue Team entry.

The Supervisor will include a brief summary of the incident and their conclusion in the narrative section of the Blue Team entry if attaching a Supervisor's Response to Resistance Report. Supervisors cannot start the narrative in Blue Team and continue it on a Supervisor's Response to Resistance Report.
 8. Ensuring all members at the scene complete the appropriate priority Mobile Field Reports and Supplement Reports and reviewing the reports for the following:
 - a. Ensuring that the "use of force" is accurately described.
 - b. Contacting the Shift Lieutenant if discrepancies are discovered.

9. Attach the following reports to the Response to Resistance Blue Team entry and forward to the responding and/or on-duty (at time of incident) Lieutenant within twenty-one (21) calendar days. If the Sergeant requires more time, he can request an extension via e-mail to the involved Member's Major via his Chain of Command.
 - a. The Officer's Response to Resistance Report.
 - b. Copies of all Mobile Field Reports, including all supplemental reports.
 - c. Copies of all available photographs and videotapes.
 - d. Any other evidentiary items available;
 - e. The Supervisor's Response to Resistance Report, if the investigation did not fit in the Blue Team narrative section.
10. If the Supervisor's conclusion is the Member's actions were not consistent with Department Policy and Procedures and not objectively reasonable, the Supervisor will advise such in the Response to Resistance Blue Team entry and complete a Complaint Blue Team entry (see **SOP 104.1 Complaint Process**).

C. Lieutenant Responsibilities;

The involved Member's Lieutenant, or if not available, the shift Lieutenant is responsible for the following:

1. Responding to the incident, as necessary;
2. Reviewing all reports submitted to determine if Department Policy and Procedures were adhered to;
3. Returning to the responding Supervisor if additional information is required.
4. Forwarding the Response to Resistance Blue Team entry to the involved members Division Major within seven (7) calendar days.

D. Division Major's Responsibilities;

The Involved member's Division Major will review all incidents in which an Officer/Supervisor's Response to Resistance Blue Team entry was required. The Major's review is conducted to ensure policy compliance.

1. Compliant Reports:

If the Supervisor's Response to Resistance Blue Team entry is compliant with the written directives of the Department, the Division Major will:

- a. Be the final review authority and acknowledge his review by approving and typing "**Approved - For Filing Purposes Only**" in the comments section of the Blue Team entry.
- b. Forward the Response to Resistance Blue Team entry to Internal Affairs.

2. Reports for Further Review:

If the facts are inconsistent with the written directives of the Department, the Division Major will seek clarification and additional input from involved Supervisors.

The Division Major will forward the Response to Resistance Blue Team entry and type in the comments section, "Administrative Review suggested" or "Internal Affairs Investigation suggested".

The Division Major will review the Complaint Blue Team Entry and forward to the Internal Affairs Unit for an "Internal Affairs Investigation" to be conducted if applicable. (See Complaint Process).

E. Supervisors' Recommendation for Remedial Training:

Any Supervisor may recommend appropriate remedial training for a "use of force" incident. Requests for remedial training will be directed to the Training and Professional Development Unit.

F. Internal Affairs Responsibilities:

Internal Affairs will review all Response to Resistance Blue Team Entries to determine adherence to policy and procedures and completeness of the report. IA will forward the Blue Team Report to:

1. The Training Sergeant, for review.
2. The Records Manager, for inclusion in the incident's case file.

G. Training Unit Responsibilities:

The Training Unit will review all Response to Resistance Blue Team entries to determine the effectiveness of training and equipment.

VI. RESPONSIBILITIES AT A DEADLY FORCE OR DISCHARGE OF A FIREARM INCIDENT

When using any action which could be considered a form of deadly force or discharging a firearm other than for training purposes or as the result of recreational activity, members have certain mandatory obligations.

