

**348.0 Use of Force**

Employees will refrain from the use of physical force to any degree where total compliance is adhered to.

Revised 8/94

**554.0 Use of Force – General**

The value of human life is immeasurable in our society. Police officers have been delegated the responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must at all times be subservient to the protection of life.

Constitutional justification for the use of force is evaluated on the concept of “reasonableness.” Police officers are restricted to the use of force that is “objectively reasonable” in light of the facts and circumstances as a reasonable officer would perceive them to be at the time of the incident. Information learned after the time of the officer’s application of force is irrelevant to assessing the appropriateness of the force used.

Revised 8/03

**554.10 Definitions**

**Deadly Force** - that force which is intended to cause death or serious bodily harm or which is likely to cause death or serious bodily harm, regardless of intent.

**Less Lethal Force/Device** – that force/device which meets operational objectives with less potential for causing death or serious physical injury.

**Firearm** – Any pistol, rifle or shotgun capable of discharging a projectile or a series of projectiles of any material which may reasonably be expected to be able to cause lethal injury.

**Less Lethal Ammunition** – A projectile(s), which is not reasonably expected to cause lethal injury.

**Felon** - a person committing a felony crime in the presence of the police officer or a person the police officer has probable cause to believe has or is committing a felony crime.

**Felony** - a crime, which is, or may be, punishable by death or by imprisonment in the State Penitentiary.

**Misdemeanant** - a person committing a misdemeanor.

**Misdemeanor** - every crime, which is not a felony.

**Probable Cause** - probable cause is present if the facts and circumstances known to the officer would lead a man of prudence and caution to believe that an offense has been or is being committed.

**Reasonably Necessary** - a use of force is reasonably necessary when all other reasonable means to accomplish the desired action have been exhausted or would clearly be ineffective under the circumstances.

**Violent Felony** - a felony crime, which causes the danger of death or serious bodily harm.

**Non-Violent Felony** - a felony crime, which does not cause the danger of death or serious bodily harm.

**Serious Bodily Harm** – A bodily injury that creates a substantial risk of death; or causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

Revised 9/01; Revised 9/05

#### **554.20 Legal Requirements**

State law provides for situations within which police officers may use force to accomplish their required duties. State law does not provide that police officers must use force, nor does it eliminate the civil consequences of use of excessive force. In the performance of their duties, no officer will use more force in any situation than is reasonable and necessary under the existing circumstances. Any force used will be in accordance with the State law and established departmental policies. Physical techniques of custody and control should never be used to punish.

Officers may use only the amount of force that is reasonably necessary to:

- A. Affect a lawful arrest.
- B. Prevent the escape of a person lawfully arrested.
- C. Apprehend a person who has escaped from lawful arrest.
- D. Protect themselves or others from danger of death or bodily harm.

Revised 8/03; Revised 9/05

#### **554.30 Weapons**

Officers are to use only Department approved weapons for which training is provided in the Oklahoma City Police Department Academy and/or through other specialized and approved training. Such approved weapons are:

- A. Physical strength and skill.
- B. Department issued or approved baton and approved firearms.
- C. Less lethal devices. These devices may be used to control dangerous and violent subjects when other tactics have been or will likely be ineffective. Officers choosing to use these devices SHOULD NOT compromise their safety.

Flashlights or other non-approved defensive weapons should not be used as weapons, except as a last resort.

Revised 9/01; Revised 9/05

#### **554.40 Use of Deadly Force**

Officers may use deadly force against a person under the following circumstances only:

- A. To protect themselves or others when the officers have probable cause to believe that they or others are in danger of death or serious bodily harm and that the use of deadly force is reasonably necessary to protect themselves or others, or
- B. When reasonably necessary to affect an arrest for a violent felony crime; or to prevent a person who the officer has probable cause to believe has committed a violent felony crime from escaping; or to apprehend such a person who has escaped:
  - 1. When all other reasonable means have failed, and;
  - 2. The officers witnessed the violent felony being committed or have probable cause to believe that a violent felony has been committed and by that person.

If feasible, a warning should be given prior to the use of deadly force.

MERE SUSPICION IS NOT SUFFICIENT TO JUSTIFY THE USE OF DEADLY FORCE.

