



A NATIONALLY ACCREDITED AGENCY  
**ROANOKE POLICE DEPARTMENT**

<b>POLICY NUMBER</b>	<b>OPERATIONAL DIRECTIVE 2.1.22</b>	
<b>SUBJECT</b>	<b>USE OF FORCE</b>	

<b>EFFECTIVE DATE</b>	<b>PREVIOUS VERSION DATE</b>	<b>REVIEW DATE</b>
10 / 25 / 2024	09 / 07 / 2021	05 / 01 / 2024

<b>CALEA STANDARDS</b>	<b>VLEPSC STANDARDS</b>	<b>APPROVAL</b>
<b>1.2.10, 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.1.6, 4.1.7, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.4, 22.1.7, 26.3.7, 41.2.3, 82.2.1, 82.2.4 TA: 9.2.1</b>	<b>ADM.05.01, ADM.05.02, ADM.05.03, ADM.05.04, ADM.25.07, OPR.01.10</b>	 _____ <b>SCOTT C. BOOTH, CHIEF OF POLICE</b>

**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. Deadly Force is any use of force that is likely to cause death or serious bodily injury.
- B. Non-deadly Force is any use of force not intended to or likely to cause death or serious injury.
- C. 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.
- D. 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.
- E. Force is the amount of effort required to compel compliance by an unwilling subject.
- F. Unnecessary force is deemed inappropriate when its application is inconsistent with the circumstances or the officer's training. In determining whether force has been applied unnecessarily, the officer's actions will be reviewed using the objective reasonableness standard established by the United States Supreme Court Case *Graham v. Connor*, 490 U.S. 386, and the training standards set forth by the Roanoke City Police Department.
- G. Excessive Force is excessive when applied unreasonably, inappropriately, or without due regard to life. Force that is applied with malice, contrary to law and in a manner that tends to shock the conscious, or intentionally in violation of training or this policy is considered excessive. In determining whether the force is excessive, the officer's actions will be reviewed using the objective reasonableness standard as established in the United States Supreme Court Case *Graham v. Connor*, 490 U.S. 386 and training standards established by the Roanoke Police Department.
- 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. Discharging a firearm at or from a moving vehicle is authorized ONLY when:
  - a. Any occupant of the suspect vehicle is using, or threatening to use, deadly force by means other than the vehicle.
  - b. A vehicle is being operated in a manner indicating deliberate intent to strike an officer or another person.
  - c. All other reasonable means of defense have been exhausted or are not available, including moving out of the path of the suspect vehicle.
  - d. The safety of innocent persons shall not be unduly jeopardized by the officer's actions.
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.



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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 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 non-deadly 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.



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2. All sworn personnel will receive training on Integrating Communications, Assessment, and Tactics (ICAT) and the Critical Decision Making model (CDM). The CDM is a tool for helping officers make well-informed, organized decisions about how they will act in any situation, including situations that might involve potential uses of force.
3. The CDM is a circular five-step process in which officers collect information, assess the situation, consider their powers and authority, identify options and choose a course of action, and then take action, review, and re-assess the situation. Officers should consider the CDM when responding to and evaluating potential use of force situations. These considerations include:
  - a. Time – Slowing the pace of situations to facilitate making meaningful and deliberate decisions
  - b. Distance and Cover – Creating appropriate distances to contain the situation while still allowing for the opportunity to effectively respond (distance + cover = time)
  - c. Numbers – Increasing the number of personnel to adequately address the situation
  - d. Tools – Use available tools and options available at the time to diffuse critical to defuse critical incident



4. 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



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to respond to potential use of force incidents involving persons in crisis.

