

Glendale Police Department General Order		
Response to Resistance		23.000
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23.001 Purpose (1.2.2)

- A. The policies of the Glendale Police Department regarding the use of physical force, less lethal and lethal weapons and equipment, deadly force, and discharging firearms will be set forth in this order. Each sworn officer, employee, and police recruit will have access to this order and will be instructed in these applicable policies before employing any of the weapons or tactics set forth herein. Only department-issued or approved weapons, equipment, and chemical agents will be authorized.
- B. These policies are intended to provide guidance to employees in carrying out public safety activities and the mission of the department. They are definitely not intended to be standards of conduct that, if breached, expose employees to civil liability because to do so would seriously undermine the department's ability and motivation for writing policy and severely restrict employee discretion.

23.002 Philosophy

- A. Response to Resistance: It is the philosophy of the Glendale Police Department to use only the amount of force or control reasonably necessary to conduct lawful public safety activities and the mission of the department. The method of force/control used is predicated on the circumstances of the contact and the amount of resistance presented by the suspect. Employees will only use the amount of force/control reasonably necessary to overcome this resistance, protect property, and save lives. Under no circumstances will the force/control used be greater than necessary to achieve lawful objectives. Deadly force should not be used unless an employee reasonably believes it is necessary to protect the employee or other persons from imminent danger of death or serious physical injury.
- B. Use of Physical Control/Force and Less Lethal Weapons: (1.2.2) It is the philosophy of the department to use only the amount of control/force necessary to conduct lawful public safety activities and missions of the department. The type and method of control/force will be only that which is reasonable and necessary based upon the circumstances.
- C. Use of Deadly Physical Force: (1.2.2) It is the philosophy of the department to use deadly physical force only to overcome an attack, which could produce serious physical injury or death to the employee or to another person, where no other means are reasonably available to overcome the attacker. Any other

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use of deadly physical force will be presumed to be a deviation of policy and as such, the employees must substantiate the necessity for the use of the weapon and/or force.

In situations where the employee must overcome an attack that the employee reasonably believes would produce serious physical injury or death to the employee or another person, the employee may resort to any method to overcome the attack. Once the situation has stabilized and the threat of serious physical injury or death is past, the employee must once again immediately resort to approved less-lethal force tactics.

23.003 Definitions (1.2.2) (1.3.6.d)

- A. **Deadly or Lethal Physical Force:** Any control tactic or response to resistance, which by its design or intended use could produce serious physical injury or death to an employee or to another person. Deadly force does not include the discharge of a firearm for training or qualification, hunting or sporting events, test firing in the Crime Lab, dispatching of injured animals, or SWAT tactical extinguishing of lights or any other circumstances or situations as directed by a member of senior staff.
- B. **Deadly Force Incident:** All instances in which an officer uses deadly force/control in the line of duty or when acting in a law enforcement capacity.
- C. **Deadly Weapon:** Anything designed for lethal use in a lethal manner, including a firearm. (1.2.2)
- D. **Dangerous Instrument:** means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
- E. **Empty Hand Control:** A method of control employed by officers without the aid of equipment or weapons. There are two subcategories called “soft empty hand techniques” and “hard empty hand techniques”.
- F. **Hard Empty Hand Techniques:** The subcategory in the “empty hand control” that includes kicks, punches, or other striking techniques such as a brachial stun, or other strikes to key motor points that have a moderate chance of injury.

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- G. **Soft Empty Hand Techniques:** The subcategory in the “*empty hand control*” that includes escort control holds, touch pressure points, and take down techniques that have a minimal chance of injury.
- H. **Extended Range Impact Weapon:** Less Lethal weapon that deploys a launched kinetic impact round through the use of a shotgun.
- I. **Impact Weapons:** Authorized department equipment for which the officer has received training in techniques for striking an aggressive violator. This method of control/force includes tools like the less lethal extended range impact weapons, side handle baton, straight baton, and expandable baton. (1.2.2)
- J. **Intermediate Weapons:** The method of control employed by officers that include the use of authorized or improvised weapons for which the officer has been trained. Some of the weapons are OC spray, TASER, impact weapon strikes, less lethal extended range impact weapons, light and sound diversion device, and canines. (1.2.2)
- K. **Less Lethal:** The application of force and/or tactics, that when properly applied, are not likely to result in death or serious physical injury. Approved less lethal weapons include: Less lethal extended range impact weapons, Herstal FN-303, 37mm munitions, chemical weapons, noise flash diversion devices, and electronic control device such as Taser. Only those techniques that are taught by AZPOST, Academy, and department instructors should be used.
- L. **Officer Presence:** The method of control/force which includes the mere presence of an officer in uniform and/or identified by a badge, police identification, police vehicle, or other form of police identification such as a raid jacket.
- M. **Oleoresin Capsicum (OC) Spray:** Authorized department organically based pepper spray, less lethal weapon. (1.2.2)
- N. **Preclusion:** Elimination of all lesser means of control/force. The lesser means of control/force have been tried and they have not been effective, or the type of resistance is greater than the method of control/force.

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- O. **Progression of Force/Control:** Increasing the amount of control/force used until a level is reached, which enables the employee to control the subject and/or situation in a safe manner.
- P. **Reasonable Belief:** The conclusion based upon facts and/or totality of the circumstances that a reasonable police officer would believe to be true.
- Q. **Serious Physical Injury:** Any physical injury, which causes serious and permanent disfigurement, serious impairment of health, or loss or protracted impairment of the function of any bodily organ or limb.
- R. **Response to Resistance Reporting:** The inclusion in a department offense report narrative and check box sections of the specific actions of a violator, which resulted in the method of control/s by the officer. The officer will also accurately document their actions taken to overcome the type of resistance of the violator, to effect the arrest, or to protect life or prevent injury. Lastly, the narrative should include a description of the observable injuries and the injuries claimed by the violator. (1.3.6.d)
- S. **Verbal Control/Force:** The method of control/force that includes instruction or direction from an officer in the form of verbal statements or commands.

23.004 Methods of Response to Resistance (examples) (1.2.2) (1.3.6.d)

- A. **Officer Presence:** Presence is established through the identification of authority, which includes, but is not limited to, the mere presence of an officer in uniform, identification by a badge, police ID, police vehicle, and/or raid jacket. The presence of a canine is also an example of officer presence.
- B. **Verbal Control - Persuasion, Negotiation, or Command:** Includes instruction or direction from an officer in the form of a verbal statement(s) or command(s). An example of Verbal control is an officer's communication with a subject that results in the officer controlling the actions of the subject.
- C. **Chemical Agents:** (1.2.2) The use of chemical agents is considered a less lethal tactic. Oleoresin Capsicum (Cayenne Pepper) is a less lethal weapon designed to disrupt the intended thought process, with no lasting after effects. Oleoresin Capsicum is commonly referred to as OC, MACE, and pepper spray.

