

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-012
	Subject Police Action Report or Vehicle Pursuit Report and Review	
	Special Instructions Replaces ENF-012 dated November 10, 2015	Effective Date May 31, 2018

I. PURPOSE

Establish guidelines for electronically reporting, reviewing and collecting data surrounding police actions and vehicle pursuits by Department employees.

II. POLICY

The Police Action Report shall be completed to document any use of force incident. This includes, but is not limited to: discharge of a Department firearm (excluding qualification, matches, target practice or hunting), discharge of a Conducted Electrical Weapon (CEW), use of a chemical agent or use of any physical force. The Vehicle Pursuit Report (VPR) shall be completed to document any pursuits involving Department employees. A review, as outlined below, shall be conducted for each Police Action Report and Vehicle Pursuit Report.

III. PROCEDURE

A. Police Action Report

1. The Police Action Report shall be completed electronically in [SHIELD](#).
2. The Police Action Report shall be completed when:
 - a. An employee discharges a firearm (excluding qualification, matches, target practice or hunting), discharges a Conducted Electrical Weapon (CEW), a chemical agent or use of any physical force.
 - b. The Police Action Report shall be completed in detail, including the applicable CAD number, narrative and other required information.
 - c. Upon completion, the Police Action Report shall be reviewed in [SHIELD](#) by the immediate supervisor and District Commander, or equivalent second (2nd) level supervisor, to ensure the report is complete and accurate.
 - d. Upon transmittal from the 2nd level supervisor, the Area Commander, or equivalent third (3rd) level supervisor, shall review the report to determine if the officer's actions were consistent with the policies of the Indiana State Police, and forward the report to the Training Division.
 - e. The Training Division shall review the report and make a determination if the police action is consistent with Department training, and forward the report to the Legal Office.

f. The Legal Office shall provide the final review of the police action.

3. Reporting Responsibilities:

a. An employee involved in a use of force incident shall complete the Police Action Report, unless:

1. The employee is incapable to prepare the firearms report;
2. Discharge of a firearm results in injury or death; or
3. Any police action resulting in serious bodily injury or death.

b. In the circumstances outlined immediately above, the Police Action Report shall be completed by the immediate supervisor.

c. When more than one (1) employee is involved in a single incident, each employee shall complete a Police Action Report as outlined in Section 1.

B. Vehicle Pursuit Report (VPR):

1. A VPR shall be completed in [SHIELD](#) immediately following a pursuit, regardless of distance or duration, and situations where a motorist flees, but no pursuit is initiated.

a. The VPR shall include the applicable CAD number, a list of officers involved in the pursuit, narrative, use of maneuver(s) or equipment to disable the fleeing vehicle and any other applicable information.

b. Upon completion, the VPR shall be reviewed in [SHIELD](#) by the immediate supervisor and District Commander, or equivalent second (2nd) level supervisor, to ensure the report is complete and accurate.

c. Upon transmittal from the 2nd level supervisor, the Area Commander, or equivalent third (3rd) level supervisor, shall review the report to determine if the officer's actions were consistent with the policies of the Indiana State Police, and forward the report to the Training Division.

d. The Training Division shall review the report and make a determination if the pursuit is consistent with Department training and forward the report to the Legal Office.

e. The Legal Office shall provide the final review of the VPR.

2. Reporting Responsibilities:

a. An employee involved in a pursuit incident shall complete the VPR, unless:

1. The employee is incapable of preparing the VPR; or
2. The pursuit results in serious bodily injury or death.

b. In the circumstances outlined immediately above, the VPR shall be completed by the immediate supervisor.

c. When more than one (1) employee is involved in a pursuit, the first Department employee involved in the pursuit shall complete a VPR as outlined in Section 1.

d. In circumstances where the initiating officer cannot be easily determined, the Post Commander shall designate the officer responsible for completing the VPR.

e. If a criminal incident report is completed, all officers participating in the pursuit must complete a supplemental incident report detailing their involvement.

C. The electronic file of all Police Action Reports and Vehicle Pursuit Reports shall be retained by Information and Communications Systems in SHIELD.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.