A. Member Responsibilities:

Members have the following responsibilities whether on or off-duty:

1. Notification:

- a. Request Fire Rescue to ensure proper medical aid is provided if needed. [4.09]
- b. Notify the Communications Center of the following:
 - (1). Location of incident
 - (2). Officer unit number
 - (3). Whether shots have been fired
 - (4). Description of involved subjects and direction of travel if necessary.
- c. Request a Supervisor's response to the scene.

2. Injuries:

Provide first aid to the injured, if needed.

3. Scene Security:

Secure any evidence, weapons, crime scene, and prisoners.

4. Witness Identification:

Locate and identify witnesses if possible.

5. Remain at Scene:

Involved members are not to leave the scene until released by a Supervisor unless exigent circumstances exist.

6. Brief the Arriving Supervisor:

Members will furnish the following information:

- a. Location of injured parties.
- b. Description and identity of suspects if known
- c. Description of the incident scene if known
- d. Location of evidence and weapons.

7. Union Services:

Members are entitled to Union representation and legal counsel.

8. Produce a Written Report:

Involved members will prepare a Mobile Field Report documenting the incident within ten (10) calendar days and cooperate with all Law Enforcement Investigators responsible for completing the investigation.

B. Supervisor Responsibilities:

Incidents involving Deadly Force or the discharge of a firearm require the involved Member's Supervisor, or if not available, the shift Supervisor to conduct the following:

1. Responding to the scene on a priority basis.

2. Member Debriefing:

The Supervisor will limit his questioning of the involved member(s) to the following:

- a. Location of injured persons.
- b. Description and location of suspects if known.
- c. Extent of the incident scene.
- d. Location of evidence and weapons if known.

3. Once briefed, the Supervisor will not interview the member any further about the incident.

4. Scene Integrity:

Ensure the integrity of the scene is not compromised, to include:

- a. The member or suspect's hands are not washed so a residue test can be performed.
- b. The member and suspect's weapon and ammunition, to include primary and secondary firearms, are secured and not moved.
- c. The member's duty belt is secured at the scene or left in the position it was recovered and not moved.
- d. The involved member and suspect's vehicles are secured.
- e. Ensure entry into the scene is limited to necessary personnel only.
- f. Everyone at the scene, including those who state they didn't witness the event, is identified, separated and documented with some form of identification.

5. Communication:

Provide necessary communication needs for the involved member to contact Union representatives.

6. Notification:

Ensure the following are notified to respond.

- a. Investigative Services Section.
- b. Crime Scene Investigations Unit.
- c. Shift Lieutenant.

7. Perform Subordinate's Tasks:

If the member is injured, the Supervisor will be responsible for completing all of the involved member's responsibilities to include report preparation.

8. Reporting:

Complete the following reports:

- a. A Supplemental Report, if needed.
- b. A Supervisor's Response to Resistance/ Response to Resistance Blue Team entry.

C. Shift Lieutenant's Responsibility:

1. Respond to the scene on a priority basis.
2. Confer with Supervisor and ensure all Supervisor responsibilities are conducted.
3. **Notification:**
Ensure the following are notified:
 - a. Staff Duty Officer.
 - b. Internal Affairs.
4. **Reporting:**
Complete the following reports:
 - a. A Supplemental Report, if needed.
 - b. A Firearm Discharge Blue Team entry if the incident involved an accidental discharge or animal shooting. The Firearm Discharge Blue Team entry must be completed by the investigating Lieutenant.

D. Legal Representation:

Investigators and Supervisors will cooperate with the Union services provided to their members during the course of the investigation.

E. Range Master:

Duties of the Range Master or designee when a deadly force incident involves a firearm:

1. Provide an immediate replacement of a primary firearm to the member, at the discretion of the Chief of Police, and or designee.
2. Inspect and certify in writing, via Inter-Office Memorandum, that the member's firearm and ammunition were in compliance with Department Standards, if the incident involved an accidental discharge or animal shooting.

