

Policy 22: Use of Force

22.1 PURPOSE:

The purpose of this policy is to provide law enforcement officers of the Everest Metro Police Department with guidelines when utilizing deadly and less than deadly force. These force decisions are considered to be resistance responses and defensive actions.

22.2 POLICY:

It is the policy of the Everest Metro Police Department (EMPD) that officers use only the force that reasonably appears necessary to effectively bring an incident under control, while protecting the lives of the officer and others. It must be stressed that the use of force is not left to the unfettered discretion of the involved officer. This is not a subjective determination. The use of force must be objectively reasonable. The officer must only use that force which a reasonably prudent officer would use under the same or similar circumstances.

22.3 DEFINITIONS:

DEADLY FORCE - Any use of force that creates a substantial risk of causing death or serious bodily harm.

NONDEADLY FORCE - Any use of force other than that which is considered deadly force. This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

OBJECTIVELY REASONABLE - This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

DAAT - An acronym representing **D**efense **a**nd **A**rrest **T**actics. *DAAT* is a “use of force” system of verbalization skills coupled with physical alternatives adopted by the Wisconsin Department of Justice – Training and Standards Bureau to be used by law enforcement officers when situations dictate a conflict or disturbance resolution. All EMPD officers are *DAAT* trained.

DISTURBANCE RESOLUTION - A three pronged “use of force” method employed as part of the *DAAT* philosophy that includes Approach Considerations, Intervention Options and Follow Through Considerations. All EMPD officers are trained in the *DAAT* system.

CONDUCTED ENERGY WEAPON - A less than deadly “use of force” weapon that is designed to control a combative/resistive subject by introducing an electro-muscular disruption (EMD) flow of energy into the subject causing temporary incapacitation.

ACTIVE POINTING OF A FIREARM - Officers are authorized to draw and /or display firearms under circumstances in which the officer reasonably perceives that the immediate availability of the firearm is necessary for the protection of him/herself or the protection of another. This action is NOT a use of force event. However, pointing the firearm directly at a person is considered “Active Pointing” and IS a use of force event and is subject to any and all use of force guidelines, including the reporting of said event.

22.4 PROCEDURES:

USE OF DEADLY FORCE - An officer may use deadly force, consistent with their firearms training, to protect themselves or others from what is reasonably believed to be a threat of death or great bodily harm. Where practicable, prior to discharge of the firearm, officers shall identify themselves as law enforcement officers and state their intent to shoot. Officers are prohibited from using choke holds, unless the use of deadly force would be allowed by law.

DEADLY FORCE RESTRICTIONS AND NON-HUMAN APPLICATION -

Officers may use deadly force to destroy an animal that represents a threat to themselves, others or public safety. This situation **shall** trigger the reporting requirements for “use of force” events.

Officers may use deadly force as a humanitarian measure where an animal is seriously injured, when the officer reasonably believes that deadly force can be used without harm to the officer or others. This event **does not** trigger the “use of force” reporting requirements.

Warning shots shall not be fired.

USE OF NONDEADLY FORCE -

Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control. Officers are prohibited from using choke holds, unless the use of deadly force would be allowed by law.

Officers are authorized to use department approved, non-deadly force techniques and issued equipment, to include DAAT and a Conducted Energy Weapon, when one or more of the following apply:

- To protect the officer or others from physical harm.
- To restrain or subdue a resistant individual.
- To bring an unlawful situation safely and effectively under control.

TRAINING - The Department will provide for, and EMPD officers will satisfactorily complete, the necessary and adequate training to allow for the necessary and proper

use of force tools/tactics including Firearms, DAAT techniques and Conducted Energy Weapons.

REPORT - Incidents that give rise to the use of force may in all likelihood involve more than one officer. Each officer who was involved in the incident and employed any type of “use of force” technique or tool shall complete without delay a “*Defensive Action – Resistance Response Report*” form and turn it over to his/her immediate supervisor.

The supervisor on duty at the time of the “use of force” incident will conduct a review of the circumstances of the event and complete, without delay, a “*Supervisor Inquiry of Officer Defensive Action-Resistance Response Incident*” form.

