

200.05	June 14, 1991	June 14, 1991	Annually
Use of Force – Non-Deadly and Deadly		All Others	Oct 19, 2017

PURPOSE:

The purpose of this general order is to establish guidelines and reporting requirements for use of force by employees performing law enforcement functions.

POLICY:

It is the policy of the Johnson City Police Department that agency personnel may use only the amount of force which is objectively reasonable to effect lawful duties.

DEFINITIONS:

Deadly Force - Force which is reasonably likely to cause death or serious bodily injury.

Non-Deadly Force - Force which is not likely, nor intended, to cause death or serious bodily injury.

Taser – A defensive weapon approved by the Department that transmits electrical impulses to override the central nervous system and control the skeletal muscles.

Officer Presence - The mere presence of an officer in uniform denotes command.

Verbal Command/Dialogue - Verbal command/dialogue consisting of clear and commanding communication to mediate, direct, or resolve the situation.

Compliance Holds - Force used to hold or restrain persons which shall include, but is not limited to, arm-locks, take down holds, pain compliance techniques, etc., without use of any mechanical device (e.g. PR-24).

Chemical Agent - Department approved chemical agent issued to sworn personnel.

Mechanical compliance - Force used to hold or restrain persons which shall include, but is not limited to, running arm locks, wrist drag, etc. Mechanical compliance requires the assistance of a device (PR-24) to complete the restraint.

Hands and Feet Impact - Physical impact with hands, fists, and feet to overcome violent resistance or to protect self or others from assault or injury.

Impact Weapon (Defensive Baton) - Defensive implement used to overcome violent resistance or to protect self or others from assault or injury.

Less Lethal Force – Any force utilized to gain or maintain control of a combative or otherwise actively resisting subject which is not designed nor intended to cause death.

Reasonable Belief - The facts or circumstances that an officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

Response Continuum – A guide developed to capture the options available to officers when responding to calls and dealing with resistant subjects.

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

Immediate - Near at hand, near to or related to the present imminent danger.

Imminent - A danger ready to take place, impending danger about to occur, a factual reality not imagined and is believable within the range of known possibility or probability.

Specialty Impact Munitions – Munitions designed to cause blunt trauma when fired at a resisting subject. This is the same type of trauma that occurs when a person is struck with a police baton.

Suspect Resistance Report - An official Department report used to document the use of force. The Suspect Resistance report is to be completed by the officer who utilized force.

DISCUSSION:

The value of human life is immeasurable in our society. Police officers have been delegated the awesome 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. The officer's responsibility for protecting life must include his or her own.

USE OF FORCE:

All members who encounter situations in which the possibility of violence or resistance to lawful arrest is present shall, if possible, attempt to remedy the situation through advice, persuasion or warning. If this attempt fails or circumstances do not permit their use, then the member shall react according to the Department's response continuum policy; that of utilizing that amount of force which is objectively reasonable to bring the incident under control. Based upon the circumstances of the situation, only a response which is reasonable to effectively bring an incident under control, while protecting the lives of the officer or another, shall be applied. A response used to gain control of a situation will be used with restraint and in proportion to the legitimate objective to be achieved.

The 1989 Supreme Court decision in *Graham v. Connor* established the reasonableness standard for the use of force. The reasonableness a particular response must be judged from the perspective of a reasonable officer on the scene, rather than with the "20/20 vision of hindsight." The test of reasonableness is not capable of precise definition or mechanical application. Its proper application requires careful attention to the facts and circumstances of each particular case including:

1. The severity of the crime at issue;
2. Whether the suspect poses an immediate threat to safety of the officers or others, and
3. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

The question is whether the totality of the circumstances justifies a particular use of force applied in the situation. The most important factor is #2 above, whether the suspect poses an immediate threat to the safety of the officers or others. These are commonly called the *Graham Factors*.

RESPONSE CONTINUUM:

The response continuum is a guide developed to capture the options available to officers when responding to calls and when dealing with resistant subjects. Not all response options constitute an application of force. The preferred outcome of an encounter with a non-compliant subject is that mere officer presence and/or verbal interaction would be successful in bring the subject into compliance with the peaceable goal of the encounter.