F. Internal Affairs' Responsibility:

The following responsibilities fall within the purview of Internal Affairs:

1. Internal Affairs will respond to the scene of all police involved Deadly Force Incidents, an incident where a member's actions resulted in/or may have resulted in death or serious injury. Including the discharge of a firearm.
2. Internal Affairs will review all circumstances related to a police involved Deadly Force Incident; an incident where a member's actions resulted in/or may have resulted in death or serious injury. Including the discharge of a firearm. These incidents will be classified as Internal Affairs Investigations and will be completed separately from any criminal investigation.

The completed Internal Affairs Investigation will be forwarded to the Chief of Police for final review and disposition (see **SOP 104 Professional Compliance**).

3. Internal Affairs will ensure the return of the involved member's firearm after final disposition.

G. Responsibilities of the Investigative Services Section:

The Department's Investigative Services Section will be responsible for:

1. Conducting the criminal investigation of all deadly force incidents within the City's jurisdiction.
2. Assisting the Law Enforcement Agency where a deadly force incident involving a department member occurred outside the City's jurisdiction.
3. Completing the Firearm Discharge Report entry in Blue Team (see **Section VII** of this **SOP** for clarification).

4. Providing continuous investigation updates to the Chief of Police and Internal Affairs.
5. Providing a completed copy of the investigation to the Chief of Police and Internal Affairs.
6. Providing a completed copy of the investigation to the State Attorney's Office if the incident occurred within our jurisdiction.

H. Review of Deadly Force Incidents; Defined Levels of Authority:

All Deadly Force Incidents will be reviewed as follows:

1. The State Attorney's Office will be the final review authority for all criminal investigations involving a Department member.
2. The Chief of Police will be the final authority for review and discipline on all Administrative Investigations involving a Department member.

The Chief may consider the following information during his review:

- a. The Internal Affairs Investigation.
- b. The Investigation conducted by the Investigative Services Section.
- c. The Criminal Investigation conducted by the appropriate Law Enforcement Agency.
- d. Disposition of the State Attorney's Office.
- e. Disposition of any Court proceeding.
- f. Shooting Review Board Recommendation.

VII. FIREARM DISCHARGE REPORTS / BLUE TEAM ENTRIES

All discharges of a City owned firearm by any party, and a Non-City owned firearm by a Department member will require the completion of a Firearm Discharge Report/ Blue Team entry, the notification of the Internal Affairs Unit, and an initial 72 hour briefing to the Chief of Police. This includes accidental discharges and animal shootings. Additionally, other required reports i.e. Mobile Field Reports, Supplement Reports and/or Response to Resistance Reports will be completed.

Exceptions to these reports are:

- Firearm Training
- Firearm Practice
- Recreational Activities
- Legally Sanctioned Hunting

A. "Accidental Discharge" or an "Animal Shooting"

1. Lieutenant Responsibility:

The involved member's Lieutenant is responsible for the following, unless directed otherwise by the Staff Duty Officer:

- a. Complete the Firearm Discharge Report (Blue Team Firearm Discharge) with the following information:
 - (1). Statements of witness Officer(s) and suspect(s);
 - (2). If known, the suspect's past or current behavior, etc.
 - (3). All actions taken; accurate description of conditions leading up to the force and force used; Specific actions taken.
 - (4). Specific Injuries sustained and what caused them;
 - (5). Medical treatment needed or desired.
 - (6). Statements of all available witnesses. The Supervisor is responsible for canvassing the area, identifying and interviewing witnesses as appropriate.

