



ROANOKE POLICE DEPARTMENT	Operational Directive: 2.1.22
Subject: Use of Force	Review Date: September 3, 2021
Effective Date: September 7, 2021	Approved: _____ S. Roman Jr., Chief of Police
Amends/Supercedes: 11/09/2020, 07/15/2020, 01/22/19, 01/18/18, 01/13/17, 7/22/16, 11/11/15, 4/8/15, 1/24/14, 3/11/13, 11/26/10, 4/30/09, 2/22/07, 3/03/06, 5/18/04, 12/05/01, 9/7/00, 12/10/98, 11/22/93; 4/17/00, 7/9/96, 5/23/94, 12/15/93, 10/1/93	CALEA Standard(s): 1.2.2, 1.2.10, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.3.4, 11.3.4, 82.2.1

NOTE:

This policy is for Departmental use only and shall not apply in any criminal or civil proceedings. The Department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this Operational Directive will be basis for Departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

I. PURPOSE

To provide Department personnel with guidelines on the use of deadly and non-deadly force.

II. POLICY

This Department recognizes and respects the value and integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that personnel shall use reasonable force when force is used to accomplish lawful objectives, while protecting the lives of the officer or another person. Force in excess of that which is reasonable is prohibited.

III. DEFINITIONS

- A. Force is conduct on the part of an officer which is designed to assist the officer in controlling a situation, actions, or behavior of a person or persons.
- B. Deadly Force is any use of force that is likely to cause death or serious bodily injury.
- C. Non-deadly Force is any use of force not intended to or likely to cause death or serious injury.

- D. Reasonable Belief is the facts or circumstances an officer knows or should know are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.
- E. Serious Physical Injury is bodily injury which creates a substantial risk of death, causes serious and/or permanent disfigurement, or results in long-term loss or impairment of the functions of any bodily member or organ.
- F. Selective Force is the selection of force used by an officer in order to control a situation or the actions of persons, ranging through various levels to include verbal commands, physical contact, less lethal weapons, or deadly force.
- G. Excessive Force is force which is inappropriate to the circumstances or the amount applied is more than is reasonably necessary in achieving a lawful objective.
- H. Carotid Restraint/Chokeholds are holds that slow/stop the flow of blood to the brain via the carotid arteries (carotid restraint, lateral vascular neck restraint) or pressure to the throat or windpipe, which may prevent or hinder breathing or reduce the intake of air.

IV. PROCEDURES

- A. Parameters for use of deadly force
 - 1. Officers are authorized to apply deadly force according to the following guidelines only when the officer reasonably believes that the action:
 - a. Is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury; or
 - b. When all other available and reasonable means have failed to prevent the escape of a fleeing felon whom officers have probable cause to believe poses an imminent threat of death or serious physical injury to the officer(s) or others should escape occur.
 - 2. A moving vehicle, in and of itself, is not presumed to be a threat that justifies the use of deadly force. Officers are prohibited from discharging any weapon at or from a moving vehicle, motorcycle or bicycle unless deadly force is being used against the officer or another person, by means other than the moving vehicle. This prohibition does not apply to a moving vehicle clearly being used, in and of itself, as a means of deadly force against an officer or other person.