5. 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.
6. 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.
7. The Department has a team of crisis negotiators trained to handle individuals in crisis, ready to respond to potential use-of-force situations to attempt de-escalation. Additionally, the Department has a contract with Blue Ridge Behavioral Health Services to provide clinician support during negotiation scenarios.
8. 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**



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1. A use of force report will be prepared by every officer that uses force in the use of force incident and will describe in detail every situation in the following circumstances:
  - a. Any firearm was discharged except for the following circumstances: any department approved training, dispatching an injured or aggressive animal, or accidental discharge of a weapon.
  - b. Pointing any lethal firearm, less-lethal shotgun, CEW, pepper ball gun, or 40mm launcher at any person.
  - c. Applies force through the use of any lethal or less lethal weapons.
  - d. Any time an officer deploys a pursuit intervention device (PID) whether or not any vehicle comes in contact with the PID.
  - e. Applies force through the use of any lethal or less lethal weapons to include OC spray.
  - f. Applies weaponless physical force in any of the following circumstances:
    - 1) A suspect falling or forced to the ground through the use of any hold, escort technique, or any other type of physical force
    - 2) Strikes or blows to a suspect by the officer using their hands, feet, elbows, knees or any other part of their body or object
    - 3) Any force action that results in or is alleged to have resulted in any visible physical injury or death of another person
    - 4) Any force action that results in a complaint of pain that is examined by certified medical personnel such as Fire/EMS, excluding handcuff pain.
2. Each officer's report will be used for documenting the use of force incident. All involved officers will complete a Department Use of Force Report and a supplement to the use of force incident report. Supplemental Use of Force Reports will not be tracked as separate use of force incidents. A Use of Force Report will be required even if the



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force applied does not result in the arrest of the party to whom the force is applied.

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, dispatching an injured or aggressive animal, 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 the administrative review, the officer has completed an interview with a mental health professional, and the Chief of Police approves the Officer's return to operational assignment.
  - 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 each use of force incident will be conducted at every stage of the report approval process, as outlined in Section V.C.7 of this Operational Directive, in order 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



their designee will appoint the Disciplinary Review Board (DRB) to conduct a review of the use of force incident.

- c. All findings of policy violations or training inadequacies as the result of application of force reviews will be reported to the Chief or their 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
  4. Upon notification of an officer-involved shooting (OIS) or any other police action leading to serious injury or death of an individual, or a vehicular crash involving a Department vehicle, the on-duty lieutenant or sergeant is required to promptly respond to the scene. An officer-involved shooting encompasses any incident where an officer discharges a weapon while on duty, regardless of resulting injuries. Following confirmation of an OIS or any police action causing serious injury or death, the CIB Captain will promptly inform the VSP dispatch center, requesting the OIS investigation team. In cases involving a Department vehicle crash with serious or fatal injury, the on-duty supervisor will immediately notify VSP.
    - 1) Exemptions to the above are; dispatching an injured or aggressive animal or accidental discharge of a weapon
    - a. 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.



- b. The responding on-duty lieutenant or sergeant shall immediately affirm the use of in-car cameras and body worn cameras by all responding personnel.
- c. Once on scene the supervisor will ensure that a crime scene perimeter is established and a crime scene log begun.
- d. The on-scene supervisor will ensure that all required medical services are dispatched to the scene.
- e. The on-scene supervisor will ensure that the involved personnel avoid any and all contact with the media.
- f. 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

- g. 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 their designee;
  - 2) Operations Division Deputy Chief or their designee;
  - 3) Crime Prevention and Community Involvement Specialist;
  - 4) Commonwealth Attorney or their designee by the Chief or his designee only after sufficient information is available;
  - 5) City Manager or designee by the Chief or their 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.
- h. As soon as practicable after securing the crime scene of an Officer-Involved Shooting (OIS), the on-scene lieutenant or sergeant must isolate the service weapon and magazines of the involved officer(s). These items should be secured until they can be handed over to the appropriate VSP Investigative Team Member handling the OIS.

If immediate release of the service weapon and magazines is necessary before the VSP's arrival, they may be entrusted to the RPD on-duty/on-call evidence technicians. These items will then be subsequently transferred to the appropriate VSP investigative team personnel. The exchange of the duty weapon will be conducted at the



Department.

- i. 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 hospital.
  - j. Involved personnel will be separated and placed in separate rooms until interviews are completed and Virginia State Police Investigators determine that the separation is no longer necessary. When possible, a supervisor will stay with the separated personnel during this time. In the circumstance where multiple officers are involved, other sworn personnel may be assigned by a supervisor to stay with involved personnel until the separation is no longer necessary.
  - k. All comfort needs of the involved personnel will be administered to by a supervisor or designated investigative personnel.
  - l. 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.
  - m. 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.
5. 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 their designee shall act as a point of contact for the VSP OIS investigation team or Crash 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 their 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.