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D. **Soft Empty Hand Techniques:** (1.3.6.d) Includes control/force and restraint defensive less lethal tactics that have a minimal chance of injury. Soft empty hand techniques include, but are not limited to:

1. Wrist Locks
2. Joint Locks
3. Pressure Points

E. **Electronic Control Device:** (1.2.2) The use of a TASER is considered a less lethal tactic. It is designed for pain compliance or confuses the signals going from the brain to the voluntary muscles and thereby achieves incapacitation without harming the human body.

1. Taser: Less than lethal defensive tactics may be used in situations that are consistent with departmental training guidelines, to include:
 - a. Threaten Use of Taser
 - b. Display (laser)
 - c. Arc Taser (cartridge removed)
 - d. Drive Stun
 - e. Three Point Drive Stun
 - f. Deployment

F. **Hard Empty Hand:** (1.3.6.d) Arrest tactics that are considered less lethal tactics, referred to as personal weapons. Examples of hard empty hand arrest tactics are as follows:

1. Fist, Palm Heel, Knee, and Elbow Strikes
2. Shin, Bicycle, Hip Thrust, and Snap Kicks

These techniques have a probability of injury and should be avoided unless all lesser means of force/control and procedures have been attempted, or are not possible or reasonable; to prevent injury to the officer and the subject(s) involved. Employees should not purposely strike suspects in the face or head, except in situations where the suspect has become assaultive/aggressive toward the officer, due to the high probability of injury.

G. **Intermediate Weapons - Less Lethal Defensive Tactics:** (1.2.2)

1. Police Baton (Straight or Expandable): A police baton may be used if empty-hand control techniques have failed, are not possible, or a baton is

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necessary and reasonable under the circumstances. Passive resistance or resistance such as a prisoner's refusal to enter a police vehicle or holding room, let go of a railing, etc. is not sufficient in and of itself to justify the use of baton strikes. A police baton will permit officers to defend themselves or others in situations where the use of deadly force may not be justified or necessary. When the use of the baton is warranted, officers will attempt to impact the suspect per policy. Employees will not purposely strike or jab suspects on the head, neck, sternum, spine, groin, or kidneys unless faced with a deadly force situation.

2. Flashlights: Flashlights are not designed as an impact weapon, however, a flashlight may be used in a baton-like manner if empty-hand control techniques have failed or are not possible under the circumstances and a baton is not readily available. Employees will not purposely strike or jab suspects on the head, neck, sternum, spine, groin, or kidneys unless faced with a deadly force situation. (1.2.2)
3. Less Lethal Shotgun Launched Kinetic Impact Round: Less-lethal tactic where an impact projectile similar to a bean-bag or sock, etc. is fired from a departmental shotgun. Less lethal can be fired in situations that are suitable to departmental training guidelines.
4. Herstal FN-303: Less-lethal extended range impact weapons tactic, or OC delivery mechanism may be fired in situations that are suitable to departmental training guidelines.
5. Canines: Canines, properly employed, are considered a less-lethal tactic. Police canines will not be used in any circumstances where a strong potential exists for discrediting the department.
 - a. Canines may be used to search for or apprehend felony suspects when use of other methods is impractical, or when public or officer safety is threatened sufficiently to justify this method of force. Canines may be used to search for misdemeanor suspects, however, the animal will remain leashed unless officer safety is threatened.
 - b. Whenever time and circumstances permit, a verbal warning will be given to a suspect before unleashing the canine to conduct a search. An announcement identifying police authority and giving directions to the suspect should be made in addition to stating that the canine will be released if the suspect fails to comply.

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c. Detailed procedures for canine use are found in Operations Order #51.150.

H. **Deadly Force**: In situations where the employee must overcome an attack that the employee reasonably believes would produce serious physical injury or death to the employee or another person, the employee may resort to any method to overcome the attack (see #23.002.C). Examples:

1. **Police Vehicles**: Use of police vehicles against persons could be considered use of deadly force, if the vehicle was used as a method of control/force as outlined in #23.004.H.
2. **Discharging of Firearms**: Lethal defensive tactics may be used in situations that are consistent with Departmental training guidelines.

23.005 Guidelines on use of Response to Resistance and Less-Lethal Weapons (1.2.2)

A. **Oleoresin Capsicum Spray**: Oleoresin capsicum (OC) spray may be used when physical force is necessary and justified to subdue a person who is threatening, resisting, rioting, interfering with an arrest, or to prevent the possibility of injury to any person. OC spray may also be used to ward off threatening dogs or other animals and in tactical building entries such as search warrants.

1. All uniformed officers below the rank of Lieutenant and civilian detention employees will be trained in the use of OC spray.
2. Other civilian employees and certified officers above the rank of sergeant may receive training in the use of OC spray.
3. Once the employee is departmentally trained and issued OC spray, it becomes mandatory equipment, unless the employee receives written permission/direction from their Division Commander indicating that the OC spray may not be worn. This document will be permanently stored in the employee's personnel file, and forwarded to the Training Unit.
4. Sworn employees in plainclothes may carry approved OC spray as readily available as their weapon.
5. Carrying OC spray is optional for department employees assigned to undercover operations.

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B. **Use of Oleoresin Capsicum Spray**: Employees using the issued OC spray will direct a one-second burst into the face of the suspect. The suspect should then be immediately handcuffed and moved to a well-ventilated area. (1.2.2)

1. Use of Stream: Minimum application distance is 24 to 36 inches, as the Oleoresin Capsicum may not atomize at shorter distances and the maximum accuracy distance is 12 feet.
2. Use of Foam / Fog: Minimum application distance is 24 to 36 inches, as the Oleoresin Capsicum may not atomize at shorter distances and the maximum accuracy distance is 4-8 feet.
3. Decontamination: Warm water can be used to flush the eyes without rubbing. Suspects should recover within 45 minutes; however, intense sensation of skin burning may persist 30 to 90 minutes after exposure to OC spray. If water is not readily available, the Fire Department will be summoned to the scene.
4. Salve or ointments should not be used on affected areas.
5. Employees who have used OC spray will not leave a suspect unattended and will continue to provide post-use care of the suspect until the suspect has recovered from the effects of the spray.
6. Should a suspect exposed to OC spray complain or display any severe or abnormal reaction to OC spray at any time, the Fire Department will be immediately summoned to the scene.
7. Employees will avoid laying suspects on their stomach in a prone position for any length of time as this can contribute to positional asphyxiation.

C. **Tactical Size Oleoresin Capsicum Spray** (1.2.2)

1. Only officers and supervisors of SIU, SWAT, MFF and Canine Officers, in addition to Patrol Supervisors, will be authorized to carry department-issued tactical size OC spray (example –Mark 9). Supervisors may give tactical size OC spray to an officer to deploy in a tactical field force situation.
2. Employees using tactical size OC spray will direct a 1-second burst into the face of the suspect from a minimum distance of 15 feet. The suspect

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should then be immediately handcuffed and moved to a well-ventilated area. Decontamination procedures for tactical size OC spray are the same as those used for the issued OC spray.