This continuum recognizes the unique nature of each encounter and the many factors that may figure into the decision making of the officer in that circumstance. The reasonable response of an individual officer may be different with each occurrence even in encounters that on their face seem similar. Factors that may be considered in a response include, but are not limited to, the following:

- The seriousness of the subject's actions or potential actions (the action that would reasonably occur without police intervention).
- The perception of the threat presented by the subject's verbalization and body language. Physical cues may well convey an intended threat even with no verbalization at all.

- Physical size and strength of both the subject and the officer. This does not mean that an officer that is of greater size or strength than the subject encountered is limited to lesser response levels, as physical conflicts with persons of lesser size and strength do not necessarily diminish the potential danger to the officer.
- The reasonableness of a response given the options available to an individual officer (e.g.: a plainclothes officer will not likely have all of the tools available that a uniformed patrol officer might have).
- The presence of additional subjects that may participate in an altercation with an officer if the principal subject's actions are not stopped.
- Time of day. The perception of visible threats may be diminished in nighttime/low light conditions.
- Availability of back up officer(s). A back up officer who is close proximity to the officer in an encounter may allow the principal officer enough time to delay other response options in the hope that increased officer presence would be enough to secure compliance.

The response continuum recognizes, as mentioned above, that the factors that figure into an individual officer's response are many. This means two different officers may choose different responses given similar circumstances. The litmus test of the action is the reasonableness of the officer's response given the circumstances and the officer's reasonable perception of the threat presented by the subject. An officer's personal familiarity with a particular subject encountered may factor heavily in both the subject's subsequent actions upon arrival and the officer's gravitation to a particular response. Experience and training are critical components when determining the reasonableness of a particular officer's response. However, the reasonable standard is one that shall be applied in each event, with an expectation of adherence to the response continuum. An officer must be able to offer reasonable explanations for the particular response chosen and this action must be within the parameters of this policy.

PROCEDURES:

A. Non-Deadly Force:

1. Physical presence - The mere presence of an officer in uniform denotes command of the situation and should be utilized before the use of non-deadly force.
2. Verbal command/dialogue - When mere physical presence does not resolve the situation, verbal command/dialogue will be utilized to clarify information and/or to direct involved individual(s) to resolve the situation. Mediation, advice, and problem solving skills should be utilized to assist in deescalating the situation.

3. Compliance holds - If paragraphs 1 and 2 of this section fail or circumstances do not permit their use, then the member has the following options. This method involves the member utilizing various techniques such as takedowns, come-alongs, and pain compliance techniques to effect control of the resisting subject.
 - a. The Department offers a range of initiatives to enhance and improve employee competence and reduce use of force complaints. These include:
 - (1) thorough and rigid recruit training,
 - (2) a strong Field Training Officer program,
 - (3) ongoing in-service training,
 - (4) supervisory management.

4. Taser – The member is authorized to utilize the issued taser to facilitate safe subject control. **(X-26 Taser International)**
 - a. Personnel may use an approved taser when they are required to use physical force for protection from assault and/or take an actively aggressive person into custody.
 - b. The use of the taser to gain compliance when dealing with passively resistant subjects must be considered according to the circumstances. As examples, the use of the taser on emotionally disturbed persons (EDP), those with intellectual and developmental disabilities, juveniles and misdemeanor fleeing suspects would not be authorized unless the subject's actions pose an imminent and immediate risk of serious bodily harm or death to themselves or others.
 - c. The use of the taser on a subject who is handcuffed is prohibited unless the handcuffed subject poses an imminent and immediate risk of serious bodily harm or death to others.
 - d. The taser shall not be intentionally aimed at a person's head, neck, or groin.
 - e. Prior to carrying a taser, all Department personnel shall successfully complete agency approved training.
 - f. The taser shall not be used near flammable gases or liquids or in drug houses where ether is suspected to be in use.
 - g. No changes, alterations, modifications or substitutions shall be made to the taser. All repairs to tasers or accessories shall be completed by an authorized vendor.
 - h. Any discharge other than the function test, either intentional or accidental, shall necessitate the immediate notification of the officer's immediate supervisor. A Suspect Resistance Report and an offense report shall be completed by the involved officer when the discharge involves any person who is not a member of the department.

Other accidental discharges not involving members outside the department shall be reported by memorandum to the appropriate Division Commander. Reports shall be made in all cases involving the discharge of a taser.

