Use of Force Report

Complete in addition to the incident report, before the end of the shift

COREDINATE by nomadia

1. Report details

Report no.		**Linked incident report no.**	
Client / site		**Exact location**	
Date and time force was used		**Duration (approx.)**	

2. Officers involved

Name	Licence / registration no.	Role in incident	Injured? (Y/N)

3. Person(s) force was used on

Name or description	Approx. age	Injuries seen or reported	Medical aid offered / given

4. Why force was necessary

The threat or behaviour you faced and what you believed would happen if you did not act

Steps taken before force:

☐ Verbal warnings ☐ Asked the person to leave ☐ Created distance ☐ Called for back-up ☐ Called police ☐ Called supervisor ☐ None possible (explain above)

5. Force used

Tick each type used:

☐ Guiding hold / escort ☐ Physical restraint ☐ Handcuffs ☐ Baton ☐ Chemical spray ☐ Firearm drawn ☐ Firearm discharged ☐ Other

Officers may only carry and use equipment they are licensed, trained and authorised to use on this site.

Exactly what force, in what order, and when it stopped

6. Afterwards

Person detained or arrested? (time)		**Handed to police (officer, badge, time)**	
Police reference / crime no.		**Ambulance called? (time)**	
CCTV / body camera footage preserved		**Witnesses (names, contact)**	

7. Reports to authorities

Authority	Required?	Date sent	Sent by
State regulator (e.g. California BSIS)			
Workplace injury report (e.g. RIDDOR / OSHA)			
Client			

Role	Name	Signature	Date
Officer			
Supervisor review			
Manager review			

Use of Force Report - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

1. Report details

Report no.	UOF-2026-009	**Linked incident report no.**	IR-2026-0233
Client / site	Harbor View Offices	**Exact location**	Main lobby, by turnstile 2
Date and time force was used	21/11/2026, 23:18	**Duration (approx.)**	About 40 seconds

4. Why force was necessary

The threat or behaviour you faced and what you believed would happen if you did not act

The male had been asked to leave three times (23:12, 23:14, 23:16). At 23:17 he pushed past turnstile 2 towards the lifts, shouting "I'll find him upstairs". Tenants were still working on floor 6. I believed he would assault a tenant if he reached the lifts.

Steps taken before force:

☒ Verbal warnings ☒ Asked the person to leave ☐ Created distance ☒ Called for back-up ☐ Called police ☐ Called supervisor ☐ None possible (explain above)

5. Force used

Tick each type used:

☒ Guiding hold / escort ☐ Physical restraint ☐ Handcuffs ☐ Baton ☐ Chemical spray ☐ Firearm drawn ☐ Firearm discharged ☐ Other

Exactly what force, in what order, and when it stopped

23:18 I took his left arm in an escort hold. Officer K. Brooks took his right arm. We walked him to the main door, about 10 metres. He pulled away once; we held on. At the door we let go. He walked off. We did not strike him or take him to the ground.