3. Employees using tactical size OC spray in a riot control situation should direct the spray face level, from a minimum distance of 15 feet, into the crowd until the desired effect is achieved.

D. Tactical Chemical Agents (1.2.2)

1. Chemical agents (example-CS gas) are man-made chemical or organic mixtures that are designed to cause lachrymation (uncontrollable tearing), irritation, inflammation, or a combination of any of the three. Chemical agents are minute solid particles that are deployed in a variety of munitions, including spray, ferret rounds, 37mm, and other conventional delivery systems. Decontamination procedures for tactical size OC spray are the same as those used for the issued OC spray.
2. Tactical chemical agents by design are considered less-lethal weapons. There is, however, a possibility of serious allergic reaction in some people. Small children or persons with respiratory health problems can develop serious illness after exposure.
3. A CID Sergeant, Patrol Sergeant, SWAT Sergeant, or higher-ranking department supervisor may authorize use of tactical chemical agents.

E. Electronic Control Devices: (1.2.2) This policy establishes guidelines for the training, use, and documentation of electronic stun/control devices.

1. The only authorized electronic stun/control devices will be Department purchased Tasers. The units will be carried on the duty belt or approved outer vest carrier (molly system only) in a department issued holster. In either case, the device will be located on the support side of the officer. No officer will be permitted to carry the device on duty without successful completion of a training program.
2. On successful completion of a training program the Taser electronic control device will be issued equipment and mandatory to carry unless assigned in a non-uniform capacity.

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3. Definitions:

- a. “Deployment” – defined as the actual firing of probes from the Taser at an intended target.
 - b. “Use” – defined as utilizing an electronic control device in a drive-stun capacity to gain compliance by placing the device in direct physical contact with the intended target. The Three Point Drive Stun, by deploying of both probes directly into a subject from 2 to 3 inch from subject to gain compliance, followed up with a drive-stun if needed to create N.M.I. (Neuromuscular Incapacitation).
 - c. “Threatened use” – defined as the display of a device’s electrical arc or of the red targeting laser dot in an effort to gain compliance. Threatened use may also include a verbal warning.
4. Electronic control devices should be used only against subjects who are exhibiting active aggression (physical intimidation) or who are actively resisting (defensive resistance, active aggression, aggravated active aggression, or attempt to injure self) in a manner that, in the officer’s judgement, is likely to result in injuries to themselves or others. Electronic control devices should not be used against a passive subject. Caution should be used on prolonged exposure with the electronic control device. (1.2.2)
 5. When deciding whether or not to deploy the Taser, officers shall consider the risk of secondary injury caused by the sudden incapacitation of the subject. If the risk of serious physical injury is greater than the need to incapacitate, the officer will not use the Taser. Fleeing should not be the sole justification for Taser deployment.
 6. The Taser will only be used against a “vulnerable person” when the need for immediate restraint is evident. For the purpose of this policy, a “vulnerable person” is defined as elderly persons, pregnant females, small children, and any other person with a suspected or known medical condition that increases the risk of secondary injury due to falling during incapacitation.
 7. The Taser should not be deployed under any of the following circumstances:

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- a. Near FLAMMABLE GASSES or LIQUIDS.
 - b. DRUG HOUSES where ether is suspected to be in use.
 - c. Against a DEADLY WEAPON unless lethal coverage is presented by another officer or during a rapidly escalated situation where insufficient time exists to utilize other force options and the Taser is readily available.
 - d. In cases of PASSIVE RESISTANCE unless:
 - The use is reasonable and necessary under the circumstances.
 - A lesser means of control/force has been attempted and failed.
 - e. The risk of secondary injury is greater than the need to make an immediate arrest. For example, the subject is in an elevated position that could lead to a significant fall, or in a location that could lead to the suspect becoming submerged under water, or the subject is operating a motor vehicle.
 - f. To threaten or attempt to GAIN INFORMATION from a suspect.
 - g. Against a restrained subject (handcuffed, TARPed, or otherwise restricted) unless physical resistance has to be overcome and the need to overcome the physical resistance by use of the device is reasonable and necessary. This is due to the higher likelihood of secondary injury presented by the restraint.
 - h. To wake up a suspected intoxicated individual.
 - i. As a "PROD"
8. No officer shall playfully, maliciously, recklessly, or intentionally misuse the unit in a display of power or against an individual as a punitive measure. Violation of this policy will result in disciplinary action.
 9. The actual deployment and/or use of the TASER will normally require an arrest and a supervisor being made aware of the deployment as soon as practical.

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10. The Taser should only be used in accordance to training guidelines and should not be aimed at the head and neck area of a suspect. The primary target for the Taser probe deployment will be the frontal lower center mass of an individual. The back of an individual is still the preferred target area. **Chest shots should be avoided when possible.** Secondary targets will include other major muscle groups on the legs and arms.

11. Post treatment and medical requirements for the Taser:

- a. If the probes have penetrated the skin, officers will remove the probes following training techniques and guidelines.
 - If the probe(s) penetrated a sensitive/soft tissue area such as the face, neck, head, or female/male genitalia, medical personnel will remove the probes (paramedic, nurse, EMT, or a physician).
 - Once the probes are removed, pictures will be taken of the affected area as well as any secondary injuries from the Taser application.
 - The probes, wires and cartridge will be logged into property as BIO-HAZARD evidence on all deployments. The cartridge, probes and wire will be logged in a paper bag in as close to post-deployment condition as possible for measurement of spooled and unspooled wire (Officers should not wrap wire around cartridge).
 - Document treatment in departmental report.
- b. Medical requirements:
 - Whenever the Taser is deployed or used on a person, that person's medical condition will be monitored to ensure the person recovers from the deployment or use. If the person has not completely recovered within minutes of the Taser being deactivated, emergency medical personnel will be called to the scene to evaluate the subject.
 - If the Taser is deployed or used on a "vulnerable person" as defined by this policy, emergency medical personnel will be called to the scene to evaluate the condition of the "vulnerable person".

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- All Taser deployments 15 seconds or longer will require an immediate medical evaluation.
 - i. Repeated and multiple applications.
 - ii. Cycling time that exceeds 15 seconds in duration, whether the time is consecutive or cumulative.
 - iii. Simultaneous applications by more than one ECW.