The “*Supervisor Inquiry of Officer Defensive Action-Resistance Response Incident*” form, along with a copy of the case report documenting the incident and the officer(s) “*Defensive Action-Resistance Response Report*” shall be forwarded to the Operations Captain for review.

If the immediate supervisor at the time of the incident is involved in the incident, he/she shall complete a “*Defensive Action-Resistance Response Report*” form and notify the Operations Captain of the event. He/she shall not “review” the incident due to his/her involvement and shall not complete the “*Supervisor Inquiry of Officer Defensive Action-Resistance Response*” form.

USE OF FORCE REPORTING “TRIGGERS” -

Verbal techniques are included in the DAAT system for resolving conflict or disturbance situations. However, verbalization techniques, which may sway an initial resistive or noncompliant person to be compliant, do not trigger the “use of force” reporting requirements. Moreover, although handcuffing, escort holds and come-along techniques may be considered a “use of force” application, these techniques do not necessarily trigger the use of force reporting requirements.

Pressure point techniques, the application of Oleoresin Capsicum, the use of an Electronic Control Device, Passive Countermeasures, Active Countermeasures, Incapacitating Techniques, Intermediate Weapon applications and certain Weapon Control Techniques will trigger a use of force reporting requirement.

A claim by the subject of the arrest, or by an Officer participating in the arrest, of injury resulting from the arrest event does trigger the use of force reporting requirement.

POST EVENT CONSIDERATIONS –

The Operations Captain may require the incident be reviewed by the Department’s “Use of Force Review Team.”

The Operations Captain will take steps to determine whether the officer(s) involved in the “use of force” incident may require additional training or counseling.

Attachments:

1. Defensive Action – Resistance Response Form
2. Supervisor Inquiry of Officer Defensive Action – Resistance Response Form

22.5 CRITICAL INCIDENT INVESTIGATION:

PURPOSE - To establish procedures for governing the investigation of officer-involved critical incidents of in-custody deaths, firearm discharges and other uses of deadly force by sworn employees.

POLICY - It is the policy of the Everest Metropolitan Police Department to investigate every officer involved critical incident in a thorough, professional and unbiased manner. This ensures due process for citizens and protection for the officer and the department.

DEFINITIONS -

Critical Incident - A law enforcement event or any other incident involving the death of or serious injury to a departmental employee or another person as a result of the action or involvement of a departmental employee while on duty or acting under the authority of the police department.

Involved Officer - An officer whose personal actions were a direct involvement in a critical incident.

Witness Officer - An officer who is not an involved officer, but who is a witness to a critical incident at the time of or immediately after the incident.

22.6 PROCEDURES:

The following procedure will be used to investigate every use of deadly force/critical incident by an Everest Metropolitan Police Officer in the performance of his/her duties.

INITIAL OFFICER(S) AT THE CRITICAL INCIDENT SCENE SHALL –

Control any threat to the safety of persons at the scene. Ensure that all suspects have been properly searched and cuffed.

Provide first aid if necessary and request medical assistance if appropriate.

As soon as possible:

Notify the communications center of the incident and location.

Request a supervisor to respond.

Identify safe response routes that responding officers may use or areas that may pose dangers from armed or hostile persons.

Broadcast a description and direction of travel of any vehicles, suspects, etc., still at large.

Secure the incident scene and establish a perimeter by use of police crime scene tape in order to protect evidence.

Locate, identify, separate and control all witnesses.

The involved officer will remain at the scene until a supervisor arrives unless the officer is injured or their safety or wellbeing is in jeopardy.

The involved officer will be asked public safety questions on scene by the responding supervisor, or most senior officer. Those questions are found on Supervisor's Public Safety Questions Addendum A.

Other officer witnesses will provide a report and/or a written statement regarding their observations/actions relating to the critical incident before the end of their shift unless directed otherwise by the supervisors in charge of the investigation.

FIRST UNIFORMED SUPERVISOR ON SCENE SHALL -

Respond to the scene of the critical incident and notify all units when you have assumed incident command.

Verify that initial officer's duties have been carried out.

Obtain preliminary information from officers at the scene and notify the shift commander of the incident.

Advise all involved officers, witness officers, and other witnesses not to discuss any details surrounding the incident for the integrity of the investigation.

