

Glendale Police Department			
General Order			
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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. **Use of Force/Control:** 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. Officers 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 officer reasonably believes it is necessary to protect the officer or another person 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. (1.3.6.d)

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

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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 use of force/control, which by it's 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 TOU 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. **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".
- E. **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.
- F. **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.
- G. **Extended Range Impact Weapon:** Less Lethal weapon that deploys a launched kinetic impact round through the use of a shotgun, Scorpin, or Jaycor system.
- H. **Impact Weapons:** Authorized department equipment for which the officer has received training in techniques for striking an aggressive violator. This method of

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control/force includes tools like the less lethal extended range impact weapons, side handle baton, straight baton, expandable baton, **and/or a flashlight.** (1.2.2)

- I. **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, stun devices, impact weapon strikes, less lethal extended range impact weapons, light and sound diversion device and canines. (1.2.2)
- J. **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, projectiles fired from the Scorpion, Jaycor Pepper Ball System, 37mm munitions, chemical weapons, noise flash diversion devices and electronic instruments such as Nova Police Spirit Stun Device or Taser. Only those techniques that are taught by AZPOST, Academy and Department instructors should be used.
- K. **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.
- L. **Oleoresin Capsicum (OC) Spray**: Authorized department organically based pepper spray, less lethal weapon. (1.2.2)
- M. **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.
- N. **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.
- O. **Reasonable Belief**: The conclusion based upon facts and/or totality of the circumstances that a reasonable police officer would believe to be true.
- P. **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.
- Q. **Use of Force/Control Reporting**: The inclusion in a department offense report narrative and check box sections of the specific actions of a violator, which resulted in

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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) (1.3.6.d)

R. **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 FORCE/CONTROL (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.

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.

Include but are not limited to:

1. Wrist locks
2. Joint locks
3. Pressure points

E. **Stun Device (1.2.2) A hand held electronic defensive unit:** The use of a stun device is considered a less lethal tactic. It is designed to confuse the signals going from the brain to the voluntary muscles and thereby achieve incapacitation without harming the human body.

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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 will 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 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, lower abdomen, groin, or kidneys unless faced with a deadly force situation.
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. Employees will not purposely strike or jab suspects on the head, neck, sternum, spine, lower abdomen, 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, ect. is fired from a departmental shotgun. Less lethal can be fired in situations that are suitable to Departmental training guidelines.
4. **Scorpion/Jaycor Pepperball System:** Less-lethal extended range impact

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weapons tactic or OC delivery mechanism, where rubber ball type projectiles or OC Pepper ball rounds 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.
 - c) Detailed procedures for canine use are found in Operations Order #51.150

6. **Air Taser 34000 and M Series: Less lethal defensive tactics** may be used in situations that are consistent with Departmental training guidelines.

- 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 (1.2.2) (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 (Also refer to 23.116.A.2, Tactical Considerations involving vehicle operations).
 2. **Discharging of a Firearms: Lethal defensive tactics** may be used in situations that are consistent with Departmental training guidelines.

23.005 Guidelines on use of Physical Force/Control and Less-Lethal Weapons: (1.2.2)

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A. **Oleoresin Capsicum Spray:** Oleoresin capsicum (OC) spray (MACE) 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 Bureau 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 Bureau.
4. Sworn employees in plainclothes may carry the 3/4-ounce OC spray as readily available as their weapon.
5. Carrying OC spray is optional for department employees assigned to undercover operations.

B. **Use of Oleoresin Capsicum Spray:** Employees using the 2-ounce OC spray will direct a one-second burst into the face of the suspect. Employees using the 3/4-ounce spray will direct a 3-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.

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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 SEU, TOU, 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 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 2-ounce 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 2-ounce 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 G.I.B Sergeant, Patrol Sergeant, a Tactical Operational Unit (TOU) sergeant, or higher-ranking department supervisor may authorize use of tactical chemical agents.

E. Electronic Stun Devices: (1.2.2)

This policy establishes guidelines for the training, use and documentation of the “Nova Police Spirit Stun Device and Air Taser 3400 and M series”.