12. Reporting requirements

- a. Anytime the Taser is deployed, used, or threatened (with the exception of the use of the red targeting laser dot) an offense report will be completed listing the person who was subjected to the device as the suspect.
- b. The officer who actually deploys, uses, or threatens to use the Taser will document the use of force on either an offense report or a supplemental report utilizing the provided use of force checkboxes and detailing the use of force in a narrative.
- c. After the deployment or use of the Taser, the officer will have the deployment or use information downloaded from the Taser by specified Departmental personnel. This download must be completed before the end of the officer's work-week. A copy of this downloaded information will be submitted to the Records Unit as a support document to the original offense report.

F. **TARP (Total Appendage Restraint Procedure) (1.2.2)**

- 1. The restraint will be a Department issued restraint and will be used in accordance with current training practices. No officer will be permitted to carry the device on duty without successful completion of a training program.
- 2. If the TARP restraint is used:
 - a. NEVER place the suspect in a "hog-tied" position, where the feet are cinched tightly to the suspect's hands.

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- b. Once the TARP restraint has been utilized, the individual will be placed in an upright, sitting position if possible. Officers are reminded of the dangers of positional asphyxia. Any exceptions to this would be transportation by a medical unit only.
- c. A supervisor will be notified when a TARP restraint has been used, as will any transporting units, or detention personnel, if the suspect is booked into jail.
- d. The incident will be documented appropriately in the narrative section of the DR, referring to the restraint as a TARP (Total Appendage Restraint Procedure). The reference to “hobble” and “hog-tying” are in-correct terms and should not be utilized to describe the TARP restraint.

G. Prisoner Restraints

1. Use of Restraints:

- a. To prevent injury or destruction of property by a combative or belligerent prisoner, a department issued leg restraint may be used.
- b. Hog-tying, a procedure where the restraint has been wrapped around a prisoners feet, and then cinched tightly to the prisoners hands, behind their back, should not be used.
- c. A medical unit may be summoned to transport those prisoners who are a risk factor because of their medical condition, or who cannot be restrained in a safe and practical manner, in accordance with current training practices.

H. Spit Sock Hood (SSH) - This policy provides the guidelines for the proper use of the Spit Sock Hood and the circumstances in which its application is authorized.

1. Policy

- a. In response to police and detention officers being potentially exposed to bodily fluids from being spat upon, the Department authorizes the use of the Spit Sock Hood (SSH). The SSH is designed to be placed over the head of an in-custody suspect who is spitting or threatening to

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spit at officers or other police personnel. The SSH deters them from spitting but is thin enough to allow the suspect to breath freely and communicate. It may also prevent the transmission of blood borne diseases, such as HIV, Hepatitis B or C, in the event blood was present in their saliva/spit.

2. Guidelines for use of the Spit Sock Hood (SSH)

- a. It will only be used for a suspect that is in custody and actively spitting, has spat on an officer or other person, or threatens to spit on an officer or another person.
- b. When the SSH is being put on or taken off, caution should be taken to stay out of the breathing zone and officers are to wear personal protective equipment, including nitrile gloves and eye protection.
- c. The SSH is to be taken off as soon as it safe to do so.
- d. The SSH is not to be used on any person that is unconscious, vomiting, profusely bleeding from the nose or mouth, or is in respiratory distress. In these circumstances, officers should protect their mucous membranes (eyes and mouth) by wearing eye wear or a full face shield.
- e. Special precautions, including calling for emergency medical support, should be taken in situations where the suspect is exhibiting behavioral and psychological problems potentially associated with recent drug/alcohol use or due to a mental health issue.
- f. Anyone wearing a SSH will be continuously monitored and will not be left attended.
- g. Use of the SSH is not considered a use of force, however, your supervisor is to be notified and use of the SSH shall be documented into the arrest report; include details such as if the suspect spat on the officer or if they were about to spit on the officer.
- h. For patrol personnel, the SSH is to be kept in the police vehicle and will not be issued to the individual officer. There will be a supply of the SSH's at the detention facility.
- i. After a SSH is used it is to be placed in a biohazard bag and disposed of per departmental policy.

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I. **Police Baton General Information** (1.2.2)

1. Police batons should only be used when elevated methods of control are necessary and justified under the circumstances, and lesser means of control have been precluded. Any use of the baton not specifically allowed or permitted will have to be justified by the officer based on the circumstances that exist.
2. Employees may carry batons at their discretion. Employees who elect to carry batons must satisfactorily complete a basic baton course, (straight, side-handle, or expandable) taught by a department impact weapons instructor, or have been previously certified while in the academy. Employees not previously certified in basic baton may receive training on duty. If they are unable to complete the training during their assigned shift, an authorized off-duty-training program may be utilized.
3. The certification for Side-Handle, Straight, and Expandable Batons will be an AZ POST/GPD approved course of instruction, and re-certification will be by a qualified instructor every two years thereafter. The re-certification will consist of a written test (80% passing score) and a proficiency test at an acceptable level.

J. **Straight Baton:** Officers may carry straight batons at their discretion. When the straight baton is carried the baton and the method of carry will comply with department uniform policies and the documentation of certification will comply with GPD Directives. (1.2.2)

K. **Expandable Baton:** Officers may carry the expandable baton at their own discretion. When the expandable baton is carried the baton and method of carry will comply with department uniform policy and the documentation of certification will comply with GPD Directives. (1.2.2)

L. **Side-Handle Baton:** Officers may carry the side-handle baton at their own discretion. When the side-handle baton is carried the baton and the method of carry will comply with department uniform policies and the documentation of certification will comply with GPD Directives. (1.2.2)

M. **Use of Police Impact Weapon:** When the police impact weapon is used, it will be used in accordance to the training the officer received in the Police Academy and/or Continued Officer Training provided by/or authorized by the Glendale Police Department. When used properly, it is an effective defensive

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tool for police use when dealing with unarmed assailants and has proven to be an effective tool in self-defense where the use of a firearm may not be justified or expedient. (1.2.2)

1. The Primary Striking Points are nerve groupings located in the large muscle groups:

- RADIAL NERVE (Outside forearm)
- MEDIAN NERVE (Inside forearm)
- COMMON PERONEAL (Outside thigh)
- FEMORAL NERVE (Inside thigh above knee)
- TIBIAL NERVE (Top of calf)

2. The Secondary Anatomical Striking Points are generally a less-lethal technique, but may be subject to "serious injury"; Consequently, caution should be used in applying force:

- SHIN
- INSTEP
- KNEE JOINT
- ACHILLES TENDON
- ELBOW
- INSIDE OF WRIST
- BACK OF HAND
- LOWER ABDOMEN

3. Serious Injury Anatomical Striking Points are areas that have a higher potential for serious injury and/or death (**Caution and justification must be used when striking these areas**). As a general rule, unless lethal force is necessary, avoid striking the head and neck areas:

- TEMPLE
- THROAT
- HOLLOW BEHIND EAR
- BACK OF NECK
- COLLARBONE
- SOLAR PLEXUS
- BRIDGE OF NOSE
- UPPER LIP
- EYES

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- EARS
- JAW
- KIDNEY
- TAIL BONE (COCCYX)
- GROIN (TESTES)
- SPINE

M. **Flashlights:** (1.2.2) Flashlights are not designed as an impact weapon, however, a flashlight may be used in a baton-like manner if empty-hand control techniques have failed or are not possible under the circumstances, and a baton is not readily available. If a flashlight is used as an impact weapon, its use is governed under this policy, and the tactics will follow the training received for a police baton.