Revised 9/05

#### **554.50 Deadly Force Prohibitions**

Officers SHALL NOT use deadly force under the following circumstances:

- A. To affect any misdemeanor or non-violent felony arrest.
- B. To prevent the escape of a misdemeanor or a non-violent felon.
- C. To apprehend any person who is fleeing from arrest for a misdemeanor or non-violent felony.

Revised 9/05

#### **554.60 Use of Firearms**

Officers are required by law to use only the minimum amount of force necessary to protect themselves and other persons or to affect an arrest. The use of firearms is the application of maximum and deadly force. Officers shall exhaust all other reasonable means before resorting to the use of firearms.

Officers may discharge firearms under the following circumstances ONLY:

- A. When permissible as a use of deadly force.
- B. To kill a dangerous animal or an animal that is so seriously injured that humane considerations require an immediate end to its further suffering.
- C. For purposes of firearms training, practice or qualification.
- D. From a moving vehicle only if being fired upon.
- E. At a moving vehicle only as a last resort when officers have probable cause to believe such use of force is necessary to prevent the danger of death or serious bodily harm, considering that:
  - 1. Firing at or from a moving vehicle will, under most circumstances, create a greater threat to innocent lives than allowing the violent felon to escape.
  - 2. The presence of innocent occupants of a vehicle must be considered before firing at a moving vehicle and innocent lives must never needlessly be placed in jeopardy.
  - 3. Mere contact of two vehicles does not constitute a violent felony. The intent to assault the occupants of the vehicle, which is contacted, by another vehicle must be evident. Officers may not consider that a collision involving the vehicle they occupy justifies the use of firearms unless the intent to injure the officer is reasonably apparent.

Officers SHALL NOT discharge firearms under the following circumstances:

- A. When the use of firearms clearly constitutes a greater threat to innocent lives than allowing a violent felon to escape.
- B. To affect an arrest for a misdemeanor or non-violent felony.
- C. To prevent the escape of a person arrested for a misdemeanor or non-violent felony.
- D. To apprehend a person fleeing arrest for a misdemeanor or non-violent felony.
- E. To fire a warning shot.

The rules of firearm safety shall be adhered to at all times, including while inside Department buildings. Officers are not to unholster their weapons unless it is necessary for inspection, safety, security or other valid reason.

Revised 9/05

### **393.0 Use of Force**

The safety and well being of each employee of the Oklahoma City IPU is of prime importance in this procedure. No employee is expected to be physically abused; in fact, their right to defend themselves is recognized. At the same time, employees are not to physically abuse or verbally intimidate or provoke any person being processed for intake, being processed for release, or residing within the Oklahoma County Jail.

Revised 8/99

#### **393.10 Weapons / Contraband**

No contraband, defensive or offensive weapons, firearms, chemical agents of any kind, or other weapons will be brought into or stored within the Oklahoma County Jail facility.

No nightsticks, billies, slappers, or mace, will be part of the uniform of any IPU personnel; nor will they be carried into the secured area of the facility by any law enforcement officer.

No firearms of any kind will be allowed into the IPU receiving area. In extreme emergency situations, the Oklahoma County Jail Commander may order firearms, chemical agents, or other weapons into the jail.

Revised 8/99

#### **393.11 Oleoresin Capsicum**

Any arresting officer who brings a prisoner into the Oklahoma County Jail will notify IPU personnel or any other officer/employee who may come in contact with the violator, that Oleoresin Capsicum agent was used on the subject. This will be documented on the MEDICAL SCREENING FORM.

Adopted 8/99

#### **393.12 IPU Personnel**

In all other cases where the use of force is necessary by OCPD personnel, due to assaults on police officers or IPU personnel, resistance physically to incarceration or resistance to movement within the facility, control of violent mental patients, disturbances between inmates, or attempted escapes, the use of force will only be to a degree necessary to bring the prisoner under control, eliminating any danger to the IPU employee, Police Officer, or other inmate, as well as to the inmate.

Adopted 8/99

#### **393.20 Responsibilities after a Use of Force Incident**

Revised 8/99

#### **393.21 IPU Employee's Responsibilities**

After any incident where force was required to subdue an inmate, the IPU employee is required to make a report.