- i. After a member uses a taser to take a subject into custody, the member shall:
 - (1) Handcuff the subject to minimize the threat of injury to either the member or the subject.
 - (2) Remove the taser prongs at the earliest opportunity. The taser prongs shall only be removed by members who have completed agency approved training in the use of the taser.
 - (a) Taser prongs that have struck the face, groin or female breasts shall only be removed by fire/rescue or medical personnel.
 - (b) Taser prongs that have struck a person's body shall be considered a biological hazard and handled in accordance with Department policy.
 - (3) Visually examine the area struck to determine if an injury was sustained.
 - (a) A photograph shall be taken of all significant injuries.
 - (b) A Suspect Resistance Report which includes the serial number of the taser used in the incident, shall be completed, and forwarded to supervisory personnel.
 - j. The taser function test shall only be performed by the member assigned the taser, another taser certified member or instructor. Tasers are not to be handled or activated by non-sworn personnel. This does not preclude the inspection of equipment or downloading of data by a supervisor after an incident.
 - k. Any time a taser is utilized on a resisting subject that taser will be "locked down" and not used again until the appropriate person downloads the computer report information and attaches it to the Suspect Resistance Report. Each data port on the taser records the date, time, and duration of use. Only authorized Department personnel may download information from the data port.
5. Chemical agents - The member is authorized to utilize the issued chemical agent to facilitate safe subject control. **(Freeze +P)**
- a. Members shall be issued a chemical agent only after successful completion of a course of instruction in the proper use and carrying of the chemical as a defensive means of control.
 - b. Members shall carry the issued chemical agent as essential police equipment when engaged in on-street patrol duties.

- c. The defensive chemical agent shall be carried and/or utilized only as issued and authorized, and no changes, alterations, modifications, or substitutions shall be made to the issued chemical agent.
 - d. When utilizing the issued chemical agent, members shall use only that amount agent which is reasonably necessary to protect themselves, civilians and other law enforcement personnel from physical attack or to overcome actual physical resistance to arrest.
6. Mechanical compliance - Force used to hold or restrain persons which shall include, but is not limited to, running arm locks, wrist drag, etc. Mechanical compliance requires the assistance of a device (**Monadnock PR-24 or collapsible baton**) to complete the restraint. These techniques are provided to all personnel through training during the period of basic recruit training, field training program, and ongoing in-service training.
7. Hands and Feet impact –These methods involve the member utilizing various techniques such as blows and leg sweeps to non-lethal areas of the anatomy. This training is provided through recruit training, the Field Training program, and on-going in-service training.
8. Impact Weapon (**Monadnock PR-24 or collapsible baton**) - The impact baton shall be used as defensive equipment and as the threat to the member or others increases.
- a. Members shall be issued a defensive baton only after successful completion of a course of instruction in the proper use and carrying of the baton as a defensive means of control.
 - b. Members shall carry or have immediately available the issued baton as essential police equipment when engaged in on-street patrol duties.
 - c. The defensive baton shall be carried and/or utilized only as issued and authorized, and no changes, alterations, modifications, or substitutions shall be made to the issued baton.
 - d. When utilizing the defensive baton, members shall use only that amount of force which is objectively reasonable to protect themselves, civilians and other law enforcement personnel from physical attack or to overcome actual physical resistance to arrest.
9. Less lethal munitions - These shall be any munitions including but not limited to distraction devices, tear gas canisters, bean bag impact rounds, hard rubber ball or wooden dowel rounds.

- a. In line with the Department's policy of only using that amount of force that is objectively reasonable in resolving situations, Department supervisors may authorize the use of specialty impact munitions (i.e., bean bag rounds) in high hazard situations. (**Defense Technology 1 oz. Drag Stabilized Bean Bag**)
- b. Department supervisors will be issued or have access to a 12 gauge Remington shotgun designated as a specialty impact munition delivery system by the orange forepiece and the orange stock.
- c. Only agency personnel who have received training and demonstrated proficiency in deploying the specialty impact munitions rounds will be authorized to utilize the munitions.
- d. Agency personnel utilizing specialty impact munitions will, when possible, follow the guidelines of the baton chart, attempting to strike the "green" areas of the body first, then escalating to "yellow" areas, and, finally, the "red" areas as designated by the trauma chart.
- e. No member of the Department will attempt to deploy specialty impact rounds without a minimum of one other member of the Department providing cover with a Department-authorized firearm. This can be a sidearm or shoulder-fired weapon.
- f. Upon deploying specialty impact munitions and gaining control of a situation, Department members shall render first aid or summon medical personnel to ensure that the subject receives proper medical attention, and follow the procedures outlined in this general order, Section B, subsection 4.