## 6. 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.

## 7. 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 Chief or their designee. This does not prohibit the flow of officer safety



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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 when appropriate. The Chief of Police will have the responsibility for the public release of information and all requests for public commentary will be directed to the Chief of Police or their designee.
  - 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.
8. 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. Reporting and Review
  1. A Use of Force Report will be completed and submitted with each incident report as needed by officers that use force in any incident requiring a Use of Force report under guidelines listed in IV Procedures Section D. 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. 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.
  3. 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.
  4. A review of each Use of Force Report shall include documentation of all steps and processes taken to ensure the thoroughness and accuracy. By forwarding the use of force report pursuant to this Operational Directive, the supervisor has endorsed their approval for the report via



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electronic approval.

5. 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.
  - e. If the use of force was justifiable or not justifiable
6. Use of Force Approval Process- A three-level system will be utilized in approving all Use of Force reports. The approval process ensures that there are multiple layers of review for Use of Force reports, providing oversight and accountability. It also sets clear timelines for each level of approval to prevent delays in the process. The levels are as follows:
  - a. **Level 1 Approval:**
    - 1) The first level of approval will be provided by the available supervisor(s) in the officer's respective Chain of Command.
    - 2) If no supervisor is accessible within the officer's chain of command, the report shall be forwarded to another available supervisor.
    - 3) The report must be completed by the end of the supervisor's tour of duty, unless there are exigent circumstances.
  - b. **Level 2 Approval:**
    - 1) The second level of approval will follow the reporting officer's chain of command or an available supervisor, as necessary due to exigent circumstances.
    - 2) The approving supervisor has 14 days from the level one



approval date to complete this task.

**c. Level 3 Approval:**

- 1) The third level of approval will adhere to the chain of command or be assigned to an available supervisor, contingent upon exigent circumstances.
- 2) Level three must be completed within 28 days following the approval at level two.
- d. 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.
- e. In situations where a criminal investigation or internal investigation may be conducted; the Use of Force report shall be work-flowed to PSU. Determination of the type of justification will be made at the conclusion of the pending investigation(s).
9. The Level 2 Approver is accountable and responsible for ensuring the case folder contains all case supplements required for the incident and the thorough review of associated camera footage. No use of force report shall go without review pursuant to this Operational Directive.
10. All supervisors shall monitor their mailbox for pending use of force reports for review. A use of force incident report review is not shift specific and supervisors will approve use of force reports of personnel not assigned to their specific shift when necessary.
11. The Level 3 Approver will review the use of force report, serving as the final approver in the approval process.
12. The Professional Standards Unit will review the use of force reports as needed and take the necessary steps to inform the Chief of any necessary details or discrepancies.



13. A use of force report will be forwarded to the Professional Standards Unit at the completion of the workflow process, is the cause of an internal investigation, or if the adherence to department policy during the use of force is in question. PSU will work in conjunction with the lead Defensive Tactics Instructor(s), as needed, to review the Use of Force report.
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. 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. PSU will work in conjunction with the lead Defensive Tactics Instructor(s), as needed, to review the Use of Force report.

**C. Storage**

1. All Use of Force Reports will be digitally archived within the department's Records Management System, with access restricted solely to supervisors, the Professional Standards Unit, and system administrators.
2. The Use of Force Reports will be held with the same confidential status as internal investigations. Release of information from the Use of Force Report will require the approval from the Chief of Police.

**D. Department Response**

1. It will be the responsibility of all supervisory officers to utilize the information provided in the Use of Force Report to make any and all necessary corrections to all actions which fail to meet the policy



standards for Department use of force.

**E. Annual Use of Force Analysis**

1. Annually, the Professional Standards Unit Program Specialist 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 of Police for review and approval.

**F. Annual Review for assault on sworn personnel**

1. Annually, the Professional Standards Unit Program Specialist 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.

**VI. PREREQUISITES TO CARRY 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 prior to authorization to carry a weapon. Policy receipt and curriculum delivery must be documented.