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1. The only authorized electronic stun devices will be the handheld "Nova Police Spirit Stun Device, and the Air Taser 3400 and M series". The units will be carried on the duty belt in an enclosed department approved holster with a Velcro closure. No officer will be permitted to carry the device on duty without successful completion of a training program.
 - a) Approved holsters:
 1. Bladetech Tech-Lock Kydex holster
 2. Bladetech Kydex thigh holster
 3. Nylon Taser thigh holster with or w/o flap
2. On successful completion of a training program the Nova Spirit stun devices will be issued equipment and mandatory to carry unless assigned in a non-uniform capacity.
3. On successful completion of a Taser training program the officer may opt to carry the Taser full time in lieu of the Nova Spirit stun device. The officer must have access to a Taser daily to exercise this option in agreement with their immediate supervisor.
4. The devices may be used when physical force is necessary and justified to prevent the possibility of injury to the officer or another person, in accordance with directives. A display of the unit's "test arc" is permitted to gain compliance in an arrest situation where resistance is anticipated. (1.2.2)
5. The device will NOT be used;
 - a) Near **FLAMMABLE GASSES** or **LIQUIDS**.
 - b) **DRUG HOUSES** where ether is suspected to be in use.
 - c) Against a **DEADLY WEAPON**.
 - d) In cases of **PASSIVE RESISTANCE** unless:
 1. The use is reasonable and justified under the circumstances.
 2. A lesser means of control/force has been attempted and failed.
 - e) If there is a possibility of injury to Suspect or Officer
 - f) To threaten or attempt to **GAIN INFORMATION** from a suspect.
 - g) Against a subject already in custody unless physical resistance has to be overcome.
 - h) To wake up a suspected intoxicated individual.
 - i) As a **"PROD"**.
6. **NO** officer shall playfully, maliciously, or intentionally misuse the unit in a display of power or against an individual except to gain control of a situation.
VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.
7. The actual use of the **"NOVA POLICE SPIRIT STUN DEVICE, and AIR TASER 3400 and M series"** will normally require an arrest be made

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8. The Nova Police Spirit Stun Device and Air Taser 3400 and M series should only be used in accordance to training guidelines and should not be aimed at the head and neck area of a suspect if possible.

9. Post treatment of Air Taser:

- a) If the probes have penetrated the skin, officers will remove the probes following training techniques and guidelines.
 - 1. 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).
 - 2. Once the probes are removed, pictures will be taken of the affected area.
 - 3. The probes and cartridges will be logged into property as evidence if the suspect has received a serious injury from the laser.
 - 4. If the suspect is not injured seriously, the probes and cartridge should be handled as bio-hazard material (blood items).
 - 5. Document treatment in departmental 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.
- 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.
 - 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.

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- 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. 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, or, if they are unable to complete the training during they're assigned shift, in an authorized off-duty-training program.
3. The certification for Side-Handle, Straight and Expandable Batons will be an APOST/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 and a proficiency test at an acceptable level).
4. Instructors will be re-certified every two years by at least two other GPD/Impact weapon instructors. (The re-certification will consist of a written test, 90% passing and a proficiency test at an above average level).
5. Persons wishing to carry the side handle baton are required to obtain their own certification and re-certification as required by policy. The documentation will then be forwarded to the Personnel Management Bureau (Training Dept.).

I 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 too GPD Directives. (1.2.2)

J. 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

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Department uniform policy and the documentation of certification will comply too GPD Directives. (1.2.2)

K. **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)

L. **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 Dept. When used properly, it is an effective defensive 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	ACHILLES TENDON	
INSTEP	LOWER ABDOMEN	ELBOW
KNEE JOINT	BACK OF HAND	INSIDE OF WRIST

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	HOLLOW BEHIND EAR	SOLAR PLEXUS
THROAT	TAIL BONE (COCCYX)	BRIDGE OF NOSE

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KIDNEY	UPPER LIP	BACK OF NECK
SPINE	EYES	GROIN (TESTES)
COLLARBONE	EARS	JAW

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.