B. Reporting Requirements:

Anytime a Suspect Resistance Report (Form #1042) is completed, a photograph of the defendant shall be made and attached for proper routing.

1. Physical restraint - When restraining force is used and there is no injury and no allegation of injury, it will not be necessary to make an official report of the use of force. Any visible injury or allegation of injury shall require the completion of a Suspect Resistance Report.
2. Chemical force - When a chemical agent is used, a Suspect Resistance Report shall be completed by the officer who utilized the chemical agent, and delivered to a supervisor as soon as possible.
3. Taser – Any discharge of a taser other than the function test shall require the completion of a Suspect Resistance Report. (See **Procedures** A. 4. of this directive.)

4. Physical force - When physical force is used, the incident shall be reported on a Suspect Resistance Report. Physical force shall be considered the use of mechanical compliance, hands and feet impact, impact weapon or deadly force. The Suspect Resistance Report shall be completed by the employee who utilized force, and delivered to a supervisor as soon as possible. Each employee present or assisting in the incident requiring physical force shall submit a Suspect Resistance Supplement describing the incident. Photos shall be made to support the use of force incident showing the injury or lack of injury.
5. Less lethal munitions - When any less lethal munition is deployed for control of a violent situation or subject, a less lethal munitions report (Form #1407) shall be completed as soon as possible. The form along with the appropriate photos, suspect resistance report and offense report shall be submitted to the proper supervisor for documentation and filing.
6. All juveniles will be photographed when physical force (as noted in 2, 3, 4 and 5 above) is used. The photograph will be attached to the Suspect Resistance Report, and follow procedures for review by command staff. Upon review, the report with attached photo will be placed in a file designated only for juvenile Suspect Resistance Reports and secured separately from all adult reports.
7. All agency personnel authorized to carry lethal and less lethal weapons shall be issued copies of and be instructed in the Department's policies on use of force, discharge of warning shots, use of less lethal weapons, and application of medical aid after use of force incidents as described in this general order before being authorized to carry a weapon. Issuance and instruction shall be documented.

C. Supervisor's Responsibility:

1. Upon notification of the use of force by agency personnel, a supervisor shall initiate an investigation into the incident.
2. The supervisor shall review the Suspect Resistance Report for clarity and content. Any facts not covered in the report will be included on the Suspect Resistance Report Supplement (Form #1042A). The supervisor will sign the report and forward it to the Watch Commander.
3. In the absence of discrepancies or additional facts, the Watch Commander shall sign the report that a supervisory investigation has been conducted and that facts are as stated in the Suspect Resistance Report.
4. In the absence of the Watch Commander, the designee shall sign the form, forwarding a copy to the Watch Commander for review.

5. The original Suspect Resistance Report shall be forwarded to the Chief of Police through the chain of command as soon as possible. A review of the report will be conducted at each level.
6. Once reviewed and approved, the original Suspect Resistance Report will be filed in the Executive Secretary's office. A copy of the Suspect Resistance Report will be placed in the officer's file.
7. Annually, an analysis of all Suspect Resistance reports is conducted by the Operations Division Commander and submitted to the Chief of Police. The analysis is prepared to reveal patterns or trends that could indicate training needs or policy modifications.
8. When a taser is used, the supervisor will download the data port from taser for review, documentation, and attachment to the Suspect Resistant Report.

D. Deadly Force:

1. An officer need not retreat or desist from efforts to make a lawful arrest because of active, threatened, or passive resistance. Officers must remain cognizant that a primary law enforcement responsibility is to protect life and property. An officer is justified in the use of that force which he or she reasonably believes necessary as self-defense or defense of others from bodily harm or to effect an arrest. However, an officer is justified in using deadly force only under the following circumstances:
 - a. Deadly force is permissible only when the officer has reasonable belief that the action is necessary in defense of human life or necessary in the defense of any person in imminent danger of serious bodily injury.
 - b. Deadly force is permissible only when there is an imminent and immediate danger of death or serious bodily injury to the officer or other persons present and that danger is caused by the aggressive actions of the suspect.
 - c. A fleeing felon shall not be presumed to pose an imminent threat to life in the absence of actions that would lead one to believe such is the case.
 - d. Deadly force is not permissible to stop a non-violent fleeing felon or misdemeanor, or to protect property.
 - e. Shooting at or from a moving vehicle is prohibited in all instances except those circumstances governed by paragraph b above.
 - f. Officers shall not fire warning shots.

