



U.S. Department of the Interior
National Park Service
United States Park Police

General Order 3604



Documenting Use of Force Incidents

Notes

N/A.



Referenced DOI Policies

446 DM 17 – Serious Incident Reporting

446 DM 20 – Use of Force

485 DM 7 – Accident/Incident Reporting and Investigations

Referenced USPP Policies

G.O. 95.02 – Notifications of USPP Officials

G.O. 3601 – Firearms

G.O. 3605 – Defensive Equipment

GM – Use of Force Investigations

Referenced NPS Directives

D.O. #9: Law Enforcement Program

Referenced USPP Forms

N/A

Authorized by

Signature

Jessica M.E. Taylor

Chief of Police

Publication Date

March 26, 2025

Effective Date

April 14, 2025

Authority

The Chief of Police is authorized to manage the United States Park Police by [145 DM 10 - United States Park Police](#) and to issue policies in the form of General Orders pursuant to [245 DM 2 - Trial Boards, United States Park Police](#), as delegated by [Director’s Order #9: Law Enforcement Program](#), and in alignment with [NPS Management Policies \(2006\), Section 8.3](#).

Table of Contents

I. Policy3

II. Purpose.....3

III. Definitions.....3

IV. General Provisions4

V. Procedures.....4

VI. Responsibilities.....8

VII. Change Log.....10

I. Policy

United States Park Police (USPP) law enforcement officers (LEOs) shall properly document all incidents involving uses of force and displays of firearms or less-lethal weapons in a timely, complete, and accurate manner so these incidents can be thoroughly reviewed and investigated.

II. Purpose

This General Order implements the directives required by 446 DM 20 – Use of Force and Director’s Order 9: Law Enforcement Program by establishing procedures for the documentation of incidents that involve uses of force and displays of firearms or less-lethal weapons as well as the supervisory responsibilities for reviewing and investigating these incidents.

III. Definitions

- A. **Deadly Force** – Any use of force that carries a substantial risk of causing death or serious bodily injury. Deadly force does not include force that is not likely to cause death or serious bodily injury, but unexpectedly results in death or injury.
- B. **Display** – Visibly holding or positioning a firearm or less-lethal weapon, without discharging it, in such a manner that the weapon may be immediately used against a person should it become necessary.

Note: Firearms or less-lethal weapons that do not require or use holsters (e.g., rifles) are not considered to be displayed if held in a duty carry position.

- C. **Less-Lethal Force** – Any use of force that is neither likely nor intended to cause death or serious bodily injury.
- D. **Less-Lethal Weapon** – An instrument or device designed or intended to be used in a manner not likely to cause death or serious bodily injury. Examples include, but are not limited to, conducted energy weapons, impact weapons, natural irritants, and / or chemical agents. These are also commonly referred to as “less-than-lethal” weapons or devices.

- E. Record Management System (RMS) – The department-wide central records system into which LEOs enter incident reports and other data related to law enforcement contacts. The Incident Management, Analysis, and Recording System (IMARS) was the U.S. Department of the Interior’s RMS when this General Order was published.
- F. Supplemental Report – Entries within the RMS that provide additional details or updates regarding a case. These reports are typically written by secondary LEOs who were present at the scene or otherwise involved in the incident, as well as by supervisors or other management officials conducting follow-up investigations.
- G. Surge Patrol – The deployment of patrol rifles by LEOs during a routine patrol to communicate to the public a sense of readiness and preparedness.
- H. Use of Force – The intentional application by law enforcement of any weapon, instrument, device, or physical power in order to control, restrain, or overcome the resistance, or gain compliance or custody, of another.

Note: The compliant handcuffing or unresisted escorting of a person does not need to be documented as a use of force.

IV. General Provisions

- A. All uses of force and displays of firearms or less-lethal weapons must be promptly documented in detailed incident reports in the RMS and are subject to review and further investigation if necessary.
- B. Firearm discharges not classified as a use of force must be documented following the procedures in G.O. 3601 – Firearms.

V. Procedures

- A. Documenting Uses of Force
 - 1. A LEO who uses force against a person shall complete a detailed incident report in the RMS by the end of their tour of duty unless a supervisor authorizes an extension.

2. These incident reports shall include the circumstances surrounding the use of force as well as the force option(s), less-lethal weapon(s) (including any specialized ammunition, if applicable), or firearm(s) used/discharged.
3. LEOs who were assisting a LEO involved in a use of force incident but did not use force shall complete supplementary reports documenting their observations and involvement.
4. Any use of force against an animal shall be documented in the same manner as above.
5. Specialized units such as Special Weapon and Tactics (SWAT) Unit or the Civil Disturbance Unit (CDU) shall follow the documenting requirements of this General Order unless a unit-specific general order, guideline manual, or other USPP policy specifies otherwise.

B. Documenting Displays of Firearms or Less-lethal Weapons

1. A LEO who displays a firearm or less-lethal weapon shall complete a detailed incident report in the USPP RMS containing all circumstances related to the incident prior to the end of their tour of duty unless a supervisor authorizes an extension.
2. Exceptions
 - a. Surge Patrol

LEOs who carry a patrol rifle during a surge patrol with no incident are not required to write an incident report and no supervisory review or investigation is required.
 - b. Warrant Execution
 - i. LEOs involved in the execution of a search or arrest warrant are not required to submit an incident report for displays of firearms or less-lethal weapons that occurred during the execution

of the warrant unless instructed to do so by a supervisor.