23.006 Reporting/Documenting Use of Force/Control Incidents Within DI and/or Departmental Report (offense report):

(1.3.6.c) (1.3.6.d) (1.3.7)

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. ***Refer to 23.016 for specific information on departmental investigation procedures***

A. 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.

1. Employees will include in a departmental offense report all methods of control used, and 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.

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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.

B. 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
4. Responsibilities of the involved employee.
 - a) 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.

C. A Supervisor will be contacted as soon as possible after the use of any of the following:

1. Shotgun/Scorpion/Jaycor Launched Kinetic Impact Round Shooting Incidents: (1.3.6.c) (1.3.7)

- a) The shift commander will be immediately notified of all incidents involving the use of the listed less lethal options. See G.O.#23.050
- b) The affected bureau commander and the duty commander will be immediately notified of all incidents involving the use of the listed less lethal options. See G.O. #23.050
- c) A shift commander or his/her designee will investigate any intentional discharge of a Kinetic Impact Round.
 1. The investigating supervisor will contact the Professional Standards Unit (PSU) as soon as practical to obtain an incident controls number..
 2. 35mm or digital photographs will be taken of any injuries.
 3. The General Investigations Bureau 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)
 4. A shift commander or his designee will investigate any accidental discharge of an extended range impact weapon.

2. Use of chemical agents.

- a) Employee/supervisor ensure suspect has been decontaminated
- b) Documentation is completed per 23.006.A

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2. Use of a TARP restraint:

- a) To prevent injury, leg restraints or department issued TARP restraint may be used in conjunction with the handcuffs, 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).
 - 1. 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

4. Canines

- a. **Exceptions: (1.3.7)** 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.
- b. **In addition, the Canine Unit Supervisor will complete the Use of Force/Prisoner Injury Report.**

- 5. **Deadly Force:** All incidents will be investigated by the Professional Standards Unit, involved employee's supervisor, and in some cases, General Investigations Bureau (GIB) (1.3.6.c) (1.3.7)

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23.008 Table displaying: Types of Resistance and Methods of Control

Types of Resistance	Methods of Control	
Passive: (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 Stun Device
Verbal Non-Compliance: (Acts where suspect voices their unwillingness to obey officer's commands or the conveying of verbal threats)	Verbal Commands Soft Empty Hand Stun Device OC Spray	Threaten OC Spray Threaten Impact Weapon Threaten Stun Device Threaten Taser Threaten use of K-9
Psychological Intimidation: (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 Stun Device OC Spray	Threaten OC Spray Threaten Impact Weapon Threaten Stun Device Threaten Taser Threaten use of K-9
Physical (Defensive resistance): (Physical acts of fleeing or escaping suspect attempts to resist arrest without assaulting officer)	Verbal Commands Soft Empty Hand Stun Device OC Spray Taser Hard Empty Hands (Avoid head/neck) Use of K-9 (felony)	Threaten OC Spray Threaten Impact Weapon Threaten Stun Device Threaten Taser Threaten use of K-9
Active Aggression: (Physical acts of assault on an officer)	Verbal Commands Soft Empty Hand Stun Device OC Spray Hard Empty Hands Impact Weapons Taser Use of K-9 Extended Range Impact Scorpion	Threaten OC Spray Threaten Impact Weapon Threaten Stun Device Threaten Taser Threaten use of K-9 Threaten Deadly Force
Aggravated Active Aggression: (Attempts to severely injure or kill officer)	Verbal Commands Soft Empty Hand Stun Device OC Spray Hard Empty Hands Impact Weapons Taser Use of K-9 Extended Range Impact Scorpion Deadly Force	Threaten OC Spray Threaten Impact Weapon Threaten Stun Device Threaten Taser Threaten use of K-9 Threaten Deadly Force
Attempt to Injure Self: (Subject who poses a threat only to themselves and no other person)	Verbal Commands Soft Empty Hand Stun Device OC Spray Hard Empty Hands Impact Weapons Taser Use of K-9 Extended Range Imoact Scorpion	Threaten OC Spray Threaten Impact Weapon Threaten Stun Device Threaten Taser Threaten use of K-9 Threaten Deadly Force

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23.009 Purpose

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.

