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**Supervisory Notification:**

Supervisory notification shall be made as soon as is practicable following the application of physical force which, at the time, appears likely to have caused injury, or the complaint of pain by the subject.

Medical assistance shall be obtained as soon as is practicable for subjects who have sustained injury, express any complaint of injury, been rendered unconscious, or the officer suspects has been injured. In the event a subject is injured, officers have a duty and obligation to provide medical treatment while in our custody.

**16.2 DOCUMENTING USE OF FORCE**

Incidents involving reportable force will require that the incident be fully documented in an Everett Police Department Incident Report or Everett Police Department Follow-up Report and that the appropriate checkbox on the report form be marked indicating that force had been used. Every use of force will require documentation that, at minimum, will include the following information:

- A description of the legal basis for the contact that led to the use of force.
- A description of the officer's reasonable perception of the totality of facts known at the time reportable force was used.
- A description of the use of force conditions that led to the reasonable and necessary use of force as described in section 15.3 of this manual which are:

- In self-defense or defense of another person
- To prevent the commission of a public offense
- To effect a lawful arrest, overcome resistance, and/or to prevent escape
- To protect a person from injuring him/herself

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The first line supervisor of the primary officer involved in the use of force incident will review the reports and other required documents of the primary officer and of any other officer(s) involved in the incident. The supervisor will complete the department Sergeant's Force Report form.

Administrative Review: The Everett Police Department requires an administrative review of each use of force report, utilizing the following protocols; *& Blue Team Entries:*

The Sergeant's Force Report, plus copies of the Incident Report, and any other attached be forwarded to the lieutenant. If the report involves any Level I or Level II with injury reported or observed, or any Level III application, or a canine ntact, or if the report contains a potential policy violation, a Manager's Review eted. The lieutenant will forward the Sergeant's Force Report, the Manager's the copy of the incident report to the Captain.

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