- (7). Videos of the incident.
 - (8). A recording of the Police radio audio transmissions.
 - (9). Any 911 calls relating to the incident.
 - (10). Details of the incident scene;
 - (11). Incident reports and all supplemental reports
 - (12). Statements of any health care providers who conducted the examination of the suspect regarding their injuries.
 - (13). Reference the Department's Force Guidelines as it applies.
- b. The investigating Lieutenant will compile the following, in a tabbed and indexed binder:
- (1). Firearm Discharge Report (**Blue Team Firearm Discharge**).
 - (2). Incident Report and all Supplemental Reports by witness Officers.
 - (3). Crime Scene Technician Report.
 - (4). Crime Scene Admission Log.
 - (5). Crime Scene Photographs.
 - (6). Crime Scene Diagram.
 - (7). CAD Report.
 - (8). CAD history for the location.
 - (9). A recording of the Police Radio audio transmissions.
 - (10). Ensure any calls to 911 relating to the incident and all radio transmissions are requested through Communications. All copies of recording should be placed on a CD and submitted to Property.
 - (11). IA Pro history of firearms discharges, if any, by the involved Officer.
- c. Forward the completed binder and the Firearm Discharge Report (Blue Team Firearm Discharge) to the involved member's Division Major within (10) calendar days.

2. Division Major's Responsibility:

The Division Major of the involved member will review all Firearm Discharge Reports (Blue Team Firearm Discharge) involving an "Accidental Discharge" or an "Animal Shooting."

Upon review, the Division Major will forward the binder containing the supporting documents to the Shooting Review Board Chairperson.

B. "Officer Involved Shooting"

1. Investigative Services Section Responsibility:

- a. If the discharge involves an "Officer Involved Shooting", of, or at, a person, the Supervisor of the Detective conducting the criminal investigation will be responsible for coordinating and completing the Firearm Discharge Report (Blue Team Firearm Discharge).

The Firearm Discharge Report (Blue Team Firearm Discharge) will be filed with the case documentation.

VIII. INITIAL 72 HOUR USE OF FORCE BRIEFING

The purpose of the initial 72 hour Use of Force briefing to the Chief of Police is to provide a preliminary review of the facts and circumstances of a deadly force incident, an incident where a member whose actions resulted in death or serious injury or may have resulted in death or serious injury, or discharge of a firearm incident. The Criminal Investigations Division Major and the Internal Affairs Lieutenant will facilitate the meeting and present the following initial reports and information:

A. Animal shootings and accidental discharges:

1. Incident Report;
2. Crime Scene Photographs;
3. An initial draft of the Firearms Discharge Report (Blue Team Firearm Discharge).

B. Deadly Force Incidents:

In cases of deadly force incidents, an incident where a member whose actions resulted in death or serious injury or may have resulted in death or serious injury:

1. Incident Report;
2. Crimes Scene Photographs;
3. The Criminal Investigations Division Major will provide a verbal briefing as to the status of the investigation.
4. The Criminal Investigations Division Major will provide the Chief of Police monthly updates throughout the investigative process.

C. Personnel attending Briefing:

The following personnel will attend the briefing:

1. Chief of Police or designee;
2. Internal Affairs member or designee;
3. Criminal Investigations Division Major or designee;
4. The Major or designee with command responsibility for the location where the incident occurred.

IX. ADMINISTRATIVE LEAVE ASSIGNMENTS AND DEADLY FORCE

Any member (sworn or civilian) whose actions result in death or serious injury or may have resulted in death or serious injury may be removed from the line of duty, at the discretion of the Chief of Police or his designee and placed immediately on Administrative Leave until a preliminary review is conducted. The assignment to Administrative Leave will not be interpreted to imply or indicate the member has acted improperly.

A. Members Availability:

While on Administrative Leave, the member will be assigned a schedule of Monday through Friday, 0800-1600 hours. The member will remain available, at all times, for any Department interviews and statements regarding the incident and will be subject to recall to duty at any time.

B. Members Return to Duty:

Upon returning to duty, the member may be assigned to limited duty for a period of time as deemed appropriate by the Chief of Police.

C. Critical Incident Stress Debrief:

Members will be required to undertake a Critical Incident Debriefing before returning to duty. The Critical Incident Debriefing will be conducted by a:

1. Department Psychologist.
2. Medical Doctor, if applicable.

X. SHOOTING/USE OF FORCE REVIEW BOARD PROCESS

The Shooting/Use of Force Review Board's (SURB) purpose is to ensure employee compliance with Departmental Rules and Regulations, Departmental Standard Operating Procedures and training practices.