3. Before using deadly force, officers shall, when possible or practicable, verbally identify themselves and issue a warning to the suspect. In the warning, officers will instruct the suspect to cease the action(s) which have caused the officer to consider the use of deadly force.
 4. Officers at all times must be cognizant of the fact that a firearm is not a tool to be employed as a threat. Officers will draw and/or display a firearm in accordance with Department training and safety precautions.
 5. Officers shall not fire warning shots.
 6. It is the policy of this Department that Carotid Restraint/Chokeholds will not be used by members for any reason unless deadly force can be justified. This prohibition on the use of Carotid Restraint/Chokeholds shall include those circumstances involving evidence retrieval from suspects and the prevention of ingestion of foreign articles by the suspect.
- B. Parameters for use of non-deadly force
1. Where deadly force is not authorized, personnel will assess the incident in order to determine which less lethal technique or weapon will best de-escalate the incident and bring it under control in a safe manner. When the use of force is necessary and it becomes necessary to change the level of force, the change of force will be appropriate to the level of resistance or threat being encountered. This selective force may take the form of advice, warning, persuasion, verbal encounters, physical contact, the use of less lethal weapons or the use of a police canine trained in suspect apprehension which is considered a less lethal weapon.
 2. Personnel are authorized to use Department approved less lethal force techniques and issued equipment for resolution of incidents as follows:
 - a. To protect themselves or another from physical injury;
 - b. To restrain or subdue a resistant individual; or
 - c. To bring an unlawful situation safely and effectively under control.
 3. Specific guidelines on the use of force involving lethal and less lethal weapons are addressed in the Operational Directive 2.1.22A.
 4. Use of a trained police canine for the purposes described in this Operational Directive constitutes a use of force subject to the same reporting and review as other uses of force.

5. The Department recognizes that personnel may have to reasonably use techniques, weapons or improvised weapons that:
 - a. Are not a part of the Department's formal training program;
 - b. Are not covered in this or another Operational Directive;
 - c. Are not in conformity to training; and
 - d. Have an unintentional effect on the impact point or an outcome that is not a part of the Department's training curriculum and which is a direct result of the suspect's actions.
6. All use of force actions that are deemed reasonable in retrospect will be considered to be within policy even if the specific action or operation is not specifically addressed within this or another Operational Directive.
7. ***Any employee of this agency, when in a position to safely do so, has a duty to intervene within their scope of authority and training and notify appropriate supervisory authority if they observe another agency employee engage in any unreasonable use of force or if they become aware of any violation of departmental policy, state/provincial or federal law, or local ordinance. This does not require non-sworn personnel to intervene in use of force situations where they are not properly trained or required by oath of office or law to take such actions. Employees of this department shall not discipline or retaliate against an employee who intervenes in and reports unreasonable use of force, violation of departmental policy, state/provincial or federal law, or local ordinances.***

C. De-escalation

1. Officers will perform their duties in a manner that avoids unduly jeopardizing their own safety or the safety of others. Officers will, when reasonable under the circumstances, use verbal commands, verbal persuasion, active listening and other tactics or alternatives to higher levels of use of force. Unless an officer's withdrawal could create a situation in which the officer reasonably believes that action must be taken in the defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury, officers may withdraw to a position that affords a more tactically secure position or to a position of greater distance in order to consider the use of and deployment of the best use of force or other appropriate option.

2. The Department has a number of Crisis Intervention Trained (CIT) officers. CIT officers are specifically trained in the application of crisis interdiction skills to assist in dealing with persons with a serious mental illness who are in crisis. The Department endeavors to allocate CIT officers throughout the platoons and CRT to maximize their availability to respond to potential use of force incidents involving persons in crisis.
 3. Whenever possible a CIT officer will be used to assist in the de-escalation of a person in crisis when de-escalation is possible based on the behavior and response of the person in crisis.
 4. Personnel will attempt to establish a credible relationship that avoids unduly jeopardizing their own safety or the safety of others with the individual throughout the encounter. To assist in establishing this relationship, personnel will, whenever possible as a means to de-escalate a potential use of force situation:
 - a. Remain calm using clear language;
 - b. Be helpful, professional, and non-judgmental;
 - c. Indicate a willingness to understand and help;
 - d. Speak simply and briefly, and move slowly;
 - e. Remove distractions and disruptive people;
 - f. Announce actions before initiating them; and
 - g. Try not to contradict what the subject is saying.
 - h. Maintaining distance can reduce the individual's fear/anxiety while also maintaining a reactionary gap appropriate for safety.
 5. The Department has a number of hostage negotiators trained to deal with persons in crisis who are available to respond to potential use of force incidents to attempt de-escalation.
 6. Situations occur in which attempts to de-escalate must be viewed in light of officer, citizen and tactical considerations. In these instances officer, citizen and tactical considerations must never be abandoned, but balanced against the totality of the circumstances.
- D. Reporting Uses of Force
1. A use of force incident report and Use of Force Blue Team Entry will be prepared by the primary officer involved in the use of force incident and will describe in detail every situation in which a firearm was discharged for other than recreational or training purposes,

takes an action that results in or is alleged to have resulted in injury or death of another person, applies force through the use of lethal or less lethal weapons or applies weaponless physical force that exceeds verbal levels to overcome physical resistance.