N. **FN 303 Less Lethal Launcher**

1. The FN 303 Less Launcher will only be carried and operated by an authorized operator. The operator must attend an Operators Course that is authorized by the Training Unit. Only certified and current Instructors on the FN 303 Launcher will instruct the course. Officers attending the Operators Course must pass a written test (90%) and the qualification course (100%).
2. Operators of the FN 303 must re-qualify (100%) every year with the launcher they are carrying.
3. No employee will be exposed to any less-lethal launcher for the purpose of practical demonstration.
4. Always treat the FN 303 as if it is loaded and operational.
5. Point the muzzle in a safe direction at all times.
6. Keep your finger out of the trigger guard until you are on target and ready to fire.
7. Never fire the FN 303 at any person without a lawful objective/purpose.
8. Deployment of the FN 303 - When deploying the FN 303, shot placement is crucial to prevention of serious injury, therefore:

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- a. Depending upon the distance between the operator and subject, FN 303 projectiles must be targeted at a person's torso or extremities. NEVER TARGET THE HEAD OR NECK.
 - b. Although classified as less-lethal device, the potential exists for less-lethal projectiles to inflict injury when they strike the face, eyes, neck, spine, and groin. Therefore, officers deploying less-launchers will avoid intentionally striking those areas.
 - c. An operator should maintain a reactionary zone of 3-6 feet between the operator and the subject. If deploying the FN 303 in close combat situations (3-12 feet) between the operator and the subject, the recommended primary target area is the subject's thighs (NOT CENTER MASS).
 - d. Subject Factors: children, elderly persons, malnourished and / or persons with specific medical conditions, and developing fetuses may be more prone to bone fracture and injury of soft tissues of the thorax and abdomen from blunt force trauma.
 - e. Operators should fire two rounds and then re-evaluate the threat. Then if needed, fire additional rounds. Most individuals tend to bend over and turn after being struck with a projectile. Be prepared to aim lower on follow-up rounds in order to avoid the head and neck.
 - f. When deploying the FN 303, give loud verbal commands and allow a few seconds for the projectiles to take effect before the team moves in to make an apprehension.
9. Special precautions should be taken in situations where the suspect is exhibiting behavioral and psychological problems potentially associated with recent drug/alcohol use or due to a mental health issue.
 10. Whenever the FN 303 is used against a subject, a supervisor will be notified. Subjects that have been struck with an FN 303 projectile will be examined for any injuries sustained and rendered first aid. Request paramedics to respond if needed. Supervisors will ensure that all reports are completed prior to the officer's end of shift and should notify their lieutenant of the deployment.

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23.006 Reporting/Documenting Response to Resistance Incidents Within DI and/or Departmental Report (offense report): (1.3.6.c) (1.3.6.d) (1.3.7)

A. Response to resistance investigations will be broken down into the following categories:

Category 1 - PSU will conduct the investigation:

- Use of deadly force
- In custody deaths
- Any strike to the head with an impact weapon
- Use of force which results in the person who the force was used against being admitted to the hospital.
- Other incidents at the discretion of the chief of police, particularly those which have a potential for significant liability.

Category 2 - PSU must be contacted to determine who will complete the administrative investigation:

- Response to resistance which results in serious injuries, including but not limited to broken bones, dislocated joints, or lacerations which require stitches.
- Discharges of less lethal projectile weapons. This does not include gas deployed by SWAT or MFF units unless the gas round strikes an individual.
- Force used by an organized squad in a crowd control or riotous situation
- Any allegations of inappropriate or excessive use of force

Category 3 - Must be documented on a use of force form by a supervisor who did not witness or take part in the use of force:

- Hard empty hand strikes and/or kicks
- All Taser deployments

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- All baton strikes
 - All cap-stun usage
1. Any employee who uses force outlined above, or who becomes aware of an excessive force allegation, will ensure that a Patrol Sergeant is immediately notified.
 2. A Patrol Sergeant will respond to the scene to determine what type of investigation needs to take place. It is the responsibility of the responding sergeant to initiate the appropriate inquiry at that time. Referring the matter to another supervisor or delaying the start of the investigation is not acceptable.
 3. The Shift Commander will be notified of all excessive force allegations or response to resistance investigations that are initiated during the shift. The Shift Commander is responsible for notifying the following staff members of the allegation via email before the end of their shift.
 - a. Assistant Chief of Police who oversees the involved division(s).
 - b. Commander who oversees the involved unit(s).
 - c. Professional Standards Unit (category 3 investigations only, as category 1 and 2 investigations requires they be notified immediately).
- B. Any time there is an injury or an alleged injury as a result of a method of force/control used by department personnel, employees will do the following:
1. Examine any person claiming injury and render first aid
 2. Request paramedics to respond to the scene if needed
 3. Notify a supervisor
 4. Special precautions should be taken in situations where the suspect is exhibiting behavioral and psychological problems potentially associated with recent drug/alcohol use or due to a mental health issue.
- C. Departmental Report (Offense Report): Employees will document all methods of force/control deployed and the types of suspect resistance in the following manner within the Offense Report.

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1. Employees will include in a departmental offense report all methods of control used, as well as when, how, and why methods of control were escalated or de-escalated. This includes the check box and narrative sections of the offense report.
 2. Employees will include in a departmental offense report all types of resistance used by a suspect. This includes the check box and narrative sections of the offense report.
 3. Documentation of the totality of the circumstances faced by the employee is extremely important at the time the original report is completed. Facts such as lighting conditions, call information, officer perception of the facts, and overall suspect actions should be included in the departmental report.
 4. In those incidents where a criminal investigator responds to the incident and conducts an interview with the affected employee, the criminal investigator's report will take the place of the affected employee's documentation.
- D. Employees will contact a supervisor when any of the following occurs as it relates to methods of control: (1.3.6.d) (1.3.7)
1. When injury or alleged injury to a suspect occurs
 2. Allegation of excessive force/control
 3. Citizen complaint
 - Responsibilities of the involved employee: Determine seriousness or potential seriousness of the injury and immediately notify the radio dispatcher of the need for emergency medical aid and a supervisor. If uninjured and not in need of medical aid, the employee will remain at the scene until advised otherwise by supervisory personnel.
- E. A Supervisor will be contacted as soon as possible after the use of any of the following:
1. Shotgun Launched Kinetic Impact Round or FN 303 Shooting Incidents: (1.3.6.c) (1.3.7)
 - a. The Shift Lieutenant will be immediately notified of all incidents involving the use of the listed less lethal options. See G.O.#23.005

