

Electronic Use of Force Report – Submission Process Guide

The following outlines the completion and submission process for the electronic Use of Force Report.

Services may choose to download the report to their internal server/shared drive to enable access to mobile work stations, etc.

1. Use of Force Incident Occurs: Requirements for when a member of a police service must submit a Use of Force Report are outlined in the Equipment and Use of Force Regulation (“Regulation”) (R.R.O. 1990, Reg. 926).

2. Officer Completes Report:

- The reporting officer must complete all fields that are applicable and those identified as mandatory by an asterisk (*).
- Where appropriate, the officer should check more than one box in each section.
- When the officer selects “*Other*” he/she will have to add accompanying text in the area marked “*Specify*”.
- The officer may check if there are missing or incomplete fields by selecting the “*Check for Incomplete Fields*” button. A prompt will appear, and a red border will outline the missing or incomplete field(s).
- Once the officer has completed the report, he/she will save the report as a draft by selecting the “*Save Form*” button.
 - It should be noted the Save Form button will not identify missing or incomplete fields. To ensure completion, the officer should select “*Check for Incomplete Fields*” prior to selecting “*Save Form*”.
- The report may be saved on the officer’s personal drive or the police service’s public drive. This function will allow further edits.
- The officer will share the report via email or through the police service’s internal network for review by designated reviewers.
- **It is important that the officer NOT select the Training Analyst Only – Submit to Solicitor General at any time.**
 - **That button should not be mistaken as the means by which the officer submits the report to a supervisor or training analyst for review.**

3. Internal Review Process: Police services will have to establish internal processes to ensure the report is transmitted from the reporting officer to his/her supervisor and other designated reviewers, prior to review by the training analyst.

- At each stage of review the report should be resaved as a draft using the “*Save Form*” button and forwarded to the appropriate reviewer(s) per the police service’s policy.
- Changes to the report should only be made by the submitting officer or with the express consent of the officer. If changes are made, the report may be resubmitted through approvals.
- The final reviewer to receive the saved draft report is the training analyst.

4. Training Analyst Review: Once reviewed and approved, the training analyst will save a final version of the report.

- Only the training analyst may save the report as final by selecting the “*Training Analyst Only – Submit to Solicitor General*” button.
- A prompt will appear asking “*The report will be locked and no further changes can be made. Are you sure you want to save the report?*”
- If yes is selected, the “Save As” menu will appear. The report should be saved in a location determined by police service policy.
- **It should be noted that the report has not been submitted to the ministry at this point. See the next step below.**

5. Training Analyst Submission: Once the form is saved as final (i.e., after the “*Training Analyst Only – Submit to Solicitor General*” button is selected as above), the report will lock and a “*Training Analyst Email Address*” field will appear below Part B.

- The training analyst must provide their email address to receive an email confirming submission to the Ministry of the Solicitor General (ministry).
- Once the field is complete, the training analyst will select the “*Training Analyst Only – Submit to Solicitor General*” button.
- A prompt will appear asking “*Are you sure you want to submit this report?*”
- If yes is selected, the report will be sent to the ministry.

6. Ministry Receives Report:

- A prompt will appear stating “*Your use of force report has been submitted. Email confirmation will be sent to [email address provided].*”
- The training analyst will receive an email confirming the submission of the report.

7. Closing/Saving the Report:

- After submission to the ministry, a “*Delete Part B*” button will appear below the “*Training Analyst Email Address*” field.

- Before exiting the report, changes must be saved. This can be accomplished by selecting “*File*” in the toolbar at the upper left of the window and then “*Save*” in the dropdown menu.
- Once saved in the designated location, the training analyst may close the report.

8. Deletion of Part B: In accordance with the Regulation and the police service’s policy, Part B must be destroyed no later than 30 days or, where applicable, up to 2 years after the report is submitted by the officer.

- The training analyst will access the report from the internal server (or other designated location) after the specified period of time and will select the “*Delete Part B*” button.
- A prompt will appear asking “*Are you sure you want to delete Part B from the report?*”
- If yes is selected, the “*Save As*” menu will appear. The original version of the report **should be overwritten and the version without Part B should be saved as the final and only remaining version** of the report.
- The police service’s data retention policy will then apply to this version of the report.