2. The primary officer's report will be used for documenting the use of force incident. In addition, all involved officers will complete a Department Use of Force Blue Team Entry and a supplement to the use of force incident report. A copy of all use of force incident reports and Use of Force Blue Team Entries will be forwarded through the chain of command to the Chief to provide for administrative review of all uses of force. Supplemental Use of Force Blue Team Entries will not be tracked as separate use of force incidents.
3. A supervisor will immediately be summoned to the scene, to the docket, wherever medical treatment is being provided, or to a location that avoids unduly jeopardizing the safety of the officer or the safety of others. The supervisor will conduct an administrative investigation of the incident, including ensuring seizure of necessary evidence and completion of all required reports which will be forwarded to the Bureau Captain for review with the Chief in the following situations:
 - a. When a firearm is discharged for other than training or recreational purposes;
 - b. When a use of force or any other actions of an officer results in or is alleged to have resulted in death or serious physical injury of another person;
 - c. When a use of force or any other actions of an officer results in or is alleged to have resulted in a complaint of pain, other than handcuffing pain, of another person;
 - d. When a use of force or any other actions of an officer results in or is alleged to have resulted in a reported injury other than a serious physical injury of another person; and/or
 - e. When a use of force or any other actions of an officer of another person results in a response by EMS.
4. When an officer utilizes a weapon in the application of deadly force, the supervisor will ensure that the weapon is seized and handled in a manner so as to preserve its evidentiary value pursuant to this Operational Directive.
5. Appropriate medical aid shall be rendered as quickly as reasonably possible following any law enforcement action in which injuries have been sustained to include but not limited to obvious severe injuries, apparent medical distress and/or unconsciousness. EMS will be contacted and will provide appropriate medical assistance pursuant to their training if needed.

- E. Department response to Use of Force incidents
1. Deadly action/force incident
 - a. Any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury, will be removed from operational assignment and placed on administrative assignment or administrative leave as ordered by the Chief. This assignment will remain in effect until the conclusion of all Department investigations and the officer has completed an interview with a mental health professional.
 - b. The Chief will determine through consultation with a mental health professional and review of the investigation that the officer is ready to return to regular duty status. The officer will return to regular duty status at the direction of the Chief.
 - c. The Department will conduct an administrative investigation and the VSP will conduct a criminal investigation of the incident.
 2. In the case of any use of force incident as defined in this Operational Directive, the Chief has the authority to implement requirements for interviews with mental health professionals based on a determined need for any employee. The determination of need may be based on a recommended action by any Division Deputy Chief.
 - a. An administrative review of use of force incidents will be conducted by the Division Deputy Chiefs on a continuing basis to determine:
 - 1) Whether Department rules, policy or procedures were violated;
 - 2) Whether the relevant policy was clearly understandable and effective to cover the situation;
 - 3) Whether Department training is currently adequate; and
 - 4) Whether the level of supervision was adequate.
 - b. In all cases involving use of force resulting in death, the Chief or his designee will appoint the appropriate panel of police personnel to conduct the review.