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- b. The affected Division Commander and the Duty Officer will be immediately notified of all incidents involving the use of the listed less lethal options. See G.O. #23.005
 - c. A Shift Lieutenant or his/her designee will investigate any intentional discharge of a Kinetic Impact Round or the FN 303
 - The investigating supervisor will contact the Professional Standards Unit (PSU) as soon as practical to obtain an incident controls number.
 - 35mm or digital photographs will be taken of any injuries.
 - The Criminal Investigations Division and Professional Standards Unit will be notified and will conduct the investigation when the use of force results in death or serious injury (hospitalization). (1.2.2)
 - A Shift Lieutenant or his designee will investigate any accidental discharge of an extended range impact weapon.
2. Use of chemical agents:
- a. Employee/supervisor ensures suspect has been decontaminated.
 - b. Documentation is completed per 23.006.A.
3. Use of a TARP restraint:
- a. To prevent injury, leg restraints or department issued TARP restraint may be used in conjunction with the handcuffs, in order to minimize the movements of belligerent or combative prisoners.
 - b. A supervisor will be contacted to evaluate the suspect's potential for SCDS (sudden in custody death syndrome).
 - A supervisor will respond to the scene or to the booking area (whatever is the most practical) to conduct the evaluation.
 - c. Documentation is completed per 23.006.A.
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- a. Exceptions: Any Glendale Police Canine injury will be investigated by a Canine Unit Supervisor. The supervisor will submit additional documentation utilizing the standard Bite Report format. (1.3.7)
 - b. In addition, the Canine Unit Supervisor will complete the Response to Resistance/ Prisoner Injury Report.
5. Taser:
- a. Any usage, except for the threatened use of a Taser.
 - b. Documentation is completed per 23.006.A.
6. Deadly Force:
- a. All incidents will be investigated by the Professional Standards Unit, involved employee's supervisor, and in some cases, General Investigations Division (GIB). (1.3.6.c) (1.3.7)

23.007 Types of Resistance and Methods of Control: (Table Displaying)

Types of Resistance	Methods of Control	
<u>Passive:</u> (suspect fails to obey any command or direction of the officer, displays no acts of assault, threat, verbal non-compliance and never resists control attempt of the officer)	Verbal commands Soft empty hands	Threaten OC spray Threaten Taser
<u>Verbal Non-Compliance:</u> (Acts where suspect voices their unwillingness to obey officer's commands or the conveying of verbal threats)	Verbal Commands Soft Empty Hand Taser OC Spray	Threaten OC Spray Threaten Impact Weapon Threaten Taser Threaten use of K-9
<u>Psychological Intimidation:</u> (Physical acts or non-verbal cues indicating the suspect's attitude or readiness to resist. Officer may perceive actions as threatening in nature)	Verbal Commands Soft Empty Hand Taser OC Spray	Threaten OC Spray Threaten Impact Weapon Threaten Taser Threaten use of

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		K-9
<u>Physical (Defensive resistance):</u> (Physical acts of fleeing or escaping suspect attempts to resist arrest without assaulting officer)	Verbal Commands Soft Empty Hand OC Spray Taser Hard Empty Hands (Avoid head/neck) Use of K-9 (felony)	Threaten OC Spray Threaten Impact Weapon Threaten Taser Threaten use of K-9
<u>Active Aggression:</u> (Physical acts of assault on an officer)	Verbal Commands Soft Empty Hand OC Spray Hard Empty Hands Impact Weapons Taser Use of K-9 Extended Range Impact	Threaten OC Spray Threaten Impact Weapon Threaten Taser Threaten use of K-9 Threaten Deadly Force
<u>Aggravated Active Aggression:</u> (Attempts to severely injure or kill officer)	Verbal Commands Soft Empty Hand OC Spray Hard Empty Hands Impact Weapons Taser Use of K-9 Extended	Threaten OC Spray Threaten Impact Weapon Threaten Taser Threaten use of K-9 Threaten Deadly Force

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	Range Impact Deadly Force	
<u>Attempt to Injure Self:</u> (Subject who poses a threat only to themselves and no other person)	Verbal Commands Soft Empty Hand OC Spray Hard Empty Hands Impact Weapons Taser Use of K-9 Extended Range Impact	Threaten OC Spray Threaten Impact Weapon Threaten Taser Threaten use of K-9 Threaten Deadly Force

23.008 Purpose – Shooting Review Board

To ensure the proper investigation of any occurrence of the use of deadly force of such gravity the integrity of the department may be brought into question.

23.009 General Information / Shooting Incidents

- A. A shooting incident shall be defined as the discharge of any firearm by a department employee.
- B. Exceptions include (not requiring a Shooting Review Board):
 - 1. Off duty recreational purposes
 - 2. Training
 - 3. Dispatching of injured animals
 - 4. Extinguishing of lights to obtain a tactical advantage at the direction of a supervisor
 - 5. Any reason deemed sufficient by a member of senior staff

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- C. NOTE: Although the shooting out of lights will not be considered a shooting incident, the on call duty officer should be notified prior to this being done, if possible, or immediately afterwards.
- D. Non-injury accidental discharges not involving a police action and shootings involving animals, will not normally be investigated by Professional Standards, but will be investigated by the employee’s supervisor. If an accidental discharge occurs while the employee is performing a police function and a citizen or suspect is in close proximity, the Investigations Division and Professional Standards Unit will conduct investigations.
- E. The deployment of a Shotgun Launched Kinetic Impact Round or FN 303 rounds will not normally be investigated as a shooting, but instead will be considered a “use of force” incident.

23.010 Immediate Investigation of Officer Involved Shooting

- A. Responsibility of the involved employee(s):
 - 1. Determine the extent of injuries, if any, and render appropriate first aid.
 - 2. Immediately notify the radio dispatcher of the shooting, advising of any injuries and the need for emergency medical attention.
 - 3. The involved employee should protect and secure the weapon used for examination and submit the weapon only to the appropriate investigator.
 - 4. The involved employee will not discuss the situation with anyone except supervisory and/or investigative personnel. Officers may consult legal advisers of their choice to provide guidance to them.
 - 5. Involved Officers will be provided the opportunity to contact their family members as soon as possible.
 - 6. Involved Officers may choose a peer or union representative to be assigned to the officer immediately following the incident to provide support. Involved officers should not discuss the events of the situation with their peer or union representative as these conversations are not confidential and are subject to disclosure.
- B. Responsibility of the first responding Patrol Supervisor

