



Use of Force Guide

Use of Force Overview

The **Use of Force** module lets your agency to record use of force applied. This includes all details surrounding the use of force, including details on the suspect, force applied, parties involved, supplements, charges, and more. This guide will explain searching existing use of force records, creating a new use of force record, and filling out a use of force record.

The screenshot shows the 'Use Of Force: View Record' interface. At the top, there are navigation buttons: 'LOOKUP', 'NEW USE OF FORCE', 'AUDITS', 'BACK TO SEARCH RESULTS', 'TOPICS', 'REPORTS', and 'MAINTAIN FILE'. Below these are navigation arrows: '<< FIRST', '< PRIOR', 'NEXT >', and 'LAST >>', along with 'SAVE' and 'DELETE' buttons. The main form contains several sections: 'Report Date' (06/16/2025), 'Report Time' (15:21:06), 'Case Number' (2015-000004), and 'Reference Number' (2025-0009). There are checkboxes for 'Lethal Force', 'Less Lethal Force', and 'Involved Animal', with a 'REPEAT' button. The 'Incident Date' is 01/01/2017, 'Incident Time' is 07:00:00, 'Pursuit Type' is 'FOOT AND VEHICLE', and 'Weapon Discharge Reason' is 'VEHICLE PURSUIT'. The 'Department' is 'SPD'. Below this, 'Report By' is '478 Shared Agency', 'Uniform Type' is 'WATCH 1', and 'Report Status' is '603 ELDER, MARTIN WILLIAM -INV'. Other fields include 'Rank', 'Supervisor', 'Major', 'Minor', 'Shift', 'House #', 'Direction', 'Street', 'Apt/Lot #', 'City', 'State', 'Zip Code', 'Common Name', 'School', and 'Subdivision/Area/Building Complex'. At the bottom, there are navigation tabs: 'Suspect', 'Force', 'K9', 'Employees', 'Others Involved', 'Incident / Injury', 'Approved Dates', 'Disposition', 'Supplements', 'Narrative', 'Images', 'Attachments', 'Force Escalation', and 'Charges'.

The first part of this guide explains searches. If you need explanations on an already existing record, see the *Filling Out a Use of Force Record* to get more information on the different fields and tabs available.



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Searching for Existing Use of Force Records

To search existing records, begin on the iSOMS home screen.

Navigate to:

Corrections → **Inmate Tracking** → **Use of Force**





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This will open the **Use of Force: Search** screen. Here you can search and filter for different use of force records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

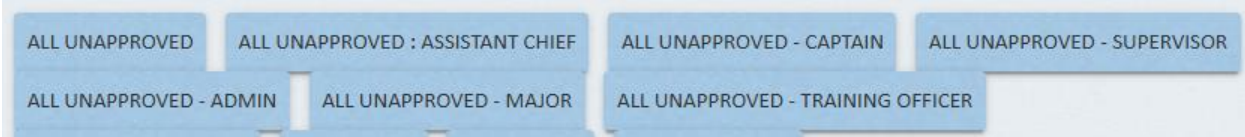
The screenshot shows the 'Use of Force: Search' web application interface. At the top, there is a blue header bar with the title 'Use Of Force: Search' on the left and four buttons: 'NEW USE OF FORCE', 'AUDITS', 'REPORTS', and 'MAINTAIN FILES'. Below the header, there are two rows of blue filter buttons. The first row contains: 'ALL UNAPPROVED', 'ALL UNAPPROVED : ASSISTANT CHIEF', 'ALL UNAPPROVED - CAPTAIN', 'ALL UNAPPROVED - SUPERVISOR', and 'ALL UNAPPROVED - ADMIN'. The second row contains: 'ALL UNAPPROVED - MAJOR', 'ALL UNAPPROVED - TRAINING OFFICER', 'ALL ACTIVE - APPROVED', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'ALL ACTIVE CASES'. The main search area consists of several input fields and dropdown menus. It includes: 'Incident Date From:' and 'Incident Date Through:' with calendar icons, and 'Case #:'; 'Report By:' with a search icon; 'Disposition Date From:' and 'Disposition Date Through:' with calendar icons, and 'Narrative Keyword:'; 'Other Employee:' with a search icon; 'Major:', 'Minor:', and 'Shift:' with dropdown menus; 'Disposition:' with a dropdown menu; 'Common Name:', 'Pursuit Type:' with a dropdown menu, and 'Force Involved:' with a dropdown menu; 'Incident:' with sub-fields for 'House #:', 'Direction:', 'Street:', 'Apt/Lot #:', and 'City:'; and 'State:' with a dropdown menu and 'ZipCode:' with a location pin icon.



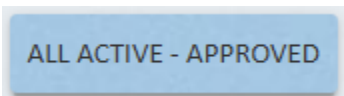
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Quick Searches

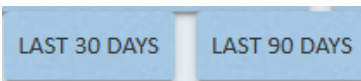
Several different quick searches are available by using the blue buttons.



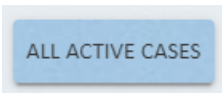
Unapproved lets you quickly find reports that have been written but haven't been approved by a supervisor. The quick searches are divided into the given supervisor level which has not approved a report, so you can click the appropriate button to find ones that person has not yet approved. (For example, if you are an Assistant Chief, click **All Unapproved: Assistant Chief** to find records you have not yet approved.)



All Active – Approved shows all use of force records that are active *and* approved.



Last 30 Days and **Last 90 Days** will show you all the reports in the specified recent time periods.



All Active Cases simply returns all records that are active (i.e. have not yet been closed.) This *does* include unapproved and unassigned use of force records.



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Standard Searches

Various fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

Field Explanations

Incident Date From:		Incident Date Through:	
Disposition Date From:		Disposition Date Through:	

These fields let you find records that happened or have a specific disposition during a specified time period.

Case #:	Report By:		
Narrative Keyword:	Other Employee:		

These fields let you search for specific cases and reports involving specific people. **Case Number** is to search for a specific case if you know the case number for the report. **Report By** lists the officer who initially filled out the report, while **Other Employee** finds reports involving a chosen employee (even if they did not fill out the report.) **Narrative Keyword** looks for the chosen word in the narrative section of the record.



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Major: DETECTIVE Minor: CRIME SCENE TECH Shift: 1

You can search by a person's division or shift.

Disposition: FORMAL INVESTIGATION

Disposition will filter the search by whatever disposition is chosen.

Pursuit Type: Force Involved:

Pursuit Type searches for pursuits by foot, vehicle, or both. **Force Involved** searches by weapon or force used.

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view, edit, or approve the use of force report.

Use Of Force: Search Results

Search Criteria ▶

Search Results

36 Records

	Case #	Reference #	Report Date	Reported By	Last Name	First Name	Middle Name	Race	Sex
	06008712	CASE 1234	09/11/2021	ELDER, MARTIN W	SMITH	CHARLES		BLACK OR AFRICAN AMERICAN	MALE
	06008712	CASE 1234	09/11/2021	ELDER, MARTIN W	SMITH	CHARLES		BLACK OR AFRICAN AMERICAN	MALE



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Creating a Use of Force Record

To create a new use of force record, click **New Use of Force** in the upper right corner of the Use of Force search screen:

Use Of Force: Search

NEW USE OF FORCE AUDITS REPORTS MAINTAIN FILES

ALL UNAPPROVED ALL UNAPPROVED : ASSISTANT CHIEF ALL UNAPPROVED - CAPTAIN ALL UNAPPROVED - SUPERVISOR ALL UNAPPROVED - ADMIN
ALL UNAPPROVED - MAJOR ALL UNAPPROVED - TRAINING OFFICER ALL ACTIVE - APPROVED LAST 30 DAYS LAST 90 DAYS ALL ACTIVE CASES

Incident Date From: Incident Date Through: Case #:

Report By:

Disposition Date From: Disposition Date Through: Narrative Keyword:

Other Employee:

Major: Minor: Shift:

NEW USE OF FORCE

You will make an Use of Force record using the Master Name entry of the inmate involved. If you need to add multiple inmates, you will be able to add more once the Use of Force record is created.

Use Of Force: Master Name Search

BACK TO USE OF FORCE

Last Name: First Name: Jacket #: Last 4 SSN:

Social Security #: Date of Birth: Driver License #: Restrictions:

Type of Match:

Begins Contains Ends

ALL LOOKUP CLEAR FILTER



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Search for the person for which you are creating a Use of Force record, using *at least* two identifying pieces of information. You want to verify that the inmate matches with the Master Name.

Click **LOOKUP** when you have the information you need.

Last Name: First Name: Jacket #:

Social Security #: Date of Birth: Driver License #: Restrictions:

Type of Match:

Begins Contains Ends

Double-click the appropriate Master Name from the results to open their record.

Search Criteria ▶

Search Results

13 Records VIEW MY AGENCY

	Image	Agency	Last Name	First Name	Middle Name	Post Name	DOB	Race	Sex	SSN	DLN	Jacket #	Last Booking	Height	V ^
		Shared	DOE	JAMES	RANDAL		01/01/1965	WHITE	MALE	123-45-6789		82614	0	0	0
		Shared	DOE	JOHN			01/01/1965	BLACK OR AFRICAN AMERICAN	MALE	123-45-6789		813908		0	0
		Shared	DOE	DAFFEY				WHITE	MALE	123-45-6789		418066	0	0	0



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Verify the Master Name information is filled out correctly. If you don't have the person in the Master Names, you should create a new one. (See *Creating a New Master Name* in the *Corrections Manual* for more info)

The screenshot shows a web form titled "Use Of Force: Master Name View Record". At the top, there are two buttons: "SAVE & CREATE USE OF FORCE RECORD" and "BACK TO USE OF FORCE". Below this, the "Jacket Number: 82614" is displayed. The form contains several fields for personal information: Last Name (DOE), First Name (JAMES), Middle Name (RANDAL), Jr/Sr (dropdown), Race (WHITE), Sex (MALE), Height (502), Weight (201), Hair Color (AUBURN), and Eye Color (BLACK). There are also fields for Facial Hair, Glasses, Social Security #, Date of Birth (01/01/1965), Age From (0), Age Through (0), Place of Birth, City of Birth, State, NCIC POB, Citizen (Y), Here Illegally (Y/N), Foreign Born (Y/N), Veteran (Y/N), Resident (dropdown), Ethnicity (UNKNOWN), and Dominant Hand (UNKNOWN). There are "SCAN DL" and "CHECK NCIC" buttons next to the name fields.

