



ROUTINE ORDER 2012-018

SUBJECT: Changes to *Use of Force* Policy

Effective immediately, the following revisions will be made to the Use of Force policy and a new form entitled *Use of Force Monthly Summary Report* Form RNC-324 has been issued.

Section 4.0 Use of Force Training has a new subsection added requiring the creation and maintenance of a training log. The new subsection will read as follows:

4.5 The Use of Force Training Unit shall maintain an annual use of force training log in accordance with the training documentation procedures.

Section 10.0 Reporting Use of Force has been modified to incorporate the use of the new *Use of Force Monthly Summary Report* Form RNC-324. Subsection 10.3 has been changed and will now read as follows:

10.3 Procedure

- a. Every Police Officer who engages in the use of force shall complete Form 096 and forward it with the corresponding file to the File Management Unit.
- b. Upon completion of the file review by the File Management Unit, the form will be forwarded through the Police Officers' chain of command to their respective Inspectors and Superintendents for review.
- c. Platoon and Divisional Commanders will:
 - (i) review Form 096;
 - (ii) forward a monthly covering report of their review along with the original Form 096 to the office of the Chief of Police. The review shall include general comments, reference to policy compliance, and other recommendations; and

-2-

- (iii) maintain a record of all reported incidents of use of force and submit a detailed report to the Office of the Chief of Police by January 31 of the following year.
- d. Inspectors and Superintendents will forward a *Use of Force Monthly Summary Report Form RNC-324* summarizing their monthly review of all completed Form 096 forms along with the original Use of Force Report Form 096 forms to the Office of the Chief of Police. The review shall include general comments, reference to policy compliance, all instances where remedial training is recommended and all other recommendations.
- e. The original Form 096 will be retained by the Office of the Chief of Police.

Section 14.0 Use of Force Review Board has been changed to reflect the use of the new *Use of Force Monthly Summary Report Form RNC-324*. Subsection 14.1 will now read as follows:

- 14.1 The RNC and its individual police officers have a vested interest in maintaining the highest standards in relation to use of force training and authorities granted under the *Criminal Code of Canada*. To accomplish this objective requires ongoing evaluation of RNC procedures, practices and training in relation to the use of force. The responsibility for such evaluation shall be vested with the RNC Use of Force Review Board. This board will review all instances where remedial training is recommended by the Inspectors and Superintendents as documented on the *Use of Force Monthly Summary Report Form RNC-324* but will not act as a disciplinary committee. Meetings will be held on a need basis or as directed by the Chief of Police or his/her designate.

The *Use of Force Monthly Summary Report Form RNC-324* has been added to the RNC Intranet.

These changes will be reflected in future policy revisions.



A.G. Singleton
Deputy Chief of Police
Patrol Operations

Distribution: All Divisions
Routine Order: 2012-018
Date: September 23, 2012