- ii. The official in charge of the warrant team shall document the displays in an incident report and specify each LEO who displayed a weapon and any unusual circumstances surrounding the display.
- c. SWAT Call-outs
 - i. LEOs assigned to SWAT are not required to submit an incident report for displays of firearms or less-lethal weapons that occurred during a call-out unless instructed to do so by a supervisor.
 - ii. The official in charge of a SWAT call-out shall document the display in the incident report and specify each LEO who displayed a weapon and any unusual circumstances surrounding the display.
- d. CDU Deployments
 - i. LEOs assigned to the CDU are not required to submit an incident report for displays of firearms or less-lethal weapons that occurred during a deployment unless instructed to do so by a supervisor.
 - ii. The official in charge of a CDU deployment shall document the display in the incident report and specify each LEO who displayed a weapon and any unusual circumstances surrounding the display.
- e. Displays Involving Multiple LEOs

If an incident involves the displays of firearms or less-lethal weapons by multiple LEOs, the supervisor who investigates the displays shall document the incident in a supplemental

report specifying each LEO who displayed a weapon and any unusual circumstances surrounding the display.

- f. No Public Contact
 - i. If a LEO draws, deploys, unracks, uncases, or unholsters a firearm or less-lethal weapon and no public contact occurs (e.g., unsecured installation, abandoned stolen vehicle), the LEO shall complete an incident report for the initial call for service in the RMS.
 - ii. If the supervisor approves the officer's initial incident report, no further reports from the supervisor or the LEO are necessary.

C. Supervisory Review of Incident Reports

- 1. A supervisor shall conduct a review and investigation for all uses of force and displays of firearms or less-lethal weapons.
- 2. This supervisor may direct subordinate to update their incident report or complete a supplemental report if they believe the report does not sufficiently detail the circumstances related to the display(s) and/or use(s) of force.
- 3. Supervisors shall complete the following procedures before the end of their tour of duty unless an extension is authorized by a superior official:
 - a. Review the incident report and related documentation.
 - b. Review the incident's body worn camera recording.
 - c. Investigate the incident.
 - d. Complete a supplemental report in the RMS.
 - e. Submit copies of all reports to the Commander, Office of Professional Responsibility, through the appropriate chain of command.

4. Supervisors who were involved in or directed a LEO to use force shall not be involved in the review or initial investigation of the incident. Their superior official or other supervisory official shall perform these responsibilities instead.

D. Reporting Law Enforcement Officer Injuries

1. LEOs injured during a use of force incident shall document it in the Safety Management Information System (SMIS) in compliance with 485 DM 7 – Accident/Incident Reporting and Investigations.
2. If a LEO is unable to document their injury(s) or if they used deadly force in the incident, then their supervisor shall document the injury(s) and initiate SMIS reporting on their behalf.

VI. Responsibilities

A. Supervisors

1. Ensure all incident reports and related documents are completed by their subordinates before the end of their tour of duty.
2. Authorize extensions beyond the involved LEO's tour of duty instances where the officer is injured or unable to complete an incident report or related documentation.
3. Review all incident reports to ensure completeness, accuracy, and conformance with policy prior to approval, to include requesting additional information from subordinates when necessary, and complete a supplemental report documenting their investigation.
4. Forward all incident reports, supplemental reports, and other related documents to the Shift Commander prior to the end of their tour of duty.

B. The Shift Commander

1. Collect use of force/display packets from the Supervisor and distribute to the appropriate station/unit commander by the end of their tour.

2. Note all uses of force in the Shift Summary.
3. Notify the Office of Law Enforcement and Security (OLES) via the Interior Operations Center (IOC) of a serious incident in accordance with the requirements in 446 DM 17 - Serious Incident Reporting.

C. Station/Unit Commanders

Review and forward the use of force/display packets from the Shift Commander through their chain of command to their Division Commander and the Commander, Office of Professional Responsibility within 72 hours.

D. The Watch Commander

1. Make notifications as required by G. O. 95.02 - Notifications of USPP Officials.
2. Ensure the Shift Commander fulfills all above responsibilities by the end of their tour of duty. If practicable and depending upon the nature of the incident, this responsibility may be transferred to the on-coming Shift Commander if the on-duty Shift Commander is nearing the end of their tour of duty.

E. The Office of Professional Responsibility

1. Ensure all uses of force and displays are properly reported, reviewed, and investigated as required by this General Order.
2. Refer incidents to Internal Affairs Unit for tracking purposes and, as appropriate, further investigation.
3. Conduct an annual analysis of all use of force incidents and displays of firearms or less-lethal weapons.
4. Submit a comprehensive report to the Chief of Police outlining any trends, patterns, issues, and recommendations that require follow-up action in accordance with GM – Use of Force Investigations.

5. Collect and report accurate data monthly to the Federal Bureau of Investigation (FBI) National Use of Force Data Collection.

F. The Internal Affairs Unit

1. Routinely review all Shift Summaries and track all uses of force and displays to assess whether information or circumstances are present that require a formal investigation.
2. Investigate all incidents referred to them by the Commander, Office of Professional Responsibility.

G. The Audits and Inspections Unit, in conjunction with the Internal Affairs Unit and the Employee Development Office

1. Assess the impact or findings on use of force policies, practices, equipment, and training.
2. Identify trends or patterns involving assaults on LEOs to make recommendations to enhance LEO safety, revise policy, or address training issues.
3. Detect patterns and trends to remediate problematic behavior that poses a potential risk to the public, to the agency, and to LEOs so that appropriate early intervention measures can be taken.

VII. Change Log

On March 31, 2025, this general order was republished with a new effective date of April 14, 2025. No other changes were made.