Click **Save & Create Use of Force Record** when you are finished.

A single button labeled "SAVE & CREATE USE OF FORCE RECORD" is shown, which is the button highlighted in the previous screenshot.

This will create and open the new record.

The screenshot shows a web form titled "Use Of Force: View Record". At the top, there are four navigation buttons: "<< FIRST", "< PRIOR", "NEXT >", and "LAST >>". Below this, there are fields for Report Date (07/21/2025), Report Time (09:04:39), and Case Number (2025-0010). There are also fields for Incident Date, Incident Time, and Pursuit Type. At the bottom, there is a "Report By:" field with the name "603 ELDER, MARTIN WILLIAM" and a search icon next to "Uniform Type".



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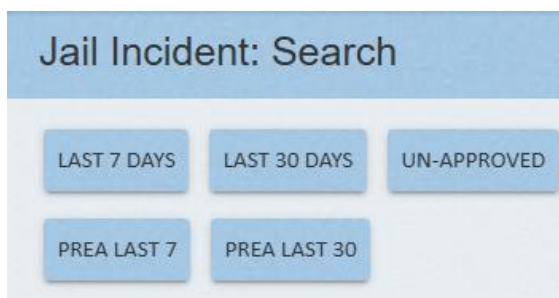
Transferring a Record from Jail Incidents to Use of Force

iSOMS has a new feature that allows you to copy information to a new Use of Force record with information you have already put in Jail Incidents. This is available underneath the **Inmates** tab.

Navigate to **CORRECTIONS** → **INMATE TRACKING** → **JAIL INCIDENT REPORTS**




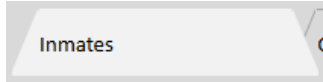
Find the incident report you want to view or edit.







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Then navigate to the **Inmates** tab. You will see the Add Page icon (), which will copy information from this record into a new **Use of Force** record.



1 Inmate EXPORT GRID TO FILE ADD INMATE

Currently Incarcerated	Inmate	Entry Date	Jacket	SSN	Booking	Race	Sex	Intake Date	Release Date	UOF
Yes	DOE, JOHN	09/19/2024	818222		20230300002	HISPANIC	MALE	03/12/2023		 


Create Use Of Force


Are you sure you want to create Use Of Force for Offender JOHN DOE?

YES CANCEL

Use Of Force: View Record

<< FIRST < PRIOR NEXT > LAST >>


Report Date: 07/24/2025  Report Time: 10:35:32 Case Number: 12 Reference Number: 2025-0011

Incident Date: 09/19/2024  Incident Time: 17:38:50 Pursuit Type: ▼ Weapon Discharge Reason: ▼

Suspect Force K9 Employees Others Involved Incident / Injury Approved Dates Disposition


Last Name: DOE First Name: JOHN Middle Name: Jr/Sr: ▼ Hispanic: (Y/N) Res



Jakcet Number: 818222

Social Security #: 111-11-1111 Date of Birth: 01/15/1989  Age: Race: HISPANIC Sex: MALE × ▼ × ▼



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Now when you view the **Inmates** tab in *Jail Incidents*, you will see the View Page icon (), which will show you the new Use of Force record that was created and linked to this inmate's record in Jail Incidents.

Currently Incarcerated	Inmate	Entry Date	Jacket	SSN	Booking	Race	Sex	Intake Date	Release Date	UOF		
Yes	DOE, JOHN	09/19/2024	818222		20230300002	HISPANIC	MALE	03/12/2023				



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Filling Out a Use of Force Record

There are two primary sections of the record:

1. The *fields* in the upper part of the screen. These are for details about the report, the assigned officer, incident location, etc.

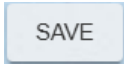
Report Date: 06/16/2025	Report Time: 15:21:06	Case Number: 2015-000004	Reference Number: 2025-0009	<input type="checkbox"/> Lethal Force	<input type="checkbox"/> Less Lethal Force	<input type="checkbox"/> Involved Animal	REPEAT
Incident Date: 01/01/2017	Incident Time: 07:00:00	Pursuit Type: FOOT AND VEHICLE	Weapon Discharge Reason: VEHICLE PURSUIT	Department: SPD			
Report By: 478 Shared Agency,		Uniform Type:	Report Status:				
Assignment: WATCH 1		Watch Commander: 603 ELDER, MARTIN WILLIAM -INV					
Badge: 478	Rank:	Supervisor:					
Major:	Minor:	Shift:					
House #: 101	Street: HOME DEPOT LANE	Apt/Lot #:	City: MARYVILLE	State: TN	Zip Code: 37803	Zone: MARYVILLE 2	
Common Name:		School:	Subdivision/Area/Building Complex:				

2. The *tabs* record information about the suspect, applied force, charges, report approval, incident, and more.

Suspect	Force	K9	Employees	Others Involved
Incident / Injury	Approved Dates	Disposition	Supplements	Narrative
Images	Attachments	Force Escalation	Charges	

Fill out the fields concerning the item and then the tabs as appropriate. This process is covered in detail in the next section, *Filling Out a Use of Force Record*.

After you enter new details, make sure to click **Save** at the top of the screen.





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Filling Out a Use of Force Record – Fields

This section explains in detail the different fields for a use of force entry. The fields cover information such as incident address, pursuit type, classification, report status, lethal/less lethal/animal involved force, and more.

Various of these fields are dropdown, not freeform. If you need to add, edit, or delete options, these can be accessed in **Maintain Files** (see *Appendix B: Maintain Files Entries* on page 59 for how to do this.)

MAINTAIN FILES



Fields

Report Date:	Report Time:	Case Number:	Reference Number:
07/24/2025	10:35:32	12	2025-0011

Report Date and **Time** are for the date/time of the record. **Case Number** is used as a method of reference for use of force records. These fields automatically filled in but you can change them if so desired. Reference Number can be edited manually or will auto-populate from transferred jail incidents.

Lethal Force Less Lethal Force Involved Animal

For these checkboxes, mark the appropriate box depending on amount or reason for use of force used. These are simply for search and classification; this is not the only place to describe this.

Incident Date:	Incident Time:
07/28/2025	00:00:00

Add the **Incident Date** and **Time** since this often different than the time the report is created.

Pursuit Type:	Weapon Discharge Reason:
VEHICLE	VEHICLE PURSUIT

Add the **Pursuit Type** if a pursuit occurred during this incident. Add **Weapon Discharge Reason**, such as *Vehicle Pursuit, Mercy Dog, Mercy Deer*, etc.



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Department:
DRUG ENFORCEMENT AGENCY X ▼

Department shows the department involved in the use of force.

Force On Review List

This checkbox currently is *non-functional*.

Report By:
603 ELDER, MARTIN WILLIAM -INV X ▼

Report By is typically auto-filled with your name, but if this report was filled out by someone else, you can change that here.

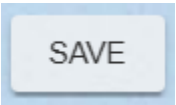
Assignment: **ON ASSIGNMENT A** Watch Commander: **603 ELDER, MARTIN WILLIAM -INV** X ▼ 🔍

You can add a brief description of the assignment in the **Assignment** field. Also note the **Watch Commander** here as well.

The next set of fields lists information about the address of the incident. Fill them out as needed.

House #:	123	Direction:	W	Street:	MAIN ST	Apt/Lot #:	
City:	KNOX	State:	TN X ▼	ZipCode:	37912		
Common Name:	THE BIG HOUSE		School:	▼			
Subdivision/Area/Building Complex:	CITY CENTER X ▼	Zone:	0101 101 ZONE 1 X ▼				

Make sure to **Save** at the top of the record as you go so you do not lose entered details.





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Filling Out a Use of Force Record – Tabs

Summary

Fill out the tabs below the fields as needed.

The **Suspect** tab contains information on the identity of the person, such as description, IDs, address, and more.

Force is for recording details on the force used, if it was effective, etc. **K9** is for recording use of K9 as related to the Use of Force record.

Employees is for listing the employees of your agency / department involved with this use of force. **Others Involved** can be used to add other people besides employees involved with the suspect or incident of this record.

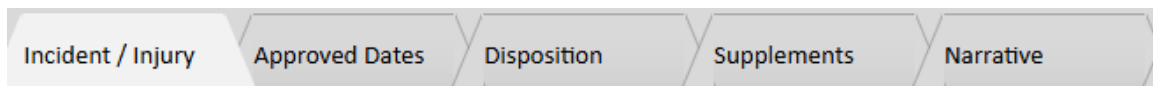


Incident / Injury is mostly for recording information on injury to the officer or suspect and treatment of said injury.

Approved Dates lets supervisors approve the Use of Force record.

Disposition holds information related to the settling of this Use of Force record and if further action is needed.

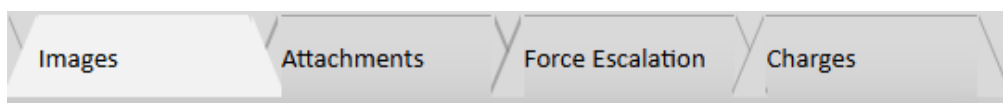
Supplements allow you add supplements to this report, including the report status and purpose for the supplement. **Narrative** gives you an area where you can add a long note to describe the incident and add additional details.



Images, and **Attachments** tabs are available if you need to upload images and documents. (Images and Attachments in this module function similar to those in all of iSOMS, so if you are familiar with them, you do not need to read those sections.)

Force Escalation records info on any force escalation by officer or suspect, and the officer's response at each level.

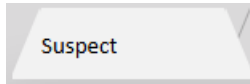
Charges is a grid for charges the suspect is facing.