Present to the involved officer a copy of the CISM and assign a companion officer, of the involved officer's choice, to the involved officer. The companion officer should be an officer who was not involved or a witness to the incident. In the event that the involved officer is injured and requiring medical attention, the assigned companion officer will remain with the involved officer.

Determine the wellbeing of the involved officer, by arranging a medical evaluation, accompanied by the companion officer, but at a facility or location other than that providing treatment to any suspects or other civilians involved. Additionally, the officer will be asked to provide voluntary blood sample to protect him/herself and the department from any implication of substance involvement. The officer, with the assistance of the companion officer, will attend to his/her physical need for hydration and nourishment, while refraining from the intake of any stimulant or depressant.

Assign an officer to identify and document everyone present at the scene in a crime scene log and to determine where these people were located within the scene at the time of the incident.

Assign an officer to accompany any injured suspect to a medical facility in order to record any statement, admissions, or declarations made; collect evidence, such as clothing; and safeguard the suspect pending a disposition.

No firearms should be impounded, checked, or in any way disturbed by anyone other than under the direction of the supervisor. The involved officer's firearm should be re-holstered or left where it was dropped. Shotguns and/or rifles should remain exactly where left by the officer after the shooting. Where exigent circumstances may exist and there is a possibility of a firearm disappearing, the firearm should be secured by an arriving officer or supervisor.

SHIFT COMMANDER SHALL -

The shift commander will notify a detective supervisor and make other appropriate notifications:

Chief of Police
Administrative Captain
Operations Captain

The fact that a notification has been made does not mean that the notified person must respond to the incident scene. When time allows the involved officers immediate commanding officer should also be notified if possible.

Make all staffing adjustments for the current and future shifts, assuming the administrative assignment for the involved officers, and ensure resources are available to continue to handle calls and requests for services from the public.

DESIGNATED AGENCY AND/OR EMPLOYEES ASSIGNED TO THE CRITICAL INCIDENT

INVESTIGATION SHALL - At the time of notification, the Chief of Police or his designee shall determine, based on the known facts of the incident, whether the incident will be investigated by the employees of the Everest Metropolitan Police Department, or by a requested outside agency, in order to ensure the fair, impartial and transparent nature of the investigation.

The on-scene investigating Officer or Agency shall assume Incident Command of the scene from the initial supervisor, and

Obtain briefing by on-scene supervisor and verify that all duties of the initial officers who responded have been completed.

Conduct a “walk through” and obtain a brief preliminary summary of events from involved officer(s) in order to determine where evidence may be located.

The preliminary summary of events will be obtained from the Supervisor’s Public Safety Questions found on Addendum A. The purpose of this “walk through” is to have someone with direct knowledge of the incident to point out to detective personnel where evidence might be located. This is not to be considered a definitive statement, but rather a preliminary pointer to aid detectives in the scene investigation. This walk through will not be taped or recorded.

Ensure that the involved officer is removed from the scene and accompanied by the assigned companion officer or a supervisor to the police department or hospital, depending on the circumstances of the incident.

Ensure that the collection of the involved officer(s) firearm and uniform should take place at the police department. Another department firearm will be provided to the involved officer immediately, unless circumstances arise to suggest otherwise. The involved firearm will be collected by a supervisor assigned to the investigation and placed into evidence. Pertinent information shall be relayed to the on-scene incident commander. If the weapon appears to have malfunction it should be placed into evidence that way so a proper and safe inspection can be done at a later time.

Ensure that the scene is thoroughly documented, such as photographs, videotapes, sketches, measurements, etc. and that all evidence is properly processed and collected.

The investigator/s assigned to be the Incident Commander will do the following:

Establish an incident command structure and ensure the resources needed to properly handle the incident are obtained.

Ensure that witnesses, victims and suspects are interviewed and statements taken. These interviews will be recorded. It is preferred that these sessions be video recorded, but they may be audio recorded if extenuating circumstances exist. A detective will notify a detective supervisor about any extenuating circumstances.

Make the determination as to which officers who had been present at the original critical incident scene will complete their own report and which will be required to provide a statement to an investigator. The investigator/s will base his/her decision on factors such as:

The officer's physical proximity to the critical incident.
The officer's knowledge of events leading to the critical incident.
The officer's role in the critical incident.