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1. Immediately obtain an overview of what occurred from the involved officer(s)
 - a. Identify involved Shooter and Witness Officers.
 - b. Locate and secure scene and potential evidence.
 - c. Ensure the safety of the public.
 - d. Gather information and make first responding officers available for briefing of investigations personnel upon their arrival.
 2. Sergeants shall send an officer to the hospital with any persons who are injured as a result of the incident.
 3. If deemed necessary, the Sergeant or Shift Lieutenant may elect to have the involved officer(s) removed from the scene by another supervisor and taken to the nearest police facility prior to the arrival of investigators. If this is not practical, they should be taken to another appropriately private and safe remote location.
 4. After initial contact Involved Officers should be separated and advised not to discuss the incident until contacted by an investigator. Another supervisor should be assigned to stand-by with the officers until contacted by investigations personnel.
- C. Responsibilities of Shift Lieutenant:
1. Respond immediately to the scene, assume command, and gather preliminary information.
 2. Notify on call Duty Commander of the incident and the preliminary information.
 3. Notify the on call Investigations supervisor.
 4. Notify the Professional Standards Unit.
 5. Notify the Department Legal Advisor. Response of the Legal Advisor to the scene will depend upon the particular circumstances, but is mandatory if injuries are involved.

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D. Responsibility of Duty Commander

1. The Duty Commander will notify the Chief, the Assistant Chiefs, the affected Division Commander, the on-call GPOC representative, the on-call Critical Incident Stress Management (CISM) team member, and the PIO.
2. The Duty Commander will then respond to the scene for the purpose of providing pertinent information to the involved officer. This information should include, but is not limited to, an explanation of how the investigation(s) should proceed and the services available through Victim Assistance.
3. The Duty Commander will oversee the entire investigation and will be responsible for the dissemination of all reports, i.e. Glendale Police Significant Incident Report. This will ensure that the distribution of information is accurate and complete before informing the agency as a whole.

23.011 Criminal Investigation of Officer Involved Shooting

- A. For those incidents that occur within the city of Glendale, the Death Investigations/Violent Crimes Squad shall conduct the criminal investigation of officers involved in any discharge of their firearms and/or if a person dies while in the custody or control of an employee or officer and the use of force by the employee may be a proximate cause of the death. The focus of the investigation is to determine any criminal conduct of all involved persons and submitting the facts through the appropriate legal process for review and potential charges.
- B. For incidents that occur outside of the city of Glendale, the Law Enforcement Agency who has jurisdiction will conduct the criminal investigation.
- C. The on-call Investigation Supervisor, upon notification of the shooting incident, will notify an appropriate number of investigators and have them respond to the scene.
- D. The Homicide/Death Investigations Squad Supervisor, or in their absence the on-call Investigation Supervisor, will respond to the scene and assume command of the scene.

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- E. All officer involved shootings will be investigated in accordance with the procedures set forth in the directives concerning the responsibilities of Investigations regarding Death Investigations. It should be noted that if another agency investigates one of our officers their policies and procedures will be followed concerning the investigation.

- F. Responding investigators will conduct an on scene briefing with first responding supervisors and officers to determine the scope and direction of the investigation.
 - 1. Identify involved shooting officers and witnesses.
 - 2. Locate and identify scene and potential evidence.

- G. Assigned investigators will contact and advise involved officers of the course and protocol of the investigation prior to the officer being released from duty.
 - 1. Investigators will direct photos of all involved officer(s).
 - 2. Investigators will conduct a weapons check and a count of all ammunition of all weapons available to the involved officer(s).

- H. As soon as it is appropriate a walk-through of the scene to conduct an overview interview will be conducted with the involved officers. A second interview may be conducted away from the scene at a later date.

- I. Investigators should make every effort to expedite the completion of the criminal investigation and keep the involved officers informed of the outcome as soon as possible.

- J. All reports, photos and any other documents relating to an officer involved shooting incident will be retained indefinitely, regardless of the disposition of the criminal investigation. Physical evidence can only be disposed of after written notification is received from the City Attorney and/or all State of Arizona Statute requirements have been satisfied.

23.012 Administrative Investigation of Officer Involved Shooting

- A. An Administrative Investigation is conducted to determine if the conduct of the involved employee is consistent with departmental policy and procedures, and this investigation will be subordinate to any criminal investigation.

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- B. The Assistant Chief will designate the Primary Administrative Investigator.
- C. The Administrative Investigation will be conducted in accordance with the procedures set forth in the directives concerning Police Internal Investigations/Class "A" (Alleged Criminal Activity).

23.013 Shooting Review Board (1.3.7)

- A. The Board is specifically charged with the responsibility of examining all related policies and procedures governing the administrative handling of shooting incidents and with making recommendations for changes necessary to the maintenance of departmental accountability, control, and integrity.
- B. The Board shall serve in an advisory capacity to the Police Chief and, as such, shall conduct timely inquiries into shooting incidents at their discretion. In addition, they may examine all related support documentation surrounding a shooting incident to determine if the incident was consistent with established department policy.
- C. The Board shall consist of five voting members. The composition of the board will consist of two sworn members appointed by the Chief, two members shall be citizens appointed by the Chief, and the final member shall be a peer of the involved Officer chosen in accordance with the procedures outlined in 22.160. Decisions of the board will be determined by the majority vote of the board members present. Other persons may attend board meetings at the discretion of the Chief of Police.
- D. The Legal Advisor shall serve with the Board for the purpose of providing legal assistance and advice. The Legal Advisor may participate in the inquiry but shall not be a voting member of the board.
- E. The City Attorney or their designee may attend all shooting reviews for administrative review by a non-police department employee. The City Attorney may participate in the inquiry but shall not be a voting member of the Board. (1.3.7)
- F. Departmental employees shall be subject to call before the board.
- G. The Police Chief and members of the Board may participate in the inquiry and in the examination of any person appearing before the Board.

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- H. The Defensive Tactics subject matter expert, or their designee and the Range Master or their designee, at the request of a Professional Standards Unit supervisor, will attend all use of force hearings in order to provide technical advice on training issues.
- I. The Board shall keep minutes of its proceedings, including the Board recommendations, which will be documented and then retained by PSU.
- J. Recommendations and minutes will be forwarded to the Police Chief for review.

23.014 Post Lethal Force Trauma and Employee Welfare

A. Philosophy

- 1. The Glendale Police Department recognizes that the most stressful event to be endured in a police career is involvement in a police shooting or other use of lethal force.
- 2. The purpose of this policy is to provide guidance for supporting the employees who were directly involved in a lethal force incident, in order to ensure their well being, as much as possible. These procedures will be referred to as the “administrative post-lethal force process” and are intended to compliment the guidelines contained in the *Employee Line-Of-Duty Checklists*, should the incident command system associated with these checklists be activated.

B. Applicability

- 1. The contents of this order apply, but are not necessarily limited to the following situations:
 - a. A Police Officer or armed Detention Officer discharged his or her weapon at another person.
 - b. A Police Officer or Detention Officer employs lethal force by other means.
 - c. A Police Officer or Detention Officer has clearly been subjected to an attack perpetrated by a person or persons with the intent to kill.