23.010 General Information/Shooting Incidents

- A. A shooting incident shall be defined as the **discharge of any firearm by a department employee.**
- B. Exceptions include;
 - 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.
- 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 Internal Affairs, 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 Bureau and Internal Affairs will conduct investigations.
- E. The deployment of a Shotgun Launched Kinetic Impact Round, Scorpion (rubber projectile), or JAYCOR (pepper ball) rounds will not normally be investigated as a shooting, but instead will be considered a “use of force” incident.

23.011 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.

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- B. The involved employee may be removed from the scene at the direction of the Shift Commander or sergeant prior to the arrival of investigators if:
1. It is believed the continued presence of the involved employee would cause a hazardous situation (hostile crowd, etc.)
 2. The employee/s requests to leave the area.
 - a. Assign a senior officer or supervisor to the shooting officer/s
 - b. Take employee to the nearest police facility
- B. The involved employee should protect and secure the weapon used for examination and submit the weapon only to the appropriate investigator.
- C. The involved employee will not discuss the situation with anyone except supervisory and investigative personnel.
- D. Responsibilities of Radio Dispatcher
1. Immediately dispatch requested emergency medical aid.
 2. Notify the on duty Shift Commander.
- F. Responsibilities of Shift Commander
1. Respond immediately to the scene, assume command and gather preliminary information.
 2. Notify on call Duty Officer of the incident and the preliminary information. The Duty Officer will in turn notify the Chief and Assistant Chief. The Duty Officer 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. 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.
 4. Notify the on call Investigations supervisor.

23.012 Criminal Investigation of Officer Involved Shooting

- A. A Criminal Investigation is conducted to determine if the conduct of the involved employee may be the basis for the filing of criminal charges against the employee involved.
- B. 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.

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- C. The on call Investigation Supervisor will respond to the scene and assume command of the scene.
- D. 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.
- E. All physical evidence, 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. Such evidence reports etc. can only be disposed of after written notification is received from the City Attorney.

23.013 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.
- 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).

23.014 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 members of the Senior Staff appointed by the Chief, two members shall be citizens appointed by the City Manager 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**

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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 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 member of the Board. (1.3.7)
- F. Departmental employees shall be subject to call before the board.
- F. The Police Chief and members of the Board may participate in the inquiry and in the examination of any person appearing before the Board.
- G. 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. Documentation, including the Board
- J. Recommendations and minutes will be forwarded to the Police Chief for review.

23.015 Post Shooting Trauma, Critical or Traumatic Incident and Employee's Welfare (1.3.8)

- A. Administrative Leave
 - 1. Any employee directly involved in a shooting, a critical or traumatic incident resulting in serious physical injury or death will be placed on administrative leave upon the completion of necessary reports. Being assigned to administrative leave shall not be construed to imply or indicate the employee has acted improperly. While on administrative leave, the employee will remain available for interviews and may be recalled to full duty at any time.
 - 2. Administrative leave resulting from an officer involved in a critical or traumatic incident, or shooting, will not be less than 48 consecutive hours following the incident.
 - 3. Employees who are either shot at, or by another person, or who are present when another employee is shot at, wounded or killed, will also be placed on administrative leave.

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B. Counseling

1. As soon as practical, any employee involved in a situation as described in section 23.008 of this directive will be advised of the availability of counseling through Victim Assistance. It is preferable to have Victim Assistance personnel perform this notification. If the employee desires to counsel with Victim Assistance personnel, it shall be arranged as soon as possible so long as it does not unnecessarily interfere with the investigation; for example, during an interview or crime scene walk-through.
2. Any employee involved in a situation as described in section #23.008 of this directive should counsel with Victim Assistance personnel prior to going off duty. In addition, the employee may be required to attend counseling as arranged by Victim Assistance.
3. If counseling is required, the first session should be as soon as possible after the completion of necessary reports by and interviews with the involved officer.
4. Further required counseling will be determined by Victim Assistance although at least one follow up session within 10 days is highly recommended.
5. The immediate family of employees involved in a shooting incident may also attend counseling provided by Victim Assistance, with all requests for counseling directed to Victim Assistance.