Be responsible for the completeness of the investigation in a timely manner and keeping the Chief and Captains briefed on the progress of the incident.

Ensure that a statement is taken from the involved officer as soon as practical.

The involved officer should be allowed one to two sleep cycles prior to the statement. It may be longer than one to two sleep cycles depending upon extenuating circumstances.

The involved officer may request the presence of an attorney for his/her personal counsel prior to and during any statement. The involved officer may also have a representative from the Wisconsin Professional Police Association and/or Everest Metro Professional Police Association present during the statement process.

The statement taken from the involved officer is not to be considered an interrogation under Chapter 164 of Wisconsin Statutes.

A supervisor will be assigned to be the departmental point of contact for the involved officer. They will,

Ensure that the involved officer's firearm is retrieved and replaced if not already done.

Contact the department's mental health professional (MHP) to immediately respond to the station and arrange a private area at the department for the involved officer, their companion officer, and their significant others.

Make arrangements for any medical assistance or evidence collection.

Coordinate with the on scene incident commander the logistics of the walk through.

Schedule interview for the involved officer(s) and notify them of the time of the interviews, if possible, before they end their shift.

Provide them with a copy of the Critical Incident Stress Management form (attached).

The Investigating Officer/Agency will complete a detailed investigative report and submit it to:

The Chief of Police
The District Attorney
Critical Incident Review Board

INVOLVED OFFICER SHALL -

Provide a preliminary summary of events and brief walk through of the scene with an investigator.

Protect his/her firearm for examination and submit it to the appropriate authority upon demand.

Provide a detailed statement to detectives after a minimum of one to two sleep cycles of the incident.

ADMINISTRATIVE ASSIGNMENT PROCEDURES -

Any involved officer in a critical incident may be placed on administrative assignment. This assignment shall not imply or indicate that the officer acted improperly or is being punished.

The duration of the assignment will be determined by the Chief of Police and based on factors such as:

the progress of the investigation, mental and physical fitness of the officer, and final disposition of the Critical Incident Review Board. The Chief of Police will provide a letter to the involved officer and a copy will be placed in the case file regarding the administrative assignment. A copy of the letter will be provided to the officer's immediate supervisor and they will be responsible for subsequent staffing concerns.

While on administrative assignment, the officer will be subject to recall to duty during their assigned shift at any time unless the officer is determined unable to work by a psychologist or physician.

The officer will be instructed to not discuss the incident with anyone except:

The district attorney or his designee.
Assigned investigators.
The officer's personal attorney.
The officer's psychologist or doctor.
The officer's chosen clergy or the police chaplain.

- WPPA attorney/representative, if appropriate.
- The officer's immediate family.
- Within any legal proceeding associated with the incident.
- Appointed civil liability attorney.

The involved officer(s) will be required to follow the Critical Incident Stress Management Policy of the department.

CONFIDENTIALITY OF THE CRITICAL INCIDENT INVESTIGATION -

The incident commander will be responsible for ensuring that the critical incident investigation remains confidential and only the investigating supervisors and officers assigned to the incident have access to the investigation. This will ensure the integrity of the investigation and evidence, the integrity of the involved officer's statement, and the ability of the CIRB and Chief to make an informed and impartial decision based on substantiated facts and statements.

All employees assigned to assist with the investigation shall not disclose any information about the investigation to any other employee not assigned to the investigation.

CRITICAL INCIDENT REVIEW BOARD -

The Critical Incident Review Board (CIRB) shall be appointed by and convene at the direction of the Chief of Police to review circumstances surrounding each critical incident. The Chief of Police may also at his/her discretion convene the CIRB to review other incidents.

The CIRB will consist of the following members unless a member is involved in the incident or the subsequent investigation:

- Operations Captain.
- Administrative Captain.
- A supervisor from the involved officer's division.
- A departmental Defense and Arrest Tactics (DAAT) instructor.
- A department firearms instructor.
- Investigations supervisor trained in officer involved shooting/critical incident investigations or a detective.

Any other member of the department may be assigned to the board in replacement of any of the above members if the Chief feels they have an expertise that will benefit the board, such as a SWAT member not involved in the incident if the critical incident involved the SWAT team.