- g. Officers shall not draw their weapons unless there is sufficient justification. In effecting the arrest of potentially dangerous suspects or in high hazard situations, officers may draw or display a firearm for the purpose of obtaining and maintaining control of the situation.
- h. No distinction shall be made relative to the age of the person who is the intended target of deadly force. Self-defense and an imminent and immediate threat shall be the guidelines for employing deadly force.

E. Risk To Innocent Person:

- 1. Officers are prohibited from discharging firearms when it reasonably appears likely that an innocent person may be injured.

F. Oral Warning:

- 1. When deadly force is to be used, an officer should, if possible, give oral notice of a warning of the intention to use deadly force.

G. Shots to Destroy Animals:

- 1. The killing of an animal is justified under the following circumstances:
 - a. To prevent imminent and immediate harm to the agency member or another; or
 - b. A seriously wounded or injured animal may be destroyed only, after all attempts have been made to request assistance from the Washington County/Johnson City Animal Shelter which is responsible for disposal of animals. The destruction of vicious animals should be guided by the same rules set forth for self-defense and the defense and safety of others.
- 2. An offense report is required when an animal is killed.

H. Administrative Relief from Duty (non-disciplinary):

- 1. In every instance in which any employee whose action(s) or use of force in an official capacity results in death or serious bodily injury to another person, the employee shall be immediately relieved of normal duties.
- 2. Assignment to a relieved-of-duty status shall be administrative (non-disciplinary) with no loss of pay or benefits.
- 3. Relief from duty with full pay and benefits is intended to serve two purposes:
 - a. To address the personal and emotional needs of the employee involved in the use of deadly force, and

- b. To assure the community that verification of the facts surrounding such incidents are fully and professionally investigated.
4. Employees so relieved from duty shall remain on a relieved-of-duty status during the initial twenty-four hour period following the incident, after which the employee may be reassigned to duty status at the discretion of the Chief of Police. Employees so relieved from duty shall ensure their availability to investigators until investigation of the incident is concluded.
5. The employee shall not discuss the incident with anyone except the District Attorney General, Department personnel assigned to the investigation, the employee's personal attorney, the employee's licensed mental health professional, physician, Critical Incident Stress Debriefing team, the employee's chosen clergy and the employee's immediate family.
6. Upon returning to duty, the employee may be assigned to administrative duty for a period of time deemed appropriate by the Chief of Police.

I. Psychological Services for the Employee:

1. In all cases where an agency member fires on or exchanges gunfire, or any person is injured or killed as a result of firearm discharge by the employee, or the employee's action(s) while in an official capacity results in death or serious physical injury, the involved employee will be provided the opportunity to undergo an emotional debriefing as soon as reasonably possible. Debriefings may range from a counselor of the employee's choice to a mandatory debriefing with a Department-furnished licensed mental health professional. The Department will expend all possible effort to provide personnel with the level of debriefing deemed necessary resulting from the employee involved event. The purpose of this debriefing will be to allow the employee to express his or her feelings and to deal with the moral, ethical, and psychological after-effects of the incident. The debriefing shall not be related to any Department investigation of the incident and nothing discussed in the debriefing will be reported to the Department. The debriefing session will remain protected by the privileged Professional Counseling Code of Ethics.
2. The Department will support and assist in additional debriefings at the request of affected personnel. The families of affected personnel may be included in this process. These debriefings may include the Critical Incident Stress Debriefing (CISD) process provided through outside sources and may use a peer-counseling format. The primary purpose of the CISD is to allow the affected personnel to ventilate emotions, feelings and thoughts of the event, and be educated on the effects of the traumatic incident to the involved individual. In all cases where a CISD is conducted, a qualified mental health professional will participate and all rules of confidentiality shall apply. (See General Order 200.16 Critical Incident Stress Debriefing.)

J. Firearms Requalification:

1. In all cases where an employee fires or exchanges gunfire, or any person is injured or killed as a result of firearm discharge by a member, the involved employee will be required to requalify with his or her weapon prior to returning to on-duty status. The requalification shall be accomplished under the direction of a firearms training officer. The purpose for requalification is to ensure that the employee has no psychological or emotional problems which might make him or her "freeze" when faced with the demand of pulling and firing a weapon in the future. Disposal of an animal will not require requalification.

