Use of Force Review Committee

202.1 PURPOSE

The Use of Force Review Committee (henceforth referred to as the UFRC) is a standing committee of the San Mateo Police Department. The UFRC is responsible for conducting reviews of uses of force by Department members to improve overall Departmental policing practices. The UFRC does so by identifying emerging trends and making recommendations on possible improvements in the areas of policies, equipment, and training. Additionally, the UFRC is responsible for reporting Department uses of force as required by law. The UFRC will conduct its responsibilities in accordance with the guidelines as reflected in this document, and as approved by the Chief of Police.

202.2 SCOPE

The UFRC will be responsible for review of all cases involving a use of force by a Department member as defined by SMPD Lexipol policy 300, except those cases that merit administrative review for potential policy violations and/or criminal misconduct. The determination of the status of use of force cases will be conducted by the UFRC Sergeant and/or Support Services Lieutenant as needed, before formal review by the UFRC is conducted. The duty and scope of the UFRC does not relieve an officer's assigned chain of command of the responsibility to review the use of force as outlined in Lexipol policy 300 and to ensure appropriate steps are taken per SMPD practice, policy, etc.

202.3 USE OF FORCE REVIEW PROCESS

For all cases involving a use of force by a Department member, the following process shall be followed:

Preparatory Efforts

- The Sergeant overseeing the UFRC will conduct a search via RIMs for all cases tagged with a "Use of Force" special circumstance category on a regular basis.
- Cases involving Officer Involved Critical Incidents, as defined in SMPD Lexipol policy 310.2, cases involving administrative reviews, Internal Affairs investigations, potential policy violations or criminal misconduct will be brought to the attention of the assigned Command Staff member. Those cases will be removed from the list of cases to be reviewed by the UFRC. Any cases presented to the Support Services Lieutenant shall be reviewed with a decision rendered on suitability for the UFRC process within 7 days.
- The Sergeant will compile a list of cases to be reviewed by the UFRC, and he/she will assign cases to committee members to review.
- The Sergeant will review the completed reports and ensure all recordings, photographs, and attachments are included, or available upon request.
- The UFRC Sergeant will compile and maintain a list of cases to be reviewed by the UFRC and identified cases will then be assigned to selected members for policy and

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

content review. This list will be compiled in spreadsheet format to ensure all “Use of Force” stamped reports are considered by the UFRC Sergeant.

Case Review

- Reviewing members of the UFRC will complete a summary and evaluation of each case investigation; noting issues related to content, policy, equipment and training.
- The review will focus on three primary areas for each Use of Force incident:
    - Pre-incident factors leading up to the Use of Force incident
    - Factors during the Use of Force incident
    - Post-incident factors following the Use of Force incident
- These summaries and evaluations will be considered preliminary drafts or notes, and they will not be retained in the ordinary course of Departmental business.
- The UFRC will meet once every (60) days and evaluate the assigned cases. The evaluation will be presented and reviewed by all members present.

UFRC Reporting Document

- Upon completion of the review, the UFRC Sergeant will collect the case review summaries and evaluations,, and prepare a report summarizing the findings of the UFRC. This report will detail the following:
    - Number of cases where force was used, with miscellaneous statistical break-downs
    - Emerging trends in Departmental use of force
    - Recommendations on possible improvements related to policy, practices, equipment, or training.
    - Possible changes on the regional, state, or national level related to use of force (legislation, court decisions, etc)
    - Summaries of fact patterns from individual cases may be included in this report to exemplify UFRC conclusions or recommendations; however, personnel involved in the use of force cases will not be identifiable.
- The finalized UFRC report will be submitted as a digital copy,in accordance with SMPD Lexipol policy 810.3, to the SMPD Custodian of Records. Once the finalized report is submitted, the UFRC Sergeant will not retain the preliminary summaries, evaluations, and notes used during the UFRC review process.
- The UFRC Sergeant shall make available the finalized UFRC report to the following:
    - San Mateo Chief of Police and Command Staff members
    - San Mateo Police Sergeants

  Potential policy violations shall be reported, in Departmental memo, to the Support Services Lieutenant no later than ten (10) days following the UFRC meeting.
    - The memo shall be completed by the UFRC Sergeant and identify the specific policy in question.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

- The UFRC shall immediately provide the draft evaluation to the Support Services Lieutenant for review and further action as deemed appropriate..

202.4 COMMITTEE MEMBERSHIP

The UFRC shall be comprised of five (5) members, including the Use of Force Sergeant (Chair) and four P.O.S.T Certified Use of Force and Taser / C.E.W. Instructors. The members shall be selected as follows:

- Chair: Use of Force Sergeant
- Certified Use of Force and Taser Instructors
  - Instructors that currently are or have experience as Field Training Officers shall be strongly considered for their time in service, experience with reviewing prepared police reports, and planning remedial training.
- Support Services Lieutenant
  - As the assigned Command Staff member, the Support Service Lieutenant is intended to offer managerial perspective, opinion, and expertise and to ensure that this SOP is followed procedurally. The Lieutenant is not included to engage in individual case review.

202.5 UFRC SELECTION PROCESS

The selection process shall be the following:

- All prospective and current UFRC members shall submit a Memorandum of Interest for Command Staff Consideration to the Support Services Lieutenant
- Memorandums of Interest shall be submitted annually in November, with Command Staff directive no later than January of the following year.
- Members shall be appointed for rotating three (3) year terms with the opportunity for consecutive terms.

202.6 UFRC TRAINING

The San Mateo Police Department will make reasonable effort to ensure selected UFRC members are afforded the opportunity to attend P.O.S.T. certified and other accredited courses which establish expertise as deemed necessary by the Department. The assigned training may include the following:

- Force Science Institute / Force Science Certification
- Force Encounters Analysis
- International Law Enforcement Educators and Trainers Association (ILEETA) Collective Conference
- Any other courses determined beneficial to the UFRC and individual member.

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department

202.7 USE OF FORCE INCIDENT REPORTING (URSUS)

In accordance with Government Code 12525.2, the UFRC Sergeant shall compile and submit cases to the California Department of Justice which qualify under the following conditions:

- An incident that involves the shooting of a civilian by a sworn peace officer.
- An incident that involves the shooting of a peace officer by a civilian.
- An incident in which the use of force by a peace officer against a civilian result in serious bodily injury or death.

Government Code 12525.2(d) defines serious bodily injury as, “a bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.”

Copyright Lexipol, LLC 2026/03/06, All Rights Reserved.
Published with permission by San Mateo Police Department