Adopted 8/99

### **393.22 Lieutenant's Responsibilities**

The on-duty IPU Lieutenant will be responsible for the completion of any and all reports the department may require, i.e. Crime Incident Report. The accompanying follow-up report by the shift supervisor will detail the incident, have interviews of suspects, participants, and witnesses, and make recommendations as to the necessity of that use of force. If the shift supervisor is involved in the incident as a participant, then just one report is required.

IPU Lieutenants are responsible for follow-up on the physical condition of employees ensuring that medical attention is given to employees. Necessary medical attention will be reported to the IPU Commander and all Department injury reports filled out.

IPU Lieutenants will notify the relieving shift of any follow-up action, which may be required.

The IPU Commander will be contacted reference any serious disturbance in which there was use of force by OCPD IPU personnel and an injury occurred. These incidents may require that the IPU Commander be present for a follow-up investigation.

Adopted 8/99

### **393.23 Injury to Employees**

If as the result of Use of Force, any employee is injured, the following procedures will be followed:

- A. Transport injured person to the hospital, filling out proper forms.
- B. The Lieutenant will obtain the names of all witnesses to the incident.
- C. The Lieutenant will make a complete follow-up and forward all information to the IPU Commander.

Adopted 8/99

### **393.24 Emergency Notification**

In emergency situations where major injury to employees occurs, emergency notification will be handled as follows:

- A. IPU Commander
- B. Division Major
- C. Deputy Chief of Police
- D. Chief of Police

If the emergency situation does not allow the shift Lieutenant to make this notification, contact the Communications Unit to make the notifications.

After all of the notifications of emergency situations are made, then the shift supervisor or the IPU Commander will notify the State Jail Inspector.

Adopted 8/99

## **150.0 Use of Force Investigations**

An investigation will be conducted in every use of force incident when an employee (sworn or non-sworn) resorts to the use of any degree of physical force including the use of lethal weapons or less lethal devices. This DOES NOT include routine handcuffing, escorting or searching where no physical resistance occurred and no pain compliance techniques were applied.

Employees shall be classified as involved or witnessing for the purpose of defining the responsibility of each individual. Those will be:

- A. **Involved employee:** Shall mean any employee or employees who actually took action in the incident including the use of force.
- B. **Witnessing employee:**
  - 1. An employee who observed or was present during the use of force incident; or
  - 2. An employee who was directly or indirectly involved in the events leading up to, during, or after the incident, but did not participate in the use of force.

Revised 8/94; Revised 06/09

### **150.01 Notification**

Any time an on-duty employee utilizes physical force, an on-duty supervisor will be notified immediately and will respond to the scene of the incident. In the event the supervisor cannot respond to the scene, the employee shall immediately advise the supervisor of the circumstances surrounding the use of force.

Any time an off duty employee utilizes physical force, in any official capacity, the employee shall:

- A. Immediately notify an on-duty supervisor; or
- B. In circumstances of extra duty employment, where off duty OCPD supervisors are employed and present at the extra duty assignment, they may conduct the use of force investigation. The off duty supervisor will notify the Watch Commander.

A supervisor of the next highest rank shall complete a use of force investigation unless otherwise directed by the involved employee's Division Commander.

Revised 11/95; Revised 06/09

### **150.02 Post-Use of Force Incident Employee Procedures**

When possible, the involved/witnessing employee shall:

- A. Render first aid and/or summon medical attention;
- B. Secure the scene;
- C. Identify witnesses and evidence.

Adopted 06/09

**150.10 Non-Injury / Injury Requiring Less than In-Patient Hospitalization \*\*Excluding Discharging a Firearm**

The following incidents shall be classified as non-injury or injury when any use of force is used by an employee(s) and/or any action by an employee(s) may result in:

- A. Any individual not sustaining injury; and/or,
- B. Any injured employee or another person requiring less than in-patient hospitalization as defined above other than from the discharge of a firearm.

For purposes of this procedure, in-patient hospitalization is defined as admission requiring more than E.R. treatment and release.

