

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> AFTER ACTION REPORTING	<b>Procedure:</b> General Order 1.3.6 CALEA 4.2	<b>Total Pages:</b> 5
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 2/5/2020	
	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department to document, in an After Action Report, the preliminary facts whenever an officer applies force against another person, and to document the circumstances surrounding critical incidents.

**II. PURPOSE**

This written order establishes guidelines and procedures for documenting the circumstances surrounding officer's use of force and/or the circumstances surrounding critical incidents in an After Action Report.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

An After Action Report will be required when any officer initiates, is responsible for, and/or is involved in a use of force incident beyond the level of soft hand techniques, and/or is involved in any critical incident, including but not limited to the following:

- A. The discharge of a firearm(s) for reasons other than for training, or for recreational purposes; or
- B. Vehicle pursuits; or
- C. The application of force in response to resistance through the use of lethal or less-lethal weapons, including but not limited to the use of: chemical agents, Tasers, and/or impact weapons.
- D. Any unusual and/or special operations occurrence (civil disturbance, hostage/barricade, active shooter event) or other event requiring detailed reporting; or

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- E. Taking any official police action that results in, or is alleged to have resulted in, injury or death of another person; or
- F. Applies weaponless physical force beyond the level of soft hand techniques (i.e. punches, kicks, knee strikes, etc.).

It is the responsibility of the officer who applied force in an incident to complete an After Action Report in the Spillman Reporting Module. If an incident arises where more than one officer applied force, each officer shall complete a separate After Action Report articulating the force with which they applied. It is the immediate supervisor's responsibility to ensure that an After Action Report is completed and reviewed whenever an officer has been involved in one of the above listed situations, or in other events the supervisor determines an After Action Report should be filed. In reviewing an officer's After Action Report, the supervisor will conduct a Video Review of all video(s), including in-car audio/video and/or body-worn camera videos, which are related to the incident. Once the After Action Report and video reviews are completed, the reviewing supervisor will complete a supplement to the After Action Report documenting their reviews and whether or not the force applied was appropriate and within policy.

**V. COMPLETING THE AFTER ACTION REPORT**

After Action Reports will be completed utilizing the Spillman Reporting Module.

- A. Incident
  - 1. Dates and times of Report;
  - 2. Incident Nature;
  - 3. Responsible Officer;
  - 4. Responding Officer(s);
  - 5. Address of Incident;
  - 6. Disposition;
  - 7. Related Case Number (Case Number from the originating Incident Report).
- B. Offense(s) – Add each type of force utilized.
  - 1. Chemical Agent Deployment (CAD): An employee has deployed a chemical agent as a use of force during the course of his/her duties to safely take a suspect into custody. This includes handheld spray, hand-delivered gas, and launched gas. This does not apply to training scenarios.

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2. Explosive Breach (EXPB): An employee has deployed an explosive charge to safely secure a location or take a suspect(s) into custody. This does not apply to training scenarios.
3. Firearm Discharge (FIAR): An employee(s) has discharged a firearm in the course of duty in response to aggression from any person or animal. The discharge of a firearm by an employee(s) to humanely dispatch an injured animal **shall** be included.

An After Action Report is **not** required for discharging a firearm:

- i. During firearms training organized or approved by the Training Division; or
  - ii. During recreational use.
4. Noise/Flash Diversion Device (NFDD): An employee has deployed a noise/flash diversion device, or “flash bang” during the course of his/her duties to safely secure a location or take a suspect(s) into custody. This does not apply to training scenarios.
  5. Hard Empty Hand Controls (HEH): An employee has utilized hand strikes, punching movements, and/or other striking techniques in the course of his/her duties to safely take a suspect(s) into custody.
  6. Impact Weapon (IMPW): An employee has utilized an impact weapon, such as an expandable baton, during the course of his/her duties to safely take a suspect(s) into custody.
  7. K9 Apprehension (K9DP): An employee utilized a Patrol Canine to take a suspect into custody where the canine bit the suspect. This does not apply to training scenarios.
  8. Less-Lethal Impact Munition Device (LESL): An employee utilized a weapon-launched less-lethal impact munition to gain compliance from a suspect(s). This does not apply to training scenarios.
  9. PIT Maneuver (PIT): An employee utilized the PIT Maneuver in the course of a vehicle pursuit of a fleeing suspect to stop the vehicle. This does not apply to training scenarios.
  10. Shotgun Breach (SGBR): An employee utilizes a 12-gauge shotgun to breach a door during the course of his/her duties to safely secure a location or take a suspect(s) into custody. This does not apply to training scenarios.

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11. Spike Strip Deployment (SPK): An employee deployed Spike Strips (Pursuit Termination Device) in the course of a vehicle pursuit to safely end the pursuit. This does not apply to training scenarios.
  12. Taser (TASR): An employee deployed a Taser in response to resistance from a suspect in the course of taking the suspect into custody.
  13. Vehicle Pursuit (VPUR): An employee was involved in a vehicle pursuit.
- C. Person(s) – Add each person to which force was applied and add the relationship as “AAR Involved.” Note: If there were multiple people present, and positively identified, who witnessed the force being applied, they should individually be added and listed as a “Witness.”
- D. Vehicle(s) – If a vehicle(s) was involved in the incident, the vehicle shall be added.
- E. Property – If there was property involved in the incident, the individual pieces of property shall be added.
- F. Narrative – The officer who applied force shall complete a narrative articulating all facts of the incident where force was applied to a suspect during the course of their duties.
1. Supplement – Any officer who was present and/or secondary during the course of the force being applied shall complete a supplement articulating their role and/or what they witnessed during the incident.
  2. After Action Physical Control Supplement – If physical force was utilized during the course of the incident, the officer who applied the force shall complete an After Action Physical Control Supplement (AAR Physical Control Template).
  3. After Action Taser Supplement – If the officer applying force during the course of the incident utilized his/her Taser, an After Action Taser Supplement (AAR Taser Template) shall be completed.
  4. After Action Pursuit Supplement – If the reporting officer is completing the After Action Report due to a vehicle pursuit, the

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primary officer in the pursuit shall complete an After Action Pursuit Supplement (AAR Vehicle Pursuit Template).

5. Reviewing Supervisor Supplement – The reviewing supervisor shall complete a supplement articulating their review of the incident, their review of the After Action Report, and their Video Review. Also, the reviewing supervisor shall report whether or not the force with which was applied was objectively reasonable in considering the totality of the circumstances surrounding the incident.
- G. Approval Work Flow – Upon completion of the After Action Report, the reporting officer shall assign the report, via Spillman Reporting Workflow, to the reviewing supervisor with the status of Supervisor Review (SUPREV). Once the reviewing supervisor has completed all reviews required for the After Action Report and completed the Reviewing Supervisor Supplement, he/she shall assign the After Action Report to their Division Commander with the status of Command Staff Review (COMSTF). The Division Commander will then review the After Action Report and partition the report to Internal Affairs (IA) within the Spillman Reporting Module.
- H. Annually, on or before March 1<sup>st</sup>, covering the preceding year, the Captain assigned to the Criminal Investigations Division and Internal Affairs will conduct an analysis of the previous year's After Action Reports, looking for patterns and/or trends that could indicate training needs, equipment upgrades, and/or policy revisions. This analysis will identify the date and time of the incidents, types of encounters resulting in the application of force, trends and/or patterns related to race, age, and gender of the subject(s) involved, trends and/or patterns resulting in injury to any person involved in the incident, including employees of this department, and the impact of the findings on policies, practices, equipment, and training. He or she will submit the written analysis to the Command Staff for review.