



Use of force record

A record of what happened. Not a justification — that is decided elsewhere, on the facts.

Write what you did and what led up to it. Do not write whether it was reasonable: that is a question of law decided by somebody else on the facts, and a self-assessment in this box is the first thing that will be taken apart. Record what you tried first — de-escalation, warnings, distance, offering an exit — because that is the context nobody remembers to write down.

SITE	INCIDENT REPORT REFERENCE	DATE
TIME	OFFICER	SIA LICENCE NUMBER

WHAT LED UP TO IT

The behaviour, and what was happening before any contact.

WHAT WAS TRIED FIRST

The most valuable section on this sheet.

	DONE	NOT POSSIBLE
Spoke to the person and tried to resolve it	☐	☐
Gave a clear verbal warning	☐	☐
Repeated the warning	☐	☐
Kept distance	☐	☐
Offered the person a way to leave	☐	☐
Withdrew or attempted to withdraw	☐	☐
Called for assistance before contact	☐	☐
Called the police before contact	☐	☐
	☐	☐
	☐	☐
	☐	☐

WHAT YOU DID

Factually, in sequence, in your own words. What happened — not why you judged it necessary.

DURATION AND CONCLUSION

How long contact lasted

How it ended

Was the person handed over to the police?

Was the person free to leave, and when

Who else was involved

INJURIES

	YES	NO
Injury to the other person	☐	☐
Injury to the officer	☐	☐
Injury to anybody else	☐	☐
First aid given	☐	☐
Ambulance called	☐	☐
Anybody taken to hospital	☐	☐
Injuries photographed, with consent where required	☐	☐
	☐	☐

INJURIES IN DETAIL, AND TREATMENT GIVEN

POLICE AND REPORTING

Police called at

Police attended at

Officer name or collar number

Crime reference

Anybody arrested

Client informed at

Reportable under RIDDOR? Considered by, and when

OFFICER WELFARE AND DEBRIEF

People who have been in a physical confrontation at work are frequently sent straight back to post.

Was the officer able to continue on duty?

Relief arranged?

Debrief held — when, by whom

Support offered

Any further training identified

REVIEW

Where this incident is serious, take legal advice. This record contains personal data and allegations; hold it securely.

OFFICER SIGNATURE

DATE AND TIME WRITTEN

REVIEWED BY MANAGER

DATE

LEGAL ADVICE SOUGHT?

RECORD HELD SECURELY AT