- c. All findings of policy violations or training inadequacies as the result of application of force reviews will be reported to the Chief or his designee for resolution and/or discipline.
 - d. There will be a regular review of use of force incidents by the Division Deputy Chiefs and the Bureau Captains in order to ascertain training and policy needs. The results of these reviews will be discussed in meetings with the Chief. The Division Deputy Chiefs will provide the Chief with all necessary reports covering incidents of application of force for review, discussion and necessary action.
3. Officer involved shooting or other Police Action resulting in death or serious injury/Department vehicle crash
- a. Upon being advised of an officer involved shooting (OIS), or other Police Action that results in serious injury or death of a person, or a vehicle crash involving a Department vehicle the on-duty lieutenant or sergeant shall immediately respond to the scene. An OIS results for every incident an officer fires any weapon in the line of duty regardless of injury occurring. Upon confirmation of an OIS or other Police Action that results in serious injury or death of a person, the on duty supervisor will immediately request the E911 communications center to notify the VSP dispatch center requesting the OIS investigation team.
 - 1) Exemptions to the above are; dispatching an injured or aggressive animal or accidental discharge of a weapon
 - b. Upon being advised of a serious or fatal vehicle crash involving a department vehicle the on duty lieutenant or sergeant shall immediately respond to the scene. A serious vehicle crash involves the injury of a citizen or department employee where the nature of the injury could result in serious complications or possible death. Upon confirmation of a serious or fatal department vehicle crash, the lieutenant or sergeant will immediately request E911 communications to notify the VSP dispatch center and request the VSP crash investigation team.
 - c. The responding on-duty lieutenant or sergeant shall immediately reaffirm the use of in-car cameras and body worn cameras by all responding personnel.
 - d. Once on scene the supervisor will ensure that a crime scene perimeter is established and a crime scene log begun.
 - e. The on-scene supervisor will ensure that all required medical services are dispatched to the scene.

- f. The on-scene supervisor will ensure that the involved personnel avoid any and all contact with the media.
- g. The on-scene supervisor will ensure the immediate notification of the following personnel:
 - 1) Investigations Bureau Captain;
 - 2) Patrol Bureau Captain;
 - 3) Community Response Captain;
 - 4) Investigations Bureau Lieutenant;
 - 5) Services Bureau Captain,
 - 6) Forensic Services Unit Sergeant;
 - 7) On-duty/on-call Evidence Technician;
 - a. Forensic Services personnel will ensure the preservation of the crime scene until being relieved by VSP forensic personnel.
 - b. On-duty/ On-call evidence technicians will serve as a liaison for VSP personnel. To include the securing of any forensic evidence that may be time sensitive prior to VSP arrival.
 - 8) Professional Standards Lieutenant or Sergeant in the Lieutenant's absence; and
 - 9) Platoon Lieutenant.
- h. The Investigations Bureau Captain or Investigations Bureau Lieutenant is responsible for the immediate notification of those personnel deemed necessary for the investigation. The Investigations Bureau Captain, Patrol Bureau Captain, Community Response Captain, or the Services Bureau Captain will immediately notify the:
 - 1) Chief or his designee;
 - 1) Operations Division Deputy Chief or his designee;
 - 3) Crime Prevention and Community Involvement Specialist;
 - 4) Commonwealth Attorney or his designee by the Chief or his designee only after sufficient information is available;

- 5) City Manager or designee by the Chief or his designee after sufficient information is available.
 - 6) On-scene media contact by involved personnel will be avoided. Representatives of the media will be referred to the Crime Prevention and Community Involvement Specialist.
 - 7) Necessary investigative liaison personnel who will assist VSP OIS team or VSP Crash investigation team personnel.
- i. Immediately after containing the crime scene of an OIS, the on-scene lieutenant or sergeant will immediately isolate the service weapon and magazines of the involved officer(s), securing them until they can be released to the appropriate VSP Investigative Team Member working the OIS. If the release of the service weapon and magazines can't wait until the arrival of the VSP, they may be released to the RPD On-duty/ On-call evidence technicians and subsequently released to the appropriate VSP investigative team personnel. The Duty weapon exchange will be facilitated at the Department.
 - j. A designated supervisor will, as expeditiously as possible, accompany all personnel involved in the OIS, or other Police Action that results in serious injury or death of a person or fatal/serious injury Department vehicle crash to the Investigative Support Services Bureau.
 - k. Involved personnel will be separated and placed in separate interview rooms until interviews are completed and Virginia State Police Investigators determine that the separation is no longer necessary. A supervisor will stay with the separated personnel during this time.
 - l. All comfort needs of the involved personnel will be administered to by a supervisor or designated investigative personnel.
 - m. To protect the involved personnel from potential legal jeopardy, protect their constitutional rights and due process as a result of the criminal investigation initiated, involved personnel upon request shall be afforded an opportunity to confer with legal counsel.
 - n. Voluntary Peer Support Team debriefing and/or defusing will be offered as soon as practical following an incident so long as the debriefing and/or defusing does not interfere with any criminal or internal affairs investigation relevant to