The CIRB will evaluate each aspect of the incident, including:

- A thorough review of the criminal investigation.
- Hearing direct testimony from officers and witnesses if necessary.

- An examination of physical evidence.
- A visit to the site of the incident if needed.

CIRB will issue findings and make recommendations in a written report to the Chief of Police that will include:

- Whether the involved officer's actions during the critical incident were in accordance with departmental policy, outside of policy, or accidental.
- Any tactical or training considerations.
- Any potential disciplinary considerations.
- The quality of the investigative process.
- The quality of supervision prior to, during and after the critical incident.

INTERNAL INVESTIGATION - The Chief of Police may order an internal investigation separate to any criminal investigation. The instigation of this investigation may or may not be related to the findings of the CIRB.

Addendum A

Supervisor's Public Safety Questions

Officer, we are required by policy to complete a public safety statement. Due to the immediate need to take action, you do not have the right to wait for legal or union representation before answering these limited questions.

1. Are you injured?
2. If you know of anyone who was injured, what is his or her location?
3. In what direction did you fire your weapon(s)?
4. If any suspects are at large, what are their descriptions?
5. What was their direction of travel?
6. How long ago did they flee?
7. For what crimes are they wanted?
8. With what weapons are they armed?
9. Does any evidence need to be preserved?
10. Where is it located?
11. Did you observe any witness(es)?
12. Where are they?

Officer, in order to preserve the integrity of your statement, I order you not to discuss this incident with anyone, including other supervisors or staff officers.

22.7 CRITICAL INCIDENT STRESS MANAGEMENT

PURPOSE - The purpose of this policy is to delineate a guideline for dealing with employee stressors that may affect job performance.

POLICY - Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. It is the policy of the Everest Metropolitan Police Department to provide professional psychological support for department employees who are involved in highly stressful situations encountered in the course of their duties

DEFINITIONS -

CRITICAL INCIDENTS - A law enforcement event or any other incident involving the death or serious injury to a departmental employee or another person as a result of the action or involvement of a departmental employee while on duty or acting under the authority of the police department.

INVOLVED OFFICER - An officer whose personal actions resulted in a critical incident.

WITNESS OFFICER - An officer who is not an involved officer, but who is a witness to a critical incident at the time of or immediately after the incident.

RELATED INCIDENTS - Any law enforcement event or incident involving or witnessed by a departmental employee that may cause that employee mental anguish or trauma for having been involved or witnessed.

PERSONAL AFFAIRS - Any event or personal circumstance(s) that occurs to a departmental employee that negatively impacts that employee's job performance.

22.8 PROCEDURES:

OFFICER INVOLVED CRITICAL INCIDENTS - Within 24 hours of the officer involved critical incident occurrence, a MANDATORY meeting shall occur between the involved officer(s) and an agreed upon Mental Health Professional (MHP). It is preferred that the meeting occurs immediately after the incident if possible. The purpose of this meeting will be for the MHP to lead the officer through the likely physical and psychological reactions the officer may experience in the coming day.

72 hours after the official interview, the involved officer(s) shall, barring extenuating circumstances, report to the police department for administrative assignment. If extenuating circumstances are identified, the 72 hour reporting time at the police department may be waived on a case-by-case basis.

The involved officer(s) will remain on administrative assignment during the balance of the critical incident investigation. The involved officer(s) shall meet with the MHP during their time on administrative assignment; this will be MANDATORY.

Additionally, involved officer(s) shall meet with the MHP at the six month and one year interval following the critical incident in order to assess the progress the officer has made in coping with the incident; this will be MANDATORY. The six month and one year appointments will be managed by the Chief of Police or his designee.

OTHER DUTY RELATED INCIDENTS - A department employee should report to his/her supervisor that a disturbing incident or event has occurred. The supervisor may discuss the incident with the employee and if appropriate, advise the employee to seek assistance from the EAP or MHP.

Witness officers to critical incidents, who feel they have been affected by the incident, shall immediately report to a supervisor.

If the described incident or event is considered by the supervisor or the employee to be particularly disturbing, the supervisor may refer the employee to the EAP or MHP.

On a case-by-case basis, a supervisor may MANDATE the employee seek assistance from EAP or our department MHP due to the disturbing event.