It is not the board's purpose to investigate any criminal allegation regarding the discharge of a firearm by a Department member.

A. The Shooting/Use of Force Review Board's (SURB) will:

1. Thoroughly review incidents of firearm discharges by members, other than firearm training, firearm practice, recreational activities, or legally sanctioned hunting, "**not resulting in death or serious injury**".
2. Evaluate and consider the judgment utilized by the member, the incident's nature and if training practices were followed.

B. Members of the SURB:

The SURB will be comprised of the following members:

1. A Chairperson who will be the Criminal Investigation Division Major.
2. An Internal Affairs Designee
3. The involved members Major.
4. The Training Unit Lieutenant
5. A non-involved Lieutenant designated by the Chairperson
6. A non-involved Sergeant, designated by the Chairperson

Department members will assist the Board Chairperson by providing any and all requested documents relating to any firearm discharge.

C. Accidental firearm discharges or animal shootings:

1. The SURB will convene within 30 days of the incident:
2. The investigating Lieutenant will scan the information provided in the binder and provide the SURB members with an electronic copy.

D. Cases of Deadly Force Incidents

Incidents where a members actions resulted in death or serious injury or may have resulted in death or serious injury:

1. The SURB will convene at the conclusion of the case and a disposition is given from the State Attorney's office and the Internal Affairs' administrative case.
2. All SURB members will be provided all documentation and case files relating to the incident.

E. Chairperson Responsibilities:

1. Set the date, time and location for the board meeting.
2. Notify all board members of the meeting.
3. Facilitate the board meeting.
4. Present the final report to the Chief of Police, in Memorandum format, indicating the following:
 - a. If the action taken was proper under prevailing Florida State Statutes.
 - b. If the action taken was within current Departmental Rules and Regulations and Standard Operating Procedures.
 - c. If the action taken was reasonable under the objectively reasonableness clause.
 - d. Further Administrative action is recommended.
 - e. Internal Investigation is recommended.
 - f. A training issue has been identified and noted.
 - g. No further action is recommended.

XII. DEFINITIONS:

A. ACCIDENTAL DISCHARGE:

Any unexpected or unintentional expulsion of a projectile from any firearm.

B. COMMISSION:

The Criminal Justice Standards and Training Commission of the Florida Department of Law Enforcement.

C. DEADLY FORCE:

Defensive or controlling action that is likely or intended to cause death, great bodily harm, or serious bodily injury.

D. FORCE:

Any response to a subject's resistance that results in an injury or complaint of injury and requires the completion of a Supervisor's Response to Resistance Report.

E. GREAT BODILY HARM:

A bodily injury that creates a substantial risk of death, causes serious permanent disfigurement, or results in long-term loss or impairment of a limb, function or organ.

F. OFFICER INVOLVED SHOOTING:

The purposeful or accidental discharge of a firearm by a member.

G. SERIOUS BODILY INJURY:

See "Great Bodily Harm".

H. USE OF FORCE:

A defensive or controlling response by an Officer to overcome a person's threatened or actual physical resistance to an Officer's performance of legal duty; to protect an Officer or another person from physical resistance or acts of aggression that are likely to cause harm.

ATTACHMENTS:

- **Appendix A:** Officer's Response to Resistance
- **Appendix B:** Supervisor's Response to Resistance Report.
- **Appendix C:** Force Guidelines-Decision Making Process

HOLLYWOOD POLICE DEPARTMENT OFFICER'S RESPONSE TO RESISTANCE REPORT

INCIDENT INFORMATION					
Case No.	Date (mm/dd/yy) / /	Day	Time Hrs.	Zone	Incident Type
Address of Incident		Location Type:			
		<input type="checkbox"/> Residential <input type="checkbox"/> School <input type="checkbox"/> Other _____		<input type="checkbox"/> Commercial <input type="checkbox"/> in Transport <input type="checkbox"/> Police Station <input type="checkbox"/> Roadway	
Initial Reason for Use of Force:					
<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"/> Effect an Arrest <input type="checkbox"/> Prevent <input type="checkbox"/> Suicide <input type="checkbox"/> Thwart Commission of Crime <input type="checkbox"/> Other _____					