Adopted 8/94; Revised 6/09; Revised 6/14

**Responsibilities of the Involved / Witnessing Employee**

The involved/witnessing employee shall:

- A. Notify their on-duty supervisor as soon as possible prior to leaving the scene.
  - 1. If the incident occurs on the jail premises, the employee must also notify an on-duty OCPD jail supervisor.
- B. Complete a report of all facts and circumstances surrounding the incident. If an arrest report is not applicable, the involved/witnessing employee will complete a supplemental report. The following shall be included:
  - 1. Date, time and place of occurrence; and
  - 2. The identity and description(s) of all known persons at the scene; and
  - 3. A full and detailed description of events and all force used or witnessed. This should include whether or not injury was sustained by the suspect and/or by the involved/witnessing employee.
- C. The employee will ensure his/her report is provided to the investigating supervisor prior to the end of their shift.

Adopted 8/94; Revised 06/09; Revised 6/14

**Responsibilities of the Investigating Supervisor**

Once notified, the supervisor will respond to the scene and determine whether a use of force investigation is required. If an investigation is required, the supervisor will be responsible for the following actions:

- A. Conducts a thorough follow-up investigation, to include, but not limited to:
  - 1. Interviewing all employees, suspects and witnesses.
  - 2. Collect and review all relevant reports.
  - 3. Ensures photographs are taken of any injured person including employee or employees, or of any person who claims to be injured, whether or not the injuries are visible.
  - 4. Ensures photographs are taken of any property damaged including uniforms or police equipment.
- B. Complete a Supervisor's Follow-up Investigation Report Use of Force/Physical Compliance Coversheet, Witness Sheet (as needed) and Narrative Form. If an ECD is deployed, the supervisor will obtain an ECD Data Download Report and complete the Supervisor's ECD checklist.
- C. Distributes the report through the chain of command to the Division Commander, with a copy of the employee's report and all other pertinent documents.

Revised 11/95; Revised 06/09; Revised 5/12; Revised 6/14

**Responsibility of Division Commander**



The Division Commander will review all reports to ensure the completeness of the investigation and of the reports, then forward the completed investigation to the Operations Bureau office. The investigation will then be forwarded to the Screening Committee for review.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Responsibility of the Screening Committee**

The Screening Committee will convene primarily for the purpose of reviewing and evaluating all reports and other evidence of a use of force as indicated in Procedure 150.10 to determine if the employee's actions were consistent with all written directives. If necessary, the Screening Committee may send the investigation back to the affected Division Commander for further investigation. If its finding is the use of force or other employee's actions were anything other than unanimously justified and appropriate, the investigation will be referred to the Deputy Chief of the affected Bureau.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Responsibility of Involved Employee's Bureau Chief**

The involved employee's Bureau Chief will review all investigations forwarded by the Screening Committee and make a determination as to whether the employee's actions were consistent with all written directives. If a determination is made that an employee's actions were inconsistent with departmental written directives, the Bureau Chief will take appropriate action.

Upon appropriate disposition, all Use of Force investigations will be forwarded to the Office of Professional Standards.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Office of Professional Standards**

At the direction of the Chief of Police, or the designee, the Commander of the Office of Professional Standards shall assume responsibility for conducting a Use of Force investigation. This does not alleviate the involved/witnessing employee(s) of their reporting responsibilities under this procedure. The results of this investigation will be forwarded to the Chief of Police.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Chief of Police**

The Chief of Police receives reports referred to him/her and makes final disposition of the incident.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **150.20 Use of Deadly Force, In-Custody Death, and/or Use of Force Resulting in Injuries Requiring Hospitalization**

Incidents involving the use of deadly force, an in-custody death, and/or use of force resulting in injuries requiring in-patient hospitalization (as defined in 150.10), all employees involved in the post Use of Force investigation shall be aware of the following:

- A. Police communications is responsible for notifying the on-call FOP representative.
- B. The FOP representative will be allowed to make contact with the involved employee(s), as defined in OCPD Procedure 150.0, solely for the purpose of offering to provide legal representation.
- C. If an involved employee(s) chooses to have legal representation, that representation may be provided by the FOP or through other private counsel retained by the employee.