the incident. The Peer Support Team will not be initiated until authorized by the Virginia State Police Investigators through the CIB Captain or Lieutenant.

4. Investigative Services responsibilities in an OIS, or other Police Action that results in serious injury or death of a person or Department vehicle crash
 - a. The Investigations Bureau Captain or Investigations Lieutenant will serve as a point of contact with the VSP for all OIS investigations, or other Police Action that results in serious injury or death of a person, and serious/fatal vehicle crashes involving Department personnel.
 - b. The scene will be secured by platoon supervisors until the VSP arrives and assumes command of the incident.
 - c. In the event of an Officer-Involved Shooting or other Police Action that results in serious injury or death of a person, the Investigations Bureau Captain or his designee shall act as a point of contact for the VSP OIS investigation team. The VSP OIS investigation team shall be the primary investigating unit for all OIS incidents and the VSP Crash Team will be the primary investigating unit for all serious/fatal vehicle crashes involving Department personnel. Once the VSP OIS team has completed the primary investigation, the Investigations Bureau Captain or his designee shall complete and submit the OIS form as required by §52-28.2. The OIS form shall be submitted to the Virginia State Police concurrently with the monthly IBR report submission. This form only reflects the results of the VSP OIS team's preliminary investigation.
5. Crime Scene Responsibilities
 - a. To ensure scene integrity no member of the Department may enter the scene without the specific approval of the designated Investigative Services supervisor.
 - b. Any Department member entering the scene will complete, prior to the end of their tour of duty, a thorough and accurate supplement that details the reason for entering the scene, their actions and their observations while in the scene.
 - c. Any Department member entering the scene will be listed on the master witness list submitted to the Commonwealth Attorney.
6. Information Flow
 - a. No information relative to the OIS, or other Police Action that

results in serious injury or death of a person or Department vehicle crash is to be relayed to any outside Department personnel without the express approval of the appropriate Virginia State Police Investigation Team, designated Investigative Services supervisor, the Chief or his designee. This does not prohibit the flow of officer safety information or other pertinent information such as suspect descriptors or suspect vehicle information.

- b. The designated Investigations Bureau supervisor will immediately apprise the Chief and Command Staff of all information relevant to the OIS, or other Police Action that results in serious injury or death of a person or Department vehicle crash. The designated Investigations Bureau supervisor will establish the means and timetable for constant updates of information with the Chief.
- c. The Department's Community Involvement and Crime Prevention Specialist acting as the Department PIO will respond to all OIS, or other Police Action that results in serious injury or death of a person, or fatal/serious injury Department vehicle crash scenes and will coordinate with the Virginia State Police PIO regarding the initial public release of information. The VSP being the primary investigating agency will have the responsibility for the public release of information for such instances and coordinate their efforts with the Commonwealth Attorney's Office.
- d. Any investigation conducted by Professional Standards Unit personnel will be done pursuant to Department policy.
- e. At the direction of the Chief, each OIS or Department vehicle crash will have a critical incident review conducted by the Professional Standards Unit.
- f. All OIS and fatal/serious injury Department vehicle crashes will be presented to the Disciplinary Review Board.
- g. The Virginia State Police are tasked with the criminal investigation for each OIS, or other Police Action that results in serious injury or death of a person or fatal/serious injury Department vehicle crashes involving Department personnel. They are responsible for submitting the findings from their investigation to the Commonwealth Attorney's Office for review.

7. Training

Training for Department personnel responsible for managing such incidents and awareness training for all Department personnel potentially impacted by such incidents will be conducted through

PowerDMS.