On a case-by-case basis, the Chief of Police or their designee may determine if administrative assignment is appropriate. Any administrative assignment will be documented by a letter in the case file from the Chief or their designee.

PERSONAL AFFAIRS - A departmental employee should report to his/her supervisor problems occurring in the employee's personal life if those problems are interfering with the employee's job performance. The supervisor may discuss the problem with the employee and if appropriate, advise the employee to seek assistance from EAP or our MHP.

On a case-by-case basis, a supervisor may MANDATE the employee seek assistance from EAP or our MHP due to the employee's problems.

This policy is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Everest Metropolitan Police Department Critical Incident Services and Protocol

The department recognizes that even though stress is inherent in policing, occasionally employees become involved in what has been described in our policy as a critical incident, which places them under emotional stress. All people react differently to stressful situations and no one response should be considered as the norm. No matter how much you prepared for this day, there will be concerns and questions you may have.

The purpose of this handbook is to provide you and your loved ones information in assisting you with dealing with the aftermath of this incident. The Everest Metropolitan Police Department values its employees and understands that every employee will deal with the emotions of an incident differently. This information is being provided to you and your families to let you know what you can expect in the upcoming days and weeks.

Critical incidents are typically sudden, powerful events, which fall outside the range of our ordinary human experiences. Because they happen so abruptly, they often have a strong emotional impact, even on an experienced, well-trained officer. In law enforcement, officers generally don't have the luxury of fleeing in a life or death situation, when a threat is perceived, or the unthinkable is witnessed. We are trained, and have taken an oath, to sometimes run towards the danger, when most others would run away.

This handout is meant to assist the involved officers, their families, and other department employees in understanding and coping with a critical incident. Your support group extends beyond your immediate family, but your family members or significant others are encouraged to accompany you to your required meetings with the department's mental health professional and avail themselves to the professional's services.

At the time of the incident:

You will be asked to provide preliminary information to the first responding supervisor so they can follow through with their responsibilities and the best and most credible investigation can be done.

If you used your firearm you should holster it and not remove the magazine or reload your gun. If you used a rifle you can leave it at the scene if you dropped it or can turn it over as directed by the first responding supervisor.

Once the scene is secured and stabilized take a step back from the scene and gather your thoughts. Take mental notes of your surroundings, do some autogenic breathing, and slow yourself down. You have done your part; it is now up to others to do theirs.

You will be allowed to have a companion officer called to be your partner through the remainder of the incident. This can be anyone not involved in the incident. They can respond to the scene or meet you at the station. This officer will help provide for physical needs, contact people you wish contacted, and support you.

You will be given a ride from the scene by another officer or supervisor. This will get you away from what is probably a chaotic scene and from having any accidental involvement with the investigation.

You will be allowed to call family members as you see fit. If you want one of them to respond to the station to meet you, that can be arranged through your companion officer.

One Supervisor will be assigned to be a liaison and your point of contact through the incident. They will be the liaison to you, providing updates, handle evidence as needed, and make arrangements with you for your interview and other meetings.

At the station your firearm, and possibly your magazines, will be collected by a investigator, if it was used. You will be provided with a replacement weapon immediately.

At the station you will be given a quiet area to meet with your representatives, family, and the mental health professional. You can change out of your uniform for the remainder of the process.

If the mental health professional was able to immediately respond, you will have your first mandatory meeting with them (Education and Support Debriefing). This purpose of this session is to provide you with information and support.

If a walk through was not done initially with investigators, you will go back to the scene to do this with the investigators. It will not be recorded. It will help you to start putting the pieces of the incident back together and it will help you recall the incident when you give your statement.

A voluntary blood draw may be arranged by the supervisor.

Who do you wish to be your point of contact _____ Ph. _____

After the incident

The following things will occur, generally in this order, after the incident:

Education and Support Debriefing – w/in 24 hours

Immediately after or within 24 hours after the incident, if at all possible, you will be required to meet with the department's mental health professional. The purpose of this meeting is to allow you the opportunity to meet with someone trained in the body's response to critical incidents and allow you the chance to express your feelings if you wish. They will discuss with you some of the feelings you may have had and will educate you on some of the feelings that may occur in the future. Your family may come with you but the debriefing will be a private, individual meeting. Your family members can also meet with the health care professional at this time if they would like to discuss their feelings or if they have questions. This is no cost to you or your family.