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Suspect Tab



The **Suspect** tab records information such as name, SSN, DOB, identifying info, ID #'s, and other suspect information. If using an existing Master Name, some of this information will load in from the Master Name file.

Last Name:	First Name:	Middle Name:	Jr/Sr:	Hispanic:	Resident:
DOE	JAMES	RANDAL		U	
Jacket Number: 82614					
Social Security #:	Date of Birth:	Age:	Race:	Sex:	Height: Weight:
	01/01/1965		WHITE	MALE	502 201
House #:	Direction:	Street:	Apt/Lot #:	City:	State: ZipCode:
Incident/Arrest Case#:	Suspect Resistance:	Under The Influence Type:			
<input type="checkbox"/> Agency Assist	<input type="checkbox"/> Multiple Arrest	<input type="checkbox"/> Charges Filed/Pending	<input type="checkbox"/> Suspect In Custody	<input type="checkbox"/> Double Lock Handcuff	<input type="checkbox"/> Checked Fit Of Handcuff
ACTIONS THAT PROMPTED FORCE	ACTIONS AFTER FORCE APPLIED	REASON FORCE NOT EFFECTIVE	APPLICATION OF FORCE APPLIED	DISPOSITION	

First, add any additional info not filled in by the Master Name:

Last Name:	First Name:	Middle Name:	Jr/Sr:	Hispanic:	Resident:
DOE	JAMES	RANDAL		U	
Jacket Number: 82614					
Social Security #:	Date of Birth:	Age:	Race:	Sex:	Height: Weight:
	01/01/1965		WHITE	MALE	502 201
House #:	Direction:	Street:	Apt/Lot #:	City:	State: ZipCode:
123	W	MAIN ST		KNOX	TN 37912

Now add information on the **Incident / Arrest Case #**, how the suspect resisted in **Suspect Resistance**, or if they were under the influence in **Under the Influence Type**.

Incident/Arrest Case#:	Suspect Resistance:	Under The Influence Type:
12345	AGGRESSIVE PHYSICAL	

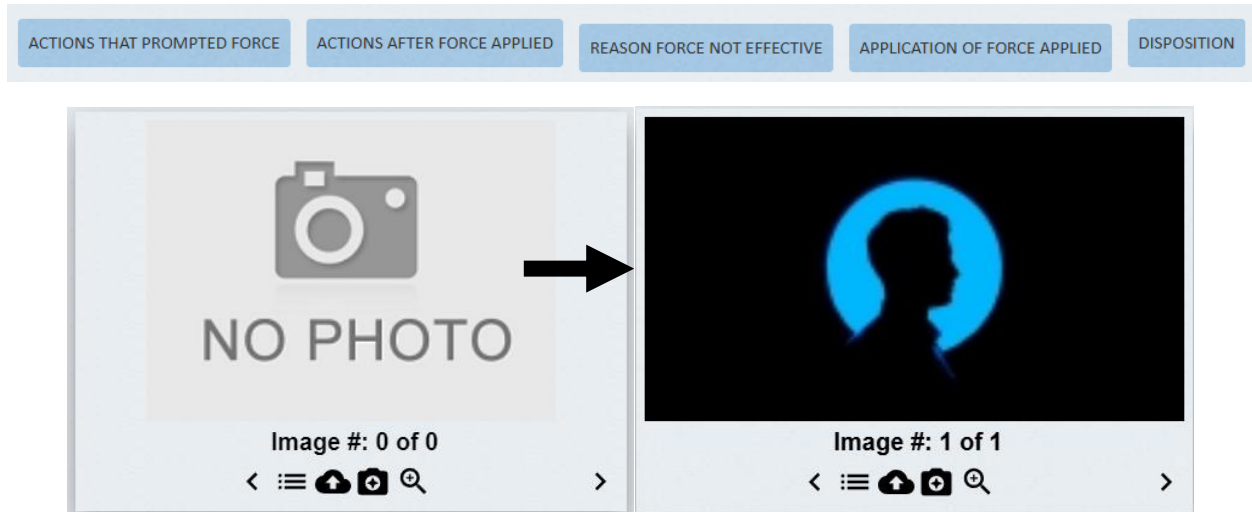
The next set of checkboxes lists different things about the suspect's incident / arrest. Mark them as appropriate:

<input type="checkbox"/> Agency Assist	<input type="checkbox"/> Multiple Arrest	<input type="checkbox"/> Charges Filed/Pending
<input type="checkbox"/> Suspect In Custody	<input type="checkbox"/> Double Lock Handcuff	<input type="checkbox"/> Checked Fit Of Handcuff

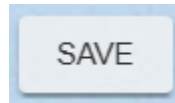


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The final set of buttons are note buttons that allow you to record information on the force applied to the suspect and the disposition. Use them to add custom notes if you'd like here, or record them under other tabs such as **Supplements** or **Narrative**.



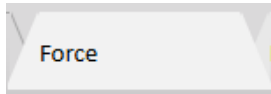
Make sure to **Save** at the top of the record as you go so you do not lose entered details.





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Force Tab



The **Force** tab is for recording the applications of force in short entries or notes. To view, edit, or delete a force record, simply double click it on the table.

Entry Date	Entry By	Force Type	Presentation	Used	Effective	K9 Recalled	K9 No Contact	Force Used Count	
07/29/2025 10:54		BATON	Yes	Yes	Yes			2	
07/29/2025 10:55		CANINE	Yes	Yes	Yes	Yes	Yes	0	

To add a new entry, click **Add Record** and then fill out the details of the record:



Add the **Force Type**, mark the appropriate checkboxes, and if it makes sense for this type of force, list the **Force Used Count**:

Add Force Used

Force Type: EXPLOSIVE Force Used Count: 3

Presentation
 Used
 Effective
 K9 Recalled
 K9 Apprehension No Contact



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K9 Tab



The **K9** tab is for recording the use of K9 in a use of force record. To view, edit, or delete a K9 record, simply double click it on the table.

1 Record					EXPORT GRID TO FILE	ADD RECORD
Entry Date	Entry By	Canine	Assigned To	Bite Count		
07/29/2025 11:28		K9 UNIT	ELDER, MARTIN WILLIAM -INV	0		

To add a new entry, click **Add Record** and then fill out the details of the record:



Add K9 Used

Canine: Assigned To:

Off Leash Apprehension
 On Leash Contact
 Canine Followed Direction
 Canine Recalled
 Canine Assaulted
 Canine Injured
 Prior Warnings Given

Bite Count: Canine Treatment Cost:

Vet:

Address 1: 123 FAKE ST

Address 2: Apt/Suite #:

City: KNOX State: TN Zip Code: 37912

Phone: (865) 555-6789 Email: FAKEEMAIL@FAKEWEBSITE.COM

Latitude: 36.0091467 Longitude: -83.9797173



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First, add the K9 used in **Canine** and who the K9 is **Assigned To**:

Canine: Assigned To:

Now mark checkboxes on what happened with the K9 during the use of force incident:

- Off Leash Apprehension
- On Leash Contact
- Canine Followed Direction
- Canine Recalled
- Canine Assaulted
- Canine Injured
- Prior Warnings Given

If the dog applied bites, list how many in **Bite Count**. Add any **Treatment Cost** and the **Vet**. For additional details on adding business records, such as this vet, see *Appendix A: Business Records* on page 56.

Bite Count: Canine Treatment Cost:

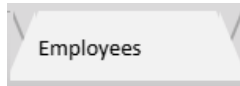
Vet:

Address 1: 123 FAKE ST
Address 2: **Apt/Suite #:**
City: KNOX **State:** TN **Zip Code:** 37912
Phone: (865) 555-6789 **Email:** FAKEEMAIL@FAKEWEBSITE.COM
Latitude: 36.0091467 **Longitude:** -83.9797173



Use of Force Guide

Employees Tab



The **Employees** tab lists the employees and officers involved with the incident. To view, edit, or delete a current entry, double-click an entry from the table.

Entry Date	Employee	Badge	Involvement Type	
07/29/2025 11:39	ELDER, MARTIN WILLIAM	603	ADDITIONAL	
07/29/2025 11:39	ISOMS, DEMO		ARRESTING OFFICER	
07/29/2025 11:39	EE, FF	100	SCRIBE/NEGOTIATOR	

In order to add a new entry, click the **Add Employee** button.



Fill in the employee and their involvement, and hit **Add** to add them to the list.

Add Employee Role

Employee:
603 ELDER, MARTIN WILLIAM -INV ✕ ▼ 🔍

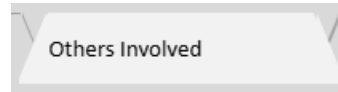
Involvement Type:
DRIVER ✕ ▼

ADD EXIT



Use of Force Guide

Others Involved Tab



The **Others Involved** tab lets you record any other individuals (besides suspects and employees) that are involved in the situation and details relevant to those people. To view, edit, or delete a current entry, double-click an entry from the table.

When you add a new entry, you should fill out only the tabs you need to fill out to track information and then save it. Details are provided for each of the sub-tabs below, although each sub-tab is relatively intuitive. Add information as needed.

1 Person										EXPORT GRID TO FILE	ADD PERSON
Entry Date	How Involved	Relationship	Last Name	First Name	Middle	Post Name	DOB	Age	Home Phone		
12/31/2024			DOE	JANE	F		05/15/1995	29			

In order to add a new entry, click the **Add Person** button. Confirm you want to add a new person involved, and then you will see the options to fill in the fields.



View Others Involved

SEARCH PEOPLE How Involved: Relationship: SCAN DL

CHECK NCIC

Hide Name on Report Hide Details on Report Safety Restraints Used

Last Name: DOE First Name: JAMES Middle Name: RANDAL Jr/Sr: ▼

Nickname/AKA: _____

House #: 1142 Street: OXFORD HILLS Apt/Lot #: City: MARYVILLE

State: TN ZipCode: County: _____

Home Phone: (865)-111-1111 Cell Phone: Work Phone: Email: _____

Biographical Employer Juvenile / Child Info



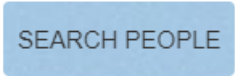
The fields at the top list the person’s involvement and relationship to the people involved. Then identifying fields are below, along with additional headers to add extra info such as *Biographical*, *Employer*, and *Juvenile / Child Info*. For details, see below.