- D. The involved employee(s) will be allowed an opportunity to meet privately with an attorney prior to participating in a voluntary walk-through of the crime scene with investigators. The purpose of the walk-through is not to obtain a statement from the involved employee(s). Key items of evidence and the different areas of the scene will be identified by the involved employee(s) participating in the voluntary walk-through. The involved employee(s) may, at any time, consult the attorney who must remain outside the scene.
- E. Photographs of involved employee(s) will be taken and uniform items may be collected as evidence when necessary.
- F. Involved employees' weapons will be examined and/ or tested by appropriate Departmental Personnel as outlined in Procedure 150.40. Other employees' weapons may be examined if deemed appropriate.
- G. The appropriate Bureau Commander, or designee, will place involved employee(s) on Administrative Leave.
- H. Investigators will request involved employee(s) to voluntarily submit to an audibly recorded interview, which will occur no earlier than 48 hours after the use of deadly force or in-custody death incident. However, in the course of the investigation there may be circumstances that require an investigator to contact the involved employee(s) or counsel, if represented, and request information prior to the formal interview.
- I. During the criminal portion of the investigation, it is the involved employee(s) decision to voluntarily participate in a formal interview or provide information to investigators.
- J. Witnessing employee(s), as defined in Procedure 150.0, are compelled by departmental policy to cooperate in any investigation.
- K. Once the criminal investigation has been completed, it will be presented to the appropriate District Attorney. After a disposition has been received from the District Attorney's Office, an Administrative Investigation of the incident will be conducted to determine if the actions of employee(s) are in compliance with directives of the police department.

Adopted 06/09; Revised 6/14

### **150.30 Other Incidents of Injury or Death Involving the Use of Force \*\*Excluding a Firearm\*\***

The following procedures shall apply in all cases, on or off duty, where any force is used by an employee and:

- A. The use of force was applied to any individual while physically restrained or in custodial care and death occurs or may occur;
- B. The use of force was applied to any individual using authorized or unauthorized equipment and death occurs or may occur; and/or
- C. The use of force was applied to any individual, who after the incident requires in-patient hospitalization (defined in 150.10).

Revised 9/01; Revised 06/09; Revised 6/14

#### **Responsibilities of the Involved / Witnessing Employee**

The involved/witnessing employee will be responsible for ensuring an on-duty supervisor and the Communications Unit are notified. Upon the supervisor's arrival, the involved/witnessing employee shall inform the supervisor briefly of the circumstances surrounding the incident.

Revised 8/94; Revised 06/09; Revised 6/14

#### **Responsibilities of the Communications Unit Supervisor**

When notified of any incident as defined in Procedure 150.30, the Communications Unit Supervisor will ensure that all necessary units listed below have been notified:

- A. Chief of Police (or the designee);
- B. The involved employee's Bureau Chief ;

- C. The Division Commander;
- D. A Homicide supervisor;
- E. A Crime Scene Investigations employee will be notified according to Procedures 150.40, 150.50, 150.60, 150.80 (if requested), and 150.30 (if requested);
- F. The on call Public Information Officer;
- G. The Office of Professional Standards Commander;
- H. The Investigations Division Commander;
- I. The Chaplain and/or a member of CHAPPS;
- J. The Watch Commander;
- K. The City Attorney or his/her designee; and
- L. The on-call FOP representative.

Revised 8/94; Revised 06/09; Revised 10/12; Revised 6/14

### **Responsibilities of the Field Supervisor**

The field supervisor responding to the scene will obtain a brief synopsis of the incident from the involved/witnessing employee(s). The supervisor will ensure there are sufficient officers assigned to the incident to adequately protect the scene and to identify and separate all witnesses, including employee(s). The field supervisor will ensure all employees responding to the scene and/or assigned to complete any action related to the incident complete a detailed report of all their activities and observations.

Involved employee(s) shall be moved outside the scene. The involved employee(s) shall only be accessible to necessary personnel (supervisor, Watch Commander, and those listed in 150.20) and may be required to return to the scene. Any witnessing employee(s) should be removed from the scene as soon as practical.

The field supervisor will be responsible for the compliance of Procedure 251.0 by the officer(s)/employee(s).

The supervisor will be responsible for communicating with the Public Information Officer. If the PIO is not on the scene, any news releases and/or interviews will be made by the Field Supervisor, Shift or Watch Commander or Investigations Supervisor.