SUBJECT INFORMATION							
Subjects Name (Last, First, MI)			DOB	Age	Sex	Race	Ethnicity
Body Type	Weight Lbs.	Height Ft in	Alcohol/Drug Use		Behavior		
Complaint of Injury <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Injury		Type of Treatment		Hospital		
Level of Resistance			Type of Weapon Used		How Used		
CHARGES							
Primary				Secondary			

If this Officer used force against additional subjects in this incident, attach additional Officer's Response to Resistance Reports.

MEMBER INFORMATION						
Name (Last, First)				Badge No	Uniform <input type="checkbox"/> Yes <input type="checkbox"/> No	On Duty <input type="checkbox"/> Yes <input type="checkbox"/> No
Injured <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Injury	Type of Treatment		Hospital		
OFFICER RESPONSE						
Presence of Authority			Verbal Dialogue & Direction			
Response Options Used			Physical Control Used		Target Area	
Non-lethal Weapon Used	Target Area	Deadly (Lethal) Force Used		Target Area	Reason for Using Response	
Rank/Name of Member Completing Report			Badge #		Rank/Name of Supervisor	
Signature _____			Date _____		Signature _____	
					Date _____	

HOLLYWOOD POLICE DEPARTMENT SUPERVISOR'S RESPONSE TO RESISTANCE REPORT

INCIDENT INFORMATION					
Case No.	Date (mm/dd/yy) / /	Day	Time Hrs.	Zone	Incident Type
Address of Incident					

NARRATIVE
<p>The Narrative should contain a chronological account of all relevant events and/or actions including, but not limited to:</p> <ul style="list-style-type: none"> • Interviews of witness Officer(s) and suspect(s); • If known, the suspect's past or current behavior, etc.; • All actions taken; an accurate description of conditions leading up to force and force used; Specific actions taken. • Specific Injuries sustained and what caused them; • Medical treatment, needed or desired; • Statements of all available witnesses. The Supervisor is responsible for canvassing the area, identifying and interviewing witnesses as appropriate; • Details of the incident scene; • Statements of any health care providers who conducted the examination regarding the injuries if applicable. • Facilitate Taser downloads. • Supervisor Summation, listing in bullet format the compelling reason and justification for their conclusion. (The Supervisor will clearly articulate whether or not the Member's actions were consistent with Department's Force Guidelines and whether or not it was objectively reasonable.)

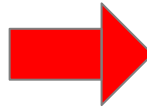
Reporting Supervisor (print)	Reporting Supervisor (sign)	Date / /
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Force Guidelines

The Decision Making Process

Subject Resistance

- Is the subject verbally or physically resisting my lawful authority ?
- Is the subject making attacking movements that **are not** likely to cause death or great bodily harm ?
- Is the subject making attacking movements that **are** likely to cause death or great bodily harm ?



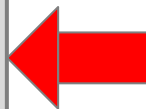
Situational Factors

- What subject factors influence this situation ? Weapon ? Physical size ? Demeanor ? Others ?
- What officer factors influence this situation ? Training ? Experience ? Physical size ? Others ?
- What environmental factors influence this situation ? Weather ? Location ? Presence of others ?



Justification

- Were my actions reasonable based on the subjects resistance and the totality of the circumstances ?
- Am I able to articulate the reasons for my actions ?
- Was I in compliance with constitutional and state laws, agency policy and training ?



Officer's Response

- Can I physically control the subject ?
- Could I use a non-lethal weapon not meant to cause death or great bodily harm ?
- Is deadly force the appropriate option to prevent death or great bodily harm to myself or others ?