Use of Force Guide

Quick Fill from Master Names

If you already have information on someone as a Master Name, then you can add it quickly by clicking the **Search People** button in the upper left.



This will open the Master Name search screen. Input a name and other identifying info (such as DL number or SSN, etc.), then click **Lookup**.

Master Name: Search

Selecting Replacement Master Name

Last Name: First Name: _____ Middle Name: _____ Social Security # _____

House #: _____ Direction: _____ Street: _____ Apt/Lot #: _____ City: _____

Eye Color:

Driver License #: _____ SID #: _____ FBI #: _____ Jacket #: _____ Booking #: _____

Select the person from the list to add them, and then click **Save and Select** in the *Others Involved* tab. This will autofill information you have on them.

DOE	JAMES	RANDAL	MASTERNAME
-----	-------	--------	------------

Last Name: First Name: Middle Name: Jr/Sr:

Nickname/AKA:

House #: Direction: Street: Apt/Lot #: City:



Use of Force Guide

Filling in Information

How Involved:

PROPERTY OWNER



Relationship:

SCAN DL

First, fill in **How Involved** dropdown with how the person is connected to the incident.

How Involved:

PROPERTY OWNER



Add the **Relationship** this person has to the other people involved.

Relationship:

BROTHER

Now you can scan the person's driver license if you click **Scan DL**.

SCAN DL

Hide Name on Report Hide Details on Report Safety Restraints Used

If you need to hide this name or details about the report, check **Hide Name** or **Hide Details**.

If the person had to be restrained, check **Safety Restraints Used**.

Now fill out the information about the person if necessary:

Last Name:

DOE

First Name:

JAMES

Middle Name:

Jr/Sr:



Nickname/AKA:

House #:

123

Street:

MADE UP ST

City:

MURFREESBORO

Direction:

Apt/Lot #:

State:

TN



ZipCode:

55555



County:

RUTHERFORD

Home Phone:

(865)-555-6789

Cell Phone:

Work Phone:

Email:

email@email.com



Use of Force Guide

Headings

Below the main fields, the headings are available to type additional information about the person.

Biographical

Fill in the biographical information under this heading, including SS and DL numbers.

Race:	Sex:	Height:	Weight:	Hair Color:	Eye Color:
HISPANIC	MALE	6	180	BLACK	BLACK
Social Security #:	Date of Birth:	Marital Status:	Military:		
123-45-6789	11/20/2000	(Age: 23) COMMON LAW			
Person Type(forms):					
Features:	Clothing:	Gang:			
DL State:	Driver License #:	Class:	Expiration Date:	Restrictions:	Local ID: Other ID:
TN	123-45-67890	D	10/26/2024		

Employer

Here you can add an employer record. The Employer system works by storing records of employers. This makes it so that you do not have to continuously re-enter the same information on the same business. See *Appendix A: Business Records* on page 56 for more information.

Employer:
CHICK-FIL-A

SEARCH EDIT A

Address 1: 555 CHICKEN WAY

Address 2: **Apt/Suite #:**

City: KNOXVILLE **State:** TN **Zip Code:** 37912

Phone: (865) 555-1234 **Email:** EATMORECHIKN@CFA.COM



Use of Force Guide

Juvenile / Child Info

Here you can fill out information on the individual if they were a juvenile / child.

Social Security #:	Date of Birth:	Person Type(forms):	Level Of Education:
123-45-6789	11/20/2010	(Age: 13) CHILD	7 TH GRADE
School:			
FORT CRAIG SCHOOL			
Notes:			
NOTES			

Add the **Level of Education** and **School** along with any necessary **Notes**.

This completes filling out the *Others Involved* entry. Click **Save** in the bottom right to finish this entry. If you have any more to add, simply repeat the process.

SAVE	DELETE	EXIT
------	--------	------



Use of Force Guide

Incident / Injury Tab



The **Incident / Injury** tab records information on injuries to the officer and suspect. Fill out this as information becomes available and make sure to document treatment / release info.

Officer Injured Before Contact After Contact Medical Treatment Given to Officer Fatal

Officer Injury (free form): BRUISED RIBS Officer Physician: DR. DOOLITTLE Primary Injury: _____ Treatment: _____

Treatment Location: _____

Officer Treatment Date: 07/29/2025 Time: 11:51:28 Officer Treatment Location: THE DOCTOR'S OFFICE, OBVIOUSLY Officer Release Date: _____ Time: _____

Suspect Injured Before Contact After Contact Medical Treatment Given to Suspect Mental Health Evaluation Fatal Complaint Of Injury Visible Signs Of Injury

Injury Photos Taken

Suspect Injury (free form): BRUISED ARMS Suspect Physician: DR. SUSPICIOUS Primary Injury: _____ Treatment: _____

Treatment Location: _____

Suspect Treatment Date: 07/29/2025 Time: 11:41:00 Suspect Treatment Location: NOT THE DOCTOR'S OFFICE SOMEHOW Suspect Release Date: _____ Time: _____

First fill out the details about the officer injury.

Officer Injured Before Contact After Contact Medical Treatment Given to Officer Fatal

These checkboxes relate to the officer's injury. They can later be searched and reported on, so make sure to mark the appropriate boxes.

Officer Injury (free form): BRUISED RIBS Officer Physician: DR. DOOLITTLE Primary Injury: _____ Treatment: _____

Treatment Location: _____

Officer Treatment Date: 07/29/2025 Time: 11:51:28 Officer Treatment Location: THE DOCTOR'S OFFICE, OBVIOUSLY Officer Release Date: _____ Time: _____

Now add details on the treatment, including the date, physician, and location.

Continued on the next page



Use of Force Guide

Next, fill out details about any injury and treatment of the suspect:

Suspect Injured Before Contact After Contact Medical Treatment Given to Suspect
 Mental Health Evaluation Fatal Complaint Of Injury Visible Signs Of Injury
 Injury Photos Taken

These checkboxes relate to the suspect's injury. They can later be searched and reported on, so make sure to mark the appropriate boxes.

Suspect Injury (free form) Suspect Physician Primary Injury:
BRUISED ARMS DR. SUSPICIOUS

Treatment: Treatment Location:

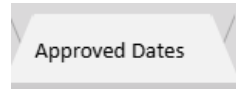
Suspect Treatment Date: Time: Suspect Treatment Location: Suspect Release Date: Time:
07/29/2025 11:41:00 NOT THE DOCTOR'S OFFICE SOMEHOW

Now add details on the treatment, including the date, physician, and location.



Use of Force Guide

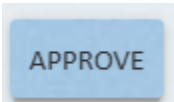
Approved Dates Tab



On the **Approved Dates** tab, supervisors can approve the report or add why they did not approve the report as a note.

Agency Lt:	Q	Approve Date: 07/29/2025	Calendar	Approve Time: 12:03:27	APPROVE	X	YOUR SUPERVISOR TITLE:
Agency Chief:	Q	Approve Date:	Calendar	Approve Time:	APPROVE		AGENCY LT:
Agency Sheriff/Admin:	Q	Approve Date:	Calendar	Approve Time:	APPROVE		AGENCY CHIEF:
Major:	Q	Approve Date:	Calendar	Approve Time:	APPROVE		AGENCY SHERIFF/ADMIN:
Training Officer:	Q	Approve Date:	Calendar	Approve Time:	APPROVE		MAJOR:
					APPROVE		TRAINING OFFICER:

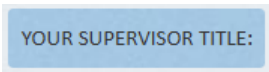
To approve the report, simply click **Approve** next to your title, whether major, sheriff, chief, etc.



This will ask for your iSOMS password. Once entered, your name and the datetime will be added.

YOUR NAME HERE	Q	Approve Date: 07/29/2025	Calendar	Approve Time: 12:03:27	APPROVE	X
----------------	---	--------------------------	----------	------------------------	---------	---

You can add a note on why you approved or did not approve by clicking the button to the right of **Approve**:



Your Supervisor Title: Note

Notes:
NOTE HERE



Use of Force Guide

Disposition Tab



The **Disposition** tab has fields related to the disposition of the Use of Force record.

Disposition Date:	Time:	Disposed By:	
07/30/2025	00:00:00	603 ELDER, MARTIN WILLIAM -INV	<input type="text"/> <input type="button" value="X"/> <input type="button" value="Q"/>
Action Justified:	Response Within Policy:		
YES <input type="text"/> <input type="button" value="X"/> <input type="button" value="v"/>	YES <input type="text"/> <input type="button" value="X"/> <input type="button" value="v"/>		
Disposition:			
NO FURTHER ACTION <input type="text"/> <input type="button" value="X"/> <input type="button" value="v"/>			

Add the **Disposition Date** and **Time** and who disposed it in **Disposed By** once this report has been disposed / resolved.

Action Justified:	Response Within Policy:
YES <input type="text"/> <input type="button" value="X"/> <input type="button" value="v"/>	YES <input type="text"/> <input type="button" value="X"/> <input type="button" value="v"/>
Disposition:	
NO FURTHER ACTION <input type="text"/> <input type="button" value="X"/> <input type="button" value="v"/>	

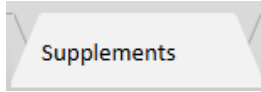
These fields relate to conclusions about the use of force. Put the conclusion on the action in **Action Justified** and whether the response followed policy in **Response Within Policy**.

Finally, add the **Disposition**, such as *No Further Action*, *Other Action*, or *Further Investigation*.



Use of Force Guide

Supplements Tab



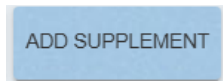
The **Supplements** tab is where you can add supplements specifically related to the Use of Force. To view, edit, or delete a current entry, double-click an entry from the table.

