



This General Order consists of the following numbered sections:

- I. POLICY
- II. REPORTING THE USE OF FORCE
- III. POST USE OF FORCE REVIEW

I. POLICY

- A. The Winnebago County Sheriff's Office recognizes and respects the value and special integrity of each human life. In vesting deputies with the lawful authority to use force, a careful balancing of all human interests is required. Therefore, it is the policy of this Agency that use of force reviews will be completed in a timely and stringent manner.
- B. For each use of force resulting in reported, observed, or suspected injury to a subject, a comprehensive use of force review will be done by a qualified member of Administration. The review will ensure that the force applied by a deputy was objectively reasonable based upon the totality of the circumstances, and in compliance with Agency General Orders.
- C. If the use of force results in death or great bodily harm to a subject, the provisions of **General Order 6.15 Officer Involved Death or Critical Incident** will be the presiding standard.

II. REPORTING THE USE OF FORCE

- A. In addition to the long form incident report, a Use of Force Reporting Form (Appendix A) will be completed under the following circumstances:
  - 1. The use of force results in reported, observed, or suspected injury to a subject.
  - 2. The use of chemical agents, chemical munitions, ECDs, intermediate weapons, and/or NFDDs
  - 3. The pointing or discharge of specialty impact munitions.
  - 4. The pointing or discharge of firearms.
  - 5. All traffic pursuits and/or induce to stop and force to stop techniques.
  - 6. K-9 as a use of force.
- B. A deputy using force will inform their supervisor following any use of force as soon as practical.

- C. A Deputy using force will complete a long form incident report documenting the facts surrounding the use of force, follow through considerations, and any reported, observed, or suspected injury to a subject.
- D. If the use of force results in serious injury, the supervisor shall notify the Sheriff or his designee as soon as practical.
- E. The supervisor shall review, sign, and forward all Use of Force Reporting Forms to their Division Captain and the Training Lieutenant.
- F. A deputy whose actions or use of force results in death or serious physical injury will be placed on administrative leave pending the use of force review.

### III. POST USE OF FORCE REVIEW

- A. The Training Lieutenant will oversee all use of force reviews, and is responsible for maintaining records associated with Agency use of force reviews.
- B. All use of force review findings will be forwarded to the Chief Deputy for approval and final disposition.
- C. At least once every year, the Training Lieutenant will examine the use of force reviews to determine any policy concerns, training or equipment deficiencies, or systemic performance issues. The review findings will be reported to the Sheriff and the Chief Deputy.

This General Order cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

Initial 02/11/2013

Revised 02/12/2016

Reviewed 11/07/2019; 11/04/2022

**WINNEBAGO COUNTY SHERIFF'S OFFICE**  
**USE OF FORCE REPORTING FORM**  
**General Order 5.05**

This report is completed and provided to a Shift Supervisor when the following occurs:

- Use of Force results in observed, reported, or suspected injuries to a subject.
- Use of Force involves chemical agents, chemical munitions, ECDs, intermediate weapons, pointing or discharge of specialty impact munitions or firearms, all traffic pursuits and/or induce to stop and force to stop techniques, NFDDs, or K-9 as a use of force.

COMPLAINT #: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  AM  PM

DEPUTY(S)  
INVOLVED: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ACTION DIRECTED AT:  PERSON  ANIMAL

NAME OF PERSON OR ANIMAL OWNER: \_\_\_\_\_ DOB: \_\_\_\_\_

**FORCED OPTION USED:**

- Empty Hand and Control (decentralizations, passive and active countermeasures)
- Chemical Agents
- ECDs
- Baton
- Specialty Impact Munitions  Pointed  Discharged
- Firearm  Pointed  Discharged
- K-9 as a Use of Force
- All traffic pursuits  Induce to stop  Force to stop
- Other

Describe: \_\_\_\_\_  
\_\_\_\_\_

DEPUTY COMPLETING THIS REPORT: \_\_\_\_\_ BADGE #: \_\_\_\_\_

SHIFT SUPERVISOR NOTIFIED AND AWARE OF INCIDENT:  YES  NO

SHIFT SUPERVISOR SIGNATURE: \_\_\_\_\_ BADGE #: \_\_\_\_\_

Supervisors forward copy to Division Captain

Supervisors forward copy to Training Lieutenant