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2. The provisions of this order also apply to other police employees who are witness to the use of lethal force and/or those who provide first aid to an injured police employee. This includes Communications personnel (normally the channel one dispatcher) who are involved in a lethal force incident by virtue of direct radio contact with involved officers, or personnel who were providing close support to that dispatcher during the time the incident was transpiring.

C. Immediate Concerns

1. The Critical Incident Stress Management (CISM) Coordinator, or designee, shall be contacted by the Scene Commander and will respond to the location as dictated by the unique dynamics of the incident, such as where the involved employees have been assembled.
2. Involved employees will be briefed on the administrative post lethal force process as described below, provided with written information containing pertinent information (to which they may want to refer at a later time), and assisted in arranging their transportation home at the completion of their duties, if such assistance is desired.

D. Administrative Post-Lethal Force Process

1. There are three phases in the administrative post-lethal force process:
 - a. Decompression - As soon as possible, involved employees will be afforded time away from work in order to process emotions to which they have may have been exposed, and to reassure family members and friends who might have been affected by the incident.
 - b. Check up - Prior to returning to duty, employees placed on administrative duty, or otherwise directed by their chain-of-command, must attend a mandatory visit with a licensed psychologist, contracted by the Department.
 - c. Return to Duty - The supervisor(s) of affected employees (as outlined in paragraph 5b) should be briefed on how to recognize PTSD symptoms by the Employee Assistance and Support Coordinator or Police Psychologist. Supervisors are to report to the Police Psychologist subsequent behaviors, which may indicate ongoing emotional distress.

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2. Decompression: Administrative Leave

- a. Any employee involved in a lethal force incident, as described above in paragraph B.1, will be placed on administrative leave following the completion of all necessary interviews.
- b. Employees placed on administrative leave will continue to receive their pay and benefits, as if they were at work.
- c. The period of administrative leave will initially be a minimum of 3 duty days, to commence at the start of the involved employee's next duty day.
- d. Employees placed on administrative leave as a result of their involvement in an incident covered by this order may request an extension of administrative leave, which may be approved by their Division Commander, or designee, who will then;
 - Notify the involved employee's supervisor(s)
 - Notify the Patrol Scheduler (if applicable)
 - Notify their respective Assistant Chief
- e. Employees placed on administrative leave under this order are not required to stay at home. They will be asked provide their preferred contact information so that they may be contacted in order to facilitate both the investigative and administrative processes that follow lethal force incidents.

3. Check Up: A Mandatory Appointment

- a. While on administrative leave, and normally as soon after the incident as reasonably possible, the CISM Coordinator, or designee, will advise all involved employees on how to make an appointment with the licensed psychologist contracted by the Department. Each employee will be provided with the psychologist name; address; phone number; and website to assist with scheduling their visit. It is the employee's responsibility to make this appointment. The criteria for psychologists selected for this role shall include:
 - Law enforcement experience and/or exposure that has been significant enough to create an advanced awareness of the nature

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and special requirements of the police profession - its dangers, activities, requirements for service, and even its jargon.

- Specialization in stress related illnesses, including but not necessarily limited to, Post Traumatic Stress Disorder.
- b. Wherever possible, the appointment will be scheduled at a time most convenient for the employee, but subject to the availability of services.
- It is the employee’s responsibility to schedule the appointment with the psychologist within 24 hours of being placed on Admin Leave.
 - Failure to schedule an appointment in a timely manner may impact the Division Commander’s decision to extend the Admin Leave and may require the employee to use personal leave time until the appointment has been scheduled and attended.
 - An employee will not be returned to regular duty unless they have kept the mandatory appointment. If an employee refuses to attend they may be reassigned to other duties, at the Department’s discretion, pending further review.
- c. The purpose of this appointment shall be strictly for the employee’s wellness.
- d. Involved employees may elect to continue visits with the designated psychologist. The first six of these additional appointments shall be provided at no cost to the employee. Members of the employee’s immediate family may also use these benefits; however, the total number of paid visits per family, including the involved employee, shall not exceed six.
- e. The psychologist will email the Assistant Chiefs and the Manager over Personnel Management to confirm the employee’s attendance at the mandatory appointment. The appropriate Assistant Chief will notify the employee’s Commander upon receipt of the email. Personnel Management will maintain a copy of the email.
- f. The content of an employee’s conversations with the psychologist will be kept confidential, in accordance with ARS 36-517.02.

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- The only exception to confidentiality is when a client discloses information that indicates a clear and imminent danger to self or others.
 - In any case when a client's condition indicates a clear and imminent danger to self or others, potential victims and appropriate authorities must be informed.
 - Should an involved employee disclose information as outlined above, the Division Commander shall be notified and take all reasonable and immediately necessary steps in order to inform any affected party of possible danger, inform the chain-of-command, and determine any further actions to protect all parties.
4. Extended Administrative Leave - Administrative leave may be extended by the Division Commander for a time not to exceed 4 additional duty days when;
- An appointment with the psychologist cannot be obtained prior to the employee's scheduled return to duty.
 - The employee requests additional time for reasons of mental health or preparedness for duty.
- a. If after a reasonable interval of administrative leave, an employee is not ready to return to full duty, the possibility of modified duty in an appropriate capacity may be explored.
 - b. Employees desiring additional time off past the maximum allowed Admin Leave time will have the option of using personally accrued leave time (vacation, compensatory time, sick).
 - c. Prior to exercising any of the options outlined above, the employee will be required to speak with their Division Commander about their plan for getting themselves to a point where they are ready to return to their regular duty assignment. The plan should include;
 - A second mandatory meeting with the psychologist
 - An estimated timeline describing the process for getting back to a regular duty assignment

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- Detailed information on what will be done in the event the initial plan cannot be achieved

5. Return to Duty

- a. Preparation – When applicable, the Rangemaster will contact the officer on Admin Leave and work with them to schedule them for re-qualification. The employee must re-qualify prior to going back to their regular duty assignment.
- b. The CISM Coordinator, or designee, will contact the supervisors of involved employees and provide information about recognizing symptoms of Post-Traumatic Stress Disorder (PTSD) and other possible stress reactions that include the following:
 - Supervisors should be attentive to any increase in an involved employee’s use of sick, vacation, or compensatory time.
 - Supervisors should also be on alert for an employee’s involvement in disciplinary issues which would have been considered a deviation from their behavior prior to the incident. Incidents should be documented and monitored through the AIMS system.
 - Should trend in leave usage or discipline patterns be noted, supervisors should attempt to ascertain the reason for the change. If an involved employee is having difficulty as the result of the incident in which they were involved, an offer of help should be extended and the CISM Coordinator or contracted psychologist should be contacted for advice pertaining to resources available.