Administrative Assignment

You will be placed on administrative assignment to allow you to develop the coping skills needed to help you deal with the impact of the incident and meet the other requirements that will be expected of you the next several days. The length of the assignment will be determined by the Chief but you can expect to be back to work within 72 hours of the official interview. Research has shown that returning to work sooner than later is usually best for the Officer. You will not be rushed back to work, and when you return it will be on administrative assignment. When you return to work on administrative assignment you will be assigned to station duty. You may return to your shift and assignment, or you may ask to be assigned to any other shift or duty. When assigned, the Shift Commander or supervisors have the discretion to assign what duties you will perform. Everyone handles these incidents differently and it is our goal to work with you through this. The shift supervisors should give you duties that are meaningful and purposeful and will depend on the shift and type of work available.

While on administrative assignment you are encouraged to arrange time on shift with a firearms instructor to do some shooting. This is not for any training purpose but is to help you again transition back into your patrol duties.

The time spent on administrative assignment should not be construed as discipline or a finding of any fault. The Everest Metropolitan Police Department has elected to place you on administrative assignment to allow you and your family the time to begin the process of recovering from this highly emotional incident. Your pay, benefits, and any vacation or compensatory time are not affected while on administrative duty.

Many of your co-workers will want to show their support as your critical incident is being investigated. It is your decision how you want to inform them of how you are doing but you cannot discuss the incident with them while it is being investigated, unless they are listed in the critical incident policy. You may decide to have your companion officer be your point of contact for your co-workers to avoid numerous calls and questions from co-workers.

While on administrative assignment you are encouraged to contact your investigative supervisor assigned as your point of contact with any questions related to the investigation. Please forward all questions and concerns to that individual to avoid and confusion or conflicting information.

Interview with Investigators

After one or two sleep cycles, an interview will take place with investigators. The interview will take place in a private area of the department and you will be allowed to have a union representative and/or union attorney present, and/or a private attorney of your choice present during the interview.

This interview will act as your statement and details about the incident. The interview will probably be held in the conference room and will be done by Det. Supervisors or personnel. The transcripts of the interview will be typed up and you will be allowed to make corrections and additions later, as you normally would with your details.

Individual Debriefing while on Administrative Assignment

After your interview, and while you are still on administrative assignment, you will be required to meet with the MHP. It has been suggested that you consider inviting your spouse or significant other to attend the session with you as a support person. This may be very beneficial to your family.

Case Updates

The Supervisor assigned as your liaison will provide whatever updates they can to you on the status of the investigation and when you can expect your firearm back. The investigation that is being done is being done as quickly and efficiently as possible. The investigation will be thorough and complete, and will eventually be released to the public. As some point, after you have notified your family members, the public will be provided with your name and some basic employment information. This is public record and must be released.

CIRB

The Critical Incident Review Board is made up of numerous department employees of all ranks. They will review the investigation and issue findings and make recommendations to the Chief. The Chief will determine the disposition at that time. There will not be an automatic internal affairs investigation, but the Chief may order one if he deems it necessary.

Return to full duty status

You will return to full duty status when determined by the Chief, after the conclusion of the incident investigation. When you return to full duty status your work assignment and any special requests to ride with a partner, etc., will be accommodated and handled by the shift commander or your immediate supervisor if you are not a shift officer or supervisor.

District Attorney Review

The final report will be forwarded to the District Attorney for his review and decision.

Follow-up Services

Follow up care is encouraged for all Officers, and their families, to the extent they are comfortable. There are eight free sessions available to you and your family at the EAP center. All contacts and services are confidential between you and the provider. Your meetings with the department mental health professional are also covered by our insurance carrier and you can discuss with the professional the specifics of coverage.

Six and 12 Month Meetings with MHP

By policy, you will be mandated to meet with the department mental health professional at approximately six and twelve month mark after the incident. This is to check on how you are doing and to offer any other services to you and your family. These meetings are confidential and the department is only notified that you did attend the meeting. These meetings will be arranged by the Chief or his designee.

Department Point of Contact

Your department point of contact: _____

Phone Number/s: _____