K. Reporting Use of Deadly Force/Discharging of Firearms Required:

1. Members who intentionally or accidentally discharge a firearm while on duty shall immediately report the incident to their supervisor. If the firearm is discharged intentionally or accidentally while a member is off-duty, he or she must immediately report the incident to the Watch Commander of the platoon who is on duty at the time. A Suspect Resistance Report and an offense report shall be completed by the involved employee. Reports shall be made in all cases involving the discharge of the firearm. This section is not intended to require reports regarding legal hunting activities, firearms training, or practice.
2. Notifications - When the use of deadly force or accidental discharge of a firearm results in personal injury, death or serious property damage, notification shall be made as follows:
 - a. The on duty Watch Commander shall immediately notify the Chief of Police, the Operations Division Commander, the investigator in charge of the Internal Investigation Unit, and the supervisor of the Criminal Investigation Division.
 - b. The Chief of Police or Operations Division Commander shall notify the District Attorney General of the event and determine the need for investigative assistance. In the absence of the Chief of Police or Operations Division Commander, the ranking supervisor shall assume the contact responsibility.
3. The responsibility for the investigation of incidents involving use of deadly force or accidental discharge shall be assigned by the Chief of Police. The investigation may be assigned to the Internal Investigation Unit or to the Criminal Investigation Division.
4. The investigation shall be conducted and the results shall be forwarded to the Chief of Police.

L. Shooting Review:

1. The Shooting Review Board shall consist of:
 - a. The Operations Division Commander who shall act as Chairman;

- b. Two (2) Watch Commanders as designated by the Chief; and
 - c. The Commander of the employee who is the subject of review.
 - d. The Board Chairman may call investigators, specialists, technicians or any other witnesses that may present evidence and facts concerning any shooting incident.
 - e. The Shooting Review Board shall review any facts and pertinent testimony, and forward findings and recommendations to the Chief of Police for final disposition.
 - f. Within a reasonable period of time after the Board hearing, the employee involved and the employee's Commander shall be formally apprised of the findings and recommendations of the Board and the Chief's final disposition.
2. In those shooting incidents resulting from the exercise of poor judgment, where no violations of law or Department policies and procedures are involved, the Shooting Review Board may note the exercise of poor judgment and make recommendations for remedial training or corrective action.

M. Medical Aid:

1. When injury results from an employee's use of force, lethal or less lethal, the employee shall render appropriate medical aid by:
 - a. Administering first aid.
 - b. Utilizing the practices and knowledge attained through training and experience to include the increased observation to detect obvious change in condition.
 - c. Requesting the aid and assistance of an emergency medical technician.
 - d. Requesting the assistance of an ambulance.
 - e. Transport to a medical facility.
 - f. Arrestees with injuries requiring medical treatment, due to their action/illegal actions, are responsible for their personal medical expenses incurred. Members of the Department transporting arrestees shall not sign for admittance or treatment to a medical facility unless approved by a supervisor.

N. Training:

1. Annually, all agency personnel authorized to carry weapons shall receive in-service training on the Department's use of deadly force policy and any state or federal laws referencing use of force. In addition, all personnel will receive training to demonstrate their proficiency with all Department approved lethal and less than lethal weapons

(i.e. handgun, shotgun, impact weapon, chemical agents, taser) that the employee is authorized to use. In-service training for weaponless control techniques shall occur every two years.

2. Instruction in the operation and use of less lethal munitions shall be conducted every two years for agency personnel authorized to carry such equipment. (See **Procedures** A. 9. of this directive.)
3. Training shall cover the carrying and use, both on and off-duty, of all weapons the agency has authorized the employee to use.
4. The instruction and qualification of all weapons shall be provided by a certified weapons and tactics instructor.
5. The coordination, instruction, and documentation of training shall be the responsibility of the Department's Training Unit.
6. Only agency personnel demonstrating proficiency in the use of agency authorized weapons shall be approved to carry such weapons. Demonstrated proficiency shall include achieving minimum qualifying scores on a prescribed course, attaining and demonstrating knowledge of the laws and policy on use of force, escalating force and deadly force, and exhibiting safe handling of these weapons. Training proficiency shall be documented.

REVIEW PROCESS:

The Operations Division Commander shall conduct an annual review of this general order and shall make necessary revisions.

CANCELLATION:

This general order shall remain in force until revoked or revised by competent authority.