The field supervisor will complete the Use of Force Report only if directed to do so by the Office of Professional Standards. If the Office of Professional Standards is to investigate, the field supervisor will complete a Supplemental Report detailing a synopsis of the incident, their actions at the scene, and specific assignments of each officer.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Watch Commander**

The Watch Commander shall respond to the scene and will be responsible for ensuring the Communications supervisor made contact with the listed personnel in Procedure 150.30. The Watch Commander will also assist the assigned investigating supervisor in coordinating the involved/non-involved and witnessing employee(s') duties with the assigned investigators.

The Watch Commander should ensure the involved employee(s) has had an opportunity to contact family and/or arrange for support personnel. Appropriate support personnel may include, but not limited to the Police Chaplain, CHAPPS, or personal minister.

When any force has been used as defined in Procedures 150.30, 150.40, 150.50 and 150.60, on or off duty, regardless of the extent of injury, the Watch Commander may relieve the involved employee of field duty.

The Watch Commander will complete a Supplemental Report detailing any actions taken.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards or designee will make the initial determination as to whether the unit will assume responsibility for completing a Use of Force Report and notify the field supervisor and other appropriate personnel.

Revised 9/01; Revised 06/09; Revised 6/14

### **Responsibilities of the Investigations Supervisors**

Upon arrival, the Investigations Supervisor will take charge of the criminal investigation. In the absence of the supervisor, the senior investigator will be in charge.

Investigations personnel will conduct a criminal investigation and upon completion of the investigation, it will be presented to the appropriate District Attorney's Office for review.

The supervisor will be responsible for notifying the injured or deceased person's next of kin, if possible, in person.

All reports shall be submitted to the Chief of the Investigations Bureau as soon as the investigation is complete.

In cases when the investigation will be presented to prosecuting authorities, the Investigations Supervisor will accompany the investigators to the appropriate District Attorney's Office.

Revised 8/94; Revised 06/09; Revised 6/14

### **Responsibility of the Investigations / Operations Bureau Chief**

The Investigations Bureau Chief will review all reports, excluding those reports where a Signal 30 officer is the primary investigator, and may:

- A. Initiate further investigation from the Bureau level; and/or,
- B. When applicable, direct investigators to present the case to the appropriate District Attorney's Office.

The Operations Bureau Chief will review the Signal 30 report and all additional reports and may:

- A. Initiate further investigation from the Bureau level; and/or,
- B. When applicable, direct investigators to present the case to the appropriate District Attorney's Office.

Revised 4th Edit., 2000; Revised 06/09; Revised 6/14

### **Responsibility of Division Commander**

The Division Commander must adhere to Procedure 150.10

Adopted 06/09; Revised 6/14

### **Responsibility of the Screening Committee**

The Screening Committee must adhere to Procedure 150.10

Adopted 06/09; Revised 6/14

### **Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Revised 8/94; Revised 06/09; Revised 6/14

#### **150.40 Intentional Discharge of Firearms**

The following responsibilities will apply when an employee intentionally discharges a firearm at a suspect/vehicle regardless of whether or not an injury or death occurs.

Adopted 8/94; Revised 06/09

##### **Responsibilities of the Involved / Witnessing Employee**

An involved/witnessing employee(s) must adhere to Procedure 150.30.

If a firearm has been discharged, the involved employee(s) SHALL NOT unload the firearm unless it is necessary to continue the incident for the employee's and other's safety. Once the incident has concluded, the involved employee will holster and secure the weapon.

The assigned Crime Scene Investigator or the Firearms Examiner SHALL be the only individuals authorized to receive the involved employee's weapon. The Firearms Examiner or designee will be the only individual authorized to examine and/or test the weapon.

Adopted 8/94; Revised 06/09; Revised 6/14

##### **Responsibilities of the Communications Unit Supervisor**

The Communications supervisor must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

##### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

##### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

##### **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards must adhere to Procedure 150.30.

The Office of Professional Standards Commander will be notified and make a determination as to whether the unit will assume responsibility for conducting an administrative Use of Force investigation in incidents where serious bodily injury has occurred through the use of the Kinetic Energy Impact Device that results in hospitalization (in-patient treatment).

