





POLICIES AND PROCEDURES MANUAL

	USE OF FORCE REPORTING	
	POLICY NUMBER: 4-2	ISSUING AUTHORITY 
	EFFECTIVE DATE: June 12, 2025	Christine A. Elow Police Commissioner

I. GENERAL CONSIDERATIONS AND GUIDELINES

A use of force or response to resistance reporting system within a police department can provide an effective way to record data to help identify trends, improve training and officer safety, and supply timely information for the department in addressing issues with the public. Early, accessible, and accurate data, as well as a robust review process, can help the department to establish credibility both internally and externally. *Transparency* is a key element in a police department's efforts to earn legitimate authority along with its legal authority.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. require a written report whenever an officer:
 1. takes action that results in, or is alleged to have resulted in, the injury or death of another person;
 2. discharges a firearm in the course of taking police action, regardless of whether there has been an injury, except in those cases exempt from a use of force report as defined in this policy;
 3. applies force through the use of lethal or less lethal weapons;
 4. applies any type of weaponless physical force at a level that causes injury or death, or results in allegations of injury;
 5. points a weapon at a subject;
 6. exerts physical force using techniques that are intended to gain compliance without causing lasting injury against a subject who is continually and persistently resisting;
 7. is advised to do so by a supervisor;
- B. maintain an accurate and timely system for data collection of Use of Force Reports; and

- C. conduct an annual analysis of use of force incidents, policies, and practices, including assaults on sworn officers.

III. DEFINITIONS

- A. *Reportable Use of Force*: A level of force used by a member of this department that would trigger a report as directed under this policy. Physical touching, gripping or holding, frisking, handcuffing, or other custodial procedures with compliant and passively resisting subjects are not included.

IV. PROCEDURES

- A. 4.2.1 (M) Reporting Uses of Force
 - 1. A written report shall be submitted whenever an employee:
 - a. discharges a firearm for other than training, recreational, or testing purposes;
 - b. takes an action that results in, or is alleged to have resulted in, injury or death of another person;
 - c. applies force using lethal or less lethal weapons; or
 - d. applies weaponless physical force at a level that may but is not likely to cause injury.
- B. 4.2.2 (M) Written Use of Force Reports and Administrative Review
 - 1. Procedures for the administrative review of each Use of Force Report are as follows.
 - a. The involved officer(s) shall notify the sector sergeant, remain at and secure the scene if doing so will not cause a hazard, cooperate with the investigating officer(s), secure any firearms and ammunition, and refrain from discussing the incident with anyone except those directly involved or legal counsel.
 - b. The initial investigating supervisor, who in most cases will be the sector sergeant, shall respond to the location where the use of force occurred, attempt to locate, identify, and interview witnesses, and take photographs when appropriate. The investigating supervisor shall document all actions that were taken and all relevant facts in a detailed report. This report will typically be submitted by the investigating supervisor into Blue Team.
 - c. The Blue Team use of force report will be reviewed by each supervisor in the respective officer's chain of command (ex. sergeant, lieutenant, deputy superintendent, and superintendent). The reviewing supervisors will make a determination as to whether the force used was reasonable, proportionate, and in compliance with department policy as well as all applicable laws and regulations. The Police Commissioner will review all use of force incidents to make the final determination as to whether the use of force was

reasonable, proportionate, and complied with department policy and applicable laws and regulations.

- d. The involved officer(s) shall also write and submit a preliminary incident report and/or Use of Force Report prior to the end of the shift, unless circumstances dictate otherwise and approved by a supervisor, and shall submit the report(s) as soon as possible.
- e. All Use of Force incidents will require the investigating supervisor to complete a Blue Team Report. Each Blue Team Report completed by the investigating supervisor should include the following.
 - (1) Approved Officer's Use of Force Supplemental Report.
 - (2) Approved Incident Report and Approved Arrest Report.
 - (3) Approved Booking Sheet.
 - (4) Photos (if applicable).
 - (5) A determination in the investigating supervisor's report if the use of force was within department policy.
- f. The Emergency Communications Department shall make a CAD entry and refer all telephone inquiries related to the incident to the Director of Communications and Media Relations in the Office of the Commissioner. During the investigation, no police personnel will give any information concerning the incident to any member of the public or news media without express written or verbal permission from the Police Commissioner. Under no circumstances shall any information that is prejudicial to any party be released prior to the completion of the investigation.
- g. The Investigating supervisor shall brief the Shift Commander. A Deputy Superintendent or Superintendent will ensure the integrity of the investigation, that all reports have been prepared and submitted, review the reports, and channel the reports for further review and recommendations.
- h. The responding supervisor will conduct a review of the case and make recommendations to either the Patrol Commander or the Shift Commander indicating whether the force used was within departmental policy. If the Patrol Commander or Shift Commander approves this recommendation, it will be forwarded to the appropriate Deputy Superintendent and Superintendent for review and referral to the Professional Standards Unit, if required.
- i. Should the Use of Force involve a Support Services Division supervisor being the investigator, the reports will be forwarded through the appropriate chain of command.
- j. The Office of the Police Commissioner will conduct the final review and disposition of the case taking into consideration any recommendations from other members of the department.

- k. All records of use of force incidents and any necessary actions taken shall be maintained by the Professional Standards Unit.
- C. 4.2.3 (M) Operational Assignment
 - 1. Any employee whose action(s) or use of force in an official capacity results in death or serious physical injury, shall be removed from operational assignments, pending an administrative review.
- D. 4.2.4 (M) Analysis of Reports from Uses of Force
 - 1. Annually, at the end of each calendar year, the Professional Standards Unit shall conduct a review and analysis of its use of force activities, policies, and practices for the previous year. The analysis shall identify:
 - a. date and time of incidents;
 - b. types of encounters resulting in uses of force;
 - c. trends or patterns related to race, age and gender of subjects involved;
 - d. trends or patterns resulting in injury to any person including employees; and
 - e. impact of findings on policies, practices, equipment, and training.
 - 2. The Professional Standards Unit shall provide to the Police Commissioner a detailed report regarding trends or patterns and recommendations for training needs, equipment upgrades, and or policy modifications.
- E. 4.2.5 (M) Assault on Sworn Officer Review
 - 1. Annually, the department will conduct a review of assaults on CPD officers to determine trends or patterns, with recommendations to enhance officer safety, revise policy, and address training issues.