V. MONITORING USES OF FORCE

- A. The Department has adopted a policy requiring personnel to apply only the force reasonably necessary to successfully attain their lawful objective. In adhering to those specific requirements, the Department will make every effort to establish means by which the ability to continually monitor this element of its operations is in place and utilized.
- B. The Department requires the completion of the Use of Force Blue Team Entry as a supplemental report to the standard use of force incident report in the following instances:
 - 1. Every time personnel must use physical force to overcome a physical resistance to the officer's completion of a lawful act.
 - 2. Every time personnel must use a deadly or less lethal weapon to overcome resistance.
 - 3. Every time personnel must use physical force to protect them from a physical assault.
 - 4. Every time personnel are alleged to have inflicted injury to another person during an incident or personnel are injured under the same circumstances.
 - 5. Each time an officer deploys a pursuit intervention device (PID) whether or not any vehicle comes in contact with the PID.
 - 6. The Use of Force Blue Team Entry will be required even if the force applied does not result in the arrest of the party to whom the force is applied.
- C. Reporting and Review
 - 1. The Use of Force Blue Team Entry will be completed and submitted with each incident report as needed by officers involved in any use of force. In situations where use of force results in injury needing medical treatment, involved personnel, if physically able, must make a verbal report of the incident to a supervisor as soon as possible. A written report will be submitted as soon as practical thereafter. The written report may be developed from any taped interview or statement made by involved personnel during the criminal investigation.
 - 2. Personnel completing the Use of Force Blue Team Entry will include within the use of force incident report a complete list of all personnel present during the use of force incident.
 - 3. The Field Commander and/or other working supervisor(s) will be

notified immediately of any use of force incident articulated in this Operational Directive as soon as the incident requiring the use of force is concluded. Notification will be made via radio or through the E-911 Communications Center.

4. The Field Commander and/or other working supervisor(s) shall immediately respond to the scene, to the docket, wherever medical treatment is being provided, or to a location that avoids unduly jeopardizing the safety of the officer or the safety of others.
5. First line supervisors shall be responsible for the review of each use of force incident report and each Use of Force Blue Team Entry. The review shall include documentation of all steps and processes taken to ensure the thoroughness and accuracy of the use of force incident report and the Use of Force Blue Team Entry. By forwarding the use of force incident report and Use of Force Blue Team Entry pursuant to this Operational Directive, the supervisor has endorsed their approval for both reports via electronic signature.
6. The supervisory review shall include, but not be limited to:
 - a. Witness information;
 - b. In-car camera or bwc video and audio;
 - c. Implicated Operational Directive(s) review; and
 - d. The officer(s) documentation of the use of force.
7. The review of the use of force incident report and Use of Force Blue Team Entry will be completed and forwarded up the chain of command prior to the end of the working supervisor(s) tour of duty.
8. The Use of Force Blue Team Entry and the use of force incident report will be reviewed by the zone supervisor. If the zone supervisor isn't available, another on-duty zone supervisor will review the Use of Force Blue Team Entry. The approving supervisor's electronic signature will serve as their initialing the Use of Force Blue Team Entry to coincide with the electronic signature of the personnel completing the Use of Force Blue Team Entry. The use of force incident report and the Use of Force Blue Team Entry will then be forwarded to the Platoon Lieutenant.
9. The platoon lieutenant will review the Use of Force Blue Team Entry and electronically sign the Use of Force Blue Team Entry as the reviewing supervisor. The platoon lieutenant, prior to forwarding the completed Use of Force Blue Team Entry will make a determination as to whether the use of force is procedurally justified or procedurally unjustified. The platoon lieutenant will check the appropriate box as to justification for the force used.