2 Supplements ADD SUPPLEMENT

	Report Date	Sequence #	Employee	Supplement Reason	Supplement Description	Status	Approved Date	Victim
	07/30/2025 10:36	3		FOLLOW UP	PEOPLE PLAYING LOUD MUSIC	CLEARED BY ARREST		EVERYONE
	07/30/2025 10:17	2		CASE REVIEW	DESC HERE	NEW		N/A

ADD NOTES HERE

To add a new supplement, simply click **Add Supplement** in the upper right.



Add Supplement

Date: Time: Restricted Time Spent on Report(minutes):

Supplement Reason: Report Status:

Description:

Victim:

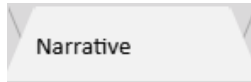
Notes:

Approved Date: Approved By:

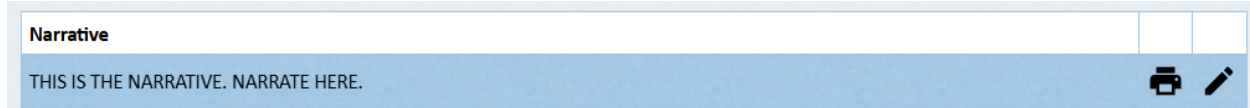


Use of Force Guide

Narrative Tab



The **Narrative** tab gives you an area where you can add a long note to describe the incident and add additional details.

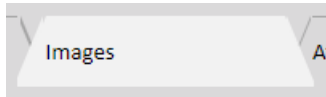


Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis



Use of Force Guide

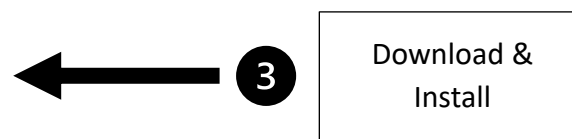
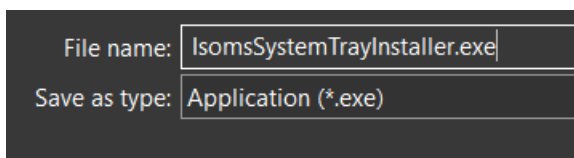
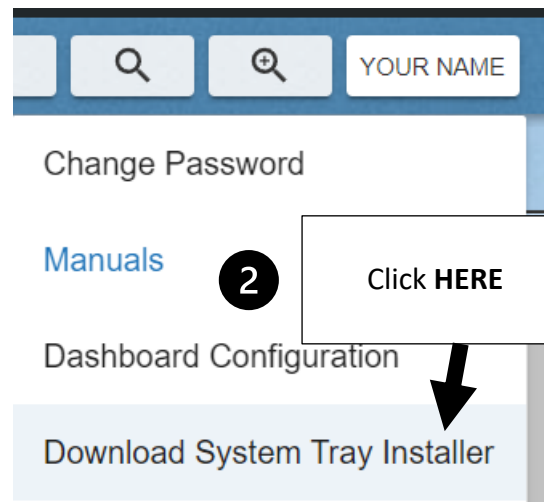
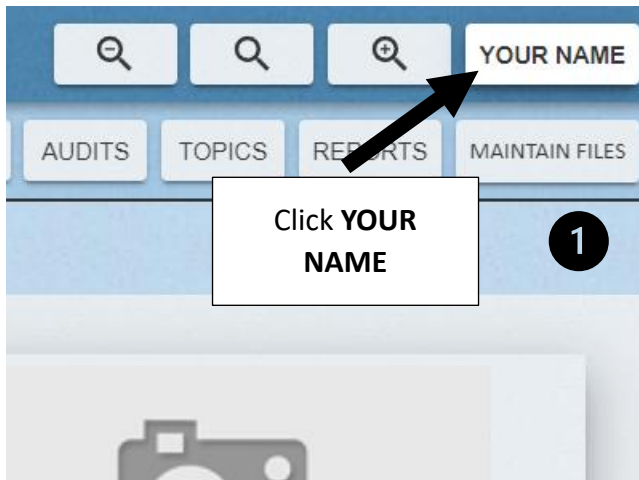
Images Tab



The **Images** tab is used to view, download, or add images. You can add a single image at a time or multiple images at a time. Click **Add Image** to add a single image.



To add multiple images at a time, you will need the System Tray Installer downloaded to the computer you are using. The System Tray Installer can be found on the iSOMS home page by clicking on the button in the upper right with your username. Once you click on that, you will get a drop-down list, and **Download System Tray Installer** is one of the options. Download and install it on this computer.

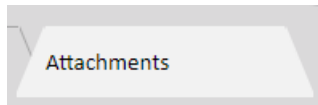



After you have the System Tray Installer on the computer, you can now use the **Add Images** button to upload multiple images at once if necessary.

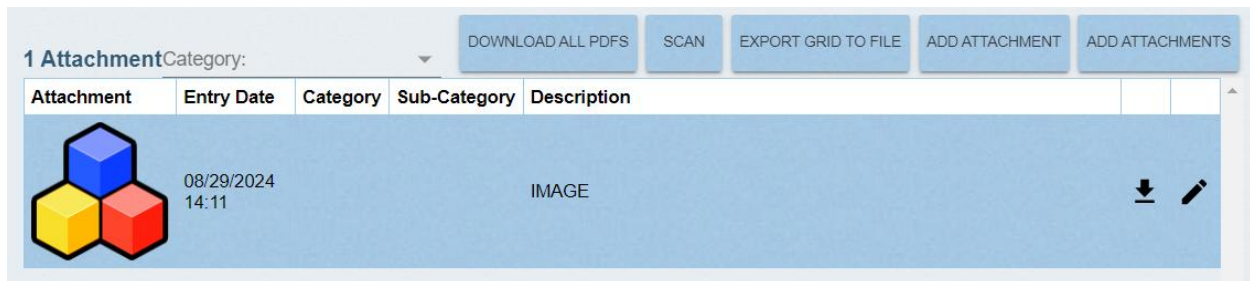


Use of Force Guide

Attachments Tab

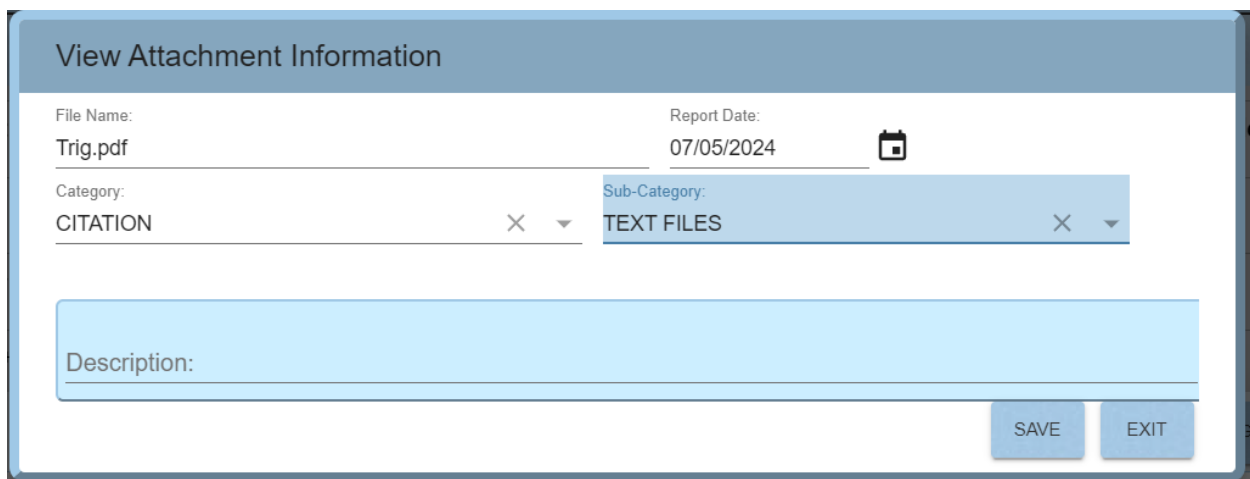
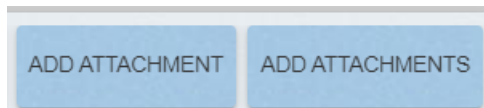


The **Attachments** tab is used to view, download, or add attachments. Double-click a file entry to view the record for the attachment or click on the  icon to download the attachment to the computer.



You can add a single attachment at a time or multiple attachments at a time. Just like above with images, you will need the System Tray Installer downloaded to the computer you are using to add multiple attachments at once. See the *Image* tab instructions on the previous few pages for instructions on installing the System Tray Installer.

Click **Add Attachment** to add a single attachment or click **Add Attachments** to add multiple attachments at the same time. Choose the attachments from the computer, then add the appropriate category and sub-category for the file.





Use of Force Guide

You can also **Download All PDFs** at once by clicking the appropriate button.

DOWNLOAD ALL PDFS


File name:	files.pdf
Save as type:	PDF File (*.pdf)

If you have the iSOMS Windows App, you can use **Scan** to scan files into the attachments.

SCAN

Scan Attachment

ISOMS Windows App Must Be Running

File Name: _____ Report Date: _____ 

Category: _____ Sub-Category: _____

Description: _____

CANCEL SCAN DUPLEX SCAN AUTO



Use of Force Guide

Force Escalation



The **Force Escalation** tab is for marking the level of force escalation in the use of force. Add the suspect and officer force escalation, and also add how the officer responding in each appropriate level.

Suspect Force Escalation:		
<input checked="" type="checkbox"/> 1-Not responding to commands	<input type="checkbox"/> 2-Pulling away from Officer, refusing	<input type="checkbox"/> 3-Wrestling with officer, pushing
<input type="checkbox"/> 5-Weapons used against officer, or others		<input type="checkbox"/> 4-Striking or Kicking officer, or threatening
Officer Force Escalation:		
<input checked="" type="checkbox"/> 1-Balance Displacement, Escort Position, Verbal	<input type="checkbox"/> 2-Striking Muscle Groups, Take down	<input type="checkbox"/> 3-Striking, Puching, Electronic Devices
<input type="checkbox"/> 5-Deadly Force		<input type="checkbox"/> 4-Baton Techniques/SIMS
Officer Response Level 1: RESPONSE HERE	Officer Response Level 2:	Officer Response Level 3:
Officer Response Level 4:	Officer Response Level 5:	

First, mark both the **Suspect Force Escalation** and the **Officer Force Escalation**.