23.016 Departmental Use of Force Investigations (non-shooting)

a) When injury or alleged injury to a suspect occurs: (1.3.6.d) (1.3.7)

1. The supervisor will investigate the incident and document their investigation in a departmental citizen complaint form. The report should include the following documentation:
 - a. Photos of the alleged injury
 - b. Statements from officers, witnesses, and complaining party
 - c. Medical records or reports if possible
 - d. NOI

B. Allegation of excessive force/control.

1. The supervisor will investigate the incident and document their investigation in a departmental citizen complaint form. The report should include the following documentation:
 - a) Statements from officers, witnesses, and complaining party
 - b) NOI
 - c) Photos if applicable

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C. Citizen complaint

1. The supervisor will investigate to determine if a violation of policy occurred or if the suspect may have an injury.
2. If allegation of injury or injury is indicated, refer to 23.006.B.1
3. If allegation of excessive force/control, refer to 23.006.B.2
4. If violation or alleged violation of policy has occurred:
 - a. The supervisor will investigate the incident and document their investigation in a departmental citizen complaint form. The report should include the following documentation:
 1. Statements from officers, witnesses, and complaining party
 2. NOI
 3. Photos if applicable

D. Responsibilities of Shift Commander

1. When made aware of a potential use of force incident, designate a supervisor who will conduct the initial investigation. Will be available for consultation with the investigating supervisor.
2. Depending upon the seriousness of the incident as determined by the Shift Commander, the on call duty officer may be contacted. The duty officer, after consultation with the Shift Commander, may direct the Shift Commander to place the involved employee on administrative leave.
3. The Shift Commander will ensure the documentation of all pertinent information on a departmental investigation form.

E. Responsibilities of the Assistant Chief

1. Review the departmental investigation submitted by the Shift Commander.
2. Determine one of the following:
 - a) The incident requires a separate and complete criminal investigation, and if so, will direct such an investigation be done by General Investigation personnel. Any such subsequent criminal investigation will be done in accordance with the procedures set forth in Directive 22.110 Police Internal Investigations.
 - b) The incident does not require a criminal investigation, but does require some follow up, and therefore return the report to the affect employee's Bureau Commander or PSU for further investigation.
 - c) If the Assistant Chief finds the report complete and not in need of further investigation, it will be forwarded to the Use of Force Board or returned to the affected employees Bureau Commander for resolution.

23.017 Use of Force Review Board: (1.3.7)

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A. Use of Force Board

1. The Use of Force Board has the responsibility of examining all incidents of use of force. The purpose of this examination is to determine if the use of force was within established guidelines as set forth in existing policy, procedures, and written directives.
2. The Use of Force Board will be governed by the same guidelines as the Shooting Review Board.

23.018 Post Use of Force Trauma (1.3.7)

- A. Any employee who seriously injures a person and who is not injured may be assigned at home for the three days following the incident. The employee should be provided with a pager to ensure availability to investigators. The employee will be assigned to a non-enforcement position pending administrative review. The Police Chief may return the employee to full duty, prior to the Use of Force Board, providing the Officer's Bureau Commander recommends it.
- B. Any employee who kills a person and who is not injured, will be assigned at home for the three days following the incident. The officer will be provided with a pager to ensure availability to investigators. Upon returning to work, the employee will be assigned to a non-enforcement position pending administrative review. The Police Chief may return the employee to full duty, prior to the Use of Force Review Board, upon recommendation of the employee's division commander.
- C. Any other employee directly involved in a use of force incident resulting in death or serious injury to any person may be reassigned to a non-enforcement position pending administrative review of the incident. The Police Chief may return the employee to full duty, prior to the Use of Force Review Board, upon recommendation of the officer's Bureau Commander.
- D. Any employee involved in a use of force incident that results in assignment at home should submit a leave request.
- E. The administrative review process will be considered complete upon the findings of the Use of Force Review Board if the incident is found within policy or upon the completion of the disciplinary review process if the incident is found to be out of policy.

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