- a. The platoon lieutenant will immediately forward the Use of Force Blue Team Entry and attach an approved version of the use of force incident report in Blue Team and forward both to the appropriate Bureau Captains' office with a determination as to whether the use of force is procedurally justified or procedurally unjustified.
 - b. Regardless of the supervisory level of review any time that a use of force is determined to be unjustified or a determination can't be reached based on the available information, notification will be made immediately to the Chief through the chain of command. No unjustified or undetermined use of force incident report will be held without notification to the Chief through the chain of command.
 - c. In situations where a criminal investigation or internal investigation may be conducted; the word 'pending' will be noted in the comment section of the review in Blue Team. Determination of the type of justification will be made at the conclusion of the pending investigation(s).
10. Lieutenants are accountable and responsible for ensuring case investigations and assignments are accomplished pursuant to this Operational Directive. No use of force incident report and Use of Force Blue Team Entry shall go without review pursuant to this Operational Directive.
11. All platoon lieutenants shall monitor their mailbox for pending use of force incident reports and Use of Force Blue Team Entry(s) for review. A use of force incident report review is not shift specific and supervisors will approve use of force incident reports and Use of Force Blue Team Entry(s) of personnel not assigned to their specific shift when necessary.
12. The appropriate Bureau Captain will review the use of force incident report and Use of Force Blue Team Entry and will then forward the use of force incident report and Use of Force Blue Team Entry to their Deputy Chief.
13. The Division Deputy Chiefs will review the use of force incident report and Use of Force Blue Team Entry and take the necessary steps to inform the Chief of all details. The use of force incident report and Use of Force Blue Team Entry will then be forwarded to the Office of Professional Standards for records maintenance only unless the use of force is found to be not justified, not within department policy or pending an internal investigation.
14. Should any use of force be considered unjustified based on the Department's guidelines and policy, the Division Deputy Chiefs will forward a complete written report to the Chief which details the

incident and identifies any action that was taken prior to the written notification to the Chief. Such actions will be handled within the Department's guidelines concerning compliance with applicable law and Department policies.

15. All actions which after review of the Division Deputy Chiefs and discussions with the Chief appear to fall within the Department's policies will be considered justifiable.
16. Separate and apart from the required reviews of use of force incident reports and Use of Force Blue Team Entries, the Professional Standards Lieutenant will notify the lead Defensive Tactics Instructor(s) of all use of force incident reports and Use of Force Blue Team Entries. The lead Defensive Tactics Instructor(s) will review, with the OPS, each use of force incident report and each Use of Force Blue Team Entry for training purposes. Any training issues discovered pursuant to these reviews will immediately be brought to the attention of the Academy Director. The Academy Director will forward all such training issues through the chain of command to the Chief.

D. Storage

1. All Use of Force Blue Team Entries will be electronically stored on a department server that is only accessible by personnel assigned to the Office of Professional Standards.
2. The Use of Force Blue Team Entries will be held with the same confidential status as internal investigations. Release of information from the Use of Force Blue Team Entries will require the approval of the Chief.

E. Department Response

1. It will be the responsibility of all supervisory officers to utilize the information provided in the Use of Force Blue Team Entry to make any and all necessary corrections to all actions which fail to meet the policy standards for Department use of force.

F. Annual Use of Force Analysis

1. Annually, the Office of Professional Standards Lieutenant will conduct a documented analysis of all use of force activities, policies and practices. This analysis shall identify:
 - a. date and time of incidents;
 - b. types of encounters resulting in use of force;
 - c. trends or patterns related to race, age and gender of subjects involved;

- d. trends or patterns resulting in injury to any person including employees; and
 - e. impact of findings on policies, practices, equipment, and training
 - 2. The analysis will be completed and forwarded to the Chief no later than April 30th of each year.
- G. Annual Review for assault on sworn personnel
 - 1. Annually, the Office of Professional Standards Lieutenant will conduct a review of all assaults on department sworn personnel to determine trends or patterns, with recommendations to enhance officer safety, revise policy, or address training issues.
 - 2. The review will be completed and forwarded to the Chief no later than April 30th of each year.
- H. Prerequisites to carrying lethal / less lethal weapons
 - 1. All members of the Department authorized to carry lethal and less lethal weapons shall receive all use of force policies and related instruction before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented.

SR: jls/snl