Suspect Force Escalation:	
<input checked="" type="checkbox"/> 1-Not responding to commands	<input type="checkbox"/> 2-Pulling away from Officer, refusing
<input type="checkbox"/> 3-Wrestling with officer, pushing	<input type="checkbox"/> 4-Striking or Kicking officer, or threatening
<input type="checkbox"/> 5-Weapons used against officer, or others	
Officer Force Escalation:	
<input checked="" type="checkbox"/> 1-Balance Displacement, Escort Position, Verbal	<input type="checkbox"/> 2-Striking Muscle Groups, Take down
<input type="checkbox"/> 3-Striking, Puching, Electronic Devices	<input type="checkbox"/> 4-Baton Techniques/SIMS
<input type="checkbox"/> 5-Deadly Force	

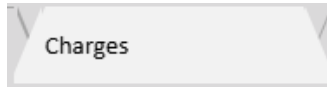
Now add how the officer responding for each level of force escalation:

Officer Response Level 1: RESPONSE HERE
Officer Response Level 2: RESPONSE HERE
Officer Response Level 3:
Officer Response Level 4:
Officer Response Level 5:



Use of Force Guide

Charges Tab



The **Charges Tab** is where the charges related to this pretrial are entered. You will enter the charges and information related to each charge.

Expunged	Charge	Charge Description	Court Date	FTA	Court	Citation#	Bond	Docket#	Org Bal	Current	Speed	Zone	Disposition Date
	14:70.4/FR	ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDENCE GAME	07/04/2025 00:00	NO	CC	12345	1000.00	12345	0.00	0.00	0	0	

Use the **Add Charge** button at the far right to add a charge.

Expunged	Charge	Charge Description	Court Date	FTA	Court	Citation#	Bond	Docket#	Org Bal	Current
	14:70.4/FR	ACCESS DEVICE FRAUD/FALSE PRETENSES/SWINDLE/CONFIDENCE GAME	07/04/2025 00:00	NO	CC	12345	1000.00	12345	0.00	0.00

ADD CHARGE

View Charge

FIRST << PREV NEXT >> LAST Entry Date: 07/30/2025 10:58 / Entry By: SWHITE

Charge Code: 74 O.S. 85.13 ACCEPTING OR GIVING OF GIFTS, DONATIONS OR GRATUITIES 85.13 Charge Id#: 223165

Charge Free Form: CHARGE FREE FORM Warning Only Add On Charge

Charge/Statute Code: 123 Ordinance Code: 123 Charge Classification: C

Title: 1 Section: 2 Paragraph: 3

Enter the charge details into the fields and click **SAVE** to avoid losing work. Then reopen the charge by double-clicking it and continue editing.



Use of Force Guide

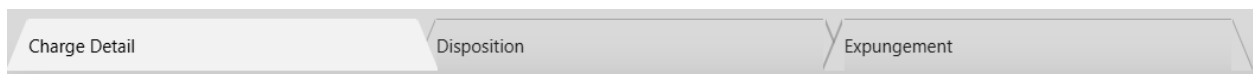
Charge Code:
74 O.S. 85.13 ACCEPTING OR GIVING OF GIFTS, DONATIONS OR GRATUITIES 74 O.S. 85.13 Charge Id#: 223165

Charge Free Form:
CHARGE FREE FORM Warning Only Add On Charge

Charge/Statute Code: Ordinance Code: Charge Classification:
123 123 C

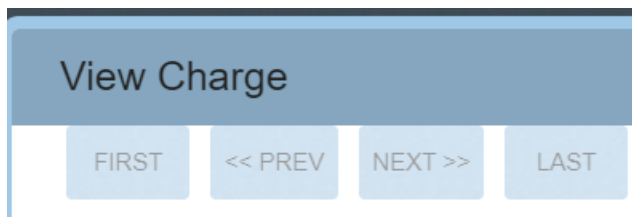
Title: Section: Paragraph:
1 2 3

Fill in as much information as possible: more can be added later as needed. There is a list of tabs in the middle of the screen and each tab is a button that opens new details on **Charge Detail**, **Disposition**, and **Expungement** (if you are a Super User).



Additional Information on the Charges Tab

Multiple charges can be added. Click **Save** at the bottom of this screen after entering the information for each charge and use the **Exit** button when done. You can also use the navigation buttons at the top left of this screen (**First, Prev, Next, Last**) to move between the charges quickly without having to close the entire screen.

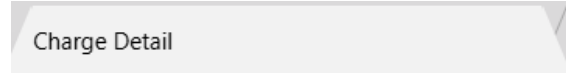




Use of Force Guide

Charge Sub-tabs

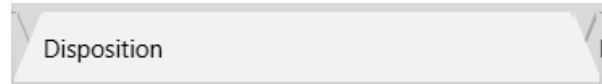
Charge Detail Tab



Under the **Charge Detail** tab, add additional information on the charge, the court date, etc.

Charge Date: 07/30/2025	Time: 10:58:03	Offense Date: 07/30/2025		
Charge Type: LOCAL ORDINANCE	Charge Level: C	Charge Degree: 01		
Warrant #: 12345	Docket #: 12345	Citation #: 12345	Reference #: 12345	
Charge Bond Amount: 100.00	Cash Bond/Warrant Amount: 100.00	Bond Text: TEXT	Bond Terms: BOND FORFEIT	<input type="checkbox"/> Bond Cleared
Court Date: 01/03/2026	Time: 00:00:00	Court: CHANCERY	Judge: SUPREME COURT JUSTICES	
Original Charge/Amended From				

Disposition Tab



The **Disposition** tab should be filled out once this charge has been disposed and you can add details and additional disposition notes.

Disposition: PENDING	Disposition Date: 07/30/2025	Time: 00:00:00	<input type="button" value="DISPOSITION NOTES"/>
-------------------------	---------------------------------	-------------------	--



Use of Force Guide

Expungement Tab



The **Expungement** tab allows Super Users to expunge this charge. Only users with these security privileges can see charges once they have been expunged – all other employees will not see the charge if the **Expunge Record** checkbox is checked.

Expunge charge  Check this box to expunge the charge.

Expunge Date: 06/12/2024  Time: 16:31:21

Users with the proper security privileges will see all charges, including expunged charges:

3 Charges		
Expunged	Charge Code	Charge_Description
Yes	512	AGGRAVATED LOANSHARKING
	14:324	ABANDONING OR DISCARDING ICE BOXES OR OTHER AIR TIGHT CONTAINERS
	15-104	WRONG WAY ON ONE WAY STREET

Users without expungement security privileges will *not* see the expunged charges:

2 Charges		
Expunged	Charge Code	Charge_Description
	14:324	ABANDONING OR DISCARDING ICE BOXES OR OTHER AIR TIGHT CONTAINERS
	15-104	WRONG WAY ON ONE WAY STREET

If the charge was improperly or accidentally expunged, a Super User or an employee with expungement permissions can uncheck the box and the charge will be visible to all users again.



Use of Force Guide

Repeating Use of Force Records

If you wish to copy the information in a record, you can do so by repeating the record.

Navigate to the record you wish to copy:

Use Of Force: View Record

LOOKUP NEW USE OF FORCE AUDITS TOPICS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Report Date: 10/16/2018 Report Time: 00:00:00 UOF18-0005 Reference Number: Lethal Force

Less Lethal Force Involved Animal **REPEAT**

Incident Date: 10/16/2018 Incident Time: 16:23:00 Pursuit Type: BOTH X ▾ Weapon Discharge Reason: ▾

Department: ▾ Force On Review List

Report By: 603 ELDER, MARTIN W X ▾ Q Uniform Type: ▾

Click the **REPEAT** button near the fields. Confirm you wish to copy/repeat, and a new record will be created.





Use of Force Guide

The new record will be created with several of the fields copied.

Use Of Force: View Record

LOOKUP NEW USE OF FORCE AUDITS TOPICS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Report Date: 10/16/2018 Report Time: 00:00:00 UOF18-0005 Reference Number: Lethal Force

Less Lethal Force Involved Animal

Incident Date: 10/16/2018 Incident Time: 16:23:00 Pursuit Type: BOTH X ▾ Weapon Discharge Reason: ▾

Department: ▾ Force On Review List

Report By: 603 ELDER, MARTIN W X ▾ Q Uniform Type: ▾



Use of Force Guide

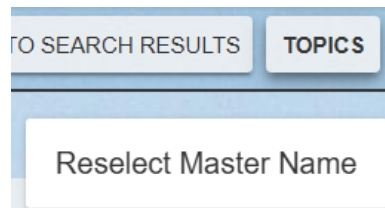
Reselecting Master Name

iSOMS has a function which allows you to reselect the Master Name for a Use of Force record.