Revised 9/01; Revised 06/09; Revised 6/14

##### **Responsibilities of the Investigating Supervisors**

The Investigations Supervisor must adhere to Procedure 150.30.

In cases when the investigation will be presented to prosecuting authorities, the Investigations Supervisor will accompany the investigators to the appropriate District Attorney's Office.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Responsibility of the Investigations Bureau Chief**

The Investigations Bureau Chief must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Adopted 8/94; Revised 6/14

#### **150.50 Unintentional Discharge of Firearms – Injury or Death**

The following responsibilities will apply when an employee unintentionally discharges a firearm and injury or death occurs.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Responsibilities of the Involved / Witnessing Employee**

An involved/witnessing employee(s) must adhere to Procedures 150.30 and 150.40.

Adopted 06/09; Revised 6/14

#### **Responsibilities of the Communications Unit Supervisor**

The Communications supervisor must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Responsibilities of the Investigations Supervisors**

The Investigations Supervisor must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

**Responsibility of the Investigations Bureau Chief**

The Investigations Bureau Chief must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

**Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Adopted 8/94; Revised 06/09; Revised 6/14

**150.60 Unintentional Discharge of a Firearm – No Injury**

The following responsibilities will apply when an employee unintentionally discharges a firearm and no one sustains an injury.

Revised 6/14

**Responsibilities of the Involved / Witnessing Employee**

The involved/witnessing employee must adhere to Procedure 150.30.

Adopted 06/09; Revised 6/14

**Responsibilities of the Communications Unit Supervisor**

The Communications Director and supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

**Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

**Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

**Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

**Responsibility of the Involved Employee's Bureau Chief**

The affected Bureau Chief must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

**Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **150.70 Intentional Discharge of Firearms – Vicious Animal**

When an employee intentionally discharges a firearm at a vicious animal, the employee will be responsible for ensuring the Communications Unit is notified.

The involved employee(s) SHALL NOT unload the firearm unless it is necessary to continue the incident for the employee's and other's safety. Once the incident has concluded, the involved employee will secure the weapon.

The involved/witnessing employee shall inform the field supervisor briefly of the circumstances surrounding the incident upon the supervisor's arrival. The involved/witnessing employee will complete an appropriate report.

Investigation and review of these incidents will follow Use of Force Procedures 150.0 through 150.10.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibilities of the Communications Unit Supervisor**

When notified of any incident as defined in this procedure, the Communications Unit Supervisor will ensure that all necessary units listed below have been notified and dispatched to the scene. Those shall include:

- A. Chief of Police (or the designee);
- B. The involved officer's/employee's Bureau Chief;
- C. A Crime Scene Investigator
- D. The Ballistics Examiner (if requested);
- E. The on call Public Information Officer;
- F. The Field Supervisor;
- G. The Watch Commander; and
- H. Animal Welfare.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Involved Employee's Bureau Chief**

The affected Bureau Chief must adhere to Procedure 150.10.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **150.80 Intentional Discharge of Firearm – Injured or Protected Animal**



When an employee is called upon to destroy an injured or protected animal, certain criteria must be met prior to the destruction. In such cases, refer to Operations Procedures 214.0 214.43, Animal Calls.

Adopted 2/98; Revised 06/09; Revised 6/14

#### **Responsibilities of the Communications Unit Supervisor**

When notified of any incident as defined in this procedure, the Communications Unit Supervisor will ensure that all necessary units listed below have been notified. Those shall include:

- A. The Watch Commander,
- B. Field Supervisor; and
- C. Animal Welfare or an Oklahoma State Wildlife Bureau Game Ranger.

Adopted 2/98; Revised 06/09; Revised 6/14

#### **Responsibilities of the Field Supervisor**

The field supervisor responding to the scene will obtain a brief synopsis of the incident from the involved employee. The supervisor will ensure a crime incident report is completed and entitled "Intentional Discharge of Firearm Animal Euthanasia."

Adopted 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Involved Employee's Division Commander**

The involved employee's Division Commander must review all reports and may initiate further action.

Adopted 2/98; Revised 06/09; Revised 6/14