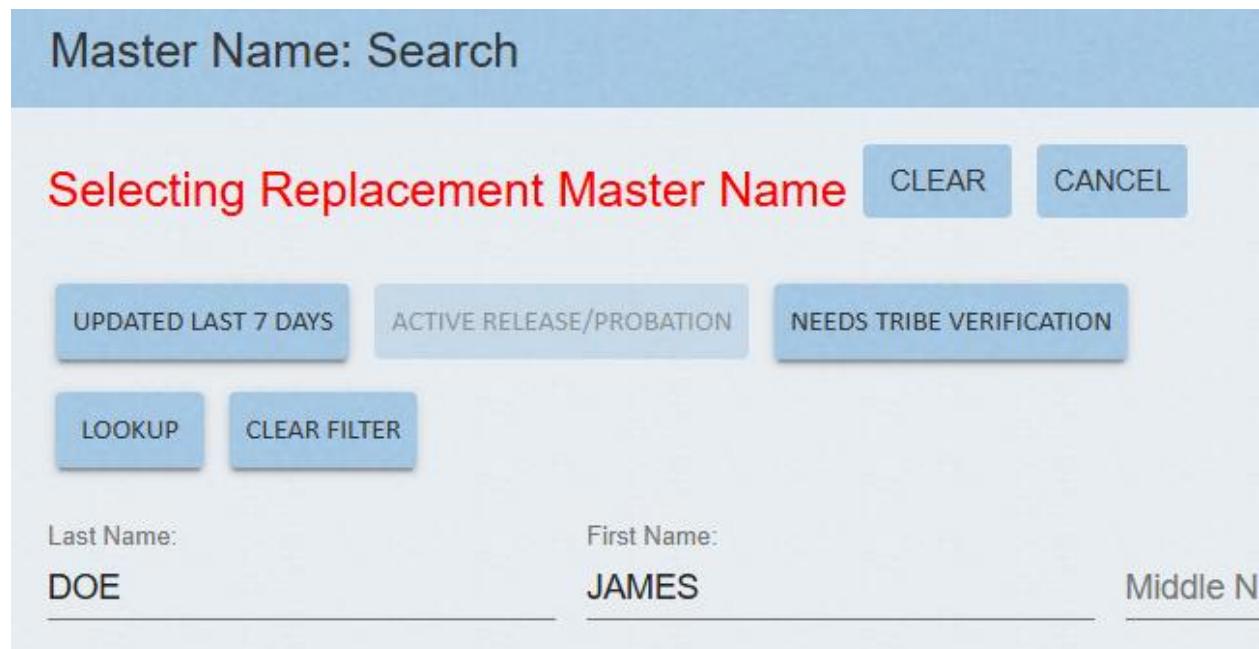
First, go to the record you want to switch the Master Name for and open its record in iSOMS.



Now click **TOPICS** → **RESELECT MASTER NAME**



This will open a screen where you can search for a Master Name to select for the record. Enter your search parameters and find the correct record. Then select it to replace the current Master Name with the correct one.





Use of Force Guide



Use of Force Guide

Use of Force Reports

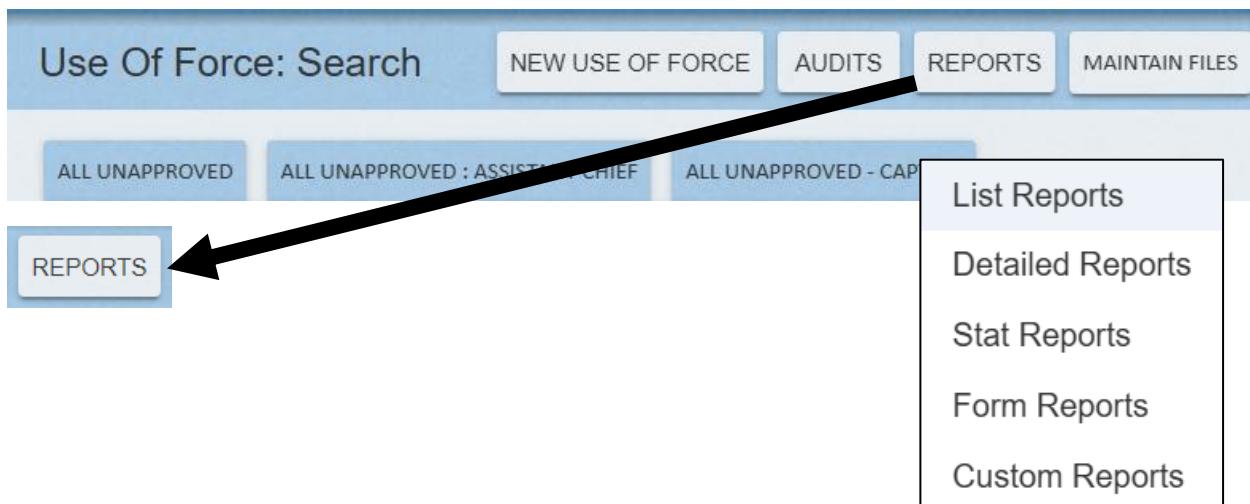
iSOMS has the capability to allow you to print different types of reports for Use of Force Records.

To access the reports, begin on the iSOMS home screen. Navigate to:

Corrections → **Inmate Tracking** → **Use of Force**



Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.





Use of Force Guide

List Reports

The **List Report** displays Use of Force reports in your iSOMS records over a certain date range. In this way you can see an overview of use of force records over your chosen time period. Add the start and end date in **Reports From** and **Reports Through**.

Report Style has many different layout and sorting options, such as *List*, *Group by Officer*, *Group by Supervisor*, *Group by Disposition*, and more. Pick the one most relevant to your desired result.

List	Group By Zone
Group By Officer	Group By Shift
Group By Supervisor	Group By Incident #
Group By Major	Group By Disposition
Group By Minor	Group By Justified

You can add certain filters to reduce the list if desired. Also choose if you want to hide notes or exclude animal involved reports:



Use of Force Guide

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

PDF
 Excel
 XML
 SQL

List Report



YOUR AGENCY Use Of Force List

Report Dates From 07/01/2025 Through 07/30/2025

Page 1 of 1

Case #	Incident Date	Report Date	Address	CSZ
2025-0010		07/21/2025 09:04		
	Zone:		School:	
	Officer: ELDER, MARTIN WILLIAM		Badge: 603	
	Major: COURT SERVICES		Rank: INVESTIGATOR	
	Minor: CHAPLIN		Shift: 3	
	Supervisor: ELDER, MARTIN		Incident #:	
	Suspect: DOE, JAMES RANDAL		Disposition Date:	
	Justified:		Within Policy:	
	Disposition:			
12	09/19/2024 17:38	07/24/2025 10:35		
	Zone:		School:	
	Officer: ELDER, MARTIN WILLIAM		Badge: 603	
	Major: COURT SERVICES		Rank: INVESTIGATOR	
	Minor: CHAPLIN		Shift: 3	
	Supervisor: ELDER, MARTIN		Incident #: 12	
	Suspect: DOE, JOHN		Disposition Date:	
	Justified:		Within Policy:	
	Disposition:			



Use of Force Guide

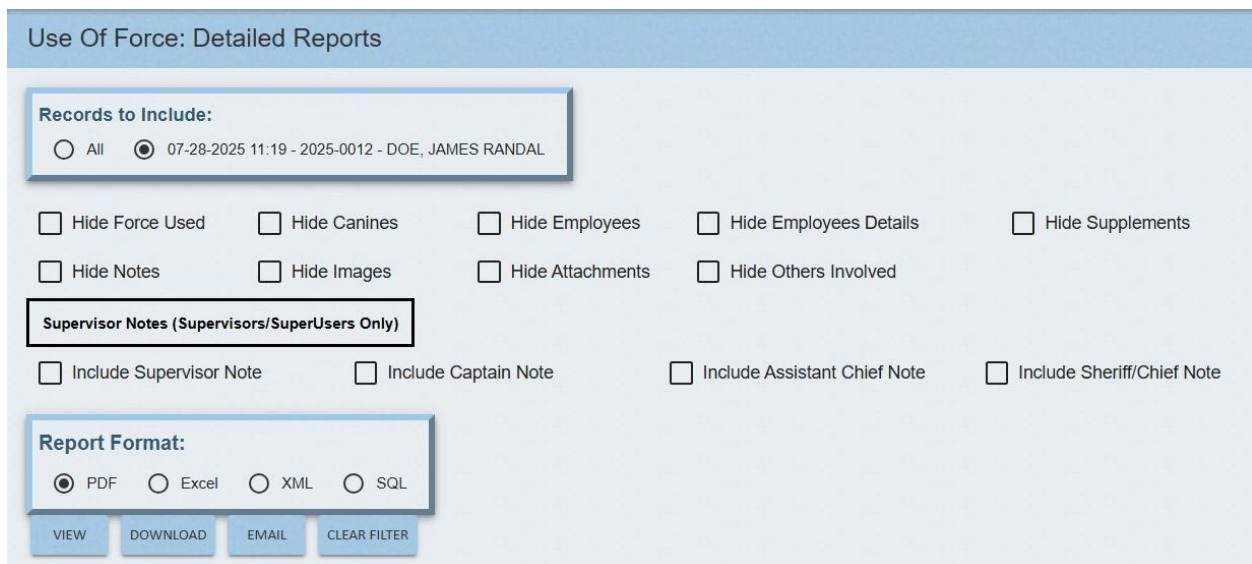
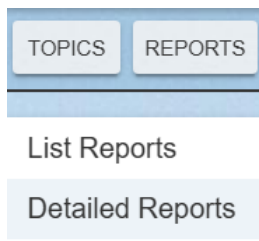
Detailed Report

The **Detail Report** displays lots of details for individual Use of Force incident reports in your iSOMS records.

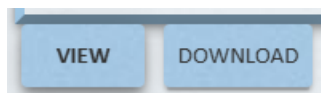
First, go to the record you want to make a detail report for and open its record in iSOMS.



Then click **REPORTS** → **DETAILED REPORT** to open the Detail Report screen.



Choose what you would like hidden on the report, such as images, employees, other people, supplements, etc. And with your chosen parameters, click **View** or **Download** to view the report.





Use of Force Guide



YOUR AGENCY Use Of Force Details

Page 1 of 3

Use Of Force Information

Case #: 2025-0012	Reference #:
Report Date: 07/28/2025 11:19	Incident Date/Time: 07/28/2025 00:00
Pursuit Type: VEHICLE	Assignment: ON ASSIGNMENT A
Lethal Force: NO	Less Lethal Force: NO
Force On Review List: YES	Department: DRUG ENFORCEMENT AGENCY
Involved Animal: NO	

Report By Information

Report By: ELDER, MARTIN WILLIAM	Badge: 603
Major: COURT SERVICES	Rank: INVESTIGATOR
Minor: CHAPLIN	Shift: 3
Supervisor: ELDER, MARTIN	

Incident Information

Common Name: THE BIG HOUSE	Zone: 101 ZONE 1
Address: 123 W MAIN ST	SubDivision: CITY CENTER
CSZ: KNOX, TN 37912	School:

Suspect Information

Name: DOE, JAMES RANDAL	Race: WHITE
Address: 123 W MAIN ST	Sex: MALE
CSZ: KNOX, TN 37912	Hispanic: NO
DOB: 01/01/1965	Height: 502



Use of Force Guide

Stat Reports

This report displays Use of Force stats in your iSOMS records over a certain date range. In this way you can see statistics for your records over a certain period. Add the start and end date in **Reports From** and **Reports Through**.

A screenshot of the "Jail Incident: Stats Reports" interface. At the top, the title "Jail Incident: Stats Reports" is displayed in a blue header. Below the header, the "Report Style" is set to "Incident Type Summary". The "Reports From" date is "06/06/2024" and the "Reports Through" date is "06/06/2025". There are two calendar icons next to the dates. The "Incident Type" and "Assigned Officer Id" fields are empty, with a search icon to the right. Below these fields is a checkbox labeled "All Agencies". A "Report Format" dropdown menu is open, showing four options: "PDF" (selected), "Excel", "XML", and "SQL". Below the dropdown are four buttons: "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Report Style has two different layout and sorting options, *Stats* and *Stats by Race/Sex with Ethnicity*.

You can add certain filters to reduce the list if desired, such as only including a certain reporting officer or shift. Now, with your chosen parameters, click **View** or **Download** to view the report.

A second screenshot of the "Jail Incident: Stats Reports" interface, showing the same filters and report format options as the first screenshot. The "Report Format" dropdown menu is open, showing the same four options: "PDF" (selected), "Excel", "XML", and "SQL". The buttons "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER" are visible below the dropdown.



Use of Force Guide



YOUR AGENCY

Use Of Force Stats

Report Dates From 07/01/2025 Through 07/30/2025

Page 1 of 1

Time Of Day

Morning (06:01-12:00): 0
Afternoon (12:01-17:00): 0
Evening (17:01-20:00): 1
Night (20:01-06:00): 1

Number of Officers Involved

One: 0 Four: 0
Two: 0 Five +: 0
Three: 1

Officer Injured

Yes: 1
No: 2

Officer Hospitalized

Yes: 1
No: 2

Force Used Before/After Contact

Before: 0
After: 1
Neither: 2

Suspect Injured

Yes: 1
No: 2

Mental Health Evaluations

Yes: 0
No: 3

Total Use Of Force Reports: 3

Force Presented

BATON 1
CANINE 1
Total Force Presented: 2

Force Used

BATON 1
CANINE 1
Total Force Used: 2

Force Effective

BATON 1
CANINE 1
Total Force Effective: 2

Action Justification

YES 1
Male

Response Within Policy

YES 1
Female

Action Taken

NO FURTHER ACTION 1



Use of Force Guide

Appendix A: Business Records

iSOMS has various sets of business and organization records, which works by storing records of organizations. This makes it so that you do not have to continuously re-enter the same information on the same business or agency. We will use this as an example for **Worked For** in *Service Work*, but it works for all businesses and organizations that have fields that look like this.

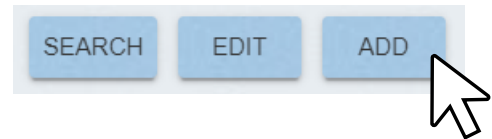
Worked For:
 CHICK-FIL-A SEARCH EDIT ADD

Address 1: 123 COW ST

Address 2: Apt/Suite #:
 City: KNOX State: Zip Code: 37772
 Phone: (865) 555-5678 Email: CFA@CFA.COM
 Latitude: Longitude:

To add a new organization:

Click **Add** to add a new entry. Enter the organization information in the window, click **Add** at the bottom of the window, and then this will be marked as the organization.



Add Service Work Business

ID #: 0 Business License

Worked For: CHICKFILA Short Name: CFA

House #: 123 Direction: COW ST Suite/Apt #:

City: KNOX State: TN ZIP Code: 37772 Latitude: Longitude:

Address 2: Intersection:

Business Phone: 865-555-5678 Email: cfa@cfa.com

Contact Info

Notes:

ADD EXIT



Use of Force Guide

To edit a current organization:

Click **Edit** to edit the current organization which is selected. Click **Save** when you are done editing this organization.



View Service Work Business

ID #: 65772 Business License

Worked For: CHICK-FIL-A Short Name:

House #: 123 Direction: COW ST Suite/Apt #:

City: KNOX State: ZIP Code: 37772 Latitude: Longitude: Q

Address 2: Intersection:

Business Phone: 865-555-5678 Email: CFA@CFA.COM

Contact Info

Notes:

SAVE DELETE EXIT



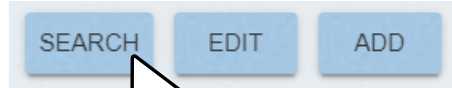
Continued on the Next Page



Use of Force Guide

To use an existing organization:

Click **Search** to use an existing organization.



Enter the name or other identifying info.

1

ID #: 0 Business License

Service Work Business:
CHICK

Click the **Lookup** button near the bottom of the window in order to find existing records.



Then scroll down the window and select the correct organization from the list by double-clicking their record.

3

1 Record

Business Name!	Address 1	City	State	Phone
CHICK-FIL-A	123 COW ST	KNOX		(865) 555-5678



Use of Force Guide

Appendix B: Maintain Files Entries

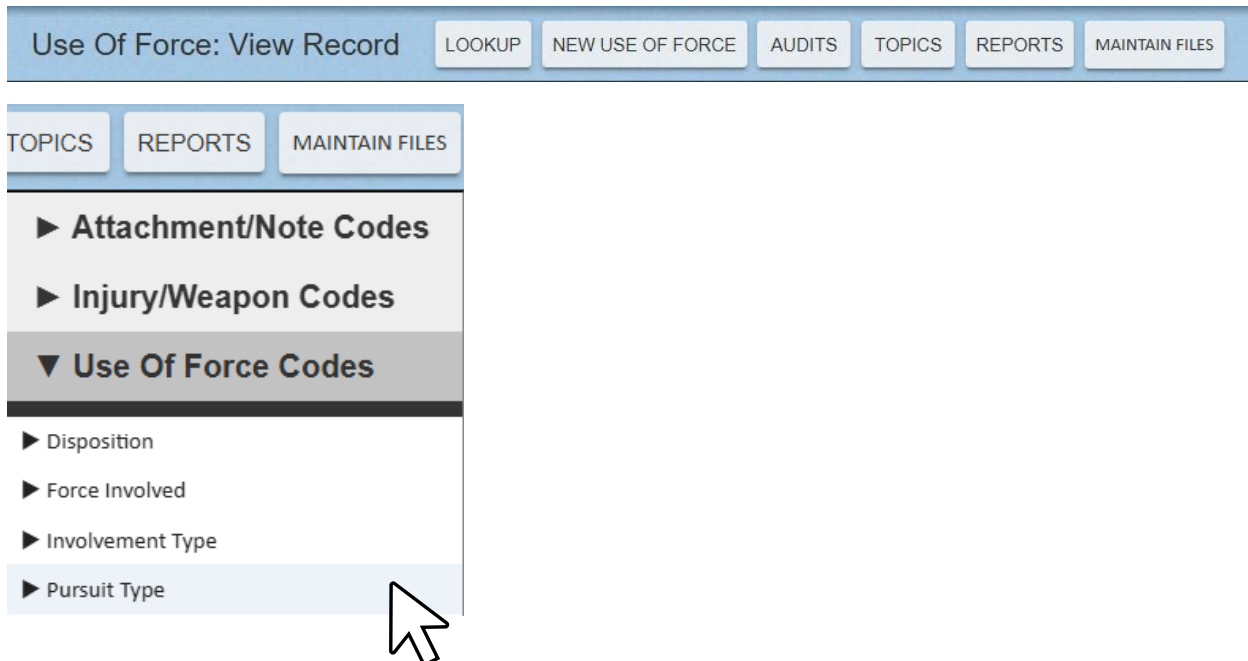
Many dropdown options are present in iSOMS. You can use **Maintain Files** to add to them. To use this, click **Maintain Files** at the top right of the screen. Then navigate to the correct code section and choose the appropriate option for the code you want to add. We will do one example, but you can find the right option to change any dropdown beside it in the main manual entry for that field.



IMPORTANT: Only a person with Super User permissions can change **Maintain Files** settings. Make sure you have a Super User editing if using that method.

The method of adding codes (and the way to edit current codes) is to use Maintain Files. As an example, let's change the **Pursuit Type** dropdown to have a new option, *Horseback*. Navigate to the *Use of Force* module under **Corrections** → **Inmate Tracking** → **Use of Force**, and then click:

Maintain Files → **Use of Force Codes** → **Pursuit Type**





Use of Force Guide

This will open the list of all the current codes for *Pursuit Type*. If you want to edit a current code, find it in the list that appears and double-click it.

To add a new code, click **New Record**:

Maintain All Codes: Search Results

LOOKUP NEW RECORD MERGE REPORTS

Search Criteria ▶

Search Results

4 Records

EXPORT GRID TO FILE

Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code	
BOTH			BOTH	09/30/2019 22:55	M & M Micro Systems, Inc.,		BCSO	NO	
FOOT			FOOT	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	
FOOT-VEH			FOOT AND VEHICLE	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	
VEHICLE			VEHICLE	08/06/2015 05:11	ELDER, MARTIN		BCSO	NO	

On the screen that appears, type the **Code** (system hidden name) and **Description** (the actual words displayed for users), and then click **ADD** to add the code. This will open a new screen, but you can just hit **Save** and exit the code record; we do not need to add any special functionality.

Add Code

Code: HORSE Description: HORSEBACK

ADD CANCEL

Maintain All Codes: View Record

<< FIRST < PRIOR NEXT > LAST >>

Code: HORSE In-Active

Description: HORSEBACK

If we go back to the *Use of Force* records, we find the new option in the **Pursuit Type** dropdown:

Pursuit Type: HORSEBACK X ▼

A Super User can follow this procedure and similar ones to add additional codes for more options to almost any dropdown in iSOMS.



Use of Force